



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Wednesday 24 January 2024 Council Offices, Kings Arms Street

Present:

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

Town Clerk: Wendy Murphy

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

The meeting opened at 18:00

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Shires Item 12

Pecuniary interests: Cllr Shires Item 17

3. 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)

The minutes were amended as Cllr Hester was present at the meeting these were then proposed by Cllr Dibben and seconded by Cllr Wright, it was **RESOLVED** that the minutes of the Committee Meeting held on 14.11.2023 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached) – This was updated.

The Clerk to contact North Walsham High School to ask if their carpark could be used for all Town Council Events.

The Artist to be contacted to look at the dinosaur paint work.

5. 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 (North Walsham Play) asked if there would be a budget set aside 2024-2025. It was agreed that this would be £10k proposed by Cllr Gray and seconded by Cllr Wright. Cllr Hester abstained.

6. UPDATES

6.1 Grounds Team Report:

Benches have been installed at the Memorial Park and the Community Centre fence is complete. The Coronation bench has been installed and is well used. Nelson Road dog park needs to have more work done and this will be taken to Full Council to discuss. Cllr Shires asked if photos could be sent to the Clerk items are installed and work being done by the grounds team so that this could be put on social media. The Clerk will work with Daniel on the Grounds Maintenance Schedule.

Initials.....

Date:.....

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6.2 North Walsham Play Update

NWP are in the middle of receiving plans for Woodville and the Memorial Park, these will then be taken to Full Council Meeting to be discussed. Big fundraising efforts will be needed to complete these projects. The outside gym surface has been repaired and NWP are in the process of cleaning all the equipment. The Skatepark flooding issues is still being investigated. Storage will be a problem when the Town Council office moves to Cedar House. Matt has been offered an ISO container. This could be installed at the cemetery. It was proposed by Cllr Wright and seconded by Cllr Gray to go ahead with this. Cllr Hester abstained. It will become a Town Council asset and a lease will be drawn up to state that NWP can use half the space for their storage.

7. REPAIR TO CEMETERY GATES

As proposed by Cllr Gray and seconded by Cllr Dibben it was **RESOLVED** to defer this item to the next meeting so as to gain a clearer understanding of available funds within the Cemetery repairs budget

8. D-DAY CELEBRATIONS

Cllr Hester may have found a parishioner whose grandad died in the D Day landings. Further enquires will be made and a meeting will be called to discuss further plans.

9. CEMETERY WALL BACTON ROAD

As proposed by Cllr Gay and seconded by Cllr Dibben it was **RESOLVED** to defer this item to the next meeting. Daniel Gilbert to do a report on any Health and Safety issues

10. TO CONSIDER COURSES FOR COUNCILLORS AND STAFF

The Clerk to arrange all Health and Safety training for all staff as soon as possible. Proposed by Cllr Dibben and seconded by Cllr Wright

11. TENNIS COURT SECURITY

As proposed by Cllr Shires and seconded by Cllr Wright it was **RESOLVED** for the clerk to obtain 3 quotes and bring to the next meeting

12. TO DISCUSS IF THE EMP,S FOR 2024 EPIC NORTH WALSHAM 5K RUN AND BEER FESTIVAL NEED TO BE UPDATED WITH THE CLERKS DETAILS

As proposed by Cllr Shires and seconded by Cllr Dibben it was **RESOLVED** for the clerk to email both event holders with an amended EMP and ask them to sign it. The clerk was asked to send a blank correct form to EPIC for them to use next time.

13. TO DISCUSS PERSONAL LICENCE

As proposed by Cllr Dibben and seconded by Cllr Gray it was **RESOLVED** for the Clerk to arrange for the Personal Licence to go in her name.

14. UPDATE ON NEIGHBOURHOOD PLAN

Cllr Gray gave an update and confirmed that he was exploring the costs of this. There is money set aside in 2024-2025 Budget but there will be other funds available to facilitate this project. The clerk will be asked to take minutes at all meetings held. This will now become a full council Agenda item



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15. TO DISCUSS TREE SURVEY AND MAKE RECOMMENDATIONS

As proposed by Cllr Shires and seconded by Cllr Wright it was **RESOLVED** for the High Risk work to be done. Daniel will assess the Medium Risk work over the next 12 months. This will be added to the Action Log. A spreadsheet will be kept so ongoing work can be looked at when trees are in leaf.

16. TO DISCUSS SURVEY OF PERMANENT WIRES ACROSS MARKETPLACE FOR XMAS LIGHTS, BUNTING ETC

As proposed by Cllr Shires and proposed by Cllr Gray it was **RESOLVED** for the clerk to get 3 quotes and bring them to the next meeting

17. UPDATE ON DROPPED KERB FOR MEMORIAL PARK

As proposed by Cllr Gray and seconded by Cllr Dibben it was **RESOLVED** to go ahead with the planning application. Cllr Hester was against this proposal.

18. TO DISCUSS PERMANENT UPLIGHTING OF MARKET CROSS

The clerk will arrange a meeting with Saturn AV and Cllr Gray for this to be investigated.

19. TO DISCUSS THE PLANTING OF THE CORONATION SILVER BIRCH AND MEMORIAL PLAQUE

The tree has been planted. As proposed by Cllr Wright and seconded by Cllr Gray it was **RESOLVED** for the clerk to get 3 quotes for a granite memorial plaque with the words "Gratitude Tree, Kings Coronation 2023".

20. TO REVIEW ARBORICULTURE REPORT

This item was deleted

21. TO RECEIVE A BIODIVERSITY POLICY AND MAKE ANY AMENDMENTS

It was proposed by Cllr Dibben and seconded by Cllr Gray to look at the policy in depth and come back with a new policy at the next meeting

22. I ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- Cherry Picker
- Inspect and Service Clock
- Woodville Drainage
- Chapel Pews
- Damage to Town Sign
- Biodiversity Policy
- Wires Market Place
- Tennis Court Security
- Uplighting Market Cross
- Repair Cemetery Gates
- Cemetery Wall, Bacton Road

23. DATE OF NEXT MEETING

The next meeting 12th March 24 Time: 6pm

The meeting closed at 19:59