



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 28th July 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott Town Clerk

22nd July 2026

**Please note that a Biodiversity Working Group meeting is being held from 6pm
The Chamber doors will be open to the public from 7pm.**

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 14.07.26 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 Clerk's Report to include correspondence received from resident of Wayland Fields
 - 4.6 Reports from Councillors
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION to include Police Update
7. FINANCE
 - 7.1 To approve payments for July 2026 (To follow)
 - 7.2 To note Finance Committee minutes from meeting held on 17th June 2026
 - 7.3 To consider Finance Committee recommendations:
 - I. To accept the Grant Policy. App 1
 - II. To continue contracts with current grave diggers
8. Update on Devolution and Local Government Re-organisation
9. To confirm whether the remaining 8 wooden hares from the 2026 Hares Trail are to be auctioned.
10. To agree reserve members for the Finance and HR Committees
11. To consider quotes received to undertake works to the Clock Tower
12. PLANNING To consult on planning applications received since the last meeting:

12.1	PL/2026/095 9/POWA	Application for approval of the Open Space Scheme as required by Schedule 1,	Land Off Field Maple Road, Watton, Norfolk, IP25 6GA	https://publicportal.breckland.gov.uk/planning/index.html
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		Part 1, 1.1 of the S106 Agreement dated 8th June 2023 on the planning permission 3PL/2022/0296/F		?fa=getApplication&id=199790&language=en
12.2	PL/2026/0976/DCA	Discharge of conditions 7 & 8 on pp 3PL/2022/0296/F	Land Off Field Maple Road, Watton, Norfolk, IP25 6GA	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199794
12.3	PL/2026/0969/DPO	Variation of Schedule 2, Parts 1 and 2 of the Section 106 Agreement relating to affordable housing obligations on pp 3PL/2023/0408/VAR - all affordable units to be delivered as shared equity units	Former RAF Officers Mess Site Norwich Road, Watton, Norfolk	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199795
12.4	PL/2026/0998/HOU	Erection on two rear Extensions plus continuation of pitched roof over existing garage plus remodel of all existing walls	4B Saham Road, Watton, Thetford, Norfolk, IP25 6EA	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199831&language=en

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

13.1 To note HR minutes from meeting held on 17th June 2026

13.2 To consider HR Committee Recommendations:

- I. To engage LGRC to provide retained HR support at a cost £125 per month plus the employer's national insurance and VAT.
- II. Staff who are DSE users to be allocated £120 per occasion for an eye test as a DSE user. Staff will need to book an appointment with Cecil Ameys in Watton and the cost of the eye test and glasses, if special lenses are needed for the distance the screen is viewed at, will be met from the £120 allocation.

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday July 14th 2026 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: – Sarah Humphries - Chairman, Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Keith Prince, Don Saunders, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED from:

Gavin Bulmer, Cathy Halfacre, Jack White, Jacqueline White.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on June 23rd, 2026, were accepted as a true record and signed by the Chairman.

3.2 Update from the meeting held on June 23rd not agenda items for this meeting:

- Car Parks Transfer - What should be the final amended transfer documents are now with the solicitors acting for Breckland Council.

The Town Council solicitor has also now reviewed the Licence Agreement with MER Charging UK Limited relating to the EVC points at the Kittell Close car park. This 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.

The final Property Report provided by the solicitor relating to the town car parks has been shared with Councillors who remain happy to proceed with the transfer.

- The last two photos of past Mayors have been obtained and sent for printing and framing so they can be included in the display in the Council Chamber.
- A quote to remove the graffiti wall at the Lovell Garden Play Area has been received and work will be commissioned. The Charlotte Harvey Management Committee has declined the offer of the wall being relocated to the Community Hub.

4. REPORTS

4.1 Chairman's Report

The Chairman thanked those who supported the Yard Sales and Open Gardens held on June 28th which raised £265 for the Mayors Charities. She also thanked those involved with Watton Carnival for providing a much appreciated community event. The Mayor was unable to attend herself but the Deputy Chairman stood in for her.

On 13.07.26 the Chairman attended the 2nd Wayland Cub Packs celebration of 110 years of Cubs.

The Chairman also thanked Cllr Tarrant for attending the Change of Command Ceremony at RAF Lakenheath on 10.07.26.

4.2 Vice-Chairmans Report

The Vice-Chairman attended both the Open Gardens and Yard Sales event and the Carnival.

4.3 Clerks Report

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

- NCC grant applications for Bus Stops
- 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.
- There is a Police Safer Neighbourhood Meeting scheduled to be held in the Council Chamber, Wayland Hall on Monday 20th July 7pm.

