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 10th November 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk 4th November 2026

Please note there is a HR Committee meeting at 6pm
and a Charlotte Harvey Trust meeting at 6:30pm before the Town Council Meeting.
Doors to the chamber will be open 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 27.10.26 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 to include consideration of gritting of the car parks
4.4 Reports from Lead Councillors
   I. Fireworks de-brief

5. PUBLIC PARTICIPATION including Presentation from Watton Sports Centre

6. To receive notes from the Biodiversity Working Group meeting held on 27.10.26
6.1 To consider suggestions from the Biodiversity Working Group meeting held on 27.10.26
   I. To set a meeting with Wayland Academy re. Academy Field.
   II. To investigate the replacement of missing lime trees on Church Walk through acquiring a cost for x12 trees to be replanted.
   III. To continue investigation of moving x1 cherry tree to support RTR project.
   IV. To note the suggestion of reducing frequency of grass cutting from 15 per year to increase biodiversity and cut maintenance costs.
6.2 To receive the notes from the meeting of the Market Working Group held on 07.10.26
   I. To consider purchasing additional Market Tote Bags

7. To consider quote received for garden works at Memorial Garden

8. To receive update on portable lighting

9. To consider quote received for remedial tree works

10. To update on Breckland Land Transfers

11. To agree attendance at Wayland Academy Class of '26 Achievement Evening and consider sponsoring a prize

12. PLANNING - To consult on planning applications received since the last meeting

12.1	PL/2026/1452/HOU	Removal of the existing front hedge and erection of 14.65m of 1.83m high boundary fencing, 13.45m of straight fencing and a 1.2m return to the recessed entrance, 4m-wide decorative entrance gate with a maximum height of 1.83m and two 450mm × 450mm rendered gate piers, 1.83m high. The entrance will be recessed 1.2m from the front boundary. Schedule 1	45 Griston Road, Watton, Thetford, Norfolk, IP25 6DN	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=200242&language=en

12.2 From previous meeting
PL/2026/1329/0MAJ Outline planning permission for residential development of up to 140 dwellings including open space, landscaping and associated infrastructure works, with all matters reserved for future determination apart from amin vehicular access to the site from Watton Road and Merton Road. Land West of Thetford Road, Watton, Norfolk IP25 6BA

13. To pass a resolution to Exclude the Press and Public to consider confidential matters
13.1 Motion to be proposed by Councillor Gilbert (Please see attached confidential paper)

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday October 27th 2026 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: – Sarah Humphries - Chairman, Tina Cruz, Keith Gilbert, Cathy Halfacre, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Keith Prince, Paul Toombs, Jack White.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED from:
Gavin Bulmer, Gillian Turrant and Don Saunders.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES
3.1 The Minutes of the meeting held on October 13th 2026, were accepted as a true record and signed by the Chairman.

3.2 Update from the meeting held on October 13th not agenda items for this meeting:

- Open Space Transfers – The Clerk and Deputy Clerk have undertaken site visits to some of the land which is being offered to the TC from Breckland Council. It has been realised that a lot of the pieces of smaller land have been encroached on over the years by neighbouring properties and included in the proposed transfers are paths and footways. Further site visits are needed and Cllr Gilbert offered to assist as he has good knowledge of the local area.
It was suggested the Town Council may need to look at options regarding which areas it accepts and whether indemnity insurance should be considered.
- The Clock Tower has now been cleared and decorated for the Town Halloween Trail.
- The vacancy for a Town Councillor has been posted and unless an election is called for the Town Council will be able to look at filling the vacancy by co-option after November 5th 2026. Former Councillor Jacqueline White was thanked for the work she undertook during her time as a Town Councillor.

4. REPORTS
4.1 Chairman's Report
The Chairman attended the on-line Breckland Council Five Towns Meeting on 20th October, along with the Deputy Chairman. Deputy Clerk and EMO. The Report received from Cllr Kiddell covered the information shared by Breckland at the meeting but it was noted that these meetings are beneficial as they are a good platform where common issues within the Five Market Towns of Breckland can be discussed.
The Chairman attended the Watton Society AGM on 21st October. The Mayor is given the annual role of President of the Society.
She also attended the Fun Day at the Community Hub on the 27th October and thanked those that organised the event which was very well attended.
Thanks were also voiced for Cllrs Stan Hebborn, Hutchings, Halfacre and Prince, plus Mr Halfacre who all helped to erect remembrance poppies around the Town.

The Chairman offered an apology to Cllr Gilbert regarding a misunderstanding around the dressing of the Clock Tower for the Town's Halloween Trail as original arrangements

made were not followed. Cllr Gilbert was asked if he wished to submit a formal complaint regarding why arrangements changed.

4.2 Vice-Chairmans Report
The Vice-Chairman attended the Finance Committee Meeting on 16th October, Five Towns Meeting on 20th October, the Fun Day at the Community Hub on the 27th October, decorated the Clock Tower on 26th October, was present at the recent Wayland Chamber of Commerce meeting and at the Council stall at the Wednesday Market each week.

4.3 District Councillors Report
Written reports received from Claire Bowes and Tina Kiddell had been passed to Councillors prior to the meeting.
Keith Gilbert said he had nor produced a written report as Cllr Kiddells report covered what he would have said. He did note however he has attended meetings of the Breckland Council Planning Committee and the Licencing Committee both of which he sits on.

4.4 County Councillors Reports
Cllr Jack White had submitted a written report which was passed to Cllrs prior to the meeting. He gave a verbal brief of his Report and noted that both he and Cllr Kiddell are still actively looking for any updates regarding the project for the pedestrinisation of Middle Street.

