

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 5<sup>th</sup> SEPTEMBER 2023 at 7.00 pm in the Council Chamber.

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

	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	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 1 <sup>st</sup> August 2023 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 1 <sup>st</sup> August 2023 / previous meetings. <ul style="list-style-type: none"><li>• Cemetery – report from partners CDS on present position.</li></ul>	<b>C</b>
5	To note the minutes and confirm the recommendations of the Finance & General Committee meeting held on 15 <sup>th</sup> August 2023.	<b>D</b>
6	To confirm payment of monthly creditors – August 2023.	<b>E</b>
7	Mayors Engagements 7.8.23 - Attended annual art exhibition by Wymondham Arts Society at Becket's Chapel Art Centre	
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	To amend Residential Qualifications re Cemetery – Cllr. Baker	<b>F</b>
10	Proposals re play facilities – Cllr. Rosen	<b>G</b>
11	To amend Standing Order 1b – Cllr. Rosen	<b>H</b>
12	To note Town Co-ordinator report (emailed to all Councillors on 10 <sup>th</sup> July 2023) and to consider request for funding	<b>I</b>
13	Reports from County / District Councillors	
14	Reports from representatives on outside committees	
15	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.	
16	Council Insurance – to consider quotes and approve	<b>J</b>
17	Town Co-ordinator progress report	<b>K</b>



29<sup>th</sup> August 2023

Trevor Gurney

(Town Clerk)

Council Offices

Ketts Park

Harts Farm Road

Wymondham

## 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?

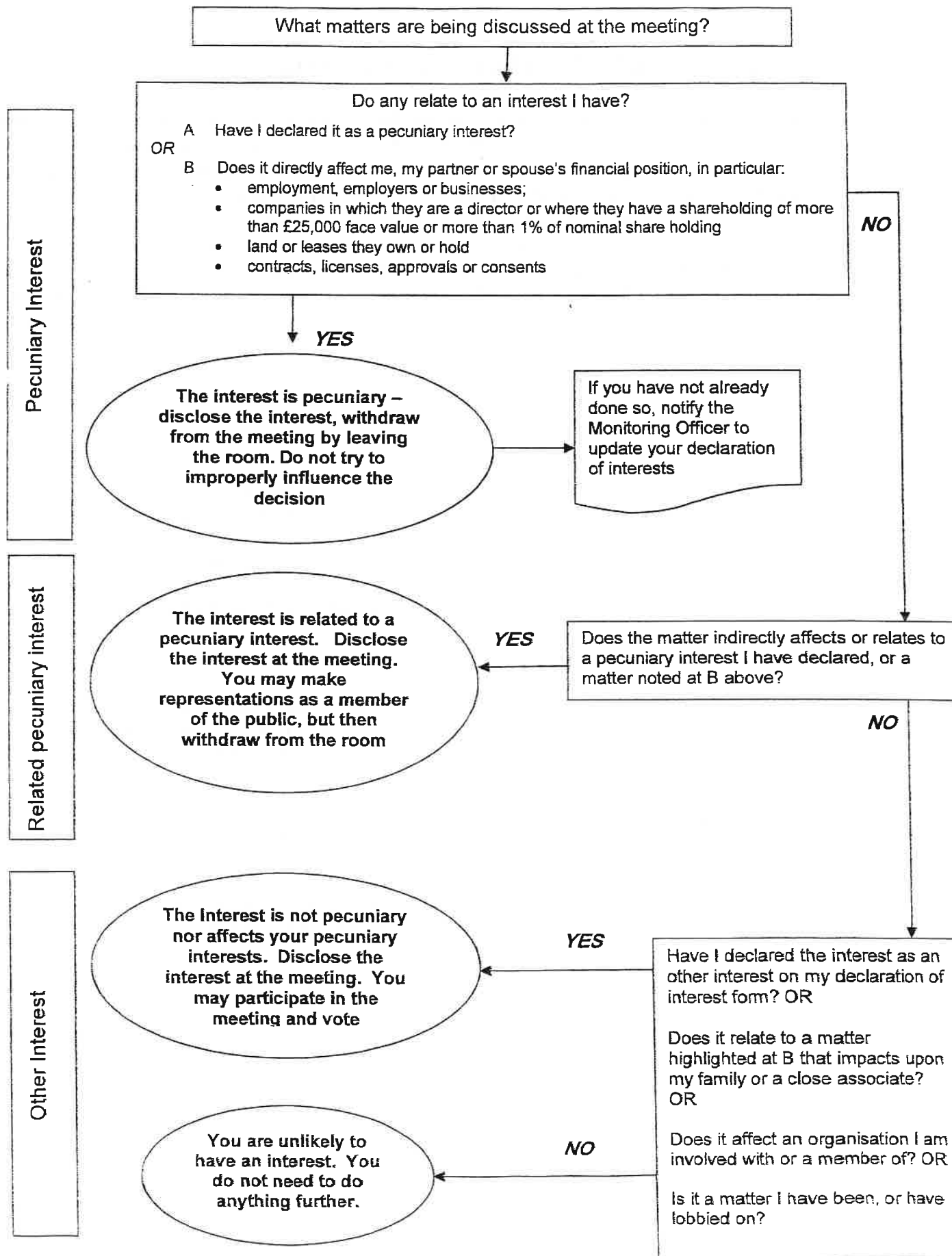
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 INSTANC**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 1<sup>st</sup> August 2023**  
**in the Council Offices at 7.00 pm.**

Councillors Present

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

Member(s) of the Public: 7

South Norfolk Councillor: K Hirn  
Norfolk County Councillor: R Savage

Councillor Nuri-Nixon in the Chair

A one minute silence was observed in respect of the passing of the late Councillor Julian Halls and eulogies were read out by Cllrs Nixon, Hurn, Savage and the Mayor Cllr. Nuri-Nixon.

