



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 25th May 2021 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

May 19th 2021

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 18th May 2021 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. REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 District Councillor's Report
 - 4.4 County Councillor's Report
 - 4.5 Police Report
 - 4.6 Clerk's Report
5. To note the Works in progress list – App 1
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for May 2021 (To follow)
 - 7.2 To receive Report from Finance Committee Meeting held 21.05.21 (minutes to follow)
8. To review the Risk Management Plan
9. To consider quotes received for installation of 3 benches at Church Walk
10. To consider Donation Application received from Watton Sports Association - App 2
11. To respond to correspondence re. street lighting requirements at Abel Homes development, Norwich Road
12. To agree purchase of audio equipment for the Council Chamber
13. To agree that the Town Council is willing to take on the open space land at the former RAF Officers Mess Site

14. PLANNING

To consult on planning applications received since the last meeting

14.1 3OB/2021/0B Modification of Section 106 dwellings for 3PL/2000/1132/F to allow occupation as permanent dwellings No 3-6 Fairway Drive, Saham Road, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3OB/2021/0021/0B>

14.2 3PL/2021/0667/LU - Single storey rear extension to enlarge kitchen and incorporate conservatory/sun room and external covered BBQ area. Existing conservatory roof and fenestration altered to form new sun room. - WATTON: 14 Harvey Street

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0667/LU>

14.3 3OB/2021/0023/0B - Application to discharge the planning Obligation on 3PL/2015/0219/F - Open space - Land to West of Saham Road IP25

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3OB/2021/0023/0B>

14.4 TRE/2021/0133/TPO - [T1] Cedar - Remove Broken Branch In The Top Quarter of The Tree. Weight Reduce Extended Branches Through Thinning Foliage At Extremities. [T2] Hornbeam - Weight Reduce Large Branches That Hang Over The Highway Through Thinning Foliage At End Points. [T3] Oak - Weight Reduce Large Branches That Hang Over The Highway Through Thinning Foliage At End Points. - The Old Vicarage Norwich Road Watton Thetford IP25 6DB

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=TRE/2021/0133/TPO>

15. To pass a resolution to exclude the Press and Public to consider cemetery matters

15.1 To report on Cemetery matters - ashes Kerbing

Item 3.1

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on
Tuesday May 18th 2021 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Jane Fountain - Chairman, Peter Bishop, Beryl Bunning, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Keith Prince, Kathryn Stallard, Pat Warwick, James Wooler.

Officers Present: Jane Scarrott Town Clerk

3 members of the public

1. ELECTION OF CHAIRMAN

Jane Fountain nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

4. ELECTION OF VICE-CHAIRMAN

Sue Hebborn was nominated and seconded as Vice-Chairman and with no further nominations duly elected.

5. APOLOGIES of absence accepted from:

Tina Kiddell

6. DECLARATIONS OF INTERESTS MADE

Beryl Bunning item 18.2 and 18.3

7. CONFIRMATION OF MINUTES 27 04 21

The minutes of the Town Council meeting held on 27th April 2021 were accepted as a true record of the meeting and duly signed by the Chairman.

7.2 UPDATES FROM MEETING HELD 27 04 21

- No election has been called so the Council can now begin the co-option process to fill the one casual vacancy on the Town Council.
- The Highway Engineer has been approached and is looking at whether reflective posts can be placed by the wall at St. Mary's Church to aid safety due to concerns of large vehicles negotiating the near 90-degree corner.
- Watton Rotary would like to "partner" the new Thetford Road roundabout with the Town Council. This will be a future agenda item again.
- Watton Neighbourhood Plan Steering Group met on May 4th and is scheduled to meet again on May 19th.

- A sign for the new equipment to be installed at Bridle Road Play Area has been ordered, as e-mailed to Councillors. A pre-installation check before the new equipment is installed is scheduled for May 25th at 11.30am
- Guidance has been received from NALC and the Council insurers regarding holding physical meetings. It is recommended that only meetings which must be open to the public should be held physically with other meetings to remain virtual.
- A price to fit a push tap at Thetford Road allotment site is being sought.
- Information being collated to forward to Birketts solicitors who will then give an indication of cost of work requested.

