



## 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 22<sup>nd</sup> April 2025 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* Town Clerk

16<sup>th</sup> April 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
  - 3.1 To confirm that the minutes of the meeting held on 08.04.25 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
5. To note and amend the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for April 2025 (To follow)
  - 7.2 To note draft minutes from the Finance Committee Meeting held on 11.04.25
8. Update on Devolution and Local Government re-organisation
9. ALLOTMENTS
  - 9.1 To agree community group use of an Allotment plot
  - 9.2 To agree name for the Thetford Road Allotment site
  - 9.3 To agree to hold an Open Day at Thetford Road Allotments
10. GAZEBOS
  - 10.1 To receive Market Gazebo report
  - 10.2 To consider Policy for use of gazebos (see suggestions) at the weekly market
  - 10.3 To consider Policy for borrowing Council equipment
11. To consider continued support for the Watton and Saham Flood Action Group Website
12. To agree to investigate funding and permission for Solar powered bollard lighting at Church Walk
13. PLANNING To consult on planning applications received since the last meeting:

|      |   |  |                                     |   |
|------|---|--|-------------------------------------|---|
| 13.1 | <b>FOR INFORMATION ONLY</b><br>PL/2025/0485/TCA | T1- Ash Sectional<br>fell clear and cut to<br>10-12 ft | Dereham Road<br>Watton. IP25<br>6ER | <a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197519">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197519</a> |
|------|---|--|-------------------------------------|---|

14. To pass a resolution to Exclude the Press and Public to consider confidential matters
- 14.1 To receive verbal update from the Chairman of the HR Committee

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday April 8th 2025 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

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

Keith Gilbert, Keith Prince, Cat Turley-Long and Steve Turley-Long

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

### **3. MINUTES**

**3.1** The Minutes of the meeting held on March 25<sup>th</sup> 2025 were accepted as a true record with correction to item 12: "The Town Council is Sole Trustee of the Charlotte Harvey Trust".

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

- Electrical work completed at the Unit.
- Clock Tower Maintenance – It was resolved that a structural engineer will be commissioned to appraise the structure of the clock tower at an estimated cost of £1440. Building works will then be undertaken as necessary.
- Footfall cameras have now been installed in the High Street. Town Council Officers are to be trained how to access the data.
- No nominations received from Councillors for "Make a Difference" awards– deadline has now expired.

### **4. REPORTS**

#### **4.1 Chairman's Report**

08.04.25 The Chairman attended the Family Fun Day at the Charlotte Harvey Trust Community Hub and the 80<sup>th</sup> VE Day celebration planning meeting.

*It was resolved that the Watton Men's Shed should be sent a letter of thanks for their help with the Family Fun Day and a vote of thanks was made to all staff and Councillors who gave up time to support the event.*

#### **4.2 Vice-Chairman's Report**

08.04.25 The Vice-Chairman attended the Family Fun Day at the Charlotte Harvey Trust Community Hub and the 80<sup>th</sup> VE Day celebration planning meeting.

#### **4.3 Clerks Report**

Written report presented in Councillors Agenda Pack with verbal update given informing the meeting that Breckland Council is reinstalling four flag poles along the High Street.

#### **4.4 Lead Councillors Reports:**

Councillor Bridges informed the meeting that he is no longer able to continue as the Town Council representative for the Air Cadets. A replacement Councillor will be agreed.

Councillor Stan Hebborn informed the meeting that he is liaising with the fireworks providers to agree music to accompany the 2025 fireworks display.

**4.5** A report from Councillor Hutchings was submitted with the agenda pack for the meeting.

4.5i **It was resolved** to remove “contacting NWT and NCC regarding Wayland Wood” from the Works in Progress List as new connections have been made with more information available.

4.5ii **It was resolved** to review the provision of gazebos at the weekly Wednesday Market and to agree a policy regarding their use generally. A report will be compiled for the next Full Council meeting.

