



## Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto: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 8<sup>th</sup> October 2024 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* – Town Clerk

2<sup>nd</sup> October 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 24<sup>th</sup> September 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
5. PUBLIC PARTICIPATION
6. Breckland Council Officer Caroline Bidewell to attend to speak about footfall cameras for the High Street
7. To consider grant application received from 2<sup>nd</sup> Watton Brownies
8. To review Wednesday Market charges
9. FINANCE
  - 9.1 To receive draft minutes from the Finance Committee Meeting held on 26.09.24
  - 9.2 To ratify recommendation made at the Finance Committee Meeting held on 26.09.24:
    - I. That the maintenance agreement currently in place with Watton Sports Association should remain the same
10. To receive notes from the Museum 4 Watton Working Group meeting held on 04.10.24 (To follow)
11. To receive draft Heritage Quarter proposed layout
12. PLANNING To consult on planning applications received since the last meeting

12. 1 3PL/2024/0719/F - Erection of 1no. self-build residential dwelling and the use of an existing cabin as ancillary annexe accommodation - Land to rear of 30 Swaffham Road IP25 6LA WATTON

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0719/F>

12.2 TRE/2024/0197/TPO - TPO 2005/52 T1 White Beam Take down and grind out stumps. Tree has not come into leaf apart from a few lower branches. The tree is dying before it become unsafe we want to take it down. T2 Sycamore prune back side branches from footpath and road by 2 meters. The branches are being to encroach the footpath and road. - Street Record Eastern Road IP25 6PA WATTON

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=TRE/2024/0197/TPO>

13. To pass a resolution to exclude the public and press to consider confidential matters

13.1 To receive report from the HR Committee meeting held on 03.10.24

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 24<sup>th</sup> September 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Don Saunders - Chairman, Peter Bishop, Tina Cruz, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

Also present: District/County Council Claire Bowes and 16 members of the public

### **1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from**

Tony Bridges, Keith Gilbert, Tina Kiddell, Catherine Turley-Long and Steve Turley-Long. Noted that Tobi Amadasun has resigned as a Town Councillor.

### **2. NO DECLARATIONS OF INTEREST MADE**

### **3. MINUTES**

**3.1** The Minutes of the meeting held on September 10<sup>th</sup> 2024 were accepted as a true record and signed by the Chairman.

**3.2** Updates from items raised at the meeting on September 10<sup>th</sup> 2024:

- Final version of the Breckland Council Public Open Spaces & Playing Field Survey was submitted to the consultants 12.09.24.
- Breckland District Council has been informed that Watton Town Council will not accept maintenance costs for footfall counters in the High Street.
- A Breckland Council Officer will undertake a site visit 03.10.24 to look at locations for the “No Litter” and “No Dog Fouling” signs for the High Street as agreed for purchase.
- Representations from Watton & Saham Flood Action Group have been submitted for planning application 3PL/2024/0685/HOU.

### **4. REPORTS**

#### **4.1 Chairman’s Report**

The Chairman has been away and had nothing to report.

#### **4.2 Vice-Chairman’s Report**

The Vice-Chairman had nothing to report.

#### **4.3 District Councillor’s Report /4.4 County Councillors Report**

District and County Councillor Claire Bowes gave a verbal report.

Points noted:

- A permanent Banking Hub should be opening soon in the former Barclays Bank building in Watton High Street.
- A public consultation regarding the introduction of car parking charges should begin around the end of October.
- 2 more High Street shops are to have shop front upgrades through grant funding from Breckland.
- Breckland Council has submitted a proposal relating to warding patterns which will result in the number of Breckland Councillors increasing from 49 to 51.

- The devolution deal for Norfolk has been scrapped by the Government.

No other District Councillors present.

#### 4.5 Clerks Report

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

- Breckland Officer and SERCO Team Leader visited the TC Office 09.09.24 to help clarify responsibilities. Clerk, Deputy Clerk and Cllr Hutchings were present.
- CPRE/NPPF Consultation email forwarded to Councillors on 17.09.24. Correspondence from the Leader of Breckland Council regarding the NPPF and the effect on the Local Plan shared 24.09.24
- The Breckland Officer leading on the pedestrianisation of Middle Street plans to meet TC members or share the consultation designs with the Town Council once Breckland District Councillors have seen the plans.

#### 4.6 Reports from Lead Councillors

- Youth Provision – Lead Councillor sent apologies.
- Report from Market Lead Councillor presented and noted.

### 5. FIREWORKS 2024

**5.1** An update from the Events & Marketing Officer on the Fireworks Event 2024 was provided in the agenda pack for the meeting.

**5.2** A Firework Event planning meeting was held on 19.09.24 when the determination by Breckland Council that stallholders at the free event must hold a street trading licence was considered. Street trading licences are not requested if an entry fee is charged at the event and thus **it was resolved** that a one penny per person entrance fee would be charged. The public will be informed of the charge and the reasoning behind the decision to charge via social media.

Noted that the offer from District Councillor Claire Bowes to investigate and challenge this seeming licencing absurdity was accepted.

### 6. WORKS IN PROGRESS

The Works in Progress list was received.

It was requested that the Walsingham Gates should now be painted as referenced in the Works in Progress List.

### 7. PUBLIC PARTICIPATION

- Item 14

Members of the public were present to talk about Wayland Fields and it was agreed that item 14 would be considered at this point in the meeting.

Residents of Wayland Fields are looking to alter the current s106 agreement which has the responsibility for maintaining common areas on the estate sitting with the residents of Wayland Fields.

There is concern that there is a lack of fencing around the water filled attenuation tanks and no emergency buoyancy aids.

The Town Council is not responsible for anything on the Wayland Fields estate and will not accept any responsibility in the future. A decision has been taken by the Council not to adopt estate amenities from developers.