095/23	<u>APOLOGIES FOR ABSENCE</u> – None.
096/23	<u>DECLARATIONS OF INTEREST</u> : None.
097/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. J Barrett and seconded by Cllr. James the minutes of the meeting held on 4 <sup>th</sup> July 2023 were approved as a correct record subject to an addition to min 088/23 in respect of the Cemetery.
098/23	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> <li>• Cllr. Holden – Town Centre Realm project – Meeting held with SNC officer who is preparing report hopefully for the September meeting of the Council.</li> <li>• Cllr. Holden – Town Co-ordinator Audit – anticipated this will be discussed by the LEET Committee.</li> <li>• Cllr. Holden – Town Centre CCTV – unable to get agreement to site camera, clerk understood that Cllr. Holden had asked the Town Co-ordinator to pursue this.</li> <li>• Cllr. James – Visit Wymondham Website (Facebook etc) agreed by LEET. Town Co-ordinator to populate with 17 of her 19 action points having a relationship to the site.</li> <li>• Cllr. Baker – Wynterfest – 26.11.23 – Wymondham Business Group have agreed to fund a local group (Clear Company) to organise in conjunction with the Town Team.</li> </ul>
099/23	<u>LEISURE ENVIRONMENT ENTERPRISE &amp; TOURISM COMMITTEE</u> minutes of meeting held on 18 <sup>th</sup> July 2023 were noted.

100/23	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Nixon it was resolved to pay accounts for July 2023, as per the submitted list in the sum of £24,508.85.</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,779.79</p>
101/23	<p><u>MAYORS ENGAGEMENTS</u> – Noted.</p>
102/23	<p><u>MEMBER VACANCY</u> for the South Wymondham Ward following the passing of Cllr. Julian Halls was noted.</p>
103/23	<p><u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> Cllr. Nuri-Nixon called for nominations to fill the current vacancy. Cllr. Rosen seconded by Cllr. Baker nominated Cllr. Holden. Cllr. Nixon seconded by Cllr. Fulcher nominated Cllr. James.</p> <p>Cllr. Holden received 1 vote, Cllr. James received 9 votes and with 3 abstentions Cllr. James was appointed onto the Finance &amp; General Purposes Committee.</p>
104/23	<p><u>POLICIES &amp; STANDING ORDERS WORKING GROUP</u> Cllr. Nuri-Nixon called for nominations to fill the current vacancy. Cllr. Rosen seconded by Cllr. Baker nominated Cllr. Holden. Cllr. Fulcher seconded by Cllr. Nixon nominated Cllr. Frosdick.</p> <p>Cllr. Holden received 4 votes, Cllr. Frosdick received 8 votes and with 1 abstention Cllr. Frosdick was appointed onto the Policies &amp; Standing Orders Working Group.</p>
105/23	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> <li>• Resident read out statement in support of agenda item 13 – climate change declaration.</li> <li>• Representative from Greening Wymondham read out statement in support of agenda item 12 – Rothbury Road Recreation Park proposal.</li> <li>• Representative from Greening Wymondham read out statement in support of agenda item 13 – climate change declaration.</li> <li>• Representative from Greening Wymondham commented that as the centre of the Town was an historic area attention should be paid to the type of Bus shelter installed – Agenda item 14 – Gold standard bus stop in the Market Place.</li> </ul>
106/23	<p><u>ROTHBURY ROAD RECREATION PARK</u> Cllr. Nuri-Nixon outlined the proposal to establish an earmarked reserve to support grant applications for the improvements to the park in accordance with the plans drawn up by Greening Wymondham. After discussion upon the proposition of Cllr. Rosen and seconded by Cllr. Fulcher it was resolved that Wymondham Town Council agrees to establish a Rothbury Road Recreation Park earmarked Reserve of £20,000 with source funding to be discussed by the Finance &amp; General Purposes Committee.</p>

107/23	<p><u>CLIMATE CHANGE</u> Cllr. P Barrett introduced the paper in respect of declaring a Climate Emergency. After discussion the following amendments were discussed and proposed.</p> <p><u>AMENDMENT 1</u>: Replace Resolution Point 2 with following. Proposed by Cllr. Doheny and seconded by Cllr. Rosen.</p> <p>‘Council resolves that the Town Clerk work with the community to co-produce a Climate Emergency Strategy and Action Plan’.</p> <p>For:4    Against:8    Abstention:1</p> <p>Amendment 1 was lost.</p> <p><u>AMENDMENT 2</u>: Add the following to the motion.</p> <p>2(i) Proposed by Cllr. Baker and seconded by Cllr. Rosen.</p> <p>‘Council notes the continuing pressures on residents from the increasing cost of living and resolves to ensure we do not create additional financial burdens on residents through measures to reduce and adapt to climate change.’</p> <p>For: Cllrs. Rosen, Baker, Perry &amp; Doheny Against: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret &amp; J Barrett Abstention: Cllr. Holden</p> <p>Amendment 2(i) was lost.</p> <p>2(ii) Proposed by Cllr. Baker and seconded by Cllr. Doheny</p> <p>‘Council notes that recently approved Neighbourhood Plan will need strengthening in respect of climate change issues for its next review and resolves that the Town Clerk should prepare a report for full Council with proposals for improvements to the Plan’.</p> <p>For: Cllrs. Rosen, Baker, Perry, Doheny &amp; Holden. Against: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret &amp; J Barrett.</p> <p>Amendment 2(ii) was lost.</p> <p>2(iii) Proposed by Cllr. Baker and seconded by Cllr. Perry</p> <p>‘Council notes the increase risk of fire and flood and resolves that the Town Clerk write to the County Councillors for Wymondham and Forehoe Wards to request that Norfolk County Council review the Fire &amp; Rescue Services resources, proposals for further housing development, and possible alterations to land use adjacent to residential areas with the aim of ensuring the safety of Wymondham residents, and that County Councillors be asked to report back to Town Council on the progress of such review’.</p>
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For: Cllrs. Rosen, Baker, Perry, Doheny & Holden.

