

Minutes of the meeting of WATTON TOWN COUNCIL held on  
Tuesday September 14th 2021 at 7.00pm in the Council Chamber at  
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Jane Fountain - Chairman, Peter Bishop, Beryl Bunning, Kris Moore, Keith Prince, Don Saunders, Kathryn Stallard, Pat Warwick, James Wooler

Officer present: Michelle Thompson Deputy Clerk

**1. APOLOGIES FOR ABSENCE RECEIVED FROM**

Keith Gilbert, Tina Kiddell, Stan Hebborn, Sue Hebborn and Tina Cruz

**2. DECLARATIONS OF INTEREST MADE:**

Kathryn Stallard declared an interest in anything relating to the Museum4Watton as a Trustee.

**3. MINUTES**

3.1 Minutes of the meeting held on August 24th 2021 were accepted as a true record and signed by the Chairman.

3.2 Written report presented updating on items from the meeting on 24.08.21

- Installation of the benches at Church Walk to be an agenda item at the next Town Council meeting on September 28<sup>th</sup>

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

- 25<sup>th</sup> August – Breckland District Council Market Town Initiative Virtual Teams Meeting
- 26<sup>th</sup> August – Watton Neighbourhood Plan Steering Group Meeting
- 26<sup>th</sup> August – Emergency Planning meeting with Watton & Saham Flood Action Group and Richard Herrell Head of Community Protection Norfolk Fire and Rescue Service
- 3<sup>rd</sup> September – Virtual members briefing on the Watton Town Delivery Plan
- 4<sup>th</sup> September – Watton Town Council Autumn Yard Sales
- 6<sup>th</sup> September – Reception of the High Sherriff of Norfolk at Cromer Pier
- 8<sup>th</sup> September – Virtual Public meeting on Breckland District Council Watton Town Delivery Plan
- 12<sup>th</sup> September – RAF Battle of Britain Anniversary Service in Thetford
- 13<sup>th</sup> September – 864 Watton Squadron opening evening

**4.2 Vice-Chairman's Report**

Vice-Chairman not present.

**4.3 Clerk's/Deputy Clerk's Report**

Written report issued with the agenda pack.

Verbal report given:-

- The Town Council had 1 Councillor who was the Trustee representative for Stevens Almhouses Charity. This specific Councillor has recently resigned. A letter from the Stevens Almhouses has been received asking if the Town Council will consider a replacement Trustee representative. This is to be an agenda item on September 28<sup>th</sup> meeting.

- Tree planting was previously discussed at the last Town Council meeting. Chairman of the Watton Flood Action Group recently met with the Flood Investigation team. Their advice was that it would be suitable to plant other trees nearer the Norwich Road area of Shire Horse Way and not the area to the north where attenuation pipes and manhole covers are visible in the grass.
- It was noted that the Town Council has been asked by County Councillor Claire Bowes if it would consider applying for a Trod at the end of the Thetford Road between the end of the pavement outside Saddlers Rise and the new roundabout as part of the Parish Partnership Scheme. A Highway engineer has visited the area and is very supportive, the engineer will provide costings if the Town Council is interested. It has also been asked if Town Councillors wish to meet at the site for further discussion.
- The Public Space Protection Order (PSPO) signage will be erected on September 16th and that the PSPO will be advertised in the local paper and shortly after will then be enforceable.
- Town Council to meet virtually with Simon Wood – Head of Planning at Breckland Town Council on September 29<sup>th</sup> at 1pm.

## 5. PUBLIC PARTICIPATION

No public present

## 6. FINANCE

6.1 The draft minutes from the Finance Committee Meeting held on September 10th were received and accepted.

As stated in the Finance Committee Minutes the Expenditure of £500 plus VAT for the Neighbourhood Plan Open Space Assessment was ratified by the Committee and then the Town Council.

The Following recommendations were considered and agreed:

1. **It was resolved** to accept the quote received from Wicksteed to repair play equipment at Bridle Road at a cost of £1,108.00 and to ask that the Town Operative and preferred contractor to monitor any minor issues including grass surfacing which is stated in the inspection reports.
2. **It was resolved** that all Initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible **will be undertaken** – priorities for action:
  - I. Inspect the gutter, hopper head and downpipe in the area of the West Hopper head and check for leaks – The Town Council to contact previous roofing company to discuss and liaise with the Museum 4 Watton regarding the downpipe.
  - II. Works around fire door on the East side flank wall, carry out reinforcing work - The Town Council to liaise with the Museum 4 Watton regarding specification and sought quotes.
  - III. Investigate roof leak and resolve and provide latch arrangement to window – Quotes to be sought.
  - IV. Re-fix handrail up the stairs – Ask Town Operative to assess.
  - V. On the day of the survey the Surveyor pointed out that the external delivery pipe was badly corroded and recommended the Gas Supplier should be contacted to investigate if

it was considered fit for purpose. External Down Pipe has already been repaired by Cadent.

