



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 March 2026 at 7.00pm for the purpose of transacting the following business.

Michelle Thompson Deputy Clerk

18th March 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 10.03.26 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 District Councillor’s Report
 - 4.4 County Councillor’s Report
 - 4.5 Deputy Clerk’s Report
 - 4.6 Reports from Councillors
 - 4.7 To consider Festival of Youth Report
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for March 2026 (To follow)
8. Update on Devolution and Local Government re-organisation
9. To consider how to spend the Pride in Breckland Grant allocation App 1/2
10. To agree amended Equipment Loan Hire Policy
11. To consider response to Breckland Council’s revised Local List 2026 App 3
12. PLANNING To consult on planning applications received since the last meeting:

12.1	PL/2026 /0273/F MIN	Change of use of cafe Class E to Sui Generis Bingo Hall	44 High Street, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199176&language=en
12.2	PL/2026/03 22/CLOPUD	Certificate of Proposed Use for the preparation and cooking of food for business distribution (once or twice per week only, on one or two days each week (for example, Saturday	28 Wessingham Road, Watton, Thetford	https://publicportal.breckland.gov.k/planning/index.html?fa=getApplication&id=199193

		and/or Sunday), for approximately 4–6 hours in total on each day (between 9:00 am and 6:00 pm))		
12.3	PL/2026/0336/FMAJ	Erection of 12no. self-contained holiday-rental units and associated private amenity, parking, refuse storage and landscaping	Richmond Park Golf Club Saham Road, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199202&language=en
12.4	PL/2026/0297/CLOPUD	Certificate of Lawfulness - Confirmation that the proposed new tenant (Royal Mail) can operate Units C1 & C2 under B8 use with no operating hour restrictions.	Unit C1 & C2 Neaton Business Park, Norwich Road, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199210
12.5	PL/2026/0360/FMIN FMIN minor application	Proposed continued B8 (storage and distribution) use of Units C1 & C2 with unrestricted 24/7 operation, the installation of external air-conditioning and ventilation plant with associated ductwork and minor elevation amendments including signage, and formalisation of staff and operational vehicle parking arrangements.	Unit C1 & C2 Neaton Business Park, Norwich Road, Watton, IP25 6JB	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199218&language=en
12.6	PL/2026/0305/ADV ADV Advert Application for consent to display an advertisement(s) consent	Proposed continued B8 (storage and distribution) use of Units C1 & C2 with unrestricted 24/7 operation, the installation of external air-conditioning and ventilation plant with associated ductwork and minor elevation amendments including signage, and formalisation of staff and operational vehicle parking arrangements.	Unit C1 & C2 Neaton Business Park, Norwich Road, Watton, IP25 6JB	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199219&language=en
12.7	PL/2026/0368/DCA	Discharge of Conditions 13 on PP 3PL/2022/0806/F	New Green Business Park Norwich Road,	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199224
12.8	PL/2026/0372/HOU	Proposed demolition of existing rear single storey extension and construction of new rear single storey extension with roof terrace, new two storey side extension and installation of PV panels.	3 Swaffham Road, Watton, Thetford, Norfolk, IP25 6LA	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199233&language=en

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

13.1 To formulate response to a resident's enquiry

Item 4.1

Minutes of the meeting of Watton Town Council held on

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

Councillors Present: Gillian Tarrant – Chairman, Gavin Bulmer, Tina Cruz, Cathy Halfacre, Stan Hebborn, Keith Gilbert, Tomos Hutchings, Tina Kiddell, Keith Prince, Don Saunders, Jack White, Jacqueline White.

Officer present: Jane Scarrott Clerk

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

Graham Martin and Sue Hebborn

2. **NO DECLARATIONS OF INTEREST MADE**

3. **MINUTES**

3.1 The Minutes of the meeting held on February 24th 2026 were accepted as a true record and signed by the Chairman.

3.2 Update from the meeting held on February 24th not agenda items for this meeting:

- Market Working Group met on 25.02.26.
- Not all Councillors have yet signed the Heritage Map gift for Weeze.
- Agreement made that invoices received from the temporary cleaner of the Community Hub can be paid weekly.
- Shortlisting has been undertaken for the vacancy of Receptionist/Office Support Clerk.

