



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk
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 24th February 2026 at 7.00pm for the purpose of transacting the following business.

Please note there will be co-option interviews taking place from 6pm before the Town Council Meeting. Doors to the chamber will be open to members of the public from 7pm

Jane Scarrott Town Clerk

18th 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. To Co-opt three new Councillors to fill the casual vacancies on the Council
4. MINUTES
 - 4.1 To confirm that the minutes of the meeting held on 10.02.26 are a true and accurate record
 - 4.2 To receive an update on items from the previous meeting if not agenda items for this meeting
5. TO RECEIVE REPORTS
 - 5.1 Chairman's Report
 - 5.2 Vice Chairman's Report
 - 5.3 District Councillor's Report
 - 5.4 County Councillor's Report
 - 5.5 Clerk's Report
 - 5.6 Reports from Councillors
 - 5.7 To receive report from Cllr Hutchings
 - 5.8 To received draft notes from the Digitalisation Working Group meeting held on 12.02.26
6. To note and amend the Works in Progress List
7. PUBLIC PARTICIPATION
8. FINANCE
 - 8.1 To approve payments for February 2025 (To follow)
 - 8.2 To note the Minutes of the Finance Committee Meeting held on 12.02.26
 - 8.3 Finance Committee recommendation to full council:
 - I. To accept temporary contractor cost of £23 per hour for 12 hours a week to clean the Community Hub until a new caretaker is in post.
9. Update on Devolution and Local Government re-organisation
10. To accept Community Champions Policy as presented
11. PLANNING To consult on planning applications received since the last meeting:

11.1	PL/2026/0192/FMIN	Change of use of dwellinghouse (Class C3) to Class C2 (for either a Children's Residential Care Home (C2) or A Supported Living Home for Adults (C2))	30 Swaffham Road, Watton, Thetford, Norfolk, IP25 6LA	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199073&language=en
11.2	To note PL/2025/1563/FMIN	Committee date: 10am Tuesday 24th February 2026 Proposed change of use for a residential dwelling: The property will transition from Residential (Use Class C3) to a Day Nursery (Use Class E(f)). The proposed changes include internal renovations to the building. Additionally, the applicant plans to provide secure access and a play area for the children attending the nursery.	Opal House, 61 Griston Road Watton. IP25 6DN	
11.3	PL/2026/0225/FMIN	Proposed Conversion of Residential Property C3(a) to Children's Residential Care (C2) for one child	12 Tom Turley Close, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199098&language=en

12. To pass a resolution to Exclude the Press and Public to consider confidential Staffing matters:

12.1 To note the Minutes of the HR Committee Meeting held on 12.02.26

12.2 HR Committee recommendation to Full Council

- i. To accept the Job Application Pack for the post of Office Support Clerk as presented (To follow)

Item 3

Co-option:

- **Voting Mechanism:** During a public council meeting, members vote for candidates. A candidate requires an absolute majority (more than half of those present and voting).
- **Elimination:** If multiple candidates are nominated and none secure a majority, the candidate with the fewest votes is eliminated and a new vote is taken until a winner emerges.
- **Ties:** If a tie occurs, the Chairman may use a casting vote.

Item 4.1

Minutes of the meeting of Watton Town Council held on

Tuesday February 10th 2026 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Gillian Tarrant – Chairman, Stan Hebborn, Sue Hebborn, Keith Gilbert, Tomos Hutchings, Tina Kiddell, Graham Martin, Keith Prince, Don Saunders, Jack White

Officer present: Jane Scarrott Clerk

2 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED from:

Sarah Humphries [Tina Cruz – e-mail received].

2. NO DECLARATIONS OF INTEREST MADE

Re. item 10.1 - Noted that the Council is the Sole Trustee of the Charlotte Harvey Trust and Councillors have dispensation to consider matters relating to the Trust.

3. MINUTES

3.1 The Minutes of the meeting held on January 27th 2026 were accepted as a true record and signed by the Chairman.

3.2 Update from the meeting held on January 27th not agenda items for this meeting:

- Noted that no election requests have been received to fill the third casual vacancy on the Town Council and the Council will now proceed to fill the vacancies through co-option. Interviews will be scheduled for 24.02.26.
- The suggested Community Champions Policy is being compiled by the Office.
- The next Digitalisation Working Group meeting will be held on 12.02.26 at midday. Membership of the group is still to be confirmed and all Councillors are invited to attend.

