

REF 12379 -
12422

NORTH WALSHAM TOWN COUNCIL
30 June 2015

Minutes of the Meeting of the Town Council held on 30 June 2015

Town Mayor:

Mrs B West

Town Councillors Present:

Mrs A Abbs

Mrs J Melville

Mr G Bull

Mr P Oakes

Miss A Canham

Mrs M Seward

Mr F Choudhury

Mr A Thirtle

Mr A Fryer

Mr D Turner

Mrs E Wheeler

District Councillors Present:

Miss V Gay

Mr P Moore

Mr N Lloyd

Mr E Seward

Mrs A Moore

Mrs V Uprichard

County Councillors Present:

Mr E Seward

The meeting opened at 19:20.

Part I: Open to the Press and Members of the Public

12379

1 ADMINISTRATIVE MATTERS

(a) Introduction of new Councillors

The Town Mayor introduced co-opted Councillors Diane Evans, Sallie Stuckey and Jon Witte to their first full meeting of the Town Council.

(b) Declarations of Interest

No interests were declared.

12380

(c) Apologies for Absence

Apologies were received from Cllr Hester.

12381

(d) Minutes of the previous meeting

The following updates were given:

12382

- *Item 4(e):* The Town Clerk had met Diana Velhagen of the North Walsham & District Community Archive Group on Friday 12 June 2015. Following a tour of the building, she agreed that it should be included within the National Heritage Day programme. Matt Townsend of NNCT agreed to make the first floor offices available for a possible guided tour. Over the course of the weekend, arrangements were made with Nicholas Groves, a historian and relative of the original owners of

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Cedar House prior to its sale to the UDC, to hold a presentation and tour on the final day of the programme, Saturday 12 September 2015.

- *Item 4(h)*: Norfolk Property Services had expected to submit details of the costs of taking on the overflow area of the Midland Road car park, which NNDC no longer required. Unfortunately this information had not been received.

12383

It was **RESOLVED**

That the minutes be accepted as a true record of the meeting held on 26 May 2015, and be signed by the Town Mayor.

2 **ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION**

12384

It was **RESOLVED**

That the meeting be adjourned to allow contributions from North Walsham Police, District Councillors and members of the public.

(a) Crime Report

Unfortunately police officers were on a high priority call and therefore unable to attend. The monthly police and crime report, which can be found at Annex A, had been submitted.

12385

(b) Reports from County and District Councillors

A written reports from County Cllr Seward can be found at Annex B. A written report from District Cllr Gay can be found at Annex C. In addition, Cllr Seward reported the following:

12386

- The roadside shrubbery between Acorn Road and Bluebell Pond would be picked up by Highways as part of their normal maintenance programme.
- Highways had confirmed that they had no responsibility for St Nicholas Court. Although a public thoroughfare, it was privately owned.
- The Highway Engineer had submitted a Priority 1 bid for parking restriction on Northfield Road for the 2016/17 traffic management programme. In addition, Cllr Seward had written to Insp Brooks (North Walsham Police) regarding the parking problem in this area. He asked if the Town Council could write in support of action, and copy to the Chief Executive at NNDC.
- The Acorn Road play area/green would now be cut on a monthly basis.

(c) Public Participation

Mr Gerald Randall spoke on traffic concerns in the White Horse Common/Happisburgh Road/Field Lane area. Mr Bob White spoke on town centre traffic. A summary note of the discussions during permitted public participation can be found at Annex D. The Town Mayor thanked both for their input.

12387

It was **RESOLVED**

BW

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That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR 12388

Written reports from the Town Mayor and Deputy Mayor can be found at Annexes E and F respectively.

4 ITEMS REQUIRING DECISION

(a) Street naming and numbering 12389
It was RESOLVED

That the Town Council would retain the naming process to ensure consistency and continuation of historical/local interest themes, but would pass the numbering process back to NNDC.

(b) Traffic concerns at White Horse Common
Following the detailed written and personal representations, this was deferred to Item 4(e). 12390

(c) Proposal to merge the Funday Committee and Christmas Lights Group
Following concerns raised by members of the Funday Committee, it was agreed to defer this item. 12391

(d) Westover Vets Fun Dog Show
It was RESOLVED 12392

That the proposal be approved, subject to ensuring that first aid provision was in place.

(e) Norfolk County Council Parish Partnership Scheme 2016/17
It was RESOLVED 12393

To approach the Highway Engineer for his support for bids for traffic calming measures on Acorn Road, especially in the vicinity of the play area/green, and flashing 'wig-wag' signs and additional SAM2 brackets in the White Horse Common/Happisburgh Road/Field Lane area,

To ask the Town Clerk to enquire from Highways about signs that log speeds, and

To ask the Town Clerk to write to North Walsham Police/Safer Neighbourhoods Team about a community speed watch scheme.

(f) Street Lighting 12394
It was RESOLVED

That the quote from TT Jones for necessary repair work logged during their annual survey be accepted, and

To ask the Town Clerk to seek a quote for replacement of those lamps listed as obsolete.

(g) Recycling

This item was deferred as Palm Recycling had yet to respond to requests for information regarding similar glass recycling schemes in which councils had been able to claim recycling credits.

12395

5 REPORTS

(a) Training for Councillors

Councillors were reminded to let the Town Clerk know if they were interested in attending the finance or chairmanship courses.

12396

(b) Meetings with North Walsham High School and NWHS School Council

Cllrs Hester and Oakes had compiled a written report of meetings on 9 June with the Head Teach and Deputy Head of NWHS, and the School Council on 18 June (Annex G). In addition to an ongoing project for 13 to 16 year olds, discussions included an offer to the School Council to have regular meetings with the Town Council.

12397

(c) Highways issues

Vehicle activated sign on approach to Cromer Road Bridge: It had been reported that the sign, which the Town Council had asked to be located outside Waitrose, appeared to have been installed incorrectly opposite Green's Road (which is the last exit available for drivers). Highways provided the following explanation of the technical reasons for the change:

12398

- When we started looking at updating the signage for the low bridges at North Walsham under the scheme PM8665, we realised that a VAS had been ordered for the bridge at Cromer Road through the Parish partnership scheme. However, the original VAS had to be redesigned mainly because the originally requested triangular warning sign wasn't appropriate as a roundel is required for a flat bridge. However, a roundel is a regulatory sign, so extra care had to be taken with regards to its final design and its location. It is worth mentioning that this VAS complements the rest of the signage for the bridge at Cromer Road, and therefore it has to work in conjunction with the rest of the signs. Also after discussions between us and Phil Hayton, this final location was also identified as more suitable from a technical point of view.

As part of our signage scheme, a new sign to Dia. 818.3 has been provided at the junction with the Industrial Estate's access (where Waitrose is located at) and the advance directional sign opposite Travis Perkins now shows the correct height restriction. The new VAS will now be the third sign warning eastbound

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drivers at Cromer Road approaching Cromer Bridge, so I do believe that the best location for the VAS is where the diversion begins. It is worth reminding that the sign will switch on when a lorry is detected (I believe that the detector is near the access to Travis Perkins) and it will say 'Low bridge ahead - Overheight Turn Right' , right where we want those high vehicles to divert along the B1145, Greens Road.

I have spoken to Phil Hayton this morning and he has agreed to send a crew to look if further trimming is required to improve the visibility of the sign, but it is worth mentioning that the visibility of the VAS varies from a pedestrian on the footway to that of the lorry driver, which is the one that this VAS is meant for.

Work on Mundesley Road Car Park: Following receipt of complaints from local residents about the impact of the car park closure, the Highway Engineer provided the following comment:

- NCC is aware of the impact of the closure of the car park will have on this area of the town. It is hoped that the District Council would be able to make some arrangement elsewhere to minimise the impact that this closure and future pricing of parking following the work will cause to the surrounding roads. The Police and CPE officers will also need to be made aware of this situation as well.

Following a meeting with Cllr Eric Seward, Mundesley Road junction with Northfield Road and Northfield Road junction with Nelson way have been identified as pinch points and have been placed on the TMP for investigation.

I cannot advise as to a delivery date at this stage, but am acutely aware of the problems that the NNDC works will cause.

I have asked others to comment and will feed back in due course.

Blocked drains on the bypass between Lyngate Road and Cromer Road junction: The Highway Engineer reported that

- We are currently in discussions with our contractors LT for them to chase Bagnall and Morris to complete the work. I am still awaiting a response to my formal request with a plan of action.

(d) Damage to trees in the War Memorial Garden

12399

The damage had been reported to the police and a crime number issued. However, police thought it unlikely that this would be resolved.

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6 FINANCE

123400

(a) Financial Risk Management Policy

The Town Clerk introduced a newly drafted policy document which was required under the Accounts and Audit Acts 2003 and 2006. It was **RESOLVED**

To approve the Financial Risk Management Policy document.

(b) Payments and receipts

It was **RESOLVED**

12401

To approve the payments reports for May and June 2015,

(c) Spend to date report

It was **RESOLVED**

12402

To approve the spend-to-date report for June 2015.

(d) Revised reporting format

It was **RESOLVED**

12403

That the changes to reporting practice introduced for this meeting, which gave Councillors sight of the information in advance of meetings, be approved.

(e) Approval of audited accounts

The draft return had been presented to the previous meeting, on 26 May 2015. As the co-option process had not been completed at that point, co-opted members had no background and chose to abstain. It was **RESOLVED**

12404

That the annual governance statement be approved, and that the Town Mayor and Town Clerk be asked to sign as required.

(f) Approval of audited accounts, War Memorial Park Trust

As for Item 6(e), the draft return had been presented to the previous meeting. The return had been signed by the previous Town Mayor, as it covered the period up to 31 March 2015. It was **RESOLVED**

12405

That the annual return be approved for submission to the Charity Commission.

Cllr Choudhury left the meeting at 20:25

(g) Quote for Council-owned trees

It was **RESOLVED**

12406

To ask the Town Clerk to seek details of tree Hopper's certification, to ask why they differed from AT Coombs in classifying medium/low risk

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(compared to medium/low priority), and to clarify the cost including removal of dead wood so that like-for-like quotes could be considered.

(h) Grant Committee recommendations

It was **RESOLVED**

12407

That the recommendations of the Personnel & Grants Committee (Grants) recommendations in relation to applications for the WWI Commemoration and the VJ70 Commemoration be approved, with the Town Council covering costs of up to £300 and up to £400 respectively.

Consideration of an application from Catch 21 was deferred pending resubmission.

7 PLANNING COMMITTEE

12408

The minutes of the meetings held on 26 May and 9 June 2015 were received.

8 REPORTS FROM OTHER COMMITTEES and GROUPS

12409

A report from Cllr Oakes of the meeting of the Bittern Line Community Rail Partnership on 3 June 2015 was received.

9 FORTHCOMING MEETINGS and EVENTS

12410

The following meetings had been arranged for July 2015:

- Friday 10 July: Visit to the Registrars' Office, Kings Arms Street at 10:00
- Tuesday 14 July: Media & Information Committee at 18:00
Funday Committee at 19:00
- Sunday 26 July: Annual Fun Fair arrives at War Memorial Park
- Wednesday 29 July: Personnel & Grants Committee at 18:00
Fun Fair opens
- Sunday 2 August: Fun Fair departs

10 CORRESPONDENCE

12411

The following correspondence had been received:

- (a) The Rt Hon Norman Lamb, MP had written regarding road gritting on the Brick Kiln Road estate. The Town Clerk would investigate current provision, and noted that the Council had a spare, unused bin in the Barn.
- (b) Peter Edwards of Planning Progress (a planning consultancy that has advised local councils) regarding their available support in developing Neighbourhood Plans.

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11 ITEMS FOR NEXT AGENDA

12412

Councillors were asked to contact the Town Clerk regarding any items/motions they wished to have discussed.

EXCLUSION OF THE PUBLIC AND PRESS

12413

It was **RESOLVED**

That due to the confidential nature of the matters to be discussed, members of the public be excluded from the meeting as per Standing Order 36.5.

BW

Part II: Press and Members of the Public Excluded

12414

Members were reminded that Part II meetings were confidential.

12 PROPOSED SALE OF COUNCIL OFFICES

The Town Mayor explained the current background regarding a request to NNDC to give a short presentation for the benefit of new Councillors, who would not be aware of previous discussions on this. The Town Clerk had produced a brief timeline, and would brief co-opted Councillors on the background to User Rights under the Local Government Act 1972.

12415

13 REPORT OF MEETING WITH LOCAL MEMBERS OF NNDC

The Town Mayor, Deputy Mayor and Town Clerk had met with Cllrs Seward and Gay on 26 June. Issues discussed had already been covered in the agenda.

12416

14 PERSONNEL & GRANTS COMMITTEE CO-OPTION PANEL

12417

The minutes of the meeting held on 8 June were received.

Cllr Abbs left the room at 20:48, returning after 5 minutes

15 COMMITTEE MEMBERSHIP

12418

Cllr Evans: Development & Amenities Committee; Christmas Lights Group

Cllr Melville: Personnel & Grants Committee; Development & Amenities Committee; Christmas Lights Group; Safer Neighbourhoods Team

Cllr Stuckey: Development & Amenities Committee; Media & Information Committee; Fun Day Committee; Christmas Lights Group

Cllr Witte: Development & Amenities Committee; Media & Information Committee

16 NORFOLK PARK HOMES

12419

Concerns were raised in relation to works at the caravan park for which no planning permission had been obtained. These included the siting of large gas tanks adjacent to residential properties, a new gym and the loss of a large number of trees, which may have been subject to TPOs.

It was **RESOLVED**

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To ask the Town Clerk to write to NNDC Chief Executive to raise concerns about the development at Norfolk Park Homes and to ask NNDC to investigate and consider enforcement action.

17 **CORRESPONDENCE FROM NORMAN LAMB MP re HOUSE OF HOBBIES** 12420

A letter had been received from the office of Norman Lamb MP regarding the Town Council's objection to the loss of retail space in the town centre, in accordance with the relevant policies set out in the Local Development Framework.

It was **RESOLVED**

That the draft response prepared by the Town Clerk be sent to Mr Lamb.

18 **MARKETS**

12421

Material had appeared on Facebook over the weekend regarding the future of the Sunday market and the departure of Mrs Jenny Harmer as "coordinator". This was apparently in response to the letter from the Town Council sent to Regenerate in March 2015. The EDP had picked up on the story and had sought a Council comment for its article to appear later in the week. It was **RESOLVED**

- i. **That the Town Council would make no comment either on Facebook or to the press about the issue.**
- ii. **To form a Market working group to move forward with markets.**

19 **DEMENTIA-FRIENDLY TOWN LAUNCH EVENT**

12422

Councillors were reminded of the launch event for North Walsham, to be held at The Atrium on Tuesday 21 July 2015 from 7pm until 9pm, and were asked to attend if possible.

The meeting closed at 21:25