

# **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 6<sup>th</sup> December 2022 at 7.00 pm.

## **A G E N D A**

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council and to note that this meeting is being streamed live by the Council.	
1	Apologies for absences	
2	Declarations of Interest	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 4 <sup>th</sup> October 2022 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 4 <sup>th</sup> October 2022 / previous meetings. <ul style="list-style-type: none"><li>To note the notes of the Communications Working Group meeting held on 24/10/22 and to ratify the recommendations therein.</li><li>To note the notes of the Christmas Lights Working Group meeting held on 24/11/22 and to ratify the recommendations therein.</li><li>To note the notes of the Policies Review Working Group meeting held on 24/11/22 and to ratify the recommendations therein.</li></ul>	<b>C</b> <b>D</b> <b>E</b>
5	To note the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 11 <sup>th</sup> October 2022.	<b>F</b>
6	To note the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 15 <sup>th</sup> November 2022.	<b>G</b>
7	To confirm payment of monthly creditors – October 2022.	<b>H</b>
8	To confirm payment of monthly creditors – November 2022	<b>I</b>
9	To note Mayors Engagements	<b>J</b>
10	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 unless directed by the Chairman of the meeting.	
11	NCC New Wymondham Waste Centre consultation – details at <a href="https://norfolk.citizenspace.com/consultation/new-recycling-centre-wymondham/">https://norfolk.citizenspace.com/consultation/new-recycling-centre-wymondham/</a>	
12	Schedule of meeting dates for 2023	<b>K</b>
13	Wymondham Fuel Allotment Charity – proposal re donation	<b>L</b>
14	Youth Support – request for funding Cup O Tea – Cllr. Carsok	<b>M</b>
15	Becketswell Park Review Report – Cllr. Hurn	<b>N</b>
16	Written Questions to Chairs -Such questions and follow up questions are expected to be answered in full but can be deferred to the following meeting or answered in writing, with all written replies shared with all Councillors.	
17	Reports from County / District Councillors	
18	Reports from representatives on outside committees	

  
Trevor Gurney  
(Town Clerk)  
Council Offices  
Ketts Park  
Harts Farm Road  
Wymondham

29<sup>th</sup> November 2022

## 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?

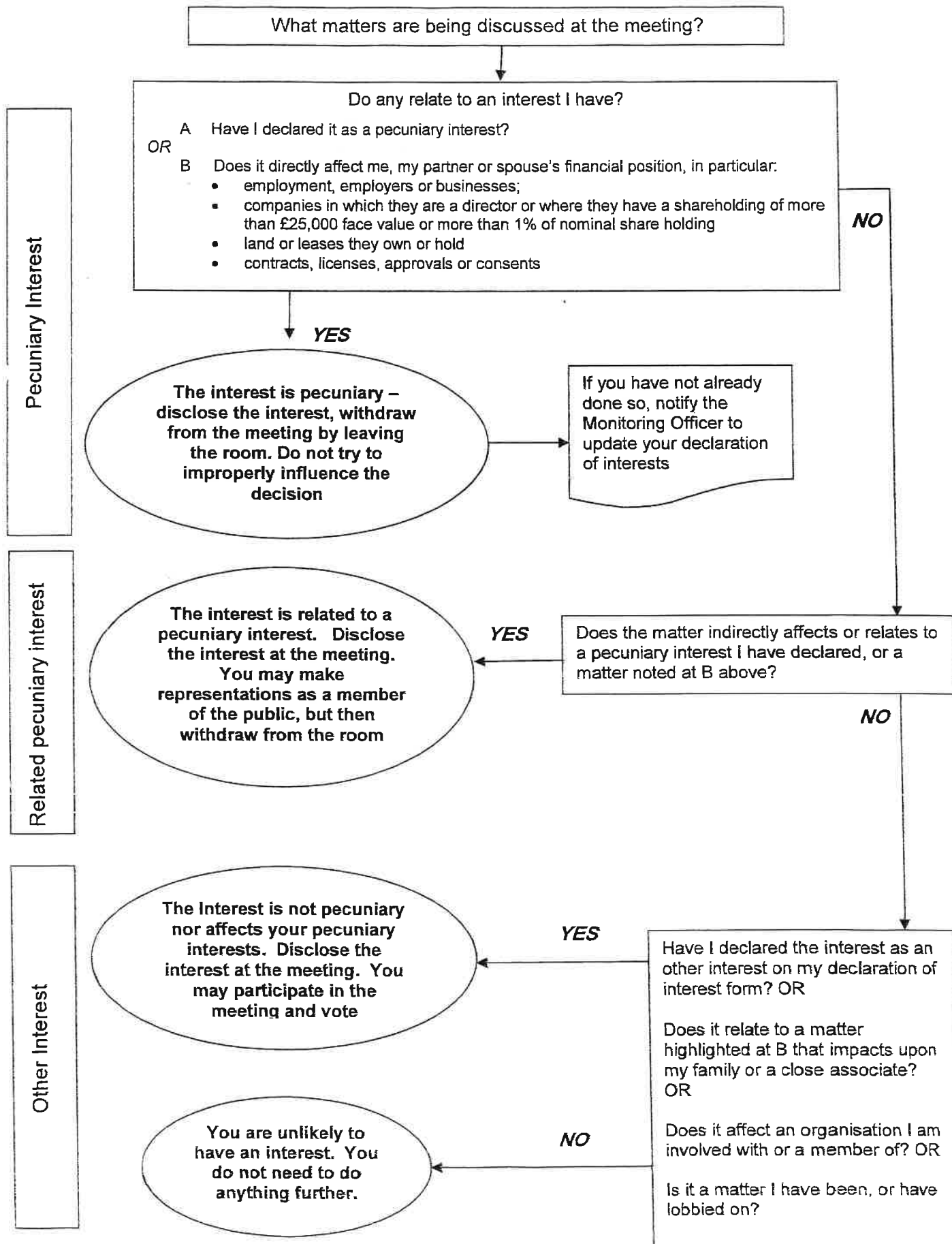
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 TOWN COUNCIL  
 MEETING HELD ON TUESDAY 4<sup>th</sup> October 2022  
 in the Council Offices at 7.00 pm.

