



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 11th March 2025 at 7.00pm for the purpose of transacting the following business.

Please note a Cemetery working group meeting will be held at 6:30pm before the Town Council meeting. The Chamber doors will be open to the public from 7pm.

Jane Scarrott – Town Clerk

5th March 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 25.02.2025 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman’s Report
 - 4.2 Vice Chairman’s Report
 - 4.3 Clerk’s Report
 - 4.4 Reports from Lead Councillors
 - i. To consider proposal re Provision for the Elderly (See agenda pack)
5. PUBLIC PARTICIPATION
6. Update on Devolution and Local Government Reorganisation
7. To consider renewal of Norfolk ALC membership
8. To consider Clock Tower Report and Update
9. To receive draft Terms of Reference for Watton and Saham Flood Action Group
10. To investigate provision of double yellow lines at Harvest Road junction with Norwich Road
11. To consider communication received from the Leader of Breckland Council
12. PLANNING - To consult on planning applications received since the last meeting

12.1	PL/2025/0155/C LOPUD	Proposed conservatory to rear of property - certificate of lawfulness - proposed use	242 Lovell Gardens, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=197223
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13. To pass a resolution to exclude the public and press to consider confidential matters
 - 13.1 To accept recommendation from the Cemetery Working Group Meeting

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 25th February 2025 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

Two members of the public also present.

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from Catherine Turley-Long

District Councillor/County Councillor Claire Bowes sent notice that she could not attend the meeting.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

With slight correction to wording of item 4.4, first bullet point, the Minutes of the meeting held on February 11th 2025 were accepted as a true record and signed by the Chairman.

4. Updates from items raised at the meeting on February 11th 2025 not agenda items for this meeting:

- Teams meeting to be held with Norfolk Trails Team re. Church Walk 04.03.25.
- Report re. Wayland Wood by Cllr Hutchings forwarded to Cllrs 18.02.25. Clerk still to correspond with Norfolk Wildlife Trust.
- Signs for Heritage Park are being designed (drafts presented to Cllrs for comment).
- The solicitors acting for the Town Council have stated that the transfer of the Thetford Road Allotment Land is progressing.

5. REPORTS

5.1 Chairman's Report

The Chairman has attended the Food Hub and CHT Management Committee meeting on Feb. 13th, the Finance Committee meeting on Feb. 14th and the Watton Twinning Association Dinner on 22nd Feb.

5.2 Vice-Chairman's Report

The Vice-Chairman has attended the Food Hub and CHT Management Committee meeting on Feb. 13th, the HR Committee meeting on Feb. 14th and the Family Fun Day at the Community Hub on 18th Feb.

5.3 District Councillor's Report

Both Tina Kiddell and Keith Gilbert stressed the importance of the Town Council being prepared for and ready to engage with the proposed Devolution and Local Government Reorganisation.

Notification of a Teams Meeting to be held by Breckland Council on March 3rd, to give a short presentation on Devolution, has been passed to Councillors.

Tina Kiddell suggested it would be sensible to consider remaining a member of Norfolk Association of Local Councils as NALC is the Town & Parish Council body the Government will communicate through. As the decision has previously been made not to subscribe to NALC in 2025 this matter will need to be a future Town Council agenda item to be re-considered against the information given.

It was suggested that Devolution and Local Government Re-organisation should be on the agenda of every Full Town Council meeting for the foreseeable future.

5.4 County Councillors Report

Written report received from County Councillor Claire Bowes was forwarded to Cllrs prior to the meeting.

It was resolved to ask Claire to supply her Report 24 hours before the meeting to give Cllrs a chance to respond at the meeting to points raised.

5.5 Clerks Report as presented in the agenda pack with verbal update given: Staffing

It has been a busy time within the Office as staff are taking their final holidays of the year before the cut-off date of 31.03.25 and Office staff are also called upon to help with events and the Food Hub at CHT.

Sustainability and Environmental Impact Assessment Report

The recommendation within the Sustainability and Environmental Impact Assessment Report compiled by the Events & Marketing Officer to install improved LED motion sensor lighting at the Offices at Wayland Hall has been undertaken.

Bridle Road Play Area

The pump track at Bridle Road has been re-installed and it is hoped it will see greater use. Picnic benches from Lovell Gardens Play Area have been re-sited at Bridle Road and volunteers have one more day to work at Bridle Road to help clear vegetation and finish the creation of a path around the northern and part of the eastern boundaries of the site.

