

Minutes of the meeting of WATTON TOWN COUNCIL held on  
Tuesday November 28th 2023 at 7.00pm in the Council Chamber at  
Wayland Hall, Middle Street, Watton IP25 6AG

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

Officer present: Michelle Thompson Deputy Clerk

County Councillor Claire Bowes and 2 member of the public present

1. **APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from**  
Tony Bridges, Tina Kiddell, Catherine Turley-Long and Steve Turley-Long

2. **DECLARATIONS OF INTEREST MADE**  
Kathryn Stallard declared an interest in item 7.1

3. **MINUTES**

3.1 The Minutes of the meeting held on November 14th 2023 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 14.11.23:

- Police have identified a suspect for the arson at the Public Toilets.
- The refurbishment of the play equipment at Lovell Gardens is under way. Works have been hampered by the inability to easily access the site with cars parked in front of gates. Noted that the contractors have suffered some damage to equipment left on site. The Police have been made aware. Complications with access to Lovell Play Area has resulted in the installers container not being able to be stored on site. The Councils contractor has had to have equipment delivered to their yard which will incur extra costs.

4. **REPORTS**

4.1 **Chairman's Report**

The Chairman has attended:

- 16<sup>th</sup> Nov – Finance Committee Meeting
- 21<sup>st</sup> Nov – Finance Committee Meeting
- 21<sup>st</sup> Nov – Meeting regarding Middle Street proposal
- 23<sup>rd</sup> Nov – Judged the Christmas Window Competition
- 23<sup>rd</sup> Nov – CHT and Food Hub Management Committee Meeting
- 26<sup>th</sup> Nov – Festive Christmas Market
- 27<sup>th</sup> Nov – Award Ceremony for the Air Cadets

4.2 **Vice-Chairman's Report**

The Vice-Chairman has attended:

- 16<sup>th</sup> Nov – Finance Committee Meeting

4.3 **District Councillor's Report**

District Councillor Claire Bowes submitted a written report which was read out at the meeting.

District Councillor Tina Kiddell was not present at the meeting but did email a report as follows:

- PC Austin Clarke is looking to have a spruce up day at Church Walk as soon as possible to help prevent anti-social behaviour.

- I attended a meeting at Cranswick which went well, an update from the meeting will come through to the Town Council office from the manager at Cranswick soon. Another meeting will be arranged around April.

#### 4.4 County Councillor' Report

County Councillor Claire Bowes submitted a written report which was read out at the meeting.

Councillor Fabian Eagle who represents "The Brecks" was present at the meeting and wanted to express a vested interest in Middle Street because a vibrant Watton is important for the surrounding villages he represents. Watton is a hub for those villages. The proposal is pending funding, but he wanted to stress that Middle Street is a top priority and if the funding is received the project will be delivered. Fabian also congratulated the Town Council on their Christmas lights this year.

#### 4.5 Clerks Report

Written report presented in Councillors Agenda packs.

Verbal update included:

- A Grant Application has been received from Loch Neaton Junior Park run, The Town Council would normally consider Grant Applications quarterly, the next would be the end of March 24 meeting, However the Town Council would be happy to consider the application at the next meeting in December.
- Councillor Bridges is working with Liz Whitcher on an emergency action plan and equipment needed to fulfil some of the goals of the Watton & Saham Flood Action Group. **Councillor Bridges was nominated to be the lead councillor for the Emergency Plan.**

#### 4.6 Reports from Lead Councillors

Councillor Tarrant reported on the Festive Christmas Market, many thanks was given to councillors and staff who were all involved. The Town Councils tombola did very well, raising £355.50 for the Mayors Charities. Overall, it was a very successful event.

#### 4.7 Neighbourhood Plan notes received, and the following suggestion agreed:

That the Town Council supports a public meeting at the Charlotte Harvey Trust with display boards about the Plan giving residents the opportunity to refresh their views of it. A Saturday in early January would be best.

### 5. WORKS IN PROGRESS LIST

The Works in Progress List was accepted as presented.

### 6. PUBLIC PARTICIPATION

Both Liz Whitcher and Fabian Eagle spoke on previous items of the agenda.

### 7. FINANCE

7.1 Payments for Approval for November 2023 were accepted as presented with the addition of a payment for Discreet Security Limited of £410.40

7.2 Draft minutes from the Finance Committee Meeting held on 16.11.2023 were received.

7.3 To accept recommendations from the Finance Committee Meeting held on 16.11.23:

- I. **It was noted** that the HR Committee be asked to consider the impact of increased site ownership on TO work load and Maintenance contracts.

II. **It was resolved** that the Town Council opens discussions with Carbrooke Council about a contribution towards maintenance of Heritage Park.

7.4 Draft minutes from the Finance Committee Meeting held on 21.11.23 were received.

7.5 To accept recommendations from the Finance Committee Meeting held on 21.11.23:

I. **It was resolved** to confirm categories of events:

1. Civic, Commemorative & Non-commercial annual events

2. Showcasing and economic growth.

II. **It was resolved** to employ a Full time Events and Marketing Officer

III. **It was resolved** to employ a second Full Time Town Operative

## 8. CLOCK MECHANISM

It was agreed that the Clock Mechanism be repaired as suggested by the Historic Buildings Officer. **It was resolved** to get an up-to-date quote for the repair and a quote for annual maintenance of the clock.

## 9. WALSINGHAM GATES

9.1 **It was resolved** to remove the Walsingham Gates into storage as a short-term measure to prevent further deterioration.

9.2 **It was resolved** 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. TREE RISK ASSESSMENT

**It was resolved** to ask quote 1 to undertake the Tree Risk Assessment at the following sites: Bridle road play area, Loch Neaton, Jubilee Garden, Thetford Road allotments, Cemetery Churchyard, Church Road Allotments, Shire Horse Way, Hares Green, Heritage Park at the cost of £745.00 + VAT

## 11. PLANNING

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

No comments

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

No comments

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

No comments

**12. It was resolved to pass a resolution to exclude the Public and Press to consider CONFIDENTIAL matters:**

12.1 To receive update from the Chairman regarding interment at the Cemetery.

**It was resolved** that the Chairman contact the family and that if the family wishes to proceed they will need to seek permission and ensure the official route is followed.

12.2 To consider Finance Committee recommendation that the Town Council initiates a discussion re boundary considerations around the Blenheim Grange area.

**It was resolved** that Initial discussions be had with Carbrooke PC and Boundary commission regarding the matter.

12.3 To consider "Watton Heritage Quarter"

**It was resolved** to support the presented proposal to Middle Street