4.5iii **It was resolved** to check the legal position before deciding whether allotment plots could be given to charitable groups free of charge. This matter will be an agenda item again once clarification has been received.

**5. PUBLIC PARTICIPATION –** No members of the public present.

**6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION –** updates are forwarded to Councillors as received.

## **7. RIGHTS OF WAY**

It was resolved that information would be published on the Watton Town Council pages in the Wayland Times stating how issues with public Rights of Way can be reported.

**8. SUMMER RECESS –** motion withdrawn.

## **9. BRECKLAND LOCAL PLAN**

Noted that following the recent call for sites as part of the Local Plan Review, Breckland Council is to arrange meetings later in the year to give representatives from parishes a chance to discuss and share their views on the sites that have been put forward prior to a formal consultation.

## **10. PARISH PARTNERSHIP**

The Town Council has been successful with its application to the Norfolk County Council Parish Partnership Scheme 2024, and **it was resolved** to purchase a third SAM2 Vehicle Activated Sign as funded.

**It was also resolved** to apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site.

## **11. CHRISTMAS LIGHTS**

**It was resolved** to accept the quote of £11500 for provision of the Christmas lights for the High Street for 2025. Should the cherry trees which have held lights in past years be removed from the containers at the west end of the High Street during 2025 adjustment can be made to the quote and the money saved used to possibly purchase other Christmas motifs. £15000 has been allocated in the 2025 budget towards Christmas lighting.

## **12. PLANNING**

12.1 PL/2025/0366/FMIN Demolition of existing bungalow and development of single storey annexed building for existing care home and erection of new porch for existing care home 255 Lovell Gardens, Watton

*The Town Council supports the representations made by the Watton and Saham Flood Action Group.*

12.2 PL/2025/0395/FMIN 9no dwellings with associated parking, access and landscaping Land at Rear 121a Brandon Road, Watton

*The Town Council supports the representations made by the Watton and Saham Flood Action Group.*

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

**13.1 The Charlotte Harvey Trust**

For information Councillors were presented with a copy of the Memorandum of Understanding held between the Town Council and the Charlotte Harvey Trust.

**13.2 Community Fun Days**

It was agreed that the Community Fun Days which take place at the Charlotte Harvey Trust Community Hub are run by the Charlotte Harvey Trust but sponsored by the Town Council which has made an allocation in the 2025 budget to financially support the events. Community Provision in the budget has been set at £3000.

