NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 17th July 2025 at Cedar House, New Road, North Walsham NR28 9DE

Present:

Town Councillors: Cllr Seward, Cllr Richardson, Cllr Smith, Cllr T Scannell,

Town Clerk: Wendy Murphy
Grounds Manager: James Dennis

Members of Public: 0

1. **TO APPOINT CHAIR OF DEVELOPMENT AND AMENITIES**
   As proposed by Cllr Richardson and seconded by Cllr Scannell and with all in favour it was for Cllr Smith to be the Chairman

2. **TO APPOINT VICE CHAIR OF DEVELOPMENT AND AMENITIES**
   This was deferred to the next meeting

3. **APOLOGIES FOR ABSENCE**
   Apologies were received from Cllr Wright, Cllr J Reid and Cllr Brand

4. **DECLARATIONS OF INTEREST**
   Cllr Seward – NWIB
   Cllr Richardson – Ernest Doe
   Cllr Smith - NCC

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)
   As proposed by Cllr Richardson and seconded by Cllr Scannell and all in favour and with a small amendment, it was **RESOLVED** that the minutes of the Committee Meeting held on 13th May 2025 be agreed as a true record.

6. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
   Decision/Action Log (Report attached)
   No updates

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)
   None

8. **TO RECEIVE ANY UPDATES**
   8.1 Grounds Team – James Dennis gave his update, and a vote of thanks was given for all the teams hard work in the Churchyard.

9. AMENITIES POLICIES

To review and revise Amenities Policies

(All changes to be presented to Full Council)

- **8.2** Cemetery Rules and Regulations
- **8.3** EMP Guidance Notes
- **8.4** Event Application Form
- **8.5** Event Management Plan
- **8.6** Grass Cutting Procedure
- **8.7** Outdoor Advertising Procedure
- **8.8** Tree Management Policy

It was agreed for the policies to be looked at in depth and to be brought back at a future meeting.

9. <u>RISK ASSESSMENTS</u>

To review and revise Risk Assessments

(All changes to be presented to Full Council)

- **9.1** Car Boot Risk Assessment
- **9.2** Grass Cutting Risk Assessment
- **9.3** Grave Digging Risk Assessment
- **9.4** Market Operations Risk Assessment
- **9.5** Sam 2 Risk Assessment
- **9.6** Workshop Risk Assessment
- **9.7** Under 16 Risk Assessment
- **9.8** Cemetery Rules & Regulations

It was agreed for the Risk Assessments to be looked at in depth and to be brought back to a future meeting

10. <u>TOR's</u>

To review the Development & Amenities Terms of Reference

(All changes to be presented to Full Council)

These were reviewed and accepted – It was suggested that a 5 year plan is adopted for works.

11. <u>TO REVIEW HEALTH AND SAFETY REPORT AND DOCUMENTS PRESENTED TO THE FULL COUNCIL</u>

- 11.1 Safety Report
- 11.2 Safety Policy & Safety Arrangements
- 11.3 Employee Safety Handbook
- 11.4 H & S General Policy Statement

All documents were received and will be presented to full council for adoption.

12. <u>RECEIVE ROSPA REPORTS</u>

These were received and it was noted that James Dennis and the Clerk will be looking at these in detail and reviewing and work needed

13. <u>TO AGREE NEW EVENT CONTACT</u>

As proposed by Cllr Seward and seconded by Cllr Richardson and with all in favour it was agreed to accept the new event contract

14. <u>TO AGREE THE PURCHASE OF A NEW JOHN DEERE BLOWER</u>

As proposed by Cllr Smith and seconded by Cllr Scannell and all in favour it was agreed for this to be purchased

15. <u>TO RATIFY THE DECISION MADE FOR THE INSTALLATION OF THE ROCKING HORSE</u>

As proposed by Cllr Smith and seconded by Cllr Richardson and with all in favour it was agreed for the rocking horse to be installed

16. <u>TO AGREE TO TREE WORKS AT FISKE WOOD</u>

The work at Fisk Wood was agreed to commence, proposed by Cllr Richardson and seconded by Cllr Scannell with all in favour

17. <u>TO RECEIVE QUOTES FOR WATER TANK INSTALLATION AT THE CEMETERY AND MAKE ANY DECISIONS</u>

As proposed by Cllr Smith and seconded by Cllr Scannell and with Cllr Seward abstaining it was agreed to accept the quote for £2,300.00 from J A Plant Hire and equipment

18. **TO AGREE TO GET QUOTES TO PLANT LAVENDER EITHER SIDE OF THE NEW PATH** AT TRACKSIDE
It was agreed to get some quotes with the planting being arranged in November

19. **TO RECEIVE A QUOTE TO DECORATE THE CHAPEL AND REPAIR AND PRESERVATION OF THE PEWS**
As proposed by Cllr Seward and seconded by Cllr Richardson and with all in favour the quote received for £5175.00 was agreed. The cost of this work will come from the cemetery capital earmark

20. **ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**
Reviewing policies and risk assessments
Leasing vehicles
Planting on the slope at Trackside
Leasing a new digger

21. **DATE OF NEXT MEETING**

Tuesday 16th September 2025
Meeting closed at 19.59