



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 10th September 2024 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

4th September 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 27th August 2024 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 Clerk's Report
 - 4.4 Reports from Lead Councillors
 - I. Youth Provision
5. PUBLIC PARTICIPATION
6. Update regarding the introduction of car parking charges
7. To receive report on Breckland Council Public Open Spaces & Playing Field Survey (To follow)
8. To consider potential tree locations for marking 50 years of District Councils
9. To consider future maintenance of Breckland Council's Footfall Cameras in the High Street
10. To consider adoption of draft Non-endorsement and Equal Support Policy
11. To consider compiling a Use of Council Resources by Other Organisations Policy
12. To consider purchase of No litter and No Dog Fouling signage for the High Street
13. PLANNING To consult on planning applications received since the last meeting
 - 13.1 3PL/2024/0685/HOU - Construction of detached underground basement extension to rear garden - WATTON: 10 The Gallops
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0685/HOU>
 - 13.2 3DC/2024/0167/CON – Proposal 3PL/2013/0510/F Confirmation that all planning Conditions & Obligations have been met - 18 Byfords Way IP25 6TB WATTON
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3DC/2024/0167/CON>
14. To pass a resolution to exclude the public and press to consider confidential matters

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 27th August 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Don Saunders - Chairman, Peter Bishop, Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Catherine Turley-Long, Steve Turley-Long

Officer present: Michelle Thompson – Deputy Clerk

No members of the public present

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from

Tina Kiddell, Tobi Amadasun, Gillian Tarrant, Tony Bridges

2. DECLARATION OF INTEREST MADE:

Kathryn Stallard declared an interest in item 4.7.

3. MINUTES

3.1 The Minutes of the meeting held on August 13th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 13th August 2024:

- 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 site visit 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. Original weights are on display in the Museum 4 Watton.
- Heritage Park cut on 15.08.24
- 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.
- Councillor Stan Hebborn has drafted a Non-Endorsement and Equal Support Policy regarding Contractors and service providers that are used by the Town Council.
- Materials for 2nd Chalk wall at Lovell Gardens Playarea has been purchased – Chalk board to be installed when summer holidays are over.
- 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. 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. 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. 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.

- The TC are now Members of the National Allotment Society.
- Thetford Road allotment skip has been ordered for Sept 2nd.
- A Wayland Hall site visit with a Conservation Accredited Engineer has been booked for August 29th.
- Mayors Chain and case is now on order.

4. REPORTS

4.1 Chairman's Report

The Chairman attended the 25 year Celebration of Dorrington house on August 17th, The Bike Event in the High Street on August 25th and a few Community days at the Community Centre for the Summer Tuesday events.

The Events and Marketing officer was very much thanked for her hard work in organising a very successful bike event on Sunday 25th August. The Event was positively received by many.

4.2 Vice-Chairman's Report

The Vice-Chairman was not present at the meeting

4.3 District Councillor's Report

Written report received from District Councillor Tina Kiddell; report filed with minutes.

4.4 County Councillors Report

County Councillor Claire Bowes submitted a written report which was circulated to councillors but also verbally read out at the meeting. Written report will be filed with the minutes.

Claire Bowes did confirm that she will be representing the residents of Watton in voting against the car parking charges.

4.5 Deputy Clerks Report

Written report presented in Councillors Agenda packs with verbal update given:

- Westcotec have made a start to the new Gold Bus Stop in the high street – removal of the old structure has taken place. Installation of the new bus stop is scheduled for w/c 2nd September and w/c 9th September.
- Highways Rangers will be visiting Watton over the coming weeks. Any defects around the town to be reported to Norfolk County Council by September 2nd.
- The Town Clerk and District Councillor Claire Bowes have been following up the Trod along Norwich Road and the pavement opposite the entrance gate to Loch Neaton along the Dereham Road which is in need of some clean up as the path is too narrow for wheelchair users. Awaiting a response regarding the Trod but the pathway should of now been cleared.

- 2024 marks 50 years of District Councils and Breckland Council would like to commemorate this milestone by planting 50 trees across the district. To achieve this and increase tree canopy cover, they are proposing to plant 10 trees in each of the five market towns. Breckland are asking for the Town Councils assistance in identifying suitable locations which are either Town Council owned land or Community land, deadline for suggestions is September 30th.

It was resolved that suggestions for suitable tree locations could be brought out of the Public Open Space and Playing Field provision questionnaire which is being conducted by Breckland Council. The existing provision for Watton, that was included in the 2015 open space audit is inaccurate.

Tomos Hutchings will provide a report on the questionnaire, the inaccuracy of existing provision and suitable tree locations at the next town council meeting before the questionnaire is returned to Breckland Council.