4. REPORTS

4.1 Chairman's Report

The Chairman has:

Attended the Policing Safer Neighbourhoods Team Meeting at Wayland Hall on 28th of January.

Also attending were Councillor Hutchings, and Reps from Breckland Council and Saham Toney plus 2 members of the public and 2 Police officers.

The Chairman was unable to attend the online outcome meeting and to date has not received any minutes from the meeting.

8th of February attended as Reviewing Officer the RAF Cadets 864 (Watton) Squadron 85th anniversary celebration of the formation of the ATC.

The Chairman noted that, as always, that it was an honour and a pleasure to be invited.

4.2 Vice-Chairman's Report

Following request the Vice-Chairman has received information regarding the Breckland Council controlled CCTV in the town. The e-mail will be shared with Councillors.

It was noted that Cllr Stan Hebborn and the Clerk have met with officers from Breckland Council regarding the management of CCTV in the towns car parks.

It was agreed CCTV should be an agenda item for the Full Council Meeting on March 24th once more information may have been received.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack:

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.

Staff training

Deputy Clerk (DC) attending ACAS Support Neurodiversity Webinar on 17.02.26.

DC and Events & Marketing Officer (EMO) attending Suicide Prevention Course on 19.02.26.

Town Clerk (TC) has attended Asset Management Webinar 21.01.26 and Locality Webinar on Community Asset Transfer on 04.02.26.

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 east 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 two 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.

4.4 Lead Councillors Reports

Cllr Gilbert reported that he had attended the recent Twinning Association Committee Meeting and that the Mayor will receive an invitation to the annual Twinning Association Meal.

Cllr Kiddell reported that a date has been set for a meeting of the Market Working Group.

5. PUBLIC PARTICIPATION

No matters raised.

6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR) –

See information on <https://www.breckland.gov.uk/LGR>

7. WEEZE

7.1 Gift for Weeze.

It was resolved that an A2 framed copy of the Watton Heritage Map will be purchased as a gift to be taken to Weeze to celebrate the 800th anniversary of the town in 2026. Councillors will all be asked to sign the map.

The Twinning Association celebrates its 40th year in 2027 and it was also **resolved** that the Council will further research the purchase of a wooden sculpture to present to Weeze to recognise the date. It was suggested a carved wooden hare and barrel could be commissioned as a joint gift from the Council and the Twinning Association.

9. OPEN SPACES LAND

It was confirmed that as previously resolved the Town Council will accept all open space land which has been recently offered by Breckland Council.

10. CEMETERY

It was resolved to accept the quotes as received from the preferred contractor for works to extend the ashes area at Watton Cemetery and to remove excess soil from the Cemetery compound.

11. PLANNING

10.1 PL/2026/0069/FMIN Installation of metal shipping container for general storage at Watton Youth & Community Centre, Harvey Street, Watton.

No comments

Item 3.2 Update from the meeting held 10.02.26

Agenda Item No.	Update
3.2	Co-option interviews to take place on 24 th Feb at 6pm
4.1	Market Working Group meeting to be held on 25 th Feb at 2pm
7.1	Weeze gift has been ordered
10	Works to extend the Ashes Section of the Cemetery has started.

Item 4.5 Clerks Report

Does Council wish to enter a team?



864 (Watton) Squadron ATC
Flight Lieutenant Alex Stapleton RAFAC
 Watton Cadet Centre
 Elworthy Close
 Watton
 Norfolk
 IP25 6HP
 Tel: 07908 973690
 email: oc.864@rafac.mod.gov.uk

864 (Watton) Squadron ATC – Family and Friends Quiz Night – Friday 17 April 2026

I would like to invite you to 864 (Watton) Squadron's inaugural Family and Friends Quiz Night, to be held on Friday 17 April 2026.

We will be hosting our Quiz Night at the Methodist Church Hall, 57 High Street, Watton, IP25 6EJ, with kind permission from Watton Methodist Church. The event will consist of 6 rounds of questions on a range of topics which teams of up to 6 members can attempt to answer. The winning team will be presented with a quiz trophy, which we hope to present at future quizzes, and prize.

In addition to the quiz, we will also be providing a free evening meal for all attendees at no additional cost. Jacket potatoes with various toppings will be available for quiz teams to enjoy before the quiz begins.