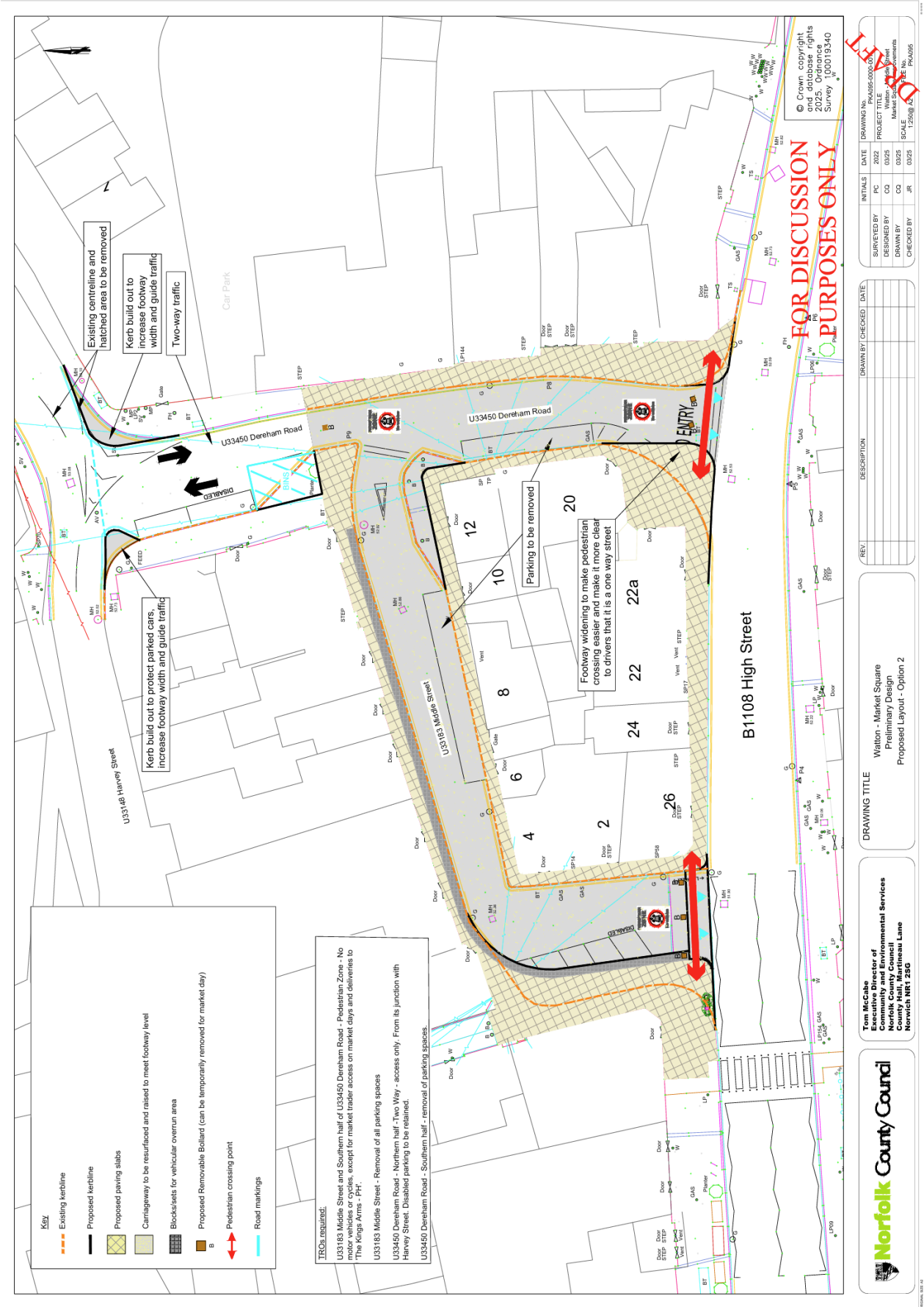
**Item 3.2 Update from the meeting held 08.04.2025**

| <b>Agenda Item No.</b> | <b>Update</b>  |
|------------------------|--|
| 3.2                    | <ul style="list-style-type: none"><li>• Structural engineer attending the Clock Tower on 29<sup>th</sup> April</li><li>• 4 members of staff have now undertaken training to access data from the Footfall cameras.</li></ul> |
| 4.1                    | Letter of thanks has been sent to the Men's Shed for all their help at the Family Fun days   |
| 4.5ii                  | Report of Gazebos provision has been compiled and is item 11 on the agenda for 22.04.25  |
| 4.5iii                 | Legal position on allotments to charitable groups – Response from The National Allotment Society – “A charity having a plot is not a problem and should be charged the same as any other plot holder”.                       |
| 7                      | Rights of Way information has been submitted for the May addition of the Wayland News.   |
| 11                     | Quote accepted for another 3-year Christmas Lights contract.   |

Item 4.5 Clerks Report

Middle Street

Please see below NCC’s latest draft of proposed works for the Market Square in Watton. NCC are now moving into the detailed design stage.



## **Sports Centre Skate Park**

Notification has been received from BDC S106 officer that additional funding will be released for approved Skate Park.

## **Safer Street Wardens**

BDC officers to attend before the Town Council meeting on Tuesday 27<sup>th</sup> May from 6:15pm to give a presentation on the Safer Street Wardens Initiative.

## **Industrial Solar Farm across Mid Norfolk between Swaffham - Dereham**

Received from George Freemans Office:

Parish / town council meeting with George on Friday 25<sup>th</sup> April at 6pm .

