

**NOTE:** In the case of non-members, this agenda is for information only

**DEREHAM TOWN COUNCIL**

**Assembly Rooms, Quebec Street, Dereham, Norfolk NR19 2DJ**

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7<sup>th</sup> May 2026

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 12<sup>th</sup> May 2026** at **7.30pm** to consider the items on the Agenda below.

Yours faithfully

*A N Needham*

**Mr A N Needham**  
**Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

**AGENDA**

1. To receive apologies for absence.
2. **Declaration of Interest.**  
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011  
  
**Adjournment for Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors who are not Town Council members to give a report and answer questions.**
3. To receive announcements.
4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14<sup>th</sup> April 2026.**

5. **Heritage & Open Spaces**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting held on Tuesday 28<sup>th</sup> April 2026.**

b) To discuss any matters arising and vote on any recommendations listed below.

**To receive a report from the Community Access Warden.**

The Committee recommended that Mr K Hawkins email a link or documentation regarding audits on local paths and Rights of Way to the Town Council Office, which would then be shared on the Town Council website and Social Media channels as information changed.

**To consider supporting FWAG in investigating wetland habitat creation on part of the countryside park.**

The Committee recommended supporting FWAG in applying for funding and conducting a feasibility study for a wider wetland habitat. Proposals, following the feasibility, would be brought back to committee.

6. **Recreation**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on Tuesday 28<sup>th</sup> April 2026.**

b) To discuss any matters arising and vote on any recommendations listed below.

**To consider including a new rule to the Allotment Tenancy Agreement regarding planting trees on an allotment plot.**

The Committee recommended that a new rule be added to the Allotment Tenancy Agreement stating that any new fruit trees must be planted at least 3m in from any plot boundary and must be of dwarf fruit stock. This new rule would not be implemented until after the next Recreation Committee Meeting so Councillors can consider any objections received before proceeding.

**To consider drawing down section 106 funding for sport provision to improve facilities at Dereham Saints Football Club.**

The Committee recommended that the Council draw down 106 money for Dereham Saints in order for them to improve sports provision at the club by providing:

- 1) New porta-cabin type changing facilities and club house.
- 2) Verti draining – and overseeding this should improve drainage and permit greater use of the pitches.
- 3) Permanent ball retention system – which will provide greater flexibility with regards to pitch orientation and prevent balls entering private gardens.

7. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.

8. To propose that, in the light of the response received to the Clerk's email, that the Police and Crime Commissioner be asked to attend a future Council meeting to explain how the Police can prevent future occurrences of traveller encampment, so that local taxpayers are not left with the bill for eviction / clean up (Cllr R Jamieson).
9. To receive any updates/reports from members of the Council who are County or District Councillors.

# DEREHAM TOWN COUNCIL

14<sup>th</sup> April 2026

At a meeting of the **Full Council** held on **Tuesday 14<sup>th</sup> April 2026** in the Memorial Hall at **7.30pm**.

**Present:** Councillors R O'Callaghan (Chairman), Z Flint, S Green, A Greenwood, R Jamieson, A Keats, H King, L King and P Morton.

Also in attendance: T Needham (Town Clerk), J Barron (Deputy Town Clerk), K Grant (Town Council Officer) and District Councillor A Webb.

194. **To receive apologies for absence.**

Apologies for absence were received from Councillors C Coleman, A Brooks and P Duigan

195. **Declaration of Interest.**

There were no declarations of interest.

*The meeting was adjourned*

District Councillor A Webb advised us that Breckland Council will be holding a Dinosaur day in Dereham Market Place on 27<sup>th</sup> May.

Councillor S Green advised councillors that Dereham day will be held on 9<sup>th</sup> May 10am -4pm at Neatherd High School.

*The meeting resumed*

196. **To receive announcements.**

There were no announcements.

197. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 10<sup>th</sup> March 2026**.

Proposed by Councillor Z Flint, the minutes of the Full Council meeting held on Tuesday 10<sup>th</sup> March 2026 were agreed and signed.

198. **Markets& Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting** held on **Tuesday 24<sup>th</sup> March 2026**.

Proposed by Councillor S Green, the minutes of the Markets & Buildings meeting held on Tuesday 24<sup>th</sup> March 2026 were agreed and signed.

199. **Social Welfare**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on Tuesday 24<sup>th</sup> March 2026.**

Proposed by Councillor R O'Callaghan, the minutes of the Social & Welfare meeting held on Tuesday 24<sup>th</sup> March 2026 were agreed and signed.

b) To discuss any matters arising and vote on any recommendations listed below.

**The Chairman and Vice Chairman of the committee were not present for the meeting**

Councillor S Green proposed that Councillor R O'Callaghan chair the meeting. Councillors present agreed.