The quiz will begin at 7:15pm, with doors opening and food served from 6:30pm. We anticipate the evening to finish by 10:00pm.

The cost to enter the quiz will be £5.00 per team. The entry fee will go towards helping to fund future activities and equipment for the cadets and the Squadron.

In order to effectively plan and gain a good idea of numbers before the event, I would be grateful to receive the below slip from you to confirm your attendance at our Quiz Night. To ensure that we can comply with the maximum occupancy of the church hall, there will be a maximum number of attendees (120) and so team spaces at this event will be allocated on a first come, first served basis.

If you wish to attend the Quiz Night and submit a team of up to 6 members, please complete the slip below and return to the Squadron office by no later than Wednesday 1 April 2026.

I hope to receive your return slip in due course and welcome you to what promises to be an enjoyable event for all attending.

Kind Regards,

A Stapleton
 Flight Lieutenant RAFAC
 Officer Commanding
 864 (Watton) Squadron
 Air Training Corps

I would like to attend the upcoming Family and Friends Quiz Night on 17 April and submit a team of up to 6 members.

Team Captain: _____ Team Member: _____
 Team Member: _____ Team Member: _____
 Team Member: _____ Team Member: _____

Dietary Requirements: _____

Staff Training

Clerk is attending a Clerks get together on 20.02.26 and Cloudy IT DisGoverly day on 26.02.16.

Reclaim the Rain

Together with Liz Whitcher, Chairman of the Watton & Saham Flood Action Group the Clerk attended a Teams meeting giving an update on the progress of the two Reclaim the Rain projects which are still to be completed and which should benefit the parish in that storm water will be contained which can be used when needed.

Watton is one of six communities chosen for Reclaim the Rain, a £6.4 million project led by Norfolk and Suffolk County Councils. It's funded by Defra and the Environment Agency (EA) and runs until March 2027.

The aim is to find new ways to reduce flooding and improve water use in rural areas.

New Reservoir Proposal.

Reclaim the Rain is working with a local farmer, preparing plans to build a storage reservoir to collect excess rainfall runoff, especially during heavy rain in summer and wet winters. Currently, national abstraction rules only allow water to be taken from rivers and streams in winter. Reclaim the Rain is working with the EA asking that water can be collected during high flows all year round, but the project has been slowed down due to the abstraction rules. It is hoped that problems encountered can be overcome, especially as Reclaim the Rain is itself an EA funded pilot scheme!

Retrofit Sustainable Drainage Systems (SuDS) in Watton High Street.

Reclaim the Rain is working with Blue Green Urban to design and cost new drainage features such as tree pits, rain gardens, SuDS Planters and a water tank to help manage flooding. These will trap and slow down runoff from hard surfaces reduce surface water flooding, and help water the planters on the High Street. They'll also improve biodiversity, amenity features in the High Street. The designs for the High Street are being finalised and then Reclaim the Rain will undertake public consultation. The suggestion is that Reclaim the Rain will give a presentation to the Town Council possibly at the end of May

The Town Council will be asked to maintain the features in the High Street which will be above ground, with NCC Highways accepting the underground tanks.

Confirmation of speed limit

The Norfolk County Council (Watton, Various Roads) (20 mph Speed Limit Zone) Order 2026

Norfolk County Council has made the above-named Order under the Road Traffic Regulation Act 1984 on 16th February 2026 and which will come into effect on 23rd February 2026.

the effect of which is to:

1. de-restrict the lengths of roads specified in the Schedule below
2. introduce a 20mph Speed Limit Zone and thereby prohibit any motor vehicle from exceeding 20 mile per hour along the lengths of roads specified below.

A copy of the Order and a plan can be viewed online at www.norfolk.citizenspace.com. Copies are also available for inspection at Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH and at the offices of Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE, during normal office hours. Online viewing is recommended.

The officer dealing with the public enquiries concerning this scheme is O. Lacey and can be contacted by telephone 0344 800 8020.

