



## Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 25<sup>th</sup> March 2025 at 7.00pm for the purpose of transacting the following business.

Please note: A Charlotte Harvey Trust Meeting will be held at 6:30pm before the Town Council meeting. The Chamber will be open to Members of the Public from 7pm

*Jane Scarrott* Town Clerk

19<sup>th</sup> 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
  - 4.1 To confirm that the minutes of the meeting held on 11.03.25 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/Deputy Clerks Report
  - 5.6 Reports from Lead Councillors
6. To note and amend the Works in Progress List
7. PUBLIC PARTICIPATION
8. FINANCE
  - 8.1 To approve payments for March 2025 (To follow)
  - 8.2 To note draft minutes from the Finance Committee Meeting held on 14.02.25
  - 8.3 To consider recommendations made by the Finance Committee:
    - i. The Finance Committee recommends that the Town Council does not agree to giving a loan for £20,000 as requested by Watton Sports Association as it does not see this as an appropriate use of Council funds.
9. Update on Devolution and Local Government re-organisation
10. CEMETERY
  - 10.1 To note draft minutes from the Cemetery Working Group Meeting held on 11.03.25
  - 10.2 To receive a brief cemetery update
11. To note correspondence received from BBC Radio Norfolk - Make A Difference Awards
12. To nominate 2 Council members for the Watton and Saham Flood Action Group
13. To consider Grant Application received from The Charlotte Harvey Trust
14. To consider a "summer recess" for the Council
15. To agree to support 3PL/2018/0952/O - Application for Additional Funding Required for Previously approved Skate Park

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

16.1	PL/2025/0284/OMIN	Outline Planning for access and layout of 7 dwellings.	Land to rear of 123 Brandon Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197322">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197322</a>
16.2	PL/2025/0293/FMIN	Proposed change of use of a residential dwelling and its associated garage outbuilding. The use class will change from Residential (Use Class C3) to a Day Nursery (Use Class E(f)). The proposed works also include two extensions and internal alterations to link the buildings together. Additionally, to provide secure access and play space for the day occupants.	The Old School House, 85 High Street, Watton, Thetford, Norfolk, IP25 6AW	<a href="#">Breckland   Breckland Online   Application   197334</a>

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

17.1 To note draft minutes from the HR Committee Meeting held on 14.03.25

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday March 11<sup>th</sup> 2025 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

County Councillors Claire Bowes and Fabian Eagle also present.

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

Tina Cruz, Tina Kiddell, Cat Turley-Long and Steve Turley-Long

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

### 3. **MINUTES**

3.1 The Minutes of the meeting held on February 25<sup>th</sup> 2025 were accepted as a true record.

3.2 Updates from the meeting held on February 25<sup>th</sup> if not agenda items (noted in the agenda pack):

- 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 Norfolk County Council might take.
- Signs for Heritage Park have been ordered.
- Signed TR1 Land Registry document giving ownership of the Thetford Road land to Watton Town Council has been returned to the Solicitor.
- Contractor has been instructed to undertake electrical works at the Linmore Unit as agreed.
- Draft lease with the Museum4Watton has been passed to the Museum for comment.

### 4. **REPORTS**

#### 4.1 Chairman's Report

The Chairman gave no report!

#### 4.2 Vice-Chairman's Report

The Vice-Chairman attended the Official opening of the new kitchen at the Charlotte Harvey Centre Community Hub on 11.03.25.

#### 4.3 Clerks Report

Written report presented in Councillors Agenda Pack.

Noted that the Clerk has met with Clerks from three of the four other market towns in Breckland and the thoughts are that the Town Councils are keen to consider taking freehold of the current Breckland owned car parks in their towns. It is not known however if this is possible.

#### 4.4 Lead Councillors Reports:

4.4i **It was resolved** that the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision.

Cllr Martin reported that daffodils in Church Walk have been vandalised. This will be reported to the Police and Breckland Council will be contacted about the progress of installation of a camera along Church Walk.

Cllr Hebborn as Council Rep. for the Wayland Chamber of Trade reminded those present of the Well-Being Day to be held at the Charlotte Harvey Community Hub on March 18<sup>th</sup>.

As Chairman of HR, Cllr Hebborn, also referred to the staffing update in the Clerks Report and noted that the staff are currently being interviewed as part of staffing re-organisation.

## **5. PUBLIC PARTICIPATION**

County Councillor Fabian Eagle, Norfolk County Council (NCC) Cabinet Member for Economic Growth, spoke about a new initiative from NCC: £250,000 has been allocated to support "Norfolk High Streets Matter". Pilot towns are being chosen where help will be given to local businesses.

