

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 7th November 2023 at 7.00 pm in the Council Chamber.

A G E N D A

A one minute silence will be held at the start to mark the passing of former Councillor Jordan Murrell

	The openness of local Government Bodies Regulations 2014 Under the above regulations, any person may take photographs, film, and audio – record the proceedings and report on all public meetings. If you do not wish to be filmed/recorded, please notify us. Please also note the meeting is being live streamed on You-tube.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 3 rd October 2023 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council 3 rd October 2023 / previous meetings. <ul style="list-style-type: none">• Browick Road Recreation Ground Working Group – To note the notes of the working group meeting held on 17th October 2023.	C
5	Appointments to Committees/Working Groups & Outside Bodies. <ol style="list-style-type: none">1. Finance & General Purposes Committee – Resignation of Cllr. James and appointment of Cllr. Roberts.2. Council Buildings Health & Safety Personnel working group – Appointment of Cllr. James following the passing of the late Cllr. J Halls.3. New Cemetery working Group – Appointment of Cllr. Nixon following the passing of the late Cllr. J Halls.4. Old Grammar School Trust – Appointment of Cllr. P Barrett following the passing of the late Cllr. J Halls.5. Farmers Market – Appointment of Cllr. Nixon following the resignation of Cllr. J Barrett.6. Policies & Standing Orders working Group – resignation of Cllr. Frosdick and appointment of Cllr. Roberts.	
6	To confirm payment of monthly creditors – October 2023.	D
7	Mayors Engagements	E
8	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.	

9	Public Realm – to appoint 2 Council representatives	F
10	Motion re accessible formats – Cllr. J Barrett	G
11	To note – use of microphones – Cllr. J Barrett	H
12	Reports from County / District Councillors	
13	Reports from representatives on outside committees	



Trevor Gurney
(Town Clerk)
Council Offices, Ketts Park
Harts Farm Road
Wymondham NR18 0UT

1st November 2023

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?

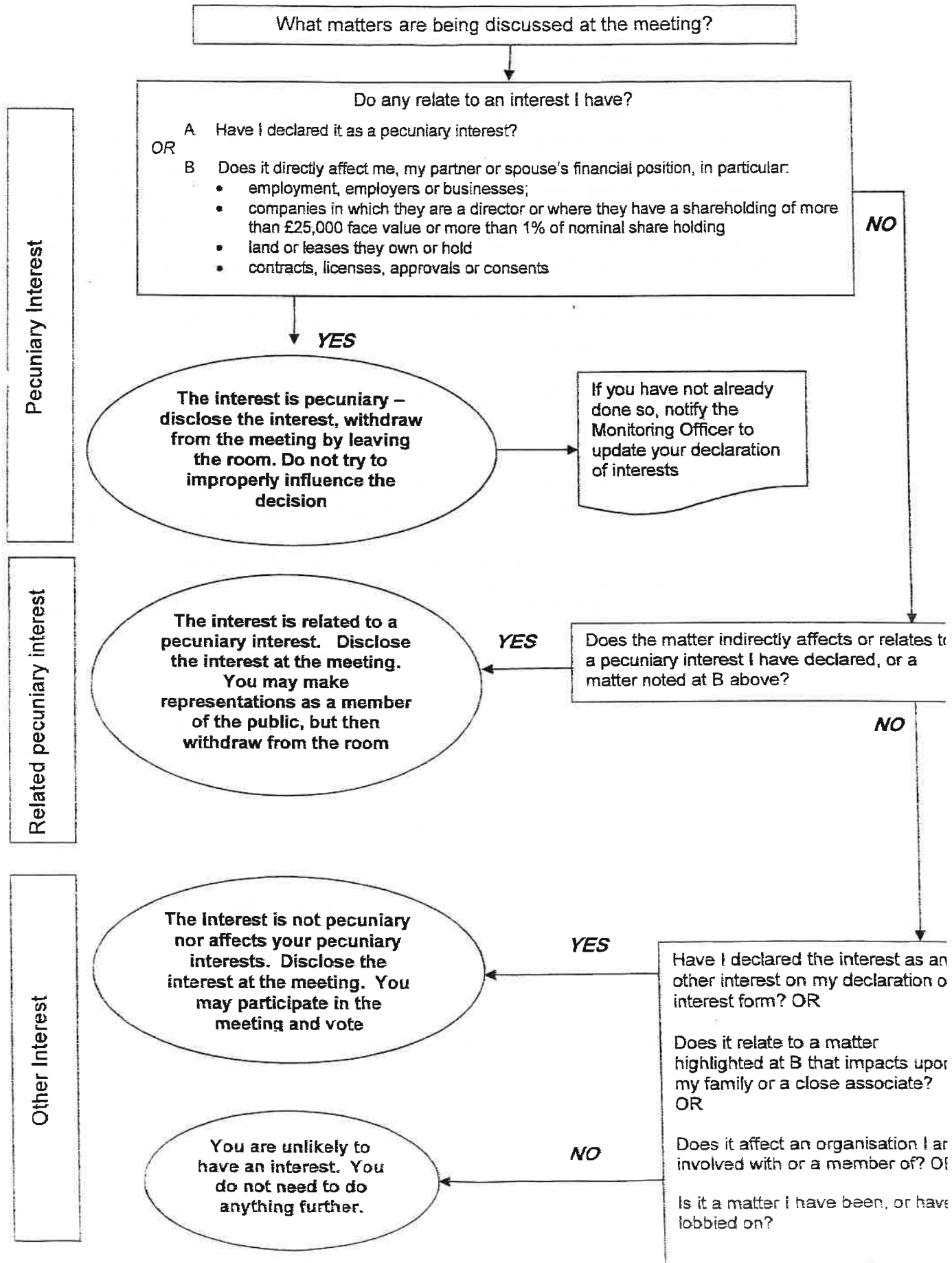
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 3rd October 2023
in the Council Offices at 7.10 pm.

B

Councillors Present

S Nuri-Nixon	P Barrett	L Nixon
A Perry	D Roberts	T Baker
A Holden	R Frosdick	M Batley
A James	J Fulcher	M Rosen
J Barrett	D Roberts	

Member(s) of the Public: 2
 South Norfolk Councillors: Cllr. McConnell
 Town Co-ordinator – C Pharoah

Councillor Nuri-Nixon in the Chair

128/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Doheny
129/23	<u>DECLARATIONS OF INTEREST</u> : None.
130/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Nixon the minutes of the meeting held on 5 th September 2023 were unanimously approved as a correct record.
131/23	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> • <u>Policies & Standing Orders Working Group</u> Clerk advised that a meeting had been held and the staff handbook reviewed. The revision is now being considered by the group members. • <u>New Cemetery</u> Clerk confirmed that residents would be consulted in due course. Present delay to be reported to the nominated officer at South Norfolk Council in accordance with the S106 agreement to see if they have any leverage progressing the project. • <u>Members Interests</u> Council website not up to date. Clerk advised that South Norfolk Council were not responding to requests for information. Cllr. Rosen advised he will make enquiries of SNC in his capacity as a district Councillor.
132/23	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. P Barrett it was resolved to pay accounts for September 2023, as per the submitted list in the sum of £44,261.51</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,683.92</p>
133/23	<p><u>PUBLIC PARTICIPATION</u></p> <ul style="list-style-type: none"> • Resident requested that Councillors make individual decisions not party-political ones.