4.5 Clerks Report
Written Report included in the agenda pack with verbal update given:

- Research undertaken by the EMO who contacted the National Archives has concluded that it is highly unlikely the Archives hold a copy of the Watton Market Charter. It appears from information held that the original market charter was 'prescriptive'.
- The Clerk and Cllr White attended Wayland House for a visit from the Department of Science, Innovation and Technology held at Wayland House on 27.10.26 which had the objective of capturing and understanding the challenges on the ground when using technology in rural Norfolk.
- A local film is to be made featuring the route of the B1108 and a request has been made for the clock tower in Watton High Street to be included. The Chairman and Cllr Gilbert offered to be interviewed by the film producer about the clock tower and its restoration.

4.6 Reports from Councillors – no further reports given.

5. WORKS IN PROGRESS LIST
Several matters on the Works in Progress List as presented in the agenda pack for the meeting have now progressed and the List will be updated prior to future presentation to the Council.

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

7. FINANCE
7.1 Payments for October 2026 were approved as presented with correction to the LGRC payment from £125 to £150 and the addition of payment of £382.50 for security at the Fireworks Event.

Noted that any donations to organisations for assistance at the Fireworks Event will not be paid until after the event has taken place.

7.2 The draft minutes from the Finance Committee meeting held on 16.10.26 were noted.

7.3 **It was resolved** to purchase one transparent gazebo side at a cost of £212.98 for use at the Market.

7.4 **It was resolved** not to purchase the proposed portable lighting system to be used to assist set up of the weekly market due to cost. It was noted this means the Town Operatives could be working in the dark. Alternative less expensive provision will be investigated.

8. PRIDE IN BRECKLAND

It was resolved to use part of the Pride in Breckland funding to install a flag pole at Memorial Garden and new welcome to Watton signage at the town entrance points. Options for any funding remaining will be considered once these two projects have been accepted by Breckland Council and work completed.

9. MEMORIAL SAFETY TESTING

It was resolved to accept the quote received of £900 plus VAT for memorial safety testing to take place at Watton Cemetery. [Any memorials deemed unsafe, requiring staking and banding, will be charged at £50 each].

10. HR CHAIRMAN

It was resolved that Cathy Halfacre will be the Chairman of the HR Committee.

11. FIREWORKS EVENT

Cllr Stan Hebborn outlined what help is wanted for the Fireworks Evening on October 31st 2026. Cllr Cruz offered to assist with the Cllr refreshment stall.

Help was also requested for Sunday November 1st to clear and litter pick the field.

12. PLANNING

12.1 PL/2026/1329/0MAJ Outline planning permission for residential development of up to 140 dwellings including open space, landscaping and associated infrastructure works, with all matters reserved for future determination apart from amin vehicular access to the site from Watton Road and Merton Road. Land West of Thetford Road, Watton, Norfolk IP25 6BA

The Town Council will ask for an extension of time to consider this application again at the next meeting of the Town Council. Concern was voiced regarding the proposed main access to the site from the Watton Road and Merton Road.

It was suggested to help raise awareness of planning applications the agendas for the meetings of the Full Town Council should be posted on social media and that notification of larger planning applications should be made with links to Breckland Council where comments can be registered.

12.2 PL/2026/1406/TRE – For Information Oak Tree Crown lift at 9 the Stables, Watton IP25 6YP.

12.3 3PL/2019/0991/D Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2025/0254/O Development Site Mallard Road, Watton.

The Town Council is accepting of the proposed design of dwellings which should remain within keeping of development within the local area.

Item 4.2 Update from the meeting held 27.10.26

Agenda Item No.	
3.2	Open Space Land Transfers - agenda Item 10 on 10.11.26
4.5	Consideration will need to be given as to whether an enquiry to one of the National Archives medieval specialists is needed for further guidance on the market charter.
7.4	Update on portable lighting – agenda item 8 on 10.11.26
11	Fireworks de-brief – agenda item 4.4i on 10.11.26

Item 4.3 Clerks Report

Received from Norfolk County Council:

Norfolk County Council's Budget Consultation 2027-28

As a valued stakeholder, Norfolk County Council is inviting you to let us know your thoughts on our 2027-28 budget consultation proposals.

- The consultation runs from Monday 26 October 2026 and closes on Monday 7 December 2026. The consultation is available here: www.norfolk.gov.uk/budget
- We will feed back the findings from our consultation to our county councillors as part of the evidence they will use to help them come to a decision about our budget proposals. Final decisions about the about the budget will be made by councillors in February 2027.

Our proposals

Overall spending is set to increase next year - but with significant pressures being felt due to increased demand for council services, particularly in adult social care and children's services, and costs of inflation and reduced funding from central Government, the authority is facing a £35.927m budget gap.

We are seeking views on a proposal to increase council tax and eighty-six budget proposals adding up to efficiencies and cost reductions of £32.273m – which would make a big contribution towards a balanced budget.

How to take part

- There is an online feedback form, and print at home, large print and easy read versions are available. There is a BSL video giving an overview of the consultation too.
- If people need a copy of the consultation documents in a different format they can email haveyoursay@norfolk.gov.uk, call 0344 800 8020 or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.
- For more detail and to have your say, visit: www.norfolk.gov.uk/budget

Fireworks

Communication received from member of the public:

"I am writing to express my concern about the council's financial contribution towards the annual fireworks display.

As a council taxpayer, I am unhappy that some of the money collected through council tax is being used to fund an event that causes considerable distress to animals, particularly domestic pets such as dogs.

For me and many dog owners, fireworks night is not an enjoyable celebration. It can be an extremely stressful and frightening experience for animals, causing panic, anxiety and distress. Owners are left trying to comfort and protect their pets, often for hours, and sometimes dealing with the consequences long after the event has finished.

I appreciate that the fireworks display is enjoyed by some members of the community, and I am not suggesting that people should be prevented from celebrating. However, I do question whether it is appropriate to use public money to fund an event that has such a negative impact on other residents and their animals.

