



# NORTH WALSHAM TOWN COUNCIL

## MARKET COMMITTEE MEETING

Minutes of Meeting – 5 April 2022

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

**Present :**

Cllr P Spall (Chair)  
Cllr S Dibben (Vice Chair)  
Cllr G Bull  
Cllr M Gray  
Cllr B Hester  
Cllr R Murphy  
Cllr B Wright

**Lead Officer**

**Deputy Clerk :** Ms T Foster

**Meeting opened at 18.45**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE PREVIOUS MEETING – 15 March 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 March 2022 were agreed as a true record**

Cllr G Bull and Cllr R Murphy abstained as they were not present at this meeting.

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

The Chair read out the Action Log and actions to be undertaken.

**5. PUBLIC FORUM**

There were no public present

**6. "STREET FEAST" IN MARKET PLACE**

Various items relating to "Street Feast" were discussed with decisions and actions agreed as follows:

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1

DATED..... 10/5/2022 .....

- Updated Vendor's List. The Chair provided an up to date Vendor's List. Market Pitch Forms not received would be chased.
- Links : It was agreed a Facebook Page with links to the Vendors should be made.
- Map of Event including electric points. A Map was produced of the layout and electric points. It was agreed that the names of the Vendors should be included.
- Rubbish disposal. NWTC rubbish collection is on a Wednesday. Various options were discussed but it was agreed to arrange an extra bin collection with heavy duty rubbish bags available.
- Flags/lights/music : A quote to be obtained for bunting of green and white with "Street Feast" imposed.  
It was decided lights would not be included.  
Music. Located outside Broadland Travel. It was agreed music should be provided. Members would arrange artists and report at the next meeting.
- Risk Assessment. The Risk Assessment had been prepared and was agreed.
- Road Closure. The Road Closure Notice had been applied for, Order received and displayed in Market Place.
- Update on insurance. The insurance company notified of the Event as courtesy.
- Volunteers for "Street Feast". Email to be sent to all Councillors asking for Volunteers, and to include times when more help was required.
- To ensure that fire extinguishers are provided by all Vendors.
- Letters to residents of The Terrace. It was agreed a letter should be sent to the residents of The Terrace informing them of "Street Feast"

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. ADVERTISING POSTER, DISTRIBUTION AND STREET BANNERS FOR "STREET FEAST"**

- (a) Advertising posters. All agreed the Poster for "Street Feast" was acceptable and 200 should be printed with 25 being laminated. Poster costs to be charged to the Market Committee
- (b) Distribution of Posters. It was agreed the Posters would be distributed to Cromer, Sheringham and Holt as well as in and around the town. Members would agree how distribution was to proceed.
- (c) Leaflets A5 – with "Street Feast" on one side and the Car Boot Sale on the other. SR Print to be approached – 500 copies ordered.
- (d) Street Banners – Seven Street Banners are ordered organised by the M&I Committee. Several locations were discussed but primarily the entrances/exits to and from the town. These would be put up the week before "Street Feast" with removal afterwards. Photos from "Street Feast" in April could be used in future posters. A photographer would be approached to see whether he could attend the event.
- As proposed by Cllr B Wright and seconded by Cllr M Gray it was **RESOLVED**

**The decisions and actions listed above were unanimously agreed**

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2

DATED.....10/5/2022.....

#### **8. TABLE AND CHAIRS FOR “STREET FEAST”**

A quote was produced for 30 Tables and 190 Chairs being £521.50 including VAT which was agreed by all present and the order to be placed.

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

**The quote for 30 Tables and 190 Chairs was agreed and the furniture could be ordered.**

#### **9. SURVEY FORM FOR “STREET FEAST”**

As the next Media & Information Meeting was not until next month it was agreed that members of that committee Cllr M Gray and Cllr B Wright would prepare a Survey Form.

As proposed by Cllr B Hester and Cllr G Bull it was **RESOLVED**

**To prepare a Survey Form to be used at “Street Feast”**

#### **10. 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 obtained :  
Cllr S Dibben produced printed Car Boot Sales directories from websites containing venues, days, dates, times with facilities that were provided. It was agreed the Car Boot Sales should be put on some websites.
- Leaflets to distribute at local car boot sales. Leaflets at 7(c) above to be circulated at local car boot sales with emphasis the first Car Boot Sale would be free.
- Consider Burger Van. It was agreed a Vendor for hot/cold food should be provided with free pitch for the first event.
- Risk Assessment. The Risk Assessment is to be prepared.
- Advertising Poster. The poster was agreed with distribution to be discussed at a future meeting.
- Volunteers for Car Boot Sales. Nearer the event an email can be circulated asking for Councillors to volunteer.
- An Event Management Plan would need to be prepared.

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

**The decisions and actions listed above were unanimously agreed**

#### **11. NORTH WALSHAM CHILDREN’S DAY EVENT – 2 May 2022**

It was approved by all present the Event could use the barriers and the gazebos. There were three gazebos with one being used for “Meet and Greet” at the Event. Cllr S Dibben advised he would lend his gazebo to “Meet and Greet” with Children’s Day having the three gazebos

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

**North Walsham Children’s Day Event – 2 May 2022 could have the use of the three Council gazebos and Cllr S Dibben would lend his gazebo for “Meet and Greet”.**

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## **12.SUNDAY MARKET ROAD CLOSURE APPLICATIONS**

Due to the HAZ works expected to start in August it was agreed Sunday Market Road Closure Applications should be submitted for April, May and June revised again depending on the HAZ works. The April Road Closure Application to be submitted straightaway. As proposed by Cllr M Gray and seconded by Cllr R Murphy it was **RESOLVED**

**That Sunday Market Road Applications should be submitted for April, May and June with the following months to be reviewed on a month to month basis depending on the HAZ works.**

## **13.ROAD CLOSURE BARRIERS FOR THURSDAY/SUNDAY MARKETS**

At a recent Thursday Market the barriers used at the Market Cross blew over a number of times with concerns they may cause injury. The barriers are quite old with the wheel brakes not working etc. It was agreed that new barriers should be purchased and in the meantime sand bags to be used to hold the barriers.

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

**That new barriers should be purchased and sand bags used to hold the barriers in place until then**

## **14.UPDATE ON THURSDAY AND SUNDAY MARKETS**

The following were discussed :

- (a) Market Risk Assessment for Thursday/Sunday Markets. The Market Risk Assessment was reviewed with only minor amendments which were agreed.
- (b) Update on Volunteers for Sunday Markets. In case of illness the Market Manager to produce maps with position of stalls of both markets, a list of permanent Vendors and arrival/leaving times.
- (c) Response from NNDC re: market relocation. NNDC stated the decision for relocation was with the HAZ committee. Contact Cllr E Seward for an update on relocation. If not, the Town Council would like to request the use of the Bank Loke Car Park used previously during the gas works.

The Market Manager to be asked what areas of Bank Loke Car Park are needed.

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

**The decisions and actions listed above were unanimously agreed**

## **15. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

Items taken from the above Minutes will be set out in the Agenda:

**Updates on "Street Feast" :**

**Updates on Car Boot Sales:**

**Thursday/Sunday Markets:**

**Market Stalls**

**16. DATE OF NEXT MEETING – 20 April 2022 at 6.45 pm**

**Meeting closed at 20.10**

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4

DATED.....10/5/2022.....