

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

DEREHAM TOWN COUNCIL

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8th January 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 13th January 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.

A G E N D A

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 9th December 2025.**

5. **Personnel**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting** held on **Tuesday 6th January 2026**.

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

To consider recruitment process for Deputy Clerk and consider appointing external consultants to assist in recruitment process.

The Committee recommended the following:

- 1) That an external consultancy be engaged to, initially carry out the work detailed withing the briefing document in preparation for the recruitment of the Deputy Clerk.
- 2) That the selection of a suitable consultant is conducted as a tender process, with the opportunity to tender posted on the Government's web-site.
- 3) The Clerk, in consultation with Councillor Z Flint, would prepare a draft tender scoring matrix, this would be circulated within the committee for comment before being finalised.
- 4) That the Clerk, along with Councillors Z Flint and H King would review submitted tenders and bring a recommendation to a Full Council meeting.

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

7. **To consider submitting an expression of interest to Breckland Council to request the Freehold of the St Nicholas Bowls Club be transferred to Dereham Town Council.**

This matter does carry some financial risk to this Council and needs to be referred to a committee to explore these risks. The Local Government Reorganisation timetable is however progressing at pass, so if the Council might be interested in securing the future of the Bowls club in perpetuity, then it would be beneficial to express an interest in taking on the freehold at the earliest opportunity.

8. To appoint Councillor A Keats to the following committees, Social & Welfare and Markets & Buildings.

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

DEREHAM TOWN COUNCIL

9th December 2025

At a meeting of the **Full Council** held on **Tuesday 9th December 2025** in the Memorial Hall at **7.30pm**.

Present: Councillors R O'Callaghan (Chairman), A Brooks, P Duigan, S Green, A Greenwood, R Jamieson, H King, L King, and P Morton.

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

143. To receive apologies for absence.

Apologies for absence were received from Councillor Z Flint.

144. Declaration of Interest.

Councillor A Greenwood declared an interest in minutes 149 and 150 as he is the Treasurer at St Nicholas Bowls Club and also an allotment holder.

The meeting was adjourned.

Mr Lewis Smith addressed the meeting saying that when the repairs to Neatherd track are carried out would it be possible to have all done in one go rather than in two phases, and proper repairs rather than temporary repairs that do not last.

Mr Smith was advised that the Town Council would also like the track repairs to be carried out in one go, if not then the school end area should be carried out first, perhaps this could be planned in consultation with residents before a decision is made. The Town Council would also request a detailed specification of the work to be carried.

District Councillor A Webb gave a massive thanks to all those involved with the Christmas Lights switch on.

Councillor Webb continued by giving an update on the potential pedestrian crossing on Norwich Road, saying that County Councillor P Duigan had agreed to pay for the feasibility study for the crossing out of his Norfolk County Council allowance.

Councillor Webb explained to the meeting how Article 4 direction works, saying that it is a planning tool used by local authorities to restrict certain permitted development rights. The direction removes the permitted development right to convert a house into a smaller HMO. But in most areas of England turning a house into a small HMO (up to 6 people) does not require planning permission because it is normally a permitted development.

But, if a council has issued an Article 4 Direction, then Planning permission is required to create a small HMO (4) because the automatic permitted development right has been removed.

Councillor Webb continued by talking about Breckland Councils fulfilling their obligation under the section 208 of the Housing Act 1966 in respect of

notifications and whether pertinent information is being routinely passed on to the police. Councillor Webb advised that Breckland Council are fully compliant with this Statutory Duty and make notification within 24 hours of placement. Other Councils are largely compliant with this duty, and Breckland Council are leading the requirement to develop enhance requirements that go beyond the Statutory Duty to have better awareness across Local Authorities as to who is being placed where (through a shared database). There are already formal protocols in place to receive S208 Notifications.

Councillor Webb finished by giving some feedback on Safer Street Wardens and what they had achieved.

The meeting resumed.

145. To receive announcements.

The Mayor, Councillor R O'Callaghan, announced that he had attended the following events:

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|---------------------------|---|---|
| 22 nd November | - | RNLI 200 th Anniversary Rose planting in the Queen Mothers Garden |
| 22 nd November | - | St Nicholas Church Christmas Tree Festival |
| 30 th November | - | Dereham Christmas Lights switch on. The Mayor thanked everyone for all their hard work and for making it such a wonderful day |
| 5 th December | - | Wymondham Charity Christmas Concert |

146. To receive from the Chairman, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 11th November 2025.

Proposed by Councillor R O'Callaghan, the minutes of the Full Council meeting held on Tuesday 11 th November 2025 were agreed and signed.
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147. To receive from the Chairman, confirm as correct and sign the minutes of the Extraordinary Full Council meeting held on Tuesday 18th November 2025.