Against: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret & J Barrett.

Amendment 2(iii) was lost.

2(iv) Proposed by Cllr. Baker and seconded by Cllr. Perry

‘Council resolves to use its role in the planning process to advocate for conditions on development that promote adaption and mitigation of climate change and its consequences’.

For: Cllrs. Rosen, Baker, Perry & Doheny

Against: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret & J Barrett

Abstention: Cllr. Holden

Amendment 2(iv) was lost.

Discussion then took place on the substantive motion contain in the original paper and it was proposed by Cllr. Holden and seconded by Cllr. Rosen that the 4 parts of the motion be voted on individually rather than en-bloc.

For: Cllrs. Rosen, Baker, Perry, Doheny & Holden.

Against: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret & J Barrett.

This proposal was lost.

Proposed by Cllr. J Barrett and seconded by Cllr. P Barrett it was resolved to:

1. Declare a Climate Emergency to be a catalyst for change in Wymondham towards carbon neutrality.
2. Facilitate and develop a constituted group made up of Town Councillors, Community Groups. Local Businesses and interest Residents to co-produce and set the Climate Emergency Strategy followed by an Action Plan to deliver this Strategy.
3. Ensure Carbon Neutrality is core to decision making and its impact is addressed in all committees and working groups.
4. Appeal to District, County, and National Government to provide the powers and resources to drive Carbon Neutrality.

For: Cllrs. Batley, Nixon, Frosdick, Fulcher, James, Nuri-Nixon, P Barret & J Barrett.

Against: Cllr. Holden

Abstentions: Cllrs. Rosen, Baker, Perry, Doheny.

Motion was passed.

108/23	<u>NORFOLK COUNTY COUNCIL- GOLD STANDARD BUS STOP</u> scheme was discussed for the stop near the Co-op in the Market Place. Upon the proposition of Cllr. Frosdick and seconded by Cllr. Barrett it was unanimously resolved to request Norfolk County Council to proceed with this brief at the specified location together with the possibility of upgrading the bus stop outside Big Fry on Market Street.
109/23	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u> <ul style="list-style-type: none"> <li>• Cllr. Savage <ul style="list-style-type: none"> <li>○ A11 road due to finish in late August/ early September</li> <li>○ Children designed speed sign to erected near Browick Road School.</li> <li>○ If enough interest, he can arrange a visit to the Wymondham Fire station.</li> </ul> </li> </ul> <u>South Norfolk Council</u> <ul style="list-style-type: none"> <li>• Cllr. Hurn <ul style="list-style-type: none"> <li>○ Wymondham Neighbourhood Plan formally adopted.</li> <li>○ Part of the A47 taskforce Easton -Tuddenham bypass scheme will result in 30 mph speed limits for all Tuttlés Lane and full length of Chapel Lane together with cycle lane on Tuttlés Lane.</li> </ul> </li> </ul>
110/23	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> <ul style="list-style-type: none"> <li>• Cllr. Nixon – attended Tennis Club meeting – were seeking to promote Tennis in the community and were seeking new members.</li> <li>• Cllr. Holden – Allotment Association Bacon Butty morning 13<sup>th</sup> August 2023.</li> <li>• Cllr. Perry – North Wymondham Community Centre - he had circulated minutes of a recent meeting.</li> </ul>

*[The meeting closed at 21.00 pm]*

DATED this .....day of .....2023

SIGNED .....(Chairman)



WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
93	Sanitec Cleaning (Norwich) Ltd	Daily cleaning Services - June	Public toilets	4300		1,061.00	212.20	1,273.20	707325
94	EDF	Elec 27.5.23-26.6.23	TIC Electricity	8040		60.27	3.01	63.28	707326
95	Wymondham Satellite Rotary	Grant - Food and Drink Festival	Grants - General	4700		375.00	0.00	375.00	707327
96	Bittern Books	Maps, books for TIC	TIC purchases	8050		80.25	0.00	80.25	707328
97	Biffa Waste Services Ltd	Wheeled Bin Account - June	Council Refuse	4520	113.78		22.76		
98	Ernest Doe & Sons Ltd - (June Invoices)	Wheeled Bin Account - June	Cemetery Refuse	4420	112.94		22.59	272.07	707329
		Spark plugs, trimmer shield assembly, Pro blower	L & E Maintenance	6130	338.39		67.68		
		Patio shurt, safety glasses	L & E Equipment Maintenance	6140	1,271.11		254.23		
		Deep clean of Public toilets - (June)	Est - Health & Safety	4195	18.70		3.74	1,953.85	707330
99	Sanitec Cleaning (Norwich) Ltd	Fuel Account - June	Public toilets	4300		180.00	36.00	216.00	707331
100	Abbeygate Garage Ltd	6 No. parking posts	L & E Maintenance	6130		421.92	84.37	506.29	707332
101	Halfords	Water 1.4.23-30.6.23	Cemetery Maintenance	4440		180.00	0.00	180.00	707333
102	Anglian Water Business (National) Ltd	1.6.23-30.6.23	Est - Water	4030		23.43	0.00	23.43	707334
103	E.ON Next	PAYE/NIC	Est - Electricity	4040		251.29	50.26	301.55	707335
104	HMRC	Pensions	PAYE/NIC	4000		3,880.63	0.00	3,880.63	707336
105	Norfolk Pension Fund	Innertube	L & E Maintenance	6130		4,121.10	0.00	4,121.10	707337
106	Wymondham Tyre Services Ltd	Cleaning of Council Offices	Public Toilets	4300	11.56		2.31		
107	Mrs O Gaul	Cup square carriage bolts and nuts, Yale padlock	L & E Maintenance	6130	96.38		19.28	129.53	707340
108	Jewson	Shingle, ballast and cement	Salaries and wages	4000	2,887.42		577.49		
109	Hays Recruitment	Temporary Ground staff	L & E Brighton Wymondham	6160	912.31		182.46	4,559.68	707341
110	Norfolk Parish Training & Support	Chairing Successful Meetings	Staff Training	4140		150.00	0.00	150.00	707342
111	Broadland Tree Services	Clearing fallen tree at Tolls Meadow	Est - Miscellaneous	4090		420.00	84.00	504.00	707343
112	Skillplane Limited	2 x Muck away (Green waste)	Cemetery Maintenance	4440		600.00	120.00	720.00	707344
113	Mr Overalls	Ear defenders and goggles	Est - Health & Safety	4195		13.45	2.69	16.14	707345
114	The CDS Group	Landscape planting proposal & schedule, project meeting	Est - Miscellaneous	4090		3,500.00	700.00	4,200.00	707346
115	One Press Publishing	Annual Report 2022-23	About Wymondham - Print	4800		450.00	0.00	450.00	707347
116	Farmbits Direct Limited	4 No. posts	Allotments	4600		19.16	3.83	22.99	707348
117	Viking Payments	Postage stamps	Admin postage	4330	147.50		0.00		
		3 No. Correction tape pens	Admin - print/stationery	4310	13.47		2.69	163.66	707349
					5,923.56	15,865.50	2,455.19	24,244.25	
	<b>DIRECT DEBITS</b>								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		100.93	20.19	121.12	
	BT	Lift line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsmans telephone	Admin - telephone	4320		13.72	2.74	16.46	
	Valda Energy	Electricity - Browick	L & E Electric - Browick	6040		9.22	0.46	9.68	
					5,923.56	16,087.15	2,498.14	24,508.85	

*S. H. [Signature]*


Chairman


*[Signature]*

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
4	Barclays Payflow	Salaries - July	Admin Salaries	6,241.66				
			Estab Salaries	2,054.46				
			Cemetery Salaries	1,739.88				
			TIC Salaries	743.79			10,779.79	D/D
							10,779.79	

  
.....Chairman

  
.....Deputy Chairman

31st July 2023

C  
D  
S

Discover what's beneath

## A Project Update Report – Wymondham New Cemetery

Wymondham Town Council

Date: August 2023

The CDS Group, Building 51, Wrest Park, Silsoe, Bedfordshire, MK45 4HS  
W: [www.thecdsgroup.co.uk](http://www.thecdsgroup.co.uk)  
T: 01525 864387



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## **1 Introduction**

We are pleased to present the latest update on the progress of the cemetery development project on land between London Road and Sutton Lane, in our capacity as the agent for Wymondham Town Council.

### **Project Overview:**

The CDS Group has been working on the development of the cemetery at the Land between London Road and Sutton Lane in Wymondham, Norfolk, on behalf of the Wymondham Town Council. We are currently appointed to take the cemetery development to the planning application stage. Our objective is to provide a tranquil and fitting cemetery for the community of Wymondham.

### **Delays and Soil Management Issues:**

However, we must acknowledge that the journey has been met with unforeseen challenges, notably the significant delays arising from soil management issues. These issues were brought to our attention during a comprehensive soil investigation that we conducted. The investigation revealed that the partnered housing developer, Lovells, had inadvertently caused soil management complications that directly impacted our cemetery development project.

### **Our Ongoing Efforts:**

Since identifying the soil management issues, our team has been engaged in addressing the concerns and working closely with all stakeholders involved. While we await a resolution to the soil management challenges, we have been proactive in streamlining the design and planning process to minimise the impact of these delays.

### **Mitigating Delays:**

In the following sections of this report, we will outline the strategies we have employed to mitigate the delays caused by the soil management issues. These include redesigning certain aspects of the project to work around the challenges posed by the soil composition. We will provide a comprehensive overview of the progress we have made despite the setbacks, outlining the stages we have successfully navigated in the design and planning process.

As we move forward, our team remains dedicated to the successful realisation of the Land between London Road and Sutton Lane Cemetery Development project.

We are optimistic that with our continued collaboration, determination, and the resolution of the soil management issue, we will overcome the challenges and deliver a cemetery development that honours the aspirations of the community and the vision of Wymondham Town Council.

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## 2 Soil Management Issues

Despite the agreement made during a virtual discussion on November 14<sup>th</sup>, between Lovells (Sam Sinclair and Trevor Haystead) and The CDS Group (Ben Copeland and Callum Ward), the essential remediation works by Lovells to render the site suitable for the proposed cemetery development for Wymondham Town Council have yet to be executed, despite the initially targeted completion in June 2023.

Following discussions, Lovells acknowledged the need for a specific set of actions to address the site's challenges, in alignment with observations made by CDS during their site assessments and noted in a Technical Note issued in December 2022.

These works are imperative to mitigate potential risks arising from buried topsoil, such as land gas generation and ongoing settlement of various structures, roads, infrastructure, and burial areas.

