

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

DEREHAM TOWN COUNCIL

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6th August 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 11th August 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 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 14th July 2026**
5. **Personnel**
 - a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting** held on **Tuesday 21st July 2026.**

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

To consider recommendation contained within the LGRC report and how to apply those recommendations.

Each recommendation related to specific numbered recommendations from the LGRC Report.

Recommendation 1.

With regards to the staff structure

The Committee recommended that the Council transitions to the recommended revised structure with the Deputy Clerk taking responsibility for particular committees and being titled Deputy Clerk/ Project officer. The Committee recognised that this may well lead to a change to the committees.

With regards to job evaluation.

The Committee recommended that when recruited for; the Deputy Clerk/Project Officer's post would be at SCP 28 - 29 (excluding contractual CiLCA scale point) as recommended in the LGRC Report and that reference to the Deputy Clerk's pay originally being based on 75% of the Clerk's salary, be removed from the Staff Handbook.

The Committee recommended to accept the recommendation from the consultants and establish the pay scale of the Clerk from SCP44 to 54 (excluding contractual CiLCA scale point).

After considering further advice from the Consultant, and in recognition of the Clerk potentially being underpaid for a number of years, the Committee recommended that the Clerk be moved from SCP51 to SCP 53 from April 2026. This would be conditional on the Clerk accepting the following contractual changes to the benefit of the Council:

1. Notice period extended from 1 month to 3 months.
2. The removal of the option to be paid overtime for Xmas lights event.

Recommendation 3.

Amendments to contracts

In addition to minor inconsequential amendments recommended by LGRC, the Committee recommended the following amendments:

Training: the Council reserves the option to recover the cost of any essential training if the employee leaves within 2 years of the training.

Additional hours: overtime payment is not available to Clerk and Deputy Clerk.

Expenses: mileage and subsistence expenses would be at the HMRC rates applicable at the time.

Notice period: The Clerk would need to give 3 months' notice all other employees remain at 1 month.

Recommendation 4.

With regards to Job descriptions and person specifications for the Clerk and Deputy Clerk/Projects officer.

The Committee recommended that the proposed Job descriptions and Person Specifications for Clerk and Deputy Clerk/project officer be accepted, subject to bullet points being numbered and that they be reviewed again immediately prior to recruitment.

Recommendation 5.

With regards to expenses:

The Committee recommended that the staff handbook be amended to include the condition that where staff use bicycles for work purposes, that the wearing of helmet and hi-viz clothing would be compulsory. That the Council would pay 50% of the cost of such items.

For both vehicles and cycles used for work purposes; the Council would cover difference in cost between the legally mandated insurance cover and the cost of providing third party insurance when being used for employment purposes.

Recommendation 6.

Governance review – the committee acknowledged that LGRC had been commissioned by the Council to carry out further Governance work.

Recommendation 7.

Employee assistance scheme

The Committee recommended that this be considered at a future meeting when the costs and benefits of different schemes could be considered.

To consider progressing the development of a recruitment and selection process as part of succession planning.

The Committee recommended that LGRC be engaged to progress the recruitment process for the Deputy Clerk/Projects Officer, so that the recruitment process is ready when needed.

6. 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 28th July 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 the document prepared by the Community Access Warden be posted on the Town Council website along with a link for reporting problems with footpaths. There would also be a

report/simple explanation of how to use the link. This information would also be included in the Councillors information packs.

To consider having a Speed Activated Sign (SAM) policy.

The committee recommended that there should be a policy stating that the Speed Activated Sign should be in any one location for a maximum of 4 weeks.

To consider approach to risks arising from tree inspection reports.

The committee recommended that future tree work is now focused on trees requiring work which has been categorised as a high or medium priority in a high-risk zone.

7. Recreation

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on 28th July 2026.**

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

To review parking fees Recreation Ground.

The committee recommended that the parking fees for the Recreation Ground be increased to £30 per vehicle per year.

To consider options for Neatherd play equipment painting.

