



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Development & Amenities Meeting

held on Tuesday 18<sup>th</sup> March 2025 at Cedar House, New Road,  
North Walsham NR28 9DE

**Present:**

**Town Councillors:** Cllr Brand (Chair), Cllr Seward, Cllr Wright (Vice Chair), Cllr Richardson

**Town Clerk:** Wendy Murphy

**Members of Public:** 3 + James Dennis (Deputy Head Grounds person)

The meeting opened at 18.30

**1. APOLOGIES FOR ABSENCE**

Cllr Ginbey

**2. DECLARATIONS OF INTEREST**

Personal interests: Cllr Seward (North Walsham In Bloom)

Pecuniary interests: Cllr Richardson (Husband works for Earnest Doe)

**3. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda**

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

As proposed by Cllr Wright and seconded by Cllr Seward and all in favour, it was **RESOLVED** that the minutes of the Committee Meeting held on 21.01.2025 and 28.01.2025 be agreed as a true record.

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

£30 fee to use Low Loader ad-hoc to move the digger.

Take Welfare unit quotes to Full Council.

**5. 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)

Chapel – open for funerals but not generally to members of the public.

**6. TO RECEIVE CLERKS REPORT AND CONSIDER AND AGREE ANY UPDATES**

Report and Action List updates received.

Awaiting H&S Risk Assessments from Croner.

**7. UPDATES**

7.1 Grounds update:

Report received.

Benches discussed.

NWIB to go to Nelson Road

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7.2 North Walsham Play – none.

**8. TO DISCUSS AND AGREE ‘TOPPING OUT’ THE LEYLANDII TREES IN THE CHAPEL CEMETERY THAT OVER HANG THE BENCHES**

As proposed by Cllr Wright and seconded by Cllr Brand and all in favour, it was **RESOLVED** to out this tree work £1150+vat. **[ACTION WM]**

**9. TO DISCUSS AND AGREE REDUCING THE HEIGHT OF TREES IN CEMETERY THAT BACK ONTO ROYSTON GREEN AS PER PUBLIC CORRESPONDENCE**

As proposed by Cllr Brand and seconded by Cllr Wright and all in favour, it was **RESOLVED** to out this tree work £975+vat. **[ACTION WM]**

**10. TO DISCUSS CORRESPONDENCE RECEIVED REGARDING TREE MAINTENANCE IN CEMETERY ALONG DIXON ROAD**

Agreed to complete within Clerk’s budget as this is a H&S issue. **[ACTION WM]**

**11. TO DISCUSS AND AGREE QUOTES FOR 2X ‘SLIPPERY SLOPE’ SIGNS (£20 EACH) FOR THE EXIT OF THE WAR MEMORIAL PARK (NEAR COMMUNITY CENTRE) AS PER PUBLIC CORRESPONDENCE**

As proposed by Cllr Wright and seconded by Cllr Richardson and all in favour, it was **RESOLVED** to relocate a grit bin to this area and add a sign. **[ACTION WM]**

**12. TO DISCUSS AND AGREE MAINTENANCE OF THE TREES IN THE CHURCHYARD AS PER PUBLIC CORRESPONDENCE**

As proposed by Cllr Brand and seconded by Cllr Wright with and all in favour, it was **RESOLVED** to trim the trees in the Churchyard. **[ACTION WM]**

**13. TO DISCUSS AND AGREE QUOTES FOR WIDENING THE TRACKSIDE MAINTENANCE GATES**

As proposed by Cllr Wright and seconded by Cllr Seward and all in favour, it was **RESOLVED** to accept this as a project for 2025/26 £3,986+vat. **[ACTION WM]**

**14. TO DISCUSS AND AGREE FUTURE USE OF THE NELSON ROAD GREEN SPACE AS A COMMUNITY GARDEN OR ORCHARD**

Discussion around leaving it to grow for now, plant some fruit trees and install a bench. To be reviewed in the future.

**15. TO DISCUSS AND AGREE QUOTES FOR 2X ‘NO FLY TIPPING’ SIGNS (£20 EACH) TO GO AT NELSON ROAD PARK**

This is not an issue currently, review when it becomes an issue.

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**16. TO DISCUSS AND AGREE REPLACING ROTTEN NOTICEBOARDS WITHIN THE CEMETERY AREAS**

As proposed by Cllr Wright and seconded by Cllr Richardson with and all in favour, it was **RESOLVED** to action quote C £873+vat. **[ACTION WM]**

**17. TO DISCUSS AND AGREE DDA REPORT – LIGHTING AND SIGNAGE**

As proposed by Cllr Brand and seconded by Cllr Seward with and all in favour, it was **RESOLVED** to install an emergency light. Office to make further proposals from the report. **[ACTION WM]**

**18. TO DISCUSS AND AGREE GETTING SOME NEW SIGNAGE FOR THE TRACKSIDE PARK AS DISCUSSED IN FULL COUNCIL MEETING 28.01.2025 (POTENTIALLY £20 EACH IF SIZE APPROPRIATE)**

As proposed by Cllr Wright and seconded by Cllr Brand with and all in favour, it was **RESOLVED** to install 'Dogs on lead' style sign in the Skatepark area, and 'No Motorbike' signs within the Park areas. **[ACTION WM]**

**19. TO DISCUSS AND AGREE PURCHASING A NEW LAWN MOWER FOR THE GROUNDS TEAM**

As proposed by Cllr Brand and seconded by Cllr Seward with and all in favour, it was **RESOLVED** to purchase a new mower, max spend £850+vat. **[ACTION GROUNDS]**

**20. TO DISCUSS AND AGREE INSTALLING A REMOVABLE BOLLARD IN THE ST NICHOLAS CHURCHYARD ENTRANCE OFF THE MARKET PLACE AND 3 ON THE PAVEMENT TO PROHIBIT DRIVERS PARKING IN THE OPENING AND IN THE CHURCHYARD**

Agreed in principle. Clerk to speak with Tarmac. **[ACTION WM]**

**21. TO DISCUSS AND AGREE QUOTE FOR CONCRETE PAD AT THE CONTAINER**

As proposed by Cllr Brand and seconded by Cllr Wright with and all in favour, it was **RESOLVED** to action quote A £1,208.95+vat. **[ACTION WM]**

**22. TO DISCUSS AND AGREE QUOTES FOR REMOVING ALL DEAD TREES – 2024 TREE SURVEY**

As proposed by Cllr Brand and seconded by Cllr Richardson with and all in favour, it was **RESOLVED** to action tree works £5220+vat. **[ACTION WM]**

**23. TO DISCUSS AND AGREE QUOTES FOR NEW PATHS WITHIN TRACKSIDE PARK (AND TREE REMOVAL TO FACILITATE THIS)**

As proposed by Cllr Wright and seconded by Cllr Brand with and all in favour, it was **RESOLVED** to take this a new project and accept quote A £6380+vat for the pathway. Review the barriers when the current roadworks are completed. **[ACTION WM]**

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**24. TO DISCUSS OPTIONS FOR BOOKING SYSTEMS FOR TENNIS COURT**

As proposed by Cllr Wright and seconded by Cllr Brand with and all in favour, it was **RESOLVED** to clean the tennis courts for H&S. **[ACTION WM]**

**25. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

- Flags – awaiting licensing options from NNDC.
- Bobcat extension arm.
- Benches area – wetpour.
- Park lighting.
- Hydraulic Pipe
- Legionella

**26. DATE OF NEXT MEETING**

D&A - Tuesday 13<sup>th</sup> May 2025 6.30pm

**27. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

- 27.1 Staffing updates received.
- Advertise for a temporary Grounds person.

This meeting closed at 20.20