Councillors Present

R Elliott	P Broome	K Hurn
K Cross	S Nuri-Nixon	K Carsok
A James	J Halls	R Savage
A Holden		

Member(s) of the Public: 2

Councillor Hurn in the Chair

A one minute silence was observed in respect of the passing of HM Queen Elizabeth II

130/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt, Astley & Hubble.
131/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> <li>• Cllr. Cross- NCC Western Link Consultation – Owns business on Barnham Broom Road.</li> </ul>
132/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Holden and seconded by Cllr. Halls the minutes of the meeting held on 6 <sup>th</sup> September 2022 were unanimously approved as a correct record.
133/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>• Cllr. Holden – Is a Policy Review Working group meeting to be held – yes.</li> <li>• Cllr. Elliott – Who has undertaken Civility &amp; Respect training – two Councillors.</li> <li>• Cllr. Carsok. – Present position re Town Co-ordinator post at South Norfolk Council – Job advert being posted today.</li> <li>• Cllr. Cross – Chandlers Hill – Spoken to Contractors new quote awaited.</li> </ul>
134/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was resolved to pay accounts for September 2022, as per the submitted list in the sum of £524,658.55 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,169.41
135/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
136/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>• Representative of Greening Wymondham read out statement in support of funding for further work by the Norwich Fringe Project in respect of the woodland area at Ketts Park.</li> </ul>

137/22	<u>GRANT APPLICATION</u> received from North Wymondham Community Centre for the sum of £2880 towards the £5,761.25 cost of providing a garden and seating area. After discussion no Councillor would submit a proposal and therefore the application is declined.
138/22	<p><u>NORFOLK COUNTY COUNCIL WESTERN LINK CONSULTATION</u> Further discussion took place on the consultation and upon the proposition of Cllr. Savage and seconded by Cllr. Halls it was resolved to respond as follows:</p> <ol style="list-style-type: none"> <li>1. Wymondham Town Council supports the completion of the Western Link Road for the benefits that it brings to travel from Wymondham to the north of the County and for Norfolk as a whole.</li> <li>2. Wymondham Town Council supports the proposals to the south of the A47 relating to reductions in speed limits.</li> <li>3. Wymondham Town Council opposes the proposal to prohibit through traffic along Barnham Broom Road to the North of Tuttle Lane and Low Road (as detailed on page 21 of the Pre-Planning Application Consultation document) and considers that other mitigation measures such as a reduction in speed limits should be considered.</li> <li>4. Wymondham Town Council requests that roads in Wymondham likely to be affected by additional traffic flows, particularly Barnham Broom Road to the south of Tuttle Lane, Melton Road and Chapel Lane should have permanent speed awareness machines installed to advise drivers of the local speed limits.</li> <li>5. Wymondham Town Council requests consideration is given to the installation of priority signage on the Carleton Forehoe Bridge.</li> </ol>
139/22	<u>CHRISTMAS TREE – MARKET PLACE</u> Cllr. Hurn advised that discussions had taken place with a Structural Engineer and a plan had been designed for the installation of a facility for a Christmas tree with a maximum height of 20ft. A quote had been obtained from a local builder in the sum of £1800.00 + VAT to complete the work by the end of November. After discussion it was decided to proceed with the Clerk authorising the work under his delegated powers in accordance with financial regulations.
140/22	<u>KETTS PARK – WOODLAND AREA</u> Request for further funding from Greening Wymondham/Norwich Fringe project to undertake further work was discussed and upon the proposition of Cllr. Carsok and seconded by Cllr. Elliott it was unanimously resolved to approve a total of 8 workdays at a rate of £350 per day for the coming winter/spring seasons.
141/22	<u>NORFOLK ALC LTD</u> Cllr. Hurn explained that the Council were members of this co-operative organisation and along with other Council members had been allocated one share. Nobody came forward to be the Councils nominated representative and it was agreed that it would be the Town Mayor.

142/22	<p><u>COUNCIL BUILDINGS, HEALTH &amp; SAFETY AND PERSONNEL WORKING GROUP</u> Cllr. Holden presented his paper following which discussion took place in respect of the above working group and the work it undertakes and whether this should be a formal Committee. Upon the proposal of Cllr. Holden and seconded by Cllr. Carsok it was proposed that the current Buildings, Health and Safety and Personnel working group is disbanded and replaced by a standing committee composed of 5 Councillors, who will meet regularly at least once every second month.</p> <p>For: 4                      Against: 6</p> <p>The proposal was defeated.</p>
143/22	<p><u>CHRISTMAS LIGHTS</u> Cllr. Holden presented his paper in respect of the future options for Christmas Lights in the Town Centre. The Town Council installs lights in the Market Place and the Town Team (under the guidance of Mr D Hodges) install the remainder throughout the Town centre. After discussion upon the proposition of Cllr. Holden and seconded by Cllr. Cross it was resolved that a Time and Task Working Group to include Mr Hodges is established to examine options for Christmas lights in the Town, it will report its findings and preferred option to the full Council for further action no later than April 2023.</p>
144/22	<p><u>CHAIRPERSONS QUESTIONS</u> Cllr. Hurn advised that two questions had been received within the agreed timeframe.</p> <p>1)Cllr Hurn -Could you please give an update on the recruitment of the town coordinator, and if any efforts have been, or could be made to speed up the process? – answered under minute 133/22</p> <p>2)Cllr. Carsok - As chair of LEET I would like to ask you the following the death of her majesty, has any thought been given to the renaming of the as yet to be created garden on Chandlers Hill formerly referred to as the Jubilee gardens? If so, I would like to suggest ' the Queen Elizabeth 2nd gardens' may be an appropriate alternative. – answered Yes - I have been speaking to Cllr. Cross. Cllr. Hurn then advised that if royal terms are used then it may be that official permission is required.</p>
145/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Savage – A11 – closed overnight on 4<sup>th</sup> October for barrier repair work. Further report on NCC matters to follow.</li> </ul> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Halls – Horizon building being joint offices for South Norfolk &amp; Broadland District Councils had been purchased. South Norfolk House at Long Stratton will not be used from 4<sup>th</sup> November 2022.</li> </ul>

146/22	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u> <ul style="list-style-type: none"> <li>• Cllr. James – Wymondham Access Group disappointed that Platform 2 Railway Station Access project has stalled.</li> <li>• Cllr, Carsok – Greening Wymondham <ul style="list-style-type: none"> <li>○ Orchard work at Browick Road Recreation Ground continues.</li> <li>○ Green week was a success.</li> <li>○ Design work re Rothbury Road continues.</li> <li>○ Hedgehog Haven want charity stall on 16<sup>th</sup> October 2002 on the main market.</li> </ul> </li> </ul>
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*[The meeting closed at 20.48 pm]*

DATED this .....day of .....2022

SIGNED .....(Chairman)





# WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
6	Barclays Payflow	Salaries - September	Admin Salaries	5,875.78				
			Estab Salaries	1,878.45				
			Cemetery Salaries	1,660.71				
			TIC Salaries	754.47				
							10,169.41	D/D


TOTALS

0.00 10,169.41

TOTALS

0.00 10,169.41

  
..... Chairman

  
..... Deputy Chairman

30th September 2022

## WYMONDHAM TOWN COUNCIL

## Communications Working Group

Notes of meeting held on 24<sup>th</sup> October 2022 at 9.00 am in the Council Offices.

