



Wattton Town Council

Wayland Hall, Middle Street, Wattton, 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 28th January 2025 at 7.00pm for the purpose of transacting the following business.

Please note Co-option interviews are taking place from 6:30pm before the Town Council meeting. The Council Chamber will be open to the public from 7pm.

Jane Scarrott Town Clerk 22nd 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. To agree Co-option to fill 1 vacancy on the Council
4. MINUTES
4.1 To confirm that the minutes of the meeting held on 14.01.2025 are a true and accurate record
4.2 To receive an update on items from the previous meeting if not agenda items for this meeting
5. TO RECEIVE REPORTS
5.1 Chairman's Report
5.2 Vice Chairman's Report
5.3 District Councillor's Report
5.4 County Councillor's Report
5.5 Clerk's Report
5.6 Reports from Lead Councillors
5.7 Verbal update on SNAP meeting
6. To note and amend the Works in Progress List
7. PUBLIC PARTICIPATION
8. FINANCE
8.1 To approve payments for January 2025 (To follow)
8.2 To note draft minutes from the Finance/HR Committee Meeting held on 23.01.2025 (To follow)
8.3 To consider recommendations made by the Finance/HR Committee (To follow)
9. To accept the Tree Assessment
10 To respond to communication received from Norfolk ALC
11. PLANNING To consult on planning applications received since the last meeting:

Table with 5 columns: ID, Reference, Description, Location, and URL. Contains two rows of planning application details.

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

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday January 14th 2025 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

2 members of the public present for the meeting up to item 6.

1. NO APOLOGIES FOR ABSENCE RECEIVED

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on December 10th 2024 were accepted as a true record.

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

- Wayland Hall heating remedial works to be undertaken on 15.01.25
- Wayland Hall gutters were cleared the end of December

4. REPORTS

4.1 Chairman's Report

The Chairman attended the 50th anniversary celebration of the Town Council on December 11th and on Christmas Day visited Thorpe Lodge, Dorrington House and the Sports Centre where a dinner was offered to residents.

4.2 Vice-Chairman's Report

The Vice-Chairman attended the 50th anniversary celebration of the Town Council on December 11th, the Food Hub Christmas celebration on December 19th and the HR meeting on January 10th.

4.3 Clerks Report

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

Update on High Street Bus Shelters

The contractor took the old solar panels off the bus shelters in the High Street 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.

The company will be approached regarding why the solar panels which were removed cannot be reused.

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. Other alternatives are being investigated.

Co-option

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

The two applicants will be invited to attend for interview on the 28.01.25 prior to the Town Council meeting (6.30pm start).

Museum

The Museum will host the launch of Andy Reids new Watton book on Saturday Feb. 1st, in the Council Chamber.

Update from Events and Marketing Officer on VE Day 2025

Plans are being made for Sunday 11th May 2025 to celebrate the 80th Anniversary of VE Day. The aim will be to re-create the atmosphere of a traditional 'Street Party' with food, music and entertainment for children and families. The event will be held at Watton Sports Centre.

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 suggested setting up a meeting to make contacts and gather information relating to the provision of youth services in the town. However Councillors felt the Council is not the most appropriate body to call such a meeting but that should another organisation wish to do so the Council would be willing to attend. Cllrs Hutchings and Bridges (Youth Lead Councillor) will continue to look at how the Council can liaise with other service providers.

Tree Risk Assessment

The annual Tree Risk Assessment undertaken in December 2025 has indicated two trees should be felled at Loch Neaton and some other works are needed before the next assessment. The Council will liaise with the Loch Neaton Committee regarding maintenance of the trees as agreed in the Memorandum of Understanding.

4.4 Lead Councillors Reports:

Cllr Tarrant reported that a further £75 had been raised through a raffle held at the 50th year of the Town Council celebration. This gives a total of £296 for the Mayors Charities from donations given for the 2024 Festive Market.

5. PUBLIC PARTICIPATION

2 members of the public were present to talk about Watton and Saham Flood Action Group and how the group hopes the Council may be able to support the group moving forward.

6. WATTON AND SAHAM FLOOD ACTION GROUP

A report from the Flood Action Group had been circulated within the agenda pack for the meeting.

The current Chairman of the group is withdrawing from active involvement in the Group from 1st April this year. The Group therefore 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 are at risk of flooding.

The Town Council felt it should wait until Saham Toney Parish Council has met before any decision is made but there is a willingness to support the Group moving forward. However, concern was raised regarding whether the Office staff would have time to become involved.

This matter will be an agenda item again once Saham Toney Parish Council has been approached.

Liz Witcher was given a round of applause in appreciation of the work she has undertaken as Chairman of Watton and Saham Flood Action Group.

7. FINANCE

7.1 The draft minutes from the Finance Committee Meeting held on 12.12.24 were noted.

7.2 Recommendations from the Finance Committee Meeting held on 12.12.24:

- i. **It was resolved** not to subscribe to Norfolk Association of Local Councils in 2025.
- ii. **It was resolved** to invest a further £150000 with CCLA Investment Management Limited.

7.3 WAYLAND HALL WINDOWS

It was resolved to accept the quote of £8480 to remove and fit 5 new hopper type windows in the Council Chamber at Wayland Hall.

8. BUDGET AND PRECEPT REQUEST

It was resolved to accept the 2025/26 budget as presented. The budget need is £543250 and will be met through income, drawing some money from general reserves and the precept.

The 4 year financial plan will be revised accordingly.

It was resolved to request a precept of £452213 for 2025/26.

The Council will want to keep within the budget allocations set and large projects will need to be funded from general reserves.

