



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 13.June 2023, Council Offices, Kings Arms Street

Present:

Town Councillors: Cllr Shires (Chair), Cllr Gray, Cllr Dibben, Cllr Hester,

Assistant Town Clerk: Ms F Collett

Members of Public: Matt Smith (North Walsham Play), Daniel Gilbert

The meeting opened at 18:30

1. TO APPOINT CHAIR OF DEVELOPMENT AND AMENITIES

As proposed by Cllr Gray, seconded by Cllr Dibben and voted unanimously it was **RESOLVED** that Cllr Shires be elected as Chair for the year 23/24

2. TO APPOINT VICE CHAIR OF DEVELOPMENT AND AMENITIES

As proposed by Cllr Dibben, seconded by Cllr Gray and voted unanimously it was **RESOLVED** that Cllr Wright be elected as Vice Chair for the year 23/24

3. APOLOGIES FOR ABSENCE

Cllr Wright

Cllr Tatum (No Apologies)

4. DECLARATIONS OF INTEREST

Personal interests: Cllr Hester. Item 13: Egg Hunt

Pecuniary interests: None

5. TO APPROVE MINUTES OF PREVIOUS COMMITTEE MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Dibben and seconded by Cllr Gray, it was **RESOLVED** that the minutes of the Committee Meeting held on 14.03.2023 be agreed as a true record

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)

7. PUBLIC FORUM

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

Matt Smith, Daniel Gilbert

8. UPDATES

8.1 **New Cemetery:** This update was deferred to the next meeting as Cllr Wright not present



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9. AMENITIES POLICIES

All Policies were reviewed to be presented to Full Council in July

10. RICK ASSESSMENTS

All Risk Assessments were reviewed and to be presented to Full Council in July with the exception of:

- 1) 10.4 Market Operations Risk Assessment which was deferred to the Markets Committee
- 2) All Risk Assessments relating to the grounds team as these were deferred, to be re – presented once Cllr Dibben and Daniel Gilbert have reviewed the procedures relating to the safe systems at work.

11. TORs

No changes were made to the TOR's.

12. ACCESSIBILTY ASSESSMENT

As proposed by Cllr Dibben and seconded by Cllr Gray it was **RESOLVED to employ a company to undergo an assessment of all Town Council buildings and open spaces.** This is not to be undertaken until the move back to Cedars had taken place.

13. EGG HUNT 2024

As proposed by Cllr Gray and seconded by Cllr Dibben it was **RESOLVED to approve the EMP for the 2024 Easter Egg Hunt in the Memorial Park**

14. MEMORIAL PARK ACCESS

As proposed by Cllr Dibben and seconded by Cllr Gray it was **RESOLVED to agree the instillation pending documentation. This item was deferred to full council for further discussion.**

15. TENNIS COURTS

Ideas put forward to secure the Tennis Courts following the instillation of the new surfaces were:

- a) Lock and Chain
- b) Key code mechanism (costs to be investigated)
- c) Leaving the gate open and using press/social media etc to raise awareness of works and highlight 'still free to all' with a view to encouraging residents to show increased standards for care. This to be discussed at M&I.

16. ITEMS FOR NEXT AGENDA

Repair of Cemetery Gates	Car Parking for Egg Hunt	Sure Heart Machine
Dog Agility	Happisburgh Road Gates	Courses for Staff and Councillors
Cemetery Wall Bacton Road	Tennis Court Security	

17. DATE OF NEXT MEETING

The next meeting 12th Time TBC

The meeting closed at 19:55