



# NORTH WALSHAM TOWN COUNCIL

## Development & Amenities Meeting – 16 July 2024

Published: 11<sup>th</sup> July 2024

Time: 18:30

Place: Cedar House, 3 New Road, North Walsham, NR28 9DE

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.

Wendy Murphy

**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 07.05.24
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. **TO RECEIVE ANY UPDATES**
  - 8.1 Grounds Team
  - 8.2 North Walsham Play
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 receive an update on an accessibility assessment of all Town Council buildings and open spaces

**13. DISCUSS AND AGREE MAINTENANCE ON BEECH TREES AT THE CEMETARY**

**14. RECEIVE ROSPA REPORTS**

**15. DISCUSS AND AGREE ON ADVERTISING SIGNAGE FOR CHESTNUT NURSERY**

To discuss and agree on signage for chestnut nursery at Trackside including the possibility of receiving payment for this by the means of funding an entertainer for the Street Feast.

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

**17. TO RECEIVE A REPORT ON DRAINAGE AT SKATEPARK**

**18. TO RECEIVE AN UPDATE ON WIRES ACROSS MARKET PLACE**

**19. TO DISCUSS WOODVILLE DRAINAGE AND AGREE ANY DECISIONS**

**20. TO AGREE UPDATED NOTICE BOARD SIGNAGE AT THE CEMETERY**

**21. MEMORIAL ARCH INSTALLATION**

To agree hire of scaffolding for Memorial Arch

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

**23. DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> September 2024