The Love Your Market Town initiative is also to be extended with the hope that it will be supported through partnerships between local traders, the town councils and NCC.

County Cllr Claire Bowes informed the meeting that re-surfacing and re-lining work will be undertaken in Watton during 25/26.

Claire also reminded the meeting that Breckland Council is updating its Local Plan as there is a need to deliver 903 dwellings per annum in the district. There will be a fresh call for sites and further consultation with adoption of a new plan scheduled for 2027.

## **6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION**

Noted that Breckland Council is holding a special council meeting on 20.03.25 to debate its responses and solutions for "reorganisation" locally.

## **7. NORFOLK ALC MEMBERSHIP**

The Norfolk Association of Local Councils subscription fee for 25/26 IS £1143.92.

**It was resolved** to affirm the previous decision not to re-join Norfolk ALC at the present time.

## **8. CLOCK TOWER REPORT**

UKPN visited the Clock Tower on 5th March to investigate the electricity supply to the building. An estimate of a minimum of £14,000 has been received to provide an electricity supply to the Clock Tower to replace the current unmetered supply.

**It was resolved** not to consider any further work to the clock mechanism until needed maintenance works to the Clock Tower building has been undertaken, but options for the clock itself will continue to be investigated.

## **9. WATTON AND SAHAM FLOOD ACTION GROUP**

**It was resolved** to accept the draft Terms of Reference for the Watton and Saham Flood Action Group as presented. The document will now be shared with Saham Toney Parish Council.

## **10. DOUBLE YELLOW LINES**

A request for double yellow lines to be installed along Harvest Road from the junction with Norwich Road has been made. The County Councillor is waiting to hear back from the local Highway Engineer regarding queries raised including the provision of double yellow lines.

## 11. SAFER STREET WARDENS

Correspondence has been received from the Leader of Breckland Council requesting support to extend the Thetford Safer Street Warden Initiative to create a dedicated roaming workforce across the Breckland district.

The Town Council felt more information was needed before any decision could be made.

## 12. PLANNING

12.1 PL/2025/0155/CLOPUD proposed conservatory to rear of property – 242 Lovell Gardens, Watton.

It was agreed to support the recommendations made by Watton & Saham Flood Action Group.

In response to a query raised, Councillor Claire Bowes offered to investigate why Breckland Council planners are taking so long to complete land searches.

## 13. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS to consider confidential matters.

13.1 Cemetery Working Group – recommendations made at the Cemetery Working Group meeting held prior to the Full Council meeting will be agenda items at the next meeting on 25.03.25.

### Item 4.2 Update from the meeting held 11.03.2025

Agenda Item No.	Update
3.2	Electrical contractor booked for 24 <sup>th</sup> , 25 <sup>th</sup> and 26 <sup>th</sup> March for electrical work at the unit
8	18.03.25 - Update has been requested regarding a start date of works to the Clock Tower
10	Local Highways Engineer comments regarding yellow lines at Harvest Road: Double yellow lines would require a legal order and cost around 10k and take 12 months to deliver. I'm not sure why this would be asked for?
11	Breckland Executive Director Steve James has offered to provide more information regarding the Safer Street Warden Scheme. This is awaited.

## Item 5.5 Clerks/Deputy Clerks Report

### Thetford Road Allotment Land

Transfer of the land to WTC from Mrs Toulson is now completed.

The next step is to get the transfer registered at the Land Registry, this will be submitted in the next few days but will likely take several months to be completed due to the Land Registry's backlog.

Mrs Toulson has been contacted regarding the Allotment site being named after herself, but she felt from an historical point of view the site should be named one of the following:

1. The H&P Sale Yard Allotments
2. The Hall & Palmer Saleyard Allotments
3. The Sale Yard Allotments

This will be a future agenda item. (The office felt The Sale Yard Allotments is probably the best)

### Car Parks

Clerk and Mayor meeting with Cllr Suggitt and Ralph Burton on 25<sup>th</sup> April at 3pm regarding Breckland Car parks Strategy.

### Trees

TC agreed to support Tree Proposal by NCC County Councillor Claire Bowes.

5 Ornamental Cheery Trees are being planted at Merton Road.



○






Tree Planting on the area with a curve to it.









### Parish Partnership Scheme

The Town Council has been advised that it has been successful in its bid for a 3<sup>rd</sup> SAM2 signs and will be funded up to 50% if the sign is ordered within the 25/26 financial year.