4.4 Lead Councillors Reports

Cllr Gilbert informed the meeting that the Breckland Local Plan Regulation 19 consultation has been approved by the Breckland Cabinet with public consultation to start on July 31st. Councillors have been provided with a link to the plans which were made available for the Cabinet Meeting.

The development site adjacent to Wayland Wood initially included in the Plan is not supported by Breckland Council and has been removed from the Plan. This does not mean however that a developer could not put the site forward.

Sites within the plan include land off Sharman Avenue and land opposite Barn Ruche on the Merton Road.

A question was raised regarding whether land to the rear of Akrotiri Square is likely to be developed at some point as there is access to the adjacent field.

5. PUBLIC PARTICIPATION – no members of the public present.

6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR)

At the Breckland Five Market Towns Meeting attended by the Deputy Chairman and Clerk early in the day it was stated that there is no update regarding Devolution and Local Government Reorganisation.

7. ST GILES CAR PARK

Following a request for repair of a large pothole in the St Giles Road Car Park a reply has been received from the land agent managing the site to the effect that the owner receives no income from the car park and would the Town Council be willing to arrange and fund the necessary repairs and accept responsibility for any resulting claims or damage.

The Town Council will not fund repairs to a privately owned area and **it was resolved** that a letter will be sent to the land agent stating this.

8. GRANT APPLICATION

A grant application has been received from Watton Westfield Infant and Nursery School. As the Town Council Grants Policy is to be considered by the Finance Committee at its meeting on 17.07.26 **it was resolved** to defer any decision until after a recommendation from the Finance Committee.

9. LITTER PICKER

It was resolved that the volunteer litter picker who collects litter along the Norwich Road should be given a Community Champion Certificate and an award of £80.

10. WASTE BINS

The Waste Management Report and associated location map of bins around the parish was noted but no policy regarding the provision of bins will be made until more is known about future services once local government reorganisation is underway.

11. BRECKLAND LOCAL PLAN CONSULTATION

Noted that ahead of the launch of the Local Plan Regulation 19 Consultation a virtual 'Town Hall' event is scheduled to take place 6-7pm on 20th July. Anyone can attend:

www.breckland.gov.uk/Local-Plan-Town-Hall

[To review the latest draft Local Plan documents and take part in the consultation after it launches on 31 July, visit Breckland.govocal.com]

12. MARKET WORKING GROUP

The Market Working Group is scheduled to meet on July 28th 2026 at the Town Council Office.

13. CO-OPTION INTERVIEWS

It was agreed to hold co-option meetings on 11th August 2026 prior to the Town Council meeting.

14. PLANNING

PL/2026/0892/HOU Extension to garden annex (used by family member) to create bedroom and gym 39 Dereham Road, Watton IP25 6ER

No comments

To note:

Discharge of Conditions 7, 10 & 11 on PL/2025/1437/FMIN Serco Transport Depot, Norwich Road, Watton IP25 6JB

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

15.1 Cemetery Update – noted that a tree which has fallen is within St Mary's Churchyard not the Cemetery.

15.2 Fireworks Event – update to be given at the Full Council meeting on August 11th.

Item 3.2 Update from the meeting held 14.07.26

Agenda Item No.	Update
3.2	Contractor chased for date when graffiti wall will be removed from Lovell Gardens Play Area.
4.3	The High Street Matters Team which comprises of Officers from both Norfolk County Council and Breckland Council visited the Town Council Office on 22.07.26. Cllrs Humphries, Hutchings and Cruz were present. It was highly stressed that the Town Council should again apply for a Love Your Market Town grant. The 2025/6 grant funded the Town's Hares Trail. Suggestions needed for an application for 26/27 -see Clerk's Report.
7	Land agent acting for the charity which manages Chaston Place and the St Giles Road car parks has been approached regarding the agreed response to the suggestion that the Town Council could manage the car park to the rear of Myhills.
9	Community Champion Certificate drafted, details of volunteer needed.

Item 4.4

County Councillor Report

As with last month, there has been relatively little formal council business to report due to the pre-election period, when restrictions apply to much of the County Council's communications and decision-making. Nevertheless, I have continued working with residents, town and parish councils, local organisations and partner agencies across the Watton Division.

Local Member Fund Update

Many of you will be aware that Full Council met yesterday to consider the future of the Local Member Fund (LMF).

Following the debate, the proposal to reintroduce the Local Member Fund was not approved and, as a result, the scheme will not be returning.

During the debate, I spoke in support of a different approach to funding local improvements. Whilst I fully appreciate that the Local Member Fund has delivered worthwhile projects over the years, I also highlighted that some parish and town councils hold substantial financial reserves and, where appropriate, are often well placed to contribute towards smaller local schemes.

