



# 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 28<sup>th</sup> November 2023 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* Jane Scarrott Town Clerk

22<sup>nd</sup> November 2023

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 14.11.2023 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 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors
  - 4.7 To receive notes and suggestion relating to the Watton Neighbourhood Plan
5. To note and amend the Works In Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for November 2023 (To follow)
  - 7.2 To receive draft minutes from the Finance Committee Meeting held on 16.11.2023.
  - 7.3 To accept recommendations from the Finance Committee Meeting held on 16.11.23:
    - I. Finance Committee recommends that the HR Committee be asked to consider the impact of increased site ownership on TO work load and Maintenance contracts
    - II. Finance Committee recommends that Council opens discussions with Carbrooke Council about a contribution towards maintenance
  - 7.4 To receive draft minutes from the Finance Committee Meeting held on 21.11.23
  - 7.5 To accept recommendations from the Finance Committee Meeting held on 21.11.23:
    - I. To confirm categories of events:

1. Civic, Commemorative & Non-commercial annual events
2. Showcasing and economic growth.
- II. To employ a Full time Events and Marketing Officer
- III. To employ a second Full Time Town Operative
8. To consider repair of the Clock mechanism in the High Street Clock Tower
9. WALSINGHAM GATES
- 9.1 To agree the removal of the Walsingham Gates into storage as a short-term measure to prevent further deterioration
- 9.2 To agree to write seeking advice from English Heritage and Andrew Gayton as follows:-

"There is written evidence that in 1999/2002 work was done on the Walsingham Gates, Church Walk, Watton. This was for the re dedication of the gates as 2002 was the centenary of the Kings Coronation for which event the gates were hung. The work was carried out at HMP Wayland, and the project overseen by a named individual. It is difficult to establish to what extent the work was remedial/restoration or replacement. As the gates are now in a poor state of repair WTC seeks guidance on the provenance and historic value of the existing gates, and if necessary on what work should be undertaken."
10. To consider quotes received for a Tree Risk Assessment
11. PLANNING To consult on planning applications received since the last meeting
- 11.1 3PL/2023/1079/F Proposed erection of 3-bedroom dwelling with associated parking and erection of new cycle store - Land adjacent to 60 Norwich Road IP25 6DF WATTON  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/1079/F>
- 11.2 3PL/2023/1088/HOU - Loft conversion to add one bedroom and ensuite as well as roof lights - 22 Dye Road IP25 6YN WATTON  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/1088/HOU>
- 11.3 TRE/2023/0331/TPO Crown Reduction on all Trees reduce by 30% and Raise Crowns to a maximum of 4 metres - 65&67 Griston Road IP25 6DN WATTON  
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=TRE/2023/0331/TPO>
12. To pass a resolution to Exclude the Press and Public to consider confidential matters
- 12.1 To receive update from the Chairman regarding interment at the Cemetery.
- 12.2 To consider Finance Committee recommendation that the Town Council initiates a discussion re boundary considerations around the Blenheim Grange area.
- 12.3 To consider "Watton Heritage Quarter"