The committee recommended that the timber play equipment be left to become naturalised wood, brushing loose paint and be treated to increase longevity.

To consider next steps with regards to acquiring additional outdoor playing space and grass sports pitches in south of Dereham.

The committee recommended the following steps with regards to acquiring additional outdoor playing space and grass sports pitches in the south of Dereham:-

1. If no landowners bring potential sites forward; landowners in the most beneficial location are contacted directly to ascertain their willingness to sell or lease land to the Town Council
2. If a willing landowner comes forward, a process assessing the suitability of the land could begin.
3. If no willing landowners come forward; then prepare a concept master plan of the most beneficial area to form the basis of public consultation to gauge public support for the project.
4. To re-engaging with NP LAW again to check the process being followed fulfils the needs for any compulsory purchase.

To consider purchasing Glebe lands from the Church of England.

The committee recommended an interest in purchasing land from the Church of England.

To consider offer value for Glebe lands.

The committee recommended that the Town Clerk negotiate the possible purchase of Glebe lands with the Church of England.

8. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
9. To consider making a response to the Government's call for evidence with-regards-to revitalising the high streets.

Call for evidence

Terms of Reference

The Committee welcomes written evidence responding to the terms of reference outlined below. The closing date for submissions is Monday 7 September.

- What impact does the clustering of similar retail and service outlets, such as betting shops, vape shops and barbers, have on high streets and community pride?
 - What new planning powers is the government proposing to empower communities to block “unwanted” businesses from high streets, and how effective will these powers be?
 - Are local authorities’ Trading Standards departments sufficiently funded and resourced to improve problem high streets alongside the new High Streets Organised Crime Unit?
- What factors and approaches have led to successful high street regeneration in different parts of England?
 - What conditions might allow for such approaches to be replicated in other areas?
 - What are the potential benefits and drawbacks of different approaches to public realm improvements on high streets, such as design codes, street furniture, and pedestrianisation?
 - How effective are existing local powers at supporting high streets, such as High Street Rental Auctions, Compulsory Purchase Orders and the Community Right to Buy?
- What impacts can improvements to a high street have on community pride and people’s sense of belonging?
- What impact have recent changes to business rates had on high street businesses?
- Are allocation methods for Pride in Place funding suitable to ensure funding reaches communities where it is most needed?
- How effective are the government’s plans to address current challenges on high streets across England?

Important information about making a submission

Please read this section before making a submission. This information is particularly important for people making written submissions in an individual capacity, and about their own lived experience.

Written evidence **must** address the terms of reference as set out above, but please note that submissions do not have to address every point. Guidance on giving evidence to a select committee of the House of Commons is available [here](#).

Individual cases

In line with the general practice of select committees the Housing, Communities and Local Government Committee is **not** able to take up individual cases. If you would like political support or advice you may wish to [contact your local Member of Parliament](#).

How your submission will be treated

The Committee has discretion over which submissions it accepts as evidence, and which of those it then publishes on its website. If your submission is accepted by the Committee, it will usually be published online. It will then be available permanently for anyone to view and may be found online by using search engines. **It will form part of the parliamentary record and cannot be changed or removed.** If you have included your name or any personal information that may identify you such as names of organisations or locations, in your submission, that will normally be published too. Please consider how much personal information you want or need to share.

Your contact details will never be published.

Evidence accepted by the Committee is protected by parliamentary privilege. However, if published evidence suggests that criminal behaviour has occurred, there is no bar on external bodies investigating that behaviour, which may lead them to find independent evidence which could be put before a court.

Confidential submissions

The Committee may decide to accept evidence on a confidential basis. Confidential submissions remain available to the Committee but are not published or referred to in public.

If you would like to ask the Committee to accept your submission confidentially, please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

We may treat submissions confidentially, even where you have not requested this.

Anonymisation

Decisions about publishing evidence anonymously are made by the Committee. If you would like to ask the Committee to accept your submission anonymously (meaning it will be published but without your name) please tick the box when you make your submission. This lets the Committee know what you would like but the final decision will be taken by the Committee.

