



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk
Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 27th August 2024 at 7.00pm for the purpose of transacting the following business.

Michelle Thompson Deputy Clerk

21st August 2024

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
3. MINUTES
 - 3.1 To confirm that the minutes of the meeting held on 13.08.24 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 District Councillor's Report
 - 4.4 County Councillor's Report
 - 4.5 Deputy Clerk's Report
 - 4.6 Reports from Lead Councillors
 - 4.7 Report on Museum 4 Watton Lease
5. To note and amend the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for August 2024 (To follow)
 - 7.2 To note draft minutes from the Finance Committee Meeting held on 15.08.24
8. To note Church Walk working group notes from the meeting held on 12.08.24
9. NATIONAL PLANNING POLICY
 - 9.1 To consider option of objecting to the local plan housing
 - 9.2 To consider pursuing town infrastructure improvement's based upon new housing
 - 9.3 To consider option to pursue boundary changes
10. To receive update on Footfall cameras subject to further correspondence from Breckland Council.
11. PLANNING To consult on planning applications received since the last meeting
 - 11.1 3PL/2024/0636/HOU - Proposed front extension and internal alterations - WATTON: 3 Fleming Court
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0636/HOU>

11.2 3PL/2023/1149/F - Proposals to develop two new dwellings and a garage/cart lodge for the existing house, 51 Thetford Road, retain the existing highway access and realign the driveway within the site to serve the proposed development together with associated ancillary works to hard and soft landscaping - 51 Thetford Road AMENDMENT: Amended Plans

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/1149/F>

12. To pass a resolution to Exclude the Press and Public to consider confidential staffing matters

12.1 To note HR Committee minutes from the meeting held on 15.08.24

12.2 To consider recommendation from the HR Committee

- I. that CBR produce the relevant policies required by Watton Town Council. This will be at a cost outside of the contract in place between Watton Town Council and CBR.

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday August 13th 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Don Saunders - Chairman, Tobi Amadasun, Peter Bishop, Tony Bridges, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Tina Kiddell, Graham Martin, Kathryn Stallard, Catherine Turley-Long and Steve Turley-Long,.

Officer present: Jane Scarrott Clerk

5 members of the public also present.

Noted that a Charlotte Harvey Trust meeting was held following the Town Council meeting.

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Tina Cruz and Gillian Tarrant.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on July 23rd 2024 were accepted as a true record.

3.2 Updates from the meeting held on July 23rd 2024 if not agenda items(as listed in the agenda pack):

- George Freeman MP has said he would be willing to attend a meeting in respect of the Breckland Local Plan – land north and east of Shrublands in Carbrooke, but it is likely any meeting to consider planned car parking charges will come first.
- Still awaiting response to initial enquiry re. possible s106 funding for works at Bridle Road Play Area.
- Awaiting Anglian Water to visit to look at whether their volunteers can clean and re-paint the weigh-bridge at Memorial Garden.
- Smiths of Derby visited the High Street clock again on 08.08.24 as it had stopped working. Smiths are to provide a report re. suggested replacement of the clock weights which are not the original.
- 7 new market gazebos have been purchased and are being used.
- The TC preferred contractor has been commissioned to cut the grass at Heritage Park. This should be undertaken by 16.08.24

4. REPORTS

4.1 Chairman's Report

The Chairman attended the opening of a defibrillator at Richmond Park Golf Course on 27.07.24.

4.2 Vice-Chairman's Report - Vice-Chairman not present.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack with verbal update given.

Planning -e-mail forwarded to Councillors 05.08.24

SENT ON BEHALF OF COUNCILLOR SAM CHAPMAN-ALLEN, LEADER OF BRECKLAND COUNCIL:

Dear Parish Councillors and Clerks,

I am just writing to make sure you are aware of some important issues relating to National Planning Policy.

Last week the Government announced a rapid consultation on some significant new changes to the planning system, the details of which can be found here:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

These are potentially very significant for Breckland, and include proposals to:

- Introduce a new mandatory housing figure based on new methodology, which would mean a 39% uplift in Breckland's housing requirement, to 917 per annum (256 more houses per annum)
- Make the new target mandatory imminently. Potentially by the end of the year. This could have a significant impact on our five-year housing land supply.
- Increase requirements on neighbouring authorities to provide even more additional housing (Kings Lynn & West Norfolk 88% more, and North Norfolk 69% more houses)
- Increase the need for strategic, cross boundary co-operation, including potentially meeting any unmet housing need for neighbouring districts.
- Remove or weaken issues like the availability of agricultural land used for food production from our consideration when determining applications.