The necessary actions are as follows:

1. **Removal of Imported Material:** Lovells should strip back all imported material to the original topsoil layer. This process may be executed in sections to facilitate the management of excavated material on-site.
2. **Complete Stripping of Former Topsoil Layer:** The entire former topsoil layer, averaging 300mm to 400mm in thickness, must be meticulously stripped down to the natural subsoils. These subsoils consist of a sturdy orange-brown sandy gravelly silty clay composition.
3. **Aeration and Sieving of Former Topsoil:** Lovells should undertake aeration and sieving of the former topsoil layer to eliminate decaying organic matter. The discarded organics are to be disposed of off-site, and the resultant material should be stockpiled.
4. **Reinstatement of Stripped Fill Material:** The removed fill material should be reinstated in layers of 300mm, compacted to achieve 95% compaction. This compacted fill material should be brought to a level 150mm to 300mm below the intended finished levels. This adjustment is made to accommodate the upcoming steps.
5. **Final Compacted Fill Treatment:** The ultimate layer of compacted fill material needs to be ripped and treated with gypsum. This process aims to enhance the structure of the fill material, thereby facilitating improved water movement.
6. **Elevation Variation for Water Management:** The compacted fill material on the site's eastern side should be slightly higher, with a controlled slope created towards the west. This slope intends to channel subsurface water movement away from the site towards the boundary ditch. The difference in elevation between the two sides should not exceed 150mm.
7. **Sieved and Aerated Topsoil Replacement:** Lovells should reintroduce the sieved and aerated topsoil across the site to attain the desired finished levels. Notably, the topsoil thickness will be greater on the western half compared to the eastern half. In instances where on-site sources do not yield enough topsoil, certified topsoil will need to be brought in as an import.

It is essential to underline that the works are paramount to ensuring the site's suitability for the proposed cemetery development. The pending execution of these actions by Lovells has contributed to the ongoing delays in the project's timeline. Therefore, prompt attention to these requirements will be instrumental in moving the project forward and aligning with the intended project schedule.

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### 3 Planning and Design Progress

The progression of various planning and design aspects of the Land between London Road and Sutton Lane Cemetery Development project is intricately tied to the ongoing soil management challenges. These challenges have proven to be a pivotal factor influencing the trajectory of the project and its related components.

One of the prime examples highlighting this interdependence is the development of the drainage strategy. The completion of a comprehensive drainage strategy requires soakage results derived from soil samples. However, these results are contingent upon the completion of the soil remediation works. Thus, the delay in soil remediation subsequently delays the production of a drainage strategy, which is paramount for the successful functioning of the cemetery development.

Additionally, a critical consideration in the planning and design process is the assessment of the site's surroundings. The emergence of new guidance from the Environment Agency necessitates the incorporation of a 30-meter burial buffer from any existing ditches. Initial observations suggest that the site is bordered by ditches on three sides, which could significantly impact burial capacity and potentially require a revision of the current site design. However, a conclusive understanding of the extent and significance of these ditches awaits an on-site evaluation, which is only feasible post soil remediation.

The progression of the project involves a series of planning and design items, each linked to the successful resolution of soil management issues. These items include, but are not limited to:

1. **Geo-environmental Phase 1 Desk Study and Groundwater Risk Assessment:** This fundamental study is instrumental in comprehending the site's environmental context and potential risks.
2. **Drainage Strategy and Sustainable Urban Drainage System (SUDS) Plan:** The drainage strategy, a cornerstone of site functionality, is contingent upon soil conditions and subsequent remediation outcomes.
3. **Foul Water Design:** The design of the foul water system is intricately linked to the site's subsoil characteristics, which are currently under assessment.
4. **Topographical Survey:** An accurate topographical understanding of the site is essential for designing structures and planning various features.
5. **Building Design:** The structural design process is influenced by soil stability considerations, which are still in flux.
6. **Hard and Soft Landscaping Plan:** The landscaping plan's development depends on the successful resolution of soil-related challenges.
7. **Landscape Planting Proposal and Schedule:** The specifics of the planting plan are shaped by the suitability of the soil.
8. **Site Meetings and Communication:** Effective project communication and collaboration, including site meetings, are essential for addressing challenges as they arise.
9. **Pre-application Submission and Planning Application:** Both pre-application and formal planning submissions rely on a comprehensive understanding of the site's conditions.

Green = Complete

Orange = In progress

Red = On hold due to soil remediation

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## **4 Conclusion**

The link between the soil remediation and planning/design elements is significant. From drainage strategy to layout plans, resolving soil issues is pivotal for progress.

Addressing soil matters will enable smoother advancement in planning and design.

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## **Reporting Details**

Report Author: Ben Copeland BSc (Hons)

Verification: Becky Ballinger (Director)

Final sign-off: 30<sup>th</sup> August 2023

Version Number: Final

Date of Version: 30<sup>th</sup> August 2023



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE** held on Tuesday 15<sup>th</sup> August 2023  
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	James
	Frosdick
	Perry
	Rosen

Also Present

0 member of the public  
Cllr. Nuri-Nixon, P Barrett & J Barrett

F25/23	<u>CHAIR</u> Upon the resolution of Cllr. James and seconded by Cllr. Frosdick it was unanimously resolved to appoint Cllr. Fulcher as Chair.
F26/23	<u>VICE CHAIR</u> Upon the resolution of Cllr. Fulcher and seconded by Cllr. James it was unanimously resolved to appoint Cllr. Frosdick as Vice-Chair.
F27/23	<u>APOLOGIES FOR ABSENCE</u> – None.
F28/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F29/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Frosdick and seconded by Cllr. Perry it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20 <sup>th</sup> June 2023 as a correct record.
F30/23	<u>PROGRESS UPDATES</u> - None
F31/23	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>• Cllr. J Barrett read out a statement objecting to the proposed Cemetery regulations amendments as he felt they were discriminatory and therefore unlawful and could be seen as a disability tax.</li> <li>• Cllr. Nuri-Nixon voiced concerns regarding the Cemetery proposals as the regulations were being amended following 1 complaint, no mention of the electoral role, the requirement for 10 years' worth of documents (30 documents). They were bureaucratic unworkable and ill advised.</li> </ul>
F32/23	<u>ROTHBURY ROAD PARK EARMARKED RESERVE</u> After discussions upon the proposition of Cllr. James and seconded by Cllr. Rosen it was unanimously resolved to 'vire' to the Rothbury Road Park Earmarked Reserve the following £10,000 from the New Projects Reserve, £4,000 from the Open Spaces Reserve and £6,000 from the Play site safety Reserve.
F33/23	<u>KETTS PARK</u> Upon the proposition of Cllr. James and seconded by Cllr. Rosen it was unanimously resolved to approve an application for 8 days work at £350 per day plus £250 to renew a felling licence for the Norwich Fringe Project to continue woodland management work at Ketts Park. Funding from the New Projects earmarked reserve.

