



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 14th July 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

8th July 2026

**Please note there is a Charlotte Harvey Trust Meeting to be held at 6:30pm.
Doors to the chamber will be open to the public from 7:00pm.**

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 23.06.26 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. To consider correspondence received regarding carpark on St Giles Road
8. To consider grant application received from Watton Westfield Infant and Nursery School
9. To consider donation of £80 to voluntary litter picker in Watton
10. To receive location map of waste bins within Watton parish
11. To consider any response to the Breckland Local Plan Consultation
12. To confirm a date for the Market Working Group to meet
13. To confirm a date for co-option interviews
14. PLANNING - To consult on planning applications received since the last meeting

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|------|----------------------|---|--|---|
| 14.1 | PL/2026/089 2/HOU | Extension to garden annex (used by family member) to create bedroom and gym | 39 Dereham Road, Watton, Thetford, Norfolk, IP25 6ER | https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199742&language=en |
|------|----------------------|---|--|---|

15. To pass a resolution to Exclude the Press and Public to consider confidential matters:
 - 15.1 Cemetery update
 - 15.2 To receive update on the futureproofing of the Annual Fireworks Event

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 23rd June 2026 at 7.00pm in Wayland Hall

Councillors Present: - Sarah Humphries (Chairman of the meeting), Gavin Bulmer, Cathy Halfacre, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Don Saunders, Jack White

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Tina Cruz, Keith Gilbert, Keith Prince, Gillian Tarrant, Jacqueline White

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on June 9th 2026 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on May 12th 2026 not agenda items for this meeting:

- Breckland Council Business Waste Officer Duncan Partridge visited the TC Office on 16.06.26 - see agenda item 10 23.06.26. He spoke of the introduction of food waste caddies throughout Breckland which is to take place from September 2026. Caddies are to be delivered to every household but Breckland is planning a follow on amnesty day when residents will be able to return the caddies if they are not wanted. Duncan did however present a good case for food waste collection.
- The Queens Hall has been approached regarding formalising the use of the car park by the weekly market. Market Working Group to set a date to meet.
- Breckland land transfers - Heads of Terms have been passed to the solicitors.
- Car Park transfers – solicitor is confirming that terms will allow the market to be held on a car park should that be wanted. Indemnity insurance to be taken as offered.
- A date in July, after the 13th, will be arranged for Norfolk County Council Project Manager (Hospitality and High Streets) to visit Watton.

4. REPORTS

4.1 Chairman's Report

The Chairman attended a civic dinner at Bishops House, Norwich.

4.2 Vice-Chairman's Report

No report given.

4.3 District Councillor's Report – Cllr Bowes, Cllr Gilbert and Cllr Kiddell all submitted a written report prior to the meeting.

4.4 County Councillors Report – County Councillor Jack White submitted a written report prior to the meeting.

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

Casual vacancy – closing date for receipt of completed co-option forms set as July 6th. [Council needs to set date for co-option interviews].

Reclaim the Rain – updates shared with Cllrs as received. Consultation is in progress and full design for the High Street should be forthcoming mid-August. Once this is known the Town Council can plan how the Pride in Breckland grant may be used to support the Reclaim the Rain project.

Car Parks transfer – The transfer of ownership of the three Breckland car parks in the town to Watton Town Council is being finalised by the solicitors. It is to be noted that as the transfer is at nil cost the car parks will not be able to be used for commercial/financial gain.

4.6 No further Reports from Councillors

5. WORKS IN PROGRESS

The Works in Progress List was received.

Points raised:

- An audit of all street furniture is gradually being undertaken by the Office.
- A notice will be placed with the photographs of Mayors displayed in the Chamber to say that to date it has not been possible to locate photographs of two past mayors.
- Request made that the Watton Provision of Services Directory be made available in other languages.

6. **PUBLIC PARTICIPATION** - no members of the public present.

