



# NORTH WALSHAM TOWN COUNCIL

## MARKET COMMITTEE MEETING

Minutes of Meeting – 13 July 2022

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

**Present :**

Cllr P Spall (Chair)

Cllr S Dibben (Vice Chair)

Cllr J Beach

Cllr M Gray

Cllr B Wright

**Public Present** – Mr N Clarke – Market Manager

**Lead Officer**

**Deputy Clerk :** Ms T Foster

**Meeting opened at 17.45**

**New members on the Committee following the AGM: Cllr J Beach and Cllr N Felstead**

**1.ELECTION OF CHAIR OF THE MARKET COMMITTEE**

A nomination was made by Cllr B Wright for Cllr P Spall . No other nominations were made. Cllr P Spall accepted the nomination. It was **RESOLVED**

**That Cllr P Spall is appointed Chair of the Market Committee**

**2.ELECTION OF VICE CHAIR OF THE MARKET COMMITTEE**

A nomination was made by Cllr P Spall for Cllr S Dibben . No other nominations were made. Cllr S Dibben accepted the nomination. It was **RESOLVED**

**That Cllr S Dibben is appointed Vice Chair of the Market Committee**

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr N Felstead (holiday) and Cllr G Bull (family)

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PUBLIC FORUM**

There was one member of the public present.

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**6. TO APPROVE MINUTES OF THE PREVIOUS MEETING – 10 May 2002**

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

**That the Minutes of the Market Committee Meeting of 10 May 2022  
were agreed as a true record**

**7. UPDATE ON MATTERS FROM PREVIOUS MINUTES – ACTION LOG  
JULY 2022**

The Chair confirmed that all actions had been completed.

**9. STREET FEAST 2**

Update - It was agreed the layout of stalls needed to be revised for “Street Feast 3” as more space was needed and stalls were not to be placed too close to the Market Cross. The music could not be heard at the top of the town from the Market Cross. The cables should have cable covers in order to comply with H&S requirements and this would be looked into before “Street Feast 3”.

**10. CHESTNUT NURSERY SCHOOL AT ST NICHOLAS HOUSE**

The Nursery Manager of the Chestnut Nursery School had prepared a Report asking if they could sponsor an item at “Street Feast 3” to be able to promote publicity for the Nursery. It was suggested a contribution either in full or in part towards the fees of one of the bands could be made. A poster could be designed by the children with the Nursery information and placed on an “A” board on the Market Cross when the sponsored band was playing. The Nursery School to be contacted to discuss their contribution with the suggestion of sponsoring a band.  
As proposed by Cllr B Wright and seconded by Cllr S Dibben it was **RESOLVED**

**To contact Chestnut Nursery School to find out the amount of their contribution  
and with the suggestion of sponsoring a band**

**11. STREET FEAST 3**

Various items relating to “Street Feast 3” were discussed with decisions and actions agreed as follows :

- Road Closure. There were 25 stalls expected and it was agreed more space was needed. It was suggested the Church Yard could be used if the Church was agreeable or Church Street could be part of the Road Closure. Various issues concerning the Church Street closure were raised but it was agreed the Road Closure should include this street. Various barriers and diversion signs would need to be provided.  
As proposed by Cllr P Spall and seconded by Cllr J Beach it was **RESOLVED**

**The Road Closure should be for Market Place and Church Street with  
additional barriers/diversion signs to be provided**

- Layout of stalls. The layout would be revised to include Church Street and would include the electric points.

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## 12. CHRISTMAS MARKET

All agreed a Christmas Market would be ideal but with the upheaval in the Town Centre with the HAZ works commencing in September, it would be difficult to find an alternative suitable venue. It was decided this year not to proceed with a Christmas Market.

## 13. THURSDAY/SUNDAY MARKETS

Various items relating to the Thursday/Sunday Markets were discussed with decisions and actions agreed as follows:

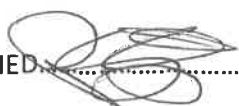
For the following paragraphs the Chair allowed Mr N Clarke to speak as the Market Manager.

- Works in Market Place. It is anticipated that the works will commence in September for a duration of 6 months. HAZ will be placing signs indicating where the market has been relocated. It was suggested for the first market Councillors wearing Hi Viz jackets could indicate the market relocation to customers. During the relocation to Bank Loke stall fees should remain the same.
- Market charges. The fees charged are in the middle range some local market pitches are higher and some lower.
- Pop Up Market Stalls. The new stalls will require clips/cups and weights which will have to be purchased. It was agreed an information sheet should be prepared by M&I on the use and requirements for the stall holder eg insurance. The stalls form part of the "Equipment Loan Agreement Policy" prepared by M&I and recommended to full Council.
- Sunday market criteria. Some queries had been raised as to what stalls came under the "Farmer's Market – Food and Crafts" criteria. As the Town Council does not have a policy the National Markets Traders Federation Rules will be printed with the parts highlighted applicable to the Town Council and deferred to the next meeting.  
As proposed by Cllr S Dibben and seconded by Cllr P Spall it was **RESOLVED**

**The National Market Traders Federation Rules should be printed with highlighted parts applicable to the Town Council and brought to the next meeting**

- Barriers. The Market Manager advised a quote was awaited for the works to the barrier wheels.
- The Market Manager explained the current position regarding music at the Thursday/Sunday Markets which used to be a regular feature

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- Electric Points. Provision of electricity had caused some issues with extension leads but two new sockets had now been installed. It was suggested and agreed the Vendors should be asked to provide their own extension leads ideally 15 metres in length.
- Putting up banners the week before event. This would be arranged amongst members of the Market Committee.
- Update on bookings. It was confirmed that the Table and Chairs had been booked, entertainment and the Face Painter organised.
- The music could not be heard at the top of the Town from the Market Cross but ways this could be relayed were discussed and need further investigation. The D&A Committee are purchasing a PA system which will assist with the music.
- The generators produce a noise level of 97 Dba. At this level the generators will need sound proofing which is a requirement. To comply with this and reduce the noise level acoustic boxes could be purchased at a cost of approx. £300. Further investigation on this noise level would be made by Cllr S Dibben.

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

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

### **11. CAR BOOT SALES**

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

- Update on previous Car Boot Sales. The first Car Boot Sale had more vehicles than the second Car Boot Sale with the inclement weather being a factor.
- It was agreed that the following items would be deferred to the next Market Meeting following the recess :
  - Possible dates for next year 2023. Check to ensure that other events are not taking place on any of the suggested dates.
  - Frequency of Car Boot Sales
  - Pitch charges

As proposed by Cllr P Spall and seconded by Cllr J Beach it was **RESOLVED**

**That the above items should be deferred to the next meeting after the recess**

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

Sunday Market Criteria - National Markets Traders Federation Rules information

Update on “Street Feast 3” and “Car Boot Sales”

Car Boot Sales:

- Possible dates for 2023 – Check to ensure other events are not taking place
- Frequency of Car Boot Sales
- Pitch charges

Generators

**15. DATE OF NEXT MEETING** – to be advised

**Meeting closing 19.50**

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