

**WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A LEISURE & ENVIRONMENT COMMITTEE MEETING  
to be held on TUESDAY 16<sup>th</sup> May 2017

**in the Council Offices commencing at 7.30pm**

**A G E N D A**

1. Election of Chairman
2. Election of Vice - Chairman
3. Apologies for absence
4. To receive Declarations of Interest **A**
5. To confirm the minutes of the Leisure & Environment Committee meeting held on 15<sup>th</sup> November 2016. **B**
6. To receive an update about progress of items arising from the last meeting of the committee meeting held on 15<sup>th</sup> November 2016 / previous meetings.
7. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
8. To discuss request from Spooner Row School to extend playing field car park **C**

**Council Offices**

14 Middleton Street

Wyomondham

NR18 0AD



**T B Gurney**

Town Clerk

9<sup>th</sup> May 2017

Committee Members

<b>Cllr. Longhurst</b>	<b>Cllr. L Hornby</b>	<b>Cllr. Wyer</b>
<b>Cllr. Stearn</b>	<b>Cllr. Underwood</b>	

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

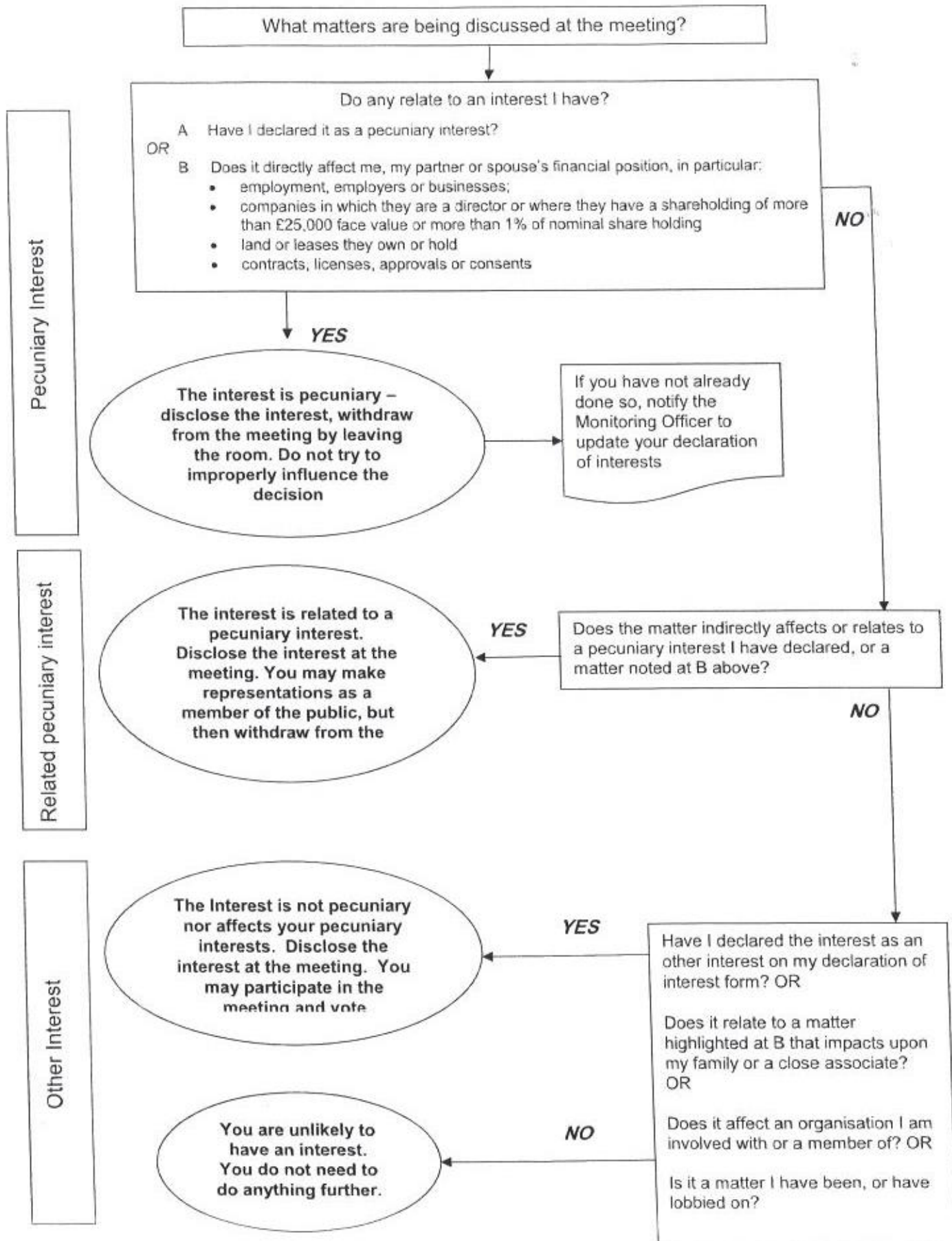
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A MEETING OF THE LEISURE AND ENVIRONMENT  
 COMMITTEE held on Tuesday 15<sup>th</sup> November 2016  
 in the Council Offices commencing at 7.30 pm