The total scheme cost is estimated at £3638 and thus the Town Council contribution would be £1819.

The Council is still awaiting confirmation of additional locations for the SAM2 signs.




	<b>Resolution</b>	<b>Date and Agenda item</b>	<b>Action</b>	<b>Link to 4YP/NP</b>	<b>Lead</b>	<b>Current Position – 19.03.25</b>	<b>Status</b>
124	That the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision	11.03.25 4.4i	Gather information		Office	To do	
123	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	25.02.25 11	Establish Joint Committee		Office	Draft Terms of Reference have been agreed and sent to Saham Toney Parish Council. To nominate 2 Cllrs – Agenda item 12 on 25.03.25	
122	Verbal concern has been raised regarding overgrown paths and maintenance of signage at Wayland Wood – Concern will be investigated and Norfolk Wildlife Trust contacted	11.02.25 4.4	Investigate concern and write to Norfolk Wildlife Trust		Office	Cllr Hutchings and Clerk are investigating	
121	Consider a contract with the preferred grounds maintenance contractor for provision of support for the TO's should one or both be off work	28.01.25 8.3iv			Office	To approach contractor	
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> <li>site inspection of the tower</li> </ul>	14.01.24 15	Accept quote and arrange works		Office	Site inspection of the tower took place 30.01.25	

	<ul style="list-style-type: none"> <li>• review of the present quinquennial survey</li> <li>• production of a list of works and discussion of the list with a view to producing a minor schedule of works.</li> </ul>					Awaiting date of works – update requested 18.03.25	
119	To review Grants and Donation Policies	26.11.24 7.3vi	Review policies		Office	Policy adopted	
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	Signage on order	
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				Breckland is proceeding with installation (expected w/b24.03.25) where there are already CCTV cameras in the high street	
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Hold discussions with BDC		Office	Received heads of term for lease of Car parks. Solicitor engaged but no instruction given. Chairman and Clerk have meeting scheduled with BDC 25.04.25.	
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	27.08.24 4.7	Lease with solicitors		Office	Solicitor letter of engagement returned on 15.01.25	



	the needs of the lease before proceeding any further with Solicitors					Waiting for Museum4Watton to comment on lease	
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 been 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	😊
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.	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	😊

	Decision taken 12.11.25 to defer further decisions re. Christmas lights until 2025.					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	Transfer of land to the Town Council has been completed. Name of site to be a future agenda item.	😊
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	14.09.21 6.1	Some works have been undertaken.	4YP	Office	April 26 <sup>th</sup> 2024 Finance committee recommendation accepted: to	😊

	for which the Town Council are responsible for will be undertaken.					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.  To undertake a Town Council Sustainability Audit.	6 12.11.19  12 24.09.19	Clerk to investigate and present model policies to Full Council.  To undertake Audit.	4YP	Clerk  Office	Research being undertaken.  EMO submitted Sustainability & Climate Change Awareness Report Suggested works on Lighting at Wayland Hall to take place by electrician – Works to be undertaken on 17.02.25	
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.	

Item 8.2

**Minutes from the Finance Committee Meeting held on  
March 14th 2025 at Wayland Hall**

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

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 14.02.25
  - i. The Minutes of the Finance Committee Meeting 14.02.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 14.02.25
    - The Council has been informed that the transfer of the Thetford Road Allotment Site has been completed. The former owner will be contacted about a possible name for the site and this matter will be an agenda item for a future Town Council meeting. It was also suggested that a meeting should be held with the Thetford Road Allotment holders in the near future.
    - It was noted that the Full Council has resolved to go ahead with necessary building maintenance work on the Clock Tower but that any works on the clock movement will not be considered until the structural building work has been completed.
    - It was suggested that the Council should update its internal Emergency Planning annually in April ready for information to be shared with the incoming Chairman. A request was made for the status of the Internal Emergency Plan to be reported at the next HR meeting.
  - iii. Detailed discussion took place regarding the possibility of the Town Council taking over the current Breckland Council owned car parks in the town. It was felt that the Town Council would prefer freehold of the car parks if it was to take them over and that as Breckland Council is not providing overall cost figures the Town Council is not in a position to move forward with any transfer. It was noted that the Chairman and Clerk have been invited to meet with Councillor Suggett and Breckland Officers regarding Breckland car park strategy.

4. Bank Reconciliation

The Finance Committee members had been issued with the Bank Reconciliation and net position figures prior to the meeting. The expectation is that the Town Council will have kept within the predicted budget figures for 24/25 once the allocated figure from reserves is incorporated.

