



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 14th January 2025 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

8th January 2025

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 10.12.2024 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. To consider the future of the Watton and Saham Flood Action Group
7. FINANCE
 - 7.1 To note draft minutes from the Finance Committee Meeting held on 12.12.24
 - 7.2 To consider Recommendations to Full Council:
 - I. Not to subscribe to Norfolk Association of Local Councils (NALC) in 2025
 - II. To invest a further £150000 with CCLA Investment Management Limited
<https://www.ccla.co.uk/>
 - 7.3 To consider the quote received for replacement of the windows in the Council Chamber at Wayland Hall
8. To agree 2025/26 Budget and set precept request for 2025 (App.1)
9. To consider Donation application received from The Benjamin Foundation (App.2)
10. To receive Report on the proposed 2026 Town Calendar
11. To Ratify LAM REF 355 – S106 Project Application Request for Funding Sports Centre Toilets
12. To confirm acceptance of letter – Birketts Lease to Museum 4 Watton
13. To agree to pay the The Loyal Company of Town Criers Membership fee of £35 for 2024/5
14. To confirm which solicitors the Town Council would engage to act on behalf of WTC regarding possible lease of the Breckland Council car parks in the town.
15. To update on the quinquennial inspection of the High Street Clock Tower
16. To agree date of April 15th 2025 for the Annual Town Meeting and consider location

17. To consider a response to the Boundary Commission recommendations:
<https://www.lgbce.org.uk/all-reviews/breckland>

18. PLANNING To consult on planning applications received since the last meeting

18.1	Removal of Chimney Stack (above and below roof level)	1 Windsor Court, Watton, Thetford, Norfolk, IP25 6XB	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=159244
18.2	Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)	Breckland House Norwich Road, Watton, Thetford, Norfolk, IP25 6JT	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=159252
18.3	Two storey side and rear extensions and extension partly over the existing garage and utility to add a new lounge and three more bedrooms.	2 St Marys Close, Watton, Thetford, Norfolk, IP25 6DS	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=159271
18.4	Upgrade of existing site (replacement and additional antennas), and associated ancillary development	Watton Water Tower Lovell Gardens, Watton, Norfolk, IP25 6HT	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=196825
18.5	Convert garage to annexe, including alterations	47 Priory Road, Watton, Thetford, Norfolk, IP25 6PQ	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=196842
18.6	Retrospective application for the installation of 2no. new condensers to the rear elevation	Barclays Bank, 56 High Street, Watton, Thetford, Norfolk, IP25 6AF	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=196872

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

19.1 Report from the HR Committee meeting held 10.01.25

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday December 10th 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Don Saunders – Chairman, Tony Bridges, Tomos Hutchings, Graham Martin, Kathryn Stallard, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

No members of the public present.

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Peter Bishop, Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tina Kiddell.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on November 26th 2024 were accepted as a true record.

3.2 Updates from the meeting held on November 26th if not agenda items (as listed in the agenda pack):

- Car Parks – Response received from Breckland District Council following initial meeting held re. Watton Town Council possibly taking over management of the Breckland Council owned car parks in the town.
- 50th Celebration – Invites have been given to past staff and councillors for a celebration on the 11.12.24. It was agreed that the Museum would provide teas and coffee.
- Heating company carried out the annual boiler service at Wayland Hall on 4.12.24. Other agreed works still to be completed.
- Arrangement made to clear the gutters at Wayland Hall.

4. REPORTS

4.1 Chairman's Report

The Chairman attended

- Air Cadets Awards & Presentation Evening on 27.11.24,
- Meeting with the owner of the Thetford Road Allotment site on 29.11.24
- Meeting at Breckland Council re. car park charges 4.12.24
- CHT and Food Hub meetings 5.12.24
- Christmas Celebration at RAF Mildenhall 5.12.24

4.2 Vice-Chairman's Report

No report given.

4.3 Clerks Report

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

Wayland Hall

Builders attended Wayland Hall on 3rd December to look at quoting to replace the chamber windows like for like. Awaiting quote for works.

Church Walk

The Office has finally received a response from Norfolk Trails Team (NTT) regarding possible encroachment along Church Walk. A new staff member at NTT is looking at this issue and has stated she will be back in touch as soon as possible

Apologies were given that there has been a slow response, but the NTT team has recently grown from 1 to 6 and it's taking the team a while to get through the significant backlog of work and enquiries.

Mayor's Chain

The new Mayors Chain has arrived ready for its unveiling at the 50th celebration on 11th December.

Boundary Review

Consultation e-mail and information from District Cllr Tina Kiddell forwarded to Town Cllrs 04.12.24.

The Local Government Boundary Commission for England (LGBCE) is currently carrying out an electoral review of Breckland. This is because some councillors currently represent many more or fewer electors than others. This is known as 'electoral inequality'. The aim is to create 'electoral equality', where the number of electors per councillor is as even as possible.

