

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on **TUESDAY 15th August 2023**
IN THE COUNCIL CHAMBER commencing at **7.00pm**

A G E N D A

1. Appointment of Chair
2. Appointment of deputy Chair (if required)
3. Apologies for absence
4. To receive Declarations of Interest A
5. To confirm the minutes of the Finance & General purposes committee meeting held on 20th June 2023. B
6. To receive an update about progress of items arising from the last meeting of the committee meeting held on 20th June 2023/ previous meetings.
7. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below.
In accordance with standing order 3 (f) this item is limited to 15 minutes.
8. To allocate funds to the Rothbury Road Park Earmarked Reserve
9. Ketts Park - to agree funding from the New Projects Earmarked Reserve re Norwich Fringe Project. C
10. To amend Cemetery regulations – Cllr. Baker D
11. To amend Financial Regulations – Cllr. Rosen E
12. To develop a 4-year plan, amend meeting dates and provide additional financial information monthly – Cllr. Rosen F

Council Offices

Ketts Park

Harts Farm Road

Wymondham

NR18 0UT



T B Gurney

Town Clerk

8th August 2023

Committee Members

Cllr. James	Cllr. Fulcher	Cllr. Rosen
Cllr. Frostdick	Cllr. Perry	

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 member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

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

Does the interest directly:

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

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

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

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

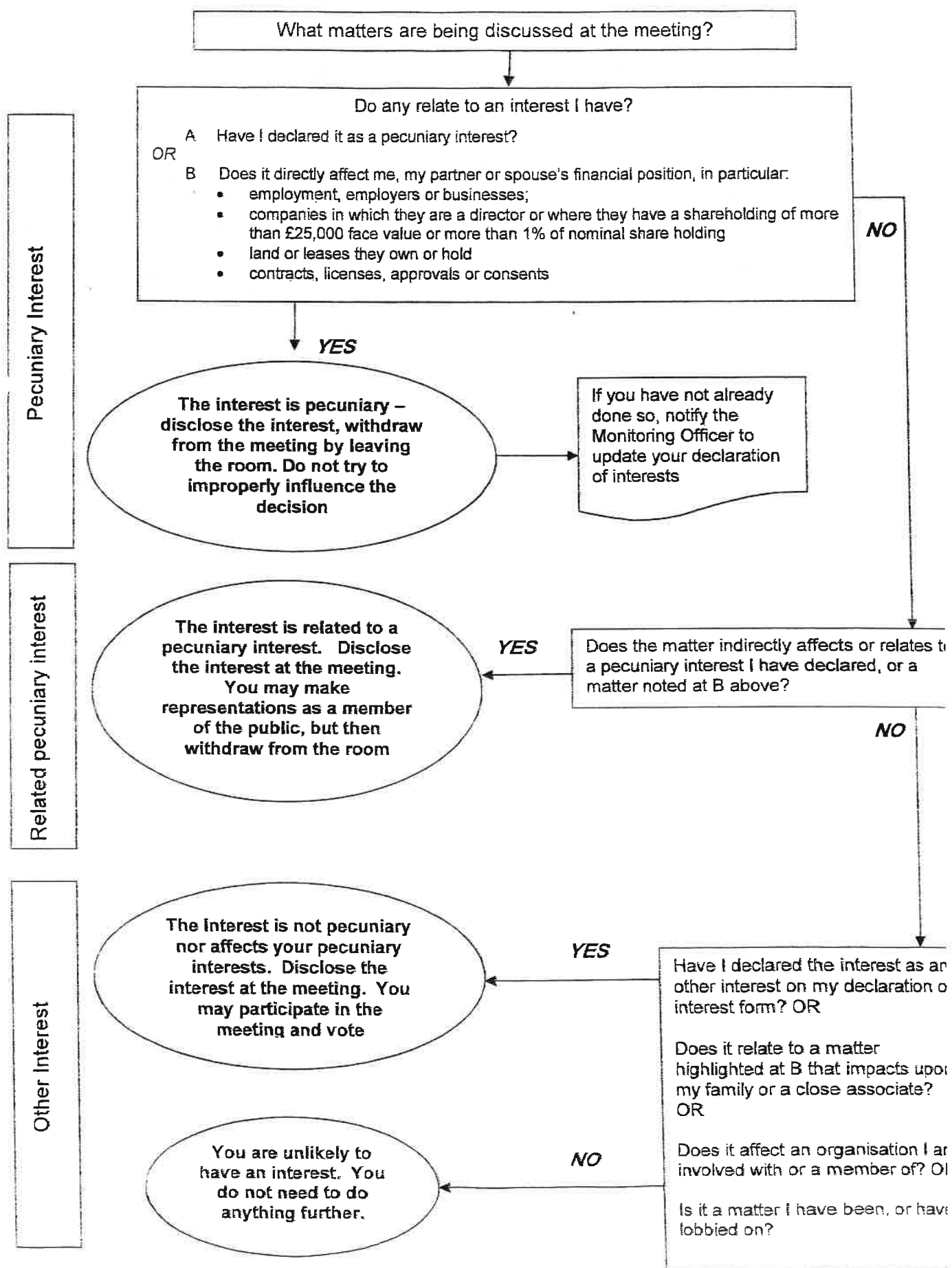
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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

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

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 20th June 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	Nuri-Nixon (substitute for J Halls)
	Frosdick
	Perry

Also Present

0 member of the public
Cllr. James
Cllr. Roberts (SNC)