Schedule

In the Town of Watton

20 mph Speed Limit Zone



Road	Description
U31910 Adland Road	From its junction with the U31909 Anson Way eastwards for a distance of 74 metres, including the turning heads.
U31909 Anson Way	From its junction with the U31769 Washington Drive southwards for a distance of 172 metres.
U31903 Beverley Close	From its junction with the U31769 Washington Drive westwards for a distance of 38 metres, including the turning heads.
U31906 Canberra Road	From the northernmost point of the U31907 Stirling Road north-westwards and westwards for a distance of 110 metres. From its junction with the U31775 Lancaster Avenue southwards for a distance of 99 metres
U31908 Fortress Road	From the centreline of its junction with the U31909 Anson Way to a point 62 metres north-eastwards of the centreline of its junction with the U31907 Stirling Road.
U31775 Lancaster Avenue	From its junction with the U31769 Washington Drive eastwards for 50 metres; together with the entire circulatory carriageway of the roundabout, for 127 metres; and further, eastwards for 90 metres.

Road	Description
U31913 Liberator Close	From its junction with the U31908 Fortress Road south-eastwards for a distance of 48 metres
U31912 Maruader Road	From its junction with the U31913 Liberator Close south-westwards for a distance of 154 metres
U31907 Stirling Road	From its junction with the U31908 Fortress Road north-westwards for a distance of 76 metres.
U31904 Sunderland Close	From its junction with the U31769 Washington Drive southwards for a distance of 64 metres, including the turning heads.
U31769 Washington Drive	From its junction with the B1108 Norwich Road southwards, westwards and eastwards for a distance of 600 metres.
U31905 Wellington Road	From its junction with the U31775 Lancaster Avenue northwards for a distance of 75 metres. From a point 60 metres northwards of the centreline of its junction with the U31775 Lancaster Avenue eastwards for a distance of 61 metres, including the turning heads.
U31902 York Close	From its junction with the U31769 Washington Drive westwards for a distance of 51 metres, including the turning heads.

Dated this 20th day of February 2026

Katrina Hulatt
 Director of Legal Services (NPLaw)
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with this scheme and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

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**The Norfolk County Council
(Watton, Various Roads)
(20 mph Speed Limit Zone) Order 2026**

Norfolk County Council in exercise of its powers under Sections 82(2), 83(2), 84 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereafter “the Act”), and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order:

1. This Order may be cited as The Norfolk County Council (Watton, Various Roads) (20 mph Speed Limit Zone) Order 2026 and shall come into effect on the 23rd day of February 2026.
2. No person shall cause or permit any motor vehicle to proceed along the length of the roads specified in the Schedule to this Order at a speed exceeding 20 miles per hour.
3. No speed limit imposed by this Order applies to vehicles falling within regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with Regulation 3(5) of those Regulations.
4. The lengths of roads specified in the Schedule in this Order shall cease to be restricted roads.
5. Insofar as any provision of this Order conflicts with any provision of any previous Order relating to the lengths of road specified in the Schedule to this Order, that provision of this Order shall prevail.

Schedule

In the Town of Watton

20 mph Speed Limit Zone

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U31902 York Close	From its junction with the U31769 Washington Drive westwards for a distance of 51 metres, including the turning heads.

Dated this 16th day of February 2026



I hereby certify that this is a true copy of the original document.	
Signed	
Name	KATRINA HULATT
Position	DIRECTOR OF LEGAL SERVICES (NPLAW)
Norfolk County Council County Hall, Martineau Lane Norwich, Norfolk NR1 2DH	

Katrina Hulatt
Director of Legal Services (nplaw)

Item 5.7

WTC Councillor Report: 24/02/26

WTC Finance shadow:12/02/26

I spectated the WTC Finance meeting in which they reviewed a 4-year forecast which included acknowledging heritage assets. This meeting also raised previous items of interest relating to a sustainable water source for allotments, with this in mind I will ask Watton & Saham Flood Action Group for more information.

Queer Norfolk: 12/02/26

Through previous contacts at Norfolk Museum & Library services, Queer Norfolk has reached out to me as they work with the East Anglian Film Archive to preserve Norfolk's LGBTQ heritage.

I hope to contact the local community to seek any group or individual who have made a cultural impact on the queer community, including independent museums & parish councils in the Wayland area.

Watton trails & Fun day hare:

With the arrival of Watton Hares for the upcoming trail, perhaps WTC could consider distributing flyers/leaflets to the general community which features our Hare Trail, Heritage Trail & maybe one more perhaps from The Wayland Partnerships archive?

In aims to widen the impact of the Hare Trail and raise awareness of multiple heritage assets or open space trails in Watton. To generally provide greater access to amenities and activities in Watton with a focus on WTC trails.