9. DONATION REQUEST

It was resolved to donate £5000 to the Benjamin Foundation as applied for to support the running of the Watton Youth and Young Carers Group at the Charlotte Harvey Centre.

10. TOWN CALENDAR

Much discussion took place regarding whether to produce a Watton Town Council calendar or any other promotional material to either sell or give away. The Events & Marketing Officer will be asked to produce a further report regarding PR merchandise and raising money through sale of promotional goods.

11. s106 FUNDING

Council ratified its support of s106 funding to be used to fund refurbishment of toilets at Watton Sports Centre.

12. MUSEUM FOR WATTON LEASE

It was resolved, that following minor clarification, to accept the letter of engagement from Birketts solicitors regarding acting for the Town Council to renew the Museum4Watton lease of part of Wayland Hall.

13. LOYAL COMPANY OF TOWN CRIERS

It was resolved to pay the membership fee of £35 to the Loyal Company of Town Criers.

14. CAR PARKS

It was resolved to engage Birketts solicitors to act for the Town Council in the lease discussion for the car parks in the town.

15. CLOCK TOWER

It was resolved to accept the quote of £545 plus VAT received to carry out the following relating to the clock tower:

- site inspection of the tower
- review of the present quinquennial survey
- production of a list of works and discussion of the list with a view to producing a minor schedule of works.

16. ANNUAL TOWN MEETING

It was resolved to hold the Annual Town meeting 2025 on Tuesday 15th April at Watton Sports Centre.

17. BOUNDARY COMMISSION

It was resolved to respond to the Boundary Commission recommendations relating to proposals to ward boundaries in the Watton area stating that the Town Council does not accept that the suggested changes will give good or proper representation for residents of Watton.

18. PLANNING

18.1 Removal of Chimney Stack (above and below roof level), 1 Windsor Court, Watton, Thetford, Norfolk, IP25 6XB

No comments

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

No comments

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

No comments

18.4 Upgrade of existing site (replacement and additional antennas), and associated ancillary development, Watton Water Tower Lovell Gardens, Watton, Norfolk, IP25 6HT

No comments

18.5 Convert garage to annexe, including alterations, 47 Priory Road, Watton, Thetford, Norfolk, IP25 6PQ

No comments

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

No comments

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

19.1 Update from Chairman of HR Committee








The Chairman of the HR Committee gave a verbal report of the HR meeting held on 10.01.25. It was noted that a training workshop for all staff has been booked for Feb. 13th 2025.









Item 4.2 Update from the meeting held 15.01.2025







Agenda Item No.	Update
4.3	<p>High Street Bus Shelter Solar Panels Update from contractors When solar panels are fixed to shelter roofs, they have to be fixed securely using adhesive and fixings, in order to prevent them being vandalised or stolen. Removing solar panels from a bus shelter, to reuse elsewhere is not a common occurrence and so whilst the contractors have the solar panels, they are still attached to the old roof panel which was removed from the shelter. The old roof panel has been sawn to match the same size of the solar panel but they wouldn't look very good attached to the new shelter roof, so we have chosen not to use them. As I mentioned we will be getting new panels that power both the RTI unit and the lights. There is no additional cost for these and from an aesthetics point of view it will look better.</p> <p>Tree Risk Assessment (agenda item 8) Quotes being sought for remedial works</p>
7.2ii	Additional £150,000 now invested with CCLA
7.3	Quote received for replacement windows in Chamber has been accepted. Awaiting date for works
8.	Budget and Precept request submitted and received by Breckland Council. Payment will be made in April 2025 and September 2025
16	Sports Centre booked for Annual Town Meeting.







Item 5.5 Clerks Report



- Car Parks
Call with Breckland Council Officers 24.01.25 re. draft lease for car parks.
- Breckland Five Towns Meeting 23.01.25
- Staff Training
Clerk and Deputy Clerk – The Procurement Act 2023 21.01.25 (Online)
Clerk and Deputy Clerk – Sexual Harassment 28.01.25 (Online)
All Staff Training Workshop – 13.02.25 (Sports Centre)

	Resolution	Date and Agenda item	Action	Link to 4YP/ NP	Lead	Current Position – 22.01.25	Status
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> • site inspection of the tower • review of the present quinquennial survey • production of a list of works and discussion of the list with a view to producing a minor schedule of works. 	14.01.24 15	Accept quote and arrange works		Office	Awaiting date of works	
119	To review Grants and Donation Policies	26.11.24 7.3vi	Review policies		Office	To do.	
118	To support tree planting proposals made by NCC	22.10.24 10	Express support		Office	Clerk met with County Councillor Claire Bowes – position of trees outside Lovell Play area agreed	
117	Signs to be erected at Heritage Park stating ownership of the area and that metal detecting is not permitted	22.10.24 8	Make and erect signs		Office TO's	Signs up	
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Joint Fin/HR meeting scheduled for 23.01.25	
115	To support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period	22.10.24 7.3ii				Site visit with Breckland Officers took place on 21.11.24 – awaiting update	
114	To hold discussions with BDC regarding possibility that the Town	24.09.24 8	Hold discussions with BDC		Office	Received heads of term for lease of Car parks. Solicitor engaged	

	Council can take over the car parks in the town						
111	A policy relating to the use of council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	To do.	
109	To reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before proceeding any further with Solicitors	27.08.24 4.7	Lease with solicitors		Office	Solicitor letter of engagement returned on 15.01.25	
108	To undertake the recommended works to the Cantilever Swing at Lovell Gardens as quoted before the 2025 inspection	13.08.24 12	Schedule works before next inspection		Office	To book works in 2025	
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	All other HR policies have be implemented, Staff well-being policy to follow	
101	To investigate the provision of two additional SAM signs	11.06.24 11	To investigate permissions and costs		Office/ EMO	Nov. 24 Application made to Parish Partnership Scheme for 1 sign Highway Engineer approached for advice on locations for support posts	
99	Return bench to Memorial Garden	14.05.24 28	Location agreed		Office	Waiting for date for works	
95	To investigate drainage at Wayland Hall	26.03.24 5	Contact plumber	4YP	Office	Barnes Drainage has undertaken works on 17.01.25	
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	Westcotec informally approached. Agreement would be needed from Highways and costs would need to be investigated for power supplies for suggested locations.	