7. FINANCE

7.1 Payments for June 2026 were approved for payment as on the list presented prior to the meeting with the addition of Councillor expenses of £9.35, Arnold Baker Local Councils Administration book £175.27, Wayland Times £250 and repair of leaking water pipe from the boiler at Wayland Hall £437.15.

7.2 It was resolved to re-instate 2024/25 end of year accounts to incorporate a written off debt of £570.

7.3 The Internal Auditors Report for the year ending 31.03.26 was accepted as presented. The Report and recommendations will be considered in depth at the Finance Committee meeting scheduled for 17.07.26.

7.4 The Annual Governance Statement 2025/26 was approved and signed.

7.5 The Accounting Statements for the financial year ending 31.03.26 were approved.

8. **UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)** - See information on <https://www.breckland.gov.uk/LGR>

9. FLOURISHING WATTON

It was resolved to pledge to support Flourishing Watton with this being achieved through the planned 2027 Festival of Youth.

10. WASTE MANAGEMENT REPORT

The Waste Management Report was presented within the agenda pack. The Office will follow up to produce a map showing the location of bins in the parish.

11. LOVELL GARDENS PLAY AREA GRAFFITTI WALL

Due to a complaint received **it was resolved** to remove the graffiti wall at the Lovell Gardens Play Area.

12. PLANNING

12.1 PL/2026/0789/HR For information only, Habitat Regulations application to support the application to determine if prior approval is required for a proposed: Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to Dwellinghouses (Class C3), which may include extension of the building and/or building operations reasonably necessary for the conversion The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q - Office space to self contained 2 bedroom first floor flat - PL/2026/0779/PAMA, Unit 6, BRECKLAND HOUSE Norwich Road, Watton, Thetford, Norfolk, IP25 6JT

No comments

12.2 PL/2026/0827/HOU Remove existing rear conservatory and erection of a single-storey rear extension comprising garden room and wet room 15 Spencer Court, Watton, Thetford, Norfolk, IP25 6XL

No comments

13. Resolution passed to exclude the public and press to consider confidential matters.

- Council informed that a tree has fallen in what is believed to be the open part of St Mary's Churchyard. A neighbours property has been damaged. The Town Council insurers have been made aware as the tree is extremely close the boundary line with the Cemetery.
- The Council was reminded of the statement made in January 2024 to provide and protect open space land and where possible create green corridors from one parcel of land to another, WTC will consider the purchase of land should it become available in the parish.

Item 4.2 Update from the meeting held 23.06.26

| Agenda Item No. | |
|-----------------|---|
| 3.2 | <ul style="list-style-type: none">• Market working Group to arrange a meeting date – Agenda item 12 on 14.07.26• Car Parks Transfer - What should be the final amended transfer documents are now with the solicitors acting for Breckland Council. The Town Council solicitor is also reviewing the Licence Agreement with MER Charging UK Limited relating to the EVC points at the Kittell Close car park which will incur additional fees but it is thought final costs should still fall within the initial estimate of £5,000 - £6,500 due to the limited amount of negotiation Breckland has allowed. |
| 4.5 | Date to be set for Co-option Interviews - agenda item 13 14.07.26 |
| 6 | The last two photos of past Mayors have now been obtained and sent for printing and framing |
| 10 | Waste Management Report including location map – Agenda item 10 on 14.07.26 |
| 11 | Quote obtained for removal of the Graffiti Wall. Consideration is being given to possibly re-instating the graffiti wall at CHT. |
| 13 | The fallen tree has now been removed by an arborist instructed by St Mary's Church |

Item 4.3 Clerks Report

- NCC grant applications for Bus Stops – App 1
- Finance Committee meeting to be held 17th July 9.30am
- HR Committee meeting to be held 17th July 11.00am
- Biodiversity Working Group meeting to be held prior to the Full Council meeting on July 28th.
- Ashley Cooper Project Manager (Hospitality and High Streets) - visiting the Office 22nd July 11.00am re. High Street matters Project.
- Breckland Council 5 Towns meeting held 14th July – Chairman, Deputy Chairman and Clerk invited to attend.