I would therefore like the council to clarify the following:

1. How much does the annual fireworks display cost in total?
2. How much of this cost is funded directly by Watton Town Council through the council tax precept?
3. How much is contributed through business sponsorship, donations and other sources?
4. Has the council considered alternative celebrations, such as a laser or light show, which would allow residents to enjoy an event without the noise and distress associated with traditional fireworks?

I would also like to ask the council to consider consulting residents on this issue before committing public funds to future displays.

I believe public money should be spent in a way that takes into account the wellbeing and concerns of the whole community, including residents who have pets and those who find fireworks distressing.

I would appreciate a response to my questions and confirmation that quieter alternatives will be considered for future events."

Information provided in response to above:

- The Town Council made an allowance of £15000 in this year's budget to hopefully cover the cost of the event.
- The total cost of the event is recorded as £23316.93.
- Income from sources, other than the precept, to date total £7999.45. This consists of a £5000 donation from a local business, £1820 from stalls at the event and £1179.45 from public donations.
- The event cost to the Town Council is therefore expected to be £15317.48 once donations and stall fees are deducted.

The member of the public has come back with:

"Thank you for your response and for providing a breakdown of the costs associated with this year's fireworks event.

I appreciate you sharing this information with the Councillors. However, I remain concerned about the amount of taxpayers' money being spent on an event that many residents, particularly pet owners, would be quite happy not to have take place at all.

The Council's contribution of over £15,000 is a significant amount of public money. I would question whether this is the best use of taxpayers' funds, especially when fireworks cause considerable distress to many animals and their owners. Dogs, cats, horses and other animals can experience significant anxiety and fear from the sudden, loud bangs, with some animals (including mine) becoming extremely distressed. This also places additional responsibility on owners and animal carers to manage the impact.

If the Council is minded to continue spending this level of public money on an annual fireworks display, I would ask that Councillors formally consider using low-noise or reduced-decibel fireworks instead.

There are now fireworks specifically designed to reduce loud bangs while still providing an impressive visual display. Surely this would be a reasonable compromise, allowing residents to enjoy the event while showing greater consideration for animal welfare and those residents who find traditional fireworks distressing.

I would therefore appreciate it if you could raise the following points with Councillors when the event and next year's budget are discussed:

- Whether the annual fireworks event is genuinely supported by the wider community, given that many residents would prefer the money to be spent elsewhere.
- Whether spending over £15,000 of public money on this event represents the best use of the Council's limited budget.
- If the event is to continue, whether low-noise or reduced-decibel fireworks could be sourced and used to minimise the distress caused to dogs, cats, horses and other animals.

I appreciate that public events can bring communities together, but I believe consideration should also be given to the residents who do not attend, the taxpayers funding the event and the welfare of animals affected by it.

Thank you again for taking the time to respond. I would be grateful if you could confirm that these further comments will also be shared with Councillors for consideration ahead of next year's budget decisions."

Car Park gritting

The Town Council needs to consider gritting of the three car parks it now owns.

The contractor who has been used by Breckland Council in past years has been approached and a quote received of approx. £1800 to manage the gritting of the car parks through to March 2027.

3 further companies have been sent the gritting specification but no response received to date.

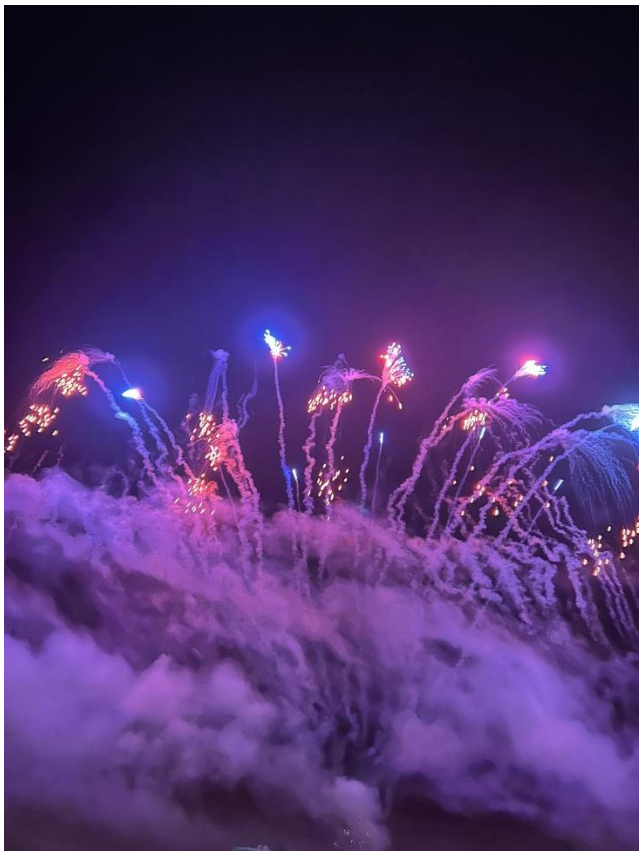
This matter will be an agenda item for the next Full Council meeting to be held on November 24th unless the Council feels it necessary to enter a contract earlier.

4.4i Fireworks de-brief

The Fireworks event was well attended again this year, although it was a little slow to start off with, the numbers soon ramped up. With many families saying they'd been trick or treating first and then come down to the event. The display was absolutely fantastic and has received a lot of positive feedback both online and on the night. Thank you to all of the staff and Councillors that assisted with set up, running and clear up of the event. This year we did fantastically well with donations, with £1078.45 in the buckets and £101 on the online donation portal – totalling £1179.45.







WATTON SPORTS & SOCIAL CENTRE

Presentation to Watton Town Council

Watton Sports and Social Centre welcome the opportunity to present an overview of what the charity is doing for the people of Watton, the challenges we face and our plans for the future. The headings below indicate the topics covered.