8. REPORTS RECEIVED:

8.1 CHAIRMANS REPORT - written report from outgoing Chairman submitted

8.2 VICE-CHAIRMAN'S REPORT - no report given

8.3 CLERK'S REPORT

Written report presented in agenda pack for meeting. Verbal updates given:

- The Internal Audit has been completed and the report will be shared with the Finance Committee and then presented to Full Council.
- The public toilets have been suffering from some minor issues and it may be that refurbishment should begin to be considered. Toilet rolls appear to be taken and it is recommended that £240 be spent to install metal toilet roll holders.
- Fencing at Shire Horse Way has been knocked down. Quotes are being sought to replace the fencing.
- The leader of Breckland District Council has stated that Watton is a priority to receive an electric vehicle charging point.

8.4 HR COMMITTEE REPORT RECEIVED AND NOTED

8.5 FINANCE COMMITTEE REPORT RECEIVED AND NOTED

8.6 CEMETERY WORKING GROUP REPORT RECEIVED AND NOTED

8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT RECEIVED AND NOTED

8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED AND NOTED

8.9 MUSEUM4WATTON WORKING GROUP REPORT RECEIVED AND NOTED

8.10 LOCH NEATON WORKING GROUP NOTES FROM MEETING HELD 06 05 21 RECEIVED AND NOTED

8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

9. PEPSO QUARTERLY REPORT RECEIVED AND NOTED

10. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Current Reps who will remain:

Chamber of Commerce – Pat Warwick

Twinning Association – Pat Warwick (noted that the Mayor is President of the Twinning Association)

PPG – Pat Warwick

Norfolk ALC – Pat Warwick
Mens Shed – Les Waller
SNAP Meetings – Pat Warwick and Les Waller

Any Council nominated Trustees will continue as Trustees until either their Term of Office as Trustee ends, or they relinquish the role.

James Wooler offered to undertake the role of Rep. for the Watton Sports Association. Confirmation of the role will be sought before an approach is made to the Sports Association.

Lead Councillors:

Don Saunders is liaise with BDC, Jane Fountain leads on Planning and Peter Bishop leads on Cemetery matters and Grounds Maintenance. Stan Hebborn and Beryl Bunning have also very much led past Fireworks Evenings and the Festive Market and will continue to do so. Beryl will be noted as Lead Councillor for events generally. These roles will continue, with the following to be added:

Heritage – Kathryn Stallard

Market – Tina Kiddell

Provision for the elderly – Pat Warwick

Social Welfare – Don Saunders

Youth Provision – Pat Warwick. Noted that Tina Kiddell is the BDC Youth Advisory Board (YAB) rep. for Watton already which will mean that there will be two representatives to support youth provision in Watton.

11. TERMS OF REFERENCE

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of reference for the Neighbourhood Plan (NP) Steering Group were noted. A resolution was made in 2019 to amend membership of the group so that members of the Group need not be members of Watton Town Council. This is still to be incorporated in the Terms of Reference.

Working Group Terms of Reference were also noted.

12. COMMITTEE MEMBERS

12.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:

- Peter Bishop
- Beryl Bunning
- Pat Warwick
- Stan Hebborn

12.2 PETER BISHOP ELECTED AS CHAIRMAN OF THE HR COMMITTEE

12.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Peter Bishop (as Chairman of HR)
- Kathryn Stallard
- Sue Hebborn
- Pat Warwick
- Don Saunders

12.4 KATHRYN STALLARD ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

13. WORKING GROUP MEMBERS

13.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Jane Fountain
- Pat Warwick
- Keith Gilbert
- Kathryn Stallard

13.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Stan Hebborn

13.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

13.4 MARKET WORKING GROUP

Agreed that the Market Working Group will be called as necessary as a task and finish group.

