



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Meeting – 13 June 2023

Published: 8 June 2023

Time: 18:30

Place: Council Offices, 18 Kings Arms Street

Councillors are hereby summoned to attend the above Committee meeting of the Council.

All members of the public and press are welcome to attend the meeting are allowed to address the Council during our Public Participation Forum (item 7) but are not permitted to take part in any of the debates.

A handwritten signature in black ink, appearing to read 'Fi Collett'.

Fi Collett

Assistant Town Clerk

AGENDA

1. **To APPOINT CHAIR OF DEVELOPMENT AND AMENITIES**
2. **TO APPOINT VICE CHAIR OF DEVELOPMENT AND AMENITIES**
3. **APOLOGIES FOR ABSENCE**
To receive apologies for absence
4. **DECLARATIONS OF INTEREST**
To receive declarations of pecuniary or personal interests and consider requests for dispensations
5. **TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda**
(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)
To approve minutes of the Council meeting 14.3.23
6. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log (Report attached)
7. **PUBLIC FORUM**
(As per Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g-Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)
8. **UPDATES**
To receive updates:
8.1 Cemeteries

9. AMENITIES POLICIES

To review and revise Amenities Policies

(All changes to be presented to Full Council)

- 9.1** Cemetery Rules and Regulations
- 9.2** EMP Guidance Notes
- 9.3** Event Application Form
- 9.4** Event Management Plan
- 9.5** Grass Cutting Procedure
- 9.6** Outdoor Advertising Procedure
- 9.7** Tree Management Policy

10. RISK ASSESSMENTS

To review and revise Risk Assessments (as required by 1.3 of the Health & Safety Policy).

(All changes to be presented to Full Council)

- 10.1** Car Boot Risk Assessment
- 10.2** Grass Cutting Risk Assessment
- 10.3** Grave Digging Risk Assessment
- 10.4** Market Operations Risk Assessment
- 10.5** Sam 2 Risk Assessment
- 10.6** Workshop Risk Assessment
- 10.7** Under 16 Risk Assessment

11. TOR's

To review the Development & Amenities Terms of Reference

(All changes to be presented to Full Council)

12. ACCESSIBILITY ASSESSMENT

To agree to carrying out an accessibility assessment of all Town Council buildings and open spaces

13. EGG HUNT 2024

To agree the EMP for the 2024 North Walsham Play event

14. MEMORIAL PARK ACCESS

To agree to the installation of a dropped kerb at the vehicle entrance to the Memorial Park on Happisburgh Road

15. TENNIS COURTS

To discuss how best to regulate the use of the Tennis Courts once they have been resurfaced

16. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Repair of Cemetery Gates

17. DATE OF NEXT MEETING

Tues September 12th 2023