F17/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. J Halls
F18/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F19/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Frosdick and seconded by Cllr. Nuri-Nixon it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 18 th April 2023 as a correct record.
F20/23	<u>PROGRESS UPDATES</u> - None
F21/23	<u>PUBLIC PARTICIPATION</u> – None.
F22/23	<u>INTERNAL AUDITORS</u> Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. Frosdick it was resolved to re-appoint Larking Gowen for the 2023/24 financial year.
F23/23	<u>FINANCIAL REGULATIONS</u> Cllr. Fulcher referred to the proposal put forward by Councillor Holden in respect of amending parts of the present financial regulations. He asked if any member wished to comment, they didn't, and he then asked for a seconder which was not forthcoming and therefore no further discussion took place, and the proposal was lost.
F24/23	<u>EARMARKED RESERVES</u> Clerk outlined funds held in earmarked reserves and gave information as to what they are held for. E.g Street lighting being monies held to ensure there are funds to replace Street Lighting columns that are owned by the Town Council when required. Toilet reserve is accumulating funds towards a future refurbishment or rebuild of the public toilets in the Market Street carpark. Discussion then took place on the allocation of Community Infrastructure Levy (CIL) funds that have been previously received and the Clerk explained that these had been allocated to the New Cemetery Fund, Browick Road Recreation Ground Fund and the Town Centre fund. Clerk also advised that some funds were

	ringfenced by agreement with South Norfolk Council (such as the Street lights & Toilets whist funds from others could be <i>vired</i> (transferred) if authorised by the full Council. It was agreed that information as to when the funds are likely to be spent would be provided at the next meeting of the committee.
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(The meeting closed at 19.17 pm)

DATED this day of2023

SIGNED (Chairman)

DRAFT

From: Susanne Knights
Sent: 10 July 2023 21:33
To: Office | Wymondham Town Council
Cc:
Subject:
Attachments: 1. July 2023 Wymondham Town Council woodland management report.docx; FLA Licence Ketts Park 017_638_17-18.pdf; FLA Map Ketts Park 017_638_17-18.pdf; Scheduled Monuments (4029).pdf

Dear Trevor,

I am emailing with regard to funding for this Autumn/Winter (2023/24) woodland management of Kett's Park Wood.

I have attached a report from Matt Davies (Norwich Fringe Project) with updated information on the work already completed and the proposed future work.

Greening Wymondham are again requesting the funding of Matt Davies (NFP) to lead our volunteers for a total of 8 days for the 2023/24 season. As of last year this comprises of 6 days over the autumn/winter starting in October and 2 days for the summer work. Matt has also pointed out that the tree felling licence expired in June and will need renewing (see attachments).

Cost for the woodland management will be the same as last year 8 days at £350 per day = £2800, plus the renewal of the tree felling licence at £250, therefore the total request is for £3050.

The work will need to start in October, if this requires full council approval, I request that the proposal be put on the September agenda which would give enough time for me to liaise with Matt and organise volunteers.

I submit this for WTC's consideration.

Best regards

Peter Knights (Greening Wymondham)

From: Davies1, Matthew <MatthewDavies1@norwich.gov.uk>
Sent: 04 July 2023 07:13
To:
Subject: FW: Report

Matthew Davies
Project Officer
Norwich Fringe Project
Development and City Services
[Norwich City Council](#)

01603 989311 / 07733102013

My working days are Monday to Friday

Using Microsoft Teams? Click [here](#) to contact me on Microsoft Teams



From: Davies1, Matthew

Sent: Tuesday, July 4, 2023 7:10 AM

To: [REDACTED]

Subject: Report

Hi Peter,

Please find attached the report and felling licence related to my report.

My apologies for the delay in getting this to you. I have been a member of staff down since Feb and the new member of staff will shortly be starting with me in a few weeks time.

I have based the report on last years report and my updates are in yellow.

Thanks

Matt

Matthew Davies
Project Officer
Norwich Fringe Project
Development and City Services
Norwich City Council

01603 989311 / 07733102013
My working days are Monday to Friday

Using Microsoft Teams? Click [here](#) to contact me on Microsoft Teams



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Managing our natural heritage & green spaces

The Norman Centre
Bignold Road,
Norwich, NR3 2QZ

Tel: 01603 989311

Mb: 07733102013

Email: matthewdavies1@norwich.gov.uk

Web site:

www.norwichfringeproject.wordpress.com

Date: 03 July 2023

For the attention of: Trevor Gurney Town Clerk Wymondham Town Council
Report by: Matthew Davies Project Officer
Subject: Management of Ketts Park Woodland

I have updated last year's report and highlighted the additional text in yellow

Map 1 below shows the main central belt where the management work has been concentrated on. I marked the areas we have worked in red with the year of when the work was carried out. The work has included:

- Thinning out, coppicing, and pollarding the dominant crack and goat willow trees to allow light into the woodland floor and allow the oak, hornbeam, cherry, ash, birch, lime etc. to have room to develop and grow
- Coppicing hazel trees and pollarding / coppicing the lime trees (some limes have been left as standards). Thinning of the oak, hornbeam, cherry, ash, birch, lime etc. has been undertaken where they are having impact on the other woodland trees. We have also used the haloing technique with these tree species as well. This is where you choose the best specimen tree and removed those surrounding it
- Selective thinning of other standard trees
- Removing dangerous ash trees which are suffering from ash die back

The blue area is the summer work we do, this involves cutting and raking off the woodland glade / wildflower meadow areas. To increase biodiversity. We also cut back the woodland hoggin path and over hanging vegetation.

I have marked the remaining areas, on map one, to do in purple, which working with Greening Wymondham volunteers which I would plan to complete autumn 2023 and winter 2024. We completed the area marked in red with the date 22 / 23 in autumn 2022 and winter 2023. We also replanted up this area with approx. 400 mixed native trees to increase biodiversity and create an age structure to the woodland.

I ran monthly workdays, on Tuesday, during Autumn 22 and winter 23 with on average around 10 to 12 Greening Wymondham volunteers attending each work session. We also had new volunteers joining the workday from Wymondham and Hethersett.