13.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Kathryn Stallard
- Beryl Bunning
- Stan Hebborn
- Keith Prince

13.6 ELECTED MEMBERS OF LOCH NEATON WORKING GROUP

- Kathryn Stallard
- Peter Bishop
- Keith Gilbert
- Stan Hebborn

14. INTERNAL CONTROL OFFICER

Peter Bishop was confirmed as Watton Town Council Internal Control Officer.

15. **It was resolved** that Accounting Solutions should remain as Internal Auditors for Watton Town Council for 2021/22.

16. PUBLIC PARTICIPATION

A member of the public raised questions as to how Breckland District Council has allocated and spent Market Town Initiative money.

A letter will be sent to the Leader of Breckland Council requesting answers and the leader will be asked to attend a future Town Council meeting.

17. **It was resolved** that each present and new Councillor should receive a copy of "Watton through the Ages".

18. PLANNING CONSULTATION

Noted that District Councillor Keith Gilbert is a member of the Breckland District Council Planning Committee and thus he may choose to abstain from commenting on applications brought before the Town Council for consultation.

18.1 3PL/2021/0564/F Application for a permanent five bar gate at entrance, land at Thetford Road, Watton

Noted that this application is retrospective

Beryl Bunning left the meeting for items 18.2 and 18.3

18.2 3PL/2021/0341/HOU replace wooden windows in flats with UPC windows to save on maintenance 15 High Street, Watton

Approval recommended

18.3 3PL/2021/0494/F Change of Use of premises to Indian Takeaway 110 High Street, Watton

Concern regarding customer parking and the position of exterior flues. However it was noted that the Town Council welcomes new businesses to the town and thus supports the continued commercial use of the property.

18.4 3PL/2021/0636/HOU Replace brick wall screening back garden with close boarded timber fencing panels 22 Kingfisher Way, Watton

No comments

18.5 3PL/2021/0567/HOU First Floor extension at Willow Tree Cottage, 69 Brandon Road, Watton

No comments

19. DATE OF NEXT TOWN COUNCIL MEETING

May 25th 2021

It was resolved that physical meetings will be live streamed once again and that audio equipment will be purchased (as previously agreed) to aid hearing.

A policy for live streaming will be compiled.

Item 3.2

Update to be given verbally at meeting due to time scale

Item 4.6

Update to be given verbally at meeting due to time scale

Item 8

Risk Management Plan

<https://www.wattontowncouncil.gov.uk/wp-content/uploads/2021/01/Parish-Council-Risk-Assessment.pdf>

Item 9

Quote 1

3 concrete pads with a hardcore foundation and a minimum concrete depth of 100mm, sized to suit your benches. Cost would be £1000 plus Vat.

WTC to supply all fixings and bolt downs.

Contractor to take away all arisings.

Quote 2

To provide three concrete platforms to then anchor three new benches in positions as per discussion at Church walk in Watton.

Allowing for enough room for both the benches and foot room in front.

A depth of around 4 inches high to then allow grass maintenance going forward to be a simple strim without damage to benches.

To leave the area clean and tidy to a good standard.

Total cost - £1250.00 (plus vat)

Cost of benches:-

Quotation: Surrey Forest-Saver seat

Thank you for your discussion with my colleague Tracey earlier today. Details and prices follow for Surrey seats.

- 1) Surrey Forest-Saver seat (358), 1800mm long, made from brown material throughout. Supplied fully assembled. Supplied with a bolt down fixing kit with security caps for a concrete surface.
3No @ £413.00 each, ex-works
- 2) Delivery charge for 3No assembled seats.
@ £98.00 extra
 - Prices quoted are subject to VAT
 - Payment: as a council we are happy to supply you on account
 - Delivery: in stock, allow 3 / 4 days from ordering
 - Image attached