Present:

Cllrs L Hornby - Chairman  
 S Wyer  
 P Stearn  
 A Osborne  
 D Underwood

Also Present

0 Members (s) of the public  
 Cllrs. Hurn, Broome & Longhurst.

- LE23/16 APOLOGIES FOR ABSENCE – None.
- LE24/16 DECLARATIONS OF INTEREST – None.
- LE25/16 MINUTES OF MEETING On the proposition of Cllr. Underwood and seconded by Cllr. Wyer it was resolved to approve the minutes of the Leisure and Environment Committee meeting held on 19<sup>th</sup> July 2016 as a correct record.
- LE26/16 PROGRESS UPDATES None.
- LE27/16 PUBLIC PARTICIPATION
- Cllr. Broome in respect of Brighter Wymondham raised the issue of planting on the Spooner Rise & Ayton Road/Browick Road roundabouts. Cllr. Hurn responded that the plan was to improve the Waitrose roundabout within the existing budgets next year. A review would then be carried out and if successful the other roundabouts would be considered in future years.
- LE28/16 BRIGHTER WYMONDHAM report prepared by Cllr. Hurn was discussed and the work suggested was met with approval. Consideration to be given to entering the Town in the Norfolk in Bloom competition and to see if residents can be encouraged to improve their own areas. It was resolved that the work within the report be carried out.
- LE29/16 KETTS PARK Cllr. Hornby advised that accompanied by Cllr. Underwood he had met the Chairman of the Wymondham Access Group (Mr N Seach) to discuss the proposal to install a path to the play equipment. In view of the Council's plan to build new offices at Ketts Park it seemed sensible and more cost effective to wait and then install a path. If the proposed new office building does not proceed then the Council will install a path from the existing car park to the play area.
- LE30/16 Upon the resolution of Cllr. Underwood and seconded by Cllr. Osborne resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

LE31/16 DRAFT BUDGET 2017/18 Cllr. L. Hornby presented the draft for discussion and submission to the Finance & General Purposes Committee for incorporation into the Council budget for the 2017/18 financial year. He explained that this might be subject to some minor amendments as the Council would not receive the final information from South Norfolk Council until December which is required to complete the budget setting process. After discussion and noting that the salary budget had been increased to only incorporate the effects of a 1% rise to cover the agreed national pay settlement for 2017/18 upon the resolution of Cllr. Underwood and seconded by Cllr. Stearn it was unanimously resolved to recommend a budget of £166,775 to the Finance & General Purposes Committee.

*[The meeting closed at 20.29 pm]*

DATED this ..... day of ..... 2016

SIGNED ..... (Chairman)

DRAFT

Mr Steve Gowers  
Spooner Row Primary School  
Station Row  
Wymondham  
Norfolk  
NR18 9JR

07765 861770

7th March 2017

Dear Steve,

**Re: quotation for groundworks.**

On reviewing the drawing supplied and surveying the site at Spooner Row, I am pleased to offer the following quotation for the work required.

To dig out and clear as required. Supply and install new culvert as per technical drawing supplied.

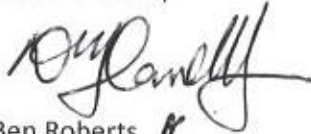
£4700 plus vat.

To dig out remaining area for track of 1020 m<sup>2</sup>. Soil to remain on site as a bund and excavation to be down to 450mm. Supply and add membrane. Supply and add 7 mm limestone to base layer of 300mm. Rolled at 100mm intervals. Supply and finish with 20mm down granite. Consolidate and roll tight.

