

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 1st April 2025 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	A
3	To resolve that the minutes of the Council meeting held on 4 th March 2025 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 4 th February 2025 / previous meetings. <ul style="list-style-type: none">• To note the notes and to ratify the decisions of the Council Building, Health & Safety and Personnel Working Group meeting held on 10th March 2025.• To note the notes of the Council's Allotment Working Group meeting held on 12th March 2025.• Youth Council update.	C
5	To note the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 18 th March 2025 and to ratify the recommendation therein.	D
6	To confirm payment of monthly creditors – March 2025	
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 unless directed by the Chairman of the meeting.	
8	Rothbury Park – to receive a verbal update	
9	Browick Recreation Ground update.	E
10	To note that Norfolk and Suffolk have been placed on the Devolution Priority Programme (DPP) – Consultation closes on 13 th April 2025 link here	F
11	Reports from County / District Councillors.	
12	Reports from representatives on outside committees.	
13	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.	
14	To review proposal from NCC regarding the bus stop outside Co-op	G
15	To review Council communications.	

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

26th March 2025

Interests Flowchart

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

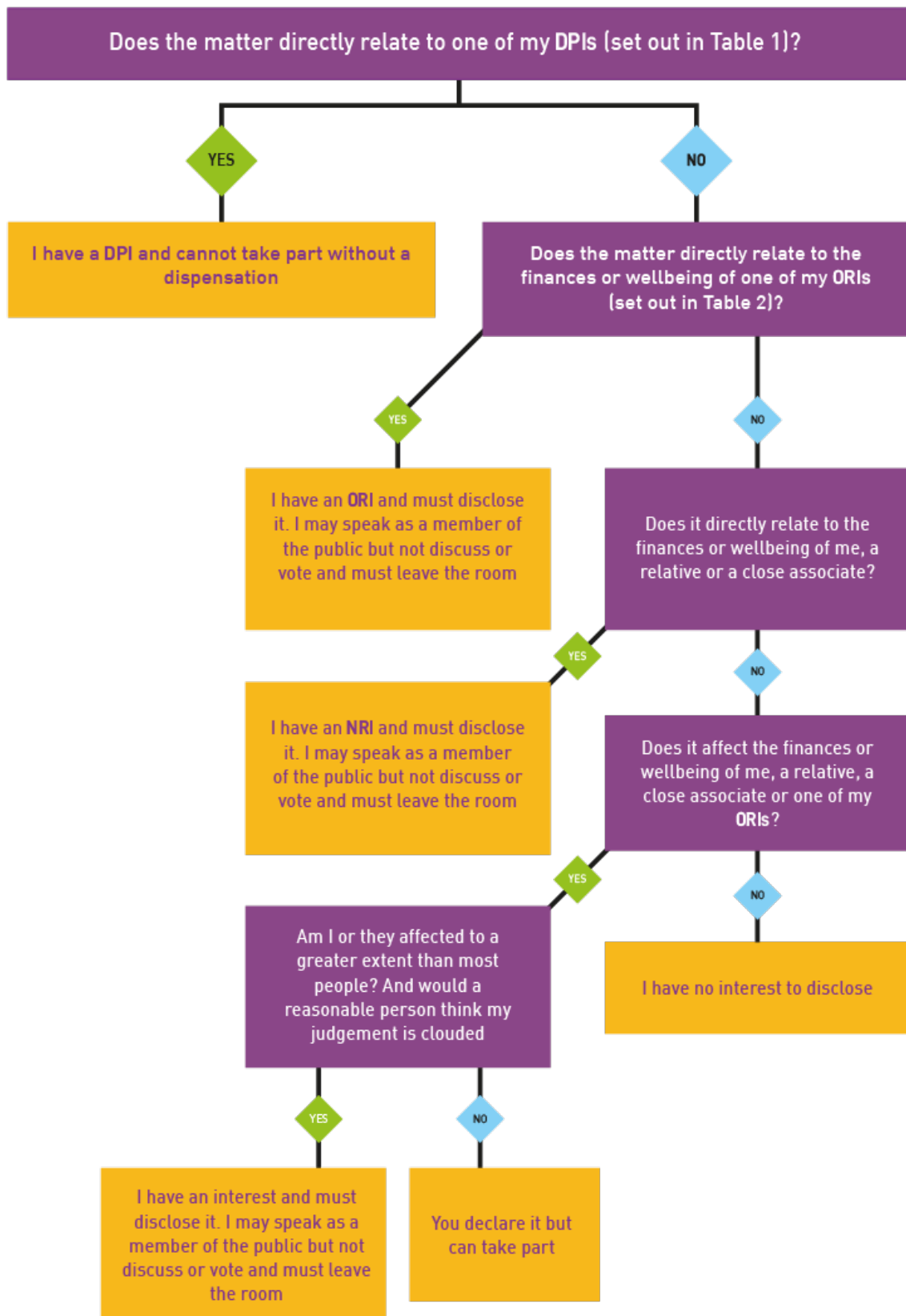


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- 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
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (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

WYMONDHAM TOWN COUNCIL

Minutes of a Town Council meeting held on Tuesday 4th March 2025 at 7.00pm in the Council Offices, Ketts Park, Harts Farm Road, Wymondham NR18 0TU.

Present: Councillor (Cllr) Susanne Nuri-Nixon (Chair), Paul Barrett, Marlene (Joy) Batley, Peter Broome, Lowell Doheny, Rory Frosdick, Julian Fulcher, Annette James, Alex Perry and Dave Roberts.

Member(s) of the Public: Four members of the public were present including some members from the Wymondham Youth Council.

046/25	<u>APOLOGIES FOR ABSENCE:</u> Apologies were approved for Cllr Nixon and Cllr Witt - other commitment. No apologies received from Cllr Rosen.
047/25	<u>DECLARATIONS OF INTEREST:</u> None.
048/25	<u>MINUTES OF MEETINGS:</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Broome the minutes of the meeting held on 4 th March 2025 were unanimously approved as a correct record.
049/25	<u>PROGRESS UPDATES:</u> The notes of the Council Building, Health & Safety Personnel Working Group meeting held on 12 th February 2025 were noted and upon the proposition of Cllr Roberts and seconded by Cllr Fulcher the recommendations therein were unanimously ratified.
050/25	<u>FINANCE & GENERAL PURPOSES COMMITTEE:</u> The minutes of the meeting held on 18 th February 2025 were noted and upon the proposition of Cllr Barrett and seconded by Cllr Fulcher the recommendations therein were unanimously ratified.
051/25	<u>SUNDRY CREDITORS:</u> Upon the proposition of Cllr. Barrett and seconded by Cllr. Roberts it was resolved to pay accounts for February 2025, as per the submitted list in the sum of £33,153.13 together with debit card payments totalling £471.99. In compliance with financial regulations the Clerk tabled a list of salaries paid from the account to the sum of £11,829.29. Thanks were expressed to Council's staff for carrying out a recent audit of actual dog bins owned by the Town Council following receipt of the credit note from South Norfolk District Council.
052/25	<u>PUBLIC PARTICIPATION:</u> None.
053/25	<u>ROTHBURY PARK:</u> The Chair gave a general update and informed that Greening Wymondham had confirmed the new play equipment proposal which will see the play equipment company working on removing the existing equipment and installing the new play equipment in May or June this year.

		<p>It was mentioned that the project manager was yet to be confirmed, but the Town Council will be displaying plans and design of the new play equipment and improvements to the park at the Rothbury Community Centre soon. An update will be given at the next meeting.</p> <p>Comments were made to welcome this project after consultation with residents and the wider community.</p>
054/25		<p><u>BROWICK RECREATION GROUND:</u></p> <p>The Chair gave an update on the vandalised changing rooms and mentioned that a criminal report had been made. Costs to remove/replace/install were mentioned costing over £10,000. It was recommended to remove the existing portal cabin and scrap the metal container as the new plans for Browick Recreation Ground would not retain both. It was agreed for the Clerk to obtain quotes from scrap companies.</p>
055/25		<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council:</u> None</p> <p><u>South Norfolk Council:</u></p> <ul style="list-style-type: none"> • Cllr Roberts <ul style="list-style-type: none"> ○ The Shed on Ayton Road had received his District Councillor Members Ward Grant and were able to purchase a laser cutter. • Cllr Nuri-Nixon <ul style="list-style-type: none"> ○ District Councillor Member's Ward Grant has started again from the beginning of March.
056/25		<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> • Cllr James The Lizzard Trustee <ul style="list-style-type: none"> • The Norwich Swift Project has completed 24 swift nesting boxes installations on residents' houses. • P Barrett Greening Wymondham <ul style="list-style-type: none"> ○ Members were invited to the South Norfolk Chairman's reception and an event on the Norfolk Showground called 'Illuminate Norfolk'. ○ Volunteers are happy to help with the Rothbury Park project and open day in the community centre. Sustainable Wymondham <ul style="list-style-type: none"> ○ Further to the 'Reclaim the Rain' meeting they are working alongside Wymondham in Bloom for rainwater capture. ○ Looking at opportunity for social prescribing. ○ Earth Day is on 22nd April 2025 and a stall will be held at the Farmers Market. • Cllr Perry Public Realm <ul style="list-style-type: none"> ○ The project has reached the stage where seven drawings will be produced and two or three of the drawings will be tangible for consultation for comments in May 2025.

057/25	<p><u>EXCLUSION OF THE PRESS & PUBLIC:</u> On the proposition of Cllr. Fulcher and seconded by Cllr. Broome 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.</p>
058/25	<p><u>NEW LEASE UPDATE:</u> A forecast table of costs was circulated ahead of the meeting and after discussion it was agreed for the Council's AWG to schedule a meeting and invite the Chair of each group for further consideration, as costs would be considerably more.</p>

[The meeting closed at 19.40 pm]

DATED thisday of2025

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL

Notes of a meeting of the Council Buildings, Health & Safety and Personnel Working Group held on Monday 10th March 2025 at 10.00 am in the Council Offices

Present: Councillor (Cllr) Lucy Nixon (Chair), Annette James, Suzanne Nuri-Nixon and Michael Rosen.

Also present: Laura Trabucco (Town Clerk), Cllr Peter Broome.

1. APOLOGIES FOR ABSENCE: None.
2. DECLARATIONS OF INTEREST: None.
3. EXCLUSION OF PRESS AND PUBLIC: It was resolved 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.
4. NOTES OF THE MEETING: The confidential notes of the meeting held on 12th February 2025 were **approved** as a true record.
5. MATTERS ARISING: The Clerk gave an update and confirmed that the Grounds Maintenance Person job advert had been successful raising a high number of applicants. Interviews will be arranged after 19th March and members of the working group would prepare a list of questions.
6. STAFF HANDBOOK: This was reviewed and agreed to add additional unpaid leave for carer cover.
7. TOWN COORDINATOR UPDATE: An update was received from the Clerk and it was mentioned that SNDC was unable to extend the Town Coordinator's contract. After much discussion it was agreed that the Town Council would create a new role to help develop new ways reaching out to the wider community and engage in communications with residents and other stakeholders. A Community Engagement Officer job description, person specification and job advertisement would be drafted by the Clerk and reviewed by the working group. The job advert would be posted on 2nd April 2025 on Norfolk ALC, Indeed, Gov.uk, the Town Council website and Facebook.

The above decisions to be ratified by Full Council.

The meeting closed at 11.08 am

Chair's Signature

WYMONDHAM TOWN COUNCIL

Allotment Working Group

Notes of the meeting held on Wednesday 12th March 2025 at 14.00 pm in the Council Offices

Present: Councillor (Cllr) Roly Frosdick, Annette James (substitute for Lucy Nixon), Suzanne Nuri-Nixon and Dave Roberts.

Also in attendance: Laura Trabucco (Town Clerk), Howard Fuller (Chairman of Allotment Association) and Kevin Stuart (Chairman of New Allotment Working Group).

1	Apologies for absence: Cllrs L Doheny and L Nixon – other commitments.
2	Declaration of Interest: None.
3	Notes of the meeting: The notes of the meeting held on 23 rd January 2025 were approved as a true record.
3	Update: An update was received by the Clerk, and it was mentioned that an informal offer had been received from the landowner to acknowledge that the land, that could be made available for the use of allotments, would be available for rental. The Council was still waiting to receive further details from the landowner's land agent before progressing to negotiations. Forecasts had been tabled on the basis of a longer lease, set up and ongoing maintenance. After much discussion it was confirmed that the general feedback received from allotment holders would continue to the potential site, therefore the Council would engage with the landowner's land agent for further discussions and therefore progress to an early stage of negotiation. It was agreed that all information discussed was confidential and therefore should not be disclosed. The Council will communicate to each group when more details become available.

[The meeting closed at 15:25am]

DATED this day of 2025

Signed (Chairman)

WYMONDHAM TOWN COUNCIL

Minutes of the Leisure, Environment, Enterprise and Tourism Committee meeting held
on Tuesday 18th March 2025 at 6pm, in the Council Offices

Present: Councillor (Cllr) Annette James (Chair), Marlene (Joy) Batley, Julian Fulcher (substitute for Suzanne Nuri-Nixon) and Lucy Nixon.

Also Present: Laura Trabucco (Town Clerk) and two member of the public including Corinna Pharaoh (SNC Town Coordinator).

LE01/25	<u>APOLOGIES FOR ABSENCE</u> : Cllr. S Nuri-Nixon – other commitment.
LE02/25	<u>DECLARATIONS OF INTEREST</u> – None.
LE03/25	<u>MINUTES OF MEETING</u> : Upon the proposition of Cllr. Nixon and seconded by Cllr. Batley it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 19th November 2024 as a correct record.
LE04/25	<u>PROGRESS UPDATES</u> : The Clerk gave a general update and informed the Committee that the Seed Library box has been fitted at the North Wymondham Community Centre and the four Bat Boxes from the Shed Wymondham will be ready in April 2025 to be installed at Becketswell.
LE05/25	<u>PUBLIC PARTICIPATION</u> : None
LE06/25	<u>PLANTLIFE MEMBERSHIP</u> : Cllr. Nixon gave a general background of the proposal explaining the concept of ‘No Mow May’ launched by the conservation charity Plantlife into a more mindful mowing as it is less prohibitive and takes into account some wildlife. In order to assist with the Town Council’s biodiversity policy action plan, it was mentioned that it would be beneficial to sign up to Plantlife for a membership annual fee of £39.00, and receive dedicated best practice guidance, examples of case studies and ideas. Upon the proposition of Cllr. Nixon and seconded by Cllr James it was unanimously resolved for the Town Council to become member of Plantlife.
LE07/25	<u>SNDC NATURE CONSERVATION FUND</u> : Cllr. James advised that South Norfolk District Council (SNDC) are offering Town/Parish Councils grants from their Nature Conservation Fund to enhance green spaces and boost biodiversity including creating Miyawaki mini-forests and wildlife pond restoration. It was established that the Council Grounds team could start on this project in late this year should the grant become available. Greening Wymondham and other community groups could be consulted together with other stakeholders. Upon the proposition of Cllr. James and seconded by Cllr. Nixon it was unanimously resolved that the Council submit an Expression of Interest (EOI) and attend an online meeting to discuss the Becketswell project with a member of SNDC.

LE08/25	<p><u>SOLAR SCHEME</u>: Cllr. Nixon mentioned that South Norfolk District Council (SNDC) are offering a scheme called 'Solar Together' whereby businesses and individual households can register their interest online to take part in the next initiative to have a roof surveyed for suitability of possible solar panels.</p> <p>Upon the proposition of Cllr. Nixon and seconded by Cllr. James it was unanimously resolved that the Town Council register interest online for the next Solar Together Scheme and agree to pay £150 fee to have the Council offices roof surveyed for suitability.</p>
LE08/25	<p><u>TOWN CO-ORDINATOR</u>: Corinna (SNDC Town Coordinator) had circulated her report ahead of the meeting and gave a general update on progress to date.</p>

[The meeting closed at 18.24 pm]

DATED this day of2025

SIGNED (Chairman)

office@wymondhamtowncouncil.gov.uk

From: [REDACTED]<[REDACTED]@valley-services.com>
Sent: 17 March 2025 15:30
To: office@wymondhamtowncouncil.gov.uk
Subject: RE: Wymondham Town Council

To remove and depose of container and cabin from Browick park

Price for this would £725.00

Many Thanks [REDACTED]

From: office@wymondhamtowncouncil.gov.uk <office@wymondhamtowncouncil.gov.uk>
Sent: 17 March 2025 15:05
To: enquiries <enquiries@valley-services.com>
Subject: Wymondham Town Council
Importance: High

Good afternoon

I contacted someone at the end of last week for a price to remove the container and portacabin on Browick Recreation. I appreciate that it would not be able to be removed until the dryer weather to make access easier.

Could I possibly have the quotation as soon as possible for the removal, as we have a meeting shortly regarding this?

Many thanks

Karen Chamberlain
Finance Officer
WYMONDHAM TOWN COUNCIL
Ketts Park
Harts Farm Road
Wymondham
Norfolk
NR18 0UT
Tele 01953 603302

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Norfolk and Suffolk Devolution Consultation

Closes 13 Apr 2025

Opened 17 Feb 2025

Contact

NorfolkandSuffolkDevolutionConsultation@communities.gov.uk

Overview

This consultation seeks views on a proposal to form a Mayoral Combined County Authority for the local government areas of Norfolk and Suffolk.

In December 2024, the government published the [English Devolution White Paper](#). This sets out plans to move power out of Westminster and back to local communities, ensuring that every part of England is covered by devolution.

The local authority leaders from councils have since written to government expressing their interest in taking forward devolution within their area through the establishment of a Mayoral Combined County Authority, with the first election for a mayor taking place in May 2026. Before taking a decision on whether to proceed with the making of the necessary legislation, the government is seeking views from interested parties, including those who live and work in the area.

Scope of this consultation

This consultation seeks views, particularly from interested parties, including those who live and work across Norfolk and Suffolk, on the effect of establishing a Mayoral Combined County Authority in the area. It includes questions on the proposed geography and how the Combined County Authority will make decisions, together with questions on the effects of working across this geography through a Mayoral Combined County Authority.

Geographical scope

These proposals only have direct effect within the geographical area covered by the local councils listed above.

Why your views matter

Your opinions are valuable to us. We encourage everyone to use this opportunity to share your opinions on the proposal for the establishment of a Mayoral Combined County Authority across this area. Thank you for taking the time to read the consultation document and respond.

Share your views

[Online Survey >](#)

Related

 [Please click here to download and read the Devolution Priority Programme Consultation Document for Norfolk and Suffolk.](#)
915.8 KB (PDF document)

 [Establishing a Mayoral Combined Authority across Norfolk and Suffolk.](#)

 [Devolution revolution: six areas to elect Mayors for first time](#)

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