Item 10 – Sports Centre Donation Pack - App 2

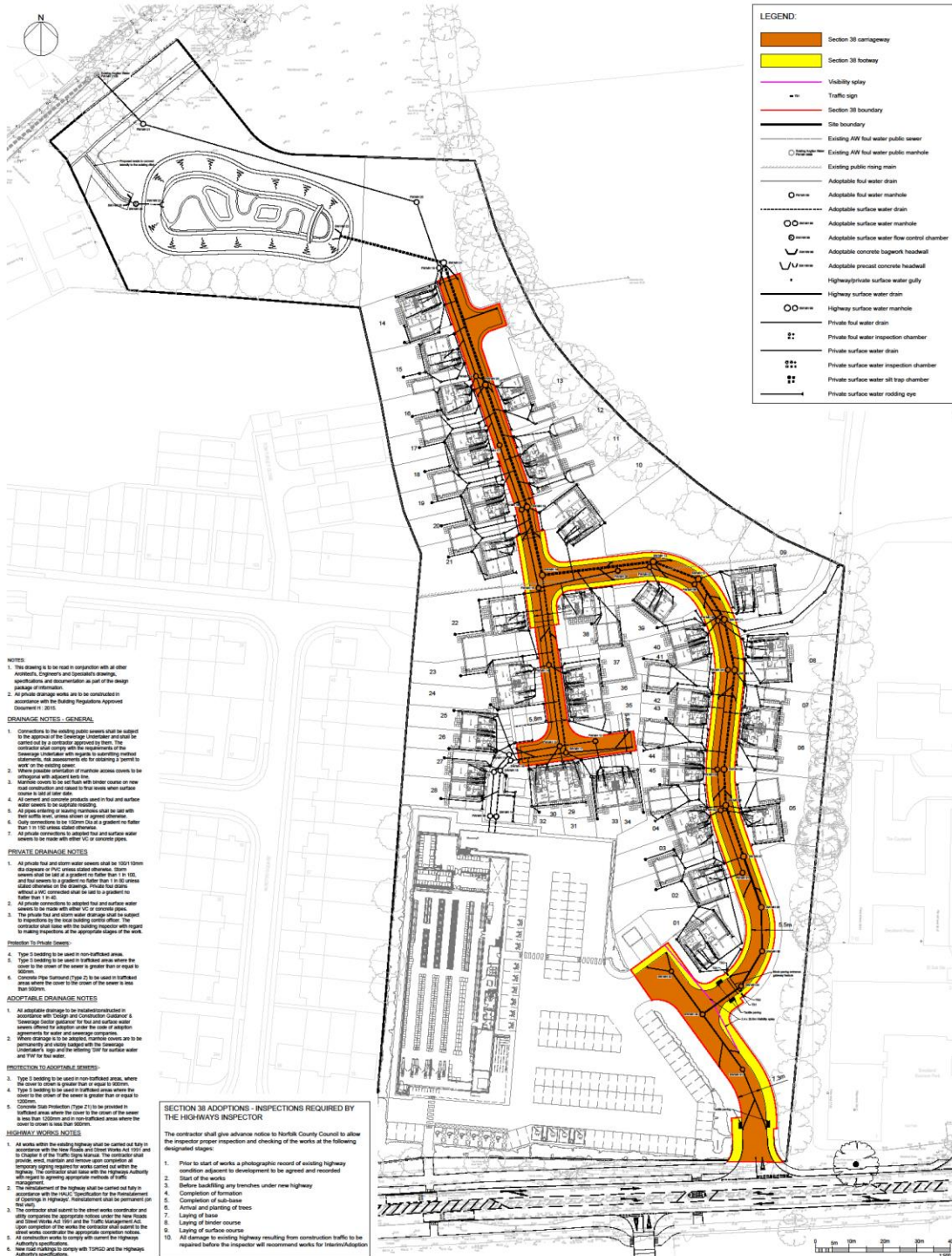
Item 11.

Item 11.

Norfolk County Council has been approached to define the street lighting requirements for the above development in Watton, layout below.

Following a review of the highway safety requirements on this site, Norfolk County Council does not require any street lighting on the estate.

Watton Town Council has now been asked to confirm whether or not street lighting will be required by the Town Council. The developer needs to be informed of any lighting requirements.