Open Spaces

The Town Operatives have planted eight fruit trees at Jubilee Garden for which funding was obtained through the Breckland Community Orchard Project.

The Town Operatives have also been painting the fencing, posts and compound at the Cemetery and refurbishing the seat and bin outside the Cemetery.

Family Fun Day

A report from the Events and Marketing Officer of the Family Fun Day held at the Charlotte Harvey Trust Community Hub on Feb. 18th was presented to Councillors within the agenda pack for the meeting.

5.6 Lead Councillors Report

Stan Hebborn the Council Rep. for the Wayland Chamber of Commerce informed the Council of a Well-Being Event to be held by the Chamber at the CHT Community Hub on March 18th 2025.

6. WORKS IN PROGRESS

The Works in Progress list was noted.

6.1 Cemetery Land

It was resolved to revoke the commitment to find land for a new Cemetery as it is felt to be an unrealistic aim. Item 5 will therefore be removed from the Works in Progress List.

7. PUBLIC PARTICIPATION

Member of the public present to stress a desire for the Town Council to continue negotiations with Breckland Council regarding the transfer of the Breckland Council owned car parks to the Town Council.

Chairman of Saham Toney Parish Council present to speak about the willingness of Saham Toney Parish Council to support the continuation of Watton and Saham Flood Action Group.

8. FINANCE

8.1 Payments for February 2025 were approved for payment as on the list presented prior to the meeting, with the addition of £28.70 staff expenses.

8.2 The draft minutes from the Finance Committee held on 23.01.25 were noted.

8.3 Recommendations from the Finance Committee

- i **It was resolved** to accept the quote of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
- ii **It was resolved** not to put the transfer of the town car parks from Breckland Council "on hold" but to continue negotiations with Breckland Council.

9. GRANTS POLICY

It was resolved to accept the Grant Policy as presented.

10. GRANT REQUEST WATTON DISTRICT GUIDING

It was resolved to grant £500 to Watton Rainbows as requested. Noted that this was a retrospective application which had been submitted in advance but not considered by the Town Council previously due to the timings set in the former grants policy.

11. WATTON AND SAHAM FLOOD ACTION GROUP

It was resolved to work with Saham Toney Parish Council to establish a joint committee of 6 persons to include 2 Councillors from each Council which would form the Watton and Saham Flood Action Group. It was felt that the Clerks should give administrative support to the group but noted that this would be an encumbrance on staff time.

12. CLOCK TOWER REPORT

The Events & Marketing Officer was thanked for her report of the Clock Tower. The Clock Tower will be an agenda item for the next Full Council meeting when it is hoped more information may be available regarding the electricity supply to the building.

13. MUSEUM4WATTON RENEWAL OF LEASE

It was resolved to accept the draft renewal lease for part of Wayland Hall by the Museum4Watton as presented.

14. PLANNING

Planning applications received for consultation:

14.1 For information only: PL/2025/0046/TRE TI Beech - To reduce all round by 2 meters. Beech is approximately 16 meters wide, before any pruning work has been done Eastern Road, Watton

14.2 PL/2025/0157/HOU Front Porch Extension 22 Charles Avenue, Watton
No comment.

15. Resolution passed to exclude the public and press.

15.1 The draft minutes of the HR Committee meeting held on 14.02.25 were noted.

It was agreed to hold a Cemetery Working Group Meeting prior to the Town Council Meeting on March 11th 2025.

Item 3.2 Update from the meeting held 25.02.25

Agenda Item No.	
4	<ul style="list-style-type: none">• Church Walk – The Clerk and Deputy Clerk attended a Teams Meeting with Members of the Norfolk Trails Team re. perceived encroachment of verges on Church Walk. Waiting for update on action that NCC might take.• Heritage Park sign designs have been sent for printing• Signed TR1 Land Registry document giving ownership of the Thetford Road land to the TC has been returned to the Solicitor.
8.3i	Contractor instructed to undertake electrical works at the Linmore Unit as agreed.
12	UKPN site visit booked for 5 th March to investigate the electricity supply at the Clock Tower – see item 8.
13	Draft lease with the Museum4Watton has been passed to the Museum for comment.

Item 4.3 Clerks Report

Staffing

Staff meeting held 26.02.25. Next scheduled for 12.03.25 to be held at CHT.