- Why the name change?
- Why Watton Sports and Social Centre is probably the most important facility for the people of Watton.
- Past problems and challenges faced.
- Business model changes and actions taken to increase revenue.
- Repairs and enhancements necessary.
- Trustee action plan to accomplish the essential works required.
- Questions.

Item 6 Biodiversity Working Group notes

Watton Town Council

Biodiversity Working Group Notes from the meeting held

Tuesday 27th October 2026

In Attendance:	Cathy Halfacre, Tomos Hutchins (Chairman of the Working Group), Graham Martin

1. Apologies for absence received from Gavin Bulmer and Don Saunders.

2. No Declarations of Interest made.

3. The notes from the meeting of the Biodiversity Working Group held on 21.07.26 were received with updates considered:

i. The wooden planter located at Jubilee Garden was filled following the Afternoon Tea held at the Thetford Road Allotment site.
ii. Noted that any volunteers the Town Council might use need to be "signed up" as volunteers to be included within the TC insurance cover.
iii. Reclaim the Rain update given at Full Council meeting 13.10.26.
iv. Highstreet planters have been replanted with the winter display. It was noted that the annual plants removed are thrown away and some thought will be given to whether the planters should contain more shrubs and perennials rather than the display being replaced 2x a year.
v. No response yet received from Highways re. verge planting. A cultivation licence application has been submitted to sow poppy seeds.
vi. No update re. 'Watton in Bloom' event proposal.
vii. Biodiversity Policy reviewed and accepted 11.08.26.
viii. Wayland Academy Principal has suggested a formal meeting between WTC and WA to discuss options available regarding the Academy Field.
ix. Revamp of Memorial Garden has been considered as part of the possible spend of the Breckland Pride in Breckland grant.
x. Footpaths and sustainability have not been progressed. It was suggested a parish footpath audit should be undertaken and if any issues arise contact could then be made with relevant organisations e.g the Local Access Forum.

Noted that quotes have been obtained to construct a shelter at the Church Road Allotment site which would provide rainwater harvesting capability. Research will be undertaken to see if the project can be financed through grant funding.

5. Church Walk

Research will be undertaken regarding replacement of lime trees along Church Walk.

6. Sheep

A suggestion was made that sheep could possibly be used to reduce the cost of grounds maintenance but it was felt this was not something the Town Council would consider further at this time.

7. Grounds maintenance

It was suggested thought could be given to reducing the frequency of mowing in some open space areas so cutting the costs of grounds maintenance. Policy could vary between areas.

A further suggestion was made that the Town Council could apply for free hedging packs from the Woodland Trust. Planting could be undertaken to replace knee high wooden fencing at locations such as Hares Green and possibly along the inner boundary of the field adjacent to Church Walk.

8. Poppies at Memorial Car Park

See 3v

9. Cherry Tree

Investigation of the cost to remove and re-plant one of the cherry trees from the west end of the High Street will be undertaken.

10. Date of next meeting: Tuesday 9th February 2027 at 6.15pm

Suggestions for Full Council:

- To set a meeting with Wayland Academy re. Academy Field.
- To investigate the replacement of missing lime trees on Church Walk through acquiring a cost for x12 trees to be replanted.
- To continue investigation of moving x1 cherry tree to support RTR project.
- To note the suggestion of reducing frequency of grass cutting from 15 per year to increase biodiversity and cut maintenance costs.

Item 6.2

Watton Town Council

Market Working Group notes

Wednesday 7th October 2026

In Attendance:	Tomos Hutchings (acting as Chairman of the Working Group), Tina Cruz, Cathy Halfacre, Jane Scarrott, Michelle Thompson, Lorren Woodgett, Steve Bryce,
Apologies:	Graham Martin, Sarah Humphries

1 Apologies

- Apologies received from Graham Martin & Sarah Humphries

2 Declarations of Interest

- No declarations of interest made

3 To receive notes

- Notes from last meeting, held 9th September, received.

4 Updates from last meeting held 20.08.26

1. JS has chased the license with the Crown, but the Area Manager of the Crown is currently on holiday but will be in touch when they return.

   Action: JS to continue chasing up with the Crown.

2. Chaston Place letting agents are in talks with a new tenant for the old Factory Shop premises. Once a new tenant is in situ at the premises it was suggested that the TC could approach and enquire about having a few stalls on Chaston Place.

3. Thetford road carpark – JS is currently investigating the Deed of Variation, for this to go ahead Breckland would have to re-value the carparks and charge a percentage of their worth. It's estimated that this could be between £10,000-30,000. This will remain on the back burner for now whilst a TRO for Middle Street is also investigated.

4. Promotion – EMO continues to work on promotional materials for the market, contact has been made with the company controlling the Street Hub display and a creative will be going out on there as well as continued promotion online and around the town.

5. Councillor Presence at the Market – there has been a good presence on the market since the re-launch. Councillors seem to prefer an ad-hoc approach to who is going to be running the councillor surgery stall at the market.

5 Music License

- EMO looked into this, a PRS license cost would be based on 2% of annual income.
- Music license not required for individual playing of music through small speaker as long as professional sound system is not used.

6 4 Year Plan

- The current budget is split between rates (£700) and maintenance (£7,000), now that the road closure is not required the maintenance budget could be reduced. JS is looking into the rates because not sure how it will have been affected due to the market relocation – querying whether it will now come under the Crown's rates.
- Clear sides will be purchased for the gazebos on the opening end of the market.
- A location Plan B needs to be in place – this will continue to be investigated.
- There needs to be a plan in place for when one (or both) of the TO's may be off work. Currently the caretaker is filling in when either of the TO's is off sick or on holiday, but a long-term solution needs to be worked out.
- Lighting is currently being borrowed from the Food Hub manager's husband, this has proved very helpful so it will be investigated to get some.

7 Maintenance Scheme/checklist

- A checklist needs to be produced to standardise the set up and tear down of the market, this will be valuable if either of the TO's are off, leave or other staff are filling in.
- Timeline of timings, number of weights per gazebo, location of resources etc.