134/23	<p><u>BUILDINGS, HEALTH & SAFETY AND PERSONNEL WORKING GROUP</u> Cllr. Holden introduced his motion and rationale for amending the present working group to a committee. Discussion then took place with differing views including the number of members on the working group and the frequency of meetings. The following motion was proposed by Cllr. Holden and seconded by Cllr. Rosen.</p> <p>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: 8 Abstentions: 1 The motion was lost.</p>
135/23	<p><u>REFERRAL</u> Cllr. Rosen introduced his motion as follows: Council notes</p> <p>(1) the delay in progressing the plans for a new cemetery with the earmarked reserves now not likely to be spent in 2023/24 financial year.</p> <p>(2) the risk of missing the opportunity to receive up to £1 million for substantial improvements to public areas in the Town if the Council is unable to identify funds for a financial contribution to these works of up to £250,000. Council resolves that within its budget planning process for 2024 onwards, and as part of its strategic development plan, it will consider redirecting earmarked reserves from the cemetery project to ensure the benefits of a partnership with South Norfolk District Council can be secured. This matter will be considered at the Finance & General Purposes Committee on 17th October to ensure the Council is in a position to take any decisions required at its meeting on 7th November.</p> <p>Proposer: Cllr. Rosen Seconder: Cllr. Baker</p> <p>After discussion during which differing views were expressed in relation to the current new cemetery earmarked reserves and that a fully worked up and costed Town centre realm project was only just starting the motion was put to a requested recorded vote.</p> <p>For: Cllrs. Baker, Perry, Rosen and Holden Against: Cllrs. Fulcher, Roberts, Batley, Nixon, J Barrett, P Barrett, James & Nuri-Nixon Abstention: Cllr. Frosdick</p> <p>The motion was lost.</p>
136/23	<p><u>ACCOUNTING REQUIREMENTS</u> Following the outcome of a Finance & General Purposes Committee meeting yesterday Councillor Rosen withdrew his motion.</p>

137/23	<p><u>STREET LIGHTING</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Batley it was resolved to authorise the Mayor & Deputy Mayor to sign the legal agreement in respect of a performance Bond in respect of the street lighting on the Lovell (Gunvil Hall Farm) Williams Park Development site as approved by the Councils solicitors.</p>
138/23	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council – None.</u></p> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Cllr. Roberts <ul style="list-style-type: none"> ○ Meeting held on 8th September 2023 – Residents Association to be set up. ○ Meeting held on 11th September with Network Rail who should know by 22nd November 2023 if planning will start on making platform 2 accessible at Wymondham station.
139/23	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr.P Barrett- Greening Wymondham <ul style="list-style-type: none"> ○ Rothbury Road Pride in Place grant application was successful. Awaiting outcome of grant application to the Greater Norwich Growth Board and potentially the National Lottery. ○ Working continuing on Friarscroft Wood and Browick Road Orchard. ○ Litter Pick on 7th October 2023. • Cllr.P Barrett – Climate Change <ul style="list-style-type: none"> ○ Sustainable Wymondham CIC established. ○ Public event being planned for 19th November 2023 • Cllr. James – Lizard Trustees <ul style="list-style-type: none"> ○ Following a grant from SNC work has been carried out on the Oxford Common. • Cllr. Baker – Town Team <ul style="list-style-type: none"> ○ Help with obtaining a road closure order and site set up map for Wynterfest was required. Cllr. Frosdick suggested that the Vintage Day organiser may be able to help.

[The meeting closed at 20.20 pm]

DATED thisday of2023

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	Cheque No.
149	Red Dune Ltd	Domain name renewal - visitwymondham.org.uk	4090	139.17	15.00	3.00	18.00	707383
150	Bliffa Waste Services Ltd	Wheeled Bin Account - August	4520	138.12		27.83		
151	Abbeylegate Garage Ltd	Wheeled Bin Account - August	4420	138.12		27.62	332.74	707384
152	Norwich City Council	Fuel Account - July	6130		830.20	166.03	996.23	707385
153	MIN Horticulture Limited	Fringe Project - Kettis Park	4090		2,650.00	530.00	3,180.00	707386
154	Karen Chamberlain	Chandlers Hill refurbishment	4090		12,195.00	2,439.00	14,634.00	707387
155	Anglian Water Business (National) Ltd	Reading glasses used for Display screen equipment	4195		89.00	0.00	89.00	707388
156	The CDS Group	Water 4.6.23-3.9.23	6030		26.41	0.00	26.41	707389
157	Anglian Water Services Ltd c/o Savills UK Ltd	Client Liaising and delivery of project update report	4090		650.00	130.00	780.00	707390
158	Ernest Doe & Sons Ltd	Rent in Advance 29.9.23-22.12.23	4600		975.63	0.00	975.63	707391
		Safety glasses, gloves	4195	39.34		7.87		
		2 stroke fuel, wipes, nylon line, battery kit, flat washers	6130	188.87		37.79		
159	E.ON Next	Repairs to compact tractor, wiring assembly	6140	364.97		73.00	711.84	707392
160	E.ON	Electricity 1.8.23-31.8.23	4040		197.81	39.56	237.37	707393
161	HMRC	Electricity 14.9.22-13.12.22	4450		223.66	11.18	234.84	BACS 9.10.23
162	Norfolk Pension Fund	PAYENIC	4000		3,858.28	0.00	3,858.28	707394
163	Jewson	Pensions	4000		4,109.99	0.00	4,109.99	BACS 10.10.23
164	Hays Recruitment	Postcrete	4600		47.70	9.54	57.24	BACS 9.10.23
165	Mr Overalls Ltd	Temporary Ground staff	4000	5,379.82		1,075.97		
166	Fenland Leisure Products Ltd	Work boots	6160	1,504.84		300.96	8,261.59	BACS 9.10.23
167	East Fire Extinguisher & Alarms (UK) Ltd	2 No. seesaw softners	4195		30.00	6.00	36.00	BACS 9.10.23
168	Anglian Water Business (National) Ltd	Extinguisher service charge, 1 no. foam 6 litre 1 env. Disposal	6130		192.00	38.40	230.40	BACS 9.10.23
169	Anglian Water Business (National) Ltd	Water - 10.6.2023 - 9.9.2023	4090		100.20	20.04	120.24	BACS 9.10.23
170	Canon UK Ltd	Water - 12.6.2023 - 11.9.2023	4300		721.97	0.00	721.97	BACS 9.10.23
		Copier costs - rental charge 1.9.2023-30.11.2023	4430		74.61	6.00	80.61	BACS 10.10.23
		Copier costs - 1.6.2023-31.08.2023	4310		88.03	19.61		
171	Ray Tuttle Lift Services Limited	Six monthly LOLER 9 inspection, lift and scissor platform	6140		172.00	34.40	206.40	BACS 9.10.23
172	Mrs S Hurn	Cleaning of Council Offices	4050		79.50	0.00	79.50	BACS 10.10.23
173	Santec Cleaning (Norwich) Ltd	Daily Cleaning services September 2023	4300		1,061.00	212.20	1,273.20	BACS 10.10.23
174	PKF Littlejohn LLP	End of year Audit 2022-2023	4110		2,100.00	420.00	2,520.00	BACS 9.10.23
				7,765.13	30,586.40	5,653.68	43,995.21	
	Valda Energy	Standing charge	6040		8.92	0.45	9.37	
	EE	Groundsmans telephone	4320		13.72	2.74	16.46	
	BT	Lift line	4320		10.28	2.06	12.34	
	Anglian Internet	Telephone and internet - September	4320		100.11	20.02	120.13	
	Sage UK Ltd	Sage 50c Accounts Essential	4310		90.00	18.00	108.00	
				7,765.13	30,809.43	5,696.95	44,261.51	