Individual meetings between staff and consultant re. staff re-organisation have begun. All staff will have been interviewed by the end of the month.

Clerk and Deputy Clerk attended virtual Allotment Forum on 27.02.25

Clerk attended Teams Meeting re. Devolution and Local Government Re-organisation (LGR) 03.03.35

Clerk attended the virtual 'Town Hall' EDP meeting 04.03.25 - see notes from Cllr Hutchings

Clerk attending Clerks to larger Councils Networking session on 05.03.25

Clerk and EMO attending Film making Workshop on 17.03.25

Deputy Clerk and EMO attending Norfolk PTS Spring Seminar on 20.03.25

Internet issues

The office has been experiencing major issues with internet access also causing loss of ability to make or receive phone calls. BT has been contacted on numerous occasions with a complaint number now raised.

This internet inconsistency has really hampered the work we have been able to do in the office.

Breckland virtual Town Hall Meeting

Notes from Councillor Hitchings:

please find below my notes on the 1st ever Town Hall Virtual Meeting:

- Type of meeting did not support my device, so I could not join the meeting on my phone and had to download Teams on a desktop quickly!
- Structured as a TV interview
- Key words being used such as: 'warm' 'harmonise' 'balanced'
- spoke at short length about specific issues that surround the district. The information was very similar wording to what could be found previously in their meetings that are streamed to the public and the devolution meeting on the 3rd.
- Loosely quoting Sam Chapmen-Allen as I scribe, may be grammar mistakes

LGR and Car Parking

Sam spoke warmly about Town and Parishes, and looked to offer the chance at retaining free parking. Does not believe they will remain free after LGR. He suggested towns put tax up.

Whatever new authority takes their place will have the challenge of plugging any 'black hole' that was to be rectified with parking charges.

Continuing the line of narrative that LGR is bad for Breckland. Debt & more tax. He said if government came out with LGR sooner they wouldn't have paid for parking consultation.

He said 55,000 on the consultation was required as they(consultants) are not cheap. 'it was the right thing to do then'. 'There is a cost attributed'.

Frame of reference between us, locals and the consultant are different. Cabinet did not agree on everything. It was not whipped decision.

Any benefits to devolution? Yes, we will democratically elect another representee. The decentralisation from Whitehall could be beneficial. Still going to have to revert to government in large changes but decision and processes may occur quicker if they do not have to talk with Westminster. We can't stop the process now. Give feedback so we can help mould the new authority.

Housing & new targets

Invited locals to take part with planning the 900 houses a year. Breckland wants a collaborative approach. 'The figure went up 45% and there is a government target. We have to work with residents and Town/Parishes to find the best place and access to services.' Spoke about possible expansion of schools.

Thetford representation:

Abbey garden planning - 'up to the committee when it arrives'. (i don't know what they're talking about.) Some public concern. 'How can residents work with Breckland to place some homes across the estate?'

Compulsory purchase orders can be used to kick some people out if exhausted all other options. It is a last resort and we aren't comfortable with it. LGR might change that.

Dereham representation:

Issues on traffic and housing, resident concern about impact of more houses. The lead flood and traffic authority is Norfolk county council, so they will decide if planning is an issue for Dereham, but we have to try.

On developers, they are in talks as they would always. Breckland would propose plans - and through section 106 agreements it is individually agreed to benefit residents throughout the community. Need for more investment is needed, and that doesn't come from government. We need them to make profit so they keep engaging with us.

Dereham Town centre has had some complaints - as soon as we exercise legal power, we have to had done everything prior. complications with a certain ownership of a store, we have undertaken legal action. We can only apologise to residents about the timescale but we have 2 enforcement officers for the entirety of Breckland. Remedial work is underway. It will be a long process. Hopefully you will see improvements soon.

Report antisocial behaviour to us so we can manage safer communities.

ShopAppy and Barnham Broom:

'Had success elsewhere, but we needed to try something different for our high St. it didn't survive contact on the ground and I'm' really sorry about that. It was all part of our high st imitative but we can look for success elsewhere through investments, and highlighted some good schemes. It's right and proper we try things.'

'Council decided to dispose of our biggest rental income. We wish we could tell you figures but we will tell the public if we do sell'. He thinks it was a good idea to buy it out. Said it protected vital services. He will publish figures after deal is done- which they don't normally do.