8 Pros and Cons

- Proximity to the High St, and many prefer this side of the road for access from the closest car parks or other reasons.
- Proximity to public toilets.
- Flat surface, it is accessible however somewhat uneven which leads to mobility aids having some issues. Potholes have been filled however the ground itself has seen better days.
- Greater variety of stalls, however residents ask for more.
-
- Perhaps unclear who is at the market without walking up? Blackboard might help.
- One complaint of refuse, however upon inspection it has appeared to be clean of any hazards – and we have begun collecting waste for disposal on site.
- Vendors need to have a specific smoking area; there was complaints regarding a specific vendor smoking quite heavily in their stall space and the smoke affecting surrounding stalls.
- Complaint received that one of the cake stalls does not have their cakes covered by any sort of casing or wrap. EMO to investigate the health and safety regulations behind this so the vendor can be approached regarding this.
- On the weeks where the horse box is unable to attend, there is no hot drinks available on the market – consider putting together a refreshments box that

the councillors could pick up and serve hot drinks as is done at high street events.

9 Seating Area

- Brookakery (horse box bakery) brings tables and chairs to the market, this was very well received by customers.
- TO's will continue to put up the small white gazebo to cover the seating area.

10 Selling stock for other businesses

- It was previously suggested about selling local businesses stock on the market on their behalf, this has since been dismissed as WTC cannot be shown to have a bias toward any businesses and would be incredibly complicated in terms of responsibilities and finances.

11 Signage

- Look into asking permission from District or County Council to mount permanent signage onto the signage poles in the high street.
- It has been suggested in the EMO report for the Pride in Breckland grant money to allocate £1,000 to more permanent promotional material for the market.

12 Maintenance of Carparks

- Potholes have been filled on the car park by the TO's – keep an eye on any emerging potholes so that they can be filled before they become an issue.
- Hedges overhanging the wall in the car park do not belong to the Crown and the property does not belong to the TC and so they will not be maintained by the staff.

13 Continued Council Presence

- Councillor presence at the market will be continued, it has worked well handing out free Town Guides, Food Hub leaflets, Heritage Maps and other free resources. EMO will order some more of the tote bags – this time these will be sold for a donation to the Mayor's charities.
- Councillors requested a blue donation bucket for any donations – tea towels, tote bags, etc.

14 Committee WhatsApp

- Consider whether a WhatsApp group chat would be beneficial for the committee to be able to keep in touch with an office staff member whilst Councillors are out on the market.

15 Further Actions

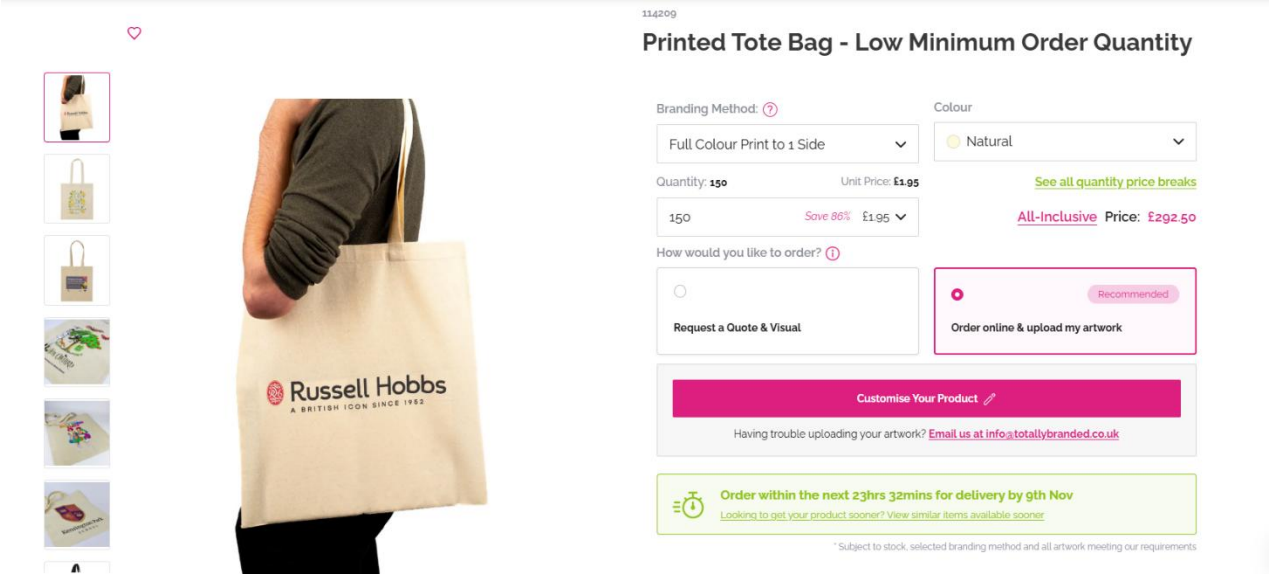
- Finance committee to change the maintenance budget for the market from £7,000 a year to £5,000 a year.
- Formalise a checklist for the set up and tear down of the market.
- Continue with putting out a spare gazebo for the seating area.
- Carry on researching more permanent signage and promotional material.
- Continue to maintain the carpark for safety reasons
- Buy 100 more promotional tote bags
- Put together a New Year/Winter rota for the stall holders so we have an understanding of what stall holders will be taking a break in the New Year.

- Enquire about using the outdoor storage at the Crown for gazebo storage – could this space be rented?
- Approach Swaffham to find out how they manage drying their gazebos during wet weather and the winter months.
- Laminate the poster for selling the tea towels, also create one for selling the tote bags – all monies would go towards the Mayor's charities.
- Establish a specific smoking zone for stall holders.
- Look into the health and safety regulations around having cakes/bakes covered.
- EMO to enquire with local ice-cream van about attending during the October half term to serve hot desserts.