On a separate note, WTC EMO has asked if I would assist with getting one of the Hares painted by children at one of the upcoming Fun Days. It's brilliant idea, and we will look to how we can deliver this.

Open space updates:

- Given new context and information about LGR & District Open Space, it has been suggested that the Biodiversity Working Group (which was resolved to form by full council in 2025 to review the 2024 biodiversity policy and is still in progress) could be reworked into Open Space & Biodiversity. I aim to present to full council draft documents complete with draft policy, action plans, timeline and funding options.
- Following conversation with Cllr K.Prince about open space alleyways, I photographed all Breckland Open Space in the South-East of Watton, as this had many road-side verges with 25+ parcels of land.

Alongside images, I raised the following with The Clerk; one parcel of land with a private shed and various planting on, one parcel of land which isn't visible due to heavy foliage & others which are roads or concrete alleyways.

Other:

- I attended the last Digitalisation Working Group which had a call with CloudyIT, progressed debate about delivering ideas put forward & meeting notes will be shared.
- Information relating to x2 honours nominations have been passed to the office.
- Market working group set for 25th February, I have visited the Market several times so far this year to greet the stall holders and would encourage everyone to utilise Watton Market.
- SPEAK – I attended a Prevention Talk at Watton Sports Centre.
- I continue to volunteer with Norfolk Wildlife Trust and Museum for Watton once a week.

Written by Cllr Tomos Hutchings



Item 5.8



Watton Town Council

Digitalisation Working Group

Thursday 12th February 2026

In Attendance:	Stan Hebborn (SH), Tomos Hutchings (TH), Jane Scarrott, (JS) Jack White (JW), Lorren Woodgett (LW).
1. Apologies:	Sarah Humphries

2	Declaration of interest
	<ul style="list-style-type: none">- None
3	Notes from meeting 15.01.25
	<ul style="list-style-type: none">- Notes from previous meeting were accepted as an accurate record of the meeting.
4	Updates from meeting held 15.01.25
	<ul style="list-style-type: none">- Teams meeting held with Cloudy IT prior to the meeting. Cloudy presented what services they can offer the TC. Research will continue regarding the IT service provision for the Council.- JW has offered to present an updated website to the TC.- CCTV provision in the High Street will continue to be investigated. Breckland Council who are the controllers of the CCTV has offered to send an engineer to review the provision of CCTV in the High Street. A date will be set and Cllrs Hebborn and White will be informed so they can attend the site visit.
5.	Priorities moving forward
	<ul style="list-style-type: none">- A draft Action Plan for the DWG has been compiled. Copy attached.
6.	Date of next meeting
	<ul style="list-style-type: none">- No further meeting date set but meetings will be arranged when needed.

Digitilisation Working Group

“To make use of technology wherever possible to benefit the Town Council and the Town”

Action Plan

Updated 13.02.26

Objectives	Action	Lead	Resources	Priority and Status
1. Improve efficiency and reduce manual workload for staff through use of digital tools	<ul style="list-style-type: none"> Review Office IT need Review IT service providers 	Office	<ul style="list-style-type: none"> Budget? 	<ul style="list-style-type: none"> 12.02.26 Presentation from Cloudy IT Research ongoing
2. Enhance digital accessibility and communication with residents	<ul style="list-style-type: none"> Overhaul TC website Conduct residents survey re. need 	Office	<ul style="list-style-type: none"> Budget? Knowledge needed for website content 	<ul style="list-style-type: none"> Cllr JW to present new website to TC which will meet accessibility requirements and include ability to translate pages Office to update content on current website
3. Town IT Infrastructure <ul style="list-style-type: none"> High Street wi-fi 	<ul style="list-style-type: none"> Research needed- engage partners 		<ul style="list-style-type: none"> Budget? 	<ul style="list-style-type: none"> To talk to Wayland Partnership and Chamber of Trade ew DCMC Further research needed regarding what the proposed BT hub at Chaston Place will provide