LEGEND:

- Section 38 carriageway
- Section 38 footway
- Visibility splay
- Traffic sign
- Section 38 boundary
- Site boundary
- Existing A&F foul water public sewer
- Existing public main drain
- Adoptable foul water drain
- Adoptable foul water manhole
- Adoptable surface water drain
- Adoptable surface water manhole
- Adoptable surface water flow control chamber
- Adoptable concrete boglock headbutt
- Adoptable precast concrete headbutt
- Highway/private surface water gully
- Highway surface water drain
- Highway surface water manhole
- Private foul water drain
- Private foul water inspection chamber
- Private surface water drain
- Private surface water inspection chamber
- Private surface water silt trap chamber
- Private surface water rodding eye

NOTES:

- This drawing is to be read in conjunction with all other Architects, Engineers and Specialists drawings, specifications and information as part of the design package of information.
- All private drainage works are to be constructed in accordance with the Building Regulations Approved Document D 2015.

DRAINAGE NOTES - GENERAL

- Consultation to the existing services shall be subject to the approval of the drainage undertaker and shall be carried out by a contractor approved to them. The contractor shall comply with the requirements of the drainage undertaker in respect of any necessary statements, risk assessments etc for obtaining a permit to work on the existing system.
- Where possible, installation of new services shall be subject to the approval of the drainage undertaker and shall be carried out by a contractor approved to them.
- All new services shall be installed in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.
- All new services shall be installed in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.
- All new services shall be installed in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.

PRIVATE DRAINAGE NOTES

- All private foul and storm water drains shall be 150mm dia. concrete or PVC unglazed channels. Storm water drains shall be 150mm dia. concrete or PVC unglazed channels. All drains shall be installed in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.
- All private foul and storm water drains shall be 150mm dia. concrete or PVC unglazed channels. Storm water drains shall be 150mm dia. concrete or PVC unglazed channels. All drains shall be installed in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.
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ADAPTABLE DRAINAGE NOTES

- All adaptable drainage to be installed shall be in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.
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- All adaptable drainage to be installed shall be in accordance with the requirements of the drainage undertaker and shall be carried out by a contractor approved to them.

PROTECTION TO ADAPTABLE DRAINS

- Type 3 bedding to be used in non-bedfast areas, where the cover is greater than 100mm or equal to 100mm.
- Type 3 bedding to be used in non-bedfast areas, where the cover is greater than 100mm or equal to 100mm.
- Type 3 bedding to be used in non-bedfast areas, where the cover is greater than 100mm or equal to 100mm.
- Type 3 bedding to be used in non-bedfast areas, where the cover is greater than 100mm or equal to 100mm.

SECTION 38 ADOPTIONS - INSPECTIONS REQUIRED BY THE HIGHWAYS INSPECTOR

The contractor shall give advance notice to Norfolk County Council to allow the inspector proper inspection and checking of the works at the following designated stages:

- Prior to start of works, a photographic record of existing highway condition adjacent to development to be agreed and recorded.
- Start of the works.
- Before backfilling any trenches under new highway.
- Completion of formation.
- Completion of sub-base.
- Arrival and planting of trees.
- Laying of binder course.
- Laying of surface course.
- All damage to existing highway resulting from construction traffic to be repaired before the inspector will recommend works for Interim/Adoption.

Ingleton Wood LLP shall have no liability to the Employer arising out of any unauthorized modification or amendment to, or any transmission, copy or use of the material, or any proprietary work contained therein, by the Employer, Other Project Team Member, or any other third party.		Project: Land North of Norwich Road, Watton, Theford, Norfolk.		Title: S38 Layout	
P3	Final planning amendments	31/03/21	MC	MM	
P2	Access road amended to full revised S38 design proposal. Design standards updated	20/1/20	MC	MM	
P1	Final issue	05/06/20	MC	MM	
Rev	Description	Date	Disc	Appr	
This drawing is to be read in conjunction with all other relevant drawings and specifications		Client: Abel Homes		Status: Purpose of Issue: For Tender	
Project No: 111756 Scale @ A1: 1:500		Drawn By: EM		Revision: P3	



via e-mail
Jane Scarrott
Clerk to Watton Town Council
Wayland Hall
Middle Street
IP25 6AG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc: J Larter - NCC Developer Services

Your Ref:
Date: 14 May 2021

My Ref: KHU 9/3/17/0035
Tel No.: 01603 223326
Email: streetlighting.pt@norfolk.gov.uk

Dear Jane

**Development at Norwich Road, Watton.
By: Abel Homes.**

The County Council will not accept responsibility for street lighting on this estate as it is considered that there is no highway need.

