



NORTH WALSHAM TOWN COUNCIL

**Minutes of the Development & Amenities Committee Meeting held on
10 September 2019 at 18 King's Arms Street, North Walsham NR28 9JX**

Present :

Chair : Cllr R Murphy

Vice Chair : Cllr I Jackson

Present :

Cllr A Fryer

Cllr B Hester

Cllr J Melville

Cllr B Wright

In Attendance :

Mr D Gilbert – Head Groundsman

Mr M Smith – North Walsham Play

Deputy Town Clerk : Ms T Foster

Meeting opened at 19.00

1. TO RECEIVE DECLARATIONS OF INTEREST

Declarations of Interest were received :

Cllr R Murphy – Items 5(4) and 5(5)

Cllr B Hester – Item 5(4) and 5(5)

Cllr J Melville – Items 5(3) and 5(5)

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr E Wheeler (illness)

As proposed by Cllr I Jackson and seconded by Cllr B Wright it was **RESOLVED**

That the apology for absence from Cllr E Wheeler should be accepted

Cllr M Gray absent (no apologies) and Cllr P Oakes absent (no apologies)

3. MINUTES OF THE LAST MEETING

As approved by Cllr I Jackson and seconded by Cllr A Fryer it was **RESOLVED**

That the Minutes of the Development & Amenities Committee Meeting of 9 July 2019 are agreed as a true copy

Cllr J Melville had not been present for this meeting.

4. TREE PLANTING FOR SAINSBURY'S 150th ANNIVERSARY

For their 150th Anniversary Sainsbury's are to donate 30 trees to the Town Council. The tree type is not known which would affect the planting locations and without this information no decisions as to planting could be made.

As proposed by Cllr R Murphy and seconded by Cllr J Melville it was **RESOLVED**

To defer this item to the next meeting when tree types are known

It was agreed unanimously by all present.

5. EVENTS :

(1) TO CONSIDER MAKING A CONTRACT FOR RECURRING ANNUAL EVENTS

A draft Event Contract was considered and an amendment to include the Event Management Plan pertaining to this Contract is to be attached and referred to as "Appendix 1". Once amended it is to be circulated to members for final consideration and then submitted to the next full Council Meeting.

As proposed by Cllr J Melville and seconded by Cllr I Jackson it was **RESOLVED**

That Appendix 1 being the Event Management Plan be attached to the Contract then referred to full Council at its next meeting

It was agreed unanimously by all present.

(2) FUNDAY EVENT Consideration of the Event Application for FUNDAY 25-28 June 2020
As proposed by Cllr B Hester and seconded by Cllr I Jackson it was **RESOLVED**

That the FUNDAY Event Application be accepted

It was agreed unanimously by all present

(3) CHRISTMAS LIGHTS EVENT Consideration of Events Management Plan for Christmas Lights Event 30 November 2019

As proposed by Cllr B Hester and seconded by Cllr B Wright it was **RESOLVED**

That the Christmas Lights Event Management Plan be accepted

It was agreed unanimously by all present except for those who made a declaration of interest.

(4) NORTH WALSHAM CHILDREN'S DAY

Consideration of the Event Application and Event Management Plan – Version 1
25 May 2020.

As proposed by Cllr I Jackson and seconded by Cllr J Melville it was **RESOLVED**

**That North Walsham Children's Day Event Application and
Event Management Plan – Version 1 be accepted**

It was agreed unanimously by all present except for those who made a declaration of interest.

(5) NORTH WALSHAM FIREWORKS DISPLAY

Consideration of the Event Management Plan for the North Walsham Fireworks Display on
3 November 2019.

As proposed by Cllr A Fryer and Cllr I Jackson it was **RESOLVED**

**That the Event Management Plan for the North Walsham Fireworks
Display be accepted**

It was agreed unanimously by all present except for those who made a declaration of interest.

6. GRASS VERGE CUTTING/SIGNAGE POLICY

Consideration of the draft Grass Verge Cutting/Signage Policy with inference to “include
Personal Protective Equipment clothing” in place of identified specific clothing such
amendment to be made to the policy then referred to full Council at its next meeting.

As proposed by Cllr J Melville and seconded by Cllr A Fryer it was **RESOLVED**

That the amendment to the Grass Verge Cutting/Signage Policy should read:

**“No. 2 The employee must ensure that they are wearing the correct Personal
Protective Equipment as identified in the Health & Safety Risk Assessment for
Grass and Hedge Cutting pertaining to the section of wearing protective clothing”**

It was agreed unanimously by all present.

8. NOTICE BOARDS

The Chair advised the three convenience stores in the town situated at Mundesley Road,
Happisburgh Road and Station Road agreed to place Notice Boards outside their shops such
Boards being A2 in size. Costs to be sought.

As proposed by Cllr A Fryer and Cllr I Jackson it was **RESOLVED**

**That this item is to be passed to the Media & Information Committee
to decide the Notice Board contents**

It was agreed unanimously by all present.

9. WATER SUPPLY FOR THE MEMORIAL PARK ALLOTMENTS

The Chair advised the Community Centre would not agree to use of the outside tap as water usage could not be metered. The Tenant understood in the past a large rain water tank placed at the Community Centre down pipe was suggested but never progressed.

As proposed by Cllr J Melville and seconded by Cllr A Fryer it was **RESOLVED**

That the Tenant may approach the Community Centre to see if they would approve the rain water tank

NOTE : It was suggested with the new toilet block being built (in the New Road Car Park) NNDC be approached as to whether an outside tap could be placed on the block which would be accessible to the allotment Tenants.

As proposed by Cllr B Hester and seconded by Cllr J Melville it was **RESOLVED**

That NNDC be approached regarding the placement of a tap on the new toilet block

The Deputy Town Clerk and Heads Groundsman to contact NNDC to investigate.

It was agreed unanimously by all present.

10. MEMORIAL PARK PLOT

Following a report by the Head Groundsman on the upkeep of the Youth Gardeners Garden Plot and the present condition, it was agreed the Town Council should take back responsibility of this garden plot. The Chair would write the appropriate letter.

As proposed by Cllr R Murphy and seconded by Cllr I Jackson it was **RESOLVED**

That the Youth Gardeners be informed they will no longer be responsible for the designated garden plot in the Memorial Park with the Town Council taking back responsibility

It was agreed unanimously by all present

11. TENNIS COURTS

The Chair advised to date there had been 34 individuals over the current year who had used the tennis courts. Consideration should, therefore, be given to leaving the Tennis Courts open all the time and be free to all users.

As proposed by Cllr I Jackson and seconded by Cllr A Fryer it was **RESOLVED**

That this item should be referred to the Finance Committee

It was agreed unanimously by all present.

11. DEFIBRILLATORS

The Chair produced a possible sign to be placed near to the defibrillators which the Committee felt unnecessary. The Notice Boards which the “MTI” were placing in the Town were to contain a map of the whole of North Walsham which would indicate where the defibrillators were placed.

As proposed by Cllr I Jackson and seconded by Cllr A Fryer it was **RESOLVED**

That no signage is to be placed next to the defibrillators

It was unanimously agreed by all present.

12. HEAD GROUNDSMAN

(1) **Trackside Shelter** – The groundsmen had removed the shelter and it had been taken away for scrap. A small amount of cash was made from the scrap.

(2) **Signage at Trackside** – The signage would soon be available.

(3) **Chapel door** – Still awaiting quotes. Head Groundsman will chase.

13. NORTH WALSHAM PLAY

(1) **Eco Gym sign off and repair of wobbly post** A wobbly post identified on the Eco Gym should be repaired next week.

(2) **Finding of Eco Gym Inspector’s Report.** Once the above repair is carried out a new/correct Report will be requested to be issued to the Town Council.

(3) **Skate Park update (including Planning Application)**

The planning application is now prepared and ready for submitting to NNDC.

The Annual Accounts for North Walsham Play had been signed off and were on the Charity Commission Website.

14. THE CHAIRMAN’S REPORT INCLUDING UPDATES

- **Spa Common.** The Chair would contact the High School next week
- **Bus Shelters.** The schools wished to start work on these next week and it was agreed that the groundsmen would clean and white wash the bus shelters in preparation.
- **Street Light Numbering.** This was still in progress
- **Ridged Signs.** Signs “Dogs must be kept on Leads” for the cemetery were still being prepared.

Date of next meeting: 8 October 2019

Meeting closed : 20.15