The Town Council **resolved** to write to the Breckland Council Building Inspector raising concerns in relation to public health issues in that Watton Town Council believes that there are insufficient resources to ensure the safety of members of the public in the vicinity of the attenuation tanks on the Wayland Fields development.

- Noted that a member of the public had submitted a report, which was included within the agenda pack for the meeting, outlining costings of Watton car parks.

## **8. CAR PARKING CHARGES**

Mark Bunning spoke briefly on the car parking report he had supplied to Councillors and he was thanked for the work he has undertaken researching and reporting on the Breckland car parking charges.

**It was resolved** to hold discussions with Breckland District Council regarding the possibility that the Town Council can take over the car parks in the town.

Noted that George Freeman MP has offered to speak with Councillors regarding the towns car parks.

## **9. FINANCE**

**9.1** Payments for September 2024 were approved for payment as presented, with the addition of £250 for the Watton & Wayland Times.

## **10. GRANTS**

**10.1 It was resolved** to grant £200 to 1<sup>st</sup> Watton Rainbows as requested.

**10.2 It was resolved** to clarify the grant amount requested by 2<sup>nd</sup> Watton (RAF) Brownies and put the grant request from the group back on a future Town Council agenda.

## **11. DISTRICT COUNCIL WARD BOUNDARIES**

As the number of District Councillors in Breckland is to rise from 49 to 51, Breckland District Council has submitted proposed new warding for the Breckland Area.

The proposal includes splitting Watton parish into two areas to achieve the necessary electoral equality. A new ward has been suggested to include Saham Toney with the western end of Watton.

The Town Council feels it has not been adequately informed or consulted by Breckland Council on the proposed ward changes and that if asked it would have suggested part of Carbrooke should have been included within the ward for the eastern end of Watton.

**It was resolved to** contact the Boundary Commission and Breckland Council stating that Watton Town Council feels that it was not given sufficient time to respond to Brecklands submission.

## **12. BRIDLE ROAD PLAY AREA**

**It was resolved to** accept the price of £2040 for Norfolk Conservation Volunteers to undertake 6 days work at Bridle Road Play Area as outlined in the Town Council agenda pack for this meeting.

## **13. COMMEMORATIVE TREES**

In response to correspondence received from Breckland Council relating to possible areas where commemorative trees could be planted within the parish **it was resolved**

that the Town Council would not accept any commemorative trees on land it is responsible for.

**14. WAYLAND FIELDS – see *public participation***

**15. WAYLAND HALL AERIAL SURVEY**

The findings within the Aerial Survey Report relating to the chimney at Wayland Hall were noted and the chimney will be monitored as suggested. Other works to be undertaken to Wayland Hall will be considered by the Finance Committee.

**16. TOWN COUNCIL REPRESENTATIVES**

**16.1** It was resolved that Cllr Tomos Hutchings will be the Town Council representative at meetings of the Wayland Partnership. A report from the Wayland Partnership Meeting held on 16.09.24 was provided by Cllr Hutchings.

**16.2** The Chairman offered to seek further clarification from Watton Sports Association regarding the Town Council appointing a non-executive member to Watton Sports Association 'Board'.

**17. PLANNING**

17.1 3DC/2024/0176/DOC - Proposal Discharge of Condition No8 on  
3PL/2022/1080/D - Land to Rear of 3/3a Dereham Road IP25 6ER WATTON  
No comments as felt this is an Officers decision

17.2 3PL/2024/0732/F – Proposal - Change of use of premises to hot food takeaway (sui generis) and extract ventilation ducted to roof - 39 High Street IP25 6AB WATTON  
No comment

17.3 3PL/2024/0733/A – Proposal - Installation of new illuminated shop front signage - 39 High Street IP25 6AB WATTON  
*Clarification will be sought regarding the regulations covering signage in Watton High Street.*

**18. It was resolved** to exclude the public and press to consider confidential matters

18.1 Thetford Road Allotments

**It was resolved not to** re-allocate plot 13 at the Thetford Road Allotment site to the current holder of the tenancy agreement.

### Item 3.2 Update from the meeting held 24.09.24

Agenda Item No.	
3.2	Breckland Council Officer to attend the meeting 08.10.24 (item 6) to speak about High Street footfall counters.
4.5	Pedestrianisation of Middle Street to be agenda item 11 08.10.24
5	<p>District Councillor Claire Bowes was instrumental in Breckland Licensing revisiting its decision regarding the necessity for traders to hold street trading licences for the Fireworks Event 2024 and an Email has been received from Craig Fowler – Breckland Council Environmental Health &amp; Licensing Manager:</p> <p>“I write further to our conversations this afternoon. Many Thanks for your time.</p> <p>In addition to the two potential solutions offered to you already ( i.e. charging, and using food vendors from the list of those persons that already have street trading consent) we explored the potential use of exemptions.</p> <p>We have reviewed this, and on the basis of the number of food vendors and that a travelling Fair will be present (Gray Brothers Fun Fairs), offering a number of fairground stalls, rides and attractions at the event.</p> <p>Providing that you advertise this as a ‘Food Festival, Fair and Fireworks’ then we would be happy that the main event may be/is a food /fun fair with fireworks and therefore exempt as opposed to it being a fireworks display and the food being an incidental offering.</p> <p>It was also agreed that you would position all of the food vehicles together in a food court style format.”</p> <p><b><i>Council to confirm it is willing to proceed with the Fireworks remaining a free event for 2024. The decision to charge 1p per person entry being rescinded as any charge is now unnecessary.</i></b></p>
7	Breckland Council has been made aware of the safety concerns raised by residents of Wayland Fields. Planners have been asked “to reach out to the developers and ask if they can provide the ‘lifesaving rings’ as the residents have requested and to visit the site and see if they have any safety concerns.”
8	<p>George Freeman MP attended a meeting held in the Council Chamber on 27.09.24 updating on the introduction of car parking charges within Breckland.</p> <p>As agreed, Watton Town Council will compile a report to be submitted to Breckland Council requesting to take over the Breckland car parks in the town. It is suggested that as a first step the Mayor and Clerk should organise a meeting with Leader of the Council, Sam Chapman-Allen.</p>
10.2	Agenda item 7 08.10.24 Grant for Watton 2 <sup>nd</sup> Brownies.
11	Boundary Commission has been contacted re. the proposed Breckland ward boundary changes.
12	Volunteers are scheduled to undertake clearance work to the boundaries of Bridle Road Play Area 10.01.24 and w/c 21 <sup>st</sup> Oct.
17.3	See Clerks Report re. signage in a Conservation Area.