For highways-related matters in particular, I believe many improvements can and should be delivered directly through Norfolk County Council's highways service rather than through numerous individual member-funded projects. This can often be a more efficient use of public money whilst ensuring works are delivered consistently across the county.

Importantly, the Parish Partnership Scheme remains available, allowing parish and town councils to work alongside Norfolk County Council to deliver a range of local highway improvements through jointly funded projects.

If your parish has a highways issue that requires attention, please continue to contact me. I will always do my utmost to support your case and work with Highways officers to achieve a positive outcome.

Encouragingly, we have recently secured progress on a number of local highways matters, including improvements in Caston and several roads within Watton. These outcomes demonstrate that Norfolk Highways are receptive when concerns are evidenced and pursued constructively, and I remain committed to advocating strongly on behalf of residents and parish councils.

Community Safety and Policing

Following the recent serious incident in Watton town centre, I attended the latest SNAP (Safer Neighbourhood Action Panel) meeting, where Norfolk Police provided an operational update.

Residents will be pleased to know that a new beat officer has now been allocated to Watton, strengthening the visible neighbourhood policing presence within the town. Police also provided an update regarding the recent incident. They confirmed that one teenager has been arrested and remains on police bail whilst enquiries continue. Officers advised that axes were recovered during the investigation, although reports regarding machetes were not substantiated. Police also confirmed that vehicles connected to the investigation had been recovered, along with the cash machine involved.

Following this incident, I requested a meeting with local policing representatives to discuss what further measures could be taken to improve policing and public reassurance across the Watton area.

I also wrote to Breckland District Councillors inviting support for this initiative. I would like to thank Cllr Tina Kiddell, who responded positively and offered her support. Unfortunately, I did not receive acknowledgment/support from Cllr Keith Gilbert or Cllr Claire Bowes.

Alongside this, I have now begun constructive discussions with Breckland Police regarding opportunities to improve the local policing presence. One particularly encouraging idea being explored is the potential reopening of Watton Police Station to provide a public-facing front desk service.

Whilst any such proposal would likely rely heavily on trained volunteers to staff the reception for limited opening hours, with Norfolk Police providing oversight, training and determining the operational scope, I believe this represents an exciting opportunity for the town.

The public response has already been extremely encouraging, with approximately twenty volunteers expressing an interest in helping. Even if a front desk initially operated for only a few hours each day, it would represent a significant step towards restoring a visible policing presence in Watton.

Police and Crime Commissioner Election

I would also like to congratulate Colin Sutton on his election as Norfolk's new Police and Crime Commissioner following last week's by-election. Mr Sutton officially took office after being elected on 16 July and will now be responsible for setting the strategic direction of policing across Norfolk through a new Police and Crime Plan.

I look forward to working constructively with the new Commissioner wherever possible to help improve policing and community safety for residents across the Watton Division.

Resident Support

I have continued assisting residents with a wide range of enquiries throughout the month, including highways matters, local government enquiries and signposting residents to the appropriate organisations for support.

As always, I remain available to assist where I can and will continue working closely with officers, partner organisations and local communities to help resolve issues as they arise.

Looking Ahead

Over the coming month I will continue engaging with parish councils, residents, businesses and community groups across the division.

Improving highways, strengthening local policing and ensuring residents receive the services they deserve remain key priorities, and I will continue working proactively to deliver practical outcomes wherever possible.

Should town/parishes have any concerns or matters you would like me to investigate or support, please do not hesitate to get in touch.

Yours sincerely,

Cllr Jack White

County Councillor for Watton Division

<https://jack-white.co.uk>

Item 4.5 Clerks Report

Email received from resident

Wayland Fields LEAP – request for reconsideration of maintenance responsibility

“I should be grateful if you would place this letter before members of the Town Council, as I am asking the Council to reconsider the specific question of whether the Wayland Fields LEAP itself could come within Town Council maintenance responsibility.

I am not referring here to the wider estate open spaces generally, nor to attenuation areas or other estate land. My point is narrower than that. It relates to the children’s LEAP as a distinct public-facing play facility.

From my recent enquiries, my understanding is that there was no clearly established standing policy that the Town Council would either always maintain, or never maintain, such play areas, and that past decisions were taken according to the circumstances of each case. It also appears that ownership of the land has not necessarily been the only deciding factor in past arrangements.

In particular, the existing arrangement at Watton Sports Centre shows that the Town Council can, where it considers it appropriate, undertake a defined role in relation to play equipment without assuming responsibility for the whole of the surrounding land or grounds.

Likewise, the background to Hares Green appears to show that arrangements have in the past been capable of changing where the terms were considered acceptable.