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Recruitment

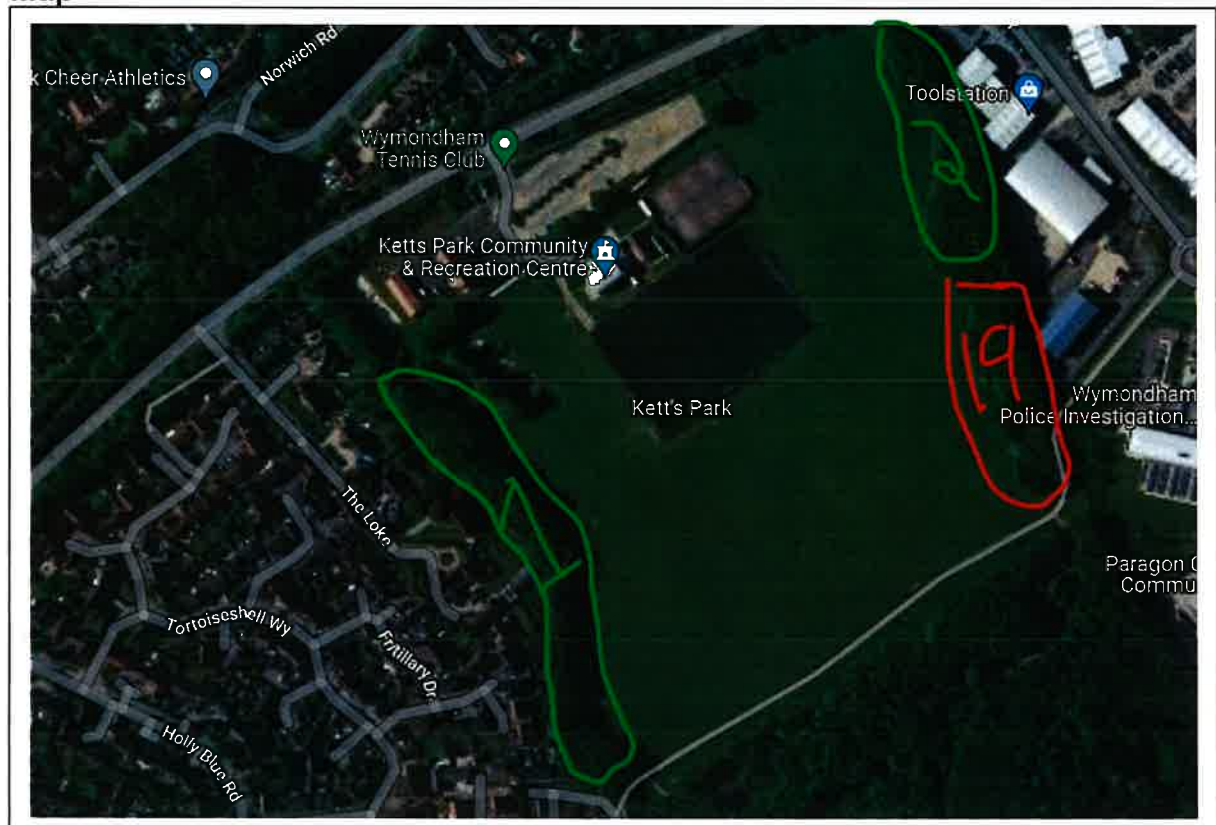
Burd

March Cl

The area in red is the work we did in autumn 2019, again this involves thinning out (coppicing and pollarding) the willow and selective thinning of other trees and coppicing of hazel etc.

Green area 2 may take one to two years to do thin
There would be an additional cost as we would need to hire a track chipper as it is difficult to burn the material in this area due to the proximity of the houses. The wood chips would be blown onto the woodland path to mark out the path

Map 2



Summary

Approximately 3 to 5 years left of woodland work on a timescale of Norwich Fringe Project working 6 days per year supported by the volunteers from Greening Wymondham. The length of time will depend on how much we are able to get done.

There will be a need to continue to monitor the ash trees which are starting to really suffer from ash die back. The dead and dangerous ash trees in the high-risk areas by the foot path or near properties will need removing.

There will be a need to look at re-coppicing and pollarding the areas already thinned out (coppiced or pollard). Depending on rate of growth this may need to be started before the work in the whole woodland is completed, or started once the whole woodland has been thinned, coppiced, or pollarded.

Once the main piece of work has been completed there will be a need for ongoing re-coppicing and pollarding of the woodland and selective thinning as required.

The woodland glades marked in blue on Map 1 will require managing each summer which involves:

- Brush cutting and raking off the wildflower meadows
- Mowing the hoggin woodland path and cutting back overhanging vegetation
- This will be an additional 1 to 2 days a year for the management of the woodland glades on top of the current 6 woodland workdays (one a month between

October and March) a total of 7 to 8 Norwich Fringe Project and Greening Wymondham volunteer work days per year

The Norwich Fringe Project provides

- A chainsaw operator
- Experienced and knowledge of woodland management
- Tools, advice, training, and support for the volunteers from Greening Wymondham
- Public liability insurance
- Risk assessments

Felling licence

The felling licence for Ketts Park Woodland came to an end in June 2023, this would need reapplying for. It would take me approx. 5 hours to apply for the felling licence at a cost of £50 per hour = £250

Woodland management work can continue as you are allowed to fell up to 5 cubic metres of timber per quarter. The felling licence will give you flexibility and allow you to fell more timber during the autumn and winter months, without the worry of being prosecuted by the Forestry Commission.

Once I have the Town Councils permission, I can reapply for the felling licence.

Norwich Fringe Project costs September 2023 to September 2024

The Norwich Fringe Project charges £350 per day x 6 woodland workdays and 2 summer work days = 8 x £350 = Total cost of £2,800

Matthew Davies
Norwich Fringe Project
The Norman Centre
Bignold Road
Norwich
NR3 2QZ

28 Jun 2018

Application Ref: 017/638/17-18

Dear Matthew Davies

Felling Licence (Forestry Act 1967)

Ketts Park
Ketts Park Woodland

Please find a copy of your approved Felling Licence and map enclosed. If you are an agent receiving this Felling Licence on behalf of the owner can you please ensure you forward a copy to the owner for their attention.

Please note the expiry date for completion of the work. If the licence contains restocking conditions it is the responsibility of the owner to ensure that conditions are met by the required date(s) specified in the Licence. The Forestry Commission may visit the site at any time to inspect the progress of any restocking.

I should also bring to your attention the Timber and Timber Products (Placing on the Market) Regulation 2013. This regulation came into being on 3rd March 2013 and implements the European Union Timber Regulation. This regulation prohibits the trade of illegally harvested timber and timber products and require those responsible for placing timber onto the EU market for the first time - whether an owner, contractor or timber merchant - to maintain documentation that proves that the timber is from a legally harvested resource.