Conversation about investing in capital and assets being a good way to offset costs. LGR will take assets with them, (could include Barnham Broom if not sold.)

Breckland brought ICO to court and won about confidentiality of commercial assets.

With hindsight we would not buy Barnham if it were for sale now. We don't run the club but the perception that we do is concerning. It has given good commercial return, but because of public interest and its main avenue being golf - it is a low priority and not what we do.

180,000 on 2 failed apps. why? 'it was right to try something that did work elsewhere' it was launched at the wrong time and the information and momentum has proven helpful in particular in Swaffham restoration. We must learn from our mistakes.'

Extra:

Household support fund and Food hardship pantry scheme to support those with raising costs. Dedicated community team that are separate to us. Accepting communication by resident if you do struggle so they can help.

Griston - heavy industry. Residents felt not listened to. Recently a new company has gone through planning process and we are working with applicants and the community to mitigate this. Said it's a coin flip whether you upset someone. Happy to talk and meet with those involved.

In future, we want to try everything to be open and transparent. We have done engagement across localities which are intensive, this format is easier and upholds transparency. Everyday you can watch meetings or email me. We have local councillors to report in and they can ask any questions of me too.

EDP plugged their newspaper which would feature a map of LGR proposals.

Item 4.4i

Provision for the Elderly

Proposal - a paper to be produced detailing:-

What provision/amenities are available for older residents in Watton?

Residents' views on what provision is needed/desired.

What provision can be delivered by the Council?

What other provision can be supported/promoted by the Council?

Proposals to be considered at a Council Meeting in September. for the Elderly

Item 6

Breckland Council Devolution and Local Government re-organisation Meeting

Notes from Councillor Hutchings forwarded to Councillors on 04.03.25.

Link to Consultation [here](#)

Clerks from the other Breckland Towns have been invited to visit us in Watton on 07.03.25 to consider all things!

Item 7

It is suggested that membership of the National Association of Local Councils may be important moving forward as NALC will be the body representing Town & Parish Councils in the proposals for Local Government Re-organisation. It will be important that the Town Council is kept aware all developments and the best body for news is likely to be NALC.

Item 8

Clock Tower Report

Brief description of the building & history

The Clock Tower was constructed in c.1679 by Christopher Hey, a wealthy mercer, supposedly to house a fire warning bell after the great fire of Watton in the 1670's. It was originally built in brick and thought to be of a rare quality and design, the tower was cement rendered when a new clock, the present one, was installed in 1827. The lower section of the Tower was used as the town lock up. In recent times, it was used as a rubbish store until being internally refurbished as a very compact Tourist Information Centre. The Clock Tower is no longer a Tourist Information Centre (which moved to Wayland House in 2006) and remains empty – occasionally being used for storage by Watton Town Council.

The Tower is built on the North side of the High Street with its main elevation to the High Street. To the East and West are two storey buildings with pantile roofs. A lean-to roof is built against the North side.

The Tower is two storeys with parapet surrounding a flat lead roof with a hexagonal lead covered pyramidal support to the hexagonal cupola. The parapet is a mixture of moulded brickwork formed into panels with brick dividing piers, the top of the wall is castellated.

The external walls below the parapet are covered with a Portland cement render. There are two flat headed doors entering the tower at street level, above the doors is a rendered hood moulding with label stops. Above the hood moulding are two cast iron circular pattress plates.

At first floor level a string exists in the render linking to a shouldered architrave to the clock, below the clock is a date of 1679 and the architrave above the clock has a moulded pediment. Two further pattress plates are provided at the base of the pediment.

Above the pediment is a timber beam standing just proud from the render, the beam suggests a four centred arch. Above this are the arms of Watton in the form of a hard above a barrel.

The Clock Tower was given Grade 2 listed building status in September 1983.

The construction of the clock tower is a soft red brick, and the building is suffering from excess moisture in the fabric which is causing the building fabric to decay. This was brought up by Julian Horn in 2015 but still appears to be an issue regarding the inside of the Clock Tower – particularly the back wall.

The Clock

2012 – Major overhaul of the clock recommended by MICKLMAYR Clock and Watchmakers – this was undertaken in February 2013 along with restoration work to the clock dial.

2014 (May) – MICKLMAYR Clock and Watchmakers undertook an annual service of the clock.