Proposed by Councillor R O'Callaghan, the minutes of the Extraordinary Full Council meeting held on Tuesday 18 th November 2025 were agreed and signed.
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148. 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 25th November 2025.**

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces Committee meeting held on Tuesday 25 th November 2025 were agreed and signed, subject to 'these funds are to be matched with Norfolk County Council funding' being removed from the second Parish Partnership recommendation.

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

The following recommendations were agreed and approved by the council.

To confirm funding for resurfacing the Neatherd Track.

It was agreed to commit a further £10,000 towards the resurfacing of the Neatherd Track. The Town Council's commitment would now be £20,000 for phase 1 and £20,000 for phase 2. Councillors would like to see the detailed specifications for the work to be carried out. Also that the Town Clerk should enquire if there is a possibility of phase 1 resurfacing to be carried out to the westerly section (nearest the school) first and request that, if possible, the whole track can be completed in one go rather than two phases.

To consider Parish Partnership

It was agreed that Councillor P Duigan speak to Norfolk County Council Highways about what low level traffic calming could be put in place on Norwich Road to help pedestrians cross.

It was agreed that £4000 be put aside towards other measures once Norfolk County Council Highways have looked at options of a quick intervention.

149. Recreation

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on Tuesday 25th November 2025.**

Proposed by Councillor R Jamieson, the minutes of the Recreation Committee meeting held on Tuesday 25th November 2025 were agreed and signed.

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

The following recommendations were agreed and approved by the council.

To consider progressing the work to try and acquire additional land for sport.

It was agreed that the Town Council progress the work to try and acquire additional land for sport, the next stage would be to conduct a 'call for sites' to see if any landowners would be prepared to dispose of land to the Town Council for sports pitches.

To consider making formal requests to Breckland Council for the land to be transferred to Dereham Town Council.

It was agreed that the Town Council make a formal request for the waste land in front of the leisure centre be transferred to Dereham Town Council.

To consider converting one tennis court into a MUGA.

It was agreed that one of the tennis courts be earmarked for conversion into a MUGA in preparation for developments transferring commuted sums in lieu of on-site sports provision.

To consider tenders for skate park.

Councillors reviewed the four tenders submitted against the specifications required.

It was agreed that an additional £40,000 from 106 funding for sport provision be allocated to the skate park project, bringing the project total up to £250,000. The additional funding would provide more features particularly with regard to younger, less experienced users and users with disabilities.

It was agreed that Wheelscapes be given the contract to refurbish the skatepark.

It was agreed that £5,000 be allocated towards a post-completion engagement programme. With the details to be agreed at a later date.

To consider reducing hedge on the north side of Moorgate Playing Field.

It was agreed that work be carried out to pollard the hedge northside of Moorgate Playing Field to 1m from the ground to encourage thicker growth and replant any gaps with hawthorn.

To consider reduction on Trees on the east side of Recreation Ground adjacent to Station Road.

It was agreed that work be carried out on trees on the east side of the Recreation Ground adjacent to Station Road. This work would give the opportunity for the crowns to be fully inspected, reduce the weight and load on the trees and reduce the risk of failure if defects cannot be seen. It would also keep the canopy from spreading over the carriageway.

150. Finance

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance Committee meeting held on Tuesday 2nd December 2025.**

Proposed by Councillor S Green, the minutes of the Finance Committee meeting held on Tuesday 2nd December 2025 were agreed and signed subject to minor amendments.

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

To consider Grant Applications.

The following grants were agreed:

Organisation	Amount of grant agreed	Purpose
Dereham St Nicholas Bowls Club	£600	Towards rejuvenation work of the green.
Sacred Heart & St Margeret Mary Catholic Church	£300	Winter Soup Project –offering a warm, welcoming space with free soup and refreshments during the winter months.

To consider budget estimates for 2026/27 and Precept for 2026/27

A precept for 2026/27 of £1,279,676 was agreed. This would represent an increase in Council Tax for a Band D property of 3%. Using the increase to establish a fund for future maintenance of the car parks.

To consider measures to comply with Assertion 10

The following measures would be put in place:

- a) Adopt an IT Policy.

It was agreed that the Council adopt the NALC model IT policy amended to read at Point 15 'This policy will be reviewed by exception to ensure.....'

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

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

152. **To pass a resolution to agree that if required the Council will apply for approval to borrow up to £783,500 for purchasing the Breckland carparks in Dereham.**

Councillor R O'Callaghan proposed to pass a resolution to agree that if required the Council will apply for approval to borrow up to £783,500 for purchasing the Breckland carparks in Dereham, seconded by Councillor L King and put to a recorded vote:
Against: - Councillor R Jamieson
Abstained: - Councillors A Brook and P Morton
For:- Councillors P Duigan, L King, H King, R O'Callaghan, S Green, and A Greenwood.

The resolution was agreed.