F34/23	<p><b>CEMETERY REGULATIONS</b> Discussion took place on the proposal by Cllr. Baker and proposed by Cllr. Perry to amend Cemetery regulations to determine the qualification (s) for residential fees as follows:</p> <p>This Council resolves to amend its previous decision on fees and qualifying conditions for use of the Wymondham Cemetery as set out below.</p> <p><i>The residents' fee applies to those for whom there is evidence that:</i></p> <ul style="list-style-type: none"> <li><i>* They were residing in Wymondham at the time of their death</i></li> <li><i>* They were residing in Wymondham within the four years prior to their death</i></li> <li><i>* 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.</i></li> <li><i>* They resided in Wymondham for a period of 10 years or more (in one or separate periods combined) at any point in their life</i></li> </ul> <p><i>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.</i></p> <p>We propose that this amendment is applicable from 1st April 2023 and is backdated to any fees since then.</p> <p>Several concerns were expressed to allow further work to be undertaken on the wording Cllr. Perry withdrew the proposal.</p>
F35/23	<p><b>FINANCIAL REGULATIONS</b> Cllr. Rosen introduced his motion to amend financial regulations, as attached to these minutes.</p> <p>A recorded vote was requested.</p> <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry the amendments contained within the paper were proposed.</p> <p>For: Cllrs. Rosen and Perry Against: Cllrs. James, Frosdick &amp; Fulcher</p> <p>The motion was lost.</p>
F36/23	<p><b>GENERAL</b> Cllr. Rosen introduced his motion in respect of work to be carried out by the Committee.</p> <p>It was agreed that the 4 points be taken and voted on individually.</p> <p>Cllr. Frosdick ask for his comments to be noted.</p> <p>The FGP committee will develop a four-year financial review based on the strategic intent of the Town council across this period. The review will include spend timings, financial risks and recommendations to mitigate risks and take advantage of opportunities. This will be reviewed on a quarterly basis with a report sent to the full council for discussion and agreement at town council meetings.</p>

After discussion upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved 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.

After discussion and upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved.

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 until the 4-year plan is completed and then review meeting dates.

After discussion during which the Clerk offered to produce budget comparison and details of quarterly draft accounts for discussion upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved that.

3. The RFO shall provide at the next monthly meeting of the Finance & General Purposes Committee 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 significant variances) together with draft ½ yearly internal Accounts for discussion.
4. To recommend that Council on 5<sup>th</sup> September amend Council Standing Order 17c be to be consistent with the amendment made to Financial Regulation 4.6. After discussion Cllr. Rosen agreed to withdraw this item pending further discussions under amendment point 3 above.

*(The meeting closed at 20.38 pm)*

DATED this ..... day of .....2023

SIGNED ..... (Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE	
118	EDF Energy	27.6.23-25.7.23	TIC Electricity	80.40	34.15	1.71	35.86	707350	Paid
119	Specialist Access Training Ltd T/A Britannia Safety & Training	Abrasive wheels course - Head Groundsman	Est - Staff Training	41.40	81.00	16.20	97.20	707351	Paid
120	Saratic Cleaning (Norwich) Ltd	Daily Cleaning Services - July	Public Toilets	43.00	1,061.00	212.20	1,273.20	707352	Paid
121	Biffa Waste Services Ltd	Wheeled Bin Account - June	Council Refuse	45.20	114.25	22.85			
		Wheeled Bin Account - June	Cemetery Refuse	44.20	113.41	22.68			
122	Ernest Doe & Sons Ltd	Shredder	Est - Miscellaneous	40.90	299.98	60.00	273.19	707353	Paid
		Safety glasses, anti vbe gloves,	Est - Health & Safety	41.95	40.10	8.02			
		Lock nut, bolts, nylon line, shovel, instant nails cartridge	L & E Maintenance	61.30	99.61	19.92			
		Repairs to Wessex, bearings, kit cover electronics, pins and nuts	L & E Equipment Maintenance	61.40	867.97	173.60	1,569.20	707354	Paid
123	Abbeygate Garage Ltd	Fuel Account - July	L & E Maintenance	61.30	525.27	105.05	630.32	707356	Paid
124	Andy Free Charity Account	Donation to British Red Cross - the late Cllr Julian Halls	Est - Miscellaneous	40.90	50.00	0.00	50.00	707358	Paid
125	SHE French Ltd	Release of Retention monies - Council Offices	Est - Miscellaneous	40.90	45,696.27	9,119.25	54,715.52	707359	Paid
126	E.ON Next	1.7.23-31.7.23	Est - Electricity	40.40	201.03	40.21	241.24	707360	Paid
127	Derelk Powley Services Ltd	Rebuild pump on Karcher Pressure Washer	L & E Maintenance	61.30	790.06	158.01	948.07	707361	Paid
128	Hydro Cleaning Services	Window Cleaner - Town Council Offices	Est - Cleaning	40.50	55.00	0.00	55.00	707362	Paid
129	BT	Telephone and internet	TIC - Telephone	81.00	285.27	57.05	342.32	707363	Paid
130	EDF Energy	Elec 26.7.23-24.8.23	TIC Electricity	80.40	48.68	2.43	51.11	707364	Paid
131	HMRc	PAYE/NIC	PAYE/NIC	40.00	3,823.62	0.00	3,823.62	707365	Paid
132	Norfolk Pension Fund	Pensions	L & E Maintenance	40.00	4,094.33	0.00	4,094.33	707366	Paid
133	Glasdon UK Limited	Passenger lift service contract 10.5.23-9.8.23	L & E Maintenance	61.30	203.23	40.65	243.88	707367	Paid
134	Stannah Lift Services Limited	Cleaning of Council Offices	Est - Miscellaneous	40.90	162.50	32.50	195.00	707368	Paid
135	Mrs O Gaul	Temporary Ground staff	Est - Cleaning	40.50	120.00	0.00	120.00	707369	Paid
136	Hays Recruitment	Salaries and wages		40.00	1,292.29	0.00			
137	T/a: Commercial & Industrial Cleaning Supplies Ltd	Temporary Ground staff	L & E Brighton Wymondham	61.60	6,461.43	383.73	10,056.12	707370	Paid
138	C C Clements & Sons	10 boxes x 12 toilet rolls, 1 box of 72 bars of soap	Public Toilets	43.00	1,918.67				
139	Jewson	Cur key, wasp nest killer	L & E Maintenance	61.30	182.80	36.56	219.36	707371	Paid
140	Viking Payments	6 bags fast set postcrete, drill bit, rawplugs	L & E Maintenance	61.30	10.13	2.03	12.16	707372	Paid
		40 reams A4 paper	L & E Maintenance	61.30	82.83	16.56	99.39	707373	Paid
141	South Norfolk Council	Dog bin - half yearly charge	Admin print/stationery	43.10	139.60	27.92	306.08	707374	Paid
142	Neumatters Limited	Black refuse sacks	SNC - Dog Bins	61.70	115.47	23.09			
143	Saratic Cleaning (Norwich) Ltd	Annual 2023 System Hosting	Admin Print/Stationery	43.10	3,778.04	755.60	4,533.64	707375	Paid
144	Farrills Direct Limited	Daily Cleaning Services - August	Public Toilets	43.00	86.25	17.25	103.50	707376	Paid
145	CW Services	24 No. fence posts, post driver	Public Toilets	46.00	1,061.00	212.20	1,273.20	707377	Paid
		Remove sub soil bank from side of cemetery	Allotments	44.40	153.68	30.74	184.42	707378	Paid
		Clear overgrown allotment	Cemetery Maintenance	46.00	250.00	0.00	375.00	707379	Paid
146	The CDS Group	Visual Appraisal for Building - New Cemetery	Est - Miscellaneous	40.90	2,200.00	440.00	2,640.00	707380	Paid
147	Wymondham BG Ltd	Wymondham in Bloom	Grants	47.00	1,438.10	0.00	1,438.10	707381	Paid
148	Wymondham Tyre Services Ltd	Inner tube	L & E Maintenance	61.30	20.00	4.00	24.00	707382	Paid
				10,545.49	66,146.24	13,334.30	90,026.03		

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES						
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT
5	Barclays Payflow	Salaries - August	Admin Salaries	6,226.81		
			Estab Salaries	1,988.07		
			Cemetery Salaries	1,764.54		
			TIC Salaries	630.68		
						10,610.10 D/D
TOTALS				0.00		£10,610.10

.....Chairman

.....Deputy Chairman

31 August 2023

# MOTION TO AMEND RULES REGARDING CEMETERY FEES IN WYMONDHAM

FOR CONSIDERATION ON 5TH SEPTEMBER 2023

## PRETEXT

Wymondham Town Council is responsible for the ownership, maintenance and administering of the cemetery on Cemetery Lane. The current guidance surrounding fees for the cemetery was agreed by the Council's Finance Committee prior to the elections which took place in May 2023. In cases of internment, exclusive rights for burial in earthen graves, exclusive rights for burial of cremated remains in earthen graves and the erection of monuments; different fees are required of residents and non-residents.

We believe that the definition of a resident under this guidance is flawed. Someone who lived in Wymondham through and since the Second World War and needed to move into a care home in 2018 would not be considered a resident under the current definition. As such, the first amendment we are proposing is to ensure that those who have lived in Wymondham but had to move out of the parish due to care needs are still considered a resident under this policy.

On the other hand we propose introducing a requirement for someone to live in Wymondham for a year prior to being termed a resident. In the current context, someone who moved to Wymondham a fortnight ago is deemed a resident whilst the above person is not.

We also believe in the value of community and of family. As such, we want to ensure that those residents who have spent a significant part of their life in Wymondham can be laid to rest here as a resident if their close family remain in the town. This means that a child who grew up in Wymondham for a decade or more could be buried as a resident if their parents remained in the town even if they had moved out of Wymondham..

This amendment would also broaden the evidence people are able to provide to demonstrate their residency in Wymondham. Currently the only acceptable evidence is someone's listing on the Electoral Roll. With almost a quarter of people not on the Electoral Roll and the illegality of keeping Electoral Roll records for long periods of time, this policy excludes many people from being termed a resident.

This proposal seeks to ensure a compassionate, inclusive approach from Wymondham Town Council to residents at a time of grief.

**The Council resolves to apply the below criteria when determining who is a 'resident' with regards to cemetery fees.**

**The fees payable will be the resident rate if:**

1. The deceased had lived in Wymondham for one year at the time of their death.
2. The deceased lived in Wymondham for one year immediately prior to leaving the parish due to independent care needs.
3. The deceased lived in Wymondham for a period of 10 years or more at any point in their life and has close family living Wymondham at the time of their death.