## **Item 4.3 Clerks Report**

### **Banking Hub**

A temporary Banking Hub has been available at Wayland House since December 2023 but a permanent home for the hub has now opened in Watton High Street. Official opening of the Hub is to be undertaken by the Mayor on 11.10.24.

The Banking Hub is a shared banking space. It provides a counter service operated by the Post Office, where customers of all major banks and building societies can carry out regular cash transactions, Monday to Friday. It also offers a Community Banker service where customers can talk to their own bank about more complicated issues.

In the meantime, find out more about Watton Banking Hub on the Cash Access UK website [Cash Access UK - Watton \(Norfolk\)](#)

### **Emergency Planning – Flooding**

E-mail sent to Cllrs 02.10.24

Breckland's role in a flooding situation is to support the local community and if required provide accommodation if residents are displaced from their homes due to flooding. Breckland would lead the evacuation and setting up of rest centres with partners.

If you become aware of flooding in your ward and where there is risk of properties becoming flooded please ask residents to phone the Flooding One number – 0344 800 8020 Further useful information and links to associated numbers can be found in this link [NSFA-leaflet.pdf \(norfolkprepared.gov.uk\)](#)

If there is any risk of danger to people, property or the environment from floodwater call 999 immediately.

You can phone the main Breckland telephone number 01362 656870 to report the issue, and this will be cascaded through to the Council's Emergency Duty Officer for action/awareness as appropriate.

Breckland Council has a limited supply of sandbags available if a property is in imminent danger of internal flooding – we cannot help in the protection of gardens, outbuildings or garages. The request for sandbags can be made by phoning the council telephone number above. Whilst we ensure that the numbers of sandbags are increased during a known flood incident, we cannot guarantee sandbags for everyone. It is the householder's responsibility to make arrangements to prevent flood waters entering the property. Householders can purchase their own sandbags from builders merchants or look to find other flood protection products suppliers.

If an officer/duty officer visits a ward in response to a flood related incident, best endeavours will be made to notify the ward representatives.

Our Emergency Planner is available to assist with community and resilience planning throughout the year to help communities plan and prepare for flooding and other emergencies.



If this support is required please contact Nick Kendrick –  
emergencyplanning@breckland.gov.uk

Other helpful numbers:

Norfolk County Council Highways: 0344 800 8020

Report a power cut: dial 105

Report a gas leak: 0800 111 999

Report a water leak: 0800 771 881

Breckland Website: Flooding

## **Norfolk PCC's Police and Crime Plan Consultation**

Email forwarded to Councillors on 02.102.24

## **Norfolk's PCC Sarah Taylor launches her Police and Crime Plan consultation**

**Norfolk's Police and Crime Commissioner (PCC) has launched her Police and Crime Plan consultation today, asking Norfolk residents to tell her what matters most to them about policing and crime in their area.**

Sarah Taylor was elected in May as the first Labour PCC in the county, and one of her main responsibilities is to deliver a Police and Crime Plan setting out what her priorities will be for Norfolk Constabulary from 2025 to 2029.

Since her appointment, Sarah has been busy visiting local communities, businesses, health professionals, commissioned services, charities, and other partners and stakeholders, to find out what the issues are for them at a local level. Now she needs to hear from the wider community.

Sarah's proposed policing priorities for the county are:

- Focus on prevention of crime
- Restoring trust and confidence in policing across Norfolk
- Improving road safety
- Tackling extremism and community tensions
- Making Norfolk streets safer
- Effective Criminal Justice System
- Support for victims
- Tackling Violence Against Women and Girls (VAWG)
- Improving responses to rural crime
- Organised crime and criminal exploitation

The Norfolk PCC's office is unique in that it is also responsible for managing the county's Community Safety Partnership. This partnership reduces crime and disorder in Norfolk by working with other organisations like Norfolk County Council and local councils, Norfolk Fire and Rescue Service, the Integrated Care Board and the Probation Service. To make sure that the Partnership's work continues to reflect local needs, it also needs to consult the public regularly. It has been agreed to combine the collection of information required by both the PCC and the Norfolk Community Safety Partnership, so the new consultation includes questions relevant to both.

**The consultation will run from Monday 2<sup>nd</sup> September until 5pm, 1<sup>st</sup> November 2024.**

PCC Sarah Taylor explained; "This is your chance to have your say and to make your voice heard about what matters most to you. I'm keen to hear from as many people across Norfolk as possible, so please do take the opportunity to share what you believe should be the priorities for our county and for our police service.

"I would also like you to tell me if there is anything missing from the list of priorities that you would like to include. The survey is deliberately short so please make use of the comments space too to share more details or your thoughts on what should be the top priority. The new Police and Crime Plan for Norfolk will go live in April next year and I'll keep you posted on progress."

Until the new Police and Crime Plan for Norfolk is implemented in April 2025, the Police, Crime and Community Safety Plan for Norfolk 2022-2024, and associated priorities, set by former PCC Giles Orpen-Smellie will remain in place.

You can take part in the consultation by visiting the Office of the Police and Crime Commissioner's website: <https://www.norfolk-pcc.gov.uk/police-and-crime-plan/police-and-crime-plan-202529-consultation/> from 9am on Monday 2 September.

