



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 8th September 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

2nd September 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 25.08.26 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 receive the Annual Play Area Inspection Reports and consider quote for repairs (App 1 – 5)
8. To consider response to request that the Town Council accepts management of the Local Equipped Area for Play (LEAP) at Wayland Fields
9. To consider a reserve HR Committee Member
10. MARKET
 - 10.1 To approve the re-location of Watton's Weekly Market to the Crown Carpark off Watton High Street as from 16.09.26.
 - 10.2 To ratify the recommendation from the Market Working Group that no charge will be made for stall pitches.
 - 10.3 To agree costs for a relaunch event for the Weekly Market, including the cost of new smaller gazebos.
11. To agree to approach the organisers of the High St Halloween Trail to support the event by opening the Clock Tower for viewing from the outside and use as an information point.
12. To agree for the Vice-Chair to co-write, with the Clerk, a letter to Green Blue Urban to support Reclaim the Rain to ensure that High St regeneration efforts continue promptly without further delay.
13. To agree that the Finance Committee consider the cost to install a replacement bench by the bus stop in the High St if the insurance settlement relating to the damage to the bench and bin is successful.

14. To consider replacing bins at the 3 carparks.
15. To agree a response to the Breckland Local Plan Regulation 19 Consultation.
16. To consider quote received for installation of a new heating control panel at Wayland Hall.
17. PLANNING - To consult on planning applications received since the last meeting

17.1	PL/2026/11 53/HOU	Proposed Single Storey Extension to Side, and Installation of Velux Rooflight and Roof Lantern, Raising Height of Existing Flat Roofs to Side Elevations, Covered Area to Front including Dropped Kerb	32 Nelson Court, Watton, Thetford, Norfolk, IP25 6EL	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199979&language=en
17.2	PL/2026/11 90/DCA	Discharge of Conditions 3 and 6 on PP PL/2026/0052/FMIN	53 Griston Road, Watton, Thetford, Norfolk, IP25 6DN	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199997
17.3	3PL/2019/0 991/D	Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2015/0254/0	DEVELOPMENT SITE Mallard Road, Watton, Norfolk	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=144362

18. To pass a resolution to Exclude the Press and Public to consider confidential matters:
- 18.1 To accept the nationally agreed 3.3% increase to staff pay scales

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 25th August 2026 at 7.00pm in Wayland Hall

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

Officer present: Jane Scarrott Clerk

2 members of the public present for part of the meeting.

Prior to the start of the meeting the Chairman presented the Council's first Community Champions Certificate to David Cook in recognition of the voluntary litter picking he regularly undertakes along the Norwich Road.

1. APOLOGIES FOR ABSENCE RECEIVED FROM:

Tina Cruz, Gavin Bulmer, Keith Gilbert, Keith Prince, Don Saunders, Gillian Tarrant, Jacqueline White.

[Apologies also received from District Councillor Tina Kiddell]

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on August 11th 2026 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised. at the meeting on August 11th 2026 not agenda items for this meeting:

- Meeting held with members of Watton Twinning Association on 20.08.26 to consider the 40th anniversary of Twinning with Weeze. A Working Group of those present for the meeting on 20.08 will continue to plan celebrations for 2027.
- Notes from the meeting of the Market Working Group held on 20.08.26 have been shared with Cllrs. A draft licence for use of suggested premises has been passed to the Town Council's solicitor for guidance.

4. REPORTS

4.1 Chairman's Report

The Chairman attended the Allotment Afternoon Tea held on 13.08.26 when certificates for the Mayors Best Allotments 2026 were awarded.

She has also attended the Food Hub Volunteers Lunch on 20.08.26 and the Fun Days held at the Community Hub on the 18th and 25th August. Mr Whippy was thanked for his generous donations in support of the Fun Days.

The Chairman also writes a regular article for the Watton & Wayland Times and attends meetings of the Finance Committee, Market Working Group and Twinning Working Group.

It was announced that the ownership of the car parks at Kittell Close, Cadman Way and Goddards Court have been transferred from Breckland Council to the Town Council.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended events as also attended by the Chairman plus meetings of the Finance Committee and Market Working Group.

He has also attended an evening with the Watton Shanty Men and volunteered at the Sale held in the Museum on 16.08.26.

4.3 District Councillor's Report

Prior to the meeting District Cllrs Kiddell and Claire Bowes had submitted written reports which had been passed to Cllrs.

Cllr Hebborn responded to the Report from the District Cllr which referenced the removal of the graffiti wall at Lovell Gardens Play Area,

4.4 County Councillors Report

County Councillor Jack White submitted his written report prior to the meeting and gave a verbal update at the meeting.