85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council in 2025		TB	Awaiting Draft Policy	
83	Old Christmas lights will be offered (untested), to local organisations in the following order: 1. Queens Hall 2. CHT 3. Other charitable organisations within Watton 4. High Street businesses Any remaining or non-working lights will be sold for scrap. Decision taken 12.11.25 to defer further decisions re. Christmas lights until 2025.	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Queens Hall has taken a lot of the lights. CHT have been given 40m of Ice White icicle lights Suggestion made that the Town Council might use old lights at Church Walk. This is considered not feasible at the present time. Further discussion to take place with matter to be brought to Council again in April 2025.	
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	Heritage Park Working Group met on 08.10.24	
	HR Committee to collate all existing policies relating to staffing into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	Policies being collated	
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Policy needed re: providing further bins	
77	It was suggested that the on-going issues with the Wayland Hall heating be referred to the Finance Committee to meet with the Museum for a discussion on an overhaul of the heating system	10.01.23 8	Arrange meeting.	4YP	Office Finance	Initial report of the plumbing and heating systems at Wayland Hall has been received. Refer to 21	

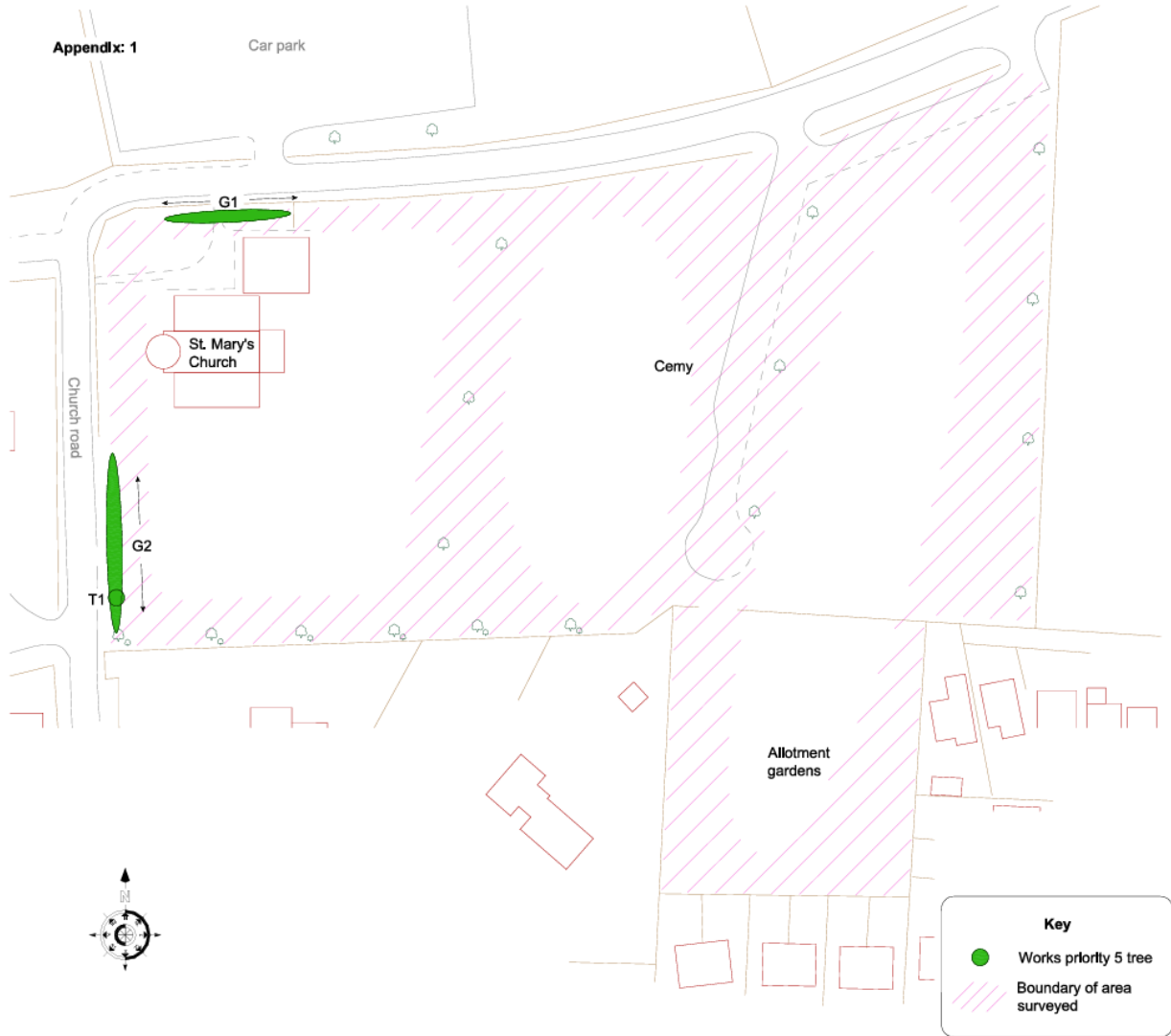
76	Thetford Road Allotment land	13.12.22	Meeting to be held with landowner to further consult re land being transferred to the TC.		Office	Meeting held on 29.11.24. Waiting to hear from land owner.	
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture.	
66	To consider tree planting at Shire Horse Way once it is known whether any drainage works are to be undertaken at the site as part of the LLFA/WSA project.	23.08.22 9			Office	Liz Witcher continuing to liaise with CC Flood Officer. Noted that Dereham TC budget to plant 10 trees of different species each year.	
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	April 26 th 2024 Finance committee recommendation accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall. Aerial Structural Report received Sept. 24. Gutters cleared. Chamber windows to be replaced	
21	To commission audit of energy usage in Council premises.	22.09.20 5.1	Obtain estimates for producing report of plumbing/heating system at Wayland Hall Link to 13 and 77.	4YP	Office	Work to heating system at Wayland Hall has been undertaken. see 77.	
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Research being undertaken.	
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office	EMO submitted Sustainability & Climate Change Awareness	