**To consider creating a memorial for historic still birth burials at old cemetery.**

It was agreed that the Dereham Heritage Trust be asked to research the history relating to stillbirth interments in the cemetery. Once they have concluded their research it would be brought back to the committee to consider further.

200. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by R O'Callaghan, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

201. **To receive any updates/reports from members of the Council who are County or District Councillors.**

There were no updates .

202. To consider and decide whether to accept a Pride grant from Breckland District Council.

It was agreed to accept the Pride Grant from Breckland District Council.

203. To consider report relating to transferring of the car parks and consider delegating authority to the Clerk to proceed with the transfer once outstanding minor issues have been resolved.

It was proposed by Councillor R O'Callaghan, put to the vote and agreed to delegate authority to the Town Clerk to proceed with the transfer of the carpark, once outstanding minor issues have been resolved.

**Chairman**

# DEREHAM TOWN COUNCIL

28<sup>th</sup> April 2026

At a meeting of the **Heritage & Open Spaces Committee** held at the Memorial Hall on **Tuesday 28<sup>th</sup> April 2026**.

**Present:** Councillors P Duigan (Chairman), Z Flint, A Greenwood and R Jamieson.

Also in attendance: Councillors H King & L King, Town Clerk T Needham, Deputy Town Clerk J Barron, Town Council Officer G Snow, and Mr K Hawkins (Community Access Warden).

1. **To receive apologies for absence.**  
Apologies for absence were received from Councillor P Morton.
2. **Declaration of Interest**  
There were no declarations of interest.
3. **To receive a report from the Community Access Warden.**  
The Community Access Warden Mr Ken Hawkins presented his report to the Committee.

Councillor R Jamieson arrived.

Mr K Hawkins informed the meeting that the Norfolk Ramblers were suggesting that Parish Councils publish information regarding the condition of footpaths on its website. Mr Hawkins noted that much of this information he already produces and would be happy to provide a document or link to share on the Town Council website and/or Social Media channels.

The Committee recommended that Mr K Hawkins email a link or documentation regarding audits on local paths and Rights of Way to the Town Council Office, which would then be shared on the Town Council website and Social Media channels as information changed.
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4. **To receive update on the countryside park.**  
Town Clerk T Needham gave an update on the Countryside Park and informed the Committee that, after consultation, the process for seeding was being done slightly differently this year, it was not possible to spray the plots off, this combined with the very dry spring will make the seeding challenging this year. The area has been flailed off as usual, however it would be flailed off a second time to keep the moisture levels up, which will then help the seeds germinate once the area is reseeded in a week or two.
5. **To consider supporting FWAG in investigating wetland habitat creation on part of the countryside park.**  
The Clerk informed the Council that a few years ago the Council wished to consider investigating the possibility of providing additional wetland habitat on the Countryside Park.

Some initial concept work was carried out by Norfolk Wildlife Trust in 2024 but the idea has subsequently stalled because of the cost of the hydrological studies needed for such a project, and this had not been prioritised as a project.

Two matters have come together, coincidentally at the same time:

- 1) Norfolk Farming and Wildlife Group (FWAG) – believe they would be able to obtain funding to produce a hydrological study and a feasibility into creating a wetland habitat.
- 2) Breckland Council are interested in diverting the drain near Osier farm to create a small wetland habitat and permanently resolve the issue of blocked and dysfunctional culverts between Osier farm and Galley Moor Farm.

Town Clerk T Needham made Councillors aware of Breckland Council's interest in resolving the issue with culverts.

The Committee recommended supporting FWAG in applying for funding and conducting a feasibility study for a wider wetland habitat. Proposals, following the feasibility, would be brought back to committee.

**Chairman**

# DEREHAM TOWN COUNCIL

28<sup>th</sup> April 2026

At a meeting of the **Recreation Committee** held at the Memorial Hall on **Tuesday 28<sup>th</sup> April 2026** upon the rising of the Heritage & Open Spaces Committee.

**Present:** Councillors Z Flint (Chairman), P Duigan, A Greenwood and R Jamieson.

Also in attendance: Councillors H King & L King, Town Clerk T Needham, Deputy Town Clerk J Barron and Town Council Officer G Snow.

1. **To receive apologies for absence.**  
Apologies for absence were received from Councillor P Morton.
2. **Declaration of Interest.**  
Councillor A Greenwood declared an interest in item 3 as he and his wife are allotment holders.
3. **To consider including a new rule to the Allotment Tenancy Agreement regarding planting trees on an allotment plot.**

The Committee recommended that a new rule be added to the Allotment Tenancy Agreement stating that any new fruit trees must be planted at least 3m in from any plot boundary and must be of dwarf fruit stock. This new rule would not be implemented until after the next Recreation Committee Meeting so Councillors can consider any objections received before proceeding.