Sally
 30th September 2023
 Chairman

James
 Deputy Chairman


WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
6	Barclays Payflow	Salaries - September	Admin Salaries	6,227.41				
			Estab Salaries	2,058.26				
			Cemetery Salaries	1,727.33				
			TIC Salaries	670.92			10,683.92	D/D
TOTALS							0.00	10,683.92

TOTALS

.....

 Chairman

.....

 Deputy Chairman

30th September 2023

WYMONDHAM TOWN COUNCIL

Browick Road Recreation Ground Review Working Group

Notes of meeting held on 17th October 2023 at 17.00pm in the Council Offices.

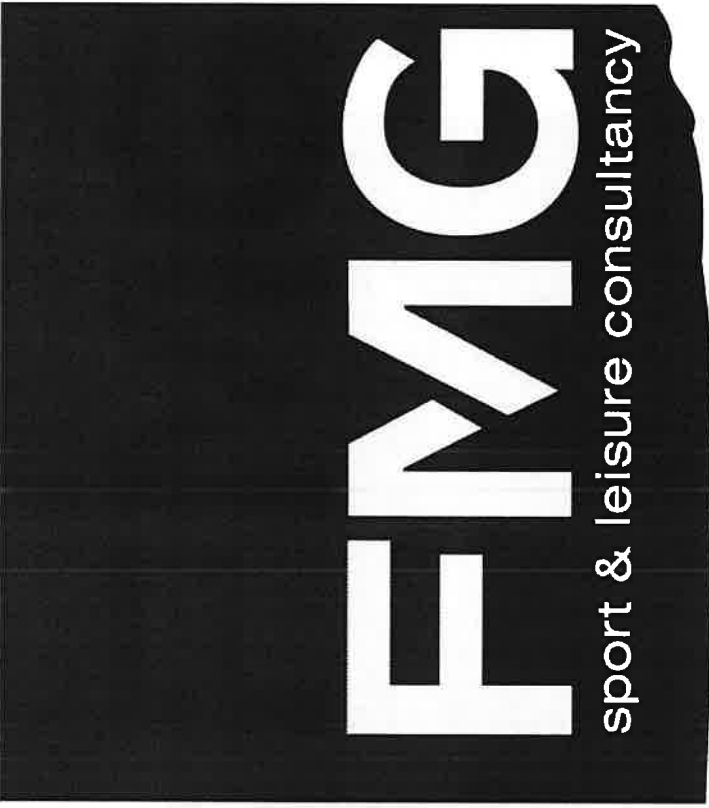
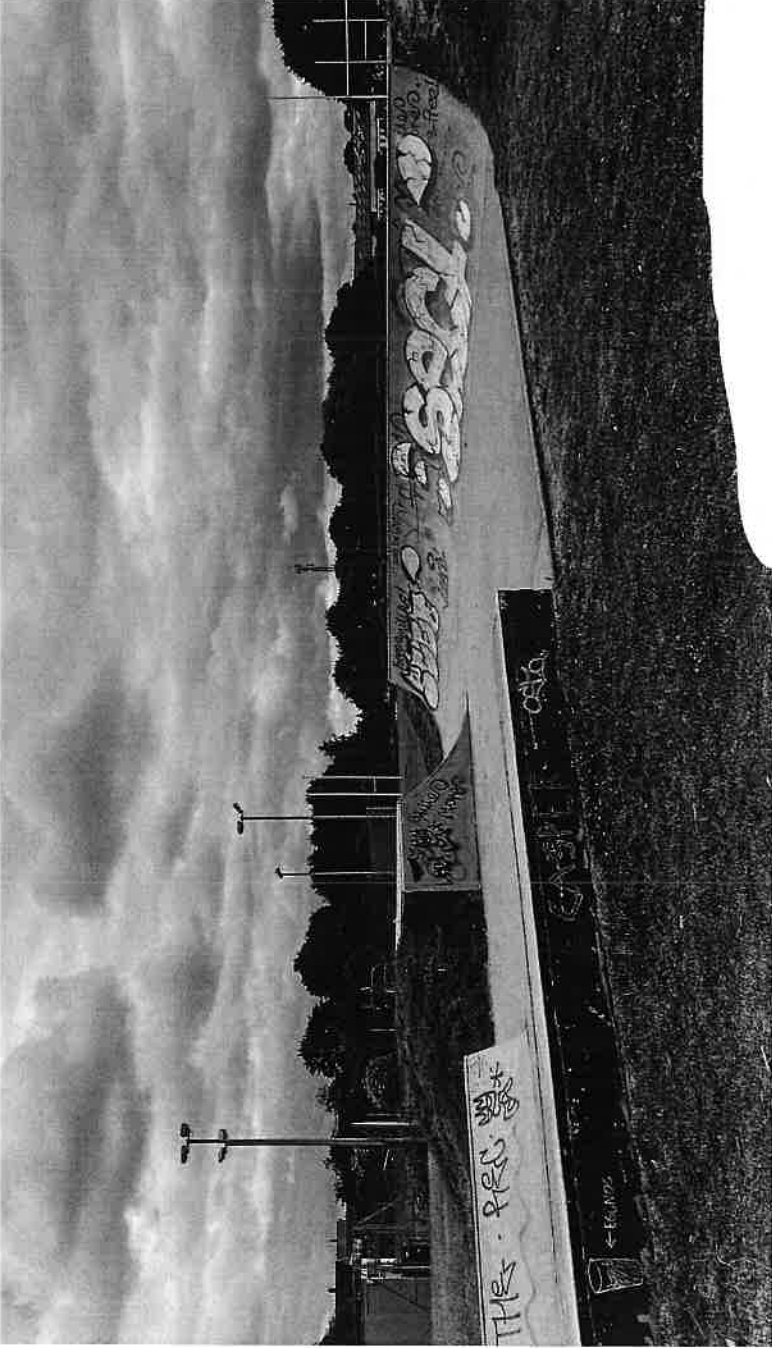
Present:	Cllr. Nuri - Nixon
	Cllr. Perry
	Cllr. James
	Cllr. Batley
	Cllr. J Barrett
Town Clerk	T Gurney
	Cllr. P Barrett