It was noted Reports from Cllrs were not received in the Office in time to be included within the agenda pack for the meeting and reminders will be sent again.

Moving forward Reports from District and County Councillors will be posted on the Town Council website with the minutes from the meeting.

[Reports and response will be filed with the minutes of the meeting]

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

- Insurance claims have been submitted for the lost bench and bin on Watton High Street resulting from the ram raid on the cashpoint outside the Old Post Office and for the repairs to the public toilets which will be necessary following arson.
- The public toilets have been closed since the arson attack but it is hoped the ladies and the disabled toilets can be re-opened following an electrical installations check.
- Invite to Anglian Water webinar 03.09.26 forwarded to Councillors.
- Clerk is to visit the TC solicitor 27.08.26 to clarify points around the transfer of open spaces land from Breckland District Council to the Town Council. The solicitor will also be asked to check the proposed licence for the use of the car park at the Crown Hotel in Watton High Street to locate the weekly Wednesday Market.

4.6 No further Reports from Councillors.

5. WORKS IN PROGRESS

The Works in Progress List was noted.

6. PUBLIC PARTICIPATION

7. FINANCE

7.1 Payments for August 2026 were approved for payment as on the list presented prior to the meeting.

7.2 The draft minutes of the meeting of the Finance Committee held on 14.08.26 were noted.

7.3 Recommendations from the Finance Committee:

7.3i Agreed to move this item relating to Wayland Fields to after the resolution to exclude the public and press. Cllrs were presented with a confidential report providing information about the management of play areas and open spaces within Watton.

7.3ii **It was resolved** to refuse the grant application submitted by the Watton Westfield School as it does not meet the criteria of the applicant being a voluntary body.

7.3iii **It was resolved** to obtain quotes to engage a landscape architect to help develop plans for the open space land at Heritage Park.

7.3iv **It was resolved** to donate £7500 towards the planning application for the Digital and Media Centre at the west end of Watton High Street. No further funding will be granted to the Wayland Partnership this financial year and it is expected that the Partnership will resume regular meetings with its partner organisations.

7.3v **It was resolved** to accept the quote of £6252 for maintenance works to the Clock Tower in Watton High Street.

7.4 Bank Rec, Net Position and Financial Report received.

It was noted that staff pay scales have been published for 26/27 and the nationally agreed 3.3% increase will be an agenda item for acceptance at the next meeting of the Full Council.

8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR) – No updates.

9. ANNUAL PLAY INSPECTION REPORTS

Councillors had been presented with the annual Play Inspection Reports for the equipment at Lovell Gardens, the Sports Centre, Bridle Road and Hares Green.

The Reports will be an agenda item for the next meeting of the Full Council.

10. LOVE YOUR MARKET TOWN

It was resolved to submit an Expression of Interest for Love Your Market Town grant funding as outlined in the agenda pack.

11. HR COMMITTEE RESERVE

No Councillors present volunteered to be the reserve for the HR Committee. This matter will remain an agenda item for meetings of the Full Council until a reserve comes forward.

12. EVENTS

It was suggested the Town Council should take ownership of acknowledging National, Civic, Commemorative and notable Community dates, and that the EMO should be asked to attend a Full Council meeting once a month.

Some consideration may be needed as to who would lead on recognising listed dates and job roles within the Team will be confirmed with the HR Committee.

This item will be brought back to Full Council once it has been considered by both the HR and Finance Committees.

13. PLANNING

No planning consultations received for this agenda.

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

14.1 The draft minutes from the meeting of the HR Committee held on 14.08.25 were noted.

14.2 Item 7.2i from the agenda regarding the management of the Local Equipped Area for Play (LEAP) at Wayland Fields was debated but no decision made. This will be an agenda item again for the next meeting of the Full Council.