						Report Suggested works on Lighting at Wayland Hall to take place by electrician – awaiting date for works.	
5	To seek new burial land for Watton.	10.04.18 8.2	If any possible land comes forward further investigation will take place.		Office CWG	On-hold	
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained New photos will need to be taken.	

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

Item 9



Survey schedule															
Tree ID	Tag no.	Tree species	Life stage	EPS habitat potential	Height (m)	Stem dia. (mm)	General observations	Most likely failure	Target range	Size range	Probability of failure	Risk of harm	Recommended works	Works priority	To be completed
G1	No tag	Sycamore	Mature	Medium	22av	850av	Four trees, minor dead wood over lane & car park entrance	Dead wood	3	4	3	< 1 in 1M	Remove dead wood of 25mm dia. & greater from over the lane	5	by next survey due date
G2		Chestnut & plane		Low	24av	to 1100	Minor dead wood over lane			3	4				
T1	188	London plane		Low	24	1000	Minor split appearing on lower side of extended limb @ 12m over lane	Branch fracture		1	5		Reduce branch by 1 - 1.5m only and monitor for further cracking		as part of general management

There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date - February 2026

PROJECT
St. Mary's Churchyard & allotments

TITLE
Tree location plan

SCALE
Not to scale, drawn @ A4

DATE SURVEYED
20th December 2024

DRAWN BY
J.U.

PROJECT NUMBER
WTSM/TLP/7125

DRAWING NUMBER
001

RAVENCROFT TREE SERVICES LIMITED.

6 Reepham Road, Foulsham
Dereham, Norfolk NR20 5SL
Tel/Fax: 01362 684291
Email: jon@ravencrofttrees.co.uk

Ravencroft Tree Services Ltd. is registered at Summer Hill House, Fakenham, NR21 9HA No.4936062
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Appendix: 2



Survey schedule															
Tree ID	Tag no.	Tree species	Life stage	EPS habitat potential	Height (m)	Stem dia. (mm)	General observations	Most likely failure	Target range	Size range	Probability of failure	Risk of harm	Recommended works	Works priority	To be completed
T2	185	Cherry	Early mature	Low	9	350	Overhangs parking. Decay fungus fruit bodies at base S & E	Stem base shear	3	P	5	< 1 in 1M	Monitor after storms & at next survey for cracks and movement around base	5	as part of general management

There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date:- February 2026

PROJECT
Bridle Road

TITLE
Tree location plan

SCALE
Not to scale, drawn @ A4

DATE SURVEYED
20th December 2024

DRAWN BY
J.U.