Item 7 St Giles Road Car Park

Email received from land agent in response to reporting a large pot hole at the St. Giles Road car park.

“As you are aware, this land is privately owned, and no income is generated from members of the public using the car park. As such, the cost of any repairs falls to the landlord.

We are happy for the car park to remain open for public use; however, in that case, would the Town Council be willing to arrange and fund the necessary repairs, and accept responsibility for any resulting claims or damage? A simple license agreement to document this could be arranged.

If this is not something the Town Council can undertake, the only alternative may be to close the car park in order to protect the landlord from potential liability claims arising from personal injury or vehicle damage and to minimise costs for repair.”



Item 8

To note: Consideration of the Watton Town Council Grant Policy is an agenda item for the Finance Committee Meeting on 17.07.26

Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

A. Your Organisation

| | | | |
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| 1. | Full name of organisation | Watton Westfield Infant and Nursery School. Part of Clarion Corvus Trust. | |
| 2. | Registered charity number (where applicable) | | |
| 3. | Year organisation established | 1979 | |
| 4. | What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too | Education. This grant application is specifically to benefit our most vulnerable learners with Special Educational Needs. www.wattonwestfieldandjunior.org.uk | |
| 5. | Please state whether your organisation is: | Watton based for Watton people? | <input checked="" type="radio"/> Yes/ <input type="radio"/> No |
| | | Watton branch of a national organisation? | Yes/ <input checked="" type="radio"/> No |
| | | Watton based serving a wider area? | Yes/ <input checked="" type="radio"/> No |
| | | Local organisation partly serving Watton? | Yes/ <input checked="" type="radio"/> No |
| 6. | Where are your organisation's headquarters | Hobart High School Kittens Lane Loddon, NR14 6JU | |
| 7. | What is the total membership of your Organisation? | 260 pupils and 50+ staff | |
| 8. | How many Members live in Watton? | The vast majority of our pupils live within Watton. | |

B. Grant Request

| | | |
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| 9. | How much grant are you asking for? | £ 750 |
| 10. | What is the total cost of the project? | £1000 + |
| 11. | What will you use the grant for? | To purchase essential equipment + resources for our Special Educational Needs (SEN) Classroom. • Sensory resources and lighting, • A rug, cushions, beanbags, • Outdoor equipment including a sand + water play area, tricycles to support gross motor skills, • A canopy to enable children to access outside throughout the year. |
| 12. | How many people in Watton do you estimate will be receiving help from the grant? | Up to 260 children, with a focus on our SEN children who make up 20% of our pupils. |
| 13. | Are funds available from other sources? (If yes, please give details) | No. |
| 14. | What fund raising efforts will your organisation be making | Our PTA organises events and activities throughout the year. |

C. Additional details

| | | |
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| 15. | Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens. | Children aged 2-7 years. |
|-----|---|--------------------------|

| | | |
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| 16. | Please provide a set of your organisation's latest AUDITED ACCOUNTS , together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds. | <p>Clarian Corvus Trust Annual reports 24-25</p> <p>CC-org-uk/about-of-trust/ statutory-information/annual- reports-and-financial- information/</p> |
|-----|--|--|

D. Statement in Support of Grant Request

| | | |
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| 17. | Please use this space to include a STATEMENT in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition, you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful) | <p>The proposed resources will directly benefit local children by providing a more inclusive, engaging and supportive learning environment.</p> <p>While core educational provision is funded through standard school budgets, specialist SEND resources and outdoor learning equipment are beyond the scope of routine funding.</p> <p>The requested funding will enhance the support available to our pupils through the provision of sensory equipment, flexible learning spaces, gross motor development resources and improved year-round access to outdoor learning opportunities.</p> |
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These improvements will have a long lasting impact on the wellbeing, development and educational outcomes of children within our local community.