Item 4.2 Update from the meeting held 25.08.26

Agenda Item No.	
4.5	• High Street Bin and Bench – agenda item 13. 08.09.26 Quotes for replacement bin and bench in the High Street has been submitted to the insurers. • Public Toilets arson – The ladies and disabled is open as usual. The Insurance company has appointed a specialist cleaner to attend site on 07.09.26 to deep clean the mens toilets and a quote has been received from the previous refurb contractor for the remedial works required. • Open Spaces– The Clerk visited the solicitor acting for the Town Council and issues relating to the transfer of current Breckland owned open space to the Town Council were considered and clarification is being sought from Brecklands solicitor regarding points raised. • Market license – Solicitor is compiling a simple licence for use of the Crown Carpark to host the weekly Wednesday Market. Estimated cost of £245. This has been requested by the Crown and the Office is also researching what affect the move may have on the rates payable for the Market.
7.3iii	Now the EMO has a break from events she is starting to research the cost of engaging a landscape architect to assist with plans for Heritage Park.
7.3iv	Email received from David Dent – Wayland Partnership Trustee “For information - we are currently restructuring the Board of Trustees and re-organising the Trust to meet our future needs”. Bron has sadly had to step back as Chair so please bear with us while we have chance to sort things out with regard to future partnership meetings and re-organise.”
7.3v	Contractor has been given the go ahead for the maintenance works for the Clock Tower. A commencement date for the works has been requested.
9	Annual Play Area Inspection Reports– agenda item 7 – 08.09.26
10	EMO submitted an Expression of Interest for the Love Your Market Town grant on 27.08.26.
11	Reserved HR Committee Member - agenda item 9 – 08.09.26.
12.	Events - To be agenda items on the HR Committee and Finance Committee meetings on 25.09.26.
14.2	Management of the Local Equipped Area for Play (LEAP) at Wayland Fields agenda item 8 – 08.09.26

Item 4.3

Clerks Report

SENT ON BEHALF OF SIMON WOOD, DIRECTOR OF PLANNING & BUILDING CONTROL

Please find attached a briefing note on the Governments National Scheme of Delegation in relation to the process for determining planning applications. This comes into force on 31st October. Officers will be available to answer any questions at the Parish events being held on Monday, 21st September and Wednesday, 30 September.

National Scheme of Delegation for Planning Applications

Briefing Note for Parish and Town Councils

The Government has introduced a National Scheme of Delegation for planning applications in England as part of wider planning reforms.

Under the new arrangements, smaller and more technical applications will be determined by officers (Schedule 1 applications).

Larger or more complex planning applications will continue to have the potential to be considered by planning committees where they meet the prescribed criteria (Schedule 2 applications).

Parish and Town Councils will continue to be statutory consultees within the planning system and their local knowledge and comments on planning applications remain a valued part of the decision-making process. Parish and Town Councils are also encouraged to continue to discuss applications with their local Ward Councillor(s), who can also represent them in discussions with planning officers. Under the new arrangements Councillors will no longer have the ability to call-in any Schedule 1 application.

When commenting on applications, parish and town councils are encouraged to:

- Focus on material planning considerations.
- Refer to adopted local and neighbourhood planning policies where relevant.
- Clearly explain the planning impacts of a proposal.
- Avoid relying solely on the number of objections or the level of local concern.
- Continue to submit responses within consultation timescales so that they can be fully considered by decision makers.

We will continue to keep parish and town councils informed as the new arrangements are implemented and provide further guidance where necessary.

The national guidance can be found at: [Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK](#)

Item 7

Play Area Inspection Reports App1 – 4

Quote of remedial works – App 5

Item 10.3

Proposal (on agenda) submitted by Cllr Hutchings:

“Following any success with licence agreements, I pre-emptively wish for council to seek costings for a reopening event to include costings of the suggested new gazebos.”

Item 11.

Proposal (on agenda) submitted by Cllr Hutchings:

“I would man the entrance myself & Cllr Gilbert has some decorations to use. It has been successful in previous years, and the Council should be involved in High St events.”

Item 12.

Proposal (on agenda) submitted by Cllr Hutchings:

“The RTR plans have been delayed due to various issues; however, it was mentioned at the last catchup with Chris (RTR) that a letter of support may help.”

Item 13.

Proposal (on agenda) submitted by Cllr Hutchings:

“As mentioned in a previous email with Jane, the insurance may not cover installation costs. I'd like to see the bench back in asap.”

Item 14

Carpark bins

Now that WTC owns the three carparks, the bin provision need to be addressed, and the suggestion is that they are streamlined.

Below is what we've currently got:

Goddards Court Carpark – Possibly 3 bins



The two yellow bins are the responsibility of the Town Council.

The ownership of a third bin which is located on the side of the vets building needs further research.

Kittell Close Carpark – 1 bin



Thetford Road Carpark – 3 bins



The

suggestion is to remove all the existing bins and replace with one lidded bin on each carpark with the WTC logo on. This will result in only three bins needing to be emptied rather than 6. The current bins are not in very condition and being open topped means that larger items are being disposed of within them and the contents get wet.

Estimate for new bins similar to below - £250 per bin.



Please note if more waste is being collected consideration will need to be given to what capacity there is within the disposal bin located at CHT (paid for by Watton TC).

Item 15.

The closing date for the local plan consultation is the 23rd Sept, as such the meeting on the next scheduled Town Council meeting on 22nd is cutting it too short for a response.