<ul style="list-style-type: none"> • High Street CCTV • Smart benches 	<ul style="list-style-type: none"> • Research needed - engage partners • Research needed 		<ul style="list-style-type: none"> • Budget? • Budget – est cost of each bench £5000 • Could be alternatives e.g. historic phone box as source of wi-fi 	<ul style="list-style-type: none"> • Market Working Group to consider whether wi-fi is wanted by market traders • Ongoing research re. current provision. • Meeting to be arranged with current providers • Not to be pursued at present time.
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	Resolution	Date/ Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 18.02.26	Status
141	That an A2 framed copy of the Watton Heritage Map will be purchased as a gift to be taken to Weeze to celebrate the 800 th anniversary of the town in 2026	10.02.26 7.1	Purchase A3 framed map			On order	
140	The TC would initiate a Community Champions Award Scheme	27.01.26 10	Compile policy			Policy drafted – Agenda item on 24.02.26	
139	Responses received on the WAT3 proposed site allocation adjacent to Wayland wood be submitted to BC as presented and to request that Tree Preservation Orders are placed on 5 notable oak trees on site	09.12.25 12	Send response to BC and request TPO's			TPO requests submitted to BDC. No response received so far	
138	Accept quote of £5200 plus VAT for remedial tree works as indicated on the annual tree report	09.12.25 9	Accept quote			Awaiting confirmation of works	
137	To request transfer of all the BC owned green spaces in the town to the ownership of the Town Council	25.11.25 10	Submit request			Request submitted	
136	To accept the updated cost to the Town Council of £6517 towards the proposed trod along the Norwich Road from east of the Lidl site to the bus shelter. The remaining 50% of the cost to be funded through NCC PPS	28.10.25 9.1	Accept updated costs		Office	TC paid contribution to NCC in November. Awaiting works to take place	
135	To establish a Biodiversity Working Group	28.10.25 4.6i	Establish membership		Office	Initial meeting date to be set	
134	Sell box trailer at auction	14.10.25 10	Book trailer in auction		Office	Box trailer has been collected and will go to auction the 1 st Wednesday in March	

133	Commission further reports for Bridle Road, Lovell Gardens and Sports Centre play areas	23.09.25 12	Commission reports once the council has completed the remedial works it is able to do		Office	Nearly all works completed. Annual inspection due again soon	
132	Sought quotes for drone images	09.09.25 11	Sought quotes		Office	1 quote received so far. It has been noted that professional photographers do attend TC events that allow the TC usage of the images for free. The TC insurance provider has stated "The volunteer will need their own cover in place if they wish to use the drone at the event, the main council policy will not provide any element of cover".	
131	To investigate Honours nominations for two residents	12.08.25 10.3	Investigate		Office	Submission made	
130	To proceed with the civil money claim relating to fees owed for use of Watton Cemetery	12.08.25 10.1	Proceed with claim		Office	Council needs to decide whether debt should be written off	
129	To submit an application for s106 funding to pay for the additional works identified at Bridle Road Play Area	12.08.25 4.4ii	Application to be made		Office	To finalise plans also refer to 126	
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 10	Apply for funding		Office	Accept NPP offer of £694.94 to install dropped kerb quotes to also be obtained for possibly widening the paths at Bridle Road play area to make them compliant with the Disability Discrimination Act	

126 and 129 are linked and research is still being undertaken regarding what works should take place. Site visits held with playground installers – awaiting quotes.

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 4.4i	Gather information		Office	EMO is currently collating a directory	
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> • site inspection of the tower • review of the present quinquennial survey • production of a list of works and discussion of the list with a view to producing a minor schedule of works. 	14.01.24 15	Accept quote and arrange works		Office	Contractor given the go ahead but awaiting works to be undertaken. Updates requested regularly but so far no date received.	
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Refer to HR minutes 14.08.25	
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Continue dialogue with BDC		Office	Awaiting Heads of Terms from BDC	
111	A policy relating to the use of Council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	Market Working Group meeting scheduled for 25.02.25	
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	Policies have been drafted, to be finalised once job evaluations have taken place	
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council in 2025		TB	Awaiting Draft Policy – Cllr Bridge to liaise with the Office Report presented to council on 12.08.25	
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	EMO has started compiling a google sketch of ideas for Heritage Park	

68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	Office is continuing to populate Civicy Asset software	😊
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 6.1	Some works have been undertaken.	4YP	Office	To check final works which need to be undertaken prior to next Quinquennial inspection report	😊
21	To commission audit of energy usage in Council premises.	22.09.20 5.1		4YP	Office	Work to heating system at Wayland Hall has been undertaken. Audit of Energy could be incorporated within a review of the Sustainability Audit	😊
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Sustainability Audit to include Climate Change Awareness Policies	😊
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office		
<i>13 and 21 are linked - Suggest including Sustainability Audit in reviewed Climate Change policy. Could be looked at by the Biodiversity Working Group</i>							
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained Note to be posted in the Chamber to state these 2 photos are unobtainable.	😊

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

Office is looking to include the resolutions from the Works in Progress list within a Projects Action Plan which will link to the 4 year financial plan which is due to be updated.