The Bank Reconciliation dated 38.02.25 was checked and signed by the Internal Control Officer.

5. Watton Sports Centre Loan

The Town Council has been approached to provide a loan to Watton Sports Association.

The Finance Committee recommends that the Town Council does not agree to giving a loan for £20,000 as requested by Watton Sports Association as it does not see this as an appropriate use of Council funds.

6. Four Year Forecast

- At the next Finance Committee meeting consideration will be given to possibly allocating a sum of money for future maintenance works at the Thetford Road Allotments as the site is now owned by the Town Council.

7. Date of the next meetings

HR Committee: 11<sup>th</sup> April 2025 11.00am

Finance Committee: 11<sup>th</sup> April 2025 12.00pm

Recommendation to Full Council:

The Finance Committee recommends that the Town Council does not agree to giving a loan for £20,000 as requested by Watton Sports Association as it does not see this as an appropriate use of Council funds.

**Email forwarded to councillors on 18.03.25**



Cllr Kay Mason Billig  
Leader  
Norfolk County Council  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

KMB/SM

17 March 2025

Tel: 01603 223201

By Email

Dear Colleague,

Thank you for all the dedicated work you do in our towns and villages across Norfolk.

You may well be aware that the Government has called for local government reorganisation, with the county and district councils across England replaced by unitary authorities – running all services in their area.

I believe that this presents an opportunity for a fresh look at how services are provided in neighbourhoods - and of course town and parish councils are crucial to this, being rooted in the community.

I am really interested in your views and ideas, as we start to shape detailed plans over the next few months. For example, there may be some services currently provided by the district and county councils that your council would like to be more involved in, or you may have thoughts about how neighbourhoods can have a greater say about the services in their area.

I think that people in Norfolk deserve to have the most cost effective and efficient form of local government, with strong links to our communities. I believe we can achieve that, by working together.

This is a once in a generation opportunity to redesign local government, to make it effective and efficient, as well as community-focussed.

You may be aware that the County and District councils were asked by Government to submit an interim plan this month. Norfolk County Council's submission, attached to this email, highlights a range of potential benefits from having a unitary council system, including:

- ensuring strong local links, through close working with town and parish councils, or local boards.
- ending confusion – so people know who delivers services in their area and who to contact when they need them;
- delivering value for money – fewer sets of senior officers, councillors and council headquarters would free up money to put back into the services people need;
- joining up existing services, to make them more effective – such as bin collection and waste disposal and enabling housing and social care to work together more closely;

Initial calculations show we can save millions of pounds that can be reinvested in better services, if we do this right.

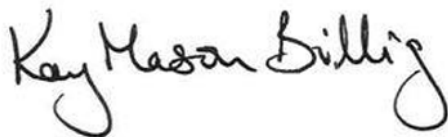
We are determined to be guided by the data to develop the best possible proposal, to submit to Government in September. To make sure we get it right we want to understand what is important to local people in your area, and hear from you about what your council thinks we need to know. That's why I'm keen to engage with you over the coming weeks and you should be hearing from my officers soon.

If you have any initial questions and thoughts, please do feel free to contact the team at [lgr@norfolk.gov.uk](mailto:lgr@norfolk.gov.uk).

In the meantime, you can find updates on local government reorganisation and devolution on our website at [www.norfolk.gov.uk/devolution](http://www.norfolk.gov.uk/devolution). You will also find a useful overview of devolution and local government reorganisation attached to this letter, which will be soon be published in our latest edition of Your Norfolk magazine.

I will keep you updated and really look forward to working with you.

Yours sincerely,

A handwritten signature in black ink that reads "Kay Mason Billig". The signature is written in a cursive, flowing style.

**Cllr Kay Mason Billig**  
Leader of the Council

**As noted in the last Town Council minutes Breckland Council is holding a special council meeting on 20.03.25 to debate its responses and solutions for “reorganisation” locally. If and when minutes of this meeting are received, I will forward round to Councillors.**

## Item 10.1

Notes from the Cemetery Working Group Meeting held 11.03.25 at Wayland Hall

Present: Peter Bishop (Chairman for the meeting), Tony Bridges, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Don Saunders and Gillian Tarrant

Apologies received from Tina Cruz, Tina Kiddell, Cat Turley-Long and Steve Turley-Long.