PROJECT NUMBER
WTB/TLP/7125

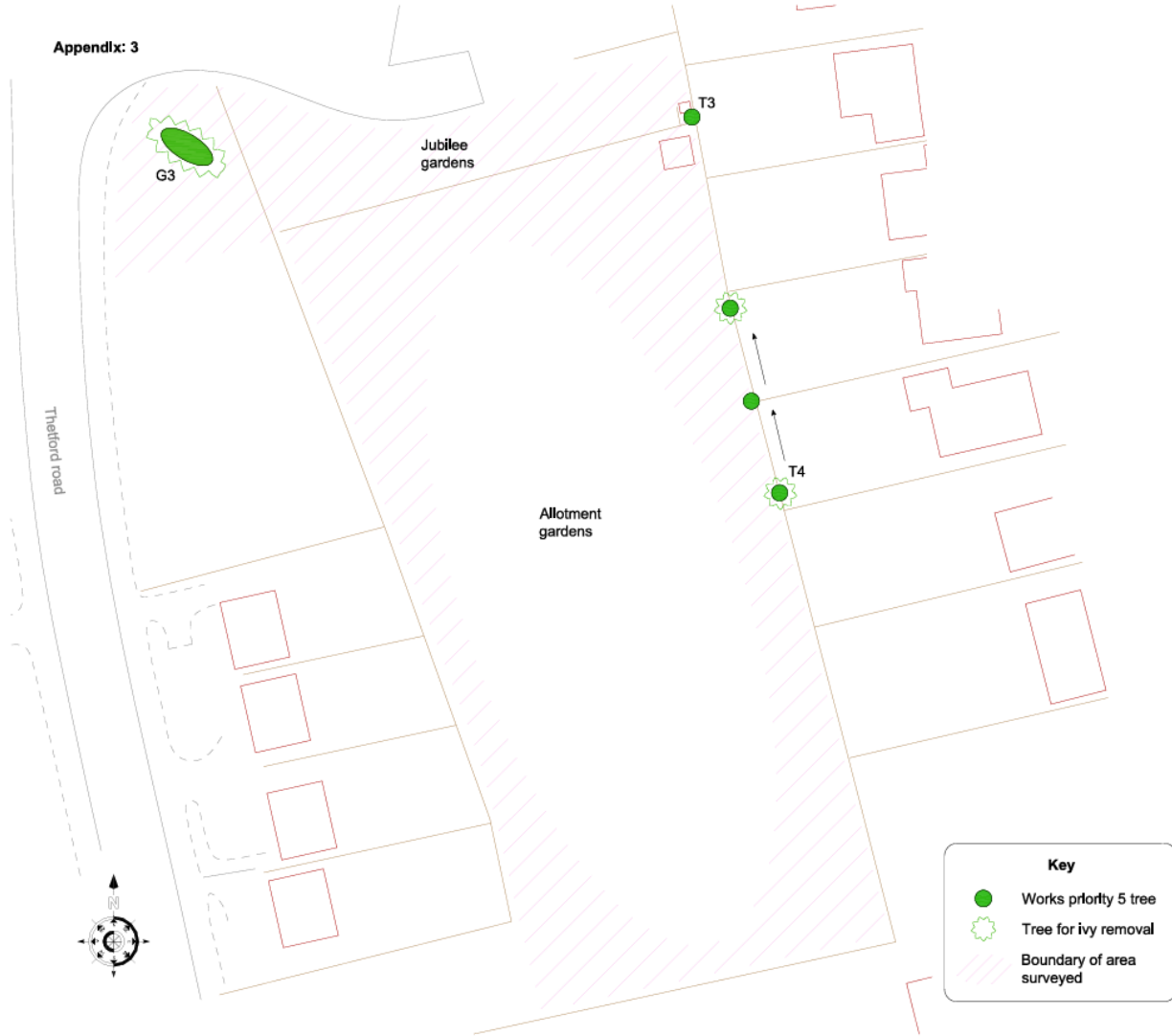
DRAWING NUMBER
002

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Appendix: 3



Survey schedule															
Tree ID	Tag no.	Tree species	Life stage	EPS habitat potential	Height (m)	Stem dia. (mm)	General observations	Most likely failure	Target range	Size range	Probability of failure	Risk of harm	Recommended works	Works priority	To be completed
T3	835	Sycamore	Mature	Low	21	600 & 620	Broken, dead branch suspended in crown over neighbours' garden	Dead wood	4	3	4	< 1 in 1M	Remove hanging branch from crown	5	by next survey due date
T4	629	Oak & sycamore				1000	Minor dead wood over neighbouring gardens Two of the three are ivy clad			4			3		
G3	No tag	Pear & sycamore	Early mature	12	650	Heavy ivy cover prevents full inspection	Unknown	5	N/A	Remove ivy to 2m up stems using a handsaw only & reinspect					

There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date- February 2026

PROJECT
Thetford Rd. allotments & Jubilee Park

TITLE
Tree location plan

SCALE
Not to scale, drawn @ A4

DATE SURVEYED
20th December 2024

DRAWN BY
J.U.

PROJECT NUMBER
WTTA/TLP/7125

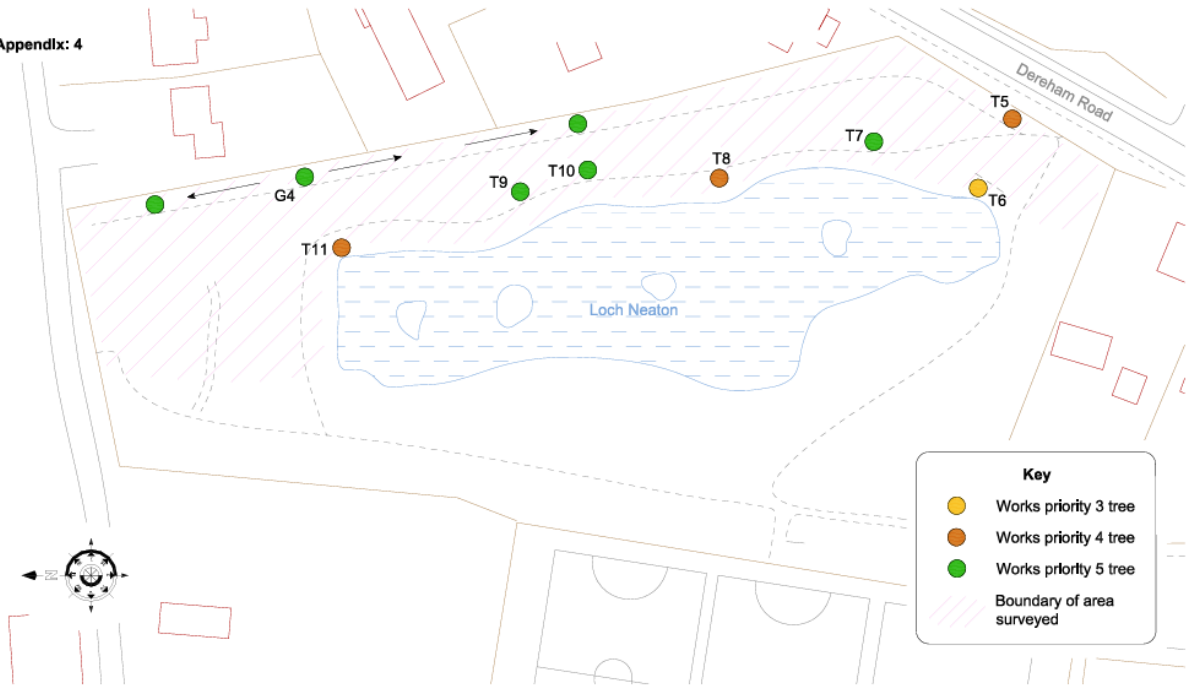
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Appendix: 4