**\*\*\*\* Please note if you require a paper copy of the consultation then please email: [fay.crangle@norfolk.police.uk](mailto:fay.crangle@norfolk.police.uk) \*\*\*\***

## Planning

Application 3PL/2024/0733/A

The application site is situated within the Watton Conservation Area.

However, there are no explicit policies for adverts within a Conservation Area, but, there are applicable policies which will be used in the assessment of this application.

The Planning Officer has sent the information below:

Policy EC08 of the Breckland Local Plan (2023) refers to advertising and signs.

### **Policy EC 08 Advertising and Signs**

Advertisements and signs (illuminated and non-illuminated) should be sensitively designed and located having regard to the character of the building on which they are to be displayed and/or the general characteristics of the locality. The size, scale, materials, colour scheme and any means of illumination selected should be appropriate to the local area and in areas of historic value, such as conservation areas, particular regard should be had to any impact of proposals on the historic character of the frontage. Proposals which obscure features of architectural or historical interest, or are uncharacteristic of a building's design, will not be permitted.

Policies COM01 and GEN02 of the Breckland Local Plan (2023) refers to design considerations

### **Policy COM 01 – Design**

New development should be designed to the highest possible standards. All new development must achieve a specification of high architectural, urban and landscape design quality and contribute to the distinctive character and amenity of the local area. The Council will promote high quality design in the District by requiring that the design of new development meets the following criteria:

- a. Preserves or enhances the special character of the historic environment, and complements the district's heritage assets, in accordance with policy ENV 07 & ENV 08;
- b. Integrates to a high degree of compatibility with the surrounding area, in terms of: layout, form, style, massing, scale, density, orientation, materials, and design, in order to reinforce the positive and distinctive local character and amenity as described in the Breckland Historic Characterisation Study (2017);
- c. Incorporates sustainable design and durable construction, observing best practice in energy efficiency and climate change mitigation, and is accessible and adaptable to different activities and land uses and the changing needs of all, including disabled and older people;

- d. Consists of high quality details and materials that respects or improves local character;
- e. Responds appropriately to, and is completely integrated with, the existing layout of buildings, surrounding streets, open spaces and patterns of development. The layout of new development should create direct, recognisable, through routes that improve legibility and movement through places, and positively contribute to street frontages;
- f. Ensures that high quality hard and soft landscaping is integral to layout and design, and opportunities to introduce green urban design solutions are optimised. Specifically, development proposals should respond to: i) landform; ii) levels, slopes and the fall from the ground; iii) trees on and close to the site; iv) natural boundary features; v) the biodiversity of the site and its context; and vi) maximise the use of permeable surfaces;
- g. Is designed to reduce opportunities for crime and antisocial behaviour, creating safe, secure and accessible environments;
- h. Provides an appropriate level of amenity for buildings, as outlined in HOU 06;
- i. Provides high standards of accommodation for housing in terms of size, quality and arrangement of internal space, external private and external communal amenity space, and access to usable open space;
- j. Creates clear distinctions between private and public space , and integrates building services equipment and facilities in a well-planned manner;
- k. Requires development to provide appropriate facilities for refuse, recycling and servicing;
- l. Preserves key and important views, as illustrated in the Breckland Historic Characterisation Study (2017);
- m. Does not compromise highway safety, enabling safe access for vehicles and for walking and cycling;
- n. Provides adequate parking as outlined in TR 01 and consideration of safe storage for bicycles;
- o. Development should be designed to reduce the impact on local air quality, particularly from road traffic, especially in those areas in or likely to impact on, areas identified as 'at risk' of exceeding air quality objectives.

Development that does not fully address the criteria above will not be permitted.

All development proposals should respond to current best practice and demonstrate that they are in general conformity with the design principles set out in established urban design guidance, any subsequently produced design guidance Supplementary Planning Document adopted by the Council or other design guidance endorsed by the Council and/or through neighbourhood planning.

In some cases the Council will request the involvement of a developer funded Design Review, subject to viability.

## **GEN 02 Promoting High Quality Design**

The Council will require high quality design in all development within the District that:

- respects and is sensitive to the character of the surrounding area and makes a positive architectural and urban design contribution to its context and location;
- contributes positively to the public realm and public spaces, protecting the high levels of amenity and quality of life making Breckland an attractive, successful and vibrant place for residents, workers and visitors;
- creates high quality, safe and sustainably designed buildings, places and streets; and
- maximises connectivity within and through a development and to the surrounding areas, including the provision of high quality and safe pedestrian and cycle routes.

Innovative and contemporary design where it enhances sustainability will be encouraged and promoted across the District. Development of poor design, that does not respect or improve the character and quality of the area and the way the area functions, will be refused planning permission.

The Council will produce a Supplementary Planning Document (SPD) on Design to provide detailed guidance for new development.

Policy ENV07 of the Breckland Local Plan (2023) refers to preserving and enhancing the character, appearance and setting of Conservation Areas and Listed Buildings.

## **Policy ENV 07 Designated Heritage Assets**

The significance of designated heritage assets (including their settings), such as listed buildings, scheduled monuments, registered parks and gardens and conservation areas, will be conserved, or wherever possible enhanced. Great weight shall be given to their conservation. Proposals that may affect the significance of a designated heritage asset will be required to provide proportionate evidence to the assets importance, sufficient to identify its significance, including any contribution that its setting makes to enable any impact to be fully assessed, in accordance with national policy.

Development that will affect any designated heritage asset will be subject to comprehensive assessment and should conserve or, wherever possible, enhance the architectural and historic character, appearance and setting of the asset. Where a proposed development will affect the character or setting of a Listed Building, particular regard will need to be given to the protection, conservation and potential enhancement of any features of historic or architectural interest; including within the curtilage of a listed building that predates 1st July 1948.