If you would like to request that your submission be published anonymously, then you are responsible for ensuring you cannot be identified from your submission. Please make sure you have not included information that would allow someone to work out who you are.

We may anonymise or redact some of your submission if it is published, even where you have not requested this.

Information about other people in your evidence

If you include personal information about other people in your submission (including your friends and family), the Committee may decide not to publish it. It is advisable to make your submission about your own experiences and to keep information about other people to a minimum.

Legal cases

We can't publish submissions that mention ongoing legal cases. Please do not include details of an ongoing case, or details that are likely to be the subject of future proceedings, in your submission.

Help and support

If you need help submitting your evidence, contact the Housing, Communities and Local Government Committee by email at hclgcom@parliament.uk

Start submission

DEREHAM TOWN COUNCIL

14th July 2026

At a meeting of the **Full Council** held on **Tuesday 14th July 2026** in the Memorial Hall at **7.30pm**.

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

Also in attendance: J Barron (Deputy Town Clerk), G Snow (Town Council Officer), and A Webb (County & District Councillor).

28. To receive apologies for absence.

Apologies for absence were received from Councillor A Brooks.

29. Declaration of Interest.

Councillor Z Flint declared a personal interest in minute 35 as she is a director of CIC.

Councillor P Duigan arrived.

The meeting was adjourned.

Councillor A Webb advised that she had been contacted by several members of the public raising their concerns about the increase in crime in Dereham, she continued by saying that she had spoken to the Police Superintendent who had confirmed that there would be an increased Police presence in the Town centre and Sandy Lane.

Councillor A Webb said that the legal work on the Akash restaurant was progressing and should be completed by October 2026. She continued by saying that there were still questions that had not been answered with regards to the Street Wardens, and that due to needing joint funding from the Police and Crime Commissioner, this could not progress until after the PCC Elections.

Councillors were also advised that a Health Care Summit would be held at the Dereham Cancer Care Centre on Friday 17th July between the hours of 4pm and 6pm. They were also told of a potential Speed Watch group that may be set up, 6 volunteers are required by the end of July when training would take place.

Councillor A Webb spoke of the £1-£2 million pounds that Norfolk County Council are looking to spend on the old London Road School to change it into a youth hub with accommodation for youngsters leaving care. She asked that the Town Council write to NCC in order to try and get this moving forward.

Councillor R O'Callaghan said that this building used to have all the facilities in place before NCC decided to close it and it made him really angry that it had remained closed for so long.

Councillor A Webb asked if there were any updates on when benches would be installed in the Norwich Road Cemetery and asked if the town sign could be cleaned.

The meeting resumed.

30. **To receive announcements.**

The Mayor, Councillor Z Flint, announced that she had attended the following events:-

14th June - The opening of Corey's Day at the Railway Tavern
20th June – 100th Dereham Park Run
22nd June – Armed Forces Breakfast at Breckland Council
22nd June – Rowing Challenge at Dereham Leisure Centre
25th June – Opened the new Dereham Starbucks
26th June – The Business Networking Group Open Day

The Deputy Mayor, Councillor S Green, announced that he had attended the following event:-

13th June – Paella & Fizz evening with the Bishop of Norwich

31. **To receive from the Chairman, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 9th June 2026**

Proposed by Councillor Z Flint, the minutes of the Full Council meeting held on Tuesday 9th June 2026 were agreed and signed.

32. **Markets & Buildings**

a) **To receive from the Chairman, confirm as correct and sign the minutes of the Markets & Buildings Committee meeting held on Tuesday 23rd June 2026.**

Proposed by Councillor S Green, the minutes of the Markets & Buildings Committee meeting held on Tuesday 23rd June 2026 were agreed and signed subject to minor amendments.

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 public engagement with regards to financing the car parks.