Survey schedule																
Tree ID	Tag no.	Tree species	Life stage	EPS habitat potential	Height (m)	Stem dia. (mm)	General observations	Most likely failure	Target range	Size range	Probability of failure	Risk of harm	Recommended works	Works priority	To be completed	
T6	627	Beech	Mature	Medium / high	20	680	Delaminating & dysfunctional cambium up stem. Stands over boardwalk, significant dead wood in crown, decay at base & ivy clad	Stem fracture	3	1	3	1 in 40k	Fell to leave 4m stem for habitat	3	within 6 months	
T5	528	Sycamore		Low		600 & 640	Twin stem tree, ivy up stems & dead wood over road	Dead wood	1	4	4	1 in 500k	Remove dead wood from over road & ivy to 2m up stems	4	within 9 months	
T8	885	Poplar		Medium	24	850	Large dia. dead wood over boardwalk		3	3		1 in 1M	Remove dead wood from over path			
T11	623	Willow		20	860	Very extended limb @ 4m NW with poor attachment	Branch shear	4	2	3			Remove limb to branch collar			
G4	No tag	Ash, willow, sycamore	Young	Low	9	160	Several standing dead trees along bank side over path & neighbouring gardens	Stem base fracture	3	3	4	< 1 in 1M	Fell to near ground level	5	by next survey due date	
T7	626	Lime	Early mature		22	600	Large dead wood over boardwalk	Dead wood								Remove dead wood from crown
T9	625	Maple	Mature		20	800	Large dead wood over boardwalk, fungus fruit bodies in primary unions. Sparse crown & decay up stem. Heavy ivy to 5m	Limb fracture	4	1						Pollard @ primary unions (approx. 2.5m)
T10	624	Possibly ash	Early mature		21	670	Ivy up stem, near dead tree over boardwalk	Limb fracture		3			3			

There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date:- February 2026

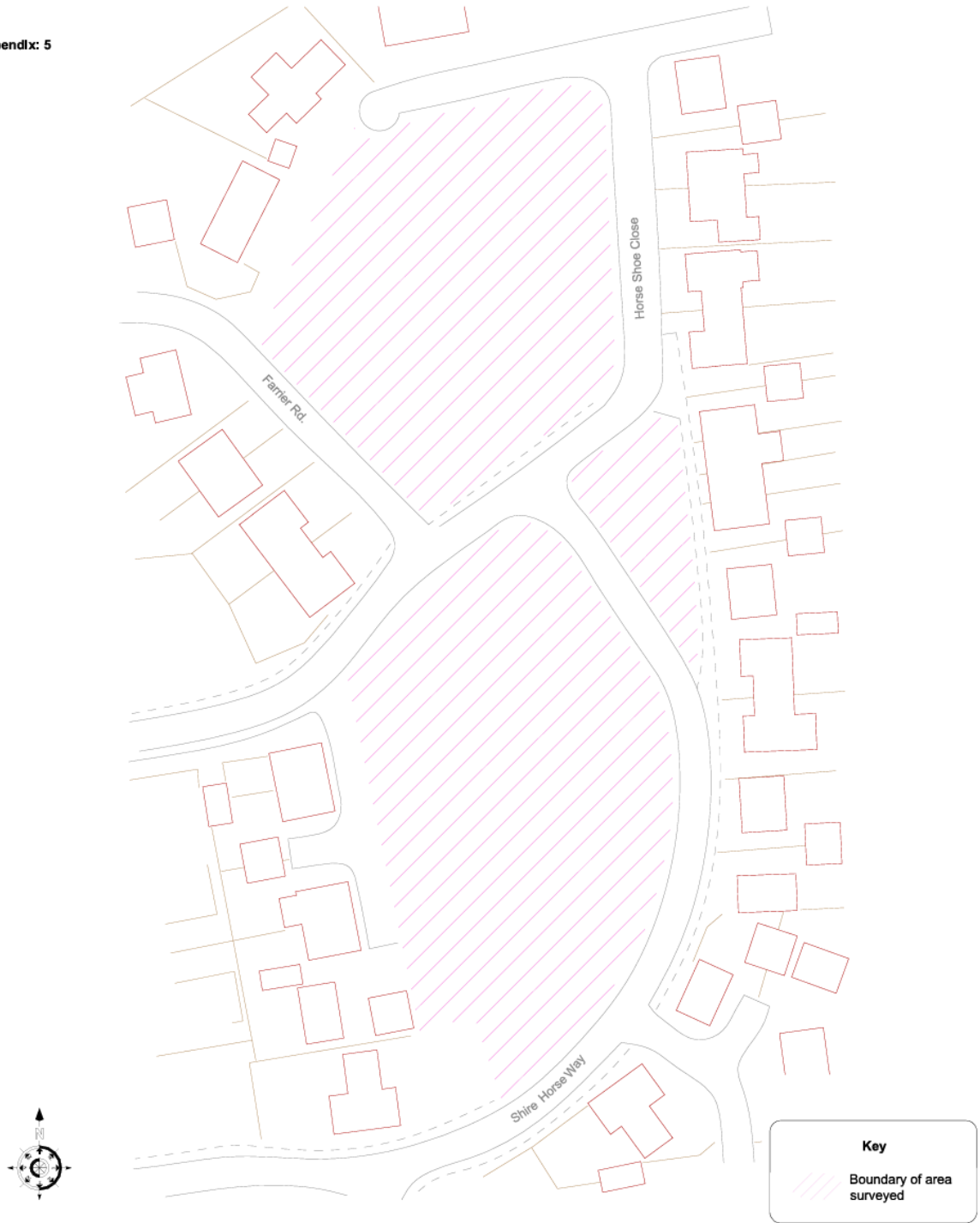
PROJECT
Loch Neaton
TITLE
Tree location plan
SCALE
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DATE SURVEYED
20th December 2024
PROJECT NUMBER
WTLN/TLP/7125
DRAWN BY
J.U.
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Appendix: 5



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All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date:- February 2028

PROJECT	
Shire Horse Way	
TITLE	
Tree location plan	
SCALE	
Not to scale, drawn @ A4	
DATE SURVEYED	DRAWN BY
20th December 2024	J.U.
PROJECT NUMBER	DRAWING NUMBER
WTSH/TLP/7125	001

RAVENCROFT TREE SERVICES LIMITED.