Following consultation in spring/summer, the LGBCE has now put forward some draft recommendations. These are:

- Breckland should be represented by 51 councillors, two more than there are now.
- Breckland should have 34 wards, seven more than there are now.
- The boundaries of 21 wards should change; six will stay the same.
- There should be two three-councillor wards, 13 two-councillor wards, and 19 one-councillor wards

As part of the previous consultation process, Breckland submitted some suggestions, which the LGBCE has taken into consideration, along with its own views and those of other consultation respondents. One suggested change is that Carbrooke Ward and Watton Ward become just Watton Ward plus the Blenheim Grange area within the parish of Griston.

A public consultation on the proposals is running from 3 December 2024 to 24 February 2025.

Once the Boundary Commission has considered all responses to the consultation, final recommendations are expected to be published in June 2025. A draft order will then be laid in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

The Boundary Commission recommendations will be an agenda item for the next meeting of the Full Council.

4.4 Reports from Lead Councillors

4.4i Festive Market – report included with the agenda pack for 10.12.24

5. PUBLIC PARTICIPATION

No members of the public present.

6. FINANCE

6.1 The payments for approval for December were agreed as presented.

7. INTERNAL AUDIT INTERIM REPORT

The Internal Audit Interim Report was noted. The Finance Committee will consider recommendations made and report back to Full Council.

8. GRANTS

8.1 **It was resolved** to grant £500 to Norfolk Clubhouse as requested.

8.2 **It was resolved** not to make a grant to Norfolk Community Law Service but to send a letter explaining why and making a suggestion for how the service might be brought to Watton.

9. POLICIES

It was resolved to accept the draft staffing policies as presented but acknowledged that they will be amended and customised as necessary by the Office with agreement of the HR Committee.

10. THETFORD ROAD ALLOTMENTS

Notes from the meeting held with the owner of the Thetford Road Allotment land were presented in the agenda pack for the meeting.

The meeting was felt to be positive and it is hoped the transfer of the allotment land to the Town Council can progress.

11. TOWN CALENDAR

It was resolved to explore the feasibility of producing a Watton Town Council calendar to be sold at the 2025 Festive Market. The Events & Marketing Officer will be asked to produce some costs and guidance for the next Full Council meeting.

12. PLANNING

No planning applications received for consultation but it was noted that the plans to create a skate park at Watton Sports Centre are to be considered at the Breckland Planning Committee meeting on 17.12.24. The Town Council is in support of the application.

13. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS

13.1 It was noted that a long standing market trader is to retire from the Wednesday Market. **A resolution was passed** to recognise the long-term commitment to the community by the market trader and the Mayor will make a presentation to them on their last day of trading in Watton.

13.2 The Chairman reported on the meeting he had attended at Breckland Council regarding the proposed introduction of charges for the car parks in the town. It was agreed that talks between the Town Council and Breckland Council regarding Watton Town Council taking over management of the car parks should continue but noted that any final decisions must be made by Full Council.

Item 3.2 Update from the meeting held 10.12.24

Agenda Item No.	
3.2	<ul style="list-style-type: none">• Car Parks – Agenda item 12 on 14.01.25• Wayland Hall heating remedial works to be undertaken on 15.01.25• Wayland Hall gutters were cleared the end of December
4.3	Quote of £8480.00 has been received for Chamber windows replacement – item 7.3 14.01.25

Item 4.3 Clerks Report

Received from Nick Kendrick Corporate Health & Safety Advisor Breckland Council
06.01.24:

How Well are your Communities Prepared for Emergencies and Civil Contingencies?

We want to help our Communities to be prepared and develop their own Community Resilience Plans. A community resilience plan identifies potential emergency situations and explains what local people can do to help each other and the responding agencies. It will help to identify key contacts in the community who will co-ordinate the plan's delivery and act as a point of contact. Being aware of the risks that you may face as a community and establishing who may be able to assist locally, will ensure your community is better prepared to cope with an emergency.

The following links provides lots of information on how you can get started.

[Community Resilience – Norfolk Resilience Forum](#)

<https://www.communitiesprepared.org.uk/>

We are considering developing some on-line awareness sessions in the next few months. If you are interested in attending, please email emergencyplanning@breckland.gov.uk with an expression of interest. We will then respond to you with some proposed dates, once these have been arranged.