We are still reviewing and digesting the implications, understanding what they mean for our current and under-development Local Plan, and agreeing how we can respond as a District and Local Planning Authority.

Whilst we support the need for some new housing in Breckland and were positive about the shape our emerging Local Plan was taking, clearly these requirements - if enacted - are of a profoundly different order of magnitude.

I will keep you appraised as we are able to better analyse and understand the situation, but I wanted you to have this information now – and encourage you to engage with the consultation in your own rights.

Yours sincerely

Councillor Sam Chapman-Allen
Leader of Breckland Council

Request made that the above be an agenda item for the Town Council meeting on 27.08.24.

Public Toilets

Concerns have been raised with the cleaning contractors re. the cleanliness of the floors of the public toilets and how long the cleaners are on site.

Limescale has been removed from the taps and the Office has been re-assured that a thorough clean of the floors will be undertaken at no additional charge.

The cleaning company monitors how long cleaners are on site and at some point the Town Council will be offered a new contract with precise terms and conditions.

The cleaning company has asked if the recent removal of the built up limescale on the taps can be used as a case study on their website. The Council was against this as it has no policy which covers what could be seen as endorsement of a contractor.

Coronation Living Heritage Fund - Community Orchards

Breckland Council is giving parish and town councils a further opportunity for all to apply for grant funding (from £100 to £5,000) to fund a Community Orchard.

It was resolved to make an application for funding to plant fruit trees at Jubilee Garden.

Bike Event

The Bike Event is taking place on the w/end of 24th/25th August with Bikes in the Street on the Sunday. Event Management Plan and Safety Advisory Group forms have been submitted to Breckland Council with a query being raised re. street trading licences for food vendors. It is possible the charity burger stall may need to obtain a 48hr street trading licence. This is being checked.

After some discussion as to if the Town Council could help charity traders who would possibly need a licence **it was resolved** that the Town Council would not pay for any street trading licences this year.

Moving forward a policy may be needed relating to street trading licences and if the Town Council can support traders who may need a temporary licence.

Norfolk Market Towns Conference

Norfolk County Council is holding a Market Towns Conference on 01.10.24.

Places are limited and only one representative from the Town Council is invited.

Tomos Hutchings was nominated to attend.

Lovell Gardens Play Area

Noted that the planned second chalk wall is still to be installed at Lovell Gardens Play Area.

Vehicle Activated Signs

The cost of a portable SAM 2 sign is estimated at £3175. It is suggested a bid is made to the Norfolk County Council Parish Partnership Fund to pay 50% of the cost, but prior to an application being submitted locations for new signs would need to be agreed with the Highway Engineer.

Engagement Events

Events to be held by the Leader and Chief Executive of Breckland Council:

Monday 9 September 2024 – 1800-2000 - Shropham Village Hall, Rocklands Rd, Shropham, Attleborough, NR17 1DU

Tuesday 10 September 2024, 1700-1900 – Venue tbc, Thetford

Monday 16 September 2024 – 1800-2000 - Narborough Community Centre, Chalk Lane, Narborough, King's Lynn, PE32 1SR

Tuesday 17 September 2024 – 1800-2000 - Conference Suite, Elizabeth House, Walpole Loke, Dereham, NR19 1EE

The format of the evening will allow an opportunity to visit Breckland Council pop-up stands to ask questions and gather further information such as:

1. **Flytipping:** Efforts and measures in place to tackle this issue.
2. **Breckland Rural Support Officer (Ranger):** Their role and the support they provide.
3. **Inspiring Communities:** Highlights of our work in community engagement and support.
4. **Housing:** Updates and information on housing projects and policies.
5. **Community Safety:** Initiatives to ensure the safety and wellbeing of our residents.

A presentation will be given by the Leader, Councillor Sam Chapman-Allen, and Chief Executive, Maxine O'Mahony, followed by a Q&A Session.

4.4 Reports from Lead Councillors

Church Walk

A Church Walk Working Group meeting was held on 12.08.24.

- The Police have assured that they will patrol Church Walk.
- It will be checked who empties the bins along Church Walk and when. The Clerk has a meeting scheduled with SERCO on 09.09.24.
- Town Council Christmas lights will be checked to see if they can be used in Church Walk.
- Daffodil bulbs will be planted in the Autumn - position to be mapped.
- Breckland Officers are to be asked for an update re. the security camera for the east end of Church Walk.
- Norfolk County Council will be asked for an update regarding encroachment of the verge at the west end of Church Walk.
- Once the additional street lighting has been installed this will be publicised in the Wayland Times.