153. **To agree to increases applicable fees and charges for 2026/27 by 3%.**

Councillor S Green proposed to increase applicable fees and charges for 2026/27 by 3%, seconded by Councillor A Brooks and agreed.

154. **To confirm budget estimates for 2026/27.**

Councillor S Green proposed the budget estimates for 2026/27, seconded by Councillor L King and agreed subject to an amendment in the headings and a correction of a minor error.

155. **To consider Article 4 Direction. (Cllr R Jamieson)**

Councillor R Jamieson said that Councillor A Webb had explained how Article 4 Direction works and that he felt that this was worthwhile pursuing.

Councillor R Jamieson proposed a resolution that the Town Council pursue the possibility of Article 4 Direction for parts of Dereham, seconded by Councillor P Morton, put to the vote, and agreed.

156. **To reaffirm Dereham Town Council's commitment to building funds to purchase additional open space and sports pitches in the south of Dereham.**

Proposed by Councillor H King , seconded by Councillor A Brooks it was agreed to pass a resolution to reaffirm Dereham Town Council's commitment to building funds to purchase additional open space and sports pitches in the south of Dereham.

Councillor R Jamieson provided a detailed explanation of the points which he made at the Finance and Governance Committee and he wished it to be recorded that the notes accompanying the motion on this agenda completely misrepresented what he had said at the Finance and Governance Committee.

157. **To propose making an attempt to encourage Breckland District Council to implement a PSPO.**

Councillor R Jameson spoke of the possibility the implementation of a Public Space Protection Order in Dereham to help combat the antisocial behaviour. District Councillor A Webb responded, saying that this was going to cabinet next Monday.

Proposed by Councillor R Jamieson, seconded by Councillor L King it was agreed that a letter of support be drafted to Breckland Council requesting that Dereham Town Council be included in any discussions regarding the area for the PSPO.

158. **To propose that the Council request that Breckland District Council, and the other local councils, demonstrate that they are fulfilling their obligation under section 208 of Housing Act 1996 in respect of notifications, and whether pertinent information is being routinely passed to the police? Have they all set up a S208 email address to receive S208 notifications in the correct format? (Cllr R Jamieson)**

Councillor R Jamieson said that Councillor A Webb had already addressed this in public speaking. Councillor Jamies continued by saying that although Breckland was in compliance, it was not clear if the other local councils were, and what action was going to be taken by Breckland to check / address this. Information sharing is absolutely key to ensuring safety of all concerned.

159. **To propose that Dereham Town Council offer representation on the new task force that Breckland District Council are going to set up shortly and to appoint a representative to be part of that group if needed.**

It was agreed to wait until the Town Council had heard back from Breckland Council before appointing any representatives.

160. **To propose inviting Sam Chapman-Allen to attend a Dereham Town Council meeting to discuss temporary accommodation.**

Proposed by Councillor R Jamieson, it was agreed to send a formal request inviting Sam Chapman-Allen to attend a Dereham Town Council meeting to discuss temporary accommodation.

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

Councillor P Duigan advised the meeting that work on the Market place is scheduled to begin on the 12th January 2026.

Chairman

DEREHAM TOWN COUNCIL

6th January 2026

At a meeting of the **Personnel** Committee held on Tuesday 6th January 2026 at Dereham Memorial Hall.

Present Councillors H King (Chairman), S Green, Z Flint, R Jamieson, L King.

Also present: Councillor A Keats and Town Clerk Tony Needham.

1. To receive apologies for absence.

Apologies for absence were received from Councillor R O'Callaghan.

2. Declaration of Interest.

There were no declarations of interest.

3. Exclusion of press and public

Proposed by Councillor H King, seconded by Councillor Z Flint
it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

4. To consider recruitment process for Deputy Clerk and consider appointing external consultants to assist in recruitment process.

The Committee considered the manner in which staff changes are likely to occur over the next 6 years as a result of the retirement of key staff and that this needed to be planned for to minimise risks to the Council.

The Committee recommended the following:

- 1) That an external consultancy be engaged to, initially carry out the work detailed withing the briefing document in preparation for the recruitment of the Deputy Clerk.
- 2) That the selection of a suitable consultant is conducted as a tender process, with the opportunity to tender posted on the Government's web-site.
- 3) The Clerk, in consultation with Councillor Z Flint, would prepare a draft tender scoring matrix, this would be circulated within the committee for comment before being finalised.
- 4) That the Clerk, along with Councillors Z Flint and H King would review submitted tenders and bring a recommendation to a Full Council meeting.

The Committee discussed the draft brief for the consultants, in addition to minor amendments it was agreed to include a long standing Cllr as part of the technical and competency interview and that details of how any consultant would liaise with other associates to ensure they have the broadest range of expertise to bring to bear on the project.

The final brief would be circulated to the committee members with the scoring matrix.

Chairman