In conjunction with the National Measurements Office (the body responsible for the enforcement of the Regulation) and industry representatives, the Forestry Commission has developed a simple pro-forma to help those placing timber on the market to comply with this legislation.

A pro-forma for this felling licence is enclosed. We have completed the relevant parts to confirm that timber felled under this licence has been felled legally. However, you or the party placing the timber on the market for the first time will need to complete and retain the form (along with any other documents that demonstrate the steps taken to ensure the timber has been felled in conjunction with all other relevant legislation such as Health and Safety). For information on how and who should complete the form please read the Operations Note (NO 33), on our EU Timber Regulation web page: <http://www.forestry.gov.uk/england-eutr>.

Yours sincerely



For the Forestry Commission

Bucks Horn Oak Admin Hub

Bucks Horn Oak
Farnham
Surrey
GU10 4LS

Tel 0300 067 4420

adminhub.buckshornoak@forestry.gsi.gov.uk

Hub Managers

Kay Potter
Sarah Wellings
Louise Hollomon

Admin Hub covering: South East & London, East & East Midlands and Yorkshire & North East areas

Application Ref: 017/638/17-18

Page 1 of 7

Licence to Fell Growing Trees

To: Mr T Gurney
Wymondham Town Centre
14
Middleton Street
Wymondham
NR18 0AD

This licence gives you permission under section 10 of the Forestry Act 1967 as amended to fell the trees described in Part 1 and shown on the attached map.

Tree felling under this licence has been approved by the Forestry Commission as being in accordance with government policy for the sound management of a renewable resource.

This licence expires on: 28 Jun 2023

You should tell others involved with the felling about the details in this licence - e.g. by giving a copy of the licence and map to the person felling the trees. If you sell the land you should also tell the new owner about this licence. If a Tree Preservation Order is placed on these trees after this licence has been issued, you must also get the consent of the Local Authority before felling the trees.

NOTE: In England and Wales, a felling licence will not cover the felling of trees to which a Tree Preservation Order applies, or which are in a Conservation area, if you have not declared the existence of the Order or Area in the application.



Date: 28 Jun 2018

Signed for and on behalf of the Forestry Commissioners.

PART 1 - Description of the trees to be felled

Property: Ketts Park
Name of wood: Ketts Park Woodland
Local Authority: South Norfolk District Council

General Notes: Thinning will be silvicultural to favour and free the crowns of trees with best form and vigour; and to help mitigate against the impacts of Chalara ash dieback by favouring species other than ash. The Total Number of Trees column of the Felling Licence expresses the approved thinning intensity as the percentage of total stems to be removed over the period of the felling licence. This is not to exceed 30% of total initial stem number of any woodland/compartments, distributed evenly over the work area.

Coppicing/selective felling is to be undertaken in a series of small coupes not exceeding 1 ha in total over 5 years. Standards of oak, hornbeam and field maple are to be retained, evenly distributed in each coupe.

Felling site, subcpt or coupe	Type of operation*	Species	Marking of trees	Area ha	Approx age of trees	Total number of trees	Estimated volume m ³
1, 2 & 3	T	MB	Feller select	2.90	-	30%	50
1, 2 & 3	SF	MB	Feller Select	0.50	-	-	30
1, 2 & 3	FC	MB	Feller select	0.50	-	-	30

***Key**

T = thinning; RF = Regeneration felling, F = clear felling (to include group clear felling); FO = felling other; (e.g. hedge-row trees/single isolated trees), OS = Open space felling, COP = Felling Coppice, (SF = selective felling (replaced by RF), FC = cutting coppice (replaced by COP).

PART 2 - Restocking Conditions

Condition C: Restock by Natural Regeneration or Coppice.

The following conditions apply to the licenced felling in Cpts 1, 2 & 3.

1. The land on which the felling took place is to be managed in accordance with the rules and practice of good forestry so as to secure restocking with mixed broadleaves e.g. OK, HBM, FM, WCH, WL, CAR, WSH to achieve not less than 1100 plants per hectare evenly distributed over the site by natural regeneration, coppice regrowth or replanting.
2. All licenced trees felled are to be removed quickly and carefully so as to avoid damage to the remaining trees or seedlings or coppice shoots.
3. The land is to be adequately prepared and the young trees are to be protected against damage and weeded during the period of restocking.
4. If before 30th June 2024 the restocking described in 1. above is not achieved then the land is to be planted or sown before 30th June 2025 in order to secure a stocking of not less than 1100 trees per hectare of mixed broadleaves e.g. OK, HBM, FM, WCH, WL, CAR, WSH evenly distributed over the site.
5. For a period of 10 years from the restocking:
 - a. The plants must be protected against damage and be adequately weeded.
 - b. Any failure or losses should be replaced as necessary to provide a stocking of not less than 1100 plants per hectare evenly distributed over the site.
 - c. Any area of conditional restocking must be properly maintained in accordance with the rules and practice of good forestry.

PART 3 - Notes

- | | |
|----------|--|
| 1, 2 & 3 | Mixed Broadleaves, Oak, Ash, Hornbeam, Field Maple, Wild Cherry and Willow |
| 1, 2 & 3 | Mixed Broadleaf, Oak, Ash, Hornbeam, Field Maple, Wild Cherry and Willow. |
| 1, 2 & 3 | Mixed Broadleaf, Oak, Ash, Hornbeam, Field Maple, Wild Cherry and Willow. |

EU Timber Regulation: Due Diligence for Timber Grown in Great Britain.

This document is intended to help meet the obligations placed on "operators", as defined under EU Timber Regulation (No 995/210), to undertake a risk assessment. It outlines the risk factors associated with timber grown in Great Britain (see overleaf). The details of the timber species, volume etc are listed on the felling licence/grant scheme contract/management plan or in the absence of these on a separate sheet.

Evidence of Lawful Harvesting

<u>Felling Licence Reference</u>	<u>Date Licence Approved</u>
017/638/17-18	28 Jun 2018

Signed : 
(on behalf of Forestry Commission)

Dated : 28th June 2018

Certification: If the timber is independently certified enter the certificate number below:

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Additional Risk Factors: If there are any factors (not covered overleaf) that indicate a risk that the timber could be illegally harvested, enter these below with an explanation of how that risk has been mitigated. Continue on a separate sheet if necessary.

