



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Committee Meeting Minutes of Virtual Conference on Zoom Meeting 4 August 2020

**Minutes of the Development & Amenities Committee Meeting held on 4 August 2020 on
Virtual Conference on Zoom**

Present :

Chair : Cllr R Murphy
Cllr B Hester
Cllr N Felstead
Cllr R Sims
Cllr B Wright

In Attendance :

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

Lead Officer

Deputy Town Clerk : Ms T Foster

Meeting opened at 19:00

1. APOLOGIES FOR ABSENCE

Cllr I Jackson (absent), Cllr M Gray (absent), Cllr J Melville (ill)

2. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS

A declaration of non pecuniary interest was made by Cllr B Hester for item 8.

3. MINUTES OF THE LAST MEETING

The Minutes had previously been circulated to members of the Development & Amenities Committee. As approved by Cllr B Hester and seconded by Cllr N Felstead it was **RESOLVED**

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

All present unanimously agreed.

The Minutes will be signed by the Chair following the meeting.

R Murphy
25/9/20

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – DECISION/ACTION LOG

The Chair gave an update on the Action Log and it was agreed :

- that reference to Employers Liability Insurance should be included
- the bus shelters had been painted by the grounds staff.

5. PUBLIC PARTICIPATION

There was no public participation.

6. TO CONSIDER MAINTENANCE OF A TREE IN THE CHURCHYARD WHICH FALLS UNDER THE TOWN COUNCIL REMIT

The Chair explained a tree in the Churchyard had branches which were impacting on the roof of business premises and the company wished them to be removed. There were no Health & Safety issues.

The Head Groundsman reported the tree work was not urgent and could wait until the tree survey in November when it would be dealt with (surveys were staggered throughout the year). The tree is a Silver Birch and not considered to have a Tree Preservation Order.

The company could arrange to have the work carried out themselves, if they wished, at their own expense, prior to the November survey.

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

The Silver Birch Tree situated in the Churchyard with branches impacting on the roof of business premises would be removed under the November survey unless the company wished to undertake this work earlier at their own expense

All present unanimously agreed.

7. TO CONSIDER PLACEMENT OF AN ADVERTISING BANNER AT TRACKSIDE

The Chair explained a business in the town had written to the Town Clerk asking for permission to place a banner on the Trackside fence. It was agreed in the present climate advertising of business banners should be encouraged. A specific time limit for placement should be considered as there was limited fence space and any fee payable.

Within the Trackside fence a permanent business Notice Board can be placed by businesses (*anyone interested should contact the Town Council Office*). It was agreed that placement of business banners should be referred to Full Council to consider time limits on placement, fees (if any) etc.

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

To refer to Full Council the placement of business banners at Trackside as to time limits and fees.

All present unanimously agreed.

R. MURPHY
25/9/20

8. TO CONSIDER EVENT MANAGEMENT PLAN FOR CINEMA IN THE PARK

The Chair allowed Cllr B Hester to speak even though he had made a declaration of interest for this item. He then reminded members this Event was on Friday 14 August and Saturday 15 August 2020.

It was explained the Cinema in the Park would be a hybrid event with “Group Bubbles” and vehicles with social distancing as per Government Guidelines. The vehicles would be behind the Group Bubbles. The films being shown were “Jungle Book” and “Bohemian Rhapsody”. Copies of the insurance would be provided once received from the organiser.

The Head Groundsman stated that after the last Event there were no problems as everything was tidy etc. only one of the Goal Posts was laying flat!

As proposed by Cllr N Felstead and seconded by Cllr R Sims it was **RESOLVED**

That the Event Management Plan was agreed for the Cinema in the Park Event on 14 and 15 August 2020.

All present unanimously agreed.

9. TO CONSIDER EVENT MANAGEMENT PLAN FOR EASTER EGG HUNT

The organiser explained this Event Management Plan was being presented early because there were going to be some low key events prior to the main event.

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

That the Easter Egg Hunt Event could take place on 3 April 2021 at the Memorial Park

All present unanimously agreed.

10. HEAD GROUNDSMAN REPORT

The Head Groundsman reported there had been two benches at Trackside, one bench had deteriorated, needed repairing and had been removed and the remaining bench was in need of repair. Could replacement benches be considered, ideally three benches would be a good number to have?

The Chair confirmed that he would provide quotes for recycled benches for the next meeting.

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

That three benches should be purchased for Trackside with quotes being obtained for the next meeting.

All present unanimously agreed.

R Murphy
25/9/20

11. NORTH WALSHAM PLAY

Mr M Smith advised

(a) Update on Trackside

Funding - There were no funding updates due to COVID 19.

Flood Lighting - A meeting had taken place with UK Power Network concerning the positioning of electricity cables for the flood lights and whether these would be laid underground, placed over the road, lead from the BPA Gas Works or the Victory Fitness Centre substation. This would be a costly exercise.

At this meeting UK Power Network discovered that electricity was running from the CCTV camera into one of their street lights. No paperwork could be found, but he was advised UK Power Network were investigating.

There was a further meeting on 6 August 2020 with UK Power Network

Before any planning application is submitted for the Skate Park, approval from Network Rail, BPA Gasworks and UK Power Network were awaited to see if they had any issues.

With UK Power Network some considerations were :

- installation of the flood lights will be in three phases
- the flood lights would be down lights
- being on and off at specific times not on continually
- electricity was the best course as solar energy would not light the area very well

More information will be provided from UK Power Network at the next meeting.

(b) Update on Safety Surface at the Memorial Park and Updates

The safety surface was no longer causing problems as it had caused black markings on the users clothes and bodies. This was due to the floor surface not being in use for some time and dirt accumulating on it. The surface was not toxic in anyway. Should this problem arise again a treatment could be applied to it.

The “Seesaw Baroness” had lost one of its components from a wheel at the Memorial Park which has been restored to the equipment

Cleaning of the play equipment was going well, the grounds staff were doing this under general maintenance. The cleaning product was safe to use and would not cause harm to anyone. Several families have seen the play equipment being cleaned and supported what was being done.

13. DATE OF NEXT MEETING – 8 September 2020

Meeting close : 19.42

R. Murphy
25/9/20