The conversion of listed buildings for economic or residential purposes in locations that would otherwise be unacceptable will be considered where this would ensure the retention and ongoing conservation of the building. Proposals will be considered having regard to national policy and relevant



guidance.

Policies TR01 and TR02 relate to highways considerations and highway safety

### **Policy TR 01 Sustainable Transport Network**

The Council will work in partnership to promote a safe, efficient and convenient sustainable transport system. This will be achieved through:

- a. supporting improvements to the road and rail connections both within the District and to the wider area;
- b. locating development so as to ensure wherever possible, new development is accessible to sustainable modes of transport and makes provision for improved public transport;
- c. promoting improved access to, and interchange between, all modes of transport to key settlements and town centres;
- d. reducing the need to travel by private car in towns and villages and increasing the proportion of shorter journeys made on foot or cycle; thereby providing a genuine alternative to the car and helping to facilitate a modal shift and commensurate reduction in carbon emissions; and
- e. promoting and improving safety, security and healthy lifestyles by encouraging walking and cycling, creating and improving links to existing routes and, for new developments, ensuring the provision of facilities such as secure, accessible bicycle parking with changing facilities on site.

Development should:

- seek to minimise the need to travel;
- promote opportunities for sustainable transport modes;
- not adversely impact on the operation or safety of the strategic road network;
- improve accessibility to services; and support the transition to a low carbon future.

## Policy TR 02 Transport Requirements

Developments should be of high quality, sustainable in design, construction and layout as well as offering maximum flexibility in the choice of travel modes for all potential users. Proposals will be permitted that:

- integrate satisfactorily into existing transport networks;
- mitigate impacts on the local or strategic highway networks arising from the development itself, or the cumulative effects of development, through the provision of, or contributions towards, any relevant transport improvement deemed to be necessary, including those secured by legal agreement;
- protect, and where possible enhance, access to public rights of way;
- provide safe, suitable and convenient access for all users, including appropriate parking and servicing provision in terms of amount, design and layout (Appendix 2 provides a starting point); and
- avoid inappropriate traffic generation and do not compromise highway safety.

Development proposals that are likely to generate a significant number of heavy goods vehicle movements will be required to demonstrate by way of a Routing Management Plan that no severe impacts will be caused to the efficient and safe operation of the road network and no material harm caused to the living conditions of residents.

Major development proposals should include an assessment of the impacts of new development on the existing transport network; and demonstrate how they will maximise connectivity within and through a development and to the surrounding areas, including the provision of high quality and safe pedestrian and cycle routes. Where potential transport impacts are identified, developers will be expected to produce Transport Assessments to assess the impacts and identify appropriate mitigation, together with Travel Plans where appropriate.

Other relevant documents / considerations in the assessment of this application are:

- The Breckland Design Guide (2024)  
[https://www.breckland.gov.uk/article/22914/Breckland-Design-Guide#:~:text=The%20Breckland%20Design%20Guide%20\(PDF\)%20\[33MB\]%20has%206%20overarching%20themes](https://www.breckland.gov.uk/article/22914/Breckland-Design-Guide#:~:text=The%20Breckland%20Design%20Guide%20(PDF)%20[33MB]%20has%206%20overarching%20themes)
- The NPPF (sections 12 and 16)
- The Watton Neighbourhood Plan (2024)
- The Watton Conservation Area Appraisal (2018)
- The Planning (Listed Buildings and Conservation Areas) Act 1990 (sections 16 and 66)

[Breckland Design Guide - Breckland Council](#)

## Item 6

**Breckland Council Officer requested to talk to the Town Council following the Town Council decision on 24.09.24 not to accept maintenance costs for footfall counters in the High Street.**

### **Background Information**

There is an opportunity to install footfall counters in Watton Town (particularly High Street and Middle Street). This initiative, proposed by the Breckland District Council, aims to support the long-term success and regeneration of Watton by providing accurate data on the number of people in the main shopping areas of the town.

This initiative will provide valuable data on pedestrians, supporting town planning, event evaluation, long-term trend analysis, and grant applications.

There are two options: proceed with the installation and shared costs, or opt not to proceed, which would limit our ability to assess town activity.

### **Report from BRECKLAND DISTRICT COUNCIL**

**To:** Watton Town Council, 06 August 2024

**Author:** Barbara Gieczewska – Economic Project and Partnership Officer at Breckland District Council (BDC)

**Subject:** Footfall Counters

**Purpose:** To inform Watton Town Council (WTC) of the opportunity to install footfall counters in Watton High Street.

#### **Recommendation(s):**

- 1) Breckland District Council pays for installation of footfall counters in Watton and the cameras become Watton Town Council assets. The information gathered will be shared by both parties.

## **1.0 BACKGROUND**

1.1 In March 2021 a major new initiative to support the long-term success of Breckland began. Future Breckland: Thriving People & Places provides a robust evidence base through extensive research and engagement and presents a compelling shared vision for the future of the district. Within the “Town Delivery Plan” proposed for Watton, several ambitions were declared to improve and future proof the town. Objectives such as reconfiguring the Middle Street, strengthening the local economy and diversifying the town would all benefit from the data provided by the installation of footfall counters in the town.



## **2.0 PROPOSAL**

2.1 BDC would like to explore the opportunity of installing two footfall cameras in Watton. If a feasible option can be agreed, BDC will find the capital funding which can cover the equipment/installation costs. Indicative costs suggest the installation costs will be an estimated £4,200 ex VAT.

2.2 As the counters would be Watton Town Council Assets, the Town Council will take responsibility for the installation, with support from BDC, and cover the ongoing costs. The estimated cost for the information and reporting is £630 per annum. Breckland District Council has funds to cover capital works but not for the ongoing costs of the project.

2.3 The information from the cameras is all GDPR compliant. This means that individual people and cars are NOT identified. However, the cameras will provide accurate numbers of people, cars and bicycles passing through the designated area. This information is to be shared between Watton Town Council and Breckland Council.