Update on High Street Bus Shelters

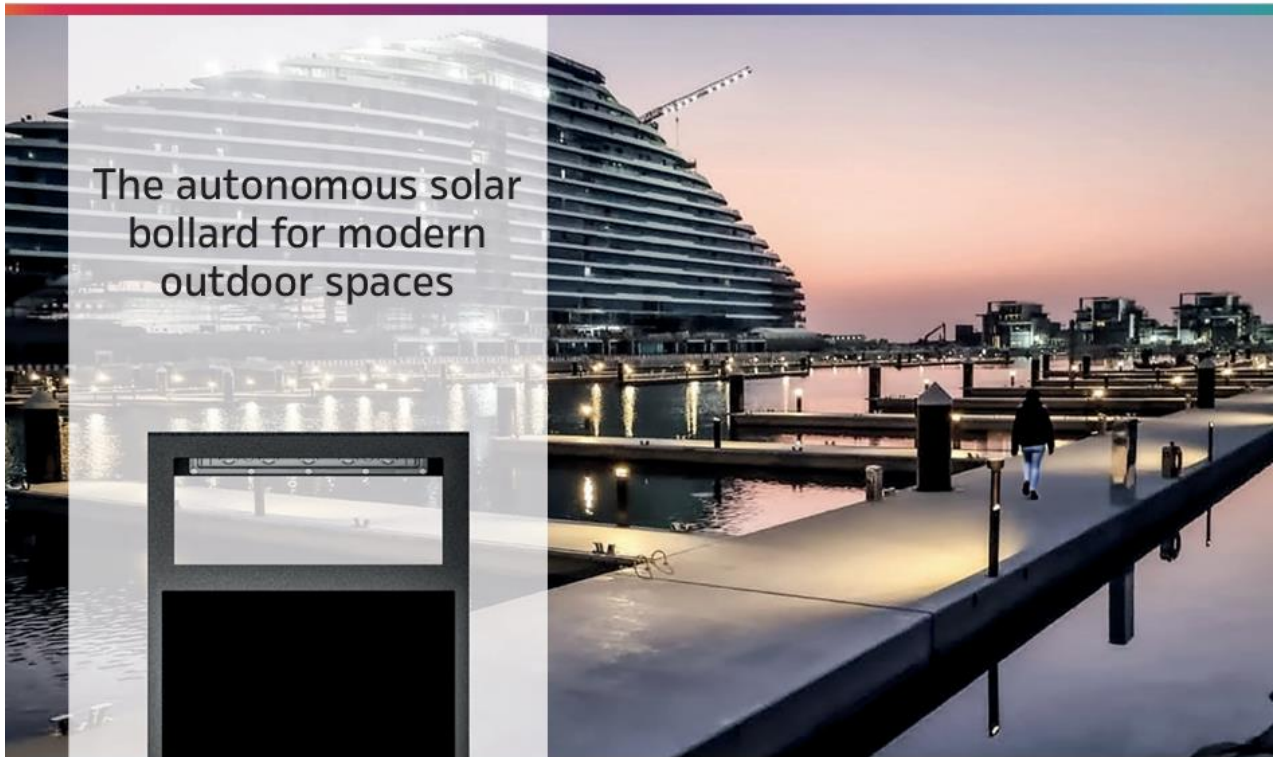
The contractor took the solar panels off the bus shelters for reuse on the shelter outside the closed 'Boots' store, but they are unable to be reused. The contractors are waiting for a solar RTI unit to be delivered and then they can use the new panels to power everything.

Church Walk bollards

The same contractor was asked about solar bollards with lighting for Church Walk. However their advice is that as the trees cast a significant amount of shade certainly during the summer, and there is no option for an open South facing spot for a set of panels with a battery storage unit solar bollards may not be suitable.



However we have been given information about a new product which could possibly be a solution.



The autonomous solar bollard for modern outdoor spaces

KEY ADVANTAGES

- > **Contemporary, streamlined design that blends effortlessly into a variety of environments**
- > **Vertical solar panels that maximise energy capture and prevent performance degradation due to snow or foliage**
- > **Reliable operation with advanced power management for consistent lighting regardless of conditions**
- > **Durable construction using high quality materials to ensure longevity and resistance to harsh weather conditions**
- > **Hassle-free installation with compact and modular design for easy deployment**
- > **Versatile applications, ideal for pavements, pedestrian zones, parks and perimeter areas**

FLAMINIA is a self-contained solar-powered bollard that combines functionality with contemporary design to illuminate pavements, pedestrian areas and spaces around buildings. Its sleek and modern form blends seamlessly into any environment, providing a practical and visually appealing lighting solution.

Designed to perform in a variety of conditions, FLAMINIA features vertically aligned solar panels that ensure optimal energy absorption even in challenging weather or shaded areas. This thoughtful design prevents obstructions such as snow or foliage from affecting performance. With a built-in high-capacity battery and an advanced energy management system, FLAMINIA guarantees reliable lighting throughout the night.

FLAMINIA transforms outdoor spaces by providing a sustainable, self-sufficient lighting solution that enhances safety and aesthetics while minimising environmental impact. Whether illuminating a peaceful walkway or a busy pedestrian area, FLAMINIA delivers reliable performance with a refined design.