6 Reepham Road, Foulsham
Dereham, Norfolk NR20 5SL
Tel/Fax: 01362 684291
Email: jon@ravencrofttrees.co.uk

Ravencroft Tree Services Ltd. is registered at Summer Hill House, Fakenham, NR21 9HA No.4936062
The original of this drawing was produced in colour, monochrome copies may be unreliable
This plan is not to be scaled from - all dimensions to be checked
<https://ravencrofttrees.co.uk/consultancy/terms-and-conditions/>

Appendix: 6



There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date:- February 2028

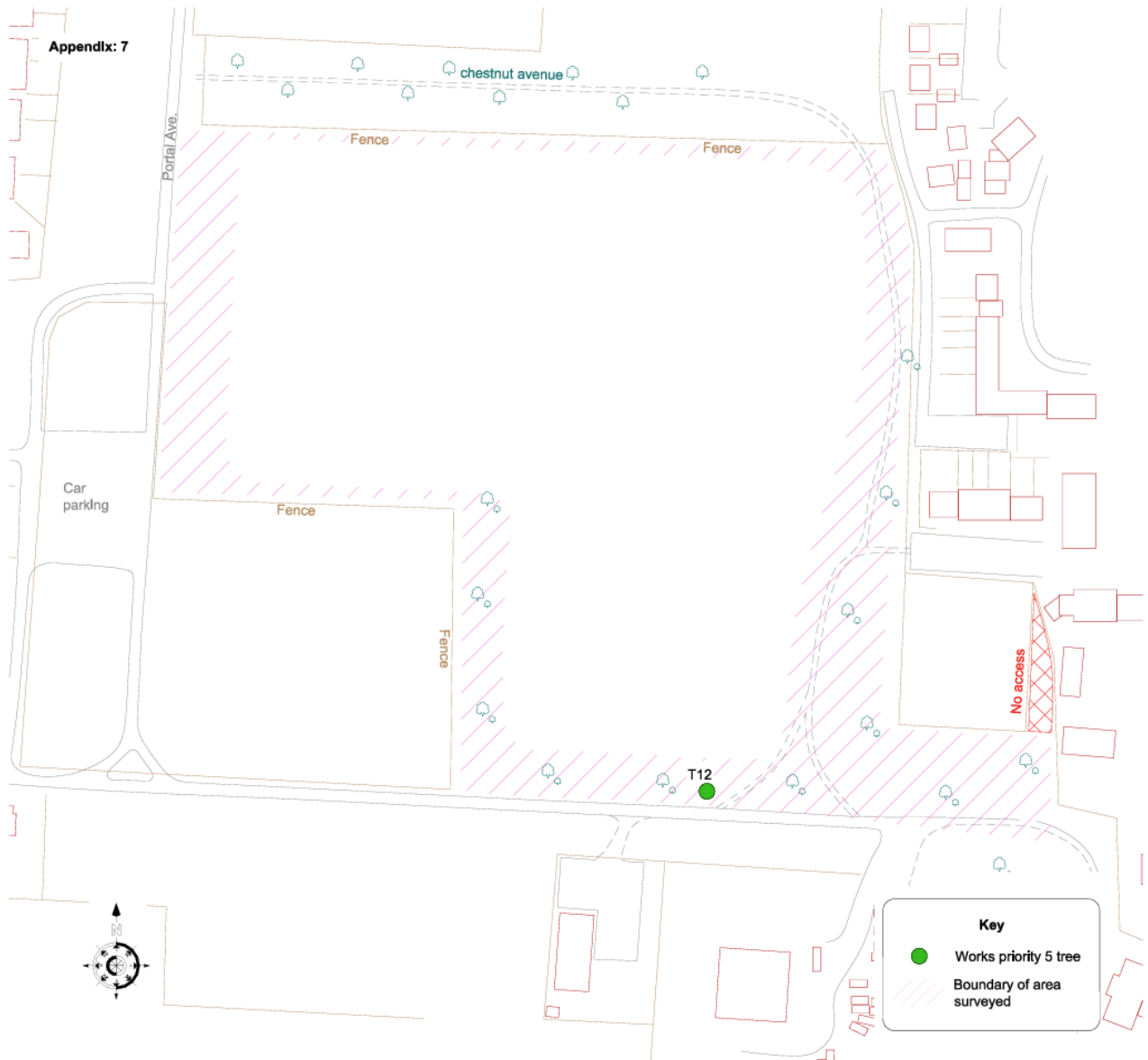
PROJECT	
Hares Green	
TITLE	
Tree location plan	
SCALE	
Not to scale, drawn @ A4	
DATE SURVEYED	DRAWN BY
20th December 2024	J.U.
PROJECT NUMBER	DRAWING NUMBER
WTHG/TLP/7125	001

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Appendix: 7



Survey schedule															
Tree ID	Tag no.	Tree species	Life stage	EPS habitat potential	Height (m)	Stem dia. (mm)	General observations	Most likely failure	Target range	Size range	Probability of failure	Risk of harm	Recommended works	Works priority	To be completed
T12	838	Chestnut	Early mature	Medium	19	780	Stem to 7m N side delaminating, dead bark & exposed, dead cambium. Decay into upper stem. Good reaction wood development	Branch fracture	4	2	4	< 1 in 1M	Monitor for splits & cracks after storms	5	as part of general management

There are, at the time of this survey, no trees within range of targets which are considered to present a significant risk of harm, i.e. a risk of 1:10,000 or greater

All works recommended are expected to be carried out by fully qualified arboricultural contractors to British Standard 3998:2010 Tree work - Recommendations

Next survey due date:- February 2026

PROJECT
Heritage Park

TITLE
Tree location plan

SCALE
Not to scale, drawn @ A4

DATE SURVEYED
20th December 2024

DRAWN BY
J.U.

