



NORTH WALSHAM TOWN COUNCIL

MARKET COMMITTEE MEETING

Minutes of Meeting – 15 March 2022

at Council Office, 18 King's Arms Street, North Walsham

Present :

Cllr P Spall (Chair)

Cllr M Gray

Cllr B Hester

Cllr B Wright

Lead Officer

Deputy Clerk : Ms T Foster

Meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Dibben (family), Cllr R Murphy (illness) and Cllr G Bull (family)

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING – 15 February 2022

The Minutes had previously been circulated to members of the Market Committee. As proposed by Cllr B Wright and seconded by Cllr B Hester it was **RESOLVED**

That the Minutes of the Market Committee Meeting of 15 February 2022 were agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Action Log – March 2022

The Chair had no comments to make as all actions had been carried out except information to be provided on local car boot sales in the area.

5. PUBLIC FORUM

There were no public present

6. STREET FOOD MARKETS IN MARKET PLACE

Various items relating to the Street Food Markets were discussed with decisions and actions agreed as follows:

- Name of the Event : “Street Feast”
- List of Vendors produced for the Event on 30 April 2022 (also for July and August). Some Vendors are to prepare food from transit vans and horse boxes and the stall layout discussed whether it should be along one side or in a “U” shape taking into

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account some stalls required electricity and access for emergency vehicles must be provided. A Map would be prepared for the next meeting.

- Stalls which wished to have a double sized area could be accommodated.
- Stalls would open at 12 noon and close at 8.00 pm
- Set up time would be 11.00 am with clean up after 8.00 pm
- Stall holders to use the car parks for their vehicles with the Market Place having vehicles from which only food was being prepared.
- A commando socket cable is to be obtained for electricity connection
- Rubbish/waste to be provided with collection dates being checked.
- To enhance the event, flags could be put up with consideration given to bunting printed with "Street Feast" on them, fairy lights or similar. Music playing would add atmosphere to the Event and to be considered.
- Risk Assessment to be prepared
- Road Closure submission for a small event.

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

The decisions and actions listed above were unanimously agreed

7. STREET FOOD MARKET PITCH APPLICATION FORM AND ADVERTISING POSTER/ADVERTISING

(a) A draft Market Pitch Application Form was discussed and amendments agreed to include name "Street Feast", stalls free for the first "Street Feast" then £20 a stall for future Events and other minor amendments.

(b) Advertising Posters were produced and agreement reached to include NWTC contact information, details of Event and a "QR" code.

(c) It was reported that M&I would be involved in the distribution of the Posters to areas such as Cromer, Holt and Sheringham to circulate in libraries, Information Centres etc. Street Banners were being arranged to be placed in agreed locations going up the week before the Event and then taken straight down afterwards. It would be good to publicise the Event as far afield as possible.

(d) It was agreed unnecessary to have a Facebook page as the Event could be placed on "What's on Website", Instagram and included within the Event section on NWTC website.

As proposed by Cllr M Gray and seconded by Cllr B Hester it was **RESOLVED**

That the amended Street Feast Application Form is agreed, layout and amended Poster agreed, and agreed not to have a Facebook Page.

8. TABLE AND CHAIRS FOR STREET FOOD MARKET

Quotes were produced for the hire of 20 Tables and 120 Chairs but after discussion it was agreed to obtain a further quote for 30 Tables and 190 Chairs to be brought to the next meeting.

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

That a further quote should be obtained for 30 Tables and 190 Chairs

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9. CAR BOOT SALES IN THE MEMORIAL PARK

Various items relating to the Car Boot Sales were discussed with decisions and actions agreed as follows:

- Information on local car boot sales have yet to be obtained
- Suggestion of a “Burger Van” to be considered
- Risk Assessment to be prepared
- The amount of rubbish produced could be accommodated in the Park litter bins
- Toilets at New Road will be open
- Posters were produced from which one was agreed. To include details of booking arrangements, payments in advance and QR code.
- It was agreed that only vehicles taking part in the car boot sales would be allowed in the Park, there would be no parking for customers.

As proposed by Cllr M Gray and seconded by Cllr B Wright it was **RESOLVED**

The decisions and actions listed above were unanimously agreed

10. GROUND STAKES AND TAPE FOR CAR BOOT SALES

It was decided it was unnecessary to have ground stakes and tape for the Car Boot Sales as cars could park on either side of the footpath which runs through the Memorial Park.

As proposed by Cllr M Gray and seconded by Cllr B Wright it was **RESOLVED**

That it was not necessary to purchase ground stakes and tape.

11. USE OF FOOTPATH LEADING TO AND INCLUDING THE PRECINCT FOR MARKET STALLS – THURSDAY/SUNDAY MARKETS

Cllr B Wright advised the number of stalls had increased to 20 at the Sunday Markets. With the increase in Market Stalls it was agreed a formal letter of authority to the owners in the precinct should be deferred until the works had been completed on Church Approach.

As proposed by Cllr M Gray and seconded by Cllr B Hester it was **RESOLVED**

To defer the preparation of a letter to the owners in the precinct until after works to Church Approach are completed

12. VOLUNTEERS FOR SUNDAY MARKET

It was agreed this item should be referred to the full Council at the next meeting.

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

That this item should be referred to the next full Council meeting

Cllr M Gray abstained.

13. UPDATE ON THURSDAY AND SUNDAY MARKETS

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It was agreed that confirmation should be sought from NNDC as to where the market will be re-located to once the HAZ works commence in Market Place. Previously the market had been re-located to Bank Loke.

As proposed by Cllr B Wright and seconded by Cllr M Gray it was **RESOLVED**

That NNDC should be contacted to see whether they could confirm where the market was to be re-located.

14. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Update on “Street Feast” :

Updated Vendor’s List
Map of Stalls
Commando Cable required
Rubbish disposal
Table and Chairs further quote
Flags/lights/music to enhance the Event
Risk Assessment
Road Closure submission
Volunteers to monitor “Street Feast”

Update on Car Boot Sales:

Information obtained on local Car Boot Sales.
Consider Burger Van
Risk Assessment
Volunteers to monitor Car Boot Sales

Up date on Thursday/Sunday Markets
Re-location of Markets

M&I – Survey Form – “What do Customers Think”

15. DATE OF NEXT MEETING – 5th April 2022 at 6.45 pm

Meeting closed at 20.10

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