Co-option

Two applications received to fill the one vacancy on the Town Council.

It is proposed to invite the two applicants to attend for interview on the 28.01.25 prior to the Town Council meeting (6.30pm start).

Museum

Andy Reid has asked the Museum if they can host the launch of his new Watton book on Saturday Feb. 1st, in the Chamber.

Update from Events and Marketing Officer on VE Day 2025

“Late last year myself and Sue put our heads together to start planning VE day 2025 – we’re going to follow a very similar set up that was planned for the 75th anniversary in 2020 (that unfortunately got cancelled due to Covid). But I have included an overview of the rough plans below – please let me know if you have any further ideas or amendments, we have already applied for a grant from Norfolk Community Foundation – unfortunately we won’t hear until March as to whether we will be given the grant. In the meantime, I am keeping an eye out for any other grants available too 😊

For VE Day we’re thinking of holding a ‘Fun Family Day’ on Sunday 11th May to celebrate the 80th Anniversary of VE Day. The aim will be to re-create the atmosphere of the traditional ‘Street Party’ with food, music and old-fashioned, largely free, entertainment for children and families. The event will be held at Watton Sports Centre which gives a great off-road venue with good facilities and plenty of space for picnics, games, sports etc.

The day will start at 11am, the commemorative celebrations planned for the 8th will be taking place at Loch Neaton and will be handled by their committee – including lighting the beacon and the ‘Cry for Peace Around the World’, Town Crier Mike will repeat the Cry on Sunday 11th. Throughout the day there will be a mix of 40s and modern music playing and everyone will be encouraged to join in and maybe try some 40s dancing. The Town Council will be working with the Sports Centre, Sports and Community groups in the town to put on simple games and activities for children which will all be free of charge. At the moment plans include:

- Traditional fun fair rides including swing boats, a chair-o-plane ride and a Helter skelter.
- A coconut shy, tin can alley and splat the rat
- Tug of war, beat the goalie
- Old fashioned races such as egg and spoon.
- A petting farm
- Face painting

I’ve spoken with the Sports Centre and have written confirmation that we can use their premises, so now it’s just a case of getting all of the other bits booked!”

Waste bin for the Wayland Fields new housing estate.

A request has been made by a resident for a litter/dog bin at Waylands Fields.

Recommendation is that the Town Council considers adopting a policy re. requests for new bins as other requests have been received but not acted on and at present no allowance has been made in the budget for purchase of bins.

Youth Provision Meeting

Cllr Hutchings is looking to set up a meeting to make contacts and gather information relating to the provision of youth services.

Item 6

Report from Watton & Saham Flood Action Group to the Watton Town Council Meeting on 14th January 2025

The future of the Flood Action Group

As Chairman, I have decided that I am withdrawing from active involvement in the Group from 1 April this year. The Group held a meeting on 27th November to talk about the way ahead. They asked me to make a list of everything I do and one of all the contact addresses I have with the various agencies. They also decided to ask the Town Council and Saham Toney Parish Council if they would jointly take on responsibility for the work of the Group. There are already councillors involved – Cllr Gilbert from the Town Council and Cllrs Creek and Freeman from the Parish Council. There are also 4 residents involved who have been flooded or at risk of flooding.

The ideas that came up from the meeting and since include:

1. A joint Working Group consisting of those Councillors already involved as well as the residents.
2. Terms of reference would need to be drafted – much as there was for the Emergency Plan Working Group when it existed.
3. As all the projects now have confirmed funding, the work would involve ensuring feedback from the officers managing them and input from the Group where relevant.
4. There is one area still at risk of flooding for which there is no plan – Swaffham Road. We have asked for a multi-agency meeting on site to work out what needs to be done, and this will happen before the end of March.
5. Keeping the officers focused on following that up will need to be done.
6. Having a Resilience/Emergency Plan in place for both communities would also be highly desirable.
7. The residents present at the meeting expressed willingness to take on some of the tasks that the Chair is currently undertaking, so responsibility for certain actions would need to be allocated.
8. If the Councils were agreeable, the support of a Council Officer would be helpful.
9. Liz agreed to be available as a consultant to the new Group so that they can access her knowledge and experience.
10. The plan is to approach the Parish Council with the same report at their February meeting.

Update on the various projects

Reclaim the Rain

There are three aspects to this project.