The Council may also offer a resident rate in exceptional circumstances. This is solely at the discretion of the Town Council.

Evidence must be provided to the Town Clerk to show the above criteria have been met. This evidence could include:

- Property deeds
- Lease agreements
- Utility or tax bills
- Driving licence
- Electoral roll
- Bank statement
- Letter from a public body such as the NHS or HMRC
- Other evidence can be accepted at the discretion of the Town Clerk

All evidence is accepted at the discretion of the Town Clerk. If the person submitting the evidence wishes to appeal against the Town Clerk's decision, a panel of three councillors will be established to hear this appeal.

We note

1. Play facilities across Wymondham currently provided by the Town Council are in a state of poor repair such that they are unattractive to children, young people and families.
2. The Town Council has earmarked reserves to fund improvements to play facilities at Browick Park and Rothbury Park, the latter by viring funds originally budgeted for playground safety.
3. The projects to improve Browick and Rothbury are part of long-term development plans while there is an immediate need for investment in maintaining existing facilities.
4. A number of the recently built estates have play facilities that are currently in a good state but could benefit from upgrading.
5. The preference of residents in Silfield who have voted to have a landscaped play area rather than a community building.

We believe that

1. Play is vital to children and young people's mental and physical health. It supports family and community life, providing opportunities for personal development that benefit all residents through reduced anti-social behaviour, better educational outcomes, and more productive employment.
2. The Town Council should take the lead in ensuring that the open spaces it controls should set an aspirational example that encourages other providers to improve their facilities.
3. The Town Council should take every opportunity to increase the number of play facilities under its direct control in order to provide the best possible community access while sharing costs fairly across all residents.

Accordingly we propose that

- 1 A Wymondham Play Strategy be developed by the Council.
- 2 That all Committees of the Council contribute to the development of plans to be consulted on with Wymondham Residents as part of the Council's budget setting process for 2024 onwards.
3. That immediate action be taken to address the large number of repair and maintenance issues on Council managed land. A written report of action taken to be submitted to each future Town Council meeting until no further issues are outstanding.
4. That where the opportunity exists the Town Council will adopt play facilities provided by other organisations in order to improve the overall offer available to the community."

Submitted by Cllrs Rosen, Perry, Baker and Doheny.



"We note that Cllr Holden proposed an amendment to Financial Regulations at the AGM in May. Town Council decided to refer this for consideration by the Finance and General Purposes Committee. At the F&GP Committee on 16th June the proposal was not considered on the grounds that there was no seconder.

We believe that the decision of the Town Council has been frustrated through procedural means and that this is not consistent with the proper democratic operation of the Council. We believe this is also inconsistent with the Nolan principles which Councillors are expected to conform to.

To avoid this situation recurring in future we propose that standing order 1b be amended to read "A motion (including an amendment) shall not be progressed unless it has been moved and seconded, except in the case of a matter referred to a Committee or Working Group by decision of the Town Council when it will be treated as proposed and seconded by virtue of the Town Council decision to refer."

This motion is submitted by Cllrs Rosen, Perry, Baker and Doheny.



Item	Details
<b>Indicative source of funding:</b>	Wymondham Town Coordinator Annual Budget - balance remaining of £5,000
<b>Indicative project resource requirements:</b>	Officer time will be needed to oversee the design and implementation process and ongoing content creation and administration.
<b>Distribution of this document includes:</b>	
<b>Sign off required:</b>	
<b>Next steps and dates</b>	

Item	Details
<b>Proposed project ideas:</b>	<p>Support current marketing initiatives; Visit Wymondham website development, Farmers Market promotion, Town Signage updates:</p> <ol style="list-style-type: none"> <li>1. Visit Wymondham website development; Mailchimp subscription; an all-in-one marketing platform, as used by SNBC for their Business Support Update to manage and talk to your subscribers and create attractive, easy to read emails with hyperlinks and powerful data analysis. Monthly subscription for Visit Wymondham enewsletter £16 per month for 500 contacts – note this will increase as the number of subscribers grows. Domain name management £15 + VAT per year, Instagram plug in £48 + VAT per year and email address £66 + VAT per year.</li> <li>2. Farmers Market standalone brand creation; logo and design of marketing materials £1,200 + VAT</li> <li>3. Farmers Market flyers x 2,000 £75.70 inclusive</li> <li>4. Town Signage updates;</li> </ol> <p><b>Finger post signs</b></p> <ul style="list-style-type: none"> <li>- Vinyl graphics to existing sign panels around the town centre to add Town Green shopping, update walking distances to Mid Norfolk Railway etc:</li> <li>- White cut graphics</li> <li>- Includes set-up, production and installation</li> </ul> <p><b>= £65 + VAT per sign required x 4</b></p> <p><b>Post Signs for promotion of Visit Wymondham Website</b></p> <ul style="list-style-type: none"> <li>- 420mm x 600mm ACP metal signs with full colour vinyl print to face</li> <li>- Fixed to existing post using channel and clips</li> <li>- Includes all fixings</li> <li>- Includes set-up of artwork sent across, production and installation</li> </ul> <p><b>= £85 + VAT per sign required x 6</b></p>
<b>What is the need?</b>	<p>Yes, Wymondham Town Audit Report April 2023</p>
<b>Is the project in the approved delivery plan?</b>	<p>Yes, Wymondham Town Audit Report April 2023</p>



## Wymondham Town Coordinator Project Proposal

Item	Details
<b>Date:</b>	29/08/2023
<b>Author:</b>	Corinna Pharaoh
<b>Proposed project name:</b>	Ongoing marketing proposal.