4. **REPORTS**

4.1 **Chairman's Report**

The Chairman has:

attended the Watton Twinning Association Anniversary Dinner on 28.02.26 and the High Sheriff's Justice Service at Kings Lynn on 01.03.26.

The Chairman informed Councillors of the forthcoming 864 (Watton) Squadron ATC Quiz Night.

4.2 No Report given by the Vice-Chairman.

4.3 **Clerks Report**

Written report presented in Councillors Agenda Pack with verbal update given:

- Road markings in and around Watton High Street are scheduled for renewal during the spring/summer months.
- First consultee comments for the Breckland Local Plan have been published.
- Proposal received to support "Turn the Town Pink" for Cancer Research UK. Dates and further information will be requested.
- Notification of Pride in Breckland grant award – e-mail shared with Cllrs. The award will be accepted and will be an agenda item for the next meeting of the Full Council when suggestions as to how the grant could be spent will be considered. Cllr Kiddell spoke of the need for the Council to have projects ready "on the shelf" for when such funding opportunities arise.
- High Street Post Office moving to 1 Chaston Place. Post Office will be closed for a period of time due to the re-location.
- Endurance Estates Public Consultation re. development of land off Thetford Road to be held at the Queens Hall Thursday 12th March, 3-7pm.

4.4 Lead Councillors Reports

Keith Gilbert re-iterated that all Cllrs are invited to attend the Weeze 800th anniversary celebrations.

4.5 Report from Cllr Saunders on his visit to Wayland Academy:

Cllr Saunders and the Events & Marketing Officer (EMO) visited Wayland Academy on 27.2.26 and spoke to the Principal about apprenticeships, Duke of Edinburgh Award volunteers and the possibility of staging a Festival of Youth in 2027 to celebrate the achievements of young people in the town and surrounding area. The EMO is preparing a report which will be presented at the next meeting of the Full Town Council.

4.6 Notes from the Market Working Group Meeting held on 25.02.26 were received. The draft Equipment Loan Hire Policy was considered and will be brought back to Full Council once suggested amendments have been made.

The Vice-Chairman spoke of future plans for the Wednesday Market with suggestions including possible re-location of the market to the Kittell Close car park once the Town Council has ownership.

5. PUBLIC PARTICIPATION

No members of the public present.

6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR) –

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

7. TRUSTEES

7.1 Stevens Almhouses Charity

It was agreed that Cathy Halfacre will replace Sarah Humphries as Trustee for the Stevens Almhouses.

7.2 Watton Relief in Need Charity

It was agreed that Sarah Humphries will be the Town Council nominated Trustee for Watton Relief in Need Charity.

9. TRANSFER OF CAR PARKS

It was resolved to accept the Heads of Terms as presented for the transfer of ownership of the three car parks in the town currently owned by Breckland Council to Watton Town Council.

10. INTERNAL CONTROL STATEMENT

It was resolved to accept the Internal Control Statement as presented.

10. BIODIVERSITY

It was resolved to accept the biodiversity documents as presented and a meeting of the Biodiversity Working Group will be arranged to be held prior to one of the Full Council meetings to be held in April. Tomos Hutchings and Graham Martin have previously expressed a willingness to be members of the Committee and Don Saunders, Jack White and Gavin Bulmer offered to attend the meetings if they are to be held from 6.30pm prior to the Full Council meetings.

11. PLANNING

11.1 PL/2026/0301/FMIN Retrospective change of use from commercial offices for Car Sales Business (Use Class E) to a residential dwelling (Use Class C3), in association with the existing Shell Petrol Station 62 Brandon Road, Watton

No comments

12. Resolution passed to Exclude the Press and Public to consider confidential staffing matters:

12.1 It was resolved to accept the recommendation from the Interview Panel to offer the position of Town Council Caretaker to the chosen candidate subject to receipt of satisfactory references.