16	**Next Meeting: Wednesday 16th December @ 2:30pm**

Item 6.2i Market Tote Bags

150 bags at £1.95 each, totalling £292.50



Originally 150 bags were purchased for the Market relaunch which were given out as free promotional material on the day.

These tote bags could be available to purchase from the TC market stall at an agreed cost which would then go towards the Mayors Charities.

Item 7 Memorial Garden works

QTY	DESCRIPTION	LINE TOTAL
1	**Memorial Garden** Taking out/cutting back some of the shrubs to the front of the garden areas at Memorial Garden and replacing with ground cover plants.	£1,600.00 + VAT
	TOTAL	**£1,600.00 + VAT**

It was felt that as one of the fibreglass hares is being located next to the Millenium project plaque and a flagpole is being erected at Memorial Garden it would be the prime opportunity to grub out the garden area at the same time and make it one project to re-launch Memorial garden.

Item 8 Portable Lighting System update

Due to the need for light to assist with safe set-up of the weekly market, two LED Light Bars for the 2 Town Council vans were purchased for £113.98.

The LED bars have been fitted to the Town Vans giving the Town Operatives some lighting when they set up the weekly market in the dark mornings. The situation will be monitored as to whether the bars provide sufficient lighting.

A suggestion to purchase 4 portable generators has been made and investigation regarding what type of generators would be suitable and the issues around use need to be considered.

Needs some thought as sourced from Gov assist:

- Safe use at the market: location, ventilation, fuel storage, weather protection, noise, cable management, trip hazards, fire risk, and whether the generator is suitable for the load.
- Electrical safety: testing, inspection, safe connection of equipment, avoidance of overloading, and whether a competent person is responsible for setup and checks.
- Public safety: barriers, signage, supervision, exclusion zones, and keeping the public away from hot parts, fuel, and moving components.
- Staff training: who is allowed to use, move, refuel, and isolate the generator.
- Emergency arrangements: what the generator is for, when it may be issued, how quickly it can be deployed, and whether there are spare leads, fuel, and instructions.

- Loan to the public: who is eligible, how the council verifies need, duration of loan, collection/return arrangements, liability for misuse or damage, and whether the council is insured for lending equipment.
- Insurance and liability: check with the council's insurer before any loan scheme starts. The council should confirm cover for loss, damage, theft, injury, and third-party claims.
- Maintenance and inspections: routine servicing, pre-use checks, PAT where relevant, and keeping records.
- Storage and security: dry, secure storage, fuel segregation, and preventing unauthorised access.
- Policy and documentation: asset register entry, borrowing form, disclaimer terms, emergency contact details, and a review date.
- Equality and access: if the generator is for public welfare during an emergency, consider whether the arrangement is accessible to disabled residents and those without transport.

Prices of generators vary depending on what specification of generator is wanted

Item 9 Remedial Tree Works

4 companies where ask to quote but only 1 quote received. Quote totalling £5628.00

Loch Neaton - Works outlined in the Tree Risk Assessment

JOB SUMMARY

T4 – Sycamore (Tag 628) Remove deadwood extending over the road. Cut and remove ivy from stems up to 2m using hand tools.

Remove all arisings.

SERVICES

Description	Unit price	Qty.	Total
Sycamore Tree	£ 550.00	1.0	£ 550.00

Subtotal (excl. VAT)	**£ 550.00**
VAT	**£ 110.00**
Total (incl. VAT)	**£ 660.00**

St Mary's Churchyard - Works outlined in the Tree Risk Assessment

JOB SUMMARY

G1 – 4 x Sycamores Remove deadwood 25mm diameter and greater over the lane and car park entrance.

G2 – Chestnut and Plane Remove deadwood 25mm diameter and greater over the lane.

T1 – London Plane (Tag 188) Reduce the identified limb by approximately 1–1.5m to alleviate stress on the existing split.

Remove all arisings.

SERVICES

Description	Unit price	Qty.	Total
Tree work	£ 1950.00	1.0	£ 1950.00

Subtotal (excl. VAT)	**£ 1950.00**
VAT	**£ 390.00**
Total (incl. VAT)	**£ 2340.00**

Loch Neaton – Additional works

A Contractor who has previously undertaken tree works for the Town Council undertook a visual inspection from the public footpath and identified the following additional tree works that were not included in the Tree Risk Assessment:

JOB SUMMARY

Scope of Works
*Remove 1 x dead Beech tree.
* Remove 2 x dead Scots Pine trees.
* Remove 1 x declining Alder tree.
* Remove 1 x dead Silver Birch tree.
* Section fell trees where required to ensure the safety of the public and surrounding vegetation.
* Process timber and brash on site.
* Leave all arisings on site in agreed locations to create habitat piles, providing valuable shelter and habitat for wildlife.
* Leave the site in a safe and tidy condition following completion of the works.







SERVICES

Description	Unit price	Qty.	Total
Tree work	£ 2190.00	1.0	£ 2190.00

Subtotal (excl. VAT)	**£ 2190.00**
VAT	**£ 438.00**
Total (incl. VAT)	**£ 2628.00**

The company who undertook the Tree survey was contacted as to why the additional works at Loch Neaton were not identified in the survey.

Reply as below

“As you know I assess trees using the Quantified Tree Risk Assessment system which calculates risk presented by giving values to the possible targets (people and property onto which a tree or its parts might fail), the size of any part which could fail and the likelihood a tree or component will fail. If the calculated risk presented is between 1 in 10,000 and 1 in 1 million or indeed less, then legally there is no urgent need to mitigate it. I typically include those works in general management categories. However, I’m aware that all councils run on tight budgets, so I prioritise works pragmatically. I also try to balance environmental / ecological contributions for each tree in the area in which it stands. This is seen in law as a reasonable consideration and a certain low level of risk is deemed acceptable in any public

area (<1 in 10,000 – tolerable & < 1 in 1million – broadly acceptable). Fortunately so or all public areas might be ‘cleaned’ and become devoid of any ecological interest. Wooded areas like Loch Neaton are particularly important for recreation when so close to a town. People who may not otherwise have opportunity to interact with natural habitat are included in spaces like this.