Air Cadets

Councillor Tony Bridges has attended a meeting of the Air Cadets and will submit a report for the next Town Council meeting.

5. PUBLIC PARTICIPATION

One of the organisers of 'Love Watton' gave the Councillors an overview of the non-profit community project that promotes local businesses through gifts and acts of kindness towards people who live in Watton.

Love Watton was invited to attend the next fun day to be held at the Youth & Community Centre and the Community Day planned for August 31st.

6. CAR PARKING CHARGES

It was resolved to support the concept of a public meeting to be held near the time of the proposed Breckland Council consultation regarding the introduction of car parking charges to the market towns. The Chairman of the Council will chair the meeting and the Town Council will work with the other market towns in the district to consider the viability of a judicial review.

7. DONATION REQUEST FROM WAYLAND PARTNERSHIP

Prior to the start of the Town Council meeting David Dent (Vice- Chairman of Wayland Chamber) and Bronwen Tyler (Lead Trustee Wayland Partnership) had given a presentation on progress of the re-development of Wayland House as a new Business, Community and Leisure Centre based around digital creative media.

It was resolved to grant a donation of £5000 to the Wayland Partnership as requested to assist with ongoing maintenance costs of Wayland House. For audit purposes the Partnership will be asked to produce regular updates and the donation will be paid against receipts received.

8. HR COMMITTEE

It was agreed the update from the HR Committee would be given after a resolution to exclude the public.

9. LOVE YOUR MARKET TOWN INITIATIVE

It was resolved to ask the Events Officer and Community Projects Officer to explore submitting a bid to the Love Your Market Initiative to provide for children at Easter 2025.

10. HIGH STREET FOOTFALL COUNTERS

The Town Council has been asked to support Breckland Council in an initiative to install two footfall cameras in Watton High Street. The proposal is that Breckland Council would cover the installation costs of the footfall counters and Watton Town Council would fund ongoing costs (3 year contract estimated at £630 p.a.).

It was resolved to request more detail from Breckland Council. Questions were raised around GDPR compliance and Cllr Stan Hebborn offered his assistance with this. Once any response is received from Breckland to questions raised it will be shared with Councillors together with a briefing document from Cllr Hebborn.

The proposal will be an agenda item again for the Full Council Meeting on 27.08.24.

11. THETFORD ROAD ALLOTMENTS

11.1 **It was resolved** to accept the transfer of the Thetford Road Allotment Land and the solicitors Client Care Letter indicating additional costs of an estimated £1210 to complete the transfer.

11.2 **It was resolved** to join the National Allotment Society at a cost of £67.

11.3 In order to help clear rubbish, **it was resolved** to place a temporary skip at the Thetford Road Allotment Site at an estimated cost of £248

12. ANNUAL PLAY AREA INSPECTIONS

The Annual Play Area Inspection Reports for Watton Sports Centre Play Area, Bridle Road Play Area and Lovell Gardens Play Area were received.

It was resolved to undertake the recommended works to the Cantilver Swing at Lovell Gardens as quoted before the 2025 inspection.

13. SCREW FIX ACCOUNT

It was resolved to establish a Screw Fix account with a monthly limit of £500.

14. SHIRE HORSE WAY FENCING

It was resolved not to replace the knee high fencing at Shire Horse Way. Fencing will be removed as it fails.

15. WAYLAND HALL STRUCTURAL REPORT

The Wayland Hall Structural Report was received. Further suggested inspection of the chimney will be considered by the Finance Committee with a recommendation to be brought back to the Full Council meeting on 27.08.24.

16. MAYORS CHAIN

It was resolved to accept the suggested wording to be machine engraved onto the back of the pendant of the new Mayors Chain: 'Commissioned in 2024 to acknowledge the 50th Anniversary of Watton Town Council' (additional quoted cost of £72.08).

17. PLANNING

17.1 3PL/2024/0319/VAR - Variation of Condition 10 & discharge of condition 13 on 3PL/2022/1375/F - Amendments to include additional Air handling unit following detailed design of HVAC system and installation of front canopy to provide protection to disabled visitors . Minor amendments to garage doors and discharge of condition 13 for surface water disposal - Land Off The Thetford Road AMENDMENT: Amended surface and foul drainage plan and additional design information

No comment

17.2 3DC/2024/0144/DOC Discharge of Conditions 10,11 & 12 on 3PL/2023/1206/F
No comment




18. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS to consider confidential staffing matters





18.1 Appointment of an Independent Officer to investigate grievances: deferred




Item 8. Appointment of a 'reserve' member for the HR Committee:
Sue Hebborn volunteered to be the 'reserve' member of the HR Committee.