Terry Jermy MP has confirmed that he will be attending and is extending the invitation to his parishes that are affected too.

The venue is Holme Hale Village Hall:

The Tony Evans Centre

Holme Hale Village Hall

School Road

Holme Hale






Thetford

IP25 7DP

The offer is to two attendees from each parish / town.

George looks forward to seeing everyone on Friday 25<sup>th</sup> April.







Does anyone from Watton Town Council wish to attend?



|     | Resolution  | Date and Agenda item | Action                    | Link to 4YP/NP | Lead   | Current Position – 16.04.25   | Status  |
|-----|---|----------------------|---------------------------|----------------|--------|---|---|
| 126 | Apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site  | 08.04.25<br>10       | Apply for funding         |                | Office | To do   |    |
| 125 | Purchase a third SAM2 Vehicle Activated Sign as funded by the NCC PPS   | 08.04.25             | Purchase SAM 2 sign       |                | Office | Awaiting contact with Highways engineer   |    |
| 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<br>4.4i     | Gather information        |                | Office | EMO to take a lead.   |    |
| 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<br>11       | Establish Joint Committee |                | Office | Draft Terms of Reference have been agreed and sent to Saham Toney Parish Council. Cllrs Keith Gilbert and Tomos Hutchings were nominated for the Flood Group. Date to be agreed for meeting |   |
| 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<br>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> <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> | 14.01.24<br>15     | Accept quote and arrange works        |  | Office    | Site inspection of the tower took place 30.01.25<br><br>Building Surveyor booked to compile a report – maintenance works will then follow               | 😊 |
| 116 | To establish a working group to prepare a long term staffing strategy.  | 22.10.24<br>7.3iii |                                       |  | Fin<br>HR | Awaiting receipt of Staffing Re-structure report  | 😊 |
| 114 | To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town  | 24.09.24<br>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<br>11     | Compile policy                        |  | Office    | Draft report compiled Agenda item on 22.04.25   | 😊 |
| 109 | To reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before proceeding any further with Solicitors  | 27.08.24<br>4.7    | Lease with solicitors                 |  | Office    | Solicitor letter of engagement returned on 15.01.25<br>Museum4Watton comments have been received and forwarded to the Solicitor on 10.04.25             | 😊 |
| 108 | To undertake the recommended works to the Cantilever Swing at Lovell Gardens as quoted before the 2025 inspection   | 13.08.24<br>12     | Schedule works before next inspection |  | Office    | To book works in 2025   | 😊 |
| 104 | To produce a staff well-being policy  | 23.07.24<br>4.6    | Compile policy                        |  | HR        | All other HR policies have been implemented, Staff well-being policy to follow  | 😊 |