If your Council requires lighting and wishes to accept its future responsibility then it must be to a footway lighting standard, (Where no street lamp is mounted above 13 feet (3.9 metres) or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system) but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours sincerely



Daniel Marshall
Street Lighting Technician

Encl

Continued.../

Item 13.

Email correspondence from Adam Bell

Further to our recent online meeting to discuss our forthcoming development of the former RAF Officers Mess site at Watton, as requested, I am now setting out the current position regarding the provision of open space and its transfer to Breckland District or Watton Town Council.

Firstly, one of the planning obligations for our development of the Former RAF Radar site in Watton is to provide what is termed as Alternative Community Land (ACL) elsewhere in Watton, or a cash payment in lieu of this.

As part of the planning approval for the Former RAF Officers Mess site, Bennett Homes agreed to provide the Alternative Community Land on this new site. This is shown edged red on the attached plan, excluding the orange coloured LEAP (local equipped area of play which is transferred later, once completed). The s106 obligation is to transfer the ACL within six months of receiving the Officers' Mess planning permission, which was 5th September 2017. The land transfer documents were prepared by the solicitors but to date the transfer has not taken place.

The Officers' Mess site has its own public open space requirement, referred to in the s106 agreement for this site as Open Space Land or OSL (which includes the LEAP referred to above). This is edged in blue on the attached plan. At present this is to be transferred to Breckland Council for £1, with a restriction that it will be retained for recreational and amenity purposes by the general public before occupation of 80% of the dwellings, together with the completed LEAP. By this time the Open Space Maintenance Contribution of £121,745.50 (which is index linked), is to have been paid to the Council. This is to be used for maintaining the OSL and the LEAP and any drainage feature within the OSL such as a lagoon or ditch, although there are none proposed. Rights will be retained by Bennett Homes to enable the development to be completed.