1. GreenBlue Urban who gave the Council a presentation last March appointed designers who have now worked out a design and are planning to share that first of all with the Group and the RtR officers this month.
It is hoped that this will include details of a tank from which the Council's contractor can draw the 80,000 litres of water he requires annually to water all the hanging baskets and planters in the town rather than taking the water from the borehole on his property in South Pickenham.
The proposal has to be assessed financially by the RtR Board and approved before any other actions. If/when it is approved, GreenBlue Urban will make a presentation to the Town Council.
2. The proposal also includes a reservoir on farmland near the Bridleway which should both prevent flooding there and over Brandon Road into Langmere Road and neighbouring streets. At the same time, it will give the farmer drainage on his land which gets flooded in heavy rain and access to water in times of drought. The proposal is at the stage of getting ready to do the pre-planning application.
3. Work is being done in all three schools in Watton which have suffered from flooding in the past. The funding for this is from the Department for Education. As a first measure, Sustainable Drainage Systems (SuDS) have been installed in all three schools to slow down the rainwater from the roofs entering the drainage system. The last edition of the Watton & Wayland Times had a photo of one of these along with an article from RtR. Other work being carried out is in the hands of the assessors of the tender that came in to see whether it will meet the requirements at a cost that the project can accept.

The LLFA/WSP Project

It has now been confirmed that the Environment Agency has agreed the funding for this. Steve Halls, the LLFA officer, thinks this was because the plans are far advanced and ready to go. The areas of Watton to be considered are Lovell Gardens, Watton Green, Jubilee Road and Aircraft Drive/Saham Road.

The last of these includes the attenuation pond in the grounds of the Charlotte Harvey Trust which was discussed with the Trustees last year. Steve Halls will come with an update soon. He has been off work with a broken arm which has delayed things with the project.

Liz Whitcher
Chairman
6 January 2025

Item 7.1

Minutes from the Finance Committee Meeting held on December 12th 2024 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn, Don Saunders.
Officers Present: Jane Scarrott and Michelle Thompson

1. Apologies received from Tina Kiddell.
2. No Declarations of Interest made.
3. Minutes from the previous meeting
 - (i) The minutes of the Finance Committee meeting held on 14.11.24 were signed by the Chairman as a correct record of the meeting.
 - (ii) Update from the previous meeting
 - (iii) Items raised by Full Council

It was agreed that this meeting would focus on setting the 2025/6 budget with any other matters to be raised at the end of the meeting if time allowed.

Expenditure agreed by Full Council since the last Finance Committee meeting:

- £1975 for works to the heating controls at Wayland Hall.
- £670 for annual boiler service at Wayland Hall
- £945 - contract for annual service of the heating controls at Wayland Hall.
- £1360 - grant applications
- £44k - 3yr grounds maintenance contracts over 3 yrs
- Local Government annual pay settlement

Additional emergency works to deal with a fallen tree at Bridle Road Play Area were accepted and it was agreed that the TVC volunteers would also be funded for a further 2 days work at Bridle Road in the New Year.

4. Internal Auditors Report

The Interim Internal Auditors Report was presented to the Full Council meeting held 10.12.24.

5. Bank Reconciliation

The Bank Reconciliation dated 30.11.24 was presented to the Committee and checked and signed by the Internal Control Officer.

5.1 Budget 2025/6

The Finance Committee members had been issued with net position figures, anticipated code costs for 25/26 and budget notes with the agenda.

Agreement was made that the budget setting will now not include the cost of a third Town Operative and van and that any costs associate with the Town Council possibly taking over management of the Breckland Council owned car parks in the town will initially be taken from reserve funding. In future years however, should an arrangement for management of the car parks be agreed, associated costs will need to be incorporated within the annual budget and precept accordingly.

Cost code figures were discussed and set with the following suggestions made:

- Legal fees include the cost of HR consultant support and if needs be further funds will be drawn from reserves.
- Recommendation to Full Council will be not to subscribe to Norfolk Association of Local Councils (NALC) in 2025.
- Following the Internal Auditors advice contingency cost codes will be removed from the 25/26 budget.
- Noted that the current contract to provide the towns Christmas lights is in its final year and will need to be re-negotiated.
- Noted that the Office is to review the Grants and Donations Policies.

A recommendation will be made to Full Council that a further £150,000 should be invested with CCLA Investment Management Limited <https://www.ccla.co.uk/> The Town Council CCLA will then hold £300,000 which represents the figure (50% of the expected annual budget need) agreed to be held in reserve.

Following much discussion it was agreed the budget expenditure should be set at £543250.

Figures will be provided to Full Council showing options for a 5%, 5.5% or 5.75% increase to the 2025/6 precept request.