|    |   |                             |  |           |              |  |   |
|----|---|-----------------------------|--|-----------|--------------|--|---|
| 91 | To research provision of Digital Signage at the 4 entrance points into Watton.  | 14.11.23<br>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<br>4.6i<br>a,b,c,d | To present Policy to Full Council in 2025                          |           | TB           | Awaiting Draft Policy  | 😊 |
| 83 | <p>Old Christmas lights will be offered (untested), to local organisations in the following order:</p> <ol style="list-style-type: none"> <li>1. Queens Hall</li> <li>2. CHT</li> <li>3. Other charitable organisations within Watton</li> <li>4. High Street businesses</li> </ol> <p>Any remaining or non-working lights will be sold for scrap.</p> <p>Decision taken 12.11.25 to defer further decisions re. Christmas lights until 2025.</p> | 08.08.23<br>9               | Other local organisations to be contacted if any lighting remains. |           | Office       | <p>Queens Hall has taken a lot of the lights.<br/>CHT have been given 40m of Ice White icicle lights</p> <p>Suggestion made that the Town Council might use old lights at 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.</p> <p>Another 3-year Christmas Lights contract has been awarded 08.04.25</p> | 😊 |
| 82 | Landscaping of Portal Avenue Community Land.  | 08.08.23<br>7.3             | Research landscaping.  | 4YP<br>NP | Office       | EMO to lead  | 😊 |
|    | 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<br>14.1            | Collate policies into staff handbook                               | 4YP       | Office<br>HR | Policies being collated  | 😊 |
| 78 | Litter Bin on Norwich Road opposite Blenheim Way  | 10.01.23<br>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<br>8   | Arrange meeting.                 | 4YP | Office<br>Finance | Heating at Wayland Hall now seems satisfactory   |    |
| 76 | Thetford Road Allotment land   | 13.12.22        |                                  |     | Office            | Transfer of land to the Town Council has been completed. Name of site to be an agenda item on 22.04.25   |    |
| 68 | Seats – to undertake audit of seats around the parish.   | 11.10.22<br>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<br>9   |                                  |     | Office            | Liz Whitcher 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 for which the Town Council are responsible for will be undertaken.                            | 14.09.21<br>6.1 | Some works have been undertaken. | 4YP | Office            | April 26 <sup>th</sup> 2024 Finance committee recommendation accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall.<br><br>Aerial Structural Report received Sept. 24.<br>Gutters cleared.<br>Chamber windows to be replaced |    |
| 21 | To commission audit of energy usage in Council premises.   | 22.09.20<br>5.1 |                                  | 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.<br><br>To undertake a Town Council Sustainability Audit. | 6<br>12.11.19<br><br>12<br>24.09.19 | Clerk to investigate and present model policies to Full Council.<br><br>To undertake Audit. | 4YP | Clerk<br><br>Office | Research being undertaken.<br><br>EMO submitted Sustainability & Climate Change Awareness Report Suggested works on Lighting at Wayland Hall to take place by electrician – Works now complete |  |
| 4  | To display photos of past Mayors in Council Chamber.  | 14/309                              | To collate photos and display.  |     | Office              | 2 more photos to be obtained<br>New photos will need to be taken.  |  |

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

**It is suggested that the Works In Progress list is thoroughly reviewed the second meeting in May 2025**

## Item 7.2

### **Minutes from the Finance Committee Meeting held on April 11th 2025 at Wayland Hall**

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn

Officers Present: Jane Scarrott, Michelle Thompson

1. Apologies for absence received from Don Saunders.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 14.03.25
  - i. The Minutes of the Finance Committee Meeting held on 14.03.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 14.03.25
    - A building surveyor has been booked to compile a structural report of the Clock Tower.
    - The Council Internal Emergency Planning is to be reviewed, and information shared with the incoming Chairman of the Council.
  - iii Other items raised by Full Council
    - A donation of £1000 to the Charlotte Harvey Trust, to be part of a contribution to larger external grant funded pot, was agreed by Full Council on 25.03.25.
    - A policy on the use of the Town Council gazebos is being compiled.
    - The Council agreed to accept the Norfolk County Council Parish Partnership Scheme grant towards purchase of a third SAM 2 sign and to also make an application for further funding for a dropped kerb leading on to the Bridle Road Play Area.
    - The quote for the provision of the High Street Christmas lights for 2025 was accepted at the Full Council meeting on 25.03.25. It was noted that amendment can be made to the contract at a later date should it be necessary if the trees which house the lights at the west end of the High Street are removed during the year.
    - Noted that the Fun Days held at the Charlotte Harvey Community Hub are funded by the Town Council's Community Provision pot within the annual Town Council budget. The Charlotte Harvey Trust also sources other funding to support the events.

#### 4. Bank Reconciliation

The Finance Committee members had been issued with the Bank Reconciliation and net position figures prior to the meeting. The Bank Reconciliation dated 31.03.25 was checked and signed by the Internal Control Officer.

Notes on the budget position:

- Unpredicted expenditure during the year included a second town van. £3500 had been allocated within the budget but another £6389 was spent from reserves.