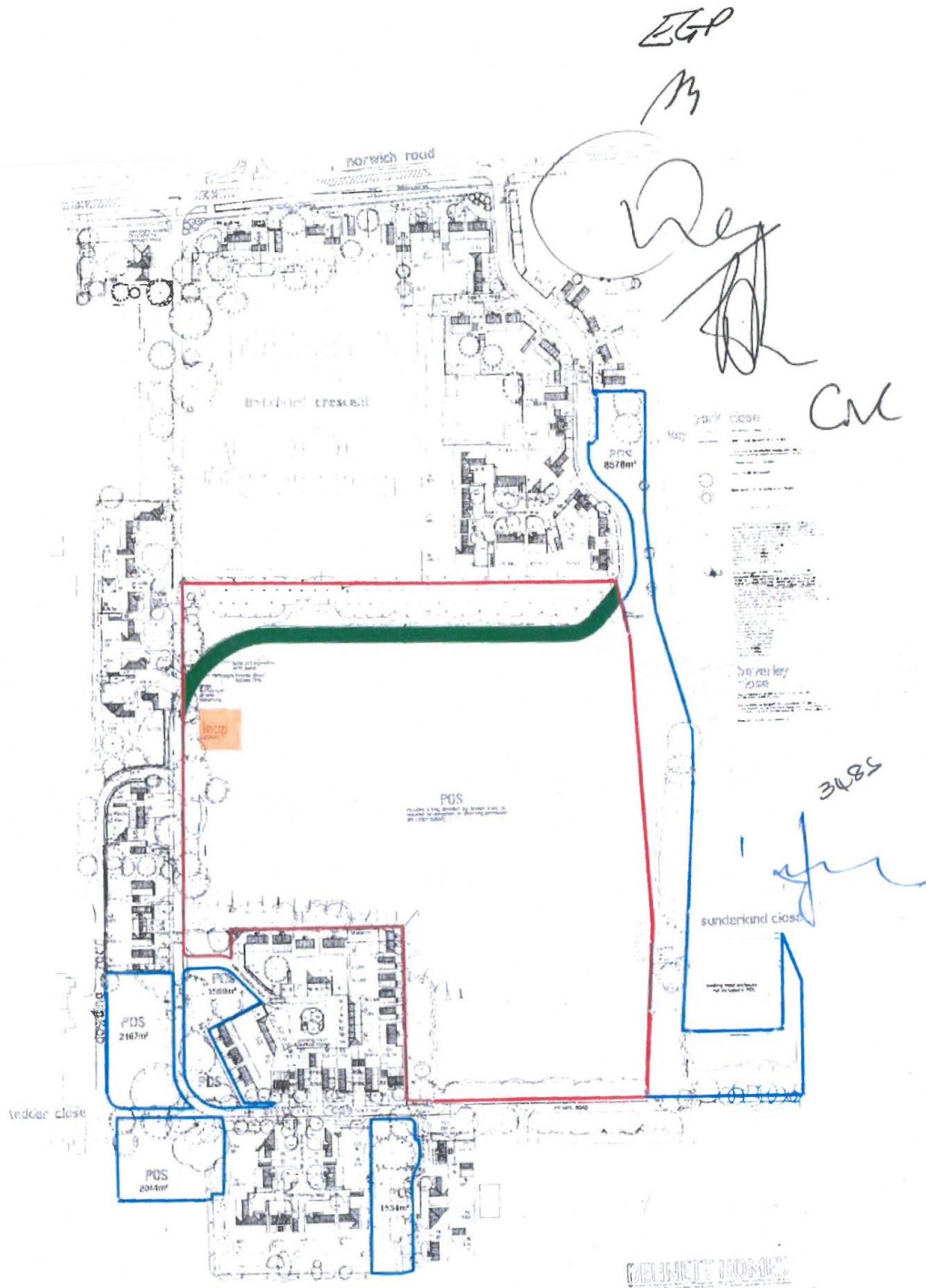
My understanding is that the proposal is now that Watton Town Council will receive both parcels of open space rather than Breckland Council. Bennett Homes will be willing to agree that the above financial contribution can be spent on the maintenance of both the Alternative Community Land and the Open Space Land, and that the contribution can be paid in two stages as each of the land areas is transferred. This is likely to require a simple deed of variation to the s106 agreement for the Officers Mess site.

As requested at the meeting, I attach a copy of our proposals for the LEAP, which have been awaiting approval from Breckland since the 4th February 2020.

Pedestrian access from Blenheim Grange is not shown on our plans but the fencing can be adjusted to allow for a suitable access point(s) to be created.

There will be two surface water attenuation tanks beneath the ACL land, close to our housing. These do not require maintenance, and responsibility for them will fall to Anglian Water and the Residents Management Company.

Please let me know if you have any queries, and I hope that we can finally conclude the future of the open spaces on this development in the near future.



raf officers mess site norwich road - watton
 1:500 site layout at AD
 dty no: 04W/04j

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BENNETT HOMES
 Bennett plc, Low Green Barn,
 Newton, Bury St Edmunds, Suffolk,
 IP29 5ND
 01284 766057

RESIDENTIAL DEVELOPMENT RAF OFFICERS MESS SITE NORWICH ROAD, WATTON.			
SITE AREAS			
DATE	NOV 2016		
SCALE	1:2500	A 15.03.017	LEAP area hatched
PROJECT	ONS/SK1		note 'team' 'day'
REVISION	A	Revision	Amendment
AWB			