<u>Factor</u>	<u>Means of mitigation</u>

Declaration by the operator: I declare that the timber referred to above is grown in Great Britain. I have identified any additional risk factors and the action taken to mitigate that risk, and I have no reason to believe that there are further risks of the timber being illegal.

Signed :

Dated :

The timber approved for felling in this felling licence was produced from Great Britain forests where the following risk factors apply.

1 Illegality - Forests in Great Britain are regulated by the Forestry Commission or Natural Resources Wales. The incidence of illegal felling is low, estimated at much less than 1% of the timber volume harvested.

2 Governance - The UK is ranked highly for good governance in independent assessments, such as The Worldwide Governance Indicators project (funded by The World Bank). Moreover forestry proposals in Great Britain are available for comment and Great Britain is well served by bodies from civil-society that contribute specialist knowledge and opinion to the assessment of forestry proposals.

3 International Perspective - There is no UN Security Council ban on timber exports from the UK and the UK is not associated with or designated as a source of 'conflict timber', both of which are key international indicators of illegality.

4 Forest Regulation - Great Britain has specific forest laws (principally, The Forestry Act 1967, which convey powers to regulate forestry activities, control felling, administer woodland grants and to manage state forests. The Forestry Commission issued a revised UK Forestry Standard (UKFS) in 2011 which provides a benchmark against which forestry is regulated and is explicit in terms of legal requirements and the assurances of legality and sustainability that can be given by the process of forest regulation. The Forestry Commission/Natural Resources Wales are the competent authorities with respect to Environmental Impact Assessment (Forestry) Regulations. The Forestry Commission reports on behalf of the UK the sustainability of UK forests in the Global Forest Resources Assessment and Forest Europe indicators and compiles annual statistical information. These various sources of information indicate that forests in the UK are managed on a sustainable basis.

5 Endangered Timber Species - There are no endangered timber species present in the UK.

6 Assessment of UK grown timber by the certification schemes - The two major international certification schemes, FSC and PEFC, have assessed Great Britain as being of low risk in terms of their "Controlled Wood" and "Avoidance of Controversial Sources" respectively. This allows up to 30% of non-certified GB grown timber to enter supply chains. Approximately 85% of timber coming to the market in Great Britain has been independently certified as coming from well managed forests. This is in addition to the regulatory processes outlined above.

Notes on completing the form.

a) The person who first places timber and/or timber products on the market or uses them in his/her business is defined as an "operator" under the Regulation.

b) If you are a landowner, harvesting and selling the trees, then complete this form and keep it with the felling licence/management plan or other details (as appropriate) together with a copy of the contract for sale of the timber.

c) If you are buying the timber 'standing' and harvesting the trees, then complete this form, ask for a copy of the felling licence or management plan approval from the owner and keep this form together with details of the contract for purchase of the timber.

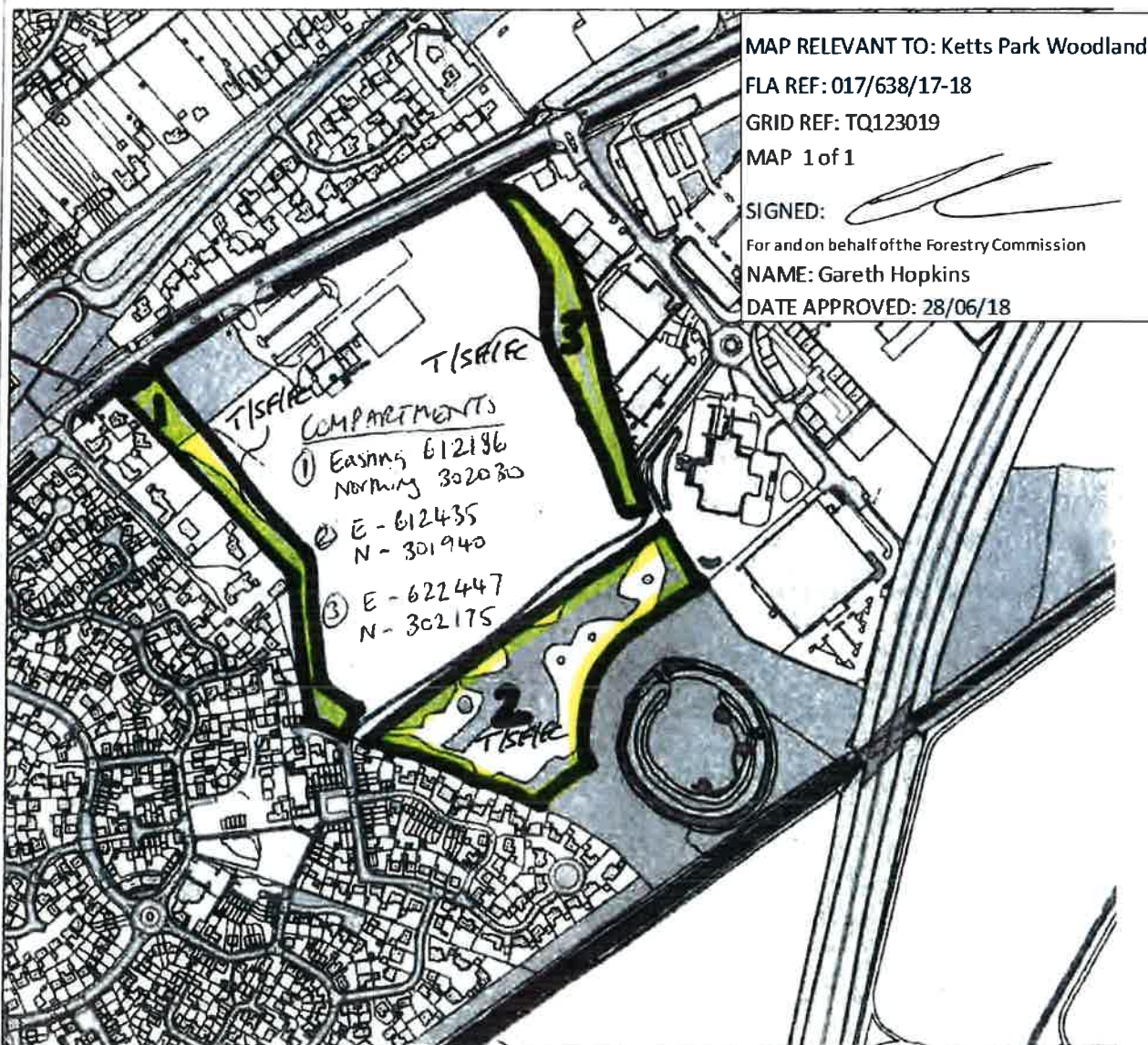
d) It is important to keep a record for at least 5 years, as required by the legislation, of timber sales and purchases.