- Donations of £10039 plus the cost of grass cutting at the Sports Centre has been allocated from reserves.
- A new Mayors chain was purchased at a cost of £4777 – allocation from reserves.
- The staffing expenditure has increased - £10,000 allocated in Four Year Plan for 24/25

If the £63,000 allocated to be taken from reserves to support the budget is included and the above are taken into consideration at present the budget would show an underspend!

However,

- There has been an overspend of approx. £6500 in legal fees (includes HR contract).
- The General Maintenance Budget has also seen an unpredicted overspend by approx. £5000 to equip the TO's with tools and materials needed. It was also necessary to purchase a new litter bin at a cost of £859.
- The Staff Training Budget shows over £5000 more spent than budgeted, plus an additional £8125 for the Staff Restructuring Project.

To show a final balanced budget the above may also need allocation from reserves, but until end of year adjustments are made the final out-turn is not known. A rough estimate for expenditure for March 2025 still to be included within the 24/25 figures is £20,000.

Previous years have seen an underspend on the budget, but this is unlikely in 2024/25 and total funds held will be down.

#### 5. Review of Four Year Forecast

- Noted that an allowance should be included within the Four Year Forecast to support general maintenance works to the Thetford Road Allotments as the site is now owned by the Town Council.
- It was also suggested that a contingency should be established in the 2026/27 budget to create a reserve pot for staffing.

#### 6. Expected date of the next meetings (to be confirmed after the May Annual Full Council Meeting)

HR Committee: Friday 16<sup>th</sup> May 2025?

Finance Committee: Friday 16<sup>th</sup> May 2025?

### **Item 9.1**

Response from The National Allotment Society – “A charity having a plot is not a problem and should be charged the same as any other plot holder”.

### **Item 9.2**

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

**(The office felt The Sale Yard Allotments is probably the best)**

### **Item 9.3**

Small budget needed for a 12-yard lockable skip at an estimate of £371 + VAT

## **Item 10.1**

### **Market Gazebos Report April 2025**

#### **Background**

In 2019, the Market Towns Initiative (MTI) grant of £19000 from Breckland District Council (BDC) funded the purchase cost of ten gazebos and the trailer for them to be housed in. This was a joint venture with Swaffham Town Council which when it ended the gazebos were split between the two towns with Watton Town Council also taking ownership of the trailer. However, the accepted agreement was that the two towns would continue to share their gazebos with one another if possible.

The Town Council originally engaged a contractor to store and erect the gazebos when they were used, but since employing two Town Operatives this has become an in-house job.

The Town Council has attempted to keep ten useable gazebos, so in 2021 six new gazebos were purchased. In 2024 another three gazebos were purchased at a cost of £1680 plus seven new sets of canopies at a cost of £1746. The Council then had ten “new” gazebos made up by three completely new gazebos and seven others with new canopies on the best of the earlier purchased frames. The original gazebos all had white canopies as requested by market traders. The current ten are all of different colours, apart from two purple!

Of these ten, two are already damaged. The Town Operatives have also reported that some of the gazebos are in need of cleaning and this will be attempted during dry weather.

The original Market Town Initiative objective was that the gazebos would be used to support and help grow the town markets and other events organised by the Town Councils. This was especially encouraged in Watton with the idea to promote Middle Street pedestrianisation.

#### **Market Fees**

In 2020 Watton Town Council agreed that the pitch fee for the Wednesday Market would include the use of a gazebo.

Market fees currently stand at:

Small pitch (up to 10sq metres) – Free of charge

Medium Pitch (up to 30sq metres) – £10.00

Large Pitch (up to 60sq metres) – £15.00

Charity Stallholders – One off pitch – free Regular Charity pitch – 50% of pitch charge

#### **Current use of the Gazebos**

##### **Weekly Market**

As at April 2025 it is usual for between five and seven gazebos to be erected each week by the Town Operatives (TOs) for market traders. Four of the five regular traders have taken the opportunity to request a market gazebo since the offer was available and until recently these same four traders have continued to be at the weekly market. The fifth trader is more recent.