Item 3.2 Update from the meeting held 13.08.24




Agenda Item No.	
3.2	<ul style="list-style-type: none"> • Anglian Water volunteers happy to clean up Memorial Garden and re-paint the weigh bridge – Awaiting dates for works to be carried out. • Smith of Derby coming back on 21.08.24 – Have taken the clock weights away to investigate as they believe the weights are not the originals therefore not heavy enough to make the clock work. • Heritage Park cut on 15.08.24
4.3	<ul style="list-style-type: none"> • Coronation Living Heritage Fund - Community Orchards The Events and Marketing officer is currently looking at putting together an application for the Coronation Living Heritage Fund for a Community Orchard on Jubilee Gardens. The Community Projects Officer has recommended getting trees from the East Of England Apples and Orchards Project – so the EMO is currently putting together a plan from their catalogue to then be able to apply for a specific amount of money from the Fund. • Materials for 2nd Chalk wall at Lovell Gardens Playarea has been purchased – Chalk board to be installed when summer holidays are over.
9	<p>The Events and Marketing Officer and the Community Projects Officer have looked into the possibility of applying for the Love Your Market Town funding for 2024 to fund the Easter Holidays events at the Community Centre in 2025.</p> <p>However, the Breckland funding states that projects that are awarded the funding should be ready to start within 2 months of the grant award, however, consideration will be given to events taking place in early 2025. But the last date for projects to be delivered and impact evaluated is 5th April 2025. This means that we would be unable to use the funding for the easter holidays events, as the easter school holiday in 2025 is the 7th-22nd April – so an impact evaluation would not be able to be completed until the end of April at the earliest – therefore not meeting the funding criteria.</p> <p>It was discussed at Finance that the Events and Marketing Officer, and the Community Projects Officer would explore the possibility of the Love Watton Group running a trail of some kind down the high-street in time to meet the deadlines for the fund. It was expected that the lady running the Love Watton Group would be at the Community Centre Fun day on Tuesday 20th August – however she did not attend so were unable to discuss this with her.</p> <p>The Events and Marketing Officer will make contact via email and explain the funding to see whether they would like to collaborate or whether they would like to put an application form in by themselves.</p>
10	More details on the Footfall counters have been requested from Breckland Council, awaiting a response
11.2	The TC are now Members of the National Allotment Society
11.3	Thetford Road allotment skip has been ordered for Sept 2 nd .
15	A Wayland Hall site visit with a Conservation Accredited Engineer has been booked for August 29 th
16	Mayors Chain and case is now on order.

	Resolution	Date and Agenda item	Action	Link to 4YP/ NP	Lead	Current Position – 21.08.24	Status
103	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	HR to compile policy in conjunction with CBR	
102	Submit an application for s106 finding of £7400 to contribute to the planned improvement works for the Bridle Road Play area.	09.07.24 9	Approach Breckland Council Submit application		Office	Breckland Council has been contacted. Awaiting a reply	
101	A totally new chain will be purchased with the old chain to be retired and displayed in the Museum	25.06.24 18	Investigate		EMO	Chain on order.	
100	To investigate the provision of two additional SAM signs	11.06.24 11	To investigate permissions and costs		Office/ EMO	Application to be made to Parish Partnership Scheme. Highway Engineer approached for initial advice on locations.	
99	To investigate provision of a newsletter for Watton	11.06.24 9	EMO to undertake research		Office/ EMO	The editor of the former Wayland News has re-launch the paper names The Watton and Wayland Times.	
98	Return bench to Memorial Garden	14.05.24 28	Location to be sought		Office	Contractor given the go ahead. Just waiting for date of works	
97	Seek amendment to the Historic Buildings Listing of Walsingham Gates	23.04.24 10	Investigate		Office	Currently liaising with Historic England. Amendment submitted on June 18 th 2024	
95	To investigate drainage at Wayland Hall	26.03.24 5	Contact plumber	4YP	Office	Pipe capped in Museum toilets but plumbing needs further investigation. Continuous monitoring of drainage smell.	

