



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 18th November 2025 at Cedar House, New Road, North
Walsham NR28 9DE

Present:

Town Councillors: R Smith (RS), H Richardson (HR), E Seward (ES), B Wright (BW), T Scannell (TS)

Town Clerk: Wendy Murphy

Grounds Manager: James Dennis

Members of Public: 0

1. APOLOGIES FOR ABSENCE

P Brand, J Reid

2. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations
None

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

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

The minutes dated 18th November 2025 which had previously been circulated were agreed and signed as a true record.

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)

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)

None

6. TO RECEIVE ANY UPDATES

James Dennis gave his Grounds Maintenance updates

7. TO RECEIVE AN UPDATE ON THE INVESTIGATION AT TRACKSIDE AND AGREE ANY DECISIONS

It was agreed to go down a legal route and go ahead and get the drain work at the skatepark done to make safe. The clerk will check to see if there is warranty in place and who the contract was with.

Initials:..... Date:.....

8. TO RECEIVE QUOTES FOR THE LEASE OF A NEW MAINTENANCE VEHICLE AND AGREE ANY DECISIONS

TS will gather more quotes and specifications and bring to Full Council

9. TO RECEIVE AND AGREE A NEW EVENT MANAGEMENT FORM

It was RESOLVED to accept the new form

10. TO REVIEW THE STREET LIGHT SURVEY AND AGREE ANY DECISIONS

It was RESOLVED to start looking at replacing the streetlights. The first two to look at would be the ones that were removed earlier this year. The costs would come out of the Street Furniture Reserve for 2026/2027

11. TO DISCUSS AND AGREE THE COLD WEATHER POLICY AND RECOMMEND FULL COUNCIL FOR ADOPTION

It was RESOLVED to recommend the policy to be adopted at Full Council

12. TO DISCUSS PURCHASING MORE GRIT BINS AND AGREE ANY DECISIONS

It was agreed for the clerk to arrange for a grit bin policy to be drafted showing the criteria for bin placements. RS will ask Highways when they last reviewed there plan for placement of grit bins.

13. TO RECEIVE THE LATEST TREE SURVEY AND AGREE ANY DECISIONS

It was Agreed to accept the Tree survey and recommendations from the Tree Specialist the felling of dead and diseased trees will commence in March

14. TO REVIEW THE CCTV POSITIONING AND AGREE ANY DECISIONS

It was agreed for a camera to go downstairs in Cedar House and one to go in the War Memorial Park looking over the back of the community center. The Clerk will check that all DPIA documentation is in place.

15. TO REVIEW THE FOLLOWING POLICIES

Cemetery Rules and Regulations

Grass Verge Cutting Procedure

Outdoor Advertising Policy

Tree Management Policy

All polices were reviewed and will be recommended for council to approve

16. TO RECEIVE AN UPDATE ON THE REFUSE BINS BEHIND CEDAR BARN AND AGREE ANY DECISIONS

It was resolved to make a bin area in the war memorial bark for Poppies bin near Farman Avenue

17. TO DISCUSS PURCHASING THREE DOG BINS – 1 HOWLETT CLOSE. 1 MARSHGATE AND 1 BLUEBELL ROAD

It was RESOLVED to agree to purchase 3 bins

18. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Any Risk Factors

19. DATE OF NEXT MEETING

17TH March 2026

Initials:..... Date:.....

20. 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

It was RESOLVED to go ahead with Topple testing at the cemetery and to review all cemetery records to make sure they are correct.

Meeting closed 20.15

Initials:..... Date:.....