It is not a regular occurrence for seven gazebos to be used and unfortunately the number of current regular traders is likely to fall as some are saying they are not selling enough to continue having a regular weekly pitch.

The Town Operatives erect the gazebos for the Wednesday Market but this does mean an early start for them to get the gazebos up in time for when they are wanted.

If a Town Operative is off work the Town Council engages support from the preferred contractor at a cost of £87.50 to provide one man to assist. If both TOs were off work the price would be greater!

The TOs have also pointed out that it is difficult and time consuming to dry the gazebos if they have got wet. The TOs feel the task of setting up and taking down the gazebos each week is time consuming especially when also considering time taken to load the gazebos in and out of the vans. The trailer has not been used for transporting the gazebos recently but it has been suggested that this should be trialled again as it would cut the loading/unloading time against using the Town Operative vans.

## Other Use

Occasionally some of the gazebos are used at events with all having been requested at such events as the Festive Market and Antiques Fair. Swaffham Town Council also request use of the Watton Town Council gazebos possibly on two occasions per year, with Watton TC requesting use of Swaffham gazebos for the Watton Festive Market.

## Policy for Future use of the Gazebos

### Suggestions:

- New traders are offered a small pitch and gazebo free of charge for their first 3 months.
- Current traders who have been using a gazebo continue to be supplied with a gazebo 3 months from adoption of a Policy by the Town Council (needs to be accepted that traders who have been attending regularly may be lost).
- As the Town Council has only 8 useable gazebos this will need to be the maximum number that can be supplied each week, and this would be undertaken on a first come first served basis. Traders would be asked to notify the Office to confirm attendance at the market to “book” a gazebo.
- Should another body wish to borrow any gazebos a procedure should be put in place to ensure the goods borrowed are returned in the condition provided or compensation will be claimed.

## Policy for borrowing of Council equipment

### Council Equipment Borrowing Policy

#### 1. Purpose

This policy outlines the procedures and responsibilities for borrowing equipment owned by the council, ensuring fair access, proper usage, and accountability.

#### 2. Scope

This policy applies to all individuals, community groups, and organizations who request to borrow equipment from the council.

#### 3. Eligible Borrowers (subject to approval and availability)

- Local community groups and not-for-profit organizations



- Residents
- Council staff

#### 4. Equipment Available for Borrowing

A list of available equipment will be maintained and may include items such as:

- Marquees/gazebos
- PA systems
- Tables and chairs
- Sports or event equipment

#### 5. Booking Procedure

- All requests must be submitted in writing using the official Equipment Borrowing Form at least [X days/weeks] in advance.
- Requests are subject to availability and must be approved by the designated council officer.
- A refundable deposit or fee may apply depending on the item and borrower category.

#### 6. Conditions of Use

- Borrowers are responsible for the care and proper use of equipment.
- Equipment must not be used for unlawful or commercial activities.
- Equipment must be returned clean, undamaged, and by the agreed date.
- Any loss or damage must be reported immediately and may incur repair or replacement charges.

#### 7. Duration of Loan

- Equipment may be borrowed for a maximum of [X days/weeks]. Extensions may be considered upon request.

#### 8. Liability

- The council is not liable for injuries or damages resulting from misuse of borrowed equipment.
- Borrowers may be required to provide proof of public liability insurance for certain items or events.

#### 9. Non-Compliance

Failure to comply with this policy may result in:

- Denial of future borrowing privileges

- Forfeiture of deposit
- Liability for repair/replacement costs

## 10. Policy Review

This policy will be reviewed annually or as required to ensure relevance and effectiveness.

*A further Policy is needed specifically for market traders who borrow a gazebo but wording will be dependent on how the Council proposes the gazebos should be offered in future.*

*To agree:*

- 1. Policy for use of gazebos (see suggestions) at the weekly market*
- 2. Policy for borrowing Council equipment*

## Item 12

Solar powered bollards

10:51

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