Item 8.2

Minutes from the Watton Town Council Finance Committee Meeting held on Thursday February 12th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Stan Hebborn, Gillian Tarrant

Officer Present: Jane Scarrott

Cllr Tomos Hutchings present as an observer.

1. Apologies for absence received from Sue Hebborn. Noted that Tina Kiddell is the “reserve” member of the Committee.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 15.01.26.
 - i. The Minutes of the Finance Committee Meeting held on 15.01.26 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 15.01.26:
 - Sponsorship of £5000 has been received for the 2025 Fireworks Evening.
 - As recommended by the Internal Auditor the Council has increased its Fidelity Guarantee insurance cover to £1m.
 - iii Other items raised at the meeting of the Full Council 10.02.26:
 - Expenditure agreed for gifts for Weeze to celebrate the towns 800th anniversary in 2026 and the 40th year of the Twinning Association in 2027.
 - Works at the Cemetery agreed to extend the ashes area and to remove excess soil in the Cemetery compound.
 - Resolution made that the Town Council will accept open space land as offered by Breckland Council. Noted that there will be associated legal costs and future maintenance of the open space will need to be financed. The review of management of the open spaces is something that could fall within the remit of the Biodiversity Working Group.
4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.01.26. [The Bank Reconciliation was checked and signed by the Internal Control Officer following the meeting.]

4.1 Net Position and Four Year Forecast

Members were also presented with net figures showing current expenditure against the budget, together with notes explaining possible overspends within Cost Centres.

Overall, once the agreed support from reserves is included within the budget figures it is expected the budget expenditure for the year will be much as anticipated.

The Four Year Forecast was considered and all future projects will be included in an updated document to be presented to the Finance Committee at the next meeting.

4.2 Planters

A request has been received from Watton Library for the two planters at the Library site to be included within the Town Council gardening contract. The contract will be checked and if additional planters need to be added the cost will be £250 per planter per year. This matter will be an agenda item again once the number of planters in the town is known.

4.3 Breathe HR Package

The Office is still trialling Breathe HR.

The additional "Learn" training module may be helpful particularly with new staff and at an additional £15 per month it is a cheap option to ensure essential training can be accessed. Total monthly payment from April would be £50 per month. However, after trialling it may be decided that the Rota, Time and Attendance add on may not be suitable and this would result in a lower cost of £39 per month.

It was agreed to delegate the decision to the Office regarding what package will best suit Town Council needs.

4.4 Community Hub Cleaner

The Community Hub Caretakers final day at work is 20.02.26 and it is unlikely any successor will be in post until the end of March.

Temporary cleaning for the Community Hub is looking to cost £23 per hour and the suggestion is that a contractor should be engaged for 12hrs a week for 4/5 weeks.

5 weeks at £276 (£1380) is around what the cost of the caretaker has been but this will cover cleaning only.

It will be recommended to Full Council that the Council bears the cost of temporary cleaning of the Community Hub until a replacement caretaker is in post.

4.5 PHS Contract

PHS has reviewed the contract the Town Council has with the company for emptying of sanitary bins. A revised framework contract for all three serviced sites has been as offered as below.

- Wayland Hall – existing sanitary bins + 4 oxy air fresheners & 3 hand dryers
£1,020.66 pa
- Public toilets – existing sanitary & nappy bins + 3 oxy air fresheners
£728.98
- Youth Centre – existing sanitary bins + 4 xtra air fresheners & 1 serviced entrance mat
£619.74

Total £2,369.38 (v's £3,036 currently paid)

It was agreed that the Office should further investigate the offer and to proceed with it if savings are to be made.

5. IT Service Provision

The IT service provision for the Council is still under review and it was felt the current contract should remain in place until the Digitalisation Working Group has researched alternatives.

