



## Dereham Town Plan Working Group

a joint working group of  
Dereham Town Council and the aboutDereham Partnership



### Notes of meeting held 23 June 2021

**Present:** Cllr Stuart Green, Chairman; Mike Webb, Vice Chairman; Dr Peter Wade Martins, Rev Paul Cubitt, Carolyn Coleman

**In attendance:** Paula Scott, Kendal Futures; Hugh King, Deputy Mayor, Dereham Town Council; Tony Needham, Town Clerk, Dereham Town Council; Nicola Ford, Ordinand.

1	<b>Apologies</b> None	
2	<b>Kendal Courtesy Toilet Scheme</b> Paula Scott is employed by Kendal Futures, (a private/public sector partnership established in 2009), and as part of her work she manages the community toilet scheme. Once set up, she estimates that it only requires about three days per annum to manage it. The community toilets scheme was established in 2011 as a result of the District Council closing the two public toilets blocks. These were located on the side of car parks and, according to Paula, they were "not very nice". They were old and would have been costly to refurbish. Typically, the scheme has about 15 outlets offering heir toilets to the public at no charge - and it is made clear in publicity that you do not need to make a purchase when you use the facilities. Most of the venues receive a small annual grant of £550 towards the cost of cleaning materials and loo rolls, but this is not intended to cover the full cost. The venues include: shops cafes, restaurants, pubs, department stores, art gallery, council offices, rugby club, leisure centre. Not all of these receive the grant - but they participate to benefit from the publicity. It is important to have a range of venues, covering a range of opening times and days of the week. The publicity includes - a 30,000 print run of a leaflet with a map showing the locations; distribution into homes and businesses in the area; stickers for participating venue windows; posters, website and temporary signage. <u>Lessons learned:</u> the key is to invite businesses to participate and ensure that those you invite cover the range of opening times and facilities that the scheme needs. Ask them to complete a short application form - do not ask for evidence of insurances etc; have a simple legal agreement for them to sign once accepted into the scheme with standards expected etc and also self-declaration that they have public liability insurance. <u>Discussion:</u> Paula was asked if they do a risk assessment or H&S audits on premises. She replied that they do not because she knows the business owners in each case and in reality they keep their facilities safe and clean because they want user to return as customers. The key is to select the businesses that have decent toilets - many have either disabled access or baby-change facilities - this is indicated on the window stickers and the map. Paula said that no businesses have ever complained to her about misuse of	

	<p>their facilities. She thinks this is in part because the staff see who is coming and going to use the toilet and also because of the goodwill engendered by the fact that businesses are making the provision available free of charge.</p> <p>Finally, it was asked who will organise the scheme and who will pay for it. Carolyn said she was willing to volunteer to do some of the set-up work, including approaching businesses. She asked that the town council should decide in principle if the scheme is reasonable and should go ahead.</p> <p>Mike will make final checks to the report and then distribute it again.</p>	<p>Carolyn DTC</p> <p>Mike</p>
3	<p><b>Toilets! Report to the next full Town Council</b></p> <p>Stuart said he will ensure the report about the Community Toilets Scheme is on the agenda for the next town council meeting on 13 July.</p>	Stuart
4	<p><b>Review of consultant activity on Town Plan project</b></p> <p>A number of people stated they were disappointed with the Intervention Workshop on 17 June - disappointed at the paucity of ideas and the fact the list of 23 projects are not projects in fact, just a bunch of ideas plucked from pre-existing documents.</p> <p>Mike reported that aboutDereham has drafted a detailed response which will be sent to the consultants shortly. Dereham Heritage Trust will also send their own response.</p> <p>Peter said he agreed there was a lack of structure and joined-up thinking in the intervention workshop and the list of 23 project ideas. He asked if there will be any further consultation before the draft Town Plan is published in July. Mike said he will ask about this.</p>	<p>Mike</p> <p>Mike</p>
5	<p><b>Minutes of meetings held on 26 May 2021</b></p> <p>The minutes were approved and can be published on the aD website.</p>	Carolyn
6	<p><b>Homework</b></p> <p>No homework other than submitting the response to the consultants - and offer to meet with them to talk about priorities.</p>	Mike
9	<p><b>D&amp;TNM</b></p> <p>The next meeting will be Weds 28th July.</p> <p>Please diary these dates below now.</p>	All

### Next meetings:

Monthly meeting of DTPWG	Zoom	7.30pm	Weds 28th July
Monthly meeting of DTPWG	Zoom	7.30pm	Weds 25th August