2014 (December) – Damage was noted to the clock, the strike side of the clock had been wound whilst in a partially disassembled state – as a result, both locking pins were broken off and the fly click wheel was missing.

2015 (February) – The clock was inspected by Martin Anscombe, opinions regarding the missing parts were sought and it was recommended that any parts held by the maintenance contractor were returned to the Council.

2015 (June) – Maintenance contractor confirmed they held no parts for the clock. Discussions held to repair clock to working order.

2015 (August) – MICKLMAYR Clock and Watchmakers return to fix clock, they find the roof has been leaking and that the clock is rusty. Quoted to remove rust and carry out repairs. Jane enquired about an electrical motor to run the clock.

2017 (March) – MICKLMAYR Clock and Watchmakers carry out site inspection and parts taken away that were covered in rust, onsite inspection saw that clock hammer had seized due to inactivity. Quote was supplied for all repairs – this was accepted 15/03/2017.

2018 (May) – Clock stopped again, MICKLMAYR Clock and Watchmakers recommended two services a year required. Enquiries were made regarding installing an electric motor, with both MICKLMAYR Clock and Watchmakers and Smiths of Derby – Smiths of Derby came out and serviced the clock. MICKLMAYR Clock and Watchmakers - £6,248 / Smiths - £6,305 +VAT

2022 (March) – Enquired again with Smiths of Derby regarding electrical motor to wind clock, this time it was priced at £7,551 +VAT.

2023 (December) – Smith's of Derby to go ahead with removing the clock to their Derby workshops for overhaul – this to take place early 2024 costing £7,583.

2024 (March) – Clock was put back in the clock tower, but it was not chiming, and the timing was not correct, engineers were asked to come out and fix the issue.

2024 (June) – Clock was returned from the workshop and put back in the clock tower – all working well.

2024 (August) – The clock stopped working, Smiths of Derby came out and removed the clock from the tower and took it back to the workshop in Derby. The weights were replaced for heavier ones to see if this would fix the issue.

2024 (October) – Clock returned from the workshop and is working properly, but engineers asked to come out and put the time back due to clocks going back 1 hour. Cost of £175.

2024 (November) – Engineers asked to come out again due to clock now running fast.

2024 (November – late) – Clock overwound, and rope has come off pulley, one engineer came out but was unable to fix the issue. To have two engineers out would cost £1,776 – this was not proceeded with, and the clock has not been working since.

Money spent on the clock in recent years:

2021-2022: £274

2022-2023: £150

2023-2024: £0

2024-2025: £7,762.96

Building maintenance

2004 (April) – Refurbishment of the clock tower was discussed at meeting of environment and then discussed with the Wayland Partnership.

2004 (July) – Small areas of render were removed from the front of the Clock Tower for investigative purposes.

2010 (April) – Inspection of the Clock Tower undertaken by Paul Robinson Partnership, inspections summarise that the building has been neglected, and a number of repairs were recommended including roofing repairs, parapet repairs, chimney repairs, external timber repairs, and further recommended a specialist timber report from the internal timbers.

2016 (April) – First Quinquennial inspection report for the clock tower is produced by NPS Group – multiple repairs were identified.

2016 (August) – Paul Robinson Partnership contacted again regarding inspection, recommended that an up-to-date inspection is undertaken. Two other architectural companies were also contacted regarding a building inspection.

2016 (October) – Building works were quoted for by Attowes

2017 (March) – Works were completed by Attowes for the sum of £18,759.

2022 (April) – Second quinquennial inspection report is conducted by NPS Group, a significant number of repairs were recommended. It was resolved at full Council on 13/12/22 to go ahead with the works recommended from this report.

2023 (September) – Works from the second quinquennial report were undertaken by Attowes – these came to the cost of £4,142.

2025 (January) – An intermediate inspection was carried out to review the condition of Watton Clock Tower. Several repairs were recommended, in particular it was recommended that a structural engineer was engaged with to check the condition of a crack in the south-east corner of the clock tower – which was noted to be worse than when previously observed. The condition of the back wall was noted that the paint is continuing to come off of the brickwork – it has been suggested with advantage that the paint should be removed to allow the walls to breathe.

Moving Forward

The next step following on from the Intermediate Inspection will be to engage the services of a structural engineer, this has been quoted for £960-£1,440 by Josh Halton-Farrow at Wright Consulting.