So far as I have been able to establish, I have not identified another Watton play area maintained under an arrangement clearly similar to that at Wayland Fields. The nearest local comparison appears to be the Sports Centre, but even that is not the same as an estate service charge arrangement of the kind applying at Wayland Fields. In that sense, the present position at Wayland Fields appears to be an unusual one.

The information now obtained also suggests that the Wayland Fields LEAP is already treated in practice as a distinct facility. I understand that routine visual inspections are undertaken, that there is a periodic health and safety review which includes the play equipment, and that an annual third-party inspection is carried out to RoSPA standards. I also understand that the estate’s public liability insurance extends to the LAP and LEAP areas, that defects within warranty are referred to the supplier, and that any other repair and maintenance costs fall through the service charge arrangements.

The issue, therefore, is not whether the LEAP is presently unmanaged.

It is whether it is fair and appropriate for the continuing cost of maintaining a children’s play area, available to and used by the wider public, to remain wholly with estate residents through service charge arrangements.

It also seems to me that there is a broader question of fairness and proportionality. A LEAP of this kind is, in substance, a community facility rather than merely private amenity land. In this regard, I would draw the Council’s attention to the fact that the estate connects into a route used by those walking towards Wayland Wood, with the result that the LEAP is encountered not only by estate residents but also by others passing through the area. In practical terms, this gives the facility a wider public-facing character. Where a play facility is situated on or closely connected with such a route and is available for use by families beyond the estate itself, there is a clear logic in its

maintenance being supported from public funds raised across the community, rather than the full burden continuing to fall on a relatively small section of residents alone.

If concern is raised that assuming responsibility for the LEAP would place some additional burden on the wider precept, that should in my view be balanced against the fact that the number of comparable cases in Watton appears to be very limited. Despite looking into the matter, I have not identified any other play area maintained under an arrangement clearly comparable to that at Wayland Fields.

I also do not suggest that this would require the Town Council to adopt estate amenities generally. My request is narrower than that. It is simply that the LEAP should be considered on its own facts as a distinct play facility, rather than being treated automatically as inseparable from all wider estate land.

I appreciate that the Council may have concerns about cost, insurance, practicality, precedent, and the legal arrangements that would need to be addressed with the present responsible body. However, it seems to me that those are matters capable of being considered in relation to the LEAP itself as a specific site, rather than reasons for dismissing the issue in principle.

I would therefore respectfully ask that the Town Council review whether the Wayland Fields LEAP could be considered separately from the wider estate open areas and whether a limited maintenance and inspection role by the Town Council would now be appropriate, subject of course to any necessary practical and legal arrangements.

If the Council is not minded to do so, I should be grateful if the reasons could be clearly stated, particularly as to whether the obstacle is one of cost, insurance, policy, practicality, precedent, legal position, or some other specific consideration."

The Town Council has previously discussed acquiring open space land and play areas from developers and the following resolution was passed on 12.11.2024:

Open Space provision field Maple Road, Watton	Resolved that in line with previous voiced policy not to accept any open space land from developers, the TC would not become the nominated body to receive the open space provision within application 3PL/2022/0296/F.
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Love Your Market Town

Details on the New Anglia Growth Hub website along with some project case studies that have been funded previously: [Love Your Market Town grant - Pride of Place funding - New Anglia Growth Hub](#)

Key Details

- Grants from £1,000 to £5,000 (up to 100% funding)
- Eligible applicants: Town Councils, local businesses and community groups in Norfolk market towns

- For maximum economic growth impact, our focus will be on projects that are set to be delivered by the end of March 2027, although we welcome longer-term projects with completion dates extending to the end of 2027

Timeline

- EOI forms accepted from 17 July 2026 through to 31 August 2026
- Applications accepted until 14 September 2026
- Independent panel will review applications by end of September 2026
- Applicants will be notified of their outcome by 12 October 2026
- Projects to be delivered from October 2026 to December 2027

	Resolution	Date/ Agenda item	Action	Link to 4YP/ NP	Lead	Current Position – 22.06.26	Status
156	To make the volunteer litter picker who collects litter along the Norwich Road a Community Champion and he will be given an award of £80	14.07.26 9			Office	Community Champion certificate drafted and investigating contact details for the volunteer	😊
155	Remove the graffiti wall at the Lovell Gardens Play Area.	23.06.26 11			Office	Graffiti Wall to be removed on 24.07.26	😊
154	To progress with the transfer of land assets from Breckland District Council to the Town Council as presented.	09.06.26 12	Progress		Office	Heads of Terms with the solicitor. Maintenance of the areas will need further consideration.	😊
153	Create a 'Town Council High Street Restoration Plan'	09.06.26 9	Create plan		TH/Office	TH has compiled a draft	😊
152	The Market Working Group will be tasked with discussing the benefits of creating a Four-Year Plan for Watton Market to coincide with the Councils Financial Four-Year Plan.	09.06.25 8	Set Market Working Group meeting date		MWG	Market Working Group meeting held 28.07.26	😊
151	Compile a future strategy for the provision of litter and dog waste bins	26.05.26 16	Compile strategy		Office	No policy regarding the provision of bins will be made until more is known about future services once local government reorganisation is underway	😊
150	Cllr Humphries will replace Tina Kiddell as a Town Council bank signatory	26.05.26 11	Complete new mandate forms		Office	Barclays Bank Mandate complete Unity Bank Mandate In process	😊
149	Purchase compost and herb plants to fill the planter at Jubilee Garden	12.05.26 8.16ii	Purchase compost and plants			Compost delivered and planter filled. Herb plants to still be purchased	😊
146	To accept a policy to offer staff the opportunity to undertake temporary	28.04.26 14.2iii	To adopt policy procedure		HR	Policy to be compiled by HR Consultant	😊