### 1. Number of ashes in a plot

On guidance from the undertakers it is accepted that 3 sets of ashes can be accommodated in one plot. This number is dependent on if the ashes are contained and if a re-opening is taking place whether it is known where previous internments have been placed.

It was agreed that a maximum of 4 sets of ashes should be interred in a single plot unless there are reasonable extenuating circumstances.

Undertakers will be approached for further advise.

### 2. Number of vases per grave

Currently the Cemetery Rules state that two vases are permitted per grave.

It was agreed that a double grave could be permitted 4 vases but that would be a maximum amount on any grave.

### 3. Memorial size

In the Cemetery Rules the curtilage of the grave dictates the size of the memorial. There is no given height restrictions.

The stone mason will be asked for some guidance re. height of memorials.

Memorial foundation stones should be laid flush to the ground and the stone mason will be also be asked why recent stones appear quite prominent.

### 4. Excess soil

There is understanding that excess soil from grave digging should not be removed from the Cemetery as the site is consecrated.

Those present felt every effort should be made to use the excess soil to level sunken graves.

### 5. Pre-purchase of ashes plots

It was agreed that, as with burial plots, there should be no pre-purchase of ashes plots apart from an adjacent plot at the time of interment.

### 6. Bad-debt

It was agreed, as with any other outstanding invoice, the bad-debt for use of the Cemetery will be passed to the small claims court.



## Item 10. 2

Clerk and Deputy Clerk met with Keith from Bretts Stonemasons on 18.03.25

Various matters were discussed.

1. Foundations stones are prominent to allow sinkage
2. Keith is sending over guidance and professional advice on measurements of memorial sizes and heights (Awaiting report)

Undertakers are still to be approached for advice regarding number of ashes in a plot.

Once the office has gathered all information, recommendations will be brought back to council for consideration.

## Item 11

Email received from Amy Blunt – Community Producer at BBC Norfolk

“I wanted to flag an exciting BBC project this year, in the hope you might be able to share some information about it around your networks or put forward some nominations of your own? It’s all very exciting and I’m hoping to drum up as many nominations as possible.

As you may already know, the BBC Radio Norfolk Make A Difference Awards are a chance to celebrate the wonderful individuals and groups going above and beyond to make this county a great place to live.

Nominations are now open and they close at 5pm on 31<sup>st</sup> March.

There are 8 categories;

- The Volunteer Award
- The Young Hero (New to 2025)
- The Great Neighbour Award
- The Active Award (New to 2025)
- The Animal Award
- The Green Award
- The Fundraiser Award
- The Community Group Award

People can nominate at [bbc.co.uk/makeadifference](https://bbc.co.uk/makeadifference), where they can also see full Terms and our Privacy Notice. There is more information there about how to nominate and who is eligible.

The winners will be announced at our Make a Difference awards ceremony in September. Follow #BBCMakeADifference on social media for more details and feel free to use our hashtag.”

### Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

#### A. Your Organisation

1.	Full name of organisation	The Charlotte Harvey Trust	
2.	Registered charity number (where applicable)	304104	
3.	Year organisation established	1968	
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	The Charlotte Harvey Trust was set up to support and improve the lives of the youth and older people of Watton. Through the provision of leisure and recreational activities, skills development and improved social welfare.	
5.	Please state whether your organisation is:	Watton based for Watton people?	Yes/ <input checked="" type="checkbox"/> No
		Watton branch of a national organisation?	<input checked="" type="checkbox"/> Yes/No
		Watton based serving a wider area?	Yes/ <input checked="" type="checkbox"/> No
		Local organisation partly serving Watton?	<input checked="" type="checkbox"/> Yes/No
6.	Where are your organisation's headquarters	Watton Community Centre	
7.	What is the total membership of your Organisation?	n/a but around 200 people from 16 local groups regularly use the Centre and it is now the base for the Watton Food Hub	
8.	How many Members live in Watton?	The majority of users are from Watton with some from surrounding areas	

## B. Grant Request

9.	How much grant are you asking for?	£ 1000
10.	What is the total cost of the project?	£ 30,730
11.	What will you use the grant for?	<p>The main project funding (£30000) will be from Mick George a Landfill Trust fund, to 'release' the funding 11.5% or £3450 is needed as a Capital Transfer Payment. The £1000 would go towards this payment, together with £2450 from the Charlotte Harvey Trust.</p> <p>The project will refurbish the car park at the centre, provide disabled access, hard surfaced footpaths and disabled parking.</p>
12.	How many people in Watton do you estimate will be receiving help from the grant?	600, users of the centre and the food hub (and their families)
13.	Are funds available from other sources? (If yes, please give details)	£30,000 has been applied for from Mick George
14.	What fund raising efforts will your organisation be making	Expect to raise funds via grant funding applications