93	To commission a condition report on the Walsingham gates	12.12.23 6.2			Office	Estimated cost 6k to blast and repair the gates. Report still not received. TO's to paint after end of August.	
92	Remove the Walsingham Gates into storage as a short-term measure to prevent further deterioration.	28.11.23 9	Sought quotes for removal and storage.		Office	A decision as to how to proceed with any work to the gates will be made once the listing of the gates has been determined. See 97.	
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	Investigation being undertaken. Westcotec informally approached. Agreement would be needed from Highways and costs would need to be investigated for power supplies for suggested locations.	
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council		TB	Awaiting Draft Policy	
83	Old Christmas lights will be offered (untested), to local organisations in the following order: 1. Queens Hall 2. CHT 3. Other charitable organisations within Watton 4. High Street businesses Any remaining or non-working lights will be sold for scrap.	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Queens Hall has taken a lot of the lights. CHT have been given 40m of Ice White icicle lights Suggestion made that the Town Council might use old lights at Church Walk. Testing and meterage taking place.	

82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	Meeting with a landscaping company took place on Aug 14 th 2023 but no further action to date. Heritage Park Working Group to meet again in early October.	
	HR Committee to collate all existing policies relating to staffing into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	CBR to populate policies. agenda item on 27.08.24	
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Seeking information from Breckland/Highways re. location and emptying.	
77	It was suggested that the on-going issues with the Wayland Hall heating be referred to the Finance Committee to meet with the Museum for a discussion on an overhaul of the heating system	10.01.23 8	Arrange meeting.	4YP	Office Finance	From Museum meeting held on June 30 th 2023 "The Council would like to commission an Energy Consultant to survey the plumbing and heating systems at Wayland Hall and advise on appropriate economic modernisation." Suggest that this could be combined within major project to investigate all aspects of maintenance and improvement works for Wayland Hall.	

76	Thetford Road Allotment land	13.12.22	Meeting held with landowner to further consult re land being transferred to a Trust.		Office	Solicitors engaged to finalise transfer of land to CHT. Solicitors to advise re. Town Council being sole Trustee of CHT. 16.07.24 looking at land to now be transferred to the Town Council.	😊
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture.	😊
66	To consider tree planting at Shire Horse Way once it is known whether any drainage works are to be undertaken at the site as part of the LLFA/WSA project.	23.08.22 9			Office	Liz Whitcher continuing to liaise with CC Flood Officer. Noted that Dereham TC budget to plant 10 trees of different species each year.	😊
62	To investigate the cost of a new lighter weight case for the Mayor's Chain of Office.	12.04.22 9	Investigate as part of chain repair/replacement.		Office	Case ordered.	
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken.	14.09.21 6.1	Works have been undertaken.	4YP	Office	April 26 th 2024 Finance committee recommendation accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall. NB: structural report commissioned for north end of Wayland Hall (site visit undertaken 11.07.24). Further site visit scheduled for 29.08.24	😊

21	To commission audit of energy usage in Council premises.	22.09.20 5.1	Obtain estimates for producing report of plumbing/heating system at Wayland Hall Link to 13 and 77.	4YP	Office	Company offered to commission report at cost of £750 - £1450. All energy usage to be monitored.	
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Research being undertaken.	
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office	Initial basic information researched. Events & Marketing office is currently working on a Sustainability & Climate Change Awareness report.	
5	To seek new burial land for Watton.	10.04.18 8.2	If any possible land comes forward further investigation will take place.		Office CWG	On-hold	
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained New photos will need to be taken.	

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

Item 4.5 Deputy Clerks report

Bus Stops in High Street

Email from Westcotec on 20.08.24

“We have made a start and we have a hiab in early tomorrow morning to remove the structure of the old shelter.

Unfortunately the manufacturers made a measurement error on some of the parts, so we will now look at installing the shelter around the same time as we are doing the one outside Boots. They are sending down some new parts.

So I have these dates rescheduled for the installations, w/c 2nd September and w/c 9th September. “



Highways Rangers

Our Rangers will be visiting your parish over the coming weeks.

Local knowledge is an indispensable asset to us in identifying defects that may develop in between our routine inspections.