VI. It is believed no lightning protection exists. A lightning assessment should be carried out to determine if a system is required. – Seek professional contractors to investigate and quote.

## 7. LOCH NEATON WORKING GROUP

Following on from a Loch Neaton Working Group Meeting on September 7<sup>th</sup> the below recommendations were made:-

- I. **It was resolved that** Should the recent tree survey not cover the part of the site under discussion, an up-to-date tree survey should be undertaken at the Town Council expense.
- II. It is accepted that Loch Neaton has ownership of the embankment land.
- III. The Town Council should continue with grass cutting maintenance as previously undertaken on the Loch Neaton site.
- IV. In the interest of public safety and access to recreational facility the Town Council should support the Loch Neaton Trustees by arranging and funding the tree pollarding and removal of identified trees. This would be in the current council's election term.
- V. The Loch Neaton working party will produce a joint memorandum of understanding which incorporates the above factors.

## 8. NEIGHBOURHOOD PLAN

At a previous Town Council meeting it was asked that the distribution of the Plan and Leaflet be investigated further.

8.1 **It was resolved** that Royal Mail be commissioned to distribute the Watton Neighbourhood Plan household leaflet at a cost of £362.00 plus VAT to 5740 houses within the IP25 6 sector.

8.2 **It was resolved** that West-Norfolk Digital Print Services be commissioned to print both the Watton Neighbourhood Plan and Household Leaflet at a cost of no more than £1,130.20

## 9. ARMED FORCES PLEDGE

The Town Mayor and Town Clerk had compiled a template for the pledge, which was presented to Town Councillors in their Agenda Pack.

Councillor Keith Prince took a lead on this item after he had undertaken a significant amount of research on the pledge in which he was thanked for.

**It was resolved** that Councillor Keith Prince use the template provided to calibrate the contents and bring back to a future Town Council meeting on October 14<sup>th</sup>.

## 10. RECYCLING BANKS

The Town Council was presented with a report outlining the current locations and arrangements of Recycling Banks in the town.

**It was resolved** that the Recycling bins be removed from the Public Toilet site.

## 11. MAYORAL CHAIN OF OFFICE

Issues were raised regarding the quality of the refurbishment of the chain which was undertaken last year. The Company has been contacted and have asked for the Chain of office to be returned to them for investigation at their expense.

**It was resolved** that the chain will be returned to the company for investigation and that re-engraving of names that was on the initial specification, be undertaken as previously asked.

## 12. PLANNING

12.1 3PL/2021/1177/HOU - Remove existing roof and replace with attic trusses plus dormer window. Demolish rear offshoot building and build 1 1/2 storey extension. - WATTON: 98 Norwich Road Watton

### No comments

12.2 3PL/2021/1215/LB - Alterations to driveway to provide safer access to/from the A1075, to include new central access with drop kerb, closing off existing access by extending cobbled wall (resubmission 2020/1286/LB - change in materials) - WATTON: Loch House 83 Dereham Road

### No comments

12.3 3PL/2021/1200/HOU - Demolish existing car port and construct single storey flat roof extension - WATTON: 28 Churchill Close

### No comments

12.4 TRE/2021/0240/TPO – Proposal – Please see application form - The Old Vicarage Norwich Road WATTON

**Unable to comment due to the application form not shown on Breckland District Councils website.**

12.5 3PL/2021/1245/F - 4no. New Dwellings - WATTON: Field Maple Road

### No comments

12.6 3PL/2019/0991/D - Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2015/0254/O - Development Site Mallard Road Watton - AMENDMENT: Amended plans

**As this application was only received the day of the Town Council meeting It couldn't be listed as an item on the agenda. It was brought up at the meeting as an addition, but the Town Council would like to ask for an extension on the time frame for commenting and some clarification on what the amendments are.**

## 13. Resolution passed to exclude members of the public and press

13.1 Christmas Lights

**It was resolved** that Karl Schenn be awarded the 2021 Christmas Lights Contract.

The Contractor will be ask that if sub-contracting is needed that the Town Council is informed and that no additional cost is incurred to the council. This will need to be included in the contract.