If a tree is unlikely to fail within the next year or two and stands outside areas frequently occupied, so presenting minimal risk of harm, they can be retained. Many species of invertebrate and bird life depend almost exclusively on standing dead wood so these trees can become a valuable resource to that area as they decline. This reasoning might mean that some trees won’t appear in the schedules when other assessors might include them. The recommendations I make attempt to minimise unnecessary works and also the expense that entails while ensuring risks are as low as reasonably practicable and maintaining all duties under the Occupiers Liability Acts 1957 & 1984.

I’m afraid I don’t recognise these trees from the photographs supplied, but if you can mark them on the site plan for me, I’d be happy revisit them with you and your contractor, without charge, if they are within the pink hatched shading on the plan ref. WTLN/TLP/18626. If they’re outside the area surveyed in June, I’d still be delighted to see the trees and discuss them with you and your contractor, but I’m afraid for that there is likely to be a consultation fee incurred.

Of course you can choose to undertake any tree works you care to at any recommendation at hand.

As your arboricultural advisor, I’m grateful for the query and am always here to help where I can. Please let me know if there’s anything you feel I could have answered more fully and I’ll be sure to elaborate.”

Item 10 Breckland Council Land Transfers

Email from Breckland Council Solicitor

“I suspect the restriction wording could be amended to not include these specific areas, but I doubt very much (we’ve had this issue elsewhere) that Breckland will agree to any transfer at all if areas are excluded from the transfer.”

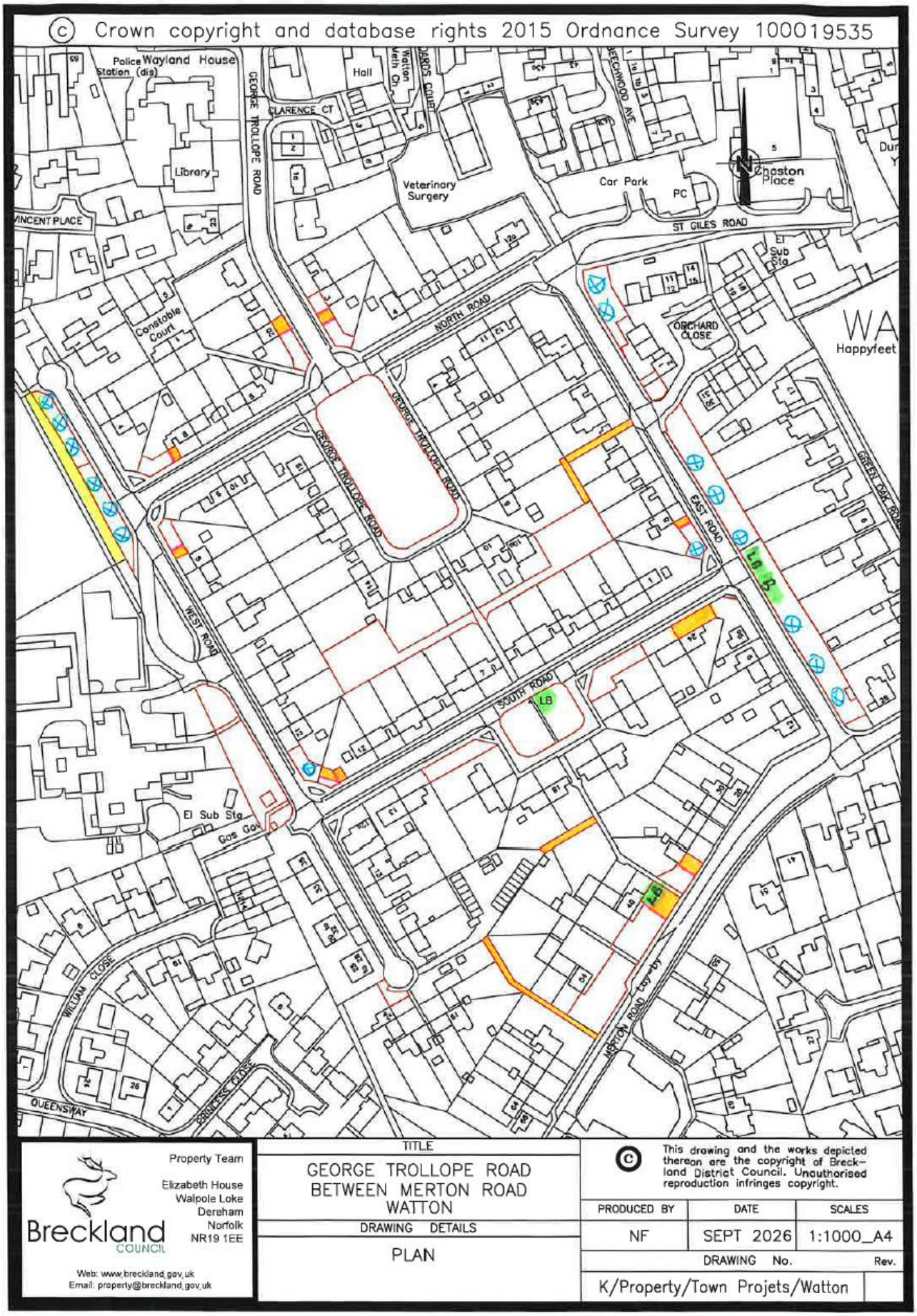
The below maps indicate some of the issues such as land encroachment and footpaths which the Clerk and Deputy Clerk have identified on their site visits to George Trollope Road, North Road, West Road, South Road, East Road, Merton Road, Stokes Avenue and Bride Road. Lovell Gardens is still to be visited.