Ours, and the Rangers, priorities are the essential elements of safety on the Highway Network and associated paths, these are:

- **Potholes**
- **Regular incidents of standing or flooding water – additional inspection of gullies and grips at these sites**
- **Signs – ensuring visibility and good condition of Highway signs, removal of illegal signs**
- **Paths – siding out and ensuring a safe surface for the user**
- **Public Rights of Way – maintaining clear access within the village boundary**

To join in with the Rangers Partnership please follow these steps:

Report all your Parish defects through the online system by 2 September 2024

- , using your Parish 'My Norfolk' account and easily identifiable Parish email address (i.e. whimpwellparishcouncil@gmail.com). **Please include 'Rangers Partnership' at the beginning of your description.**
- When you have logged all your defects cut and paste all the reference numbers (Example: 'ENQ 900187701' found under 'My Requests and Enquiries' in your 'My Norfolk' account) **all into one email.**
- Return this **one** email to ketteringhamdepot@norfolk.gov.uk by 2 September 2024, clearly stating in the email subject bar 'Rangers Partnership' and your 'Parish name' (i.e. 'Rangers Partnership – Whimpwell').

What we will do in return:

- Six weeks after the scheduled Rangers visit we will respond to your Parish email address with a Parish Report detailing work completed, the expected date of completion for any work not yet completed and, if any defects are not acted upon, explanations of why we have not taken action or what third party we have required to take action (i.e. Anglia Water/BT).

We believe these Parish Reports will enhance understanding, communication and accountability between Norfolk County Council Highways, our Parishes and their Parishioners.

Norwich Road Trod and Dereham Road Pavement

Please see below correspondence from Claire Bowes

Dereham Road pavement should be cleared week commencing 19th August

From: Claire Bowes <claire.bowes.clr@norfolk.gov.uk>
Sent: Thursday, August 15, 2024 1:43 PM
To: Matthew Lines <matthew.lines@norfolk.gov.uk>
Cc: Watton Town Council Clerk <clerk@wattontowncouncil.gov.uk>
Subject: FW: various

Hi Matt

Please see attached from Jane. Could we have some clarification of when the Trod (which I believe you said was in highways work programme already) will be completed and what is the actual extent of it please. Also I think I did send over pics of the overgrown pavement along Dereham Rd, at the point which Jane mentions? Would be very grateful if that could be cleared back please.

Kind regards
Claire

Claire Bowes
Member for Watton Division

Good afternoon Claire

Can you help please with a couple of queries:

1. I have reported to NCC that the pavement opposite the entrance gate to Loch Neaton along the Dereham Road is in need of some clean up as the path is too narrow for wheelchair users. I have looked myself and did not think it was too bad but as it has been complained about I have passed it on. Is this anything you can check on please to see if any work is scheduled?
2. We have also been asked about the trods along Norwich Road - I am unsure what has been undertaken by developers, what may be or is to be Parish Partnership work and whether there is anymore work to be done along the stretch running up towards and passed the bus shelter?

The Town Council is looking at the idea of purchasing two more Sam2 signs in the next PP round but I am waiting to hear from Matt Lines about locations.

Thanks
Jane

Jane Scarrott | Clerk

Watton Town Council

that this email and attachments are free from virus, we advise that in keeping with good computing practice the recipient should ensure they are actually virus free

Item 4.7

The Museum 4 Watton Part lease of Wayland hall has now expired. The office has contacted Birketts for advice on potentially reviewing and re-issue the lease, possibly with the addition of the Council Chamber.

Email reply from Birketts

“There are a number of options going forward but to best advise you I would need to understand what is expected going forward.

1. We could go down the route of preparing a lease by reference. This would be a lease referencing the expired lease but the end date would change to cover the period you wish to grant the new lease for. Please note as the expired lease was entered into in 2017 it may need to be updated and therefore I would need to review the expired lease to be sure the lease is up to date. Upon review it could be the view that revisions need to be made to the Lease. As Birketts did not prepare the Lease generally we would want to review it before advising you it is ok to enter into the lease by reference. A lease by reference is usually a cost effective option if the expired lease is compliant and provides all the key components you require. Please note that without reviewing the lease I will not be able to confirm the lease is up to date so time will be incurred in reviewing and option 2 may be more suitable if you there are revisions to be made to the expired lease.
2. Drafting a new lease with up to date provisions ensures the lease is up to date and covers any bespoke arrangements you may have with the Tenant. This would be more involved as we would need to take instructions from you to ensure the lease fully takes into consideration the key elements agreed as well as any niche factors relating to the building/letting arrangement.

Have any new terms been agreed or is the intention that the occupation will continue to be as per the expired lease. I see you mention a variation where by the Council Chamber will be added to the Lease (apologise there was not diagram attached), what does this mean? I am happy to discuss the above with you if you have any queries.