The Vice-Chairman gave an update on the enforcement action being taken by Breckland Council relating to land at Otterwood Kennels, Dereham Road, Shipdham.

Item 3.2 Update from the meeting held 10.02.26

Agenda Item No.	Update
3.2	Interviews for the Office Support Clerk position are scheduled for April 2nd
10	Biodiversity Working Group meeting to be held before the Full Council meeting on April 28 th

Item 4.5 Deputy Clerks Report

Annual Town Meeting – Tuesday 21st April 2026 at Watton Sports Centre

The Annual Parish Meeting for Watton is a meeting of the local government electors, along with their elected representatives, for the civil parish of Watton. It is a meeting where matters relating to the parish of Watton can be raised and discussed.

The Parish Meeting is not a Town Council meeting, although Town Councillors along with the District and County Councillors are often best placed to take any issue raised to the relevant authority. The Parish Meeting cannot compel any other authority to deal with a particular issue but it helps the elected representatives understand what issues are important.

At a normal Town Council meeting, there is limited opportunity for electors to speak and they don't have any automatic right to speak at a Council meeting, but at the Parish Meeting if you are registered to vote in the parish of Watton, you have a right to speak.

The Mayor of Watton will be the Chairman. The Chairman may exercise all the powers of the Chairman in relation to the conduct of the meeting. The Chairman's decision is final on any matter.

The Chairman has sole discretion regarding whether an item put forward for discussion relates sufficiently to Watton to be included on the agenda.

CCTV in High Street

Jane and I spoke to Craig Fowler who oversees the CCTV in the Town for Breckland Council.

Craig has said "I have contacted the CCTV control room and they will not have discussions with individual Watton Town Cllrs as they say the contract is with Breckland

Council and they cannot enter into discussions with third parties” but Breckland Council seemed happy to work in partnership with Watton Town Council on this matter if the council decides to go any further at this stage.

Originally it was agreed to have CCTV as an agenda item on March 24th but as discussed with Councillor White maybe its worth re-visiting at a Digitalisation Working Group meeting before taking back to full council again.

Digitalisation Working Group meeting date to be set.

Apprentice

The Clerk and EMO met with a representative from West Suffolk College to talk about Apprenticeships on 12/03/26. The talk was very educational and the prospect of Apprenticeships to either upskill current staff or for new positions will continue to be investigated by the EMO and Cllr Saunders as part of an ongoing research project.

Reclaim The Rain and Green Blue Urban Public Consultation

As Reclaim the Rain are 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 within Watton High Street a Public Consultation was scheduled for April 1st at the Town Hall but this has now been cancelled due to Norfolk County Council’s pre-election period.

Memory Café

The Wayland Partnership Development Trust Memory Café no longer work with the Partnership therefore the Charity has changed its name to Watton and Wayland Memory Café.

Hare Trail

The Hare Trail will be starting on Friday 3rd April – the EMO is on track to receive all 10 of the wooden Hares before 31/03/26 for them to then be distributed around Town Centre businesses. The two white hares, one being painted by HMP Wayland, are not strictly part of the Hare Trail, but it is hoped that they will also be installed before the trail starts. But EMO is awaiting confirmation from the prison that their Hare has been painted and is ready to pick up.

Item 4.7

Festival of Youth & Working with Wayland Academy

February 27th, Cllr Don Saunders and EMO went to Wayland Academy to discuss the prospect of putting on a Festival of Youth event in 2027 and other ideas with Headmaster Lucy Austin.

The purpose of the Festival Of Youth would be to showcase the fantastic work that young people are doing in and around Wayland, with the intention for young people, parents and carers to find out what is on offer for them and ways they can get involved with local groups. It will also give local groups an opportunity to do much needed fundraising for their groups.