It was agreed that the Town Council would engage with the public further, the committee was particularly interested in understanding who the different users' groups are, how large these groups are, how they currently use the car parks and how any changes including charges could impact each group. Some user groups identified are:

1. Shoppers [consumers of services provided in the Town] (regular visitors and occasional visitors).
2. People who work in the Town Centre.
3. People who work elsewhere other than Dereham.
4. Parking overnight for residential properties.
5. People who volunteer in the town.
6. Tourists (occasional visitors) including coach parking.
7. Nighttime economy visitors.

Town Centre businesses were also considered to be important stakeholders. Councilors recognized that town center businesses were anxious about any changes being introduced. The Council should also engage with local businesses to better understand their concerns regarding the impact any charges would have on their business, staff/volunteers.

It was agreed that parking charging regimes in Fakenham and Aylsham be looked at to see if any lessons could be learned.

To consider reconfiguring fly-winchs at Memorial Hall.

It was agreed that £20,000 be used to move the controls for the winches at the Memorial Hall to ground level, to remove the need to work at height, for routine operations, and removing the risk of untrained hirers working at height unsupervised.

33. Social & Welfare

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on Tuesday 23rd June 2026.**

Proposed by Councillor H King, the minutes of the Markets & Buildings Committee meeting held on Tuesday 23rd June 2026 were agreed and signed.

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

The following recommendation was agreed and approved by the council:

To consider extending Community Car drivers out of parish miles.

It was agreed that Community Car drivers from surrounding parishes within a radius of 5 miles, be allowed to claim home-to-home mileage per day and not per journey.

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

Proposed by Councillor Z Flint, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed subject to minor amendments.

35. **To consider a commitment, in principle, to supporting the creation of a community and youth hub at the old factory shop. (Cllr Z Flint)**

Councillor Z Flint addressed the meeting explaining she had, along with Councillor A Webb and Glynn Burrows from about Dereham, been preparing a

business plan to utilise the old Factory Shop building as a Community and Youth Hub. Unfortunately, this building has since been let to someone else, however another building is now being considered.

Councillor Z Flint asked that Councillors scrutinise the final business plan which would demonstrate that there is a realistic possibility of the project being financially self-supporting in the future.

The building would be used primarily for youth and families, but would also include Men's Mental Health, and provide a drop-in centre staffed with volunteers as well as trained youth workers and specialists to provide support.

Approaches are being made to Breckland Council and Norfolk County Council to ascertain their commitment to developing such a venue.

Councillor H King raised his concerns about retaining volunteers to help run such a hub and how would it work with the young and the old using the same building. Councillor Z Flint assured Councillor H King that she had plenty of volunteers to help, that the building would be partitioned off for the different groups, and there were also two entrances so the youth could use one entrance and the older users the other entrance.

Councillor Z Flint asked Councillors to consider a commitment in principle, to the creation of a community and youth hub.

Councillor L King proposed in principle a commitment to supporting the creation of a community and youth hub in Dereham if a suitable premises can be found, this was second by Councillor R O'Callaghan and agreed.
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Chairman

DEREHAM TOWN COUNCIL

At a meeting of the **Personnel** Committee held on Tuesday 21st July 2026 at Dereham Memorial Hall.

Present Councillors Z Flint (Vice Chairman), R O'Callaghan, A Keats, L King.

Also present: T Needham (Clerk)

1. To receive apologies for absence.

Apologies received from H King and S Green

2. Declaration of Interest.

There were no declarations of interest.

2. Exclusion of press and public.

3.

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.
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4. Update on staffing matters.

The Clerk updated the meeting on the 2 days a week casual staff taken on over the summer and that how in dry summers casual staff.

5. Employment Rights Act 2025

The committee discussed the changes brought about by the Employments Rights Act 2025, particularly as they relate to harassment. The Committee resolved to wait to see if NALC produce any guidance.

6. To review and discuss the report prepared by the Local Government Resource Centre (LGRC) regarding Job evaluations, future staff structure, recruitment, and succession planning.

Much of the report was discussed at the May committee meeting. Councillors briefly discussed the background to the report; that it was driven by the need to consider the structure of the organisation as senior staff reach state pension age.