## **3.0 EXPECTED BENEFITS**

3.1 Breckland Council and Watton Town Council will receive accurate information on the number of people in the main shopping areas of the town. This will provide vital information in terms of regeneration as it will show when the town is thriving but also when more activity is needed.

3.2 The information provided will inform the evaluation of key events in Watton town. It will provide an accurate figure for attendance, and therefore, comparisons can be drawn between different events and the relative success of each.

3.3 The information can provide trends across the years so both Breckland Council and Watton Town Council can judge the long-term impact of any changes made within Watton. The longterm trends in Watton can also be compared to national trends to judge the success of the town in a national context.

3.4 The cameras can also provide information on traffic passing through the town. This can show the relationship between traffic and footfall in Watton town. It can also provide information for any future changes to the public realm in relation to traffic/parking. It can also inform the amount of pollution in the central area. Information which will be key in developing proposals for the reconfiguration of the town centre.

3.5 Footfall counting is generally a condition of large grant funded programmes run by national funders such as the National Lottery Fund and Historic England. In order

to be successful in the future with large bids accurate footfall and evaluation is a key component.

#### 4.0 OPTIONS

- 4.1 **Option 1** – Breckland Council explore the possibility of delivering this proposal. If agreed, Breckland Council would cover the installation costs of two footfall counters and Watton Council would fund the ongoing costs (for a 3-year contract).
- 3.1 **Option 2** - Do Nothing, however, in doing this, it will be difficult to judge the economic success of the town moving forward.

#### Costs

£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 by picked up by Breckland

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

There is possibly an additional licence fee of £80.00 per year for software – this is still to be clarified.

# WATTON TOWN COUNCIL GRANT APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.

## A. Your Application

1. Name of organisation in full: 2nd WATTON (RAF) Brownies
2. Name of Contact (Mr/Mrs/Miss/Ms/Other): [REDACTED]
3. Name and address of person making the application (to whom all correspondence *will* be sent):  
[REDACTED]
4. Daytime telephone number: [REDACTED]
5. E-mail address: [REDACTED]
6. Name of person/organisation cheques should be made payable to: 2nd WATTON (RAF) Brownies

## B. Your Organisation

7. Registered charity number (where applicable): Part of Girlguiding UK 306016
8. Year organisation established: Unit opened 1964
9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*  
Brownies for girls aged 7-10
10. Please state whether your organisation is:  
Watton based for Watton people?  Yes  No      Watton branch of a national organisation?  Yes  No  
Watton based serving a wider area?  Yes  No      Local organisation partly serving Watton?  Yes  No
11. Where are your organisation's headquarters? Unit meets Blenheim centre
12. What is the total Membership of your organisation? Unit size 15 girls 3 leaders
13. How many Members live in Watton? All live in Watton/Corbridge
14. Please give the names and addresses of the Officers of your Organisation?  
Chairman: [REDACTED]  
Treasurer: [REDACTED]  
Secretary: N/A

**C. Grant Request**

15. How much grant are you asking for? £300.00  
£ .....
16. What is the total cost of the project? £ N/A .....
17. What will you use the grant for? To buy more resources for meetings and to support Parents b7 not increasing fees to pay for Annual Census membership (See attached) .....
18. How many people in Watton do you estimate will be receiving help from the grant? 15-20 .....
19. Are funds available from other sources? Yes b7 fundraising which we (If yes, please give details) have been doing .....
20. What fund raising efforts will your organisation be making? We have done local events with running tombolas at carnival, Armed Forces day + Robert Galg day .....

**D. Additional Details**

21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.  
Girls Aged 7-10 .....
22. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.  
(See attached) .....
23. Please use the space below to include a **STATEMENT** in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).

**E. Statement in Support of Grant Request**

(See attached) .....

.....

.....

.....

**F. Certification**

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

**SIGNED:** *[Signature]* ..... **DATED:** *1-9-2024* .....

**For Official Use Only:**

**Approved:**      **Yes / No (Please circle)**      **Date:**.....

Resolution:

Proposer: Councillor.....Seconder: Councillor.....

For:.....Against..... Abstentions..... Date.....



# Brownies

## 2nd Watton RAF Brownies

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We took over 2<sup>nd</sup> Watton RAF Brownies on the 9<sup>th</sup> May. The week before the previous leader said she had all the equipment in the car and was passing it to me at the end of the meeting. I was expecting a car full but all the unit owned was 2 Tesco reusable bags 1 was full of programme cards and the other a few odd bits of craft a hockey game and a few badge books and badges. Then I thought well the account must be healthy if she didn't purchase anything well by the time she had reclaimed money owed to her there was only £141 in the account. This was supposed to see us through to summer holidays we had to think quick on our feet and quickly thought we need to do some fundraising so we did a teddy tombola at armed forces day we asked the parents for donations luckily I also saw a post on Facebook of a lady advertising teddies for free so we went and got those we made just under £100 at this event so we then decided to do another stall at Watton carnival with the left over teddies and raised just over £100 this thankfully saw us through until the summer holidays and meant we could fund the end of term party. Which the girls thoroughly enjoyed.

It has been like starting a new unit building up not only our funds but we are gradually buying resources for next term and for the future. After Christmas we have to find an extra £20 per girl to go towards their census fee which covers their insurance for Girlguiding the girls subs in January will cover the rest but we don't want to ask the parents for more money at this difficult time. This means that this terms fees will have to last until after easter next year and again another term without any income to fund materials and it is the wrong time of the year for fundraising stalls. We also want to treat the girls to a special end of term Christmas party as 6 girls are moving to guides after Christmas. Also we want to take the girls away next year this grant will help keep the costs as low as possible for the parents to pay.

