



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
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Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 10th February 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

4th February 2026

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 27.01.26 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 Clerk's Report
 - 4.4 Reports from Lead Councillors
5. PUBLIC PARTICIPATION
6. Update on Devolution and Local Government Reorganisation
7. WEEZE
 - 7.1 To agree a Gift for Wattons Twinning Town of Weeze as it celebrates its 800th anniversary
8. To confirm that the Town Council will accept the open spaces land as offered from Breckland Council App 1 and App 2
9. To consider quotes received to extend the ashes section at Watton Cemetery and to remove excess soil from the compound at the Cemetery.
10. PLANNING - To consult on planning applications received since the last meeting
 - 10.1 PL/2026/0069/
FMIN Installation of metal shipping container (2.44m high, 2.44m wide and 6.1m long) for general centre equipment storage (chairs, tables, gardening equipment, outdoor play equipment etc) Watton Youth And Community Centre Harvey Street, Watton <https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198969&language=en>

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 27th January 2026 at 7.00pm in Wayland Hall

Councillors Present: - Gillian Tarrant (Chairman of the meeting), Keith Gilbert, Sarah Humphries, Tomos Hutchings, Graham Martin, Don Saunders, Jack White.

Officer present: Jane Scarrott Clerk

1 member of the public present

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Tina Kiddell, Stan Hebborn and Sue Hebborn

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on January 13th 2026 were accepted as a true record.

3.2 Updates from items raised at the meeting on January 13th 2026 not agenda items for this meeting:

- Response awaited from the Breckland Tree Officer following his visit 09.01.26.
- Noted that developer has suggested a meeting with Town Councillors relating to land to the south of Thetford Road.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

15/01/26 Finance Committee Meeting

23/01/26 The 100th birthday celebration at Watton Junior School

4.2 Vice-Chairman's/District Councillors Report

The Vice-Chairman was not present but her written report had been circulated prior to the meeting.

4.3 District Councillor's Report

As above. No further reports.

4.4 County Councillors Report – County Councillor not present.

The County Councillor had submitted a written report shortly before the meeting which was circulated to Cllrs. Cllrs requested, once again, for reports to be presented in time for them to be digested before meetings. The County Council will be approached about this and asked to attend more meetings.

4.5 Clerks Report as presented in the agenda pack with verbal update given:

- Bridle Road and Sports Centre Update

The Events and Marketing Officer has been investigating alternative safety surfacing for the Sports Centre Play Area to make the site more accessible for all. Play equipment providers have been approached for quotes both for the Sports Centre and for installing a path at Bridle Road.

- Planters

A request has been made to include maintenance of two planters at Watton Library to the Town Council gardening contract. Costs will be sought and this matter will be brought back to Full Council.

- Watton Relief in Need

Request received for a Trustee for Watton Relief in Need. This matter will be an agenda item again once the Council has its full complement of Councillors.

- Reclaim the Rain

The Reclaim the Rain Project Manager is suggesting a meeting to update the Council on the plans for sustainable drainage in Watton High Street. A request will be made for the Town Council to undertake day to day general maintenance of the assets which will be in public areas. It is likely Norfolk Highways will assume ownership providing Watton TC accepts overground maintenance.

- Martyn's Law Training

Thetford Town Council is offering free training on March 24th 2026 in relation to Martyn's Law. Anyone wishing to attend was asked to let the Town Council Office know so they can be booked in.

- Casual Vacancy

Noted that the due date for receipts of requests to hold an election is 30.01.26.

4.6 Lead Councillors Reports

Cllr Saunders reported that he has spoken with the Principal of Wayland Academy about the Town Council providing places for Duke of Edinburgh students to undertake some voluntary work and also the possibility of the Town Council employing an apprentice. Cllr White indicated a willingness to be involved with further discussions.

4.7 The notes from the Digitilisation Working Group (DWG) held on 15.01.25 were received.

Suggested actions from the Digitilisation Working Group:

- i. To consider installation of CCTV in the High Street
- ii. To consider the 2 options presented for public Wi-fi in the High Street
- iii. To consider quote for Smart Benches
- iv. To consider financial viability for updating the Town Council website and creation of a Town App
- v. To consider consulting the public on communication strategies and digital infrastructure and whether public surveys to gauge support for suggested actions should be undertaken.

As Chairman of the DWG Cllr White spoke of how the above actions would support his aims around digitilisation. He is keen to consider the actions as suggested as integral to an overall project with an important outcome to be effective accessible communication with residents.

It was noted that there has been no allowance made in the forthcoming budget year for additional projects as being put forward.