	additional hours to cover short-term staff absence						
145	Offer to pay 50% (£80) towards an additional grave digging charge	28.04.26 7.3iv	Awaiting response from undertaker		Office	Offer paid to Funeral director	😊
144	Undertake an audit of the footpaths in the parish	14.04.26 10	Would Biodiversity Working Group be interested in undertaking this audit?		Office KG	To agree how audit will be undertaken.	😊
143	Pride in Breckland Grant to support enhancement of the Reclaim the Rain project in the High street. If there is enough money consideration will be given to how the gateways into the town might be improved	14.04.26 8	Consult with WASFAG and Biodiversity WG		Office	Information regarding Reclaim the Rain has been provided to the Pride in Breckland team but project plans and costs are still awaited.	😊
142	Move forward with plans to hold a Festival of Youth in 2027	24.03.26 4.7			DS EMO	DS and EMO to meet with Love Watton, Wayland Academy and Beside Youth	😊
141	Further research to purchase a wooden sculpture to present to Weeze for its 40 th year in 2027	10.02.26 7.1	Research gift		Office	Framed plaques from Bowles and Walker agreed and on order – Research will also continue to be undertaken regarding the cost of a wooden hare and barrel as an additional gift	😊
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		Office	TPO requests submitted to BDC. No response received so far Developers gave a presentation to Cllrs 14.04.26 Site has been removed from Breckland Local Plan	😊

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 for 2026 to be booked. Commissioned Online Playgrounds to undertake annual ROSPA inspections 2026	😊
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. Quotes received from playground installers to create improved access to both Bridle Road and the Sports Centre Play Areas are expensive. Fin. Com. is suggesting external funding needs to be found.</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	Draft directory presented to full council on 09.06.26 and was well received. EMO to publish on TC website and social media. Investigation needed to make Directory available in other languages	😊
120	Quote accepted to carry out the following works to the Clock Tower: • site inspection of the tower	14.01.24 15	Accept quote and arrange works		Office	Building Maintenance quotes on agenda for 28.07.26	😊

	- 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.					Cllr Saunders and EMO to investigate English Heritage Funding for the tower. Cllr Bulmer and Mark Humphries to research clock mechanism.	
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	Accepted the Heads of Terms at the TC meeting held on 10 th March. Papers with solicitors. It was agreed on 09.06.26 to purchase Indemnity Insurance	😊
104	To produce a staff Well-Being Policy	23.07.24 4.6	Compile Policy		HR	All staffing policies, handbook and Contracts were accepted as presented on 28.04.26. Well-being policy still to be compiled	😊
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 Civic.ly Asset software	😊
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible 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. Building contractors have been approached.	😊
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	Biodiversity Working Group to look at.	
<i>13 and 21 are linked - Suggest including Sustainability Audit in reviewed Climate Change Policy. Climate Change Policy to be researched.</i>							
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	Last 2 photos obtained Extend wall area up to accommodate more mayoral photos	😊

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

The resolutions from the Works in Progress list is to be incorporated within a Projects Action Plan which will link to the 4 Year Financial Forecast which will include possible projects for the High Street and weekly market.

Item 7.2

Minutes from the Watton Town Council Finance Committee Meeting held on Friday July 17th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Sarah Humphries, Tomos Hutchings

Officers Present: Jane Scarrott and Michelle Thompson

1. No Apologies for absence received.

Noted that as there is only three members of the Committee it would be useful to have Cllrs in reserve should an extra be needed for the meeting to be quorate at any time.

This is also the case with the HR Committee and an item will be added to the next meeting of the Full Council to address this.