Therefore please could we be considered for a grant to support the brownies they all live in the Watton/Carbrooke area and are aged between 7-10. We haven't detailed an amount on the form as any amount we are very grateful for to support the brownies. We will detail in our newsletter the support we receive from yourselves.

Thank you

INCOME	
ZOO FEES	120.00
SUBS	35.00
ZOO FEES	15.00
ARMED FORCES	60.00
PLEASUREWOOD HILL	135.00
CARNIVAL	131.00
SUBS	17.50
SUBS	35.00

EXPENDITURE	
ZOO	153.60
CARNIVAL STALL	20.00
SAHAM BROWNIES	10.00
CRAFTS	38.10
MATERIALS	102.70
PLEASUREWOOD HILLS	180.00
PARTY FOOD	26.21
PJ PARTY PACKS	33.00

OPENING BALANCE		£141.63
CLOSING BALANCE		£126.52

I have done this brief statement of transactions as I don't have a full set of accounts yet.

## Item 7 Current Market fees

From 1<sup>st</sup> December 2023

Small pitch (up to 10sq metres) – Free of charge

Medium Pitch (up to 30sq metres) - £10.00

Large Pitch (up to 60sq metres) - £15.00

Resolution passed to retain charges as above until 01.12.24

## Item 9.1

### Minutes from the Finance Committee Meeting held on September 26th 2024 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Don Saunders.

Officers Present: Jane Scarrott and Michelle Thompson

1. No apologies received.
2. No Declarations of Interest made.
3. Minutes from the previous meeting
  - (i) The minutes of the Finance Committee meeting held on 15.08.24 were signed by the Chairman as a correct record of the meeting.
  - (ii) Update from the previous meeting:
    - The Town Operatives have been asked to paint Walsingham Gates.
    - The cost of the proposed transfer of the Thetford Road allotment site to the Town Council currently stands at £5228. It is not known how or if the transfer will proceed and more advice is being awaited from the solicitor. This will incur additional costs.

It was noted that a second skip has been filled at the Thetford Road allotment site and the Office is looking at the best way to work with the Town Operatives to book another skip when they can be present to use it or to find a lockable skip.
  - (iii) Items raised by Full Council
    - Noted that a suggestion has been made for a High Street Halloween event to be undertaken but further consideration will be needed for 2025 plans, including looking at costs. An events budget will need to be set to include a VE Day event. The Community Projects Officer will be asked to share all past events follow up information with the Events and Marketing Officer.
    - Agreed by Full Council:
      - Estimated cost of £80 per policy for CBR to tailor HR policies for Watton Town Council.
      - £200 grant for Watton 1<sup>st</sup> Brownies.
      - To charge 1p per person entry fee for the 2024 Fireworks Event.
      - £2040 for The Conservation Volunteers to undertake work at Bridle Road Play Area.
      - From the aerial survey of Wayland Hall investigation will be made regarding the cost of clearing the gutters of the building.
4. Bank Reconciliation

The Bank Reconciliation dated 31.08.24 was presented to the Committee and checked and signed by the Internal Control Officer.

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



- It was noted that the budget is on course but some virement will be needed within cost centres.
- It was agreed a comprehensive report should be compiled to inform Councillors of the position with the High Street clock. The report will give options as to how the clock may or may not be kept running.
- Due to staff holidays, the preferred contractor will be asked to provide a one-off service to erect the market gazebos on 02.10.24. Costs to undertake this service when needed will be investigated.
- Noted that the HR Committee is looking at staffing levels and roles and this could have further repercussions for the 2025 budget.

#### 4.1 IT Provision

It was agreed that Councillors who have not got their Council e-mail set up on their Council lap-top will be asked to bring the laptop into the Office so their e-mail can be set up and used.

Two currently unused surface pros, which previously were used by staff, will be refurbished for use by Councillors.

#### 5. Pre-paid Fuel Card

It was agreed to obtain one pre-paid fuel card at no cost if possible but, if necessary, an agreed charge of £2 per month will be accepted.

#### 6. Grounds Maintenance

The grounds maintenance contracts expire on 31.03.25 and tenders need to be agreed and submitted to Contracts Finder in preparation for the 2025 season.

Draft tenders were considered and with minor suggested amendment to the drafts presented they will be posted asap.

It will be recommended to Full Council that the maintenance agreement currently in place with Watton Sports Association should remain the same.

Noted that the Memorandums of Understanding relating to services provided to charities in the town should be reviewed and renewed.

#### 7. Four Year Plan (4YP)

- Premises - Wayland Hall

The recent drone survey of Wayland Hall has suggested the chimney on the building should be monitored. Should its condition deteriorate, future works may be needed. This will be included in the four-year forecast.

It was also suggested in the report that the gutters should be cleared at Wayland Hall.

Wayland Hall heating remains a concern and investigation will be made into commissioning an overall survey of the current heating and plumbing systems.

#### 8. Date of the next meeting of the Finance Committee: 10<sup>th</sup> October 2024

Recommendation to Full Council: that the maintenance agreement currently in place with Watton Sports Association should remain the same.

## **Item 9.2i**

Dear Mayor and Watton Councillors,

Firstly, we as a charity would like to thank you wholeheartedly for your help and support in providing grounds maintenance at Watton Sports Centre.

For those who have had the time to visit us this year, I'm sure you will agree the Centre has become very presentable and appealing to all members of the community through the ongoing efforts of all those involved.

Without overstepping our mark, we would like to present the following proposals for initial discussion.

Please refer to the attached drawing for illustrations.

For reference, the current agreement between WTC and TTSR includes the grass cutting of 10.6 acres at approximately fortnightly intervals.

### Proposal 1

WTC looks to maintain the peripheral areas of the site, with the onus of the Sports Centre maintaining the main areas for all sporting activities (mainly football pitches, boot camps, etc.); this would include grass cutting, edging, strimming, pruning, etc.