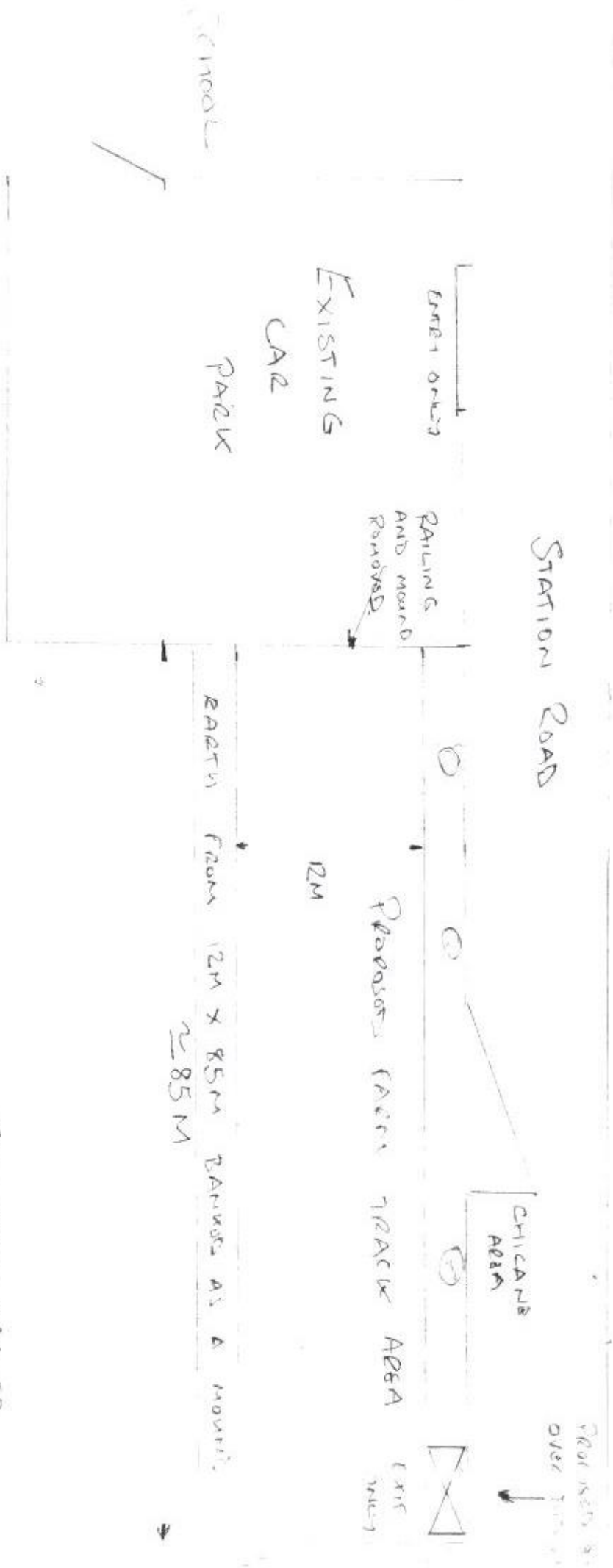
£26520 plus vat.

I thank you for the opportunity and look forward to your instructions regarding this quotation.

Yours Sincerely



Ben Roberts  
Managing Director

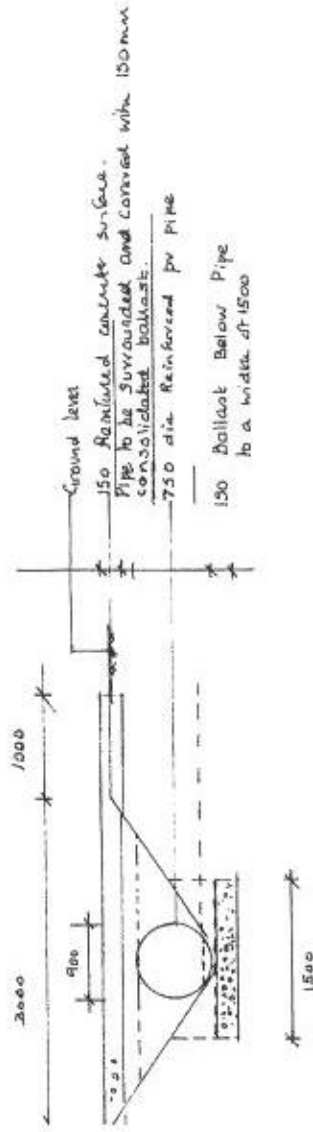


DRAWING NOT TO SCALE

FARM TRACK AREA TO BE USED FOR PARKING & EXT.  
 REINFORCED DRAINAGE REQUIRED OVER EXISTING DITCH

# PROPOSED CULVERT.

## SECTION.



## LAYOUT

