



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Committee Meeting Minutes of Virtual Conference on Zoom Meeting 8 September 2020

**Minutes of the Development & Amenities Committee Meeting held on 8 September 2020
on Virtual Conference on Zoom**

Present :

Chair : Cllr R Murphy
Cllr M Gray
Cllr B Hester
Cllr N Felstead
Cllr J Melville
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

There were no apologies for absence.

2. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING

The Minutes had previously been circulated to members of the Development & Amenities Committee. As proposed by Cllr N Felstead and seconded by Cllr R Sims it was

RESOLVED

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

All present agreed save for Cllr J Melville who was not present at this meeting.

A query was raised on item 10 benches for Trackside. The Chair stated it had been decided to order three benches for Trackside which the Head Groundsman was arranging, therefore, no quotes were necessary.

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

The Chair gave an update on the Action Log. All in order no comments.

5. OPEN FORUM/PUBLIC PARTICIPATION

There were no public present.

6. APPLICATION FORM FOR A MEMORIAL BENCH

Cllr B Wright produced a draft Application Form for a Memorial Bench and Plaque. Better plans were to be produced to be attached to the application form. There were no amendments raised to be made to the form.

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

The Application Form for a Memorial Bench and Plaque should be accepted with addition of further plans.

All present unanimously agreed.

7. TO CONSIDER ITEMS FOR THE PRECEPT 20/21

It was suggested that as North Walsham Play are raising £190,000 for the Trackside Skate Park which is an improvement to a Town Council Park the electricity supply to the Park should be paid for as a precept item.

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

That connection charges for the electricity supply to Trackside Park for the purpose of the Skate Park should be considered to be included within the precept.

All present unanimously agreed.

8. TO DISCUSS PLACEMENT AND FEES OF BANNERS FOR BUSINESSES

This item was to be referred to Full Council but had been referred back to D & A to discuss the length of time for placement and any costs. A banner for a business in town had been placed at Trackside for one month under delegated powers.

It was suggested the Town Council Application for a Banner should be suspended as we are in unprecedented times and although the Council cannot support and promote businesses in the town, they can encourage people to come into the Town.

With limited banner placement space alternative locations such as the Football Club and Rugby Club could be approached. The Town Council website/Facebook Page and, the Town Council page in Just North Walsham could be considered.
As proposed by Cllr B Hester and seconded by Cllr R Sims it was **RESOLVED**

That placement of business banners should be referred to Full Council to consider and the Application for a Banner Form should be suspended.

Cllr R Sims raised the issue of Business Support Grants with Cllr B Hester who explained at this unprecedented time he believed small grants to businesses might be permissible.

9. TO DISCUSS SIGN AT TOWN COUNCIL OFFICE

The Chair reported at certain times there were vehicles parked in front of the lockable arm barrier across the access way to the Town Council/Registrar's Office building and car park. The office is used at the weekends and evenings by employees who have found the access blocked by vehicles, it should be noted that the Registrars also conduct weddings at the weekend. For this reason could a sign stating "Keep Clear....." be placed on the barrier? As the building is owned by NCC, leased by NNDC and NWTC are tenants an approach for permission and possible provision of a sign should be made. Depending on the outcome it may be necessary for NWTC to purchase any sign.

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

That NCC or NNDC should be approached about permission and provision of a sign to read "Keep Clear – No Parking in front of the Barrier" or similar wording such sign NWTC will purchase if necessary.

All present unanimously agreed.

10. UPDATE ON POPPIES

The Chair gave an update on works which needed to be carried out at Poppies. A rodent problem had already been dealt with.

The Head Groundsman explained the works necessary being mainly to the windows and doors such works he would undertake and ensure a finger guard was placed on the doors.

It was suggested that a Report should be prepared on the works needed to be carried out and produced for the next Full Council Meeting.

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

That a Report on the works to be carried out at Poppies be produced at the next Full Council

All present unanimously agreed.

11. HEAD GROUNDSMAN REPORT

(a) Placement of Dog/Litter Bins

The Head Groundsman explained he had prepared a map showing where the dog bins, litter bins and NNDC litter bins were placed. Some of the bins could be moved to different locations

which needed bins, with the necessary Licence being obtained for each moved bin so the purchase of further bins would not be necessary.
The Head Groundsman would liaise with Cllr B Wright over the new locations of the bins. As proposed by Cllr J Melville and seconded by Cllr B Wright it was **RESOLVED**

That the Head Groundsman and Cllr B Wright would consider new locations for placement of bins and prepare a list and plan for the next meeting.

All present unanimously agreed.

12. NORTH WALSHAM PLAY

Mr M Smith advised :

(a) Trackside –

- Update on UK Power Networks

Reference was made to the documents supplied to members being design drawings, Terms and Conditions, and quote valid for six months which would, therefore, have to be reviewed. If accepted as a precept item papers from UK Power Networks would be handed over to the Town Council.

- Update on Network Rail

Received written confirmation that Network Rail had no interest in the Skate Park Construction or the flood lights.

- Update on Planning Application for Flood Lights

The planning application for the flood lights had been submitted to NNDC for 8 x 6 metre light columns. The CCTV camera would have to be re-sited within Trackside Park to the nearest suitable lamp post.

(b) Memorial Park –

- ECO Gym – Safety Surfacing

It had been confirmed that the safety surface was going to be replaced at the end of September and would take three days in which time the ECO Gym would be out of action.

- AMP rating at Poppies – UK Power Networks

The AMP fuses in the fuse box were 68 amp but 100 amp were needed.

He advised that UK Power Networks should be contacted to get the fuses changed and also have an external connection box placed outside the building for external events. It is understood that the fuse change would be free of charge.

Grants and Donations towards the Skate Park – Yorkshire Bank had donated £5,000 and an Application to Grant Reaching Communities had been submitted with outcome awaited.

Cleaning the play/gym equipment. He advised Tesco had donated cleaning products to clean the play/gym equipment in the Town Council's Parks. North Walsham Play and the grounds staff were making a good job of the cleaning process and the public were supportive of what

was being done. The Head Groundsman said that a “nap sack” for spraying purposes had been purchased for Mr M Smith to use.

Items for next Agenda

Appoint Vice Chair of D & A

List and Plan of new Bin Location

Update on sign at Town Council Office.

Consider the Event Management Plan

13. DATE OF NEXT MEETING – 13 October 2020

Meeting closed : 19.45

R. Murphy
22-10-20