6. Date of the next meeting: Finance Committee:
Thursday April 16th 2026 @ 10.00am.

Recommendations to Full Council:

- To accept temporary contractor cost of £23 per hour for 12 hours a week to clean the Community Hub until a new caretaker is in post.

Item 10



Watton Town Council
Community Champions Award Scheme
February 2026

Introduction

The Watton Town Council's Community Champions Award Scheme is a prestigious initiative designed to recognise and celebrate the exceptional contributions of individuals, groups, and organisations within our community. The scheme aims to highlight the positive impact that local champions have on the wellbeing, spirit, and development of our town.

Aims of the Scheme

- To acknowledge and commend those who dedicate their time and effort to improving life in the community or who exhibit an unforeseen act of kindness.
- To inspire others by sharing stories of outstanding service and achievement.
- To promote civic pride and encourage wider participation in community activities.

Eligibility Criteria

The Community Champions Award Scheme is open to [all residents of the Town whether as individuals or part of a group or organisation](#)

- ~~Residents of the town who have demonstrated outstanding acts of kindness, service, volunteering, or leadership.~~
- ~~Local organisations or groups making a significant positive difference.~~
- ~~Young people (under 25) who have shown initiative and commitment to community causes.~~

Nomination Process

1. Nominations can be submitted by any member of the public, local organisations, or [council members Councillors](#).
2. Nomination forms are available on the Town Council website and at the Council [offices Office](#).
3. Each nomination should include a description of the nominee's contributions and their impact on the community.

4. [A panel of councillors](#) will review nominations and select the award recipients.

Award Categories

- Individual Champions: For an outstanding resident making a personal impact.
- Youth Champion: For an exceptional young person.
- Group/Organisation Champion: For collective achievements by a group or organisation.
- Special Recognition: For unique or long-term contributions.

Benefits and Recognition

Recipients of the Community Champions Award will be honoured at the Town Hall during [the Council Meeting](#) and receive a certificate and public recognition for their achievements. Their stories will be featured in local media and council communications, serving as inspiration for others.

Conclusion

The Community Champions Award Scheme is a testament to the Town Council's commitment to fostering an engaged, caring, and vibrant community. By celebrating those who go above and beyond, we encourage a spirit of active citizenship and collective pride in our town.

The Scheme will be reviewed annually at the Annual Meeting of the Town Council.



Watton Town Council Clerk ...

What if someone is a worker or visitor to the Town? Do we restrict to residents only?

@mention or reply



Watton Town Council Clerk ...

How will the panel be chosen?

@mention or reply



Watton Town Council Clerk ...

Any meeting?

@mention or reply

Item 12.1

Minutes of the meeting of Watton Town Council HR Committee held on Thursday February 12th 2026 at Wayland Hall

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Jack White
Staff present: Clerk

1. Apologies for absence received from Sarah Humphries. Noted that Sue Hebborn is the reserve member. Don Saunders will keep Keith Prince informed as he may not be able to attend all meetings.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 15.01.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - The Office Support Clerk (OSC) is retiring with her last day at work to be 22.05.26. A job application pack will be compiled and presented to Full Council asap so the job advert can be posted. 2 hours per week will be added to the post to allow possible cover at the Food Hub. Start date of April 7th if possible. An acknowledgment letter will be written to the OSC.
 - Staff job descriptions have been submitted for evaluation. Once this has been completed the HR consultant will finalise HR policies and as suggested new staff contracts will be issued.
 - Cllr Saunders is researching the possibility of the Council taking on an apprentice and will be visiting Wayland Academy on 27.02.26.
 - Cllr White offered to share links for possible free staff training to help promote and assist staff to undertake Continued Professional Development (CPD).

5.1 Staff Recruitment

- The advert for the post of Town Caretaker has to date resulted in six completed application forms returned. The closing date is 17.02.26. Shortlisting will be undertaken and interviews held on Thursday March 5th. Cllrs Stan Hebborn, Don Saunders and Jack White offered to form the interview panel. The Clerk and Community Projects Officer will also be present at the interviews. If no suitable candidate is chosen the position could be considered for job share.

5.2 Staff Appraisals

The draft new Staff Appraisal Policy was accepted by the Committee.

6. The next HR Committee meeting will be held on:
Thursday April 16th 2026 at 11.00am.

Recommendations to Full Council

- 1. To accept the Job Application Pack for the post of Office Support Clerk as presented**