2. No Declarations of Interest made.

3. Minutes of the meeting held on 05.06.26

i. The Minutes of the Finance Committee Meeting held on 05.06.26 were confirmed as correct and signed by the Chairman of the Finance Committee.

ii. Update from the Minutes of the Meeting 05.06.26

- Cllr Saunders to set a date with Watton Sports Centre to discuss the Sports Centre Play Area.
- Agreement needed for hire of the Queens Hall Car Park for the Wednesday Market.

iii Items raised at the meeting of the Full Council

- Land adjacent to Wayland Wood is no longer to be included in Brecklands Local Plan and it was suggested the Town Council could investigate whether it could obtain the land. Research will be undertaken.
- Following a request for repair of a large pothole in the St Giles Road Car Park a reply has been received from the land agent managing the site to the effect that the owner receives no income from the car park and would the Town Council be willing to arrange and fund the necessary repairs and accept responsibility for any resulting claims or damage.
[At the meeting of the Full Council it was resolved that a letter will be sent to the land agent stating that the Town Council will not fund repairs to a privately owned area.]
However, it was suggested at the Finance Committee Meeting that the possibility of the Council acquiring a licence to use the car park should be investigated.

4. End of Year Internal Audit Report.

Outstanding recommendations: It was noted on the End of Year Internal Audit Report that work to update the Council's Policies is still continuing and that comparison should be made between the updated Asset Register and the Council's insurance cover.

5. Bank Reconciliation

The Finance Committee members were issued with Bank Reconciliations dated 30.04.26, 31.05.26 and 30.06.26. Bank Reconciliations were accepted and signed by the Chairman of the Finance Committee.

6. Building Works Wayland Hall and the Clock Tower

Additional quotes have been received for outstanding works at Wayland Hall and the Clock Tower and the contractor who undertook works previously has been asked to provide an updated quote.

Quotes received to be considered by the Full Council.

7. Four Year Forecast

The Four-Year Forecast is now within Year 4 of the original plan.

It was suggested that as the current Four-Year Forecast is in its final year it should be rewritten to guide the Council over the forthcoming four years.

8. Grant Policy

The reviewed Grant Policy was presented (members to suggest any minor amendments) and recommendation will be made to the Council to accept the Policy as to be presented at the next meeting of the Full Council.

9. Thetford Road Allotments

It is planned that an afternoon tea will be held at the Thetford Road Allotment Site on August 13th between 2pm and 3pm. Anticipated spend £100-£200.

10. Grave Digging Contracts

It will be recommended to Full Council that the current grave digging contracts should continue, noting that the cost of digging an ashes plot is to rise from £90 to £100.

11. Annual Play Inspections

The annual RoSPA play equipment inspections are due and will be booked at a cost of £384 plus VAT.

12. King Charles III

It was agreed to purchase an A4 official image of the King.

13. Annual Tree Report

The Annual Tree Report was accepted noting that there are no major risks identified and minor works will be undertaken later in the year.

14. Date of the next meeting: Finance Committee:

Friday August 14th 2026 @ 9.30am.

Recommendations to Full Council:

1. To accept the Grant Policy.
2. To continue contracts with current grave diggers.

Item 10

It has been suggested that Tomas could be reserve for HR and Cathy could be reserve for Finance.

Item 11

Quote 1

Quotation: Watton Clock Tower

8.01 Tower Covering

- Repoint 50% of pointing to the cover flashing to parapet. **342.00**
- Repoint 25% of parapet. **174.00**
- Inspecting the parapet coping stones and provisionally allow for rebedding 10% of parapet. **186.00**
- Provisionally allow for repointing 2m2 of parapet. **450.00**
- Prepare and apply Super Dec wood stain to the exterior of the roof hatch door. **210.00**

8.04 Tower South Elevation

- Decorate the thresholds of the two doors at the base of the tower with Super Dec. **210.00**

8.05 Tower North Elevation

- Provisionally allow for taking down the chimney stack to 100mm below the level of the rafter make good the adjacent gable externally in a render to match the existing. Allow for making good the roofing felt, where the chimney has been taken down and finish with pantiles to match the existing. All to be left complete and watertight. Prior to this work proceeding the Conservation Officer is to be contacted and the work agreed. **1890.00**
- Generally, on all faces of the tower it is considered the terracotta infills, between the crenellations, are suffering with especially heavy erosion occurring to the panels on the East Elevation – with advantage this terracotta work should be consolidated using conservation techniques. Allow the provisional sum of £1500 to employ a conservator to consolidate the terra cotta work, prior to this work proceeding the Conservation Officer is to be consulted and the work agreed. **1800.00**

9.00 Interior

9.01 Clock Chamber

- The crack in the South East corner of the Clock Tower would appear to be worse than previously observed, there are already two tie bars running North to South (front to back) in the Tower. It is recommended a Structural Engineer is employed to comment on this crack and the cracking in the South West corner of the Tower. Allow the provisional sum of £1000 for works on site. **1200.00**