The Chamber of Commerce annual conference, taking place on Friday 29th May at Wayland Academy, will host local businesses and groups. Lucy has invited the Town Council to have a stand, Don and EMO will discuss this further. It was discussed that it might be a good idea to have a college doing a breakout session regarding apprenticeships, seeing if any local businesses would be interested in taking on local apprentices.

It was also discussed that Duke of Edinburgh students looking to complete some volunteer hours could assist with set up/take down of big events or perhaps assist with led craft activities etc. at the community fun days. This is something that the EMO will look into and compile a list of volunteering options to share with the school.

The following actions were agreed at the meeting:

- Lucy to contact Chamber of Commerce about the potential of running a training/breakout session on apprenticeships at the Annual Conference.
- Don to pursue his contact at the College of West Suffolk to see if they'd be prepared to run a 30-45min breakout session on Friday 29th May at the CoC Annual Conference.
- Lucy to work with Alison Toombs to coordinate Flourish Pledges from local schools to take part in a pupil voice Pow Wow to be held at Wayland Academy before the end of this academic year. The Pow wow would take on a 'speed dating' format which the academy would organise but involve small groups of pupils coming to the school for half a day or similar of meetings and opportunities to share their voice and vision for the future of Watton with local leaders, Parish Councillors, Town Councillors, maybe business leaders. This would be used to shape the content and format of the Festival of Youth in the following year.
- Don to drum up support from local leaders to attend this event when it's a bit more formalised. Inc. speaking with Ellie from Watton Space.
- Lorren to share a list of volunteering opportunities within the town council for our DofE students to take part in.
- Lucy to share the volunteering opportunities with the in school DofE coordinators.

	Resolution	Date/ Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 18.03.26	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			Completed	
140	The TC would initiate a Community Champions Award Scheme	27.01.26 10	Compile policy			Policy agreed. A nomination form has now been included in the policy	
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			Transfer requested	
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 held before a council meeting at the end of April	
134	Sell box trailer at auction	14.10.25 10	Book trailer in auction		Office	Box trailer sold	

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	
131	To investigate Honours nominations for two residents	12.08.25 10.3	Investigate		Office	Submission made	
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	
<i>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.</i>							
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. Other companies have been contacted for further quotes	

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	Accept the Heads of Terms at the meeting held on 10 th March	😊
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	Policy presented to council on 10.03.26, amendments suggested – to be an agenda item again on 24.03.26	😊
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	Compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council		TB	Draft policy to be compiled by office	😊
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		

13 and 21 are linked - Suggest including Sustainability Audit in reviewed Climate Change policy. Could be looked at by the Biodiversity Working Group

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.	
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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 9 – App 1 and App 2

Breckland Council have been notified that the Town Council would like to accept the Pride in Breckland grant allocation of £12,210

The confirmation of the grant states:

“Watton Town Council should spend the grant on ‘Place-Based Improvements’, being mindful of the priorities set out in the Watton Town Delivery Plan.”

Please see App 1 for the Watton Town Delivery Plan.

Suggestion could be to pass this to the Biodiversity Working Group to make the Town “green” by working in partnership with GreenBlue Urban.

Item 10 Equipment Hire Policy

Text highlighted in yellow is what has been amended

Introduction

Watton Town Council will sometimes make available certain items of equipment for use to residents of its parish, neighbouring Councils, businesses, and community groups. The Council reserves the right to charge for the hire of the equipment.

Requests for hiring equipment

The office staff will manage the hiring of equipment. An 'Equipment Hire Agreement Form' must be completed and signed by the hirer to ensure the hirer agrees to the Terms and Conditions of hire. The form must be signed by the Town Clerk to complete the agreement.

Hire Deposit

A refundable cash deposit of £20 is required at the point of hire. It would be recommended that equipment is put on either group or personal insurance to cover any potential damages.

