



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 16 July 2024 Cedar House, New Road, North
Walsham NR28 9DE

Present:

Town Councillors: Cllr Brand, Cllr Richardson, Cllr Ginbey, Cllr Wright, Cllr Seward

Town Clerk: Wendy Murphy

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

The meeting opened at 18:30

1. TO APPOINT CHAIR OF DEVELOPMENT AND AMENITIES

Cllr Brand was nominated for Chair of Development and amenities for the year 2024/2025 and Amenities proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour.

2. ELECTION OF VICE CHAIR

Cllr Wright was nominated for Vice Chair of Development and Amenities for 2024/2025 proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

None

4. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Pecuniary interest: None

Personal interest: Cllr Seward NWIB

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Ginbey and seconded by Cllr Wright and all in agreement it was RESOLVED that the minutes of the Development & Amenities meetings held on 12 March 2024 and 7 May 2024 be agreed as an accurate record.

6. UPDATE ON MATTERS FROM PREVIOUS MEETING – Action Log

NNDC Licences for Church Slope and Cedar House will be taken to full council to approve,

Trackside signs to be ordered with the words “Dogs on leads at all times”.

The wording on the Arch to say War Memorial Park – This will need to go to Full Council to be approved.

Servicing of the clock (Awaiting a date)

Legionnaires test of the water fountain (Awaiting a date)



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7. PUBLIC FORUM - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)

None

8. TO RECEIVE ANY UPDATES

Matt Smith – North Walsham Play asked if there was any more money from the council for the new play parks, they would be most grateful. They would like to have an area on one of the open spaces for a dog agility. Matt will send a proposal to The Clerk.

Daniel Gilbert (Head Groundsman) gave a report confirming that the John Deere X540 gearbox has had a complete overhaul of its Gearbox. The 3 community benches have been moved from NNDC compound. The Clerk will look into this. No Mow May was difficult to manage this year due to the wet weather and the length of the grass. He confirmed that his machinery struggled to cope with the bulk and volume. He encountered many residents who were unhappy with the length of the verges that NWTC look after. The Memorial Arch will be installed in the next few days. All tree work on the 2023 Tree survey has been completed. All training has been completed and the ROSPA report has been received with minor issues that will be looked at.

A working party had been arranged and it was proposed by Cllr Shires and seconded by Cllr Gray and all in favour that the clerk will support Royal British Legion and Cllr Hester with this event.

9. AMENITIES POLICIES

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour the following policies were reviewed, amended and will be returned to Full Council for approval:-

- 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

As proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour the following risk assessments were reviewed, amended and will be returned to Full Council for approval:-

- 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



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11. TOR's

As proposed by Cllr Brand and seconded by Cllr Seward and all in favour the TOR's were reviewed, amended and will be returned to Full Council for approval:-

12. ACCESSIBILITY ASSESSMENT

As proposed by Cllr Ginbey and seconded by Cllr Seward and all in favour it was AGREED for The Clerk to look into this to see if she could do this and if not find a company to action this.

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

The Clerk will speak to Phil Scott to find out more details on his report regarding reducing the height of the 7 Beech trees and 1 Sycamore tree.

13. TO RECEIVE CLERKS REPORT AND CONSIDER ANY UPDATES

The Clerk gave her updates

14. RECEIVE ROSPA REPORTS

These were received.

15. DISCUSS AND AGREE ON ADVERTISING SIGNAGE FOR CHESTNUT NURSERY

The Clerk will speak to Chestnut Nursery and ask them to pay £750.00 for the installation of a board at trackside

16. TO RECEIVE A REPORT ON DRAINAGE AT SKATEPARK

The report and video image of the drain and lack of soakaway has been sent to Gravity who are due to meet the Clerk and Matt Smith to discuss this report in the next few weeks.

17. TO RECEIVE AN UPDATE ON WIRES ACROSS MARKET PLACE

There has been a meeting with Roy Cozins and a surveyor to discuss the layout. The Clerk will arrange to speak to business owners to get their permission to attach the wires. She will also see if planning permission is needed.

18. TO DISCUSS WOODVILLE DRAINAGE AND AGREE ANY DECISIONS

The Clerk will arrange to get 3 quotes for this work and bring back to Development and Amenities committee

19. TO AGREE UPDATED NOTICE BOARD SIGNAGE AT THE CEMETERY

As proposed by Cllr Ginbey and seconded by Ginbey and seconded by Cllr Brand and all in favour it was agreed for the Clerk to have new signage made with the new Council address and for the closing of the Cemetery times to be April – October 9pm and November to February 4.30pm. There is also to be a QR code to the website where all cemeteries are mapped.

20. MEMORIAL ARCH INSTALLATION

The clerk confirmed that JR Plant will have a large machine that will hold the Arch up whilst concrete is poured. The cost of this is approx. £250.00



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21. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Dog Agility Park

22. DATE OF NEXT MEETING

17 September 2024 18.30

Meeting closed at 20.25