Points were raised against the actions and it was stressed that the Wayland Partnership and Wayland Chamber of Trade should be consulted prior to any decisions being made.

5. WORKS IN PROGRESS

The Works in Progress List was accepted as presented.

6. PUBLIC PARTICIPATION

The Chairman of the Twinning Association was present to speak of the forthcoming trip to Weeze which is celebrating its 800th anniversary.

7. WEEZE GIFT

Discussion took place regarding what gift the Town Council could give to Weeze in celebration of its 800th anniversary. Further investigation will be undertaken including whether a suitable wooden hare and barrell or similar could be sourced in time to be taken to Weeze for the celebration weekend at the end of May. A further suggestion was made that a framed copy of the Watton Heritage Map could be gifted to Weeze.

This matter will be an agenda item for the next meeting of the Full Council.

Also noted that a party from Weeze will be visiting Watton in 2027 when the 40th anniversary of the formation of the Watton Twinning Association will be celebrated.

8. FINANCE

8.1 Payments for January 2026 were approved for payment as on the list presented prior to the meeting.

8.2 The Minutes of the Finance Committee Meeting held on 15.01.26 were noted.

8.3 Recommendations from the Finance Committee Meeting held on 15.01.26:

8.3i **It was resolved** that the Council will subscribe to Breathe HR at a cost of £22 per month for the basic software package plus £10 per month to add "Rota, Time and Attendance" which will record employees working times.

8.3ii **It was resolved** that the Council accepts the quote of £1000 from SJB Safety Solutions for a Health & Safety audit to be undertaken to ensure all relevant arrangements are in place.

9. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)

No update on Devolution as such but noted that the Clerk is to attend a meeting on 29.01.26 with Officers of Breckland Council regarding the transfer of Breckland Council owned assets to the town and parish councils.

10. COMMUNITY CHAMPIONS

It was resolved that the Town Council would initiate a Community Champions Award Scheme whereby exceptional contributions of positive impact to the town could be recognised. The paper presented in the agenda pack for the meeting will be used as a guide to establish a policy for the scheme.

11. PLANNING

11.1 PL/2025/1335/FMIN Subject to Planning Appeal: Proposed Change of use from commercial/building land to storage for up to 50 cars & light commercial vehicles. Yard Griston Road Watton Thetford Norfolk IP25 6DL

The Town Council originally objected to the above application and will re-iterate this to the planning appeal.

11.2 PL/2026/0052/FMIN Proposed demolition of the existing dwelling and construction of a replacement dwelling in the form of a dormer-style bungalow. 53 Griston Road, Watton, Thetford, Norfolk, IP25 6DN

No comments

11.3 PL/2025/1895/HOU Proposed erection of a single storey garden room to the rear elevation. 10 Woodpecker Drive, Watton, Thetford, Norfolk, IP25 6TW

Noted that no on-line link could be accessed for the above application and therefore no comments made.

It was also noted that a planning application expected in the latter part of 2025 had not been presented at a Town Council meeting. Investigation will be made as to why the application was not an agenda item for a Town Council meeting.

Reported that the new lighting and change of use relating to planning for the Baguette Shop in Watton High Street lights has been approved.

12. Resolution passed to exclude the public and press to consider staffing matters.

12.1 The Minutes of the HR Committee Meeting held on 15.01.26 were noted.

12.2i It was resolved to accept the Job Descriptions for all staff as presented.

12.2ii It was resolved to accept the recruitment package for the Town Council Caretaker as presented with the addition that a Full UK Driving Licence should be added as an essential requirement on the Person Specification.

Item 4.2 Update from the meeting held 27.01.26

Agenda Item No.

- 3.2 Meeting with developer regarding land at Thetford Road is scheduled for 11th Feb, 1pm in the Council Chamber - see Clerks Report
- 4.5 Casual vacancy - No election requests have been received. Co-option vacancy notice has been published with the deadline of Feb 13th for applicants. Co-option interviews to take place before the TC meeting on Feb 24th.
- 7. Weeze gift is agenda item 7.1 on the 10th Feb.
- 10 A Community Champions Policy is being compiled by the Office.
- 12.2 The Town Council Caretaker vacancy has now been published with the deadline of 17th Feb for applications to be received. Several requests for application packs have been received.

Item 4.3 Clerks Report

Thetford Road Development

Endurance Estates who are looking to develop land off Thetford Road are to hold a meeting to be held at Wayland Hall on 11.02.25 at 1.00pm. Town Councillors and the Watton & Saham Flood Action Group.