The reason for this recommendation is not to continue to permit plot holders to plant fruit trees, but to ensure they are planted so as not to negatively impact neighbouring plots.

4. **To discuss what may be nascent changes to Breckland's local plan policies relating to developer contributions to Open Space Provision.**  
Councillors expressed their concern with the changes to the emerging Local Plan Policies and requested that the Town Clerk continue to engage with Planning Policy Officers at Breckland District Council more formally regarding the development of the Policy for Outdoor Playing Space Provision.
5. **To consider drawing down section 106 funding for sport provision to improve facilities at Dereham Saints Football Club.**

The Committee recommended that the Council draw down 106 money for Dereham Saints in order for them to improve sports provision at the club by providing:

- 1) New porta-cabin type changing facilities and club house.
- 2) Verti draining – and overseeing this should improve drainage and permit greater use of the pitches.

- 3) Permanent ball retention system – which will provide greater flexibility with regards to pitch orientation and prevent balls entering private gardens.

Councillors requested to see the designs for the porta-cabin facilities.

**Chairman**

**From:** Antony Needham <t.needham@derehamtowncouncil.org>  
**Sent:** 20 April 2026 12:39  
**To:** Office of the Police and Crime Commissioner for Norfolk <opccn@norfolk.police.uk>  
**Cc:** Taylor, Sarah <sarah.taylor@breckland.gov.uk>  
**Subject:** Ref 663 - Attention - Sarah Taylor - Travelers

You don't often get email from [t.needham@derehamtowncouncil.org](mailto:t.needham@derehamtowncouncil.org). [Learn why this is important](#)

**CAUTION: This email originated from outside of the organisation.**

Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Sarah,

Last year we unfortunately have a group of travellers pitch up on the Recreation Ground in Dereham. At the time the Police provided assistance when issuing notices to leave and when bailiffs attended to force the travellers to leave.

The cost of evicting the travellers and repairs following eviction was over £5,000. What was frustrating was that this seemed to be a group which were moving from site to site around Norfolk as if they were on 'holiday'. Each time the stop the local authority then has for pay for their eviction.

I see the same is happening this year [Travellers on playing field by Cooper Road in Sheringham | Eastern Daily Press](#)

Could I request an explanation as to why Norfolk Police do not use their powers under section 34 of the Road Traffic Act 1988, which makes it an offence to drive on land other than a Highway (without lawful authority). As I read this Act, when travellers are driving on playing fields they could be issued with a FPN of up to level 3 (£1,000). It strikes me, that if, when travellers came to Norfolk, they were issued with fines when the drove on playing fields, these travellers would be less inclined to pitch up on playing fields and locations other than authorised sites.


If you could let me know why the Norfolk Police are not using, what appears to be, a useful piece of law to reduce the level of unauthorised encampments, I can then pass this back to my Councillors.

Thank you

Tony



Tony Needham  
Town Clerk  
Dereham Town Council

 01362 693821

## Antony Needham

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**From:** Office of the Police and Crime Commissioner for Norfolk <OPCCN@norfolk.police.uk>  
**Sent:** 28 April 2026 17:13  
**To:** Antony Needham  
**Subject:** RE: Ref 663 - Attention - Sarah Taylor - Travelers

### *Email sent on behalf of the Police and Crime Commissioner for Norfolk*

Dear Mr Needham,

Thank you for your email regarding the management of unauthorised traveller encampments and the associated costs incurred by local authorities.

In response to your specific question about why Norfolk Constabulary does not routinely use its powers under Section 34 of the Road Traffic Act 1988—which makes it an offence to drive on land other than a highway without lawful authority—I have sought input from policing colleagues.

It is important that any legislative action is focused on genuinely resolving the issue. This requires a coordinated, partnership-based approach, as the police alone cannot address unauthorised encampments effectively. Each encampment is subject to a risk assessment to ensure any response is fair, proportionate and appropriate. Experience consistently demonstrates that engagement, rather than blanket enforcement, delivers better outcomes. In Norfolk, this approach is formalised through Operation Stanwick, which is implemented for all reported encampments, irrespective of the individuals involved.

Should enforcement be considered necessary following the initial risk assessment, police will first consider powers available under the Criminal Justice and Public Order Act 1994, specifically Sections 60, 61 and 62. These provisions allow the situation to be resolved through a direction to leave the land, without immediately imposing sanctions. This approach helps avoid disproportionate consequences that may otherwise fall on individuals within the encampment who are not responsible for the offending behaviour.

Kind regards

Sarah

Sarah Taylor (she/her)

*The Police and Crime Commissioner for Norfolk*

*To balance my various commitments, I often choose to work outside of office hours. If this email does not coincide with your normal hours of work, please do not feel obliged to respond immediately and instead reply whenever is best for you.*