## C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	Centre users include a wide range of ages from children (toddler Group) to youth (Youth Group), adults (yoga, martial arts) to senior citizens (bowls, sewing). All ages benefit from using the Food Hub.
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16.	Please provide a set of your organisation's latest <b>AUDITED ACCOUNTS</b> , 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.	See attached accounts for 2023/24. CHT income was inflated for this year by one large (£52k) and several smaller grant awards. There is also a reserve associated with the Watton Food Hub
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**D. Statement in Support of Grant Request**

17.	Please use this space to include a <b>STATEMENT</b> in support of your request. (This must include <i>details of how your organisation meets the 'eligibility criteria' set out in the information pack</i> 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)	see attached.
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**E. Agree to**

Please tick

18.	Do you agree to provide updates on how the grant is spent?	yes
19.	Do you agree to provide receipts for expenditure if requested?	yes
20.	Do you agree to provide a report for the Annual Town Meeting in the April following your award?	yes

# Watton Community Centre

## Car Park resurfacing & Disabled Access improvements

### 1. Introduction

The Watton Community Centre is fortunate to have a large and well-used car park. The car park is surfaced with loose gravel which is beginning to deteriorate: several large potholes have developed, some areas flood in the rain and in places the gravel is being overtaken by vegetation.

In addition the level of disabled access to the Centre is limited: the loose gravel is not a good surface for wheelchairs and buggies to cross and the rear door to/from the Rear Hall has a step rather than a ramp.

This project will address the access issues and refurbish the car park surface to future proof access for all to the Centre.

### 2. Project specifics

The project will

- a. Build a wheelchair accessible ramp to Rear Hall door.
- b. Install a hard surfaced path around Centre and linking to adjacent pavement.
- c. Create hard standing for 2 accessible car parking spaces.
- d. Create an area of hard standing around access from Harvey Street.
- e. Resurface the remainder of the Car park with gravel.



Map No.	What	Approximate measurements
1	Access ramp to door to Rear Hall	Height: 40cm. Length 8m (1:20) <u>with</u> 2, 1.4m x 1.4m platforms. With railings
2	Hard surfaced footpath	Width: 1.5m. Length 50m.
3	Disabled car parking spaces,	8.4m x 6m
4	Car park entrance, hard surface	9m x 5m
5	Main car park area - currently gravel	840m <sup>2</sup>

### 3. Project Funding

The project will cost approximately £30,000, this would require substantial grant funding.

- An application has been made (March 2025) to the Mick George Landfill Grant for £30,000.
- This would require a 'contribution' of £3450 to release the grant.
  - Have applied to WTC for a grant of £1000
  - £2450 would be from CHT Reserves.

## The Charlotte Harvey Trust

### Accounts summary 2023 / 24

Summary of Accounts Charlotte Harvey Trust	Balance b/f 1 April 23	IN	OUT	Balance 31 March 2024
Toilets	7900	42000	52066.7	-2166.7
Butterfly Patch	648.94	0	528.76	120.18
CHT Reserves	16972.97	0	6066	10906.97
Warm spaces	647.19	2000	647.19	2000
Community Voices	0	3430	300	3130
Focus Group	0	490	134.74	355.26
Lighting	0	2100	2100	0
Literacy Corner	0	3000	210	2790
Household Support	0	11650	0	11650
MacDonalds	560	0	628.46	-68.46
Food Hub Sustainability Grant	0	9000	0	9000
Food Hub Volunteer Support	0	10000	24	9976
Project Table Tennis	0	400	0	400
Brannan Room Roof	0	0	0	0
Backpacks		2000	0	2000
<b>Centre Income / Costs</b>	<b>4775.59</b>	<b>18022.07</b>	<b>16323.67</b>	<b>6473.99</b>
<b>Food Hub income</b>				
Staff costs	5089.18	0	11193.85	-6104.67
Food sales / income	2017.76	12483.71	18500.83	-3999.36
Reserve	0	1000	0	1000
Donations		2596.5	0	2596.5
Miscellaneous	94.25	9.39	23.6	80.04
Mileage	100	0	64.4	35.6
Till & cash management	500	0	1173.95	-673.95
Fixtures & fittings	300	0	1441.36	-1141.36
Promotion	400	0	267.02	132.98
Consumables	100		132.41	-32.41
<b>Centre running costs sub-total</b>	<b>4775.59</b>	<b>18022.07</b>	<b>16323.67</b>	<b>6473.99</b>
<b>Projects sub-total</b>	<b>26729.1</b>	<b>86070</b>	<b>62705.85</b>	<b>50093.25</b>
<b>Food Hub sub-total</b>	<b>8601.19</b>	<b>16089.6</b>	<b>32797.42</b>	<b>-8106.63</b>
<b>Sub-Total</b>	<b>40105.88</b>	<b>120181.67</b>	<b>111826.94</b>	<b>48460.61</b>