We are part of a trust. Finance email address:
finance@cc-trust.co.uk

E. Agree to

Please tick

| | | |
|-----|---|-------------------------------------|
| 18. | Do you agree to provide updates on how the grant is spent? | <input checked="" type="checkbox"/> |
| 19. | Do you agree to provide receipts for expenditure if requested? | <input checked="" type="checkbox"/> |
| 20. | Do you agree to provide a report for the Annual Town Meeting in the April following your award? | <input checked="" type="checkbox"/> |

Item 9

REQUEST FOR ONE-OFF FUNDING

I would like the Council to consider providing a one-off payment of £80 to support a local resident who makes a significant voluntary contribution to the cleanliness and appearance of Watton.

The individual concerned is a pensioner who can regularly be seen walking and litter picking in the Norwich Road area and surrounding parts of the town. He undertakes this work entirely on a voluntary basis, receives no funding or support, and currently pays for all equipment from his own resources, including litter grabbers, black sacks and high-visibility clothing.

Having spoken with him recently, I asked whether he had suitable foul-weather and winter clothing and adequate equipment to continue his work safely. He advised that he does not currently have the means to purchase these items himself.

I am therefore requesting that the Council consider a one-off contribution of £80 to provide the following essential equipment:

- Quilted high-visibility waterproof coat
- Litter bag hoop
- Litter grabber
- Box of 200 black sacks

This modest expenditure would directly support a resident who gives up his own time, at his own expense, to improve the local environment for the benefit of the wider community. I believe many residents would regard this as a positive and worthwhile use of public funds and a practical way of recognising and supporting community spirit in action.

This one-off gesture would of course be on the understanding that it places no obligation, liability or responsibility on WTC.

I therefore commend this request to Council for consideration.

Councillor Stan Hebborn

Item 10

Watton Waste Management Report

After having heard from the Environmental Services Officer from Breckland Council, it has been confirmed that the current process for any new bin requests must initially be submitted to Watton Town Council. The Town Council then consult with NCC Highways, Breckland and Serco on the suitability of the location, considering things like the vicinity to other bins, as well as the land ownership. The Town Council is then responsible for the purchase, installation, and maintenance of any bin that is approved. The responsibility for emptying and disposing of the waste for the bins situated on Breckland or Norfolk County Council land currently falls to Serco, however it is unsure where that responsibility will lie if the plans for devolution are successful.

The current number of litter bins and dog waste bins that exist in Watton appears to be 46 – with 10 of those being dog waste bins – although there is a chance there are more that have not been counted yet.

Regarding the proposed land transfers from Breckland Council to Watton Town Council, all the maintenance currently taken care of by Breckland/Serco will cease and the Town Council would then be responsible for all street cleansing that Serco previously undertook. This would be expected to occur with immediate effect on the date of the transfer. There are several bins at these various locations that would then become TC responsibility, with 7 dog waste bins and 9 litter bins being added to the current total.