Present:	Cllr. Nuri - Nixon
	Cllr. Cross
	Cllr. A James
	Cllr. P Broome
Town Clerk	T Gurney

1	<u>APOLOGIES</u> – None
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING</u> It was resolved to accept the notes of the meeting held on 9 <sup>th</sup> August 2022 as a correct record.
4	<u>MATTERS ARISING</u> There were no matters arising from the meeting held on 9 <sup>th</sup> August 2022.
5	<u>'ABOUT WYMONDHAM'</u> Clerk gave an outline of the history of the newsletter following which Cllr. James introduced a discussion document she had prepared outlining the Pro's and Con's of a both printed and on-line versions. Further debate then took place, and it was agreed that one 'About Wymondham' would be produced yearly in June being the normal Annual Report which gives a review of the previous financial year. Assistant would be sought from a company called 'One Press' in its production and whilst it would primarily be a digital document a small number, either 250 or 500 printed copies would be ordered and placed in the Council Offices, TIC and Library.
6	<u>LIVE STREAMING</u> A review took place of the live streaming of Council meetings onto YouTube. This had been successful) other than one glitch when the sound was missing due to an update download which wiped the sound settings – now resolved). It was felt that we should advertise the meeting more particularly on Facebook.
7	<u>NEXT MEETING</u> It was determined that the next meeting of the Working Group would consider Notice Boards & Press Releases.

*[The meeting closed at 9.45 am]*

DATED this ..... day of .....2022

SIGNED .....

## WYMONDHAM TOWN COUNCIL

## CHRISTMAS LIGHTS WORKING GROUP

Notes of meeting held on 24<sup>th</sup> November 2022 at 9.00 am in the Council Offices.

Present:	Cllr. Holden
	Cllr. Cross
	Cllr. Carsok
	Cllr. Hubble
	Cllr. R Elliott
Town Clerk	T Gurney

1	<u>CHAIR</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Carsok it was resolved to appoint Cllr. Holden as Chairman
2	<u>VICE CHAIR</u> Upon the proposition of Cllr. Carsok and seconded by Cllr. Elliott it was resolved to appoint Cllr. Cross as Vice Chairman
3	<u>APOLOGIES</u> – None
4	<u>DECLARATIONS OF INTEREST</u> – None.
5	<u>TERMS OF REFERENCE</u> The Terms of reference appended to these notes were discussed following some amendments to the draft prepared it was resolved to recommend this for ratification by the full Council.
6	<p><u>GENERAL DISCUSSION</u> took place regarding the way forward and the need to invite Doug Hodges to the next meeting / subsequent meetings as required to understand what is currently happening and to learn from his experiences. It was also considered that Group members should visit the Town Centre once this year's lights are installed and working to see what is currently offered.</p> <p>It was agreed that the next meeting of the working group would be at 5.00 pm on Tuesday 6<sup>th</sup> December here in the Council Offices.</p>

*[The meeting closed at 9.52 am]*

DATED this ..... day of .....2022

SIGNED .....

## **TERMS OF REFERENCE FOR WYMONDHAM TOWN COUNCIL CHRISTMAS LIGHTS REVIEW WORKING GROUP**

### **AIMS**

1. To review Council provision of Christmas Lights;
2. To identify relevantly qualified professional consultants who can assist with the review (if applicable).
3. Subject to the outcomes of points 1 & 2, if appropriate, to make recommendations in regard to any amendments to include estimates of costs to full Council.
4. To seek full Council approval to delegate the authority to monitor and manage any amendments to existing protocols within agreed budgetary controls to the working group (if applicable)
5. To seek full Council approval to delegate the authority to approve any minor amendments to the Town Clerk up to an agreed budgetary level (if applicable) after consultation with the working group Chair.

### **GENERAL**

#### **1. Membership and Chairing**

Unless otherwise specified the working group will consist of a maximum of *Five* Councillors as appointed by the full Town Council.

The Town Clerk or appointed representative will attend all meetings of the working group.

The working group will elect a Chair and Vice-Chair from among the members of the group. In the absence of the Chair and Vice-Chair at a meeting the working group will elect any other working group member to act as Chair for that meeting.

The working group may invite other Town Councillors advisers or members of the public to attend but in a non-voting capacity.

#### **2. Voting and Quorums**

Only appointed members of the working group or agreed substitutes can vote. No vote may be taken at any meeting unless the meeting is quorate which shall be not less than three appointed members.

### **3. Notes and Meetings**

Notes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the full Council a clear proposal or alternatives to debate and decide upon.

Notes will be circulated to all Councillors with the agenda of the next appropriate full Town Council meeting.

The Town Clerk in conjunction with the working group Chair will set the date of the next meeting of the working group.

### **4. Functions**

The working Group will consider matters as set out in these terms of reference or as requested by the full Town Council, taking advice as appropriate.

The working group will recommend the powers that should be delegated to it by the full Town Council. The full Town Council may modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the working group.

Any recommendations which require a spending commitment over and above agreed budget provision must be referred to the full Town Council. The Chair should also check with the Town Clerk before recommending expenditure to ensure that there is no change in the financial position of the Council.

### **5. Training**

Members of the working group should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

WYMONDHAM TOWN COUNCIL  
POLICIES REVIEW WORKING GROUP

Notes of meeting held on 24<sup>th</sup> November 2022 at 10.00 am in the Council Offices.

Present:	Cllr. Holden
	Cllr. Hubble
	Cllr. Carsok (substitute for Cllr. Murrell.
	Cllr. Halls
	Cllr. Elliott
Town Clerk	T Gurney

1	<u>CHAIR</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Hubble it was resolved to appoint Cllr. Holden as Chair
2	<u>VICE-CHAIR</u> Upon the proposition of Cllr. Holden and seconded by Cllr. Elliott it was resolved to appoint Cllr. Halls as Vice-Chair
3	<u>APOLOGIES</u> – Cllr. Murrell.
4	<u>DECLARATIONS OF INTEREST</u> – None.
5	<u>TERMS OF REFERENCE</u> The Terms of reference appended to these notes were discussed following some amendments to the draft prepared it was resolved to recommend this for ratification by the full Council.
6	<p><u>GENERAL DISCUSSION</u> took place regarding the way forward and that the Working Group wants to also review Standing Orders. Full Town Council to be requested to ratify this request and for clarity purposes the Working group be retitled Policies and Standing Orders Review Working Group.</p> <p>It was agreed that the next meeting of the working group would be at 5.00 pm on Tuesday 20<sup>th</sup> December here in the Council Offices with the Clerk selecting 5 policies to be reviewed.</p>

*[The meeting closed at 10.49 am]*

DATED this ..... day of .....2022

SIGNED .....

## **TERMS OF REFERENCE FOR WYMONDHAM TOWN COUNCIL POLICIES REVIEW WORKING GROUP**

### **AIMS**

1. To review existing and to consider possible new Policies;

#### **EXISTING**

1. Civility & Respect
2. Complaints
3. Correspondence
4. Computer & Telephone Misuse
5. Data Protection
6. Dignity at Work/ Bullying and Harassment
7. Equal Opportunities
8. Freedom of Information
9. Health & Safety
10. Information Protection
11. Information Security Incident
12. Press & Media
13. Removable Media
14. Risk Assessment
15. Social Media & Electronic Communication
16. Treasury Management
17. Whistle Blowing
18. Standing Orders

#### **NEW**

19. Public Spaces
20. Freedom of the Town

2. To identify relevantly qualified professional consultants who can assist with communication (if applicable).
3. Subject to the outcomes of points 1 & 2, if appropriate, to make recommendations in regard to any amendments to include estimates of costs to full Council by April 2023.
4. To seek full Council approval to delegate the authority to monitor and manage any amendments to existing protocols within agreed budgetary controls to the working group (if applicable)
5. To seek full Council approval to delegate the authority to approve any minor amendments to the Town Clerk up to an agreed budgetary level (if applicable)

## **GENERAL**

### **1. Membership and Chairing**

Unless otherwise specified the working group will consist of a maximum of *Five* Councillors as appointed by the full Town Council.

The Town Clerk or appointed representative will attend all meetings of the working group.

The working group will elect a Chair and Vice-Chair from among the members of the group. In the absence of the Chair and Vice-Chair at a meeting the working group will elect any other working group member to act as Chair for that meeting.

The working group may invite other Town Councillors, advisers or members of the public to attend but in a non-voting capacity.

### **2. Voting and Quorums**

Only appointed members or agreed substitutes of the working group can vote. No vote may be taken at any meeting unless the meeting is quorate which shall be not less than three appointed members.

### **3. Notes and Meetings**

Notes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the full Council a clear proposal or alternatives to debate and decide upon.

Notes will be circulated to all Councillors with the agenda of the next appropriate full Town Council meeting.

The Town Clerk in conjunction with the working group Chair will set the date of the next meeting of the working group.

### **4. Functions**

The working Group will consider matters as set out in these terms of reference or as requested by the full Town Council, taking advice as appropriate.

The working group will recommend the powers that should be delegated to it by the full Town Council. The full Town Council may modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the working group.

Any recommendations which require a spending commitment over and above agreed budget provision must be referred to the full Town Council. The Chair should also check with the Town Clerk before recommending expenditure to ensure that there is no change in the financial position of the Council.



## **5. Training**

Members of the working group should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,**  
**ENTERPRISE AND TOURISM**  
**COMMITTEE held on Tuesday 11<sup>th</sup> October 2022**  
**in the Council Offices commencing at 7.00 pm**

Present:

Cllrs	K Carsok (Chair)
	K Hurn (substitute for Y Astley)
	R Savage
	K Cross
	P Hubble

Also Present :

Cllrs. Nuri-Nixon & Broome  
 7 members of the public.

LE45/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Astley.
LE46/22	<u>DECLARATIONS OF INTEREST</u> – None.
LE47/22	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Cross it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 19 <sup>th</sup> July 2022 as a correct record.
LE48/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>• Cllr. Carsok -Market Place Christmas Lighting – Clerk advised that a quotation had not been received as the precis location of the tree was awaited. Once received it would be authorised under the Clerks delegated powers in accordance with Financial Regulations.</li> </ul>
LE49/22	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>• Representative of Bridewell WI read out statement supporting tree planting on the Fairland.</li> <li>• Cllr. Broome commented that he did not think that planting the tree in the middle of the Fairland was the correct position as it destroys an open space.</li> </ul>
LE50/22	<u>FAIRLAND</u> Discussion took place over the request from Bridewell Women's Institute to plant a tree on the Fairland after Cllr. Hubble commented on her paper supporting the planting of a Sweet Chestnut tree. The tree/compost is to be purchased with the WI providing £200 by Greening Wymondham who will plant the tree and watering will be undertaken by the Dementia Support Group. Upon the proposition of Cllr. Hubble and seconded by Cllr. Cross it was resolved to approve the proposal put forward by Cllr. Hubble that Wymondham Town Council agrees to the planting of a native indigenous Sweet Chestnut Tree, which will instigate any surveys and planning response from NCC street planning team, implementation will be subject to the requirements of response from NCC street planning team. To offer 50% of the cost to a maximum of £100.

LE51/22	<p><u>TOURIST INFORMATION CENTRE</u> Cllr. Carsok advised that she has been in communication with the display manager at the Heritage Museum in respect of the production and installation of display boards in the Market Cross outlining its history. Cllr. Cross suggested that there should be a spoken/interactive option Cllr. Hurn advised that the Museums governing committee would be meeting shortly and this would be discussed and there may be some financial support Upon the proposition of Cllr. Cross and seconded by Cllr. Savage it was unanimously agreed that the Council would support the production and installation of new display boards by the heritage museum and that the Clerk could agreed funding from an appropriate budget under his delegated powers. Designs to be viewed by the Committee before production.</p>
LE52/22	<p><u>LEISURE SPACES</u> Clerk advised that Council play/amenity sites are litter picked 3 times per week and the area most affected was Browick Road Recreation ground. Youth football club were now hiring pitches at Browick on a pay per play basis and were using the portacabin building and that the floodlights installed were to illuminate the skatepark not the pitches.</p> <p>Due to the clay soil conditions at Ketts Park football matches are cancelled when they become waterlogged during the winter and Cllr. Carsok advised that she had attended a recent meeting with representatives of the youth football club, South Norfolk Council and the Football Association and that the football club were arranging for some deep aeration work to be undertaken. Wymondham Town United Football Club had also requested the grass at Ketts Park be cut to 30mm during football season. Comment was made that the Clerk should have been advised of the meeting as he could have provided useful background information / attended the meeting.</p> <p>Becketswell – Cllr. Hurn confirmed that this was subject to a separate report which would come to Council in due course.</p>
LE53/22	<p><u>ALLOTMENTS</u> Clerk advised that there was 39 applicants on the present waiting list with the oldest being added in June 2021. It was not possible to say when the newest application would be allocated a plot. The site is regularly inspected, and holders of unsatisfactorily cultivated plots are written to. Renewal agreements are issued in March and start on 1<sup>st</sup> April each year. To provide new plots the Council would have to purchase/acquire or lease new suitable land.</p>
LE54/22	<p><u>HM CHARLES III CORONATION CELEBRATIONS</u> – discussions took place on the event which will happen on Saturday 6<sup>th</sup> May 2023 and is likely to a scaled down event. It was agreed that the Council would defer this matter pending any further information from South Norfolk Council or Central Government. and that if they wished to do so the Town Team could organise an event.. It was also noted that South Norfolk Council were involved in the late Queen Elizabeth II Platinum Jubilee celebration and there may be involvement by them in this event.</p>
LE55/22	<p><u>LEET BUDGET</u> After answering questions the provided LEET budget v Actuals information was noted.</p>

*[The meeting closed at 20.13 pm]*

DATED this ..... day of .....2022

SIGNED ..... (Chairman)

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,**  
**ENTERPRISE AND TOURISM**  
**COMMITTEE** held on Tuesday 15<sup>th</sup> November 2022  
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	K Carsok (Chair)
	K Hurn (substitute for P Hubble)
	R Savage
	K Cross
	P Broome (substitute for Y Astley)

Also Present:

Cllrs. Nuri-Nixon  
0 members of the public.

LE56/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Astley & Hubble.
LE57/22	<u>DECLARATIONS OF INTEREST</u> – None.
LE58/22	<p><u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Hurn it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise &amp; Tourism Committee meeting held on 11<sup>th</sup> October 2022 as a correct record subject to the following minor amendments:</p> <ul style="list-style-type: none"> <li>• Min LE52: Wymondham Town United Football Club had requested the grass at Kets Park be cut to 30mm during football season.</li> <li>• Min LE54 Minute to be amended to read that the Council would defer this matter pending any further information from South Norfolk Council or Central Government.</li> </ul>
LE59/22	<p><u>PROGRESS UPDATES</u></p> <ul style="list-style-type: none"> <li>• <u>TOURIST INFORMATION CENTRE INFORMATION BOARDS</u> Cllr. Hurn advised that the Heritage Society had met, and production of the boards was approved, and the work will commence shortly.</li> <li>• <u>CHANDLERS HILL</u> Cllr. Cross confirmed that an itemised quote had been received and that the work would take place in the Spring and hopefully completed before the coronation.</li> <li>• <u>CHRISTMAS TREE</u> Cllr. Hurn confirmed that the tree holder had been installed in the Market Place. Clerk confirmed that a tree had been ordered and efforts were being made to arrange for it to be installed.</li> <li>• <u>FAIRLAND</u> Cllr. Carsok advised that a tree planting ceremony would take place on 2<sup>nd</sup> December 2022 at 11.00am.</li> <li>• <u>ALLOTMENTS</u> Cllr. Carsok asked if allotment holders could be contacted for email addresses to enable yearly agreements to be sent electronically. Clerk advised that there was a well-oiled system to ensure agreements and payments were received and that a lot of plot holders do scan, and send agreement forms back by email and make payment directly into the Councils Bank account.</li> </ul>
LE60/22	<u>PUBLIC PARTICIPATION</u> - None.

LE61/22	Upon the resolution of Cllr. Broome and seconded by Cllr. Savage 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
LE62/22	<u>BUDGET 2023/24</u> Clerk presented the draft for discussion and submission to the Finance & General Purposes Committee for incorporation into the Council budget for the 2022/23 financial year. Cllr. Carsok brought up the notion of increasing the Brighter Wymondham Budget to incorporate the grant amount requested each year by the Wymondham in Bloom Group. No proposal was forthcoming and after further discussion upon the resolution of Cllr. Savage and seconded by Cllr. Hurn it was unanimously resolved to recommend the original proposed budget of £166,581 to the Finance & General Purposes Committee.

*[The meeting closed at 19.33 pm]*

DATED this ..... day of .....2022

SIGNED ..... (Chairman)

DRAFT



# WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
7	Barclays Payflow	Salaries - October	Admin Salaries	5923.95				
			Estab Salaries	1831.23				
			Cemetery Salaries	1712.04				
			TIC Salaries	702.23			10169.45	D/D
TOTALS						0.00	10169.45	

TOTALS 0.00 10169.45

..... Chairman

..... Deputy Chairman

31st October 2022

No.	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
212	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - October	Public Toilets	4300		1,001.00	200.20	1201.20	707084
213	EDF	24.9.22-24.10.22	TIC - Electricity	8040		98.88	4.94	103.82	707085
214	Poppy Appeal	Poppy Wreath	Est - Miscellaneous	4090		50.00	0.00	50.00	707086
215	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.82		20.56		
		Wheeled Bin Account	Cemetery Refuse	4420	102.06		20.41	245.85	707087
216	Abbeygate Garage	Fuel Account	L & E Maintenance	6130		603.46	120.68	724.14	707088
217	HMRC	PAYE/NIC	PAYE/NIC	4000		6,294.57	0.00	6,294.57	707089
218	Norfolk Pension Fund	Pensions	Pensions	4000		5,851.18	0.00	5,851.18	707090
219	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	3,089.60		617.90		
		Temporary Ground staff	L & E Brighter Wymondham	6160	695.99		139.20	4,542.59	707091
220	Hugh Crane Cleaning Equipment Ltd	5 No. Savon Pearle 5ltr	Public Toilets	4300		46.60	9.32	55.92	707092
221	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		115.00	0.00	115.00	707093
222	Mr Overalls Ltd	Jacket and trousers	Est - Health & Safety	4195		36.90	7.38	44.28	707094
223	The CDS Group	New Cemetery Development - Building Design	Est - Miscellaneous	4090		2,950.00	590.00	3,540.00	707095
224	Sanitec Cleaning (Norwich) Ltd	Deep clean of public toilets 6.11.22	Public Toilets	4300	180.00		36.00		
		Daily Cleaning Services - November	Public Toilets	4300	1,001.00		200.20	1,417.20	707096
225	Robert Hawkins Builders Ltd	Final invoice for groundworks for Christmas tree - Market Place	Est - Christmas Lights	4120		1,080.00	360.00	1,440.00	707097
226	Broadland Tree Services	Remove rotten tree and hanging branch	Cemetery maintenance	4440		740.00	148.00	888.00	707098
227	Jewson Ltd	Rawelplugs	L & E Maintenance	6130		20.18	4.04	24.22	707099
228	Tony Vale	Hire of Fairland United Reformed Church - Lemon Day	Est - Civic Events	4085		65.00	0.00	65.00	707100
229	Ernest Doe & Sons Ltd	Hand shears, bleach, blue nitrile, platedn/loc nuts	L & E Maintenance	6130	99.07		19.82		
		Repairs to Textron Jacobs, ZS-ride on	L & E Equipment Maintenance	6140	617.33		123.47	859.69	707101
230	Skilplane Limited	Grab lorry for green waste	Cemetery maintenance	4440		355.00	71.00	426.00	707102
231	Rentokil Initial UK Ltd	Service contract - sanitary unit	Est - Miscellaneous	4090		163.50	32.70	196.20	707103
232	Stannah Lift Services Limited	Lift servicing 10/6/22-9/11/22	Est - Miscellaneous	4090		162.50	32.50	195.00	707104
233	Wymondham Heritage Society	5 No. Parish maps, 4 No. History of a Norfolk Market Town	TIC - Purchases	8050		42.00	0.00	42.00	707105
234	Anglia Air Conditioning Ltd	To supply and install air conditioning in main office	Est - Miscellaneous	4090		3,608.00	721.60	4,329.60	707106
235	HAGS-SMP Ltd	Gate spring - Bellope Park	L & E Maintenance	6130		80.00	16.00	96.00	707107
236	BT	Telephone and Internet	TIC - Telephone	8100		249.05	49.81	298.86	707108
237	EDF	25.10.22 - 22.11.22	TIC - Electricity	8040		60.32	3.02	63.34	707109
238	Great Melton Farms	Christmas tree and delivery	Est - Christmas lights	4120		270.00	54.00	324.00	707110
					5,887.77	23,943.14	3,602.75	33,433.66	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		85.00	17.00	102.00	
	Valda Energy Limited	9.9.22-8.10.22	L & E Electric - Browick	6040		8.74	0.44	9.18	
	EE	Groundsmans telephone	Admin-telephone	4320		14.08	2.82	16.90	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	Anglian Internet	Telephone and internet -	Admin - telephone	4320		98.54	19.71	118.25	
	E.ON Next	1.9.22-8.9.22	L & E Electric - Browick	6040		4.05	0.20	4.25	
	Public Works Loan Board	Half yearly payment	Est - Miscellaneous	4090		35,972.36	0.00	35,972.36	
					5,887.77	60,136.19	3,644.98	69,668.94	

Chairman

Deputy Chairman



WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
8	Barclays Payflow	Salaries - November	Admin Salaries		7,814.18			
			Estab Salaries		2,639.84			
			Cemetery Salaries		2,349.05			
			TIC Salaries		1,624.96		14,428.03	D/D
TOTALS							14,428.03	

..... Chairman

..... Deputy Chairman

30th November 2022

MAYOR'S ENGAGEMENTS

09/10/22 THE JUSTICE SERVICE, NORWICH CATHEDRAL, NORWICH

09/10/22 ROYAL BRITISH LEGION CENTENARY SERVICE, ST JOHN THE BAPTIST ROMAN CATHOLIC CATHEDRAL, NORWICH

30/10/22 DEREHAM TOWN COUNCIL CIVIC SERVICE AT ST NICHOLAS CHURCH DEREHAM AND THEN AT DEREHAM MEMORIAL HALL

05/11/22 LEMON DAY, FAIRLAND CHURCH HALL, WYMONDHAM

11/11/22 REMEMBRANCE SERVICE AT 11 A.M AT WYMONDHAM WAR MEMORIAL

13/11/22 THETFORD REMEMBRANCE DAY PARADE & SERVICE OF REMEMBRANCE

13/11/22 WYMONDHAM REMEMBRANCE DAY PARADE & SERVICE OF REMEMBRANCE

13/11/22 WYMONDHAM COLLEGE AUTUMN CONCERT AT THE PREP SCHOOL, WYMONDHAM COLLEGE

26/11/22 WYMONDHAM SYMPHONY ORCHESTRA AUTUMN CONCERT AT WYMONDHAM CENTRAL HALL

01/12/22 MAYOR'S COMMUNITY FUND BINGO NIGHT, KETTS PARK HALL, WYMONDHAM

02/12/22 PLANTING OF A QUEEN'S CANOPY TREE BY WYMONDHAM W.I. AND WYMONDHAM DEMENTIA SUPPORT GROUP AT THE FAIRLAND, WYMONDHAM

04/12/22 WYNTERFEST, VARIOUS LOCATIONS AROUND WYMONDHAM

04/12/22 TWELVE LESSONS AND CAROLS AT WYMONDHAM COLLEGE CHAPEL

**WYMONDHAM TOWN COUNCIL**  
**PROPOSED MEETING DATES FOR 2023**

<u>MONTH</u>		<u>MEETING</u>		<u>MEETING</u>
January	3	Planning Lighting & Highways	17	Planning Lighting & Highways
	3	Town Council	17	Leisure Environment Enterprise & Tourism Committee
February	7	Planning Lighting & Highways	21	Planning Lighting & Highways
	7	Town Council	21	Finance & General Purposes
March	7	Planning Lighting & Highways	21	Planning Lighting & Highways
	7	Town Council	21	Leisure Environment Enterprise & Tourism Committee
April	4	Planning Lighting & Highways	18	Planning Lighting & Highways
	4	Town Council	18	Finance & General Purposes
			25	<b>Annual Parish Meeting*</b>
May	<b>2</b>	Planning Lighting & Highways	23	Planning Lighting & Highways
	16	Town Council (AGM)**	23	Leisure Environment Enterprise & Tourism Committee
			<b>25</b>	<b>Finance &amp; General Purposes</b>
June	6	Planning Lighting & Highways	20	Planning Lighting & Highways
	6	Town Council	20	Finance & General Purposes
July	4	Planning Lighting & Highways	18	Planning Lighting & Highways
	4	Town Council	18	Leisure Environment Enterprise & Tourism Committee
August	1	Planning Lighting & Highways	15	Planning Lighting & Highways
	1	Town Council	15	Finance & General Purposes
September	5	Planning Lighting & Highways	19	Planning Lighting & Highways
	5	Town Council	19	Leisure Environment Enterprise & Tourism Committee
October	3	Planning Lighting & Highways	17	Planning Lighting & Highways
	3	Town Council	17	Finance & General Purposes
November	7	Planning Lighting & Highways	21	Planning Lighting & Highways
	7	Town Council	21	Leisure Environment Enterprise & Tourism Committee
December	5	Planning Lighting & Highways	19	Planning Lighting & Highways
	5	Town Council	19	Finance & General Purposes

Town Council Offices 25-29 Dec inclusive 2023 & 1st Jan 2024  
 closed Bank Holidays: 2nd January, 7th & 10th April, 1st & 29th May,  
 & 28th August 2023

\*Meeting of parish electorate

\*\* Election of Mayor, Deputy Mayor & Committees

### WYMONDHAM FUEL ALLOTMENTS CHARITY

The Wymondham Fuel Allotments Charity has been carrying out their vary valuable work for some considerable time now.

The charity assists the elderly and those living on low incomes within the Parish of Wymondham area with vouchers which can be spent on food shopping just before Christmas each year.

Generally there are around 50 residents who benefit from this charity, however with the increasing cost of living and financial issues affecting many who benefit it is felt that additional funds should be committed to this charity by Wymondham Town Council. Thereby ensuring that existing beneficiaries receive vouchers of increased value, with additional recipients who are considered needy added to the list.

In addition to the food vouchers the Wymondham Fuel Allotments charity has given money to Wymondham food banks and by committing funds the Council can help this very valuable charity in many ways.

### PROPOSAL

That Wymondham Town Council commits funding of £2,500 towards the Wymondham Fuel Allotments Charity for 2022, so that the charity can provide greater financial relief to it's beneficiaries and donate funds to Wymondham Food Banks.

Proposer:

Cllr Kevin Hurn

## **Youth Support - Wymondham Woodland Mental Health Sessions 2023**

For several years, Wymondham Town Council has added £1,500 per year to an earmarked reserve for youth support. The balance now exceeds £10,000.

During the Covid-19 pandemic, many young people experienced difficulties with their mental health due to the isolation of lockdowns and disruption to their education, organised activities and social lives.

For some, the difficulties continue and they are either struggling or unable to attend school. Waiting lists for NHS services are long and difficult to access at an early stage of mental health challenges. Often it takes extreme circumstances before help can be given via the NHS.

Here in Wymondham we have the opportunity to support our young people via a non-profit organisation, Cup-O-T, run by expert occupational therapists. They have recently been granted planning permission to run outdoor therapy sessions (with approval from the WTC planning committee) at the Forest School for Life in Silfield.

The organisation has been running since 2017 and has quickly amassed a number of high-profile funders for various projects, including Breckland District Council, the National Lottery and the Norfolk Community Foundation.

By providing woodland therapy mental health sessions for young people here in Wymondham, we are likely to not only be saving council money in future (due to preventing incidence of vandalism, disruption in school, requirement of higher level services, etc.) we may also save lives.

### **Proposal:**

Wymondham Town Council agrees to use £4,937 of the earmarked reserve for Youth Support to pay for twenty 2-hour mental health sessions for Wymondham youth as per the following project outline from Cup-O-T Wellness and Therapy Services.

Proposer: Cllr Kim Carsok



# Wymondham Woodland - Youth Mental Health Support

## Introduction:

Cup-O-T: Wellness and Therapy Services is a non-profit organisation with an aim to make mental health services available at an early stage for young people, families and communities. The organisation is based in Wymondham and was set up in 2017 by Occupational Therapist, Catherine Gray.

### Our social purpose is:

- To make mental health support accessible at an early stage.
- To support young people to achieve their potential.
- To make mental health support accessible in rural areas.
- To increase mental wellness in communities.

In November 2018 we purchased a Ford Transit van, over 7 months with our young people we transformed it into a calming therapy space. The Cup-O-T therapy van can be used for therapy appointments, as a base for groups or to run workshops from at events. During the COVID-19 pandemic we were unable to use the therapy van due to social distancing requirements. We adapted to deliver our services outside, in local parks, woodland and community spaces. Families and young people requested that this continued and in January 2022 we began to search for a local woodland site to run sessions from. We are delighted to have been granted planning permission in October to run therapy sessions in our own area of woodland at The Forest School for Life in Silfield, Wymondham. We are now looking to develop a programme of individual therapy sessions, groups and community sessions that will take place at the woodland.

### Our services

- Individual occupational therapy and EMDR therapy
- Group occupational therapy
- Parent / Carer support services
- Peer Support services for young people and parent/carers
- Training (Trauma informed communities and practice, mental health awareness for groups and Peer Support Worker training).



## Current funding

We provide therapy and training through contracted services as well as delivering free programmes of support from funding and donations received. Currently we are funded for the following services:

- Breckland Council and Breckland Youth Advisory Board - providing support for young people and their families who are awaiting statutory mental health services.
- Norfolk Community Foundation Love Norfolk - family sessions
- Norfolk Community Foundation - CCG / ICB funding to deliver 700 hours of therapy (200 hours in South Norfolk)
- We have contracts to provide therapy in West Norfolk for the Downham Market Swan Youth Project and in South Norfolk / Breckland with MTM Youth Services, Young Carers.
- UK Youth have provided funding to develop our youth and peer support work over the next 3 years.
- We have previously had funding from: Wymondham Rotary, Warburtons, National Lottery Awards of All, National Lottery Local Connections, Norfolk Community Foundation Saracens Fund, Birketts Fund, Voluntary Norfolk Momentum Grant.
- We provide specialist mental health training, university lectures and Peer Support Worker Training as part of our trading arm.
- We accept privately paying therapy clients, as well as receive funding for individuals from schools and Norfolk County Council's Kinship Team, Adoption and Fostering Teams.



**Cup-O-T:**  
Wellness and Therapy Services.

## Project proposal

### Background

We previously ran a pilot therapy group called Level Up Outdoors, funded by the National Lottery Community Fund, which took place in the grounds of Morley Sports and Village Hall. This funding finishes at the beginning of July 2022. Young people attend for 5 weeks (2 hours a week), and we are running this 5 times.

The feedback that we have received was positive, however the young people have discussed that 5 weeks was too short for fully meeting their needs and goals. Our service is led and shaped by young people and their families. We would like to provide a regular occupational therapy group at our Wymondham Woodland for young people in our area.

The aim of the sessions are to support young people's mental wellbeing and resilience. This programme is suitable for young people who are:

- Not attending school or at risk of not attending school
- Finding school transitions difficult
- Experiencing school or exam stress
- Going through difficult life changes at home
- Finding social relationships challenging
- Struggling with concentration and focus

The programme will support the young people to:

- Improve concentration skills
- Build social skills
- Learn how to manage emotions
- Work as a team and independently
- Voice ideas and learn how to listen to others
- Manage conflict and decision making

### Feedback from parents/carers and young people:

*"I think that doing bushcraft to manage emotions is a very good idea, as speaking from personal experience, connecting with nature in some way can really help! Sometimes emotions are like nature and the weather, and are often as changeable, and learning to survive these natural things is a good way of processing emotions"* (young person aged 14)

*"I like being outside because it makes me happy and also it tires me out so I can sleep better at night"* (young person aged 10)

*"Being outside in the trees distracts me from problems and helps me to focus"* (young person aged 12)

*"This course has provided X with so much as far as confidence is concerned. He has looked forward to these sessions all week and it is obvious to me the sessions are so well thought through, inclusive and accessible to all. My only complaint is that it is going to come to an end as X will be so disappointed."* (parent / carer)





*"Thank you so much, X was so happy after the first session, he was absolutely buzzing!! It was clearly such a well thought out program and a big thank you from us!!" (parent / carer)*

*"This is the first time in years X has wanted to go to a group setting so it has already had a huge positive effect."*  
(parent / carer)

## Project outline

### The Group:

Our aim is to provide monthly occupational therapy groups at our woodland space in Silfield, Wymondham to young people in the Wymondham area.

The groups would run for 10 months of the year - to enable breaks over the winter.

There would be 2 groups each month. 20 sessions in total (10 sessions for 7-11 year olds and 10 sessions for 12-16 year olds). Each session would last 2 hours.

### Beneficiaries:

There would be a maximum of 10 young people at each therapy group.

Young people aged 7-16 living in the Wymondham area who are:

- Not attending school or at risk of not attending school
- Finding school transitions difficult
- Experiencing school or exam stress
- Going through difficult life changes at home
- Finding social relationships challenging
- Struggling with concentration and focus

### Staffing

1 Occupational Therapist/ Mental Health Professional

1 Therapy Assistant

1 youth group volunteer

### Finance

Total: £4937

### Breakdown

£1660.80	Occupational Therapist (8 hours a month - group and preparation time)
£980	Therapy Assistant (8 hours a month - group and preparation time)
£426.20	Project management and administrator (2 hours per month)
£720	Mileage for staff and volunteers
£200	Insurance
£600	Resources (materials, tools and refreshments, £30 per session)
£350	Office costs (accountancy, licences, advertising)



## Rationale and cost savings from this project

This project focuses on the prevention and early intervention for mental health in young people, which has been highlighted as a priority area for investment and demonstrates cost savings in the short and long term.

The following report identified that within two years of a brief psychological intervention or mental health programmes focusing on resilience and protective factors, £2.11 in costs could be avoided for every £1 investment in the programme. This is due to immediate health, school and absenteeism related costs being averted. In the very long term, costs averted rise to £14.38, due to a reduction in the number of young people failing to meet GCSE success thresholds as a result of depression. Only a very small 2% reduction in risk of depression is required for there to be a positive, return on investment because of the magnitude of longer-term education-related impacts on life chances, however many of these economic benefits will not be seen for many years.

For the full report follow this link:

<https://www.mentalhealth.org.uk/sites/default/files/2022-06/MHF-Investing-in-Prevention-Full-Report.pdf>

Mental health problems cost the UK economy at least £117.9 billion annually according to a report published in March 2022 by Mental Health Foundation and the London School of Economics and Political Science (LSE). The cost of mental health problems is equivalent to around 5 per cent of the UK's GDP. These costs include costs to the NHS, the costs of reduced educational outcomes, reduced employment and productivity and increased crime, as well the wider impact on reduced quality of life. Mental health problems impact across every part of society and spending by every Government department.

Mental illness during childhood and adolescence results in UK costs of £11,030 to £59,130 annually per child (Suhrccke M, Pillas D, Selai C (2008) *Economic aspects of mental health in children and adolescents. In Social cohesion for mental well-being among adolescents. Copenhagen: WHO Regional Office for Europe*).

Evidence-based interventions highlight the health and associated economic savings of intervening early as soon as mental illness has arisen, preventing mental illness and promoting mental health. The resulting savings occur in health and across other areas in the short, medium and longer term.

Alongside the range of measures, which can be taken to develop the resilience of whole communities, there is also significant scope for the imaginative re-design of services which support people who live with a mental illness. Services can be safer, more timely, more personalised and increasingly cost effective.



**Cup-O-T:**

Wellness and Therapy Services.

The benefits to be realised from this economic case work in tandem with the clinical evidence for good mental health and with what people say they want. It makes financial sense to invest in building and maintaining good mental health and resilience for communities, families and individuals and to provide the most effective and affordable services at times when they are needed.

Thank you for considering this proposal to support the mental health of young people living in Wymondham.

## Contact details

**Mrs Catherine Gray**

CEO and Lead Therapist

Registered Occupational Therapist, MSc, BSc(hons), MRCOT, MRCOTSS-IP, MRCOTSS-MH, HCPC.  
EMDR Practitioner(EMDR UK, EMDR Europe), adults, adolescents and children (advanced level 2).

**Mobile:** 07305879545

**Email:** [catherine.gray@cup-o-t.co.uk](mailto:catherine.gray@cup-o-t.co.uk)

**Office:** [info@cup-o-t.co.uk](mailto:info@cup-o-t.co.uk)

**Website:** [www.Cup-O-T.co.uk](http://www.Cup-O-T.co.uk)

**Correspondence address:** 10 Pages Close, Wymondham, Norfolk, NR18 0TU

**Registered address:** Evolution House Icen Court, Delft Way, Norwich, Norfolk, England, NR6 6BB

## **Becketswell Park Project**

### **Report on the condition of Becketswell Park and a vision for Becketswell Park**

This report has been prepared after a site visit to the Park on 24 June 2022.

**The pond and surrounding area** – The pond will need to be cleared by a Contractor employed by WTC. This might have to be done over two years due to the presence of an invasive weed.

It was considered whether what is dug out can be dumped near the site but concluded that there is really nowhere it can go.

We looked at a possible tree planting site to the corner between the path and the hedge. This would have to be done with working with the Council Grounds Staff so as to fit in with management of the hedge, which appears to be an older survival. It is a haven for wildlife and birds and should continue to be managed as such.

**Area to the back behind the pond** - We felt this should be looked at by a designer/ecologist to see what would be the best use of this part of the site. The area around the pond could be designed so that the public could enjoy the pond – maybe with some benches, too? There seems to be a variety of plants around the pond and an ecological survey would identify what is there.

**Central tree belt** – Norfolk Wildlife Trust has suggested that this part of the site could be benefit from sympathetic management, as with Kett's Park Wood. There is evidence of children playing here and this could be improved and managed. The dips and folds in the land in this part of the site could be developed for play and enhanced public enjoyment

**Southern Boundary next to the MNR** – This is a very attractive part of the site, with trees in the grass forming a pleasing backdrop along the top of the bank. There is a possibility to add some more trees at the western end, near the new MNR signal box near the Council's boundary.

**The river Tiffey** – This is one of the few site in Wymondham where children can get in the water to paddle and play. Access at the Becketswell end could be enhanced and the River Authorities advice should be obtained about the best way to do this.

**Conclusions** – It was felt that the Park shows huge potential for development with its striking landscape features – the river, the sloping terrain, the pond and the mature trees. The park is very well used on a daily basis and for performances in the summer.

**Proposal** – That Becketswell Park is assessed by ecology specialists, tree surgeons and landscape designers to produce detailed proposals for the park. A Landscape Designer should draw up a master plan on which the public can be consulted.

Proposer:

Cllr Kevin Hurn