Councillor Claire Bowes also suggested that there is Norfolk County Council Highways owned land that has been identified which can be considered as potential tree locations

4.6 Reports from Lead Councillors

No reports

4.7 Report on Museum 4 Watton lease

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

It was resolved to reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before proceeding any further with the solicitors.

5. WORKS IN PROGRESS

The Works in Progress list was received.

Noted that the Heritage Park Working Group had already met on July 17th.

6. PUBLIC PARTICIPATION

No public present.

7. FINANCE

7.1 Payments for August 2024 were approved for payment as presented with the following additions:

NT Garden Services £38.00

Spoilt for Choice £200.75

PHS Group Public Toilets £63.04

PHS Group Wayland Hall £63.04

7.2 The draft minutes of the Finance Committee meeting held on the 12th August 2024 were received.

8. Church Walk Working Group

The draft notes from the Church Walk Working Group meeting held on 12th August were received and noted.

9. NATIONAL PLANNING POLICY

Tomos Hutching lead on this item and felt the below options could be considered to gain clarity on the position moving forward and some concerns were expressed regarding the population increasing with no infrastructure improvements.

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

It was resolved that based on the concerns expressed, option 9.2 would be suitable. The Town Council will engage with the consultation by writing to Breckland Council.

10. Breckland Council High street Footfall cameras

Originally there was some concerns as to whether the footfall cameras were GDPR compliant. These concerns have now been addressed.

It was resolved to investigate breakdown of future maintenance costs of the footfall cameras before making any decision to support the initiative.

11. PLANNING

11.1 3PL/2024/0636/HOU - Proposed front extension and internal alterations - WATTON: 3 Fleming Court

No objections.

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

The Watton and Saham Flood Action group submitted comments which the Town Council fully support.

12. It was resolved to exclude the public and press to consider confidential staffing matters

The Deputy Clerk was invited to leave the meeting so that the Town Council could discuss staff training and individual specific needs. This was to save her any embarrassment or discomfort.

The Chair of HR made Council aware that training needs had been identified for both the Clerk and DC. The Chair stated that he had identified a training package that included an audit of Clerks current activities and all relevant topics to benefit both staff members.

He also stated that whilst best practice would be to seek three quotes, this particular training is somewhat specialist and is only available from one particular Company. Internet searches disclosed that other service providers could deliver the required package in part, but at greater cost and without continuity.

We were further limited in who we could ask regarding the training, as there was a strong possibility that the service provider would have been known to our staff. It is necessary that the training is undertaken by facilitators unknown to our staff.

Council agreed to pay the amount of £4250 to cover the total amount for training.

12.1 The draft minutes from the HR Committee meeting held on 15.08.24 was received and noted.

12.2 **It was resolved** 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 3.2 Update from the meeting held 27th August 2024

Agenda Item 23.07.24	Update
3.2	<ul style="list-style-type: none">• Coronation Living Heritage Fund - Community Orchards – Fund applied for.• Conservation Accredited Engineer attended Wayland Hall with drone. Awaiting report.

Item 4.3 Clerk's Report

Watton Town Guide

Draft of guide App.1

Pedestrianisation on Middle Street

The Clerk and Cllr Hutchings met with officers from Breckland Council and Norfolk County Council on 04.09.24 who were looking at final design plans for the proposed pedestrianisation of Middle Street.

There are still final decisions to be made before the plans are subject to consultation. These include the times the road will be closed (looking at 24hrs 7/7 for Middle Street but Old Dereham Road will be closed only on Market/Event days), the finishes of the road/pathway surfaces, how to ensure non-curbed roads are disability friendly for the visually impaired and how rubbish collection can be facilitated. There is also debate whether to bollard the entrances to Middle Street or if planters can be used.

Later in the year Cllr Hutchings and the Breckland lead officer (Dorian Avellino Economy and Growth Programme Manager) for the project plan to meet with market traders to consult with them re. the proposals.

Bridle Road

Meeting scheduled for September 9th with Mark Webster from Conservation Volunteers, Michael Smith from Anglian Water volunteers and possibly the Community Action Payback team re: clearing boundary at Bridle Road.

The Norfolk County Council (Watton, Bowes Close, Byfords Way, Dudley Close) (20mph Speed Limit Zone) Order 2024

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The Norfolk County Council (Watton, Bowes Close, Byfords Way, Dudley Close) (20mph Speed Limit Zone) Order 2024

The Norfolk County Council propose to make an Order under the Road Traffic Regulation Act 1984, the effect of which is to introduce a 20mph speed limit along the lengths of road specified in the Schedule below.