There is an electrical supply to the Clock Tower, it was chased up years ago, but nothing came from EDF regarding where the supply came from. An electrical engineer from UK Power Networks came out to inspect the clock tower in the first week of February, it was concluded that the supply has no meter point administration number assigned and thus was coming from an un-registered unmetered supply. Their findings were inconclusive as it could not be confirmed if the incoming supply is an official UK power network service or not, the UK power networks connection services department has been contacted to request a new service to the clock tower. The surveyor during

the site visit should be able to provide some additional information of any requirements that we may need for future electricity consumption in the clock tower.

Many of the issues caused with the clock are related to the winding of the mechanisms, although it has been enquired about numerous times, having an electrical motor to wind the clock would mean that there would no longer be the need for manual winding. I have yet to reach out to Smiths of Derby regarding a price for having an electric motor, this is because the structural integrity of the building and getting the electrical supply in the clock tower take priority for now. If it is agreed to have the suggested works completed to the clock tower

Update 05.03.25

Schedule of building works sent to the builders is below.

UKPN visited the Clock Tower on 05.03.25 – very rough verbal estimate of £14,000 given to put a new electrical supply into the Clock Tower as the supply would need to be taken from the main electrical line on the opposite side of the road.

A suggestion is to approach Norfolk County Council regarding possible legal use of the unmetered supply which is currently running to the building.

Schedule of works sent to builders

KINGS
& DUNNE
Architects

Watton Clock Tower Schedule of Work

Project No: 2022-062

Intermediate inspection to review the condition of Watton Clock Tower.

The following notes should be read in conjunction with the Quinquennial Report carried out in May 2022. The Town Council instructed Kings & Dunne Architects to arrange for various repairs to be carried out in early 2023 with G F Atthowe Builders employed to implement the works on site.

An inspection of the Clock Tower was carried out on the 30th January 2025. The intention was not to carry out a full Quinquennial Survey but to identify works that with advantage should be implemented whilst also making reference to the earlier report.

Using the referencing from the earlier report:

8.0 Exterior

8.01 Tower Covering

- Repoint 50% of pointing to the cover flashing to parapet.
- Repoint 25% of parapet.
- Inspecting the parapet coping stones and provisionally allow for rebedding 10% of parapet.
- Provisionally allow for repointing 2m² of parapet.
- Prepare and apply Super Dec wood stain to the exterior of the roof hatch door.

8.04 Tower South Elevation

- Decorate the thresholds of the two doors at the base of the tower with Super Dec.

8.05 Tower North Elevation

- Provisionally allow for taking down the chimney stack to 100mm below the level of the rafter make good the adjacent gable externally in a render to match the existing. Allow for making good the roofing felt, where the chimney has been taken down and finish with pantiles to match the existing. All to be left complete and watertight. Prior to this work proceeding the Conservation Officer is to be contacted and the work agreed.
- Generally, on all faces of the tower it is considered the terracotta infills, between the crenellations, are suffering with especially heavy erosion occurring to the panels on the East Elevation – with advantage this terracotta work should be consolidated using conservation techniques. Allow the provisional sum of £1500 to employ a conservator to consolidate the terracotta work, prior to this work proceeding the Conservation Officer is to be consulted and the work agreed.

9.00 Interior

9.01 Clock Chamber

- The crack in the South East corner of the Clock Tower would appear to be worse than previously observed, there are already two tie bars running North to South (front to back) in the Tower. It is recommended a Structural Engineer is employed to comment on this crack and the cracking in the South West corner of the Tower. Allow the provisional sum of £1000 for works on site.

Item 9

Terms of Reference for Watton and Saham Flood Action Group (WASFAG)

1. Introduction

The Watton and Saham Flood Action Group (hereafter referred to as WASFAG) began as a community-led initiative focused on reducing flood risk, improving resilience, and supporting affected residents within Watton and Saham Toney.

The Town Council of Watton and the Parish Council of Saham Toney have agreed to support the group and will facilitate future meetings of the Working Group.

2. Purpose and Objectives

The Group is concerned with flood-related issues in Watton and Saham Toney.

