



NORTH WALSHAM TOWN COUNCIL

MARKET COMMITTEE MEETING

Minutes of Meeting – 10 May 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 Wright

Lead Officer

Deputy Clerk : Ms T Foster

Meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

The Chair informed members that Cllrs B Hester and R Murphy had resigned from the Committee.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING – 20 APRIL 2022

The Minutes had previously been circulated to members of the Market Committee.

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

**That the Minutes of the Market Committee Meeting of 20 April 2022
were agreed as a true record**

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

The Chair confirmed that all actions had been completed.

5. PUBLIC FORUM

There were no public present

6. "STREET FEAST" IN MARKET PLACE – UPDATE ON 30 APRIL 2022 EVENT

The Event was a complete success creating a good atmosphere enjoyed by all with positive feedback. There were only a couple of minor incidents. It was agreed that a first aid kit must be available, hoop bins would be beneficial attached to lamp posts or similar. It was agreed that neither a Bar nor "Lost/Found" were needed at the next Street Feast.

SIGNED.....

1

DATED.....

13/7/2022

7. "STREET FEAST 2" IN MARKET PLACE – 2 JULY 2022

Various items relating to "Street Feast 2" were discussed with decisions and actions agreed as follows:

- Updated Vendor's List showed 25 stalls wished to attend. A map is to be prepared to show how the stalls would be set out. It may be necessary to use the top of Church Approach or even Church Street. Decision needed on stall location as a Road Closure Application is to be made before the end of May. Road closure to commence at 9.00 am an hour earlier than the previous event.
- Fees for Stall Holders. It was agreed the pitch fee should be £12.50 per metre for each stall.
- Furniture. The same amount of furniture should be ordered as before with placement of furniture to extend down to the Market Cross at a cost of £520.90 (including VAT).
- Entertainment. Still being organised but confirmation of groups and costs provided would not exceed £450.00 and Juggler/Balloon Modeller £450.00. Music entertainment would be in the Market Cross.
- Leaflets. These should be prepared with all the "Street Feast" dates on one side and Car Boot Sales on the other side. Order to be as previously arranged.
- Advertising. Future distribution of leaflets should be shared and not down to the same individuals. It was decided advertisements should be placed in "Just North Walsham" and the "North Walsham Times" for both events. Publication deadline for "Just North Walsham" June issue was next week. Both would cost approximately £100 each. Once the Notice Board Screen was up and running this would publicise details of the events.
- "Street Feast" Booking Forms. It was decided the forms need to be amended to show arrival times, "payment in advance" and what happens if the event has to be cancelled.

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

The decisions and actions listed above were unanimously agreed

8. CAR BOOT SALES

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

- Future Car Boot Sales would need a booking form with a link on the Town Council website.
- Risk Assessment had been prepared.
- Members/Volunteers would be needed to attend particularly the egress/access of vehicles to/from Happisburgh Road entrance. Email to be sent to all Councillors asking for volunteers.
- A burger van would be placed at each end of the Car Boot Sale.
- Toilets at New Road would be closed on 16 May 2022 for 6 weeks. Portable toilets would need to be hired. Hire charges to be investigated and order placed as soon as possible due to time frame with costs in the region of £200.00 plus VAT.
- Facebook page had been provided where attendees could indicate if they wished to sell, buy or attend giving running totals.

SIGNED.....

2

DATED.....13/7/2022.....

- Cllr S Dibben reported some of the businesses in Market Place were unaware what events were taking place. It was agreed that a letter should be prepared to businesses informing them of the next event and to include all the future dates of events which are to take place.

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

The decisions and actions listed above were unanimously agreed

9. TO CONSIDER NEW MARKET BARRIERS

Quotes were produced of various barriers but it was agreed the Market Manager should have input on the type of barriers which were needed. Refurbishing the existing barriers was suggested.

As proposed by Cllr G Bull and seconded by Cllr P Spall it was **RESOLVED**

The Market Manager should be approached for input on what type of new barriers would be suitable.

10. UPDATE ON THURSDAY AND SUNDAY MARKETS

The following issues were discussed :

- Pop up stalls. It was agreed the Town Council should have “Pop up Stalls” which Cllr G Bull had investigated. Quotes were produced and it was agreed that two “Basic Traditional Market Stalls” from Gavin Kenning for a “Starter Kit” at the price of £167.00 should be ordered.

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

That two “Basic Traditional Market Stalls” being “Starter Kits” should be ordered from Gavin Kenning

- Generators. It was agreed that the Town Council should have a generator for which Cllr G Bull had investigated and circulated a suggestion to members. It was agreed that two generators should be ordered being “Draper 2.8kW Open Frame Inverter Generator 230V” at £249.98 each.

As proposed by Cllr G Bull and seconded by Cllr P Spall it was **RESOLVED**

That two “Draper 2.8kW Open Frame Inverter Generator 230V” generators should be ordered at the above cost

Should these generators be out of stock alternative generators would be chosen as these were needed for the Jubilee Event as well as “Street Feast” and other events.

- Layout Plan for Bank Loke Car Park had not been produced by the Market Manager as the location for the market due the HAZ works was still to be confirmed.
- List of Stall Holders/Casual Stall Holders for Thursday/Sunday Markets were produced at the meeting after which they were placed securely under GDPR

SIGNED.....

3

DATED.....13/7/2022.....

requirements with the Stall Holders application forms. Cllr B Wright stated the Sunday Market stalls vary at each market and the stall attendees confirm the week before. The Chair would contact the Market Manager about certain issues.

11. **MARKET OPERATIONS RISK ASSESSMENT**

The egress/access from "The Terrace" was discussed and vehicles turning right into any event was potentially dangerous. Should a market stall be blocking the route of egress/access from "The Terrace" at anytime it must be moved. Reference in the Risk Assessment under "Road Closure – Management" to enter and leave Market Place via Market Cross should remain as written.

As proposed by Cllr G Bull and seconded by Cllr M Gray it was **RESOLVED**

That the Risk Assessment "Road Closure – Management" shall remain as written.

12. **HAZ CRAFT FAIR EVENT – 21 MAY 2022**

It was approved by all present the Event could use the barriers.

As proposed by Cllr S Dibben and seconded by Cllr G Bull it was **RESOLVED**

The HAZ Craft Fair Event – 21 May 2022 could use the barriers for this event.

13. **HAZ CULTURAL ACTIVITY EVENT – 8 JULY 2022**

The area at the top of Church Approach was not the responsibility of the Town Council so was not involved in any decisions relating to this area of land.

Date of next meeting cannot be arranged as AGM is at the end of May.

Meeting closed at 20.15

SIGNED.....

4

DATED.....13/7/2022.....