A copy of the draft Order, a plan and Statement of Reasons for making the Order may be viewed online at www.norfolk.citizenspace.com. Copies may also be available for inspection at Norfolk County Council, County Hall, Norwich and at the offices of Breckland District Council, Elizabeth House, Walpole Loke, Dereham, during normal office hours. However, in-house staffing levels have been reduced and viewing online would be recommended.

Any objections and representations relating to the Order must be made in writing and must specify the grounds on which they are made. All correspondence for these proposals must be received at the office of nplaw, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of Miss S Hill by 1st October 2024. They may also be emailed to trafficorders@norfolk.gov.uk.

The Officer dealing with the public enquiries concerning these proposals is Ms J Wenn, telephone 0344 800 8020.

SCHEDULE In the Town of Watton

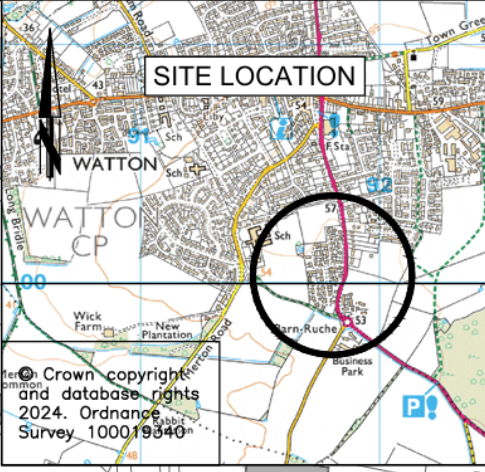
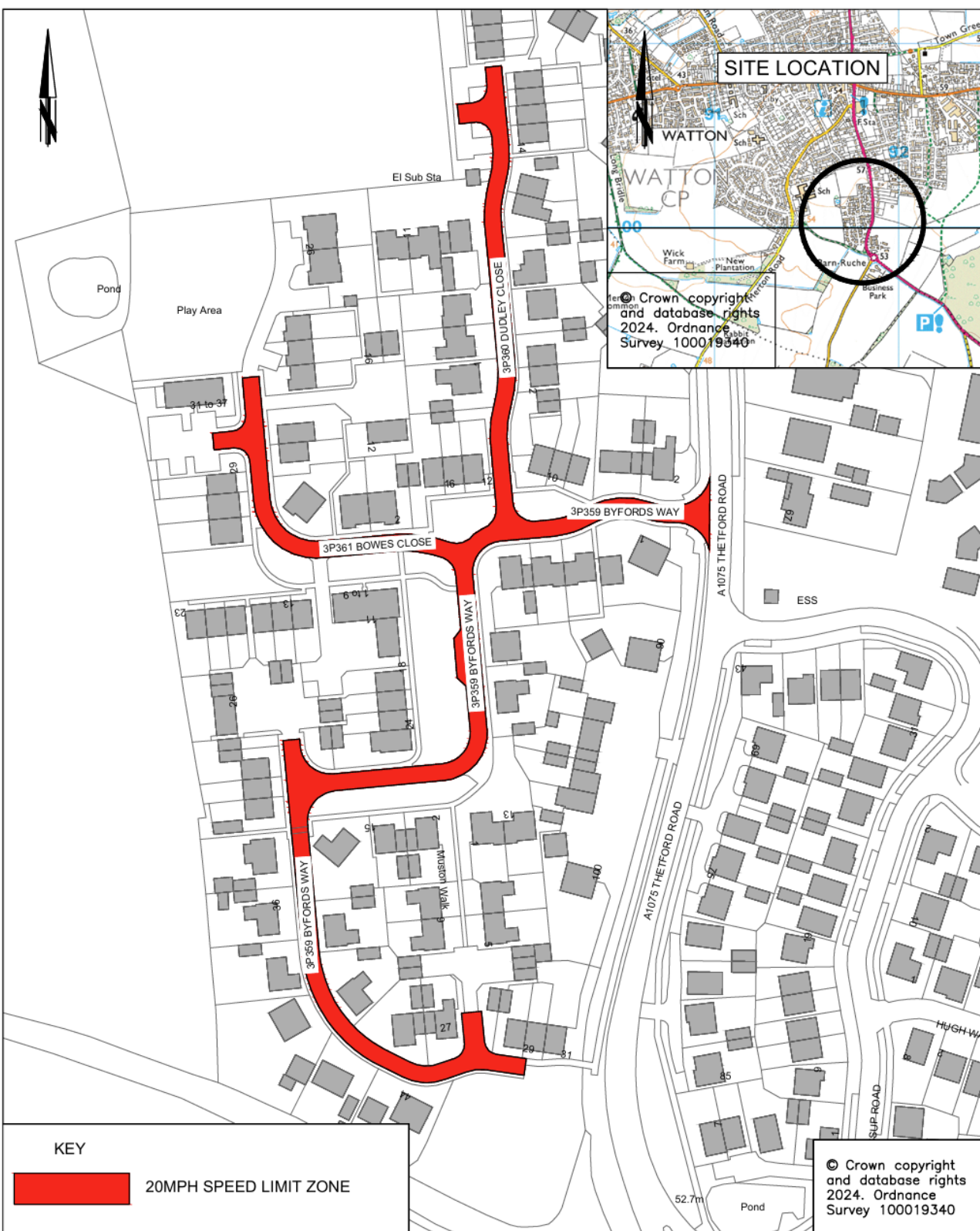
Proposed 20mph Speed Limit Zone