PROJECT NUMBER
WTH/TLP/7125

DRAWING NUMBER
001

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MEMBERS – USE THIS FORM TO VOTE ON THE PREFERRED LEGAL STRUCTURE AS DISCUSSED AT THE AGM 4 DEC 2024

COMPLETE YOUR VOTE AND RETURN BY FRIDAY 7 MARCH

SPECIAL RESOLUTION: That the Norfolk Association of Local Councils converts from a co-operative society to a company limited by guarantee.

AND

That the services of legal expert Roger Taylor will be employed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.

Two months notice of this special resolution was given at the Norfolk ALC AGM on 4 December 2024. A discussion paper was provided before the AGM which pointed out some of the advantages or disadvantages of each type of structure. An updated summary is attached. In brief it cites reasons such as:

- The co-operative structure is cumbersome and does not support effective management practice of the current Norfolk ALC.
- The requirement to extend democratic activity through area meetings and neighbourhood projects at district level never achieved enthusiastic support.
- The current structure is therefore inefficient and lacks resources to provide a modern and professional service
- The company limited by guarantee still protects our not-for-profit status as no dividends are paid to shareholders; instead any surpluses are invested in the provision of services for members.
- The company limited by guarantee protects members and directors from financial burden due to its limited liability – any debt would fall on the company but not on the directors threatening their own homes or savings, for example
- The company limited by guarantee management structure will continue to reflect its membership through elections from member councils to a board of directors willing to attend meetings and represent views from its member councils.

At the AGM, we were asked to provide a statement from Roger Taylor that this is the correct step for the Norfolk ALC. He writes in an email dated 23 September 2024:

“The current registration of the Association as a Co-operative Society is in our view the incorrect structure for the Association. Whilst the Association may superficially appear to meet the relevant criteria in fact looking at the services that it performs it is outside the criteria for a Co-operative Society. If queries were raised it is possible for the to cancel the registration.

No other County Association is registered as a Co-operative Society . Those that are incorporated are a straightforward Company limited by Guarantee.

In my view the Association has no alternative but to cease to operate as a Co-operative. There will be administration involved in this which cannot be avoided If the present structure is dismantled the Association can either form a new Company limited by Guarantee outside the Co-operative Acts or proceed as an unincorporated organisation.

Yours sincerely

RogerTaylor

Please provide the agreed vote of your Council on the two resolutions.

The following two special resolutions are recommended for approval by the Board of the Norfolk Association of Local Councils on the basis of consultation and expert legal advice received over a 12 month period:

That the Norfolk Association of Local Councils should convert from a co-operative society to a company limited by guarantee.	YES	NO
That Roger Taylor be appointed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee.	YES	NO

Please complete and return this form BY FRIDAY 7 MARCH

Name of Council	
Signed on behalf of named Council	
Name of Representative signing for Council	
Title of Representative signing for Council	
Contact telephone	
Contact email address	
Date	

Please return page 2 with your vote and details to:

CountyOfficer@norfolcalc.gov.uk

By **FRIDAY 7 MARCH**

Any questions? Please call Adrian Myers on 07904 043911

Norfolk Association of Local Councils (NALC) – Legal Structure Update

1. Background

In September 2020, NALC was registered as a co-operative society under the Financial Conduct Authority. This structure was adopted to encourage member participation. However, following legal consultation and expert advice, it has been determined that a co-operative structure is unsuitable for NALC's purpose. This was discussed at the 2023 AGM, where members requested more information before making a decision.

2. Issues with the Current Co-operative Structure

While the co-operative structure offers some advantages, such as limited liability and legal stability, significant drawbacks exist:

- Efficiency: Insufficient revenue to support professional staff.
- Participation: Most members do not actively engage in decision-making.
- Conflicts: Diverse member expectations can lead to disputes.
- Privacy Concerns: Members' data can be requested under the Co-operative and Community Benefit Societies Act 2014.
- Restrictive Rules: Requirements for member participation, education, and training are impractical and outdated.

Additionally, no other County Association is registered as a co-operative, making this structure an anomaly.

3. Proposed Alternative: Company Limited by Guarantee

The Board recommends converting to a Company Limited by Guarantee, which is a not-for-profit legal structure offering:

- Limited liability for members and directors (typically £1).
- Defined responsibilities and powers for directors through Articles of Association.
- Modernised governing rules aligned with the Association's aims.

This change will not alter the Board's responsibilities or the transfer of assets. It provides an opportunity to streamline operations and ensure alignment with NALC's purpose.

4. Next Steps

A Special Resolution to convert to a Company Limited by Guarantee was presented at the 2024 AGM on 4th December for discussion.

A postal vote will take place during February 2025 following the required two-month notice period.

For further details or to review the current registration document, please contact the Board.

This decision aims to better align NALC's legal structure with its mission and ensure long-term efficiency and sustainability.

10 January 2025

This document has been approved by the Board of the Norfolk Association of Local Councils