



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Committee Minutes of Virtual Conference on Zoom Meeting 14 July 2020

**Minutes of the Development & Amenities Committee Meeting held on 14 July 2020 on
Virtual Conference on Zoom**

Present :

Chair : Cllr R Murphy
Vice Chair : Cllr I Jackson
Cllr B Hester
Cllr J Melville
Cllr B Wright
Cllr N Felstead
Cllr R Sims

In Attendance :

Mr D Gilbert – Head Groundsman
Mr M Smith – North Walsham Play

Observer Cllr G Bull

Lead Officer

Deputy Town Clerk : Ms T Foster

Meeting opened at 19.30

1. APOLOGIES FOR ABSENCE

Cllr M Gray (absent)

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING

As approved by Cllr B Wright and seconded by Cllr J Melville it was **RESOLVED**

**That the Minutes of the Development & Amenities Committee Meeting of
8 June 2020 were agreed as a true record**

*R. Murphy
11/9/20*

All present unanimously agreed.

4. UPDATE ON MATTERS OF PREVIOUS MEETING

The Chair worked through the log detailing items which had been dealt with. The Lead Officer explained the Action Log had been updated and would be circulated to members. The Chair gave an update on the Bus Shelters and forward steps.

5. PUBLIC PARTICIPATION

There was no public participation.

6. CCTV

6.1 CCTV at New Road/Fire Station

Discussion on placement of a movable CCTV camera at New Road with a static camera on the CCTV column. The static camera would permanently be covering the New Road junction with Market Place and Church Street. Both cameras being fixed on an existing pole situated at New Road on the edge of the car park.

The Chair read out quotes received for both cameras from Secure Defence.

As proposed by Cllr B Hester and Cllr N Felstead it was **RESOLVED**

That the quotes for a movable CCTV and static camera to be placed at New Road were agreed and should be recommended to Full Council

All present agreed.

6.2 General - CCTV

Consideration was given to CCTV cameras at the cemetery and the vehicle compound:

- the placement of a CCTV camera at the cemetery was discussed but many aspects needed to be taken into account
- the placement of a CCTV at the vehicle compound would be decided when the vehicle compound was complete

Both items would be deferred to the next D & A Meeting when the vehicle compound structure would be more advanced.

- It was felt the Contract with Secure Defence needed to be reviewed as to the service provided.

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

That the current Contract with Secure Defence be reviewed as to the service provided

All present agreed.

19.43 *Cllr G Bull joins the meeting*

*R. Murphy
1/17/20*

7. EVENT MANAGEMENT PLAN TEMPLATE SENT BY INSURANCE COMPANY

The Chair advised a copy of the document for “Events to be insured under the Councils’ Insurance Policy being relevant to the Council, a working party or a sub-committee of the Council” had been provided for comment. The Town Council must be the sole organiser of the event under this policy, but it could be used as a template for a new Event Management Plan.

Following a discussion it was agreed that reference should be included to “Employers Liability Insurance” which would be for the benefit of volunteers at the Event in the current plan.

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

That reference to Employers Liability Insurance should be made in the current Event Management Plan

All present agreed.

8. CINEMA IN THE PARK

Members were advised that the “Cinema in the Park” Event was to take place in the Memorial Park this weekend 18 and 19 July 2020.

The organiser had requested two further extra weekend dates for “Cinema in the Park” Events being 14 and 15 August and 29 and 30 August 2020. The Event Management Plan would be re-submitted with any Government Guidelines that are in force at the time.

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

To approve the Cinema in the Park Event for two extra weekend dates of 14 and 15 August and 29 and 30 August 2020

All present agreed.

9. TO CONSIDER RE-OPENING OF THE PLAY PARKS

The Chair explained ongoing discussions had taken place over the opening of the Play Parks and this was now before D & A members to reach a conclusion and then outlined a zoom meeting between Cllr B Hester, Mr M Smith, the Clerk and himself last week regarding the Play Parks.

Members were referred to the Government Guidelines, NALC and API Guidance. It was apparent that each District, Town and Parish Council had their own course of action and regimes from the Government Guidelines as they deemed appropriate. It was noted that the Tennis Courts and Skate Park were already open.

The Town Council had already been furnished with Posters which could be placed at all of the Town’s Play Parks. Members had already been supplied with copies of the Posters to consider. To ensure continual compliance with Government Guidelines were being followed it was essential to include a sentence to this effect into the Posters making the public aware.

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

The following sentence should be included within the Poster for the Play Parks:

*R. Murphy 2
11/9/20*

“The Town Council are following all reasonable and practicable Government Guidelines and are reviewing the situation on a regular basis”

and the Play Parks to open with immediate effect

The Town Clerk would be advised of this additional sentence following this meeting to include in the Posters.

Mr M Smith stated he would volunteer to clean the play equipment twice a week at the Memorial Park, Skate Park and Woodville Park. He would obtain the cleaning products ensuring that they were environmentally safe, and liaise with the Head Groundsman.

It was agreed that families were to take responsibility by using their own sanitisers etc. and as such this would be emphasised on the Posters.

10. ALLOTMENTS UPDATE

Members were advised that Cllr B Wright had supplied plans to the Lead Officer of potential sites where allotments could be placed so that ownership could be obtained.

11. HEAD GROUNDSMAN’S REPORT

The Head Groundsman had no report.

12. NORTH WALSHAM PLAY

12.1 Skate Park Update

There was no update on fund raising for the Skate Park due to the COVID 19 lockdown.

12.2 Skate Park Lighting

Mr M Smith had provided information regarding flood lighting at the Skate Park. He gave a brief description of the flood light locations, details of the columns, LED light generated, GRP Kiosk etc and a quotation for installation of the flood lights. He outlined the procedure of installation and work involved, and wanted the Council to allow him to continue as necessary. He confirmed Network Rail had already approached.

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

That Mr M Smith should take all action necessary for the installation of the proposed flood lighting

Meeting closed at : 20.20

The next Meeting will take place : TBC

R. M. Hester
~~M. Hester~~
11/9/20