7. To consider recommendation contained within the LGRC report and how to apply those recommendations.

Each recommendation related to specific numbered recommendations from the LGRC Report.

Recommendation 1.

With regards to the staff structure

The Committee recommended that the Council transitions to the recommended revised structure with the Deputy Clerk taking responsibility for particular committees and being titled Deputy Clerk/ Project officer. The Committee recognised that this may well lead to a change to the committees.

With regards to job evaluation.

The Committee recommended that when recruited for; the Deputy Clerk/Project Officer's post would be at SCP 28 - 29 (excluding contractual CiLCA scale point) as recommended in the LGRC Report and that reference to the Deputy Clerk's pay originally being based on 75% of the Clerk's salary, be removed from the Staff Handbook.

The Clerk left the meeting.

The Committee recommended to accept the recommendation from the consultants and establish the pay scale of the Clerk from SCP44 to 54 (excluding contractual CiLCA scale point).

After considering further advice from the Consultant, and in recognition of the Clerk potentially being underpaid for a number of years, the Committee recommended that the Clerk be moved from SCP51 to SCP 53 from April 2026. This would be conditional on the Clerk accepting the following contractual changes to the benefit of the Council:

1. Notice period extended from 1 month to 3 months.
2. The removal of the option to be paid overtime for Xmas lights event.

The Clerk rejoined the meeting.

Recommendation 3.

Amendments to contracts

In addition to minor inconsequential amendments recommended by LGRC, the Committee recommended the following amendments:

Training: the Council reserves the option to recover the cost of any essential training if the employee leaves within 2 years of the training.

Additional hours: overtime payment is not available to Clerk and Deputy Clerk.

Expenses: mileage and subsistence expenses would be at the HMRC rates applicable at the time.

Notice period: The Clerk would need to give 3 months notice all other employees remain at 1 month.

No recommendation was made with-regards-to Furlough, the Committee asked the Clerk to seek further clarification from LGRC with regards to the wording.

Recommendation 4.

With regards to Job descriptions and person specifications for the Clerk and Deputy Clerk/Projects officer.

The Committee recommended that the proposed Job descriptions and Person Specifications for Clerk and Deputy Clerk/project officer be accepted, subject to bullet points being numbered and that they be reviewed again immediately prior to recruitment.

Recommendation 5.

With regards to expenses:

The Committee recommended that the staff handbook be amended to include the condition that where staff use bicycles for work purposes, that the wearing of helmet and hi-viz clothing would be compulsory. That the Council would pay 50% of the cost of such items.

For both vehicles and cycles used for work purposes; the Council would cover difference in cost between the legally mandated insurance cover and the cost of providing third party insurance when being used for employment purposes.

Recommendation 6.

Governance review – the committee acknowledged that LGRC had been commissioned by the Council to carry out further Governance work.

Recommendation 7.

Employee assistance scheme

The Committee recommended that this be considered at a future meeting when the costs and benefits of different schemes could be considered.

8. To consider progressing the development of a recruitment and selection process as part of succession planning.

The Committee recommended that LGRC be engaged to progress the recruitment process for the Deputy Clerk/Projects Officer, so that the recruitment process is ready when needed.

Chairman

DEREHAM TOWN COUNCIL

28th July 2026

At a meeting of the **Heritage & Open Spaces Committee** held at the Memorial Hall on **Tuesday 28th July 2026**.

Present: Councillors P Duigan (Chairman), Z Flint, A Greenwood, and P Morton.

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

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor R Jamieson.

2. **Declaration of Interest**

There were no declarations of interest.

3. **To elect a Chairman.**

Councillor A Greenwood proposed Councillor P Duigan, seconded by Councillor P Morton; there were no other nominations. It was agreed that Councillor P Duigan be appointed Chairman of the Heritage & Open Spaces Committee 2026/27.

4. **To elect a Vice Chairman.**

Councillor P Duigan proposed Councillor R Jamieson, seconded by Councillor Z Flint; there were no other nominations. It was agreed that Councillor R Jamieson be appointed Vice Chairman of the Heritage & Open Spaces Committee 2026/27.