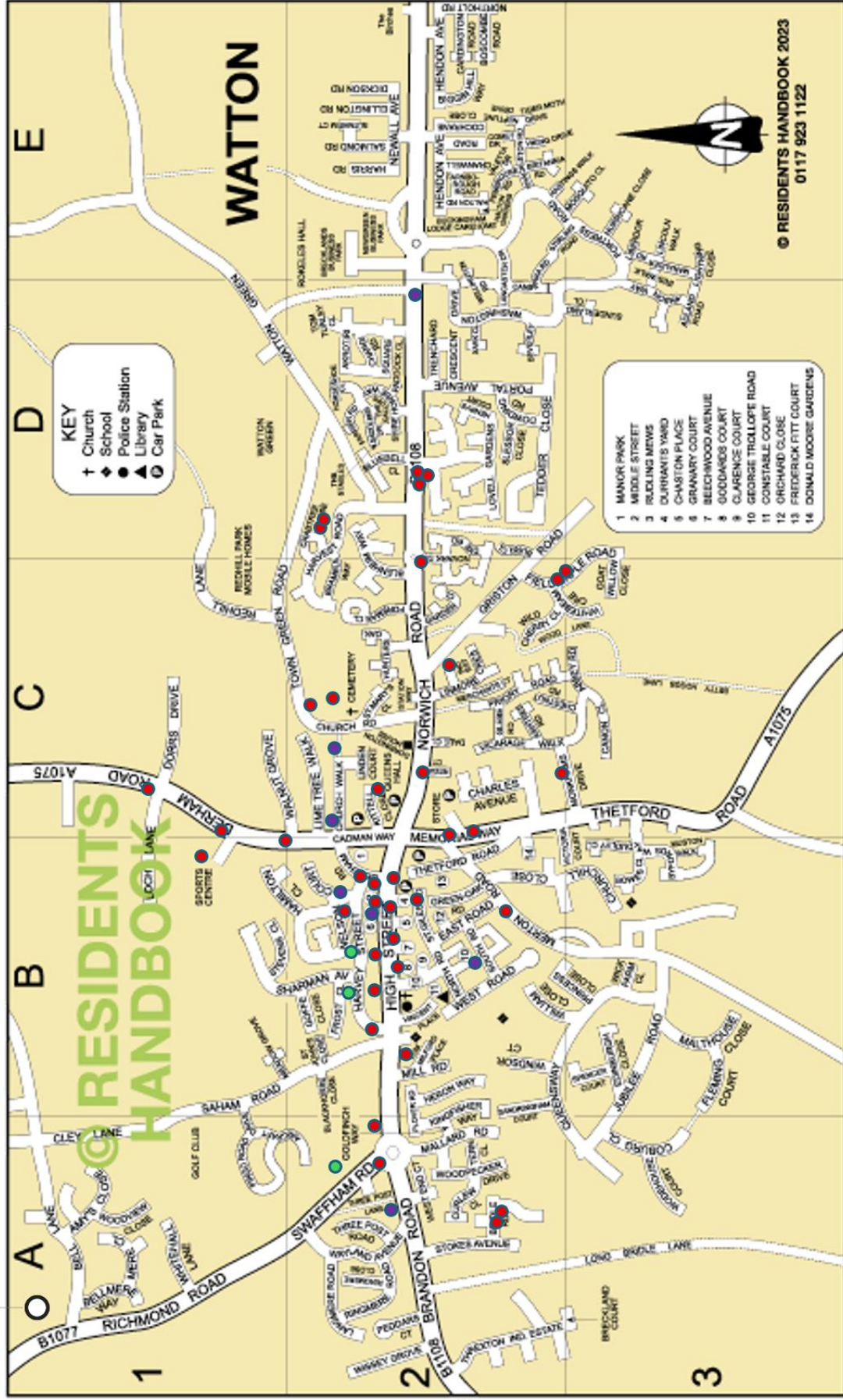
There have also been questions as to whether management of public litter bins is expected to follow the new household waste regulations being implemented in September of this year, and if the TC will be expected to provide recycling bins alongside general waste bins to conform with said regulations. However, at the moment there is no legislation in place to suggest that this will be the case due to public litter bins falling outside the domestic rules, instead operating under street-cleansing and public space management frameworks. This is still being clarified with Breckland Council making enquiries to the Environment Agency.

This is currently where we are at in terms of waste management and any changes we can expect to occur.

It is suggested the Finance Committee is tasked with considering costs of waste management before further decisions are made.

Bin location map below

- - standard litter bin
- - dog waste bin
- - both standard litter bin and dog waste bin



Item 11

Email received on behalf of Gemma Manthorpe: Planning Policy Manager

“On the 13th July the Local Plan is going to Cabinet with a recommendation to approve for regulation 19 consultation. The Plan and papers will be available when the agenda is released on the 3rd July; the allocations map and draft Plan for Cabinet, is available today at <https://arcg.is/1KO88i0> and [Citizen engagement platform | Breckland District Council](#) .

If the consultation is approved at Cabinet the consultation shall start on the 31st July and run until the 16th September, this is the period that you are invited to make your formal comments however you can of course view the Plan and allocations from July 2nd. “