The Group aims to:

- Raise awareness of flood risks and mitigation measures.
- Engage with, and work for good communication with authorities such as other local councils, the Environment Agency, and emergency services.
- Develop and implement community flood plans to prepare for and respond to flooding.
- Monitor and report flood risks, including blocked drains, river levels, and surface water issues.
- Support affected residents before, during, and after flooding events.
- Promote sustainable drainage and flood resilience measures in homes and businesses.
- Seek funding for flood prevention and community resilience projects.
- Share good practice.
- Investigate and help implementation of riparian responsibilities.
- Make representations on planning applications where the Group thinks there is a risk of flooding on site or to neighbouring properties.

3. Membership

Membership is open to residents, businesses, and other stakeholders within Watton and Saham Toney and will include 2 representatives from Watton Town Council and 2 from Saham Toney Parish Council. The Group will encourage diverse participation, including those with local knowledge, technical expertise, or experience of flooding.

4. Governance and Roles

A Chairperson will be elected by the Flood Group to lead meetings, represents the Group externally, and ensure objectives are met.

Office staff from Watton Town Council will take minutes, manage correspondence, and maintains records.

Members of the Group Flood will be encouraged to act as local contacts, to monitor conditions, assist in emergencies and help with promotion and communication. The Flood Group is an associate member of the National Flood Forum (NFF) and a copy of these Terms of Reference will be supplied to the NFF.

Additional roles may be created as needed.

5. Meetings and Decision-Making

The Group will meet [quarterly] with additional meetings as necessary.

Decisions will be made by consensus or majority vote, with a quorum of 3 members.

Minutes will be recorded and shared with members.

6. Partnerships and Communication

The Group will liaise with local authorities, emergency responders, water companies, and environmental agencies.

Public updates will be shared via website, social media, newsletters, etc.

A contact network will be maintained for emergency response coordination.

7. Funding and Resources

The Group may seek grants, donations, and funding from appropriate sources with any such monies held and managed by Watton Town Council.

8. Review and Amendments

These Terms of Reference will be reviewed annually and may be amended by agreement of the majority of members.

9. Dissolution

If the Group ceases to operate, any remaining funds will be donated to a relevant flood-related cause or community resilience initiative.

Item 11



The Leader's Office
Breckland Council Telephone No. 01362 656870
07880393245
Joanna.Elks@Breckland.gov.uk

Jane Scarrott
Watton Town Council
Wayland Hall
Middle Street
Watton
IP25 6AG

Via email only to: clerk@wattontowncouncil.gov.uk

5th March 2025

Dear Jane,

We are reaching out to request your support in extending and expanding the successful Thetford Safer Street Warden initiative, which has already demonstrated significant benefits in reducing low-level crime and anti-social behaviour while fostering a safer environment for both visitors and businesses.

Earlier this year, we secured Safer Streets Round 5 funding to establish two Safer Street Warden posts, operating as 1 FTE (each working 18.5 hours per week). The impact has been overwhelmingly positive, with the wardens exceeding the original objectives set out in the funding agreement. A recent survey reinforced this success, highlighting not only reductions in crime but also an increased sense of safety within the community.

However, with the current funding set to expire in March 2025 and no further Safer Streets funding available, we are seeking to sustain and expand this initiative. To achieve this, we are requesting an equal contribution of £10,000 from each of the Breckland Town Councils. The Office of the Police & Crime Commissioner will contribute £10,000 and Breckland Council will contribute up to £50,000.

This investment would allow us to create a dedicated roaming workforce, extending the benefits already seen in Thetford to all market towns across the district.

By continuing and expanding this initiative, we can:

- Further reduce low-level crime and anti-social behaviour across the district.
- Enhance safety and confidence for residents, businesses, and visitors.
- Provide a proactive presence to deter crime before it escalates.
- Strengthen partnerships between local authorities, businesses, and law enforcement.

Without the necessary contributions, the Safer Street Warden posts will come to an end in March 2025. This would mean:

- A loss of the visible deterrent that has been so effective in reducing crime.
- Increased pressure on police and local authorities to respond.
- A potential decline in the sense of wellbeing of residents.
- A missed opportunity to extend these benefits to all market towns across the district.

Your support will be instrumental in ensuring the continuation of this proven initiative, helping all market towns reap the same benefits that Thetford has already experienced. We would welcome the opportunity to discuss this further and explore how we can make this happen together.

Please contact Stephen James to let us know a convenient time to connect – stephen.james@breckland.gov.uk

Yours sincerely,



Cllr. Sam Chapman-Allen
Leader, Breckland District Council



Sarah Taylor
Norfolk Police and Crime
Commissioner