1	<u>APOLOGIES</u> – None
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>FMG CONSULTING</u> report following Zoom meeting held on 26 th April 2023 was noted.
4	<u>MATTERS ARISING FROM THE ZOOM MEETING HELD ON 26th APRIL 2023</u> – None.
5	<p><u>OCTOBER 2023</u></p> <p>It was noted that a presentation and briefing for all members had been held by FMG consulting on 11th October 2023 in the Council offices. A draft report has been prepared by FMG outlining the results of their consultation work and options for the future which now depends upon funding streams. It was agreed that further discussions would now be held with South Norfolk Council taking up their offer of help in identifying available grants.</p> <p>FMG were asked to prepare a costing for the next stage of the project leading up to obtaining planning consents.</p>

[The meeting closed at 17.30 pm]

DATED this day of2023

SIGNED



Browick Recreation Ground – Workshop

11th October 2023



Agenda

Review of Masterplan Facility Mix

Masterplan

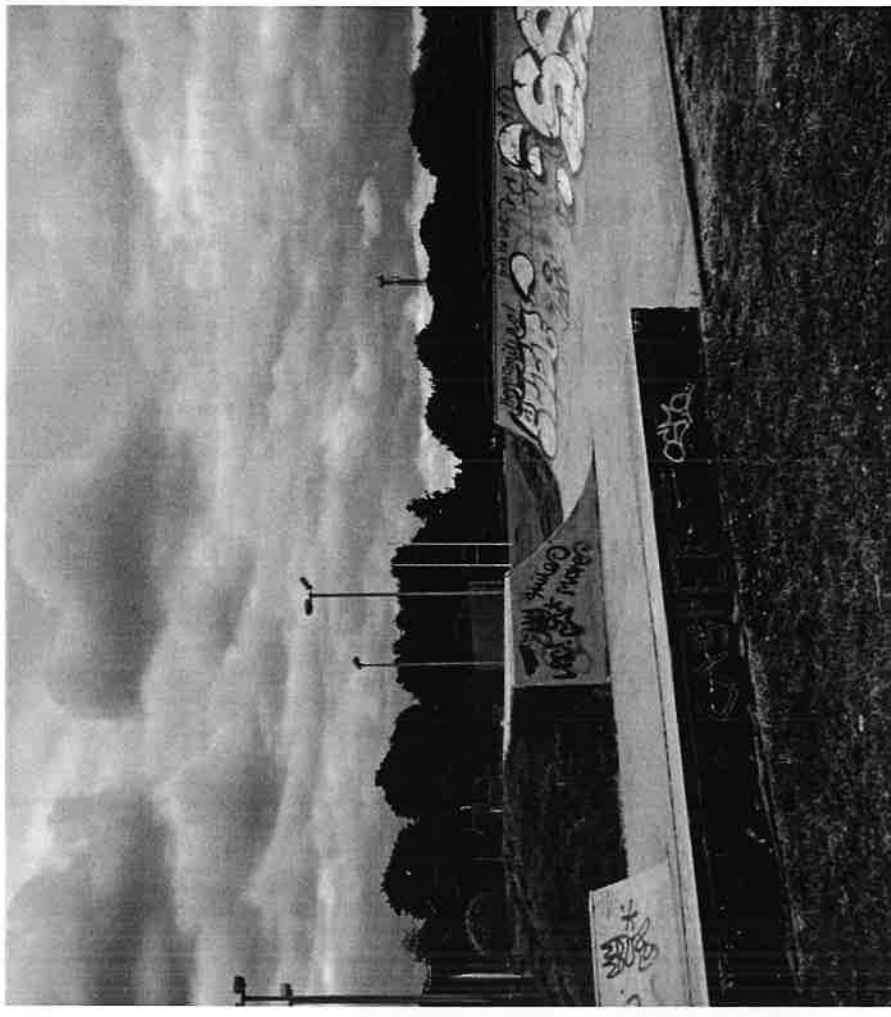
Phasing

Capital Cost

Funding Options

Key risks

Next Steps



Review of Masterplan

High

- Skate Park
- BMX Pump Track
- Perimeter Trail
- New Playground
- Benches / Picnic Area
- Litter Bins
- Planting / Wild Spaces
- Adventure Trim Trails
- Container

Medium

- Outdoor Table Tennis Tables etc.
- Refurbished MUGA
- CCTV

Low

- Sheltered Social Space
- Car Park
- Outdoor Lighting

Not Included

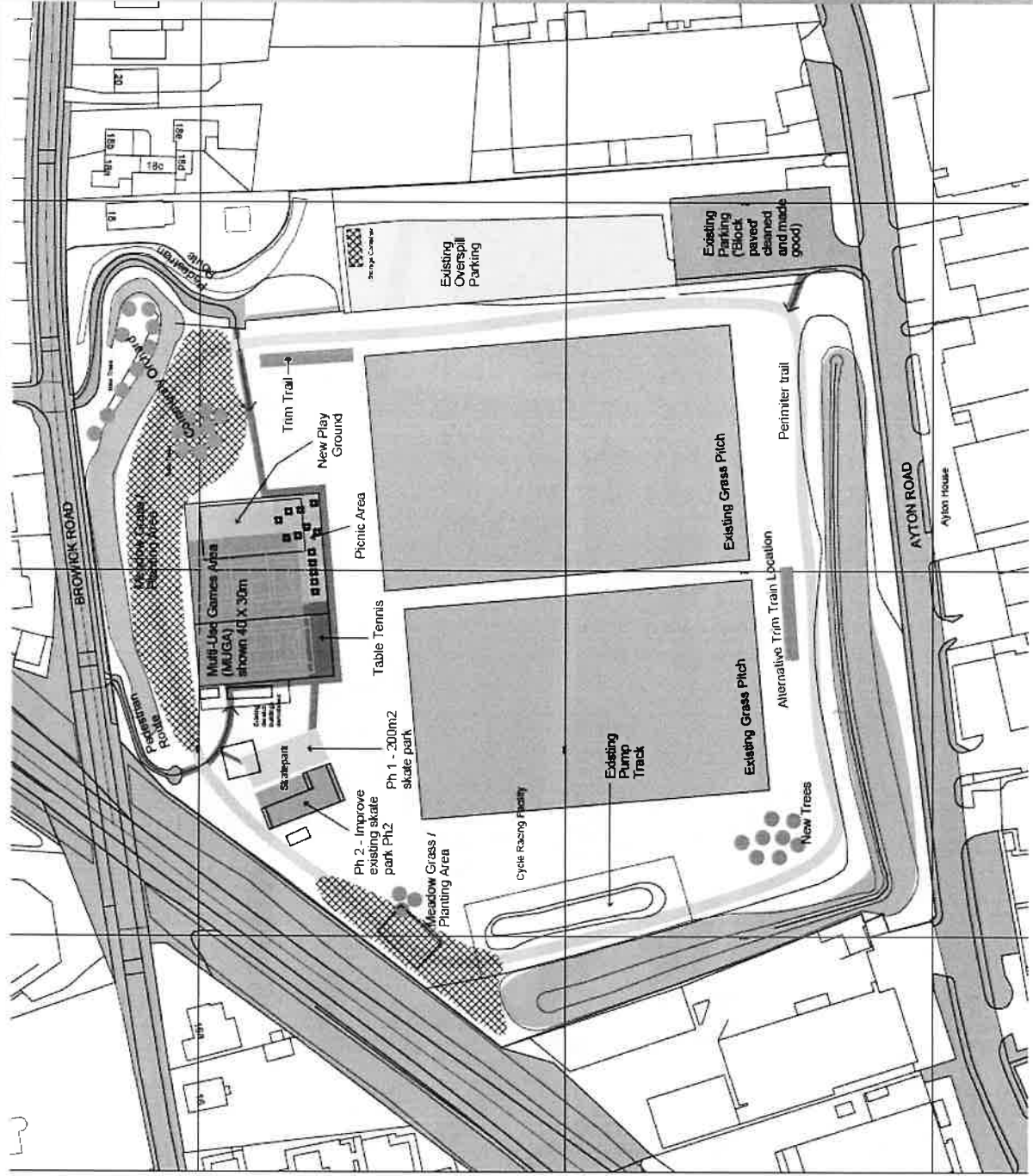
- Auditorium
- Wildlife Pond / Water Feature
- Outdoor Gym
- Toilets
- Café
- Refurbished Basketball Hoop