Area of grass cutting: 7.45 acres

Approximate meterage of strimming: 2500lm

Frequency of visits:

Growing season – once every two weeks

Non-growing season – once every month

This would equate to 20 cuts or visits per year.

This option should hopefully be cost-neutral to the current agreement (the acreage is less, however the areas are smaller and trickier).

### Proposal 2

WTC looks to maintain the whole site; this would include grass cutting, edging, strimming, pruning, etc.

Area of grass cutting: 16.7 acres

Approximate meterage of strimming: 2900lm

Frequency of visits:

Growing season – once every two weeks

Peak growing season – once every week

Non-growing season – once every month

This would equate to 25 cuts or visits per year.

### Proposal 3

WTC contributes a nominal fee, allowing the management and employment of our chosen contractor to carry out the maintenance and upkeep of the entire site on our behalf. Monthly invoices and reconciliations showing complete transparency would be provided, ensuring the said funds are being used appropriately for the said agreement. From our own investigation, the figure would be 12k per annum.

After speaking to members of the community, we feel the Sports Centre is gaining more and more stature within the town. Just with the junior football alone, we have 225 children registered and attending football matches and training every week, most appropriately in a safe and friendly environment. Also worth mentioning is our newly formed girls football team, which has received unprecedented interest and support.

To conclude, any support WTC feels they can provide us and ultimately for the community will be gratefully received.

We would also be prepared to attend a WTC meeting to present our proposal at your convenience; this may help answer any questions or outlying concerns.

### Current arrangement

Scale 1:1000 @ A3

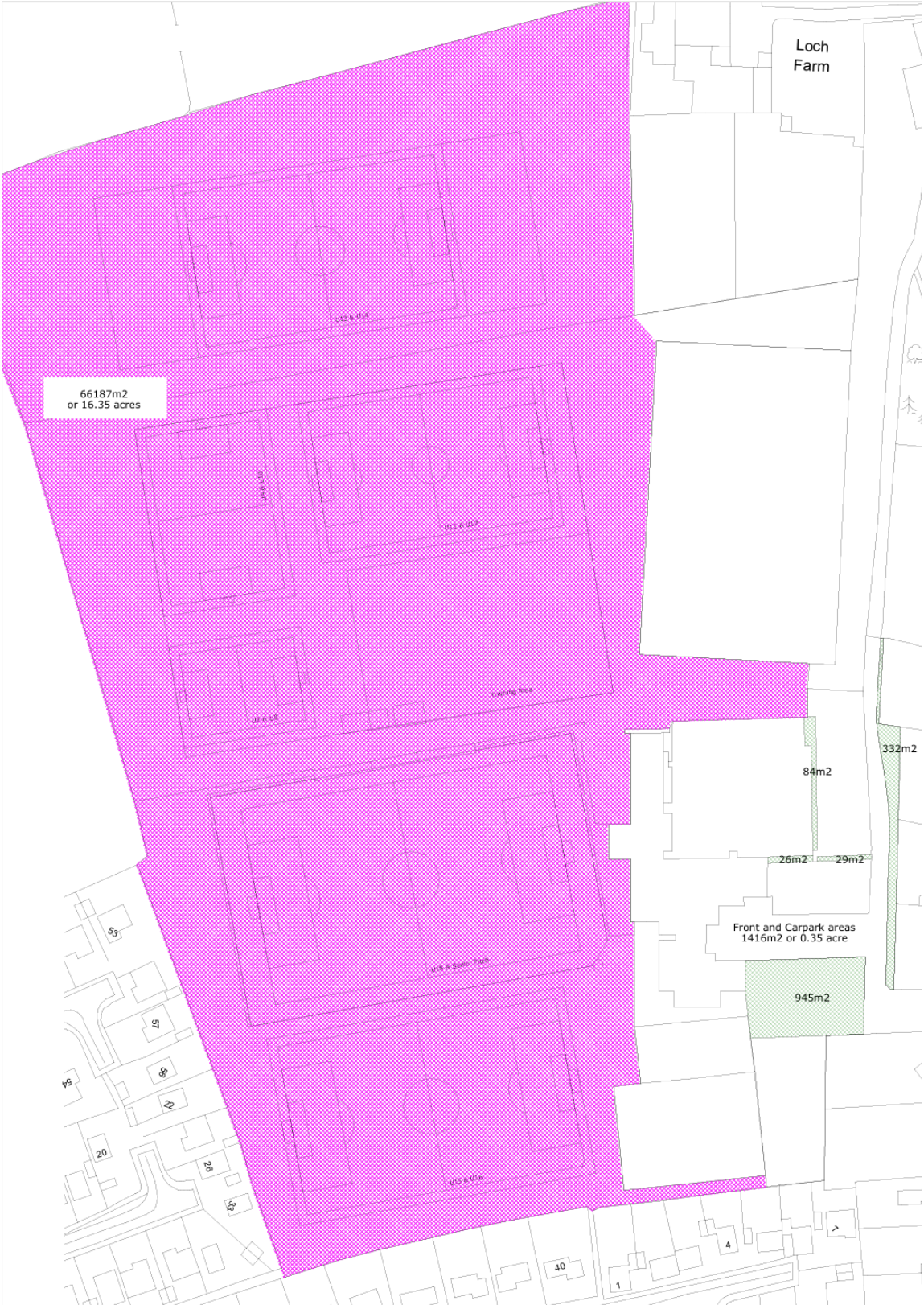


# Proposal 1





# Proposal 2



## **Item 11 Middle Street**

### **Proposed layout – App 1.**

Breckland Council is proposing a closed informal consultation on the proposals for Middle Street to be held on Monday 25<sup>th</sup> November using the TC Chamber to meet the Frontages/Business Owners and Market traders of Middle Street.

Possible timings after 15.00hrs to 19.00hrs approx. to allow residents time to visit after their working day.