3P361 Bowes Close	-	From the centre of its junction with the 3P359 Byfords Way westwards and northwards for a distance of 100 metres including turning head
3P359 Byfords Way	-	From the centre of its junction with the A1075 Thetford Road westwards and southwards for a distance of 317 metres including turning heads
3P360 Dudley Close	-	From the centre of its junction with the 3P359 Byfords Way northwards for a distance of 135 metres including turning head

DATED this 6th day of September 2024

Katrina Hulatt
Director of Legal Services (NPLaw)
County Hall
Martineau Lane
Norwich
NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with this scheme and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.



KEY

20MPH SPEED LIMIT ZONE

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DRAWING TITLE

Watton
Thetford Road
20MPH Speed Limit Zone

Grahame Bygrave
Interim Executive Director of
Community and Environmental Services
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

SURVEYED BY	OS	03/24	DRAWING No.	PRZ090-HD1-001
DESIGNED BY	JD	03/24	PROJECT TITLE	Watton, Thetford Road 20MPH Speed Limit Zone
DRAWN BY	JD	03/24	SCALE	FILE No.
CHECKED BY	KB	03/24	1:1500 @ A4	PRZ090

Item 6

Monday 2nd September 2024

Free car parking meeting

A handful of business owner's, Town Councillor Tomos Hutchings, District Councillor's Tina Kiddel, Claire Bowes and Fabian Eagle met with Paul Adcock and Mark Bunning in the back of the Kings Arms to discuss the car park charges Breckland has proposed.

Watton's x3 car parks include 168 spaces, 6 disabled parking spaces, and x4 EV electric charging points. It is likely the charging stations will be paid for through an app and give driver's 1 hour free.

Relevant Information:

- Over 3000+ signatures gathered in Watton.
- Proposal of a £10 increase in Council Tax to cover maintenance of our car parks.
- 12 individual letters gathered with names and signatures prior and on the night.
- Our District Councillors will vote against the charges, or possible abstaining.
- District Councillor Claire suggested the relevant peoples to signpost the public to her email address during the public consultation. This can be done through the Watton Times Newspaper and QR codes have been discussed.

Many reasons were given to avoid possible parking charges as it would deter business and increase in alternate parking options to avoid the charges. Points were raised to avoid a referendum. A negative outcome would be the end of the campaign for free parking, and more time and energy spent on deciding what many consider already a done deal.

Watton Town Council was mentioned as a viable option to consider leasing a car park or two, however they would require costings to analyse their financial responsibility. Another option here is to raise funds through smaller parishes who rely on Watton and its car parks.

District Councillor Claire and Fabian stressed to get more Councillors on board, signposting to all relevant Breckland Councillors based on address area – for example Emailing Fabian if you live in Ashill or Lynda Turner for Shipdham, or Peter Bate for Saham Toney. This way residents' voices are heard louder.

Breckland are having a full council meeting on 5th of September, and we can expect to know a little more following these proposals:

Option A) Recommend that the Council withdraw the scheme of proposed charging and look again at other options for economies

Option B) Recommend that if proposal A is not agreed that The Council asks residents in a referendum to be carried out in May 2025, the same time as County elections.

No mention of any further town meeting until after the October budget and the beginning of the public consultation of the proposed parking charges.



To: Councillors of Breckland's 5 market towns

23 August 2024

Dear Councillors,

Opportunity to Plant Trees in Commemoration of 50 Years of District Councils

I am writing to tell you about an exciting opportunity that aligns with our ongoing efforts to enhance canopy cover across the Breckland District. This initiative is separate from the Community Orchards for the Coronation Living Heritage Fund and is intended to further support our Working Smarter Breckland 2035 corporate priority theme.

