



# 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

Initials.....LS.....

Date:.....19/9/23.....



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**9. AMENITIES POLICIES**

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

**10. RICK ASSESMENTS**

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 12<sup>th</sup> Time TBC

The meeting closed at 19:55