Should anyone not be able to attend the physical meeting please but wish to join remotely use link:

<https://teams.microsoft.com/meet/33299608709011?p=eJP0OJKNqJuwAfWNHc>

Meeting ID: 332 996 087 090 11

Passcode: H6bB9xU7

Staff training

DC attending ACAS Support Neurodiversity Webinar on 17.02.26

DC and EMO attending Suicide Prevention Course on 19.02.26

TC has attended Asset Management Webinar 21.01.26 and Locality Webinar on Community Asset Transfer on 04.02.26.

The slides from the above webinar will be shared with Cllrs once received and useful information can be found at:

<https://locality.org.uk/>

<https://mycommunity.org.uk/>

<https://heritagetrustnetwork.org.uk/>

TC to attend Norfolk County Council Market Towns Conference on 19.02.26.

EMO has now registered for training to obtain the Certificate in Local Council Administration (CiLCA) introduction is on 16.02.26.

Thetford Road Allotments



The west boundary of the Thetford Road Allotments has been cleared as planned.

Former Mayors Chain

The Former Mayors Chain of Office is now up to date with engravings ready to be displayed in the museum.

HMP Wayland

DC and EMO attended a Community Matters meeting at HMP Wayland on 04.02.26

As part of the Hare Trail one of the large fibreglass hares will be painted by the peer led art class in the prison. It is also hoped that the carpentry department in the prison will make some wooden hares to include in the Town Hare Trail.

Item 7.1 Gift for Weeze

Option 1. The picture below shows a wooden hare as on order and funded by Love Your Market Town to be used for the Hare Trail later in the year.

Cost £275

Eight wooden hares have been commissioned and one could be made available as a gift for Weeze at no additional cost for the TC.

Size approx. between 30 and 50 cms



Option 2. Bowles and Walker have been contacted regarding a:

3D Hare and Barrel – awaiting cost

Or a 30cm plaque – same as on planters but bigger – awaiting cost



Option 3. Mark Bunning Photography

A2 framed Heritage Map with room for Councillor signatures at a cost of £60.00.

Option 4. Chainsaw artist, Matt Darge at Dereham has been contacted regarding commissioning a hare and barrel wooden sculpture– awaiting response

Item 8. Open Spaces land

The Clerk attended a very useful meeting with Breckland Officers on 29.01.26 regarding the transfer of open space land within the parish from Breckland Council to Watton Town Council. App 1 and App 2 provide maps which indicate the areas which can be transferred.

The Town Council agreed on 26.11.26 to accept all the open space land being offered from Breckland Council.

Some discussion has followed as to whether all parcels of land should be taken on, as some may be of no value to the Town Council. However, following the meeting with Offices it is recommended that all areas are accepted except perhaps the area of verge at the entrance to Monkham's Drive and the small area adjacent to the entrance of the pathway through from the Norwich Road to Priory Road. It may be that these two areas would sit better with the Highway Authority.

It will be easier for Breckland to transfer the land as one parcel or possibly a few parcels containing several small areas than for each piece of land to be individually transferred. This will considerably save on legal costs all round.

The two pieces mentioned which could be omitted are on the edge of a possible area so could be easily left out.

Other issues which will need to be clarified are the ownership of Mill Road and the rights and lease which exist relating to the parcel of land adjacent to the Queen's Hall.

The sub-soil of Mill Road is possibly owned by Breckland Council but the road is likely to have been adopted and therefore rights are held by NCC Highways. If this is the case it may be another area where ownership should be passed to Highways.

Breckland has asked that the Council confirms that it wishes to proceed as above and as soon as instruction is passed to Breckland the transfer process can be initiated.

The Town Council would need to stress that all areas would be maintained as open space amenity land. The land adjacent to the Queen's Hall is also considered to be of social value as a possible community asset for the future should there be an opportunity for the Queen's Hall to expand its footprint to enable an improved facility for the town.

Item 9 Cemetery

The area in the image below is a rough guide to the ashes plot extension, it measures 13 metres by 8 metres and it really is the last add on that can go on the existing ashes plot, it gives us roughly about another 100 square metres of space to fill up with cremation tablets.



Methodology

Strip back grass and topsoil and remove cherry tree stump.

Lay edgings along the back edge nearest the graves to contain slate and border ashes.

Lay plum slate 50mm thick to cover new ashes plot.

Any spare plum slate (roughly 15 tons) to be put on areas that are looking thin on the existing ashes plot.

Materials

20 x 1000mm x 150mm x 50mm concrete square topped edging at £6.00 each

30 tons of 20mm plum slate at a cost of £72.50 per ton

½ cubic metre of ready-mix concrete £200.00

Total materials £2495.00

Muck Away

£350.00 and we can empty your soil compound whilst we do it.

Labour

£2100.00

Total Job Cost £4945.00