Local Plan Reg 19 consultation: <https://breckland.govocal.com/en-GB/projects/localplan>

WASFAG will be responding to the consultation in relation to the sites in Watton and it is of note that the NPPF was updated on 17th August including an important change to the way SuDS are addressed through planning. These have important implications for both new developments and for retrospective works.

WASFAG will most likely be asking the Local Plan officers to include these changes in their policies that relate to flood risk and to the documents required when a masterplan for a large development is presented at the outline stage. The more who respond to the consultation with such views the better.

Response to the Local Plan Regulation 19 Public Consultation on behalf of Watton & Saham Flood Action Group

The Group still has concerns about the risk of flooding on the SUE in Watton. The site contains several key drainage features, which make their way to Watton Brook and how they are dealt with is critical. We also learned at the event at the Watton Library on 26th August that residents from Carbrooke know that a farmer is unable to use one of his fields as it is too waterlogged even during this hot summer. It is near to Caudle Springs which has a spring which may, like the one we know of in Watton, still be issuing water despite all the heatwaves. This seems to be in the grey area, Site C on the map of the SUE, where the plan is for the site to be designed as green space/public open space/recreation fields (e.g. associated with the proposed primary school).

We note that the National Planning Policy Framework (NPPF) was updated on 17 August 2026, including an important change to the way Sustainable Drainage Systems (SuDS) are addressed through planning. Below are quotes (in italics) from GreenBlue Urban who have designed the retrospective SuDS of the Reclaim the Rain project in the High Street in Watton which will be implemented by the end of March 2027.

Policy F8, now says that SuDS should be designed in accordance with the National Standards for Sustainable Drainage Systems.

This matters because the National Standards look at considerably more than attenuation. They cover seven areas: runoff destinations, everyday rainfall, extreme rainfall and flooding, water quality, amenity, biodiversity, and operation and maintenance. A drainage strategy may now need to show where water is going and why, what happens to frequent smaller rainfall events, how polluted runoff is treated, what happens when the design capacity is exceeded and how the system will continue to function throughout its life.

If we want SuDS to manage everyday rainfall, improve water quality, support biodiversity and create useful landscape features, we need to give it the space to do so.

The National Standards begin with the destination of runoff. Can rainwater be reused? Can it infiltrate? Can it discharge to an above-ground water body? Only further down that hierarchy do surface-water and combined sewers appear.

Those questions can influence the wider layout of a development, particularly when considered alongside the standards for amenity and biodiversity.

We note that paragraph 3 of F8 states: Development proposals should not enclose existing watercourses where this is not already the case, unless there are compelling reasons to do so; and should where possible remove existing culverts and renaturalise existing river channels, unless to do so would increase flood risk, result in other environmental harm or cause harm to heritage assets. This is relevant to Site C mentioned above.

We note that no mention is made of a drainage strategy as part of the Masterplan and we regard this as essential. So, the Group would like you to incorporate this change to the way SuDS are addressed through planning in the Local Plan policies as appropriate eg INF 02 Flood Risk and Surface Water Drainage. Also, in the text for each development site, documents about the drainage strategy to be submitted at the earliest stage so that the drainage strategy is integrated into the masterplan.

Wat 4 has a requirement about drainage at point (d) *Include a drainage strategy which accords with the most recent Lead Local Flood authority guidance*; The Group would like that to include that the drainage strategy accords with the latest SuDS requirements.

The Group would also like a similar paragraph to the one above to be included in the notes for WAT 5 as the area is prone to flooding.

The Group don't know of any flood issues at WAT 6 but think it would be wise to include the same requirements as for WAT 4 and WAT 5.

Liz Whitcher

Chair, Watton & Saham Flood Action Group

Item 16

Quote received following the recent annual inspection of the boiler control panel at Wayland Hall:

Ref: Q5869

Description of works:

Description
Supply and fit new BMS RDM Controller in the control panel.
See service report for details.
Write software, interface new controls with existing RF stats x 3, run in cables and fit sensors, sort heating pump wiring for auto control.
Commission and demonstrate new controls.
Issue electrical cert

Parts:

Quantity	Description	Part Ref	Total
1.00	RDM PRO 650 INTUITIVE CONTROLLER WITH DISPLAY		£775.00

Labour:

Engineer	Description	Total
	Controls engineer labour inc travel and mileage	£2,560.00

Terms & Conditions:

Excludes any visits to date.

Asbestos and decorative, builders works excluded.

Normal weekday working hours

Uninterrupted access

Subject to manufacture price increase

K G B Commercial Heating 8 Twickenham Road, Union Park, Norwich, Norfolk, NR6 6NG 0345 2300 696	Carriage:	£0.00
	Total Nett:	£3,335.00
	Total VAT:	£667.00
	Total Gross:	£4,002.00