Overall Masterplan	Phase 1 Works	Details	Phase 2 Works	Details
Skate Park	200m2 Skate Park – New	Located to the east of the current facility / extend the life of current.	200m2 Skate Park - New	Replacement of old skate park / 400m2.
BMX Pump Track	Refurbishment of BMX Pump Track	Refurbishment of current BMX Pump Track.	No Actions	
Perimeter Trail	Perimeter Trail	Circa 500m2 in length.	No Actions	
New Playground	New Playground – Phase 1	Provision of a small amount of equipment / 100m2.	New Playground – Phase 2	Expansion on Phase 1 / 100m2.
Benches and Picnic Area	Benches and Picnic Area	A total of 12 picnic benches, with the change of surface / 200m2.	No Actions	
Planting / Wild Spaces	Planting / Wild Spaces	Planting to include new trees.	No Actions	
Adventure Trim Trails	Adventure Trim Trails	A wooden facility that includes 10 pieces of equipment and installation.	No Actions	
Outdoor Lighting	No Actions		Outdoor Lighting	Low level street style lighting around perimeter trail.
Table Tennis Tables / Teqball etc	Table Tennis Tables / Teqball etc	3 tables in total.	No Actions	
Refurbished MUGA	Refurbished MUGA	Prepare and apply new tarmac surface including painted court lines / goals	No Actions	
CCTV	CCTV	A total of three cameras	No Actions	
Litter Bins	Litter Bins	Increased number of bins	No Actions	
Sheltered Social Space	No Actions		Sheltered Social Space	Canopy solution close to picnic area / playground / MUGA / 150m2
Container	Container	A shipping container but no power.	No Actions	
Car Park	No Actions		Car Park	Improvement of current car parking surface
Access from Browick Road	Access from Browick Road	Resurfacing of the existing access (circa 35m) and extend through to MUGA area	No Actions	
Grass Pitch Improvements	No Actions		Grass Pitch Improvements	If reinstated
Demolition	Demolition	Demolish existing buildings	No Actions	