As you know, 2024 marks 50 years of District Councils and we would like to commemorate this milestone by planting 50 trees across the district. To achieve this, we are proposing to plant 10 trees in each of the five market towns.

Please could I ask for your assistance in identifying suitable pieces of land within your respective towns, either Town Council-owned or community land, where this planting could take place.

I am delighted that through our relationship with the Woodland Trust, they have kindly agreed to donate the trees, stakes and tubes, however our ask will be that the planting, care and watering etc is undertaken by volunteers from our community. Planting is expected to be completed by the end of the calendar year.

Please respond to Claire Burton claire.burton@breckland.gov.uk by 30 September 2024, with your proposed locations and how the trees can be cared for along with any other feedback.

Thank you for your continued support and commitment to making Breckland a greener and more sustainable district.

Best wishes,

Councillor Helen Crane
Executive Member for Waste, Environmental Health, Licensing and Sustainability

Breckland Anniversary Tree Location Report

Breckland Council are turning 50 years old and therefore are giving the 5 market towns 10 tree's each to celebrate.

Here are the options for Town Councillor's to decide:

Option A:

All 10 trees are planted at the Charlotte Harvey Community Centre to provide shade for future families.



Option B:

All 10 trees are planted at near Shire Horse Way (neighbouring estate to Akrotiri Square) to replace the knee-high fencing we removed. I'm not convinced the TC owns this land and we may have to get permission?



Option C:

8 trees are planted in front of the Thetford Road Allotments. With the remaining 2 going across the road, in front and to the left of Watton Fire Station alongside Thetford Road. (The 2 were taken from Claire Bowes initial findings of tree planting.)



All 10 trees are planted at Watton Sports Centre and Loch Neaton. (Provided they accept the trees.)

Option E:

All 10 trees are planted on the green at George Trollope Road near the library.



Option F:

Trees are equitably allocated among a variety of sites listed above.

Clerks' notes:

Option B Town Council does own the greens at Shire Horse

Option C Town Council could plant at Jubilee but we are looking at possibly re-planting fruit trees here

Option A D and E - land not owned by TC

Written by Town Councillor Tomos Hutchings

Item 9 High Street Footfall Counters

Email received from Dorian Avellino at Breckland Council

"From PFM the costs were:

£4200 for two cameras plus vat

and £630.00 plus vat **Per Annum** for data and maintenance packages for two cameras x 3 years duration for the cameras/sensors (**around £315.00 per sensor per year**)

The actual camera costs/sensors will be picked up by Breckland

However, the annual maintenance fee £630.00 per annum for both sensors **per year** will be paid for by the Town Council.

I thought there was an additional licence fee of £80.00 per year for software - I will clarify that further down the line.

I will stress this is around the ballpark figure - when we have the supplier visit the site we will have a more accurate cost for each individual location.

(for example only) The difference might come in if a licence fee needs paying to a property owner to mount the camera on their property elevation. Which of course we will try and avoid."

Item 10

Watton Town Council Non-Endorsement and Equal Support Policy

Watton Town Council is committed to supporting all local businesses equally, equitably and without favour. As a public body, the Council does not endorse or recommend any specific contractor, supplier, or service provider, regardless of any past or current working relationship.

Contractors and service providers are strictly prohibited from using the Council's name, logo, or any related material in any form of marketing, advertising, or promotional content without express written permission from the Council. The presence of any contractor working on behalf of the Council should not be interpreted as a recommendation or endorsement of their services.

Any breach of this policy may result in the termination of contracts, removal from the approved contractor list, and potential legal action. Contractors seeking to reference their work with the Council must submit a formal request for review and approval by the Council before any public use of the Council's name is made. -END-

Item 12

Email received from Breckland Council

“We have recently received a few complaints regarding litter on Watton High Street, it was reported the waste had come from a particular premises. However, on further investigation and speaking with the business it is understood this may not be the case.

We contacted all town and parish councils around 18 months ago with the offer to purchase high quality littering and dog fouling signage from us. These signs are aluminium based and attach to lamp posts with metal fixtures and fittings and are easily identifiable with red and white wording and images. The signs and all associated fittings are £52.50 each but as explained they are high quality aluminium based signs which will last around 10 years, if the fronts become faded or damaged the sign front can be replaced rather than the whole sign. This cost also includes guidance on best places to put the signs and we can assist with installation if required.

The parishes that have purchased the signs have noticed a significant decrease in issues following installation. Thetford Town Council have purchased several and are happy with the impact they are having around the town of Thetford.

If you would like to see the signs, we are happy to visit and provide a demonstration, please do not hesitate to contact me, and let me know so we can agree a suitable date and time.”