6. Date of the next meeting which is to be a Staffing Meeting with members of both the Finance and HR Committees: 23rd January 2024 1.00pm

Recommendations to Full Council:

1. Not to subscribe to Norfolk Association of Local Councils (NALC) in 2025.
2. To invest a further £150000 with CCLA Investment Management Limited <https://www.ccla.co.uk/>

Item 7.3

G F Atthowe Builders Ltd

2a Cyprus Street

Norwich

Norfolk

NR1 3AX

Tel: 01603 623742

Mobile: 07917 869389 or 07917 822940

Email: jeff@gfatthowe.co.uk

keith@gfatthowe.co.uk

Watton Town Council

Wayland Hall

Middle Street

Watton

IP25 6AG

12th December 2024

Quotation: Watton Town Hall

To remove and fit 5 new hopper type windows, including decoration: £8480.00

All prices plus VAT

Item 8

Budget – App.1

Item 9

WATTON TOWN COUNCIL DONATION APPLICATION FORM

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

A. Your Application

- 1. Name of organisation in full: The Benjamin Foundation
- 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] The Benjamin Foundation, 23-27 St Andrews St, Norwich, NR2 4TP
- 4. Daytime telephone number: [REDACTED]
E-mail address: [REDACTED]
- 5. Name of person/organisation cheques should be made payable to: The Benjamin Foundation

B. Your Organisation

- 6. Registered charity number (where applicable): 1124936
- 7. Year organisation established: 1994
- 8. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
We respond to a range of community needs supporting vulnerable young people and families including: Youth Work, Early Years and childcare, accommodation and tenancy support, mental health & wellbeing, school inclusion services. vocational training support, social action and older person support.
- 9. Please state whether your organisation is:
Watton based for Watton people? Yes/No
Watton based serving a wider area? Yes/ No
Watton branch of a national organisation? Yes/No
Local organisation partly serving Watton? Yes/ No
- 10. Where are your organisation's headquarters? 23-27 St Andrews St, Norwich, NR2 4TP
- 11. What is the total Membership of your organisation? 54 members of the Youth group
- 12. How many Members live in Watton? 32 live Watton and the rest in surrounding villages
- 13. Please give the names and addresses of the Officers of your Organisation?
Chairman [REDACTED]
Treasurer [REDACTED]
Secretary [REDACTED]

C. Request for a Donation

- 14. How much money are you seeking £ 5000.....
- 15. What is the total cost of the project? £ 19,920.23.....
- 16. What will you use the donation for? Running the Watton Youth and Young Carers group that meets on a Friday evening throughout term time. £5000 will go towards the overall costs of running the group. Please see attached document.
.....
- 17. How many people in Watton do you estimate will be receiving help from the donation? 30-50
- 18. Are funds available from other sources? We are applying to Breckland Inspiring Communities Fund, Souter Charitable Trust, Sir Norman Lamb Coalition and Lord Couzins-Hardy Trust
(If yes, please give details)
- 19. What fund raising efforts will your organisation be making?

D. Additional Details

- 20. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
Youth age 8-18 yrs
.....
- 21. 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 why you are applying for additional funds.
.....
.....
- 22. 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 Request for a Donation

The Watton Youth and Young Carers group has gone from strength to strength since the two groups merged in April 2024. We have a growing number of members which currently sits at 54 with 45 attending regularly. A recent survey carried out by the Sir Norman Lamb Coalition found that young people in Norfolk want somewhere that they can feel safe in their local town, a place they have adults they feel they can talk to for advice and guidance and somewhere they can be with their friends. We aim to provide this through the Watton Youth group and with this donation we will be able to ensure that we can benefitting the local community of Watton and the surrounding villages.
.....

Item 10

Watton Town Calendar

The following is cost options as of December 2024 for Custom Calendars per unit. This includes a variety of options:

Vistaprint:

- A4 Wall Calendar with middle binding:
 - For 1 unit £11.49 each
 - For 200 units £9.75 each



- 10.5cm x 21cm Rectangular Desk Calendar:
 - For 1 unit £6.58 each
 - For 200 units £4.19 each



PhotoBox:

- A5 portrait Wall Calendar
- For 1 unit £7.49 each
- For 10+ units £6.00 each



- Desk Calendar
- For 1 unit £7.49 each
- For 10+ units £6.00 each



Investigation would need to be undertaken regarding VAT implications.

Item 11

E-mail sent to Cllrs 13.12.24:

Watton Sports Centre has requested s106 funding of £6500 for refurbishment of reception public toilets at the centre, which are free to use and used by Park Runners, Dog Walkers, Users of the Children's Play Park and Casual Visitors to the Sports Centre and Loch Neaton.

S106 criteria states the recreational contribution can be used for off-site outdoor sports and for the town of Watton.

Item 12

Letter of Engagement

Client: Watton Town Council (also referred to as 'you')

Matter: Lease of Museum – Museum 4 Watton

Thank you for your instructions to act on behalf of Watton Town Council in connection with Lease of the Museum to Museum 4 Watton.

This is a Letter of Engagement. It sets out important information about the basis upon which Birketts LLP will act for Watton Town Council. It includes important information that I am required to provide by the Solicitors Regulation Authority.

I also attach our Terms and Conditions of Business. Please read this letter and the attached documents carefully.