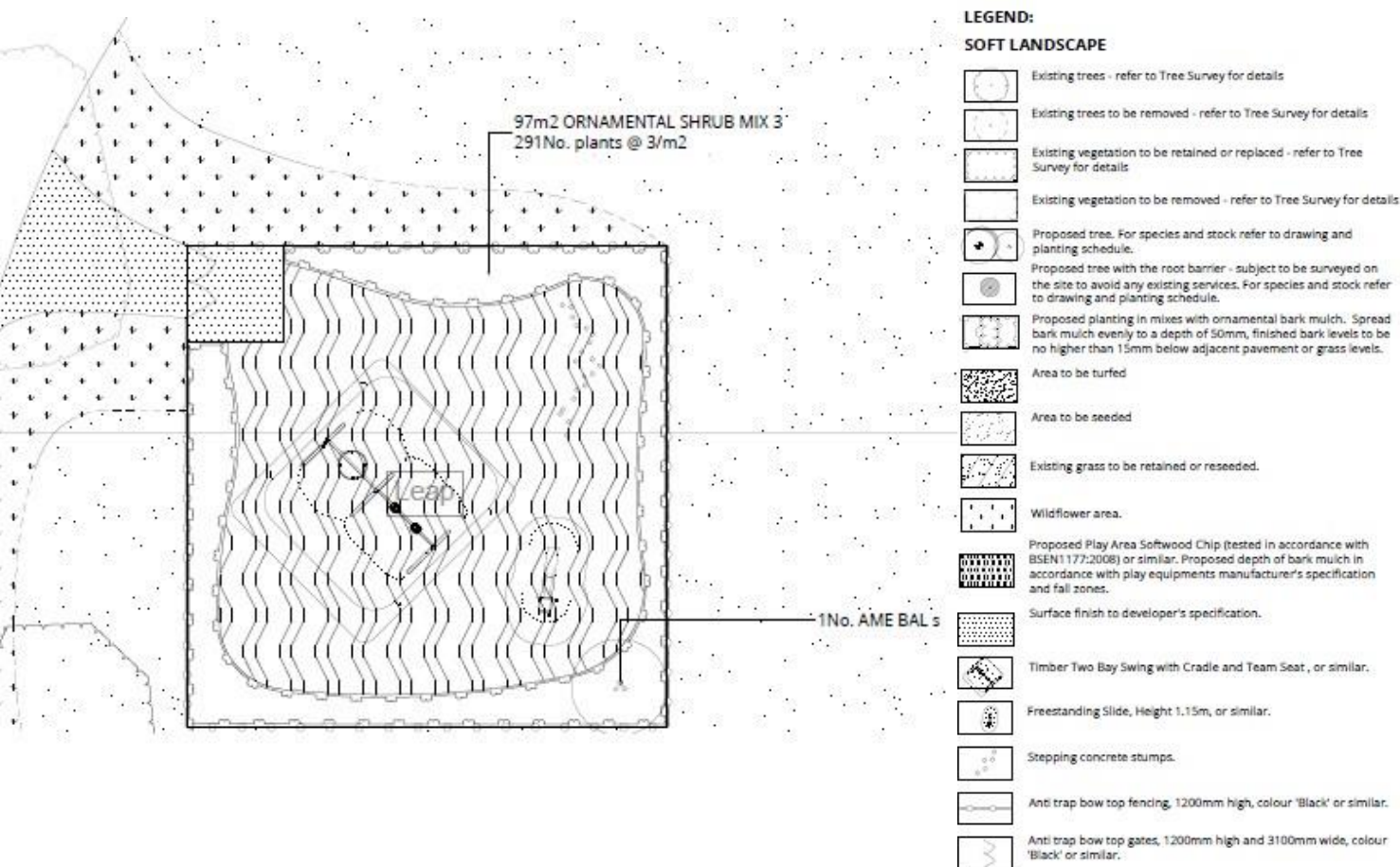
42427

LEAP Specification – Former Officers Mess Site, Portal Avenue, Watton (3PL/2014/1378/F)

1 LEAP DESIGN

An extract from the planning approved landscaping drawing is below, showing the layout and design of the proposed LEAP.

The full landscaping drawings have been provided as separate documents alongside this summary.



2 LEAP MANAGEMENT REGIME

The LEAP will be transferred to Breckland District Council prior to the occupation of 80% of the dwellings on the site, as per the S106 agreement dated 18 August 2017. A financial contribution to be used for repairing and maintaining the LEAP (and open space land) is to be agreed and paid to the Council.