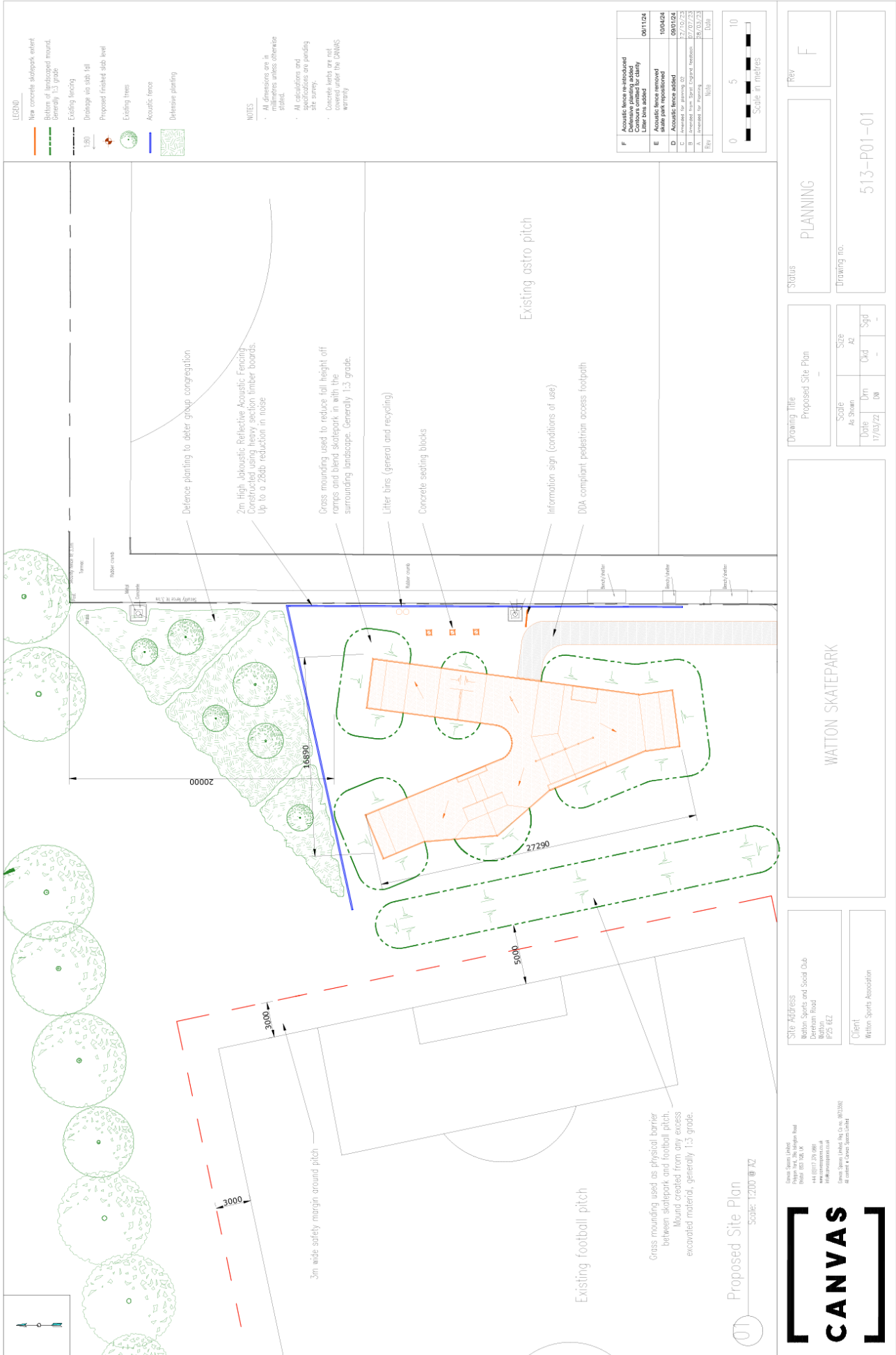
#### Item 14

Historically a local Council would consider a summer recess as Councillors would be involved with the harvest. This is no longer the case and very few local Councils have such a break from meetings.