Set out below is my understanding of your instructions. It is important that you let me know immediately if I have misunderstood any of your instructions, as these determine what you can expect from me and the likely costs.

1. SUMMARY OF YOUR INSTRUCTIONS (THE 'SUMMARY')

The summary of work to be undertaken by us was set out in the email to you on 13 October 2024 (see below).

2. NEXT STEPS AND TIMESCALES

As a minimum we will update you at each key stage of the matter. I anticipate being able to provide a draft lease within the coming week commencing 11 November for your approval.

3. COMMUNICATION PREFERENCES

Unless instructed otherwise, I will communicate with you by telephone, email and letter using the contact details you have provided. Please let me know as soon as possible if you wish to change your communication preferences.

4. EXCLUSIONS FROM ADVICE

I will not provide advice on valuation issues or any tax implications. If you require any advice on valuation issues and/or tax implications, please let me know and we can discuss the possibility of obtaining specialist advice.

Where appropriate, you should seek specialist advice on tax matters at an early stage. Our Private Client Advisory Team can advise on UK tax consequences of the disposal of a UK property. If you would like me to put you in touch with a colleague from that Team, please let me know.

5. **RESPONSIBILITY FOR THE MATTER AND CONTACT DETAILS**

Watton Town Council's Client Relationship Manager is Louisa Saunders. They have overall responsibility for the relationship Birketts has with Watton Town Council and will always be available to discuss any points, which arise in respect of the relationship you have with Birketts.

I will have principal responsibility for dealing with this matter.

Members of the Team who may be involved in this instruction are:

Name	Role / Position	Hourly rate (excluding VAT)	Contact details
Amanda Early	Supervising Partner	£400.00	T: 01245211349 E: amanda-early@birketts.co.uk
Louisa Saunders	Legal Director, Charity Property	£3300.00	T: 01473406331 E: louisa-saunders@birketts.co.uk
Hannah Harbottle	Senior Associate	£270	T: 01245211323 E: hannah-harbottle@birketts.co.uk
Rachel Fisher	Solicitor	£150	T: 01245211295 E: rachel-fisher@birketts.co.uk
Trainees 1 st & 2 nd Year		£130/£150	
Rochell White	Secretary		T: 01245211226 E:chelmsfordcommercial-propertysecretaries@birketts.co.uk
Kim Brown	Secretary		T: 01245211339 E:chelmsfordcommercial-propertysecretaries@birketts.co.uk

It may be necessary for other members of the firm to work on this matter.

If so, I will notify you of their name and their hourly rate.

6. **TERMS AND CONDITIONS OF BUSINESS**

The enclosed Terms and Conditions of Business (the **Terms**) together with the Summary form the basis of the contract between us and Watton Town Council for the provision of legal services.

In the event of any conflict between the Terms and the Summary, the Terms will prevail unless specifically amended by this letter. It is therefore important that you read and understand the Terms carefully. Whilst the entire contents of the Terms are relevant, please pay particular attention to the following sections:

Communicating with you (Section 4);

Confidentiality (Section 5); and

Financial Matters (Section 6)

TERMS AND CONDITIONS OF BUSINESS ACCEPTANCE FORM (THE 'FORM')

Please can you sign and return the enclosed Form as soon as possible to acknowledge your acceptance of the Terms. The Form can be returned by email or by post. Alternatively, you can email me to confirm that you agree to the Terms.

Please note, by instructing me to proceed with your instructions, Watton Town Council will be deemed to have accepted the Terms.

7. ANTI-MONEY LAUNDERING

The firm has a statutory responsibility to carry out money laundering checks for all new clients and to keep our personal records up to date for all existing clients.

I confirm that the identification information held for the relevant individuals at Watton Town Council has been verified and is up to date.

8. FEES, COSTS AND DISBURSEMENTS

I set out an estimate for our fees for acting for Watton Town Council in this matter in my email of the 13th October to you.

My estimate is based upon the information presently available to me. If the matter requires more work than anticipated and it becomes necessary to revise our fee estimate, I will let you know as soon as possible.

The fees Watton Town Council will be charged will be calculated by reference to the time spent on the matter at the applicable hourly rates. These rates are set out above.

In addition, Watton Town Council may be charged costs and disbursements in accordance with our policy (which is available on request) plus VAT.

9. PAYMENTS ON ACCOUNT

I may require you to make a payment on account of fees and/or disbursements. Any such payment will be set off against the final invoice but please be aware that the total fees and disbursements may well exceed any sum paid on account.

If you would like a PO number to be included on invoices, please let me know as soon as possible.

10. INVOICING

I will invoice you as required at appropriate stages or at the end of the transaction.

For further information please see Financial Matters (Section 6) in the Terms and Conditions of Business.

