

Minutes of the Meeting of the Town Council held on 31 May 2016

Chair: Cllr B Hester

Town Councillors Present:

| | |
|----------------|------------------|
| Cllr A Canham | Cllr F Choudhury |
| Cllr A Fryer | Cllr J Melville |
| Cllr R Murphy | Cllr R Sims |
| Cllr S Stuckey | Cllr A Thirtle |
| