

NORTH WALSHAM TOWN COUNCIL  
26 April 2016

**Minutes of the Meeting of the Town Council held on 26 April 2016**

**Chair:** Cllr B West

**Town Councillors Present:**

Cllr A Canham	Cllr F Choudhury
Cllr A Fryer	Cllr B Hester
Cllr J Melville	Cllr M Seward
Cllr R Sims	Cllr S Stuckey
Cllr A Thirtle	Cllr D Turner
Cllr E Wheeler	Cllr J Witte

**County Councillors Present:**

Cllr J Timewell Cllr E Seward

**District Councillors Present:**

Cllr V Gay Cllr E Seward

The meeting opened at 19:00

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

**1 ADMINISTRATIVE MATTERS**

**(a) Declarations of Interest**

None were declared.

**(b) Apologies for Absence**

Apologies were received from Cllr Bull.

**(c) Minutes of the Town Council meeting held on 29 March 2016**

The following updates were given:

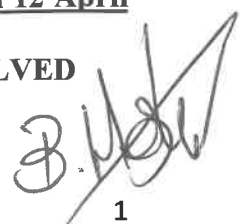
- The RNW Fireworks Display would now be held at Millfield Primary School (pg 4, Item 4 (g) (ii) ).

As proposed by Cllr Seward and seconded by Cllr Thirtle, it was **RESOLVED**

**That the minutes of the meeting held on 29 March 2016 were a true record of the meeting and that they be signed by the Town Mayor.**

**(d) Minutes of the Extraordinary Meeting of the Town Council held on 12 April 2016**

(e) As proposed by Cllr Seward and seconded by Cllr Hester, it was **RESOLVED**



**That the minutes of the extraordinary meeting held on 12 April 2016 regarding the tractor lease were a true record of the meeting and that they be signed by the Town Mayor.**

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

As proposed by Cllr Sims and seconded by Cllr Stuckey, it was **RESOLVED**

**That the meeting be adjourned in accordance with Standing Order 1.5 to 1.8, to allow contributions from North Walsham Police, District Councillors and members of the public.**

**(a) Crime report**

The crime report for the period 29 March to 24 April 2016 had been submitted (Annex A). With no officers, Members were asked to submit any questions via the Town Clerk.

**(b) Reports from District and County Councillors**

A written report from District Cllr Lloyd can be found at Annex B. Cllr Seward reported that NNDC had met with the Citizens Advice Bureau earlier in the day and had confirmed its commitment to retaining a public interface in North Walsham. The challenge now was to find a suitable location. A separate update would be provided via the Town Clerk.

A written report from County Cllr E Seward can be found at Annex C. In addition, he reported that Highways would soon carry out work in the Manor Road/Spa Common area to tackle flooding from the ditches and channels that flow into them.

**(c) Public participation**

A summary of the report from Mr Paul Jones (TT Jones Electrical Ltd, the Council's current street lighting contractor), Mr R Overden and Mr R Barker (Royal Air Force Association), Mr & Mrs Tibbles and Mr D Greenwood (Woodville Park) and Mr M Smith (Woodville Park and North Walsham Play) are at Annex D.

Following these contributions, as proposed by Cllr Hester and seconded by Cllr Thirtle, it was **RESOLVED**

**That the meeting be reconvened.**

**3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR**

Details of events and meetings attended by the Town Mayor are at Annex E.



4 **ITEMS REQUIRING DECISION**

(a) **Co-Option of Councillors**

The Chair of the Personnel & Grants Committee reported that – during the recent campaign to fill the remaining three vacancies by co-option, a young man had put his name forward. The Committee had followed advice and its own procedures and unanimously recommended that Mr Robert Murphy be co-opted as a Member of the Town Council. As proposed by Cllr Wheeler and seconded by Cllr Hester, it was **RESOLVED**

**That Mr Murphy be co-opted as a Member of North Walsham Town Council.**

Having signed the Declaration of Acceptance of Office, Cllr Murphy joined the meeting at 19:30.

(b) **Relocation of the Town Council**

The Town Mayor, Deputy Mayor and Town Clerk met Steve Blatch (NNDC Corporate Director) and Duncan Ellis (NNDC Head of Assets) on Thursday 21 April 2016. The outline timetable has the Council relocating to Kings Arms Street sometime on June, with handover to JD Wetherspoon on 1 August. JD Wetherspoon would then have 6 months to submit a planning application and 12 months to commence building, in accordance with the terms of the pre-contract agreement signed with NNDC. A meeting with Insp Burke was still being sought, but a liaison officer had now been assigned to investigate the CCTV issue. NNDC remained amenable to covering reasonable costs, and would provide its staff to do the physical move.

It was confirmed that the discussions had included replacement noticeboards and cycle racks.

It was thought that the Heritage Centre may be interested in the old Town Mayor's chair and other items currently at the Council Offices, which the Council would not want to retain.

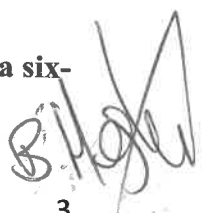
(c) **Bus shelters**

The locations of bus stops/shelters were by agreement between Highways and bus companies. County Cllr Seward had been advised that the bus officer at Norfolk County Council was working on options for a revised bus stop layout in the town, and that the officer had been advised to contact the Town Council.

(d) **War Memorial Park**

This had been placed on the agenda in response to comments made at the Annual Town Meeting on 5 April 2016. It was acknowledged that there were more issues before the policy on gate opening was changed, as it was more difficult for police to patrol. As proposed by Cllr Hester and seconded by Cllr Seward, it was **RESOLVED**

**To continue the current policy of keeping the gates unlocked, under a six-monthly review by the Development and Amenities Committee, and**



**To investigate solar lighting and a CCTV camera for the park.**

(e) **Spa Common**

Three proposals had been put before the Development & Amenities Committee. As a proposal from residents of Spa Common/Anchor Road had not been received, it was decided that this should be referred back to the Committee meeting to be held on 24 May, and that a recommendation would be made to the Council at its meeting on 31 May 2016.

(f) **Community Payback Service**

Members were asked to submit suggestions to the Town Clerk for appropriate tasks for the scheme to consider. The Town Mayor would speak to North Walsham in Bloom.

(g) **Woodville/North Walsham Play**

The location of the playground was being moved further into the park. A few issues remained, including dealing with some apple trees and access to the site for grounds staff and machinery. A report would be taken to the Development & Amenities Committee on 24 May 2016. Mr & Mrs Tibbles and Mr Greenwood would be kept informed of progress.

(h) **Email spam**

The spam statistics from the trial period of SpamHero software were circulated (Annex F). This demonstrated that it was working. Following discussion on email monitoring and the availability of a UK-based company, as proposed by Cllr Seward and seconded by Cllr Melville, it was **RESOLVED**

**To continue with the SpamHero package at a cost of US \$71/annum.**

*[ Cllr Seward left the meeting at 20:00 ]*

(i) **Town Guide**

The Town Clerk would report on progress at the next meeting, as a proposed meeting with Arts North Norfolk had yet to materialise.

(j) **Arts North Norfolk & Information Centre**

There were some concerns about the Information Centre, which had moved to Arts North Norfolk in order to facilitate moving the Town Council from its current home. As proposed by Cllr Witte and seconded by Cllr Canham it was **RESOLVED**

**To ask the Town Clerk to write to the Director of Arts North Norfolk expressing the Council's concerns about the integration of the Information Centre service.**

(k) **Town Crier**

A suggestion had been received from Cllr Melville that the Council should make better use of its Town Crier, as he was an asset. As proposed by Cllr Hester and seconded by Cllr Sims, it was **RESOLVED**



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**To ask the Personnel & Grants Committee to consider the role and utilisation of the Town Crier, and charging external bodies for his services.**

**(l) Town Centre**

The issue of how to advance the town centre had been 'done to death' over the years, and included discussions on traffic direction and pedestrianisation. As proposed by Cllr Sims and seconded by Cllr Stuckey, it was **RESOLVED**

**That the Council instead focus on what could be achieved through the Local Plan and possible Neighbourhood Plan.**

**5 ITEMS FOR INFORMATION**

**(a) Updates:**

- (i) The schedule of additional events to be held on the War Memorial Park was as follows:

*The North Walsham Festival Finale* – the Battle Project followed by live music/beer tent (licence permitting) has been moved from the Town Centre due to concerns about numbers and noise and will now be held on the park on Saturday 25 June

The park performance of *Goldilocks & The Three Bears* on Sunday 24 July at 1:00pm (free performance supported by Town Council grant)

*Circus Tyanna* from Wednesday 10 to Sunday 14 August

*Westover Vets second charity dog show* on Sunday 21 August.

Joe Ballard was unable to secure a grant to bring Sinfonia Viva to perform on the park during the summer. He will instead proceed with a performance by Manchester Camerata at the Atrium in October 2016.

- (ii) The oak tree sculpture has, as reported, now been put right by Council grounds staff aided by Cllr Thirtle. The tractor and heavy duty strapping were used to haul the sculpture upright, and the hole then backfilled with hoggin to support the sculpture in an upright position.

**(b) SAM2 speed warning signs**

These were now at the second locations, on Aylsham Road and Marshgate. A simple schedule is in place to manage the re-siting programme. Office staff were considering how best to share the data with the police and public.

**(c) Highways update**

County Cllr Seward had provided a report from the Highway Engineer on issues that had been raised (Annex G). Cllr Melville gave a verbal report on issues she had discussed directly with Highways. Members were reminded to work through their

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District and County Councillors on issues relating to the responsibilities of those Councils.

**(d) Planning enforcement update**

A NNDC Planning Enforcement Officer had been due to visit North Walsham in week ending 22 April to review the issues that had been raised. No report had been provided to date. NNDC Chief Executive was investigating the position at 17 Hazell Road, following the meeting at St Nicholas Church on 25 April 2016.

**(e) Citizens Advice Bureau**

The Town Clerk had written to Mid Norfolk CAB seeking an early meeting with the Chief Executive.

**(f) North Norfolk Community Transport**

NNCT had secured new premises at the Industrial Estate, which they would lease from NNDC.

**6 FINANCE**

**(a) Payments and receipts**

Payments to Copy IT were residual charges relating to the old printer/copier contract. It was **RESOLVED**

**To approve the reports for April 2016 to date and for the period to end March 2016.**

**(b) Quotes for refurbishing Midland Road Car Park**

Mackinnon Construction had confirmed the quote for bringing the car park surface back to its original 'as leased' condition was £7,865 excluding VAT. It was **RESOLVED**

**To ask the Town Clerk to revisit the lease from NNDC, in particular the process for refurbishing and whether there was a limit on the Town Council's contribution, and to forward these details to Members.**

**(c) Dog enclosure on Trackside**

A revised quote, including the require gates, had been submitted by Norgate Builders Limited, with the cost of £3,785 remaining unchanged. This had already been approved by the Council.

**(d) Repairs to skate park at Trackside**

Quotes were not available for the Council to consider, and were being chased.

**7 PLANNING COMMITTEE**

The minutes of the meetings held on 29 March and 12 April 2016 were received.



8 **REPORTS FROM OTHER COMMITTEES AND GROUPS**

(a) **Annual Town Meeting**

The draft minutes of the meeting on 5 April 2016 were received.

(b) **Christmas Lights Group**

The minutes of the meeting on 3 February 2016 were received.

(c) **Markets Group**

The minutes of the meeting on 18 February 2016 were received.

9 **FORTHCOMING MEETINGS AND EVENTS**

The following meetings had been arranged for April and May 2016:

- a. Friday 29 April 2016 @ 6:45pm – Civic Dinner, Community Centre
- b. Tuesday 3 May 2016 @ 6:30pm – Media & Information Committee
- c. Tuesday 10 May 2016 @ 6:30pm – Meeting with NNDC on Local Plan
- d. Tuesday 17 May 2016 @ 6:30pm – Planning Committee (**note change to usual practice**)
- e. Tuesday 17 May 2016 @ 7:00pm – Annual Town Council Meeting
- f. Tuesday 24 May 2016 @ 6:00pm – Development & Amenities Committee
- g. Tuesday 24 May 2016 @ 7:00pm – Funday Committee

10 **CORRESPONDENCE**

The following items had been received:

- Request from NNDC to use the Happisburgh Road end of War Memorial Park for car parking for officials at the counts on Friday 6 May (PCC Election – daytime, 8:00am to 5:00pm) and Thursday 23 June (EU Referendum – overnight approx. 9:00pm to 5:00am). This had been agreed as per the May 2015 election, with NNDC agreeing to put right any damage to the park surface.
- Letter from Bernhard Huber, Burgermeister of Friesenried, inviting the Town Mayor, Deputy Mayor and Members of the Council to join the visit of the Friends of Friesenried group to the town to celebrate the 25<sup>th</sup> anniversary of the signing of the Twinning Oath between North Walsham and Friesenried. Members were asked to advise the Town Clerk if they wished to attend.
- Letter from Mrs A Binns complaining about the Sunday market. The complaint is a combination of access to Market Place and religious-based argument against Sunday trading. It was confirmed that access to Market Place could not be allowed on safety grounds.
- Letter from Westover Vets confirming their request to hold a second charity dog show on the War Memorial Park on Sunday 21 August 2016.

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**11 ITEMS FOR NEXT AGENDA**

Heritage Report  
Local tourist guides  
Meeting with North Walsham Police  
Citizens Advice Bureau  
St Nicholas Churchyard

In addition to the items detailed above, items should be submitted to the Town Clerk.

**EXCLUSION OF THE PUBLIC AND PRESS**

As proposed by Cllr Thirtle and seconded by Cllr Stuckey, 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 1.5.**

The meeting closed at 20:55