11. CONFIDENTIALITY

The firm recognises the importance of the correct and lawful treatment of personal information, and we are committed to protecting and respecting Watton Town Council's privacy. How we use personal information is set out in our privacy notice, which can be found at www.birketts.co.uk/site-information/privacy-policy.

12. COMPLAINTS

As a firm we are committed to providing high quality legal advice and client care. If at any time during the conduct of this matter our standards fall short of your expectations, please let me know. If I am unable to resolve your concerns to your satisfaction, the matter will be referred to my supervising partner, Amanda Early or to James Austin, our Client Care Partner. Further information regarding our procedure for handling complaints is contained in the enclosed Terms or on our website, www.birketts.co.uk/policy/complaints-policy.

13. CLIENT FEEDBACK

Birketts is committed to excellence in client service and to continuous improvement. You may be asked to provide your feedback at the end of your matter, either by telephone or survey.

Should you wish to opt in to receive relevant and timely legal and industry insights, and event invitations, please go to www.birketts.co.uk/register to register your interest.

E-mail received 13.10 24 as referred to above:

Scope

- Disclosing relevant occupational information including EPCs.
- Drafting and negotiating the Lease
- Dealing with completion of the matter.

We have assumed that the Tenant will not require any title information or replies to enquires given they are in occupation. We have also assumed there is no charge on the property for which lender's consent is required. If these assumptions are incorrect we will need to take this into consideration and adjust our fee estimate accordingly.

Assumptions

- You hold the freehold interest in the property in a single registered title and the property is currently occupied by the Tenant.
- We are not reviewing your title to the property save to check for any restrictions that may prevent registration of the lease. We are expressly not reviewing title to check for any covenants or other title matters that you may breach/may be incompatible by granting the lease.
- The tenant does not raise enquires in relation to the property.
- You will not be dealing with your interest in the property in any way prior to the grant of the lease, e.g. transfer or refinance.

- We do not need to obtain the consent of any third party prior to the grant of the lease (such as a superior landlord or a bank or to satisfy a restriction on title).
- We will progress straight to lease and an agreement for lease (conditional, for example, on obtaining planning permission or carrying out works) will not be required.
- The property benefits from appropriate planning permissions in respect of both construction and use.
- You will not require tax, licensing, environmental, planning or construction advice (but if you do require advice in any of these fields then we have specialists in each of them that can assist if required).
- The lease will be prepared and issued by us in accordance with established precedents for lettings of this nature and will not be heavily negotiated by the tenant.
- The tenant's solicitor will respond in a timely manner.
- The lease will be negotiated in accordance with the existing lease and reasonable modernisations - any substantive deviation from this could result in further time and fees being required.
- The only document we will be reviewing is the Lease, we are not required to comment on or negotiate any heads of terms and there are no other documents required (e.g. cable wayleaves).
- The matter does not become protracted and completes within 3 months of the date of the first draft being issued to the Tenant.
- Should the matter abort, we will charge for time and disbursements incurred to date.

I estimate our fee for acting on your behalf to be approximately £2,500 + VAT, however please note this is not a fixed or capped fee to which we are committed and our fees will be charged on the basis of time spent at our hourly rates. If costs look like they will exceed this sum I will let you know and provide an explanation for the same. I look forward to hearing from you in due course, as mentioned when we spoke, if you have any queries please do not hesitate to contact me.

Item 14

Car Parks

The Town Council has received a first draft of the Heads of Terms for possible lease of the Breckland District Council (BDC) owned car parks in the town

Details of respective solicitors need to be added to the draft so the Town Council needs to select a solicitor.

Re. the EV charging points contract BDC is working on whether the contract can be assigned to WTC and the Office is looking at other considerations:

- Insurance
- Rates
- Utilities
- Insurance claims
- Boundary and grounds maintenance
- Car parking Orders
- Gritting
- Signage

Item 15

High Street Clock Tower

Kings & Dunne who undertook the Quinquennial Inspection of the Clock Tower in June 2022 have been approached to up date the report to see what work has been done, what needs to be done and to look at concerns raised regarding damp walls of the ground floor. Cost estimate awaited.

Item 16

Annual Parish Meeting 2025

The Annual Parish Meeting for Watton is a meeting of the local government electors, along with their elected representatives, for the civil parish of Watton. It is a meeting where matters relating to the parish of Watton can be raised and discussed.

The Parish Meeting is in itself a separate body to the Town Council although Town Councillors along with the District and County Councillors are often best placed to take any issue raised to the relevant authority. The Parish Meeting cannot compel any other authority to deal with a particular issue but it helps the elected representatives understand what issues are important.

At a normal Town Council meeting, there is limited opportunity for electors to speak and they don't have any automatic right to speak at a Council meeting, but at the Parish Meeting if you are registered to vote in the parish of Watton, you have a right to speak.

The Mayor of Watton will be the Chairman.

The Meeting should be held between March 1st and June 1st.