Matthew Davies Project Officer

15th Feb 18 M. Davies

Not Set

KETT'S PARK



MAP RELEVANT TO: Kett's Park Woodland

FLA REF: 017/638/17-18

GRID REF: TQ123019

MAP 1 of 1

SIGNED:

For and on behalf of the Forestry Commission

NAME: Gareth Hopkins

DATE APPROVED: 28/06/18

Scale: 1:5,000

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Organisation	South Norfolk District Council
Department	South Norfolk Council, Cygnet
Comments	Not Set
Date	03/01/2018
MSA Number	100019483

COMPARTMENT AREAS

- ① 0.6 ha
- ② 2.3 ha
- ③ 0.9 ha

List Entry Summary (Published)

This monument is scheduled under the Ancient Monuments and Archaeological Areas Act 1979 as amended as it appears to the Secretary of State to be of national importance. This entry is a copy, the original is held by the Department for Culture, Media and Sport.

Name: Moot Hill

List Entry Number: 1003993

Location

Not currently available for this entry.

The monument may lie within the boundary of more than one authority.

County	District	District Type	Parish
Norfolk	South Norfolk	District Authority	Wymondham

National Park: Not applicable to this List entry.

Grade: Not applicable to this List entry.

This record has been generated from an "old county number" (OCN) scheduling record. As these are some of our oldest designation records they do not have all the information held electronically that our modernised records contain. Therefore, the original date of scheduling is not available electronically. The date of scheduling may be noted in our paper records, please contact us for further information.

Date first scheduled: N/A

Date of most recent amendment: Not applicable to this List entry.

Asset Groupings

This list entry does not comprise part of an Asset Grouping. Asset Groupings are not part of the official record but are added later for information.

List Entry Description

Summary of Monument

Not currently available for this entry.

Reasons for Designation

Not currently available for this entry.

History

Not currently available for this entry.

Details

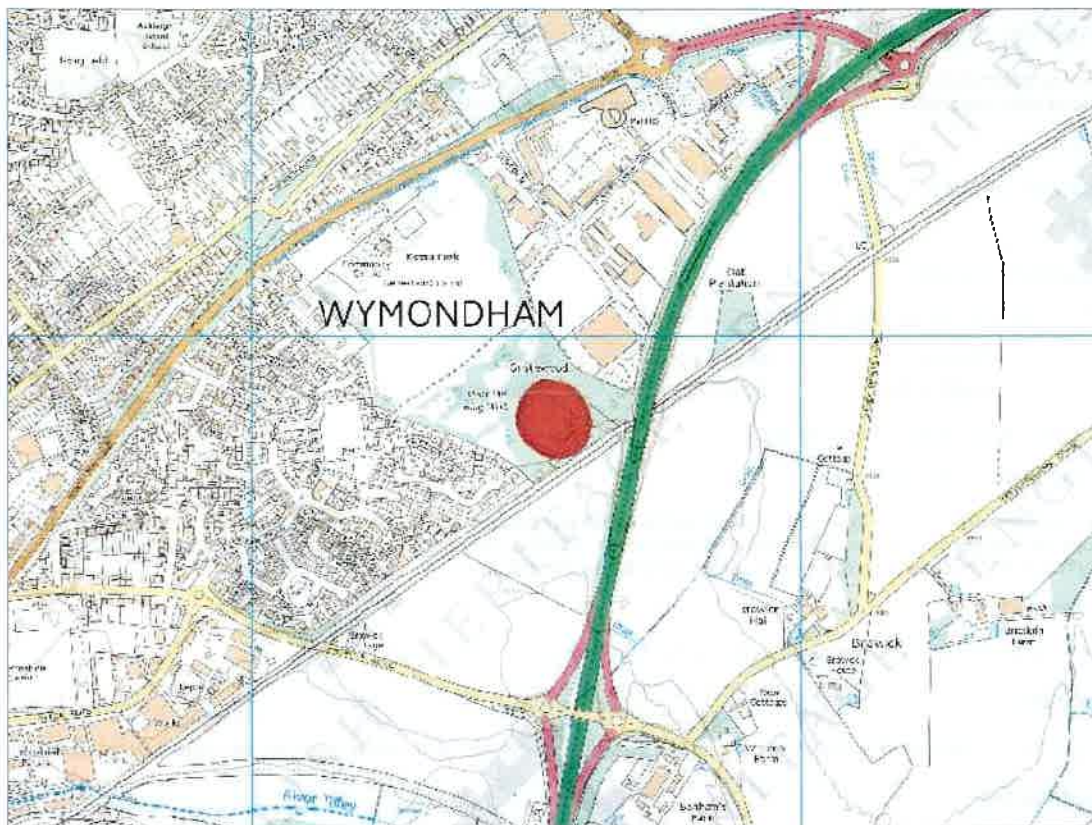
This record has been generated from an "old county number" (OCN) scheduling record. These are monuments that were not reviewed under the Monuments Protection Programme and are some of our oldest designation records. As such they do not yet have the full descriptions of their modernised counterparts available. Please contact us if you would like further information.

Selected Sources

Map

National Grid Reference: TG 12549 01850

The below map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF - [4029.pdf](#)



© Crown Copyright and database right 2018. All rights reserved. Ordnance Survey Licence number 100024900.
 © British Crown and SeaZone Solutions Limited 2018. All rights reserved. Licence number 102006.006.