Ditch — do we clear?

encrouchment + footpaths

LB Litter Bins + Benches.

Trees



Breckland COUNCIL

Property Team
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Walpole Loke
Dereham
Norfolk
NR19 1EE

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Email: property@breckland.gov.uk

TITLE

GEORGE TROLLOPE ROAD
BETWEEN MERTON ROAD
WATTON

DRAWING DETAILS

PLAN

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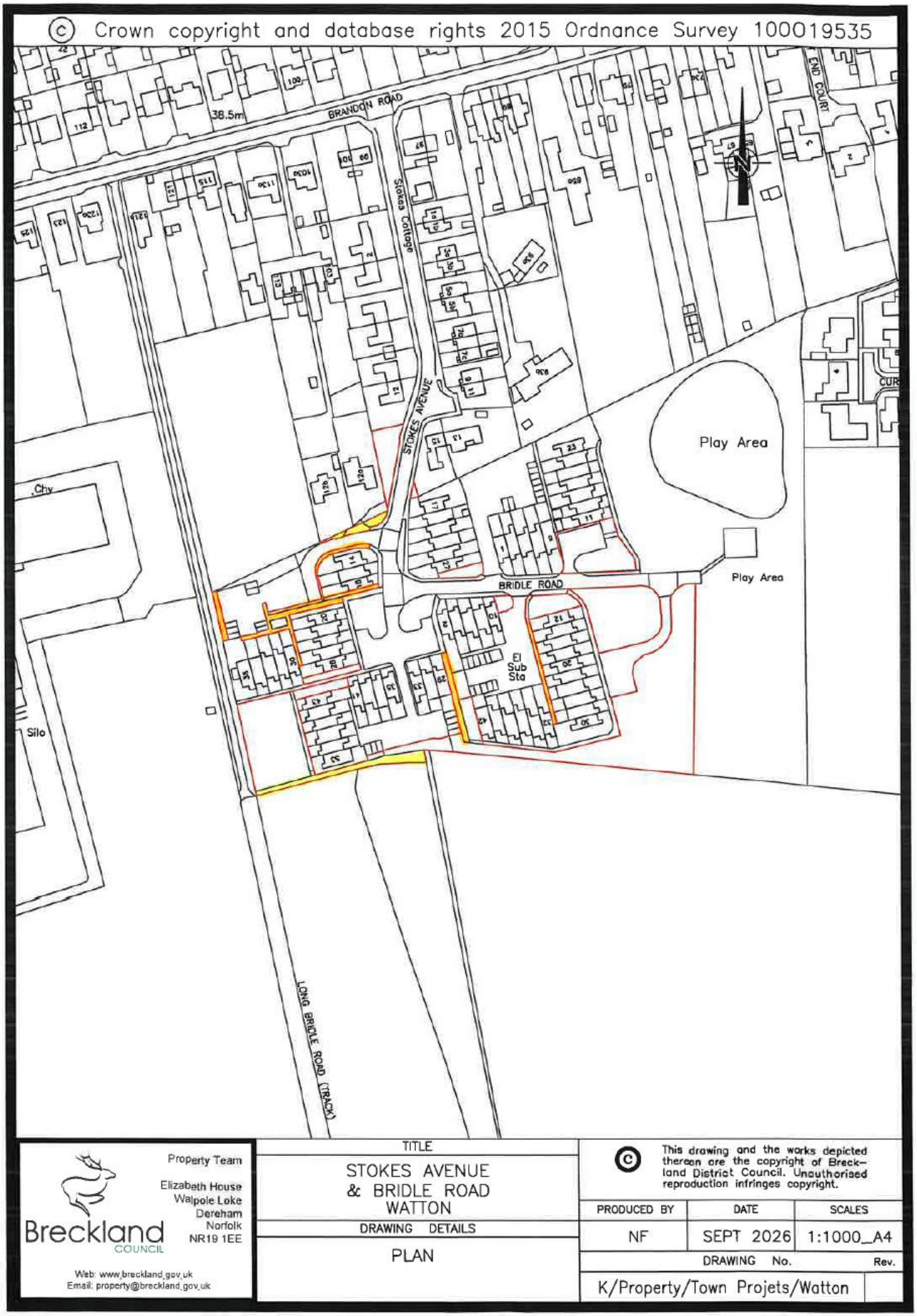
PRODUCED BY	DATE	SCALES
NF	SEPT 2026	1:1000_A4

DRAWING No. — Rev.

K/Property/Town Projets/Watton

Foorpaths

Ditch.



Breckland COUNCIL

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TITLE

STOKES AVENUE & BRIDLE ROAD WATTON

DRAWING DETAILS

PLAN

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PRODUCED BY	DATE	SCALES
NF	SEPT 2026	1:1000_A4

DRAWING No. Rev.

K/Property/Town Projets/Watton

Item 11

Email from Wayland Academy

"Dear Watton Town Councillors

Wayland Academy Class of '26 Achievement Evening

We would like to cordially invite representatives of Watton Town Council to attend our Achievement Evening on:

Thursday 26th November at 6.15pm

Light refreshments will be served at 6.15pm before our formal presentation begins at 6.45pm.

Our celebration evening is to recognise the outstanding achievements of our Year 11 pupils after the recent summer results.

We do hope you will be able to attend and meet our young people, their families and other important guests. This is a wonderful opportunity to share in the success of pupils and find out more about what makes Wayland Academy a very special school.

Previously Watton Town Council have kindly sponsored a prize and we would be very grateful if you would agree to do the same this year. Acknowledgements of sponsorship are listed on our programme."

In previous years the Town Council has donated £50.00 as a prize.

Item 13.1

Please see confidential paper