All Prices + Vat

Quote 2



QUOTATION

Watton Town Council
Attention: Watton town council
Wayland Hall, Middle Street
Watton
Thetford
IP25 6AG
GBR

Date
21 Jun 2026
Expiry
21 Jul 2026
Quote Number
QU-1171
Reference
Wayland Hall/Clock tower
repairs
VAT Number
456525085

ZINK CONSTRUCTION LTD
Caltra
Church Lane
Beetley
NR20 4ES
07708961263
Bertie@zink-
construction.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
CLOCK TOWER REPAIRS -				
1. Conservation Officer Consultation	1.00	835.00	20%	835.00
Description: Initial consultation with Local Conservation Officer to establish whether proposed works can be completed as repairs to the historic fabric without the need for Listed Building Consent. PC SUM -				
2. External Render Repairs	1.00	645.00	20%	645.00
Description: Prepare and fill cracks within external render elevations to prevent further moisture ingress and deterioration of the building fabric.				
3. Doorway Lintel Investigation	1.00	450.00	20%	450.00
Description: Carefully remove a localised section of soffit render above the ground floor doorway to confirm the presence and condition of the supporting lintel.				
4. Rainwater Drainage Inspection	1.00	270.00	20%	270.00
Description: Inspect and test rainwater pipe outfall to ensure effective discharge into the main drainage system and prevent water pooling adjacent to the building.				
5. Timber Floor Inspection & Ventilation	1.00	835.00	20%	835.00
Description: Inspect accessible ground floor timber joists and provide additional subfloor ventilation where necessary to reduce moisture build-up and associated decay risks. PC SUM -				
6. Damp Investigation & Remedial Works	1.00	1,800.00	20%	1,800.00
Description: Investigate source of dampness to the north				

Description	Quantity	Unit Price	VAT	Amount GBP
elevation, undertake repairs to external defects where identified, and remove impermeable wall finishes if required to improve breathability. PC SUM -				
7. Structural Crack Assessment	1.00	1,300.00	20%	1,300.00
Description: Open up a section of the south-east corner crack to assess previous repairs and install tell-tales for ongoing movement monitoring. PC SUM -				
8. Parapet Wall Repairs	1.00	1,600.00	20%	1,600.00
Description: Replace damaged bricks, repoint defective mortar joints using suitable lime mortar, repair or replace coping stones and renew defective mortar fillets to lead flashings.				
9. High-Level Stonework Repairs	1.00	1,230.00	20%	1,230.00
Description: Provide safe access to inspect string course stonework, remove loose material and carry out repairs to reshape and stabilise deteriorated areas.				
10. Leadwork Inspection	1.00	435.00	20%	435.00
Description: Engage a specialist contractor to inspect existing leadwork and provide recommendations regarding condition, lifespan and any required repairs.				
11. Chimney Stack Repairs	1.00	670.00	20%	670.00
Description: Remove isolated areas of cracked render to inspect underlying brickwork and undertake crack stitching repairs where structural cracking is confirmed.				
12. Weathervane Inspection Access	1.00	5,250.00	20%	5,250.00
Description: Provide safe access equipment to allow inspection of the weathervane, support pole and associated fixing details, including recommendations for any remedial works.				

Quote 3

JOB: Watton Clock Tower/Town Hall
Location: Watton

Client: Watton Town Council



Item Ref	Description	Cost	Notes
Kings & Dunne Architects Inspection report ex. Feb 2025			
8.01	Tower Covering		
	Repoint 50% of pointing to the cover flashing to parapet	£ 125.00	
	Repoint 25% of parapet	£ 390.00	
	Inspect the parapet coping stones and provisionally allow for rebedding 10% of parapet	£ 160.00	
	Provisionally allow for repointing 2m2 of parapet	£ 580.00	
	Prepare and apply super Dec wood stain to exterior of the roof hatch door.	£ 160.00	
8.04	Tower South Elevation		
	Consideration should be given to how decorating thresholds of the two doors at the base of the tower	£ 120.00	
8.05	Tower North Elevation		
	Repair/consolidate the stringer course	£ 890.00	
	Provide high level access to review the weathervane	£ 4,650.00	
	Fill cracks in render	£ 510.00	
	I am not sure what chimney they refer to but is this required? If they mean the one in the North East corner this will require leadwork not pantiles	£ 1,500.00	PC SUM
Wright Consulting Item Description - 16th May 2025			
	An early consultation with the Local Conservation Officer should be made to ascertain if some of the proposed works can be completed as a repair to the historic building fabric, without the need for an LBC application.	£ 750.00	PC SUM
	Cracks in the external render should be filled to prevent moisture ingress into the walls.	£ 510.00	
	A small element of the GF doorways soffit's render should be removed to allow it to be ascertained that a lintel is present and whether it is in a good condition	£ 440.00	
	This RWP outfall should be reviewed to ensure that the rainwater is flowing to the main street gulleys and not pooling adjacent to the building	£ 310.00	