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

Ken Hawkins (Community Access Warden) presented his report and the proposed document to be posted Dereham Town Councils website. It was agreed that the council's licence for maps could be used for the document.

The committee recommended that the document prepared by the Community Access Warden be posted on the Town Council website along with a link for reporting problems with footpaths. There would also be a report/simple explanation of how to use the link. This information would also be included in the Councillors information packs.

6. **To consider having a Speed Activated Sign (SAM) policy.**

After much discussion the following recommendation was made:

The committee recommended that there should be a policy stating that the

Speed Activated Sign should be in any one location for a maximum of 4 weeks.

Councillors and members of Speed Watch would be able to download data from the SAM signs should it be required.

7. To consider approach to risks arising from tree inspection reports.

The committee recommended that future tree work is now focused on trees requiring work which has been categorised as a high or medium priority in a high-risk zone.

Chairman

DEREHAM TOWN COUNCIL

28th July 2026

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

Present: Councillors Z Flint (Chairman), P Duigan, A Greenwood and P Morton.

Also in attendance: Councillors H King and L King, Town Clerk T Needham and Deputy Town Clerk J Barron.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor R Jamieson.

2. **Declaration of Interest**

Councillor A Greenwood declared an interest in item 7 as he is an allotment holder.

3. **To elect a Chairman.**

Councillor A Greenwood proposed Councillor Z Flint, seconded by Councillor P Duigan; there were no other nominations. It was agreed that Councillor Z Flint be appointed Chairman of the Recreation Committee 2026/27.

4. **To elect a Vice Chairman.**

Councillor Z Flint proposed Councillor A Greenwood, seconded by Councillor P Morton; there were no other nominations. It was agreed that Councillor A Greenwood be appointed Vice Chairman of the Recreation Committee 2026/27.

5. **To review parking fees Recreation Ground.**

The committee recommended that the parking fees for the Recreation Ground be increased to £30 per vehicle per year.

It was agreed that the residents who have a licence to park on the Recreation Ground be written to advising them that the Dereham Town Council are the Trustees of the Recreation Ground and are collecting the money on behalf of that Trust. Also reminding them that the Council is under no obligation to provide any parking, either for nearby residential properties or users of the Recreation Ground.

6. **To consider options for Neatherd play equipment painting.**

The Neatherd Play equipment was installed in 2016. There have been a few comments regarding the paint work. The committee discussed options to improve the look of the play equipment and made the following recommendations:

The committee recommended that the timber play equipment be left to become naturalised wood, brushing loose paint and be treated to increase longevity.

7. **Confirming Allotment fruit tree policy.**

The committee confirmed that the following new rule for allotment holders would be implemented: *'Any new fruit trees must be planted at least 3m in from any boundary and must be of dwarf fruit stock.'*

8. **To consider next steps with regards to acquiring additional outdoor playing space and grass sports pitches in south of Dereham.**

The committee recommended the following steps with regards to acquiring additional outdoor playing space and grass sports pitches in the south of Dereham:-

1. If no landowners bring potential sites forward; landowners in the most beneficial location are contacted directly to ascertain their willingness to sell or lease land to the Town Council
2. If a willing landowner comes forward, a process assessing the suitability of the land could begin.
3. If no willing landowners come forward; then prepare a concept master plan of the most beneficial area to form the basis of public consultation to gauge public support for the project.
4. To re-engaging with NP LAW again to check the process being followed fulfils the needs for any compulsory purchase.

9. **To consider purchasing Glebe lands from the Church of England.**

The committee recommended an interest in purchasing land from the Church of England.

10. **Exclusion of Press and Public**

Proposed 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.

11. **To consider offer value for Glebe lands.**

The committee recommended that the Town Clerk negotiate the possible purchase of Glebe lands with the Church of England.

12. **To consider scope for master plan for additional outdoor playing space and sports pitches.**

The committee discussed this item and were content with the broad concept.

Chairman