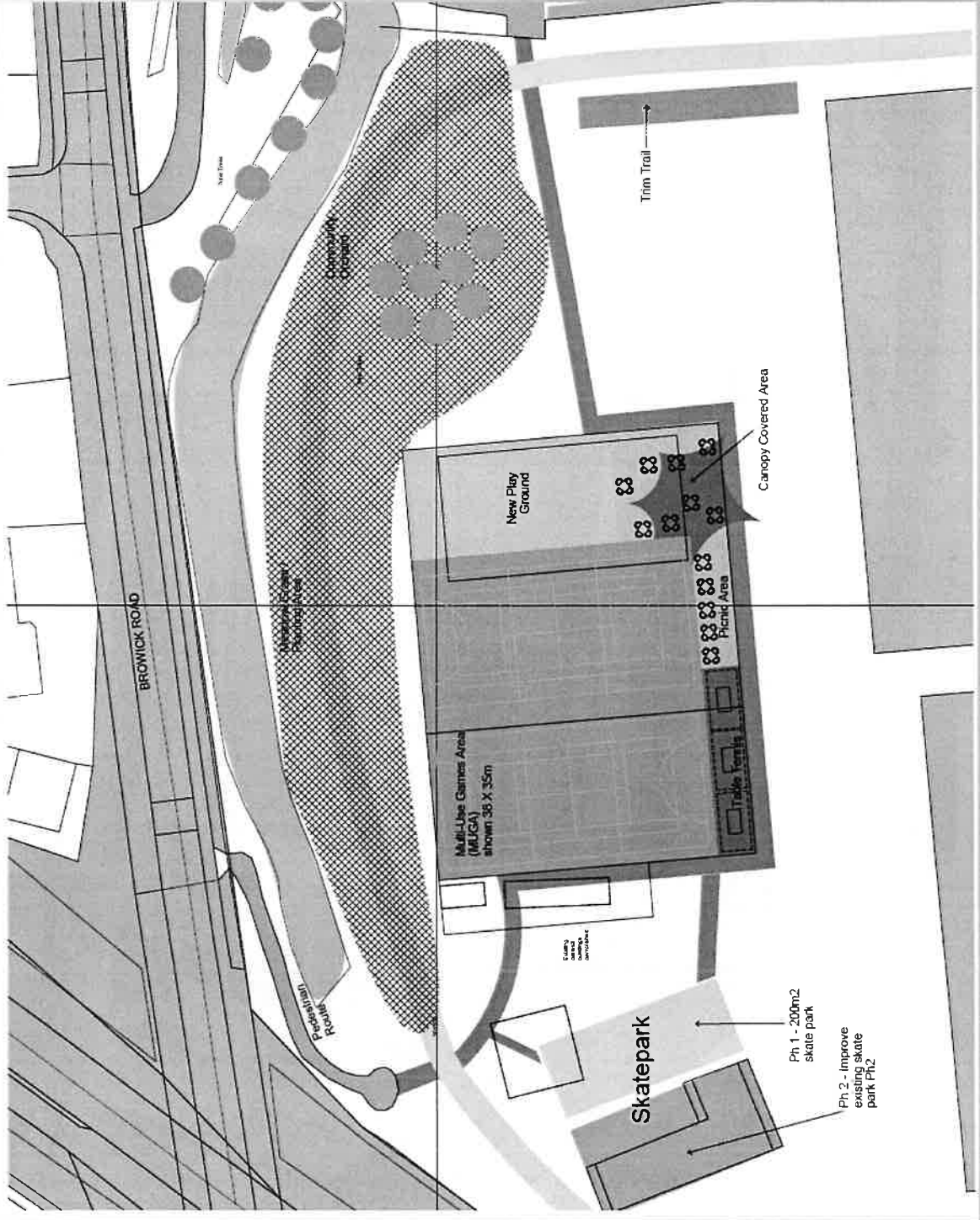
Overall Masterplan

Both Phases included –
overall masterplan

Phases indicated on
masterplan



Overall Masterplan – North Section



Capital Costs

Overall Masterplan	Phase 1 Works	Phase 1 - Capital Cost (All £)	Phase 2 Works	Phase 2 - Capital Cost (All £)	Total Cost (All £)
Skate Park	200m2 Skate Park – New	£90,000	200m2 Skate Park - New	£115,000	£205,000
BMX Pump Track	Refurbishment of BMX Pump Track	£20,000			£20,000
Perimeter Trail	Perimeter Trail	£95,000			£95,000
New Playground	New Playground – Phase 1	£50,000	New Playground – Phase 2	£40,000	£90,000
Benches and Picnic Area	Benches and Picnic Area	£15,000			£15,000
Planting / Wild Spaces	Planting / Wild Spaces	£12,000			£12,000
Adventure Trim Trails	Adventure Trim Trails	£20,000			£20,000
Outdoor Lighting			Outdoor Lighting	£10,000	£10,000
Outdoor Table Tennis Tables / Teqball etc	Outdoor Table Tennis Tables / Teqball etc	£7,500			£7,500
Refurbished MUGA	Refurbished MUGA	£85,000			£85,000
CCTV	CCTV	£20,000			£20,000
Litter Bins	Litter Bins	£2,000			£2,000
Sheltered Social Space			Sheltered Social Space	£40,000	£40,000
Container - Greening Wymondham	Container - Greening Wymondham	£5,000			£5,000
Car Park			Car Park	£25,000	£25,000
Access from Browick Road	Access from Browick Road	£20,000	No Actions		£20,000
Grass Pitch Improvements			Grass Pitch Improvements	£10,000	£10,000
Demolition	Demolition	£10,000			£10,000
Construction Sub Total		£451,500		£240,000	£691,500
Professional Fees (10%)		£45,150		£24,000	£69,150
Contingency (10%)		£45,150		£24,000	£69,150
Total Capital Costs		£541,800		£288,000	£829,800

Financial Implications

Expenditure (All £)	Year 1	Year 2	Year 3	Year 4	Year 5
General Grounds Maintenance	£6,757	£6,757	£8,108	£8,108	£8,108
Pitch Maintenance			£0	£0	£0
Grounds Maintenance	£6,757	£6,757	£8,108	£8,108	£8,108
Lifecycle	£2,990	£2,990	£4,390	£4,390	£4,390
Total Expenditure	£9,747	£9,747	£12,498	£12,498	£12,498

Grounds Maintenance

- Additional groundsman time to general tasks
- Greening Wymondham?

Pitch Maintenance

- If brought back, offset v income

Lifecycle

- Replacement of equipment / facilities – pot money to ensure high quality

Funding Options

Organisation	Funding	Opportunity
CIL / Section 106	<ul style="list-style-type: none"> Strategic CIL Neighbourhood CIL 	£250,000 to this project already
Community Infrastructure Fund Programme	<ul style="list-style-type: none"> The Community Infrastructure Fund The Co-Investment Grant Scheme 	<p>Opportunities to increase this amount through other CIL contributions.</p> <p>The masterplan should be shared with South Norfolk Council to discuss the potential opportunity to access these funds.</p> <p>From consultation, we understand projects have already been identified for the fund, so availability for capital is currently unknown, but the Council are looking to explore this route.</p>
Sport England	<ul style="list-style-type: none"> N/A 	<p>There are no appropriate funding sources currently available from Sport England.</p> <p>There is an expectation that funding pots will be available in the future, but this has been the position since late 2021. Active Environments / Levelling Up Agenda.</p>
Football Foundation	<ul style="list-style-type: none"> Single Fund - PlayZones 	PlayZone funding stream is unlikely to be an option. It would require further work alongside South Norfolk Council to identify a portfolio approach across the district, and further conversations with the FF to understand whether it would be an opportunity.
Football Foundation	<ul style="list-style-type: none"> Grass Pitch Maintenance Fund 	Dependent on reinstating of pitches. This will not be a capital fund but would contribute to the annual operating costs of maintaining the pitches.
The National Lottery	<ul style="list-style-type: none"> Reaching Communities 	£10,000 through the Reaching Communities Fund.
The National Lottery	<ul style="list-style-type: none"> UK Fund 	The fund details there is a drive to improve places and spaces and there is a specific drive to fund the purchasing, refurbishing, or developing of land and buildings.
Heritage Fund	<ul style="list-style-type: none"> National Lottery Grants for Heritage 	We would advise the Council to hold further conversations with The National Lottery to understand their appetite to support the project. This is a new fund and there are limited examples of funded projects. Heritage Fund more appropriate?
Levelling Up Parks Fund	<ul style="list-style-type: none"> Levelling Up Parks 	£10,000 - £250,000.
Community Ownership Fund	<ul style="list-style-type: none"> Community Ownership Fund 	<p>We would advise holding preliminary discussions with The National Lottery and understanding the application and the requirements of the application in full.</p> <p>South Norfolk was not a priority area identified, but it should be monitored for future rounds.</p> <p>We believe this is a fund that the Council should consider applying for to support their redevelopment – up to £2m but most c£250k. In line with the eligibility requirements, the asset requires essential renovations to be sustainable for the long-term benefit.</p> <p>The Council will also have access to matched funding as per the eligibility requirements. Funding window 3 is closing on 11th October 2023 but there will be 4 windows per annum until March 2025. You can also express your interest in the fund all year round. The EOI will ask about the strategic case and the management case of which this study has set out various elements of the form.</p>

Delivery Options

Traditional Build Contract

- In line with proposal fee.
- Design professional team – REAL / SBA
- Work up to RIBA Stage 7 - Council can develop design at own risk and timescale
- Appoint separate contractor at end of design process

Design and Build – One Stage

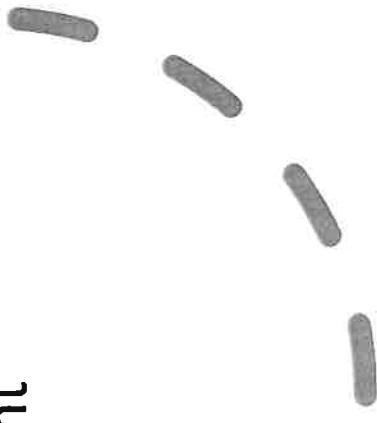
- Single contract with building contractor – responsible for design and construction
- Council will employ design team up to RIBA Stage 4 then appoint contractor
- Design professional team may be moved across to the building contractor from the Council. The building contractor may also employ architects or engineers.
- Council will need someone to monitor - PM

Design and Build – Two Stage

- Council will appoint a design up RIBA Stage 2/3
- Appoint contractor at RIBA Stage 2/3 to provide preliminary costs and profit – high level information
- Best priced bids second stage – price for construction and provides firm costs
- Busy market – maybe more attractive?

Next Steps

- Confirm current budget available
- Engage with South Norfolk Council
 - Future of car park
 - Funding opportunities
- Engage with National Lottery Funds
- EOI – Community Ownership Fund
- Decide delivery route and appoint contractors.