I note a Licence for Alterations is attached to the schedule to the Lease. I assume any obligations connected with these works will continue going forward specifically in relation to reinstatement but please confirm.”

Item 7.3

Minutes from the Finance Committee Meeting held on August 15th 2024 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn.

Officers Present: Jane Scarrott

1. Apologies received from:

Tina Kiddell and Don Saunders

2. No Declarations of Interest made.

3. Minutes from the previous meeting

- (i) The minutes of the Finance Committee meeting held on 12.07.24 were signed by the Chairman as a correct record of the meeting.
- (ii) Update from the previous meeting:
 - Full Council ratified the purchase of the two centre pages of the new Watton & Wayland Times each month at a cost of £400 per month. It was noted that the first invoice received was for £250 but that the Council is willing to pay up to the agreed £400 should the price increase.
 - Nothing has yet been heard from Fransham Forge regarding a condition report of the Walsingham Gates and the Town Operatives will be asked to paint the gates after the end of August.
 - Noted that the Clerk has delegation to spend up to £1000 within budget allocations or in an emergency.
 - The solicitors acting for the Town Council have been instructed to proceed with the transfer of the Thetford Road Allotment site. Total costs of the transfer will be made available at the next Finance Committee meeting.
 - Electrical work identified in the Wayland Hall electrical inspection report has been completed.
 - 7 new market gazebos have been purchased and are ready for use.
 - A new Mayor's Chain has been commissioned with agreement made at Full Council on 13.08.24 re. wording for the reverse of the jewel.
 - The grass at Heritage Park has been cut by the preferred contractor.

4. Bank Reconciliation

The Bank Reconciliation dated 31.07.24 was presented to the Committee and checked by the Internal Control Officer.

[Finance Committee members had been issued with net position figures with the agenda.]

Recent agreed expenditure by Full Council:

- To pay for the hire of a venue for a public meeting regarding the proposed introduction of car parking charges in Breckland
- £55 subs to National Allotment Society
- £248 to hire a skip for disposal of rubbish at the Thetford Road Allotment Site

- £72 for wording on reverse of jewel for new Mayor's chain
- £7583 clock repairs (paid)
- £500 for staff Team building day. (As good employers the Council is committed to investing in its staff)
- £5000 donation to Wayland Partnership

5. Staff Training Budget

It was agreed to increase the 2024/35 staff training budget by virement of £3000 from the additional staffing costs allocation.

6. Pre-paid staff card

It was decided against supplying staff with a pre-paid card but that costs of a fuel card will be investigated.

7. Budget for new events

The Events Officer outlined possible events for 2025:

Outdoor cinema event:

- Outdoor screen / sound system would be needed – can book these through a company that would set up/take down everything.
- Use CHT as a venue, the field is an ideal size and shape.
- Film hire – deputy clerk from Dereham has sent me the website they use for theirs.
- Invite people to bring their own chairs/picnic blankets.
- Allow people to bring their own food – but also have food vendors on site.
- Over the summer holidays?

Two-week event over Easter holidays – partnership with CHT (like Summer Fun Tuesdays)

- One easter themed day – with easter egg hunt, crafts, circus skills, sports activities?
- One earth day/spring themed day – Reclaim the rain do an activity? Anglian water has an activity stall – educational too? Wild Fae entertainment – bubbles and circus skills

The Committee was advised that having investigated the suggested Market Town funding it was found that this was not suitable for the Easter events. However, it was suggested that an application to help fund an event around the High Street during the 2025 February half term could be appropriate for the Love Your Market Initiative, perhaps working in conjunction with Love Watton.

VE Day:

- Possibly linking with Loch Neaton for lighting of beacon on VE Day
- VE Day event a Weekend following VE Day (11th May? or later? consider if VJ Day can be incorporated)

- Community celebration day eg at Sports Centre or a street party – close high street?
- Fish and Chip vendor? National Fish and Chip day moved to VE day
- Circus skills, traditional fair stalls (hook a duck? Ring toss?)

It was agreed that an increase in the Events Budget for 2025 will need further consideration when the 2025/6 budget is set.

8. Grounds Maintenance Report

The Council is considering if more grounds maintenance work can be undertaken in house and a report is to be produced so decisions can be made.

8.1. It was agreed that up to £1000 could be spent to purchase a shredder for grounds maintenance.

9. Four Year Plan (4YP)

- Premises - Wayland Hall

The structural report for the north end of Wayland Hall has suggested additional investigation is needed and a drone survey will be commissioned. It is suggested the company engaged to undertake the structural report could be asked to also create a maintenance schedule for Wayland Hall. This should be reflected in the 4 Year Plan.

