

## WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE WILL BE A MEETING OF  
THE LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE  
ON TUESDAY 21<sup>st</sup> May 2024 at 7.00 pm in the Council Offices.

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

1	Election of Chair	
2	Election of Vice Chair	
3	Apologies for absence	
4	Declarations of Interest	<b>A</b>
5	To confirm the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 16 <sup>th</sup> January 2024.	<b>B</b>
6	To receive an update about progress of items arising from the last meeting of the committee held on 16 <sup>th</sup> January 2024/ 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	Cemetery -Letters To Heaven post box – Cllr. James	<b>C</b>
9	Play Equipment – re-painting – Cllr. Nixon	<b>D</b>
10	Ketts Picnic	<b>E</b>

#### **Council Offices**

*Ketts Park*

*Harts Farm Road*

*Wymondham*

*NR18 0UT*



**T B Gurney**

*Town Clerk*

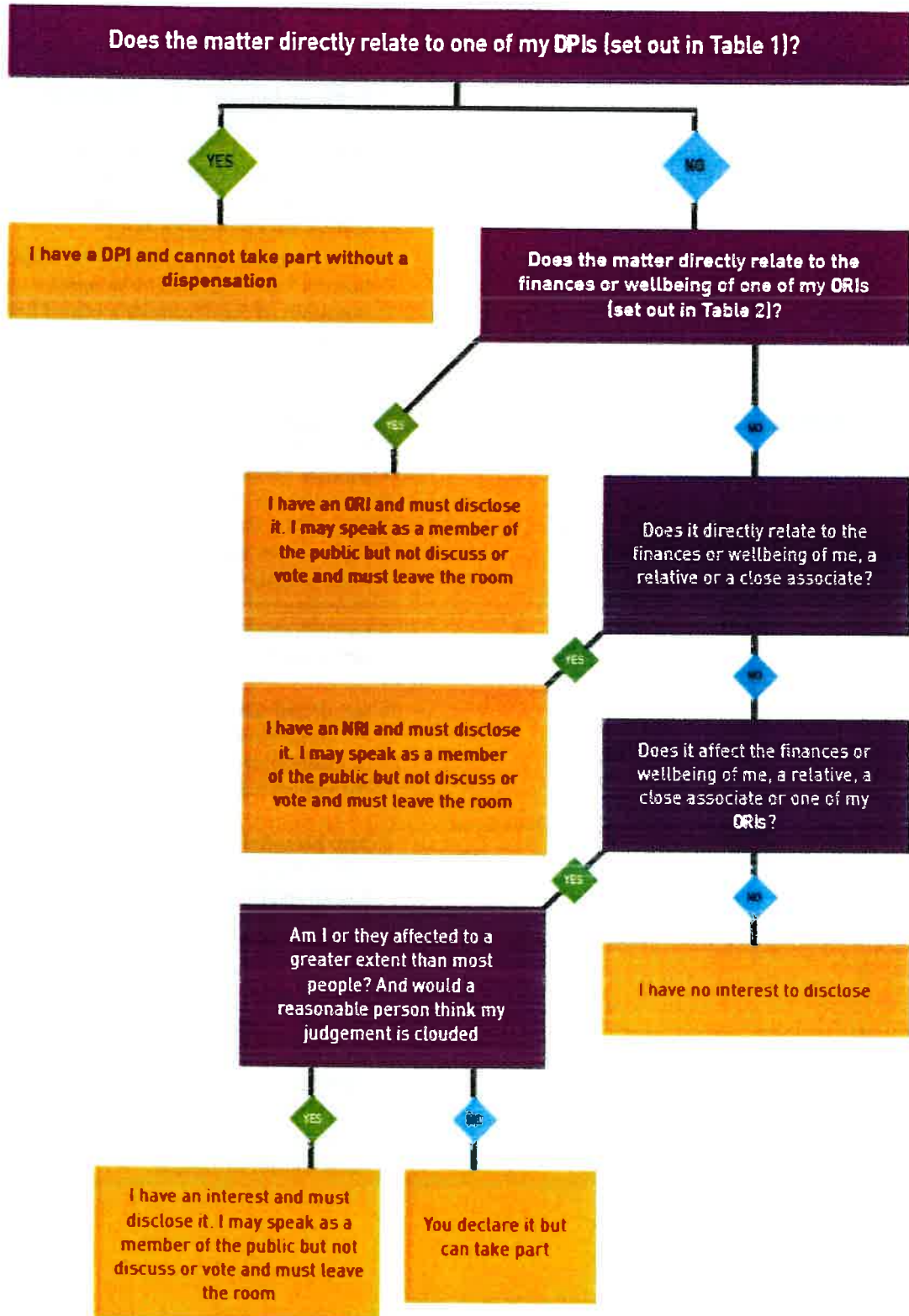
*14<sup>th</sup> May 2024*

#### Committee Members

<b>Cllr. James</b>	<b>Cllr. Batley</b>	<b>Cllr. Doheny</b>
<b>Cllr. Nixon</b>	<b>Cllr. Nuri Nixon</b>	

## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council  — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</li> </ul> </li> </ul>
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**WYMONDHAM TOWN COUNCIL**

MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,  
ENTERPRISE AND TOURISM COMMITTEE held on Tuesday 16<sup>th</sup> January 2024  
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	A James (Chair)
	L Nixon
	M Batley
	L Doheny
	T Baker

Also Present:

1 member of the public.  
Cllrs. Fulcher & Nuri-Nixon  
C Pharaoh – SNC – Town Co-ordinator

LE01/24	<u>APOLOGIES FOR ABSENCE</u> – None.
LE02/24	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> <li>Cllr. James – Agenda items 6 &amp; 7 – Member of Wymondham in Bloom – non-pecuniary.</li> </ul>
LE03/24	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Nixon and seconded by Cllr. Doheny it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 21 <sup>st</sup> November 2023 as a correct record.
LE04/24	<u>PROGRESS UPDATES</u> – None.
LE05/24	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>Cllr. Nuri-Nixon – Agenda item 7 (Wymondham Mark) – Didn't agree with paper pretext and Council had been pro-active – organising volunteers network meeting and attending meeting of Voluntary Norfolk who are also active in bringing groups together. Moving forward to be an inspirational Council.</li> </ul>
LE06/24	<u>WATER BUTT</u> Cllr. Nixon introduced her paper to purchase a rainwater butt and flower display to be purchased for £232.99 together with plants and compost. The funding comes from a grant of £300 received from South Norfolk Council pride in place fund. Upon the proposition of Cllr. Nixon and seconded by Cllr. James it was unanimously agreed to purchase the water butt and plants etc.

LE07/24

WYMONDHAM MARK Cllr. Baker outlined his paper to bring in a 'Wymondham Mark' to provide support and infrastructure for local volunteer groups and organisations. The LEET committee would establish the criteria to receive a 'Mark' and would determine which groups would be accepted. The Council needs to have a structure in place and could control who uses resources by putting checks and balances in place. Cllr. Nixon responded outlining work the Council had undertaken in the Town and raising concerns that a 'Mark' would create a 2 tier elitist system and that the Council should be inclusive and progressive not elitist. The effect of loss of income to other small room hirers was pointed out, which could cause them to close if the Council offered free meeting rooms.

Upon the proposition of Cllr. Baker and seconded by Cllr. Doheny the following motion was proposed:

The Council

a) Requests that the Town Clerk prepare a report containing details of:

- Spaces to which access is controlled by Wymondham Town Council
- Sources of water accessible from outside buildings which are controlled and paid for by Wymondham Town Council
- Sources of electricity accessible from outside building which are controlled and paid for by Wymondham Town Council
- Any other inventory or services he deems may be useful to community groups.

b) Resolves to create the "Wymondham Mark" to grant community groups, charities or individuals the right to access these services without charge

c) Directs the LEET Committee to determine:

1. Which resources to which mark-holders should have access
2. The extent to which mark-holders should have access to these resources
3. The criteria the above groups or individuals must satisfy to be awarded the mark
4. The process through which groups or individuals must go to be awarded the mark
- 5.. Criteria upon which the above groups or individuals may have the mark removed and the process for doing this
6. Suitable monitoring of usage of the above resources

For: 2

Against: 3

The motion was lost.

LE08/24	<p><b>TOWN CO-ORDINATOR</b> presented her report of work being undertaken which primarily comes under the following headers:</p> <ol style="list-style-type: none"> <li>1) Welcome to Wymondham website.</li> <li>2) Heritage Trail</li> <li>3) Visit Wymondham guide.</li> </ol> <p>Questions</p> <ul style="list-style-type: none"> <li>• How the proposed 52 things to do had been compiled and how businesses were selected to be chosen? <ul style="list-style-type: none"> <li>○ It is a draft the is evolving and businesses selected are on a first come first served basis.</li> </ul> </li> <li>• Organising an event guide and budget sheet was very helpful. <ul style="list-style-type: none"> <li>○ A de-briefing meeting of last year’s event organisers is proposed.</li> </ul> </li> <li>• Socials activity report is interesting. <ul style="list-style-type: none"> <li>○ Footfall increase is from anecdotal evidence, shop keeper comments and observations. South Norfolk Council to be asked for car park statistics to compare 2023 with previous years.</li> </ul> </li> <li>• Is a list of contacts held? <ul style="list-style-type: none"> <li>○ Yes, a data base has been constructed.</li> </ul> </li> <li>• This year is 475<sup>th</sup> anniversary of Ketts Rebellion <ul style="list-style-type: none"> <li>○ South Norfolk Council are considering this to see if they can offer support.</li> </ul> </li> <li>• Will LEET sign off Visit Wymondham Guide <ul style="list-style-type: none"> <li>○ Yes</li> </ul> </li> <li>• Are coach tour visits still being encouraged? <ul style="list-style-type: none"> <li>○ Yes – South Norfolk Council Tourism Officer has created a database of appropriate Coach tour operators.</li> </ul> </li> <li>• When will Visit Wymondham website be launched? <ul style="list-style-type: none"> <li>○ Spring 2024</li> </ul> </li> <li>• Social media <ul style="list-style-type: none"> <li>○ Training course for businesses to be organised. Councillors to be invited to improve their skills.</li> </ul> </li> <li>• When will heritage trail be launched? <ul style="list-style-type: none"> <li>○ Late Spring.</li> </ul> </li> <li>• Retail areas outside the Town Centre should be included. <ul style="list-style-type: none"> <li>○ Yes, including Limetree Avenue and industrial areas.</li> </ul> </li> </ul>
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*[The meeting closed at 19.56 pm]*

DATED this ..... day of .....2024

SIGNED ..... (Chairman)

## LETTERS TO HEAVEN – PROPOSAL FOR WYMONDHAM’S CEMETERY

### 1. Overview

‘Letters to Heaven’ is a concept started in 2023 by a then 9-year-old girl. It aims to help the bereaved cope with their grief. The grieving can write and post letters, cards and drawings to a lost loved one in special post boxes installed in cemeteries and crematoria nationwide. See: <https://www.nottinghampost.com/news/local-news/nottingham-schoolgirl-9-launches-postbox-8140215> for more info.

Cllr Nuri-Nixon was recently contacted by Wymondham resident Lisa who asked if WTC would consider installing one of these post boxes in the town’s cemetery on Cemetery Lane. Cllr James had spotted the practice in the news last year and discussed it with Cllr Nuri-Nixon then; Lisa’s message has prompted action now.

### 2. Key Points:

- a. Several privately run crematoria and councils countrywide offer this service including: Aylesbury, Bedford, Cromer, Chesterfield, Colchester, Mansfield, Melton, Rushden, Saltash, Witney and Workington.
- b. The lockable post boxes are often painted white to differentiate them from Royal Mail boxes. They are emptied and maintained by the relevant crematorium/council staff. We recommend an extra sign – additional to the post box door sign – is added to the box or fixed nearby to make it clear it is **not** a Royal Mail post box and that no stamp is necessary.
- c. When letters are collected by council staff it is important that confidentiality is maintained. Research indicates the bereaved seem to care most that their letters are NOT opened or read; it is the acts of writing and posting that give comfort. Many operators now collect the letters and shred them, unopened, for composting. The resultant compost is then used at the cemetery. Some places mix the compost with wild flower seed thus continuing life. This is also in keeping with our biodiversity and sustainability policies and we recommend Wymondham Town Council adopts this method.
- d. The service is available to all, not just those with loved ones buried in the cemetery.
- e. If the post box is considered successful we recommend a second post box is installed in our new cemetery.

### 3. Purchase Options and Costs:

Three examples are below. All are supplied with a stand, are lockable and supplied with keys.



#### Example 1: Stand mounted white post box @ £269

[https://www.amazon.co.uk/Mounted-Wedding-Authentic-Replica-Lockable/dp/B08XGDK448/ref=sr\\_1\\_1?crd=3GBVDJ4DQEUH0&keywords=royal+mail+free+standing+post+box&qid=1706105395&sr=8-1&ufe=app\\_do%3Aamzn1.fos.d7e5a2de-8759-4da3-993c-d11b6e3d217f](https://www.amazon.co.uk/Mounted-Wedding-Authentic-Replica-Lockable/dp/B08XGDK448/ref=sr_1_1?crd=3GBVDJ4DQEUH0&keywords=royal+mail+free+standing+post+box&qid=1706105395&sr=8-1&ufe=app_do%3Aamzn1.fos.d7e5a2de-8759-4da3-993c-d11b6e3d217f)





**Example 2:** Stand mounted white post box @ £210. This is the option we recommend. Traditional and a recognisable Royal Mail style; it has the same specifications as Option 1 - but is cheaper.

<https://forge-foundry.com/product/elizabeth-regina-white-er-post-box/>



**Example 3:** Stand mounted white post box @ £175. A different style.

[https://forge-foundry.com/product/white-cast-iron-post-box-with-stand/?utm\\_source=Google%20Shopping&utm\\_campaign=Google%20Shopping&utm\\_medium=cpc&utm\\_term=257&gad\\_source=1&gclid=Cj0KCQiAz8GuBhCxARIsAOpzk8wf8t8A0BU6\\_uh2DGnqrMF-x3d9ZhLiUWDGKKkNykQ4GuHboc0p218aAtDjEALw\\_wcB](https://forge-foundry.com/product/white-cast-iron-post-box-with-stand/?utm_source=Google%20Shopping&utm_campaign=Google%20Shopping&utm_medium=cpc&utm_term=257&gad_source=1&gclid=Cj0KCQiAz8GuBhCxARIsAOpzk8wf8t8A0BU6_uh2DGnqrMF-x3d9ZhLiUWDGKKkNykQ4GuHboc0p218aAtDjEALw_wcB)



Example of a laminated sign produced by Saltash Town Council giving info about the post box.

Saltash told Cllr James this sign was easy to create in Canva. It was cheap because it is laminated and is fixed to the top of their stand mounted post box on a wooden batten. A similar sign could be fixed to our post box or near it. Cllr Nuri-Nixon has the design skills to assist.

**Proposal:**

That the LEET Committee approves the purchase and installation of one 'Letters to Heaven' post box in the WTC run cemetery on Cemetery Lane. If deemed successful the future purchase of a second post box to be considered for the new cemetery.

*Proposed by:* Cllr Annette James

*Seconded by:* Cllr Lucy Nixon

## LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE

21<sup>st</sup> May 2024

### Proposal

Wymondham Town Council grounds team carry out an inspection of all Council owned play equipment in the five\* play areas it owns/manages with a view to identifying equipment that needs painting. the painting should take place when weather conditions are most suitable i.e. in the warmer summer months. Additionally, over and above regular health and safety inspections, if any equipment is identified as needing repair or replacement, this should be brought to the attention of the Town Clerk for remedial action to be taken.

Proposer: Cllr James

Secunder: Cllr Nixon

\* Browick Rec, Rothbury Park, Bellrope Park, King's Head Meadow, Kett's Park

Kett's Day 475 - A celebration of Robert Kett's rebellion on the 475<sup>th</sup> anniversary

This proposal is to ratify the spending of monies to provide activities for families and children to enjoy at a community picnic on Sunday July 7<sup>th</sup>. We have kindly been donated a sum of £1433.54 by the Wood family in order to be able to put on a community event and anything over this amount will be topped up from the Mayor's fund.

What, where, when?

Sunday July 7<sup>th</sup> at Kett's Park. A community picnic where people can bring along their own picnic blankets and lunches and enjoy an afternoon in our lovely park. There will be fairground rides, a children's crafting activity, a performance of 'The Widow Kett', a medieval sword fighting demonstration including interactive activities and a Kett's themed walk with the Wymondham Walkers.

Fairground rides:

Tea cups, roundabout, inflatable slide.

Cost to hire: **£1200** (This provides unlimited free rides for all children)

Stall offering sweets, ice-cream and candyfloss for those who wish to purchase any treats.

Main Hall at Kett's Park:

The main hall has been booked in order to provide a location for the performance of 'The Widow Kett' and also as a bad weather contingency for the sword fighting activity to take place indoors.

Cost to hire: **£60**

The small café and toilet facilities will also be available in this building.

Sword Fighting:

Two hours of medieval sword fighting including a demonstration and interactive activities for children aged 6+

Cost to hire: **£500**

Wymondham Wild Tribe:

Kett's themed crafting activity for children aged 3 – 8 years to make their own mobiles using natural materials such as feathers, oak leaves and acorns.

Cost: **£50** requested to purchase additional crafting materials such as beads and thread

Wymondham Walkers

A walk for adults starting and finishing at the Robert Kett pub which will take in various Kett related road names in North Wymondham.

(No charge)

Total Spend = **£1810**

Proposed and seconded by Cllr Nixon and Cllr James