Terms & Conditions of Equipment Hire

1. The duration of the hire shall be agreed and confirmed in the hire agreement.
2. The equipment may be used during the period of hire only by persons appointed by Watton Town Council and may not be rehired or loaned to any other person, group, charity, or company without prior permission from Watton Town Council.
3. Watton Town Council shall supply the equipment in a safe and useable condition.
4. The hirer must ensure that the equipment is kept safe at all times.
5. The hirer acknowledges that they shall be liable in respect of any loss, repair, or late return of equipment. The hirer will be required to complete and sign and "Equipment Hire Agreement" whereby the hirer agrees to pay for any damages that may occur to the Town Council's equipment during the loan period.
6. If the equipment is damaged or requires repair, whether because of an accident or breakdown, the hirer shall advise Watton Town Council of the full circumstances by telephone or email as soon as practicable.
7. The hirer shall not arrange or undertake any repairs without the authority of Watton Town Council, except to the extent that the repairs are necessary to prevent further damage to the equipment or to other property.
8. The hirer shall at, or before, the expiry of the term of hire, deliver the equipment at the agreed time, or obtain permission to extend the hire period.
9. Watton Town Council shall have the right to terminate the hire and take immediate possession of the equipment if the hirer fails to comply with any of the terms and conditions of hire, or if the equipment is damaged.

Transportation

All transport costs (collection and return), including insurance, shall be paid by the hirer. The hirer is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

Health and Safety

Watton Town Council strongly advises that all operators of hired equipment are trained in the use of the equipment they hire. On signing the equipment hire form, the hirer agrees to take on the responsibility for carrying out any relevant Risk Assessment(s) for the safe use of the equipment. All equipment hired and used is entirely at the hirers own risk

Equipment Hire Agreement Form

The equipment listed below can be hired from Watton Town Council on the understanding that the Hirer agrees with the Terms and Conditions set out in this policy and by signing this agreement.

General Data Protection Regulations Privacy Notice

Consent to Hold Contact Information

I agree that I have read and understand Watton Town Council's Privacy Policy on the Town Council's Website www.wattontowncouncil.gov.uk

I agree by signing below that Watton Town Council may process my personal information for providing information and corresponding with me.

I agree that Watton Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

CUSTOMER NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

Hire Equipment details

ITEM	No. HIRED	DETAILS

Hire Period Details

HIRE START DATE	
HIRE END DATE	
DATE & TIME SIGNED OUT	
DATE & TIME RETURNED	

On signing this Equipment Hire Agreement, I understand and agree to abide by the terms and conditions.

Name

Signature Date

Name of Officer

Signature Date

Item 11 – App 3

Breckland Council have informed us of a consultation they are holding regarding the BDC's Local List.

“What is a Local List (LL)?

This validation checklist is for applicants to use to ensure they submit all the necessary information, depending on application type, to make a planning application valid. The list sets out exactly what plans and supporting information is required for each application type. This will speed up the planning application determination process and give applicants more certainty about the costs and type of information required when making their planning applications.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a number of mandatory national requirements for planning applications, including application forms, fees, ownership certificates and location/site layout plans.

Paragraph 193 of the National Planning Policy Framework (NPPF) requires local planning authorities to publish a list of additional information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. This is what has been set out in the accompanying Local List.

What are we seeking your views on?

Breckland Council are seeking your views on their revised Local List (LL), which I have attached and will be available to view via this link [Local Validation List - Breckland Council](#). Responses to the consultation must be submitted to the Council by email to Planning@breckland.gov.uk (please title your email 'Local List consultation response'), or you can write to the Council at Planning, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.

Site developers, consultants and planning agents - We would appreciate your comments on the technical content, ease of use and presentation and comments on the full set of validation checklists.

Residents – What are your thoughts on the information required for householder planning applications, for example residential extensions or conversions. We would appreciate your views on how easy this validation checklist is to use. You also may be interested in looking at the other application types requirements to understand what information applicants may need to provide for larger scale developments in your community.

Statutory consultees – Please review whether the information required for each application type is correct?

Deadline for responses is April 6th.

It is suggested that Councillors make their own personal comments as residents, but as the Town Council are there as representatives of the public, the Town Council comments are welcome on any of the points raised on the revised Local List.