- Noted that the Museum4Watton lease of part of Wayland Hall has expired. Initial enquiries will be made with Birketts solicitors regarding fees to review and renew the lease. It was agreed the 4 year budget plan needed to reflect increased Legal fees
- It was noted that an increase in the staff training and legal budget allocations may be needed to reflect increased staffing.

10. Date of the next meeting of the Finance Committee: 26th September 2024

Item 8.



Wotton Town Council

Church Walk Working Group

Tuesday 12th August 2024 at 11:30am in the Council Office

In Attendance:	Peter Bishop, Keith Gilbert, Tomos Hutchings, Kathryn Stallard, Michelle Thompson, Lorren Woodgett
Apologies:	Graham Martin

1 Confirm Notes	
	<ul style="list-style-type: none">- Notes from the last meeting were confirmed as an accurate representation of the meeting and all issues raised.
2 Update on Christmas lights	
	<ul style="list-style-type: none">- PB to provide adaptor to be able to test Christmas lights in-house that the council already owns. MT and LW will check out lights – how many meters, condition of lights, working order.- Once confirmed if the lights work, will get quotes from electricians regarding putting up the lights in Church Walk – this is to be completed before the next meeting.
3 Update on Old School House	
	<ul style="list-style-type: none">- LW contacted the MOD regarding the condition of the building and enquired if they had any plans to complete any repairs/renovations – but has heard nothing back.- PB has information from daughter in that MOD has no funding to repair and likely would not sell the building.- LW will chase up again in September regarding whether any repairs will be undertaken.- LW and MT to look into process of designation for buildings, it is noted in the neighbourhood plan that designation of buildings will be looked into for those not listed in hopes to protect them.

4	Update on Daffodils
	<ul style="list-style-type: none">- GM has ordered the bulbs and will be liaising with Myhills directly.- It was brought up that when the bulbs are planted, there will need to be some kind of map made to ensure the TC knows the location of the bulbs.
5	Other issues
	<ul style="list-style-type: none">- Walsingham gates are still an ongoing issue, TC will chase up Nigel regarding report on the gates – if the TC has not heard anything by the end of August the TO's will repaint the bottom half of the gates at the West end of Church Walk.- MT or LW will write to Linden Court regarding them putting up posters/flyers on the gates and trees – remind them that the gates and trees belong to the council, so they need permission to put up promotions/signs on them.- TO's will look into the broken bin – will replace if necessary.- MT will follow up with Dorian from Breckland regarding the camera installation at the eastern end of Church Walk.- MT will email PC Austin reminding them about patrols down Church Walk.- MT to chase up with Katie Owens from the enforcement team regarding vehicular access to Church walk.
Next meeting booked for: 30th September @ 11:30am	

Item 9

SENT ON BEHALF OF COUNCILLOR SAM CHAPMAN-ALLEN, LEADER OF BRECKLAND COUNCIL:

Dear Parish Councillors and Clerks,

I am just writing to make sure you are aware of some important issues relating to National Planning Policy.

Last week the Government announced a rapid consultation on some significant new changes to the planning system, the details of which can be found here:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

These are potentially very significant for Breckland, and include proposals to:

- Introduce a new mandatory housing figure based on new methodology, which would mean a 39% uplift in Breckland's housing requirement, to 917 per annum (256 more houses per annum)
- Make the new target mandatory imminently. Potentially by the end of the year. This could have a significant impact on our five-year housing land supply.
- Increase requirements on neighbouring authorities to provide even more additional housing (Kings Lynn & West Norfolk 88% more, and North Norfolk 69% more houses)
- Increase the need for strategic, cross boundary co-operation, including potentially meeting any unmet housing need for neighbouring districts.
- Remove or weaken issues like the availability of agricultural land used for food production from our consideration when determining applications.

We are still reviewing and digesting the implications, understanding what they mean for our current and under-development Local Plan, and agreeing how we can respond as a District and Local Planning Authority.

Whilst we support the need for some new housing in Breckland and were positive about the shape our emerging Local Plan was taking, clearly these requirements - if enacted - are of a profoundly different order of magnitude.

I will keep you appraised as we are able to better analyse and understand the situation, but I wanted you to have this information now – and encourage you to engage with the consultation in your own rights.

Yours sincerely
Councillor Sam Chapman-Allen
Leader of Breckland Council