This copy shows the entry on 25-Apr-2018 at 12:44:09.

identify where the new trees had been planted, sadly this attracted vandalism from the younger population of Wymondham. The following year, February to March 2019, we planted new trees without guards to avoid this problem and we planted more trees than you would normally. This was due to potential rabbit and deer browsing problems as the trees have no protection due to the guards not being used.

This winter, just passed, 2020 we had to stop work before the end of the woodland management season due to COVID 19 so we were unable to plant up the recently thinned and coppiced out areas.

Logs

Due to the wet weather between autumn 2019 and March 2020 we were unable to bring the Project's 4 x4 and trailer into the woodland to remove the felled timber. The timber is given away to the volunteers and others who have assisted with the management of the woodland. Some of the timber is left as habitat piles. COVID 19 has also presented challenges as well with work having to stop mid-March 2020. No doubt members of the public have been helping themselves to the log piles as well. In addition children play with the logs, building hides etc and this was their practice before we started work.

I hope this helps to answer your questions. I would be more than happy and would also welcome the opportunity to meet up with you in person to discuss your concerns and identify the stump hazards you mention. Due to COVID 19 we would need to keep a 2 metre distance from each other.

Should you wish to read more about the project you could go to the website greeningwymodham.org where you will find copies of the Greening Wymondham Newsletter with information about their activities.

I look forward to your reply

Kind regards

Matt

Matthew Davies
Project Officer
Norwich Fringe project

Mb: 07733102013
Email: matthewdavies1@norwich.gov.uk

Dear Mr. Valentine,

Thanks you for your email raising your concerns about the management of Kett's Woodland.

The Norwich Fringe Countryside Management Project has been employed to work with and support volunteers from Greening Wymondham to bring into active the management Kett's Woodland.

The Norwich Fringe Project wrote a management plan for the management of Kett's woodland in October 2017 and applied for and obtained a felling licence from the Forestry Commission for the carrying out the work.

The woodland was planted in the mid 1990's and very little management work had been undertaken in the woodland. In November 2017 the Norwich Fringe Project working with Greening Wymondham started to thin out the woodland

Woodland management

The aim of the woodland management is to create an age structure to the woodland to increase the biodiversity of the woodland for wildlife. Before the work started the woodland was of one age. Coppicing has been used as a management technique to create an age structure to the woodland and introduce temporary woodland glades, which allows light into the woodland floor enabling woodland plants to grow attracting insects, butterflies and birds.

The coppiced trees will grow back, hazel was one of the trees planted in the woodland and benefits from being coppiced on a 5 to 20 year rotation. Where other trees have been thinned out these have been high coppiced or low pollard, often referred to a stubs in Norfolk which help to also create an age structure to the woodland and increase biodiversity. Pollarding and stubbing over time will create cracks and features in the tree providing important habitat for bats, birds, insect's fungus etc.

Coppicing, pollarding and stubbing are still actively used to manage woodlands for biodiversity, community and amenity woodlands and also in commercially managed woodlands. The Wildlife Trusts, National Trust, RSPB, National Parks, Woodland Trust local authorities and other organisations still use this traditional management technique. It is still important today as it was 2,000 years ago. Foxley and Ashwellthorpe Woods managed by Norfolk Wildlife Trust are good example of why and how woods are still managed by coppicing with standards.

Ash is one of the dominate species which has been planted approx. 50% of the woodland is ash, which is now suffering from ash die back with a large percentage of the ash tree suffering from this diseases. Where safe to do so the ash trees are left, if unsafe then they are felled.

Crack willow has become fairly dominate within the woodland as well, and is preventing the standard oak, hornbeam, field, maple, cherry and those ash trees not suffering from ash die back from developing fully; causing the trees to fight for light. Therefore we have been coppicing, pollarding and stubbing the willow trees to allow the other trees. Due to the initial heavy planting trees have been fighting for light, so by doing a selective thin with coppicing, pollarding and subbing allows the remainder to develop into better quality trees reducing further management issues in the future.

Stumping

Along the main path through the wood the trees which were felled have been chain sawed down to ground level, there may be some trees stumps which may have been left slightly proud within the woodland away from the main path. It is difficult to cut some tree stumps right down to grown level without blunting the chainsaw. Within the belts to the sides of the playing fields there is no clear defined path, so it is more difficult to decide which stumps need to be ground down and care must be exercised by the public.

Planting

In previous years 2017, 2018 and 2019 we had planted up the woodland areas which we had worked in where spaces had been opened up. In the first year we used tree guards to both protect and

Office | Wymondham Town Council

From: Todd Baker <cllr toddbaker@gmail.com>
Sent: 06 August 2023 22:12
To: Office | Wymondham Town Council; suzannelibdem@gmail.com
Cc: alex.perry@live.com; Michael Rosen; lowelldoheny@gmail.com
Subject: Motion to amend cemetery fees

Hi Trevor,

Please see below a proposal for consideration at the Finance Committee next week. You had previously directed my proposal to this committee and we had discussed the breadth of the original proposal.

Please can you confirm this will be on the agenda for FGP.

Thanks

Todd

We note that

(i) Council has set fees and qualifying conditions for Wymondham residents use of the [REDACTED] by Wymondham Town Council.

(ii) This policy is causing distress as evidenced by at least one complaint received by Councillors.

(iii) Under Standing Order 7a it is possible for the Council to reverse a decision taken within the previous six months if a motion is proposed by at least three Councillors. The motion below is proposed by Cllrs Baker, Doheny, and Perry and is supported by Cllr Rosen.

This Council resolves to amend it's previous decision on fees and qualifying conditions for use of the Wymondham Cemetery as set out below.

The residents' fee applies to those for whom there is evidence that:

- * They were residing in Wymondham at the time of their death*
- * They were residing in Wymondham within the four years prior to their death*
- * They were residing in Wymondham for a period of at least four years and can evidence that they have relocated due to independent living needs. This evidence is at the discretion of the Town Clerk.*
- * They resided in Wymondham for a period of 10 years or more (in one or separate periods combined) at any point in their life*

The Council will accept the following as evidence: property deeds, rental agreements, utility or council tax bills at a ratio of 3 for each year evidence is required for. Further evidence is at the discretion of the Town Clerk.