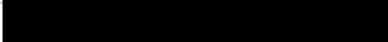
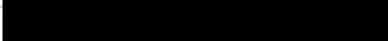
If there were to be no meetings at all in August, the main concern from the Office would be that if there was no approval of payments the Town Council debtors would be kept waiting!


Any change to the set dates of meetings would require Standing Orders to be amended.





## Section 106 Project Application

<b>Breckland Reference</b>	3123927
<b>Date</b>	Tuesday, March 11, 2025, 11:54:30
<b>Contact Details</b>	
<b>Name of Applicant Organisation</b>	Watton Sports and Recreational Centre
<b>Name</b>	
<b>Email Address</b>	
<b>Contact telephone number</b>	
<b>Address 1</b>	Watton Sports Centre
<b>Address 2</b>	Dereham Road
<b>Town</b>	Watton
<b>County</b>	NORFOLK
<b>Postcode</b>	IP25 6EZ
<b>What kind of group are you? (e.g. Parish Council, Voluntary Group)</b>	Registered Charity 268128
<b>Who will manage and monitor the project?</b>	Phil Kibler and Paul Rayner
<b>Project Details</b>	
<b>1. Title of Project</b>	Watton Skate Park
<b>2. Please describe your Project</b>	This Skate park project was already granted S106 funding but because of numerous issues planning approval was delayed and final approval required additional features to be added. The net effect was to create a shortfall in funding of £88,657.50
<b>3. How have you consulted with local people about the project? (i.e. Village Appraisal results, local consultation events with young people, letters of support etc)</b>	Yes and full planning approval has been given
<b>Please supply any supporting information</b>	
<b>4. What age groups is this project intended for? (Please select all that apply)</b>	6-10,11-16,17+
<b>5. Project Outcomes. Briefly describe what difference your project will make by listing up to five proposed outcomes</b>	Watton has waited 40 years for a Skate Park and this will provide: Healthy leisure activity Boost the confidence of young people using the park Provide a venue for future competitions Provide a safe environment for skaters Allow parents a pleasant environment to watch their children enjoy themselves
<b>6. Do you require planning permission for your project?</b>	Yes
<b>Please state the stage you are at in terms of applying for planning</b>	

permission	Full planning permission granted by Breckland District Council	
6a. Where will your project be located?	Watton Sports and Recreation Centre	
Please provide a site plan	443844061734453702__-__513-P01-01F-PROPOSED-SITE-PLAN.pdf	
6b. Do you own/lease the land?	We own the Land	
6c. How will you fund the ongoing costs relating to your project once a grant has been made?	Will be funded by general income	
6d. Have you consulted the Police Architectural Liaison Officer for advice?	No	
Please provide a copy of the report		
<b>Finance</b>		
Is the recipient organisation able to re-claim VAT?	No	
<b>Expenditure</b>		
Item	Additional Costs in build as already outlined to BDC	
Amount (£)	88657.50	
<b>Expenditure</b>		
<b>Project Total</b>		
Amount (£)	189657.50	
<b>Quote upload</b>		
Please provide a copy of the quote	Watton Skate Park Revised Costs based on Final Planning Approval.pdf	
<b>Additional funding</b>		
Organisation	Breckland District Council Section 106	
Amount (£)	101000	
<b>Additional funding</b>		
<b>Total funding requested</b>		
Amount (£)	88657.50	
<b>Bank Details</b>		
Bank Account Name (e.g.Mr J Smith)		
Bank Account Number		
Sort Code		
<b>Declaration</b>		
I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process. I have read and understood the guidance notes. I understand that by checking the declaration box it is classed as my electronic signature and is the legally binding equivalent to my handwritten signature.		Yes

**Please note: App 1 – Watton Skate Park Revised Costs based on Final Planning Approval**

Item 17.1

**Minutes of the meeting of Watton Town Council HR Committee held on Friday  
March 14<sup>th</sup> 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Peter Bishop and Gill Tarrant

Staff present: Clerk

1. No Apologies for absence received - noted that Sue Hebborn is the reserve member of the Committee.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 14.02.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update  
The Council's Leaves of Absence Policy will be checked to confirm what is covered regarding time off for sickness should leave of absence be required for cosmetic surgery or similar.

A suggestion was made to consider a "Plan B" for staff absences, particularly should any staff be off long term.