	Allowance should be made for inspecting the GF timber joists and for installing additional ventilation to the floor void should damp be present	£ 750.00	PC SUM
	Access should be gained into the building to the North to ensure it is weathertight and not causing the damp present in the GF wall. If the damp is historic in nature, we would recommend that the vapour impermeable finishes applied to the wall be removed to allow the damp to leave the brickwork through evaporation.	£ 1,500.00	PC SUM
	The previous fill material in the South East corner crack should be removed from a small section of this crack to allow the previous movement to be appraised. Tell-tales could then be installed to allow the movement to be observed over an extended period of time.	£ 1,500.00	PC SUM
	To prevent further deterioration of the parapet, we recommend that any spalled bricks be replaced in a dentistry fashion, eroded mortar joints be repointed in a suitable lime mortar and damaged copings be repaired/replaced as necessary. In addition, the mortar fillet used where the lead flashing meets the parapet render is beginning to fail and it is our recommendation that this be replaced if loose.	£ 1,350.00	
	High level access should be provided to the stringer course to allow any loose mortar to be removed to prevent falling on anyone walking on the High Street footpath below. Then, formal repairs should be undertaken to reshape the stonework, replacing any cementitious mortar where appropriate.		Inc. below
	A specialist should be instructed to review the condition of the leadwork and to advise on its remaining lifespan and/or if any repairs are required.	£ 390.00	
	Small patches of the chimney stacks cracked render should be removed to allow the brickwork behind to be appraised. If the crack extends through the brickwork, allowance should be made for the brickwork to be stitched with bed joint reinforcement.	£ 650.00	

	Safe access up to the weathervane should be created to allow for a formal appraisal of the pole and its fixing details.	£ 4,650.00	
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Item 13.1

**Minutes of the meeting of Watton Town Council HR Committee held on
Friday July 17th 2026 at Wayland Hall**

Cllrs present: Jacqueline White – Chairman of the Committee, Cathy Halfacre, Don Saunders

Staff present: Clerk and Deputy Clerk

1. No Apologies for absence received.
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 05.06.26 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - An incident involving members of staff which occurred during the set up of the weekly market on 20.05.26 has been investigated by a consultant engaged by the Town Council.

The matter is being addressed through a formal management process following guidance provided by the HR consultant.

As recommended, online Breathe training for the member of staff is being undertaken with the suggestion that other staff could also be signposted to appropriate training. All staff will be requested to undertake the Breathe HR manual handling course and other suggestions for staff training relevant to current need included management training, neuro-diversity awareness and respect within the workplace.

- Continued Professional Development (CPD) should be encouraged within the staff team with processes to be considered in time for appraisals later in the year. Cllr Saunders offered to provide a Personal Development Plan (DPD) template as used by NCC.
Noted that the Town Caretaker is booked to attend Portable Appliance Testing (PAT) training and will also undertake a refresher on-line session in the use of ladders.

5.1 HR Support

The current HR service provider has given notice to end her retention agreement with the Council and thus alternative provision has been investigated.

LGRC (Local Government Resource Centre) is used by Dereham Town Council and the Finance Committee recommends that LGRC should be contracted to provide a retained support service of £125 per month plus the employer's national insurance and VAT.

The retained service can be used to guide Office staff to update policies but other specific detailed works would need to be quoted separately.

5.2 Holidays

It was noted and agreed that the Community Projects Officer will be taking leave between Jan. 5th 2027 and Feb. 1st 2027.

5.3 Eye Tests

Staff have requested that a previous resolution made regarding the provision of eye tests be revisited.

A recommendation will be made to Full Council that staff will be allocated £120 per occasion for an eye test as a DSE user. Staff will need to book an appointment with Cecil Ameys in Watton and the cost of the eye test and glasses, if any prescription shows special lenses are needed for the distance the screen is viewed at, will be financed with support from the £120 allocation. Glasses need not be purchased from Ameys.

6 Date of next HR Committee Meeting: Friday August 14th 2026 @ 11.00am.

Recommendations to Full Council:

1. To engage LGRC to provide retained HR support at a cost £125 per month plus the employer's national insurance and VAT.
2. Staff who are DSE users to be allocated £120 per occasion for an eye test as a DSE user. Staff will need to book an appointment with Cecil Ameys in Watton and the cost of the eye test and glasses, if special lenses are needed for the distance the screen is viewed at, will be supported from the £120 allocation.