We propose that this amendment is applicable from 1st April 2023 and is backdated to any fees since then.

**Motion for Finance & General Purposes Committee 15th August 2023:
Submitted by Cllrs Rosen, Perry, Doheny, & Baker**

Changes have been placed in italics

Finance & General Purposes Committee notes

- (i) Standing Order 18b that requires Financial Regulations to be reviewed regularly and at least annually for fitness of purpose
- (ii) that current financial regulations relating to procurement contain inconsistencies relating to thresholds, do not contain a provision allowing a "buy local" policy as the Council may wish to operate, and do not fully articulate the requirements of the Public Contract Regulations 2015 applicable under FSO 14.1.c.
- (ii) Any changes required can only be agreed by Full Council.

Finance & General Purposes Committee resolves that in reviewing Financial Regulations the following principles will be applied

1. Town Council will run efficiently, with day-to-day matters delegated to the Town Clerk,
2. Councillors are provided with advice and information by the Town Clerk such that Councillors fully understand what they are agreeing to and can discuss matters effectively.
3. There is oversight of financial activity by Councillors within Financial Regulations that ensures money is spent as agreed in the Council Budget and delivers the priorities of the Council as set out in a development plan covering the term of the current Council.
4. To be able to demonstrate that this Council operates to the highest standards in respect of financial management.

Finance & General Purposes Committee recommends that Council amend the Financial Regulations as set out below.

FSO 4.1 be amended to read:

"Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The Council for all items over £25,000.
- A duly delegated Committee of the Council *with responsibility for the class of expenditure concerned* for items over £10,000.
- *Chair of a duly delegated Committee of the Council with responsibility for the class of expenditure concerned for items over £5000 and below £10,000.*
- The Town Clerk for items below £5000 except for expenditure incurred under regulation 4.3 below."

FSO 4.2 be amended to read:

"No expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure other than by resolution of the Council or duly delegated committee *with responsibility for the class of expenditure concerned*. Unspent and available amounts may be vired (moved) to other budget headings or to earmarked reserves by the Town Clerk for amounts not exceeding £2000, or by the Finance & General Purposes Committee for amounts *above £2000 and below £25,000. Any virements above £25,000 will require the authority of the Full Council. Town Clerk and Chair of Finance must notify the Finance & General Purposes Committee and Full Council respectively of any virement initiated in terms of this regulation.*"

FSO 14.1.h be amended to read:

"Where it is intended to enter into a contract for the supply of goods, supply of services, or the execution of works with an estimated value not exceeding £5,000 the RFO may commit expenditure. Where the estimated value

- exceeds £5000 but is below £10,000 the authority of the Chair of the duly delegated committee with responsibility for the class of expenditure concerned is required.
- is £10000 or above but below £25,000 the authority of Finance & General Purposes Committee is required.
- Is £25,000 or above the authority of the Council is required.

When it is intended to enter into a contract

- above £500 and below £5000 the RFO shall where possible obtain prices from three suppliers and provide these, or evidence why not possible, to the Chair of the duly delegated committee with responsibility for the class of expenditure concerned when reporting expenditure.
- Of £5,000 or above and below £25,000 in value for the supply of goods or materials, works or specialist services other than such goods, materials, works or specialist services as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply and provide these when requesting authority to spend.
- exceeding £25,000 a full tendering process must be implemented.

In estimating contract value the requirements of the Public Contract Regulations 2015 will be followed as required by FSO 14.1.c. For clarity this requires, among other provisions, that

- In the case of public supply or service contracts which are regular in nature or which are intended to be renewed within a given period, the calculation of the estimated contract value shall be based on either of the following:
 - (a) the total actual value of the successive contracts of the same type awarded during the preceding 12 months or financial year adjusted, where possible, to take account of the changes in quantity or value which would occur in the course of the 12 months following the initial contract;
 - (b) the total estimated value of the successive contracts awarded during the 12 months following the first delivery, or during the financial year where that is longer than 12 months."

FSO 14.1.i be amended to read

"The Council shall not be obliged to accept the lowest quote/tender and may take into account references, reputation of the tenderer, quality of past service, and differences in tender detail with the aim of achieving best value for money in placing the contract. *The Council may also give preference to businesses located within the Town Council boundaries where this does not prevent the achievement of best value.* If however the lowest tender is not accepted reasons shall be specified in the minutes or report of the meeting at which tenders were considered.

Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be submitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken."

FSO 14.1.j be amended to replace "exceeding £50000" with "exceeding £25,000".

Motion to Finance & General Purposes Committee 15th August 2023
Submitted by Cllrs Rosen, Perry, Baker, & Doheny

Finance & General Purposes Committee notes

- (i) that proposals for earmarked reserves were presented to Council on 1.8.23 without background information about impact on service delivery and the previously agreed budget.
- (ii) the absence of information available to Councillors about the plans for spending earmarked reserves, in particular the absence of detail about delivery of the projects for which funds have been reserved.
- (ii) the absence of a strategic development plan for services and works with detailed cost and timings for use of reserves.
- (iii) Current Financial Regulations only requires that Councillors receive budget monitoring reports from the end of September. Finance & General Purposes Committee considers this does not give Councillors adequate oversight of progress in spending on agreed priorities or adequate forward warning of any need to amend plans.

Finance & General Purposes Committee resolves that

1. A four-year development plan with detailed spending proposals be developed by Finance & General Purposes Committee in time for consideration at November Full Council taking account of views contributed by the other committees and working groups of the Council.
2. To recommend to Council that in order to enable this work, and improve the strategic management of finances, that Finance & General Purposes Committee meet monthly.
3. To recommend that Council on September 5th 2023 amend Financial Regulation 4.6 to read: "The RFO shall provide *each monthly meeting* of the Finance & General Purposes Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual income and expenditure *to the end of the previous calendar month* against the *profile agreed* in the approved budget. Explanations and proposals for remedial action will be provided for any variances."
4. To recommend that Council on 5th September amend Council Standing Order 17c be to be consistent with the amendment made to Financial Regulation 4.6.