Mayor/Deputy Mayor Engagements

Sat 30th September –
Deputy Mayor attended opening day
reception at Kett's Books

Thurs 5th October
Mayor attended Charity cheque handovers to Star
Throwers and Dementia Group by
Ex-Services Club Wymondham

Weds 11th October
Mayor attended Business presentation for Wynterfest
Event
White Hart, Wymondham

Fri 13th October
Hosted Wymondham Volunteers Network Event
Town Council building together with Deputy Mayor

Sun 15th October
Attended Wave of Light Baby Loss Awareness vigil
Together with Deputy Mayor
Market Cross Wymondham

Sat 21st October
Mayor attended U3A Open Day at Central Hall
Wymondham

Fri 27th October
Mayor and Deputy Mayor
attended formal opening ceremony of the
renamed Queen Elizabeth
Memorial Garden at Chandler's Hill

Weds 1st November
Mayor and Deputy Mayor
attended opening of Hope Church Community Food Shop
Wymondham

Wymondham Public Realm

Dear Wymondham Town Cllr's,

Thank you again for hosting us at the Town Council offices this week and providing an audience to the project proposal.

Please find attached an updated version of the paper that seeks to reflect some of the comments that came forward. In essence the paper delivers much of the same substance with some minor amendments to add some extra emphasis or context in places. I am sharing this with yourselves as representatives of your party at the Town Council and please do share accordingly with your colleagues as you see fit.

We felt there was broad support for the high level outcomes and slightly more specific output ideas we presented so these are much the same.

However, it was clear there were two main issues that arose;

1. Funding
2. Sequencing of steps forward.

As such, I shall try to address these;

1. Funding

In terms of funding, the direction we have is that the proceeds from Middleton St offices are *not* able to be used as match funding to the Co-Investment Grant Fund. As such, any application will require an external capital contribution from Wymondham Town Council's own ringfenced/ reserves or other grant/ source of funding of at least £250,000 to be eligible for an application.

We spoke of the present Town Council standing decision to commit £250,000 voted for in January 2023 - but understand a new council now sits with its own agenda and ambitions.

Our understanding is that £140,000 is ringfenced in reserve for this public realm project, with £110,000 proposed to utilise from future CIL. Acknowledging that CIL of this level will not be received in the near to medium future – if the Town Council wish to move forward within an application to the Co-investment Grant Fund [Community Infrastructure Fund Programme – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk) then £110,000 would need to be found/committed from another source.

The Town Council is also free to consider a higher match funded figure, as we set out, some towns have sought to match a larger figure to generate a larger grant.

However, given the internal financial challenges you have, it is worth stating that the likely timescales of any project that might come forward - it would be expected there would be a draw down of funding across two financial years and an application to the fund would

require security of funding availability across the project, not necessarily that it was present in the bank/ ringfenced account at the time of application which may help you in your budgeting/ forward planning considerations.

2. Sequencing of steps forward

Responding to some views shared at our informal meeting. South Norfolk would be more than content to accommodate this. There would be an immediate cost to this that South Norfolk will offer to fund.

As such, if this is agreeable to the Town Council, South Norfolk would commission consultants to undertake some light feasibility work with some visualisation work that might demonstrate the opportunity and provide some inspiration to what the public realm opportunity could achieve for Wymondham and its residents.

Equally, we not wish to do this on our own, we seek to collaborate and partner with the Town Council. As such, to move forward we would like to propose that 2 Town Cllrs join with a small officer group to liaise with the consultants and shape this early work.

The Town Council will inform whether this is possible and how best to arrange. Either informally nominated outside of the formal decision structure, or if potentially you need to elect/ vote for 2 Cllrs then we can produce a limited paper seeking this for November Town Council.

Drawing together both of the above points, we will now set aside our original plan to have a paper at the Town Council for November seeking a financial (re)commitment of £250,000. We recognise there is still internal conversations and challenges around funding and projects the Town Council is working through and needs more time to work this out. We have, in this email provided clarity now on the match funding element which we hope will inform your decision making.

Therefore, we would propose to move forward now in the following way;

1. The Town Council nominates 2 elected Cllr's to work with a small SNDC officer group to shape a brief for consultants. If this needs to be formally by vote at November 7th meeting please advise and we will seek an agenda item with a limited paper to this effect
2. South Norfolk will commission and fund a consultant to work up some light touch feasibility and visualisation work
3. We will try to move this forward throughout November to have something tangible that can be shared
4. A paper will then be targeted to come before the Town Council in December with the consultant work attached and an agenda item seeking formal decisions on the required financial commitment
5. If all agreed, then a more formal steering group will be formed in January with a broader membership of County and District Cllrs to then focus on specific priority projects for the town.

I hope this all makes sense and we now await further direction from yourselves before we take any further steps forward.

Please do get in touch directly should you wish to talk this over or seek any further information,

Best regards,

Joel Pailes (SNC)

Economic Development Project Proposal

This sheet should be completed and submitted to the Capital Projects Programme Board when a new project or investment is identified.

Item	Response
Date:	04/09/2023
Author:	Joel Pailes
Proposed project name:	Revitalising Wymondham Town Centre
Project stage:	Establishing the brief
Project proposal and background:	<p>The purpose of this project is to co-design a series of public realm projects and enhancements to position Wymondham town centre as a fantastic, vibrant Norfolk market town, attractive for residents, businesses and visitors.</p> <p>A series of agreed outcomes are necessary as they will form the foundation of an instruction to consultants to design a project. This document will set out these outcomes and outputs.</p> <p>Successful delivery of this project will provide a series of high-quality outcomes, including:</p> <ol style="list-style-type: none"> 1. Wymondham will be a hospitality, retail, leisure and tourism destination market town in Norfolk, delivering an offer that encourages residents to choose, visit, dwell and spend in their neighbourhood of Wymondham. 2. The town centre will be a well-designed and considered public realm that is a pleasant, easy and safe environment to travel to and around with particular improvements considered to improve accessibility and inclusion within the town and surrounding areas. 3. The busy, popular market will reap the benefits of higher footfall and complementary public spaces designed with market use in mind. 4. Re-modelled public spaces designed with purpose will increase the sense of Pride in Place, encouraging active volunteers and local stakeholders to work together, to continue and grow the popular programme of public/ street/ community events in the Town. This should include the Town Centre and other prominent public spaces in Wymondham. 5. The project will initiate, develop and foster a productive, healthy, trustful and positive working relationship between all local stakeholders such as community groups, The Town Council and the District Council. A series of relationships that will pave the way for future successful interventions and strategic projects such as Wymondham Station Approach (redevelopment of the Old Sale Yard) which should be seen especially as an interlinked and integral part of the public realm improvements as renewed momentum, funding and collaboration amongst stakeholders may contribute to unlocking a primary local issue of step-free access to the Southbound platform, if this issue can be solved – it will unlock goodwill and momentum for other interventions. 6. Delivery of Neighbourhood Plan aspirations and following through on community consultation and local aspirations as well as showcasing and utilising new 'Visit Wymondham' website and marketing strategy. 7. Wymondham will become a well-connected Town with improved pedestrian and cycle routes in, out and around the town from longstanding, and new edge of town residential areas. This will be achieved using either wayfinding and/ or, where budget allows, physical interventions. <p>There will be a yet to be defined series of direct outputs that produce the outcomes. A high-level overview of what these could include are below:</p> <ul style="list-style-type: none"> - Improved/widened pedestrian routes in the town centre which could also be used for retail and hospitality/restaurant uses that would seek to capitalise and benefit some of the positive independent Town Centre businesses such as newly re-located Ketts Books

Item	Response
	<ul style="list-style-type: none"> - Improved configuration of parking spaces in and around the town centre. - Improved Public Toilets/ Trading (market) spaces, including access to electricity. - Improved accessibility throughout the town centre and immediate wider area, such as Back Lane including safer crossing points and dropped kerbs where appropriate. - Increased sustainable travel infrastructure, such as new/improved bus stops (in and out of immediate town area) and shared pedestrian and cycle ways plus safe, secure, dry, central cycle parking areas. - Enhanced gateways to the town centre, welcoming visitors, portraying a sense of place, pride and arrival, including improved wayfinding signage/maps around the town and from carparks which will support safe and comfortable access to places such as the library. - Improved pedestrian and vehicular interfaces within the town centre, including a review of traffic flow and existing traffic calming measures so safety can be improved throughout. - Improved lighting/ experience of users of alleyways that act as integral for the town centre. - Providing an improved public realm, including reducing street clutter to enhance shared spaces. - Increasing the prominence of Wymondham heritage buildings such as the Market Cross, Abbey, Becketts Chapel, Fire Station Arch, Bridewell and Mid-Norfolk Railway with new landscaping/ planting to soften aesthetic of the town to encourage visitors to experience the town's history. <p>In addition to the above, the following reports will be considered as part of project development:</p> <ul style="list-style-type: none"> • Wymondham Neighbourhood Plan • Wymondham Network Improvement Strategy (NCC report) • Ingham Pinnock report on ideas for town centre placemaking • Wymondham Town Centre Strategy (Wynne Williams report) • Wymondham Town Audit • Responses to community consultation in the area, including the recent Silfield Road consultation/survey.
<p>Indicative source of funding:</p>	<p>There is a potentially significant funding package available that can be pooled to support delivery, ranging between c£800,000 – c£1,100,000. Broken down as follows:</p> <ol style="list-style-type: none"> 1. SNC contribution following the sale of Middleton St offices – approx. £350,000 – £400,000. 2. Contribution from Wymondham Town Council of up to £250,000. 3. Potential WTC bid into Co-Investment Fund for grant match (subject to approval). 4. NCC for Bus Service Improvement works equating to c£70,000. <p>Other funding options could be considered if required, including:</p> <ol style="list-style-type: none"> 5. A GNGB application, July 2024 at the earliest. 6. Further NCC funding if highways interventions were amongst the priority options.
<p>Indicative project resource requirements:</p>	<p>South Norfolk Council will hold responsibility for client-side project management. This resource will come from the Growth Delivery Team.</p> <p>A Project Steering Group will be required to shape and steer the project, made of up of elected officials from the different tiers of local Government including:</p> <ul style="list-style-type: none"> • South Norfolk Council (1-2 elected members) • Norfolk County Council (1 elected member along with support from 2 or 3 officers, who may rotate depending on the live issues) • The Town Council (2 elected members) <p>Terms of Reference will be circulated to the group once it is established, but at this stage it is expected the Steering Group will work through the project options and mutually agree and prioritise a suite of interventions to finalise the project specification that will then go to professional design.</p>

Item	Response
	<p>This stage will also need to consider how to weight the focus of the interventions that will come forward as there will be demand for projects both inside and outside the Town Centre all that will have discernible benefits and a decision will need to be made as whether focus on the town or split the focus in and out.</p> <p>Engagement/consultation with the community and local business groups will be required throughout the project at the appropriate times as well as taking advice and guidance from local disability groups such as the Wymondham access group.</p> <p>Once the project brief has been confirmed and feasibility complete, a project budget will be set for agreement by all funders. Allocation of the project budget will need to be confirmed using the relevant governance processes and in accordance with the associated Constitutions.</p>
<p>Next steps forward:</p>	<ol style="list-style-type: none"> 7. Circulation of this document to South Norfolk District Council members for comment on the outcomes. COMPLETE SEP 23' 8. Circulation of this document to Wymondham Town Council for informal feedback and comment that will then be included within. COMPLETE SEP 23' 9. A paper setting out what the project is, what it intends to achieve and expectations of the town council is planned to submit to Wymondham Town Council for the full council meeting/ agenda 07/11/2023. 10. The paper will seek voted decisions on commitment to the project, nomination of 2 Town Cllrs for the steering group and confirmation of the funded budget contribution. 11. Further paper then drafted and circulated to District members seeking to confirm the process to align both councils' governance processes and demonstrate a sufficiently developed project to request the commencement of the drawdown of funding.
<p>Potential risks of <u>not doing</u> the proposed project, including mitigations:</p>	<ul style="list-style-type: none"> - Missed opportunity to protect and enhance Wymondham as a primary market town for its residents as well as a thriving local hub for the surrounding villages. - Failing to maximise the geographical benefit of Wymondham for the community, employment, residents, and businesses, being positioned, as it is, along the Cambridge Norwich Tech Corridor. - Without intervention, the town might incrementally lose footfall & businesses with vacant retail units becoming commonplace as banks and other anchor assets close - leading to unfortunate decline in an historic Norfolk market town that might mirror what is happening elsewhere. - Lack of action may jeopardise present and future employment and commercial growth within existing business zones and potentially within the wider areas such as Hethel where there is so much opportunity and potential.

Proposal to alter Standing Order 9(c)**Background:**

While the Council is obligated to provide documents in an accessible format by law, our Standing Orders ought to reflect this so that there is no ambiguity in our processes and to ensure that best practice is standard practice.

Therefore, the Council resolves to:

Change the wording of Standing Order 9(c) from “The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.” to “The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion, along with formatting the motion into an accessible format, e.g. sans serif size 12 font.”

Proposer: Cllr J Barrett**Seconder: Cllr P Barrett****Third Cllr: Cllr L Nixon**

Council to note the proper use of hearing loop equipment

Background:

As evidenced by the audio of YouTube livestream videos of Council meetings, it can sometimes be challenging to hear what Councillors and Council Staff are saying. These microphones are to ensure that those using hearing loops and those joining us via livestream are able to hear Council proceedings, so it is a significant problem if our words are not audible. The Council acknowledges that the Town Clerk has been proactive in producing and distributing cards explaining how to use these microphones properly since Cllr J. Barrett raised the issue with him.

To note:

The Council notes that Councillors and Council Staff will commit to making proper use of the microphones to ensure that we remain accessible to all. This means we will ensure that microphones are switched on and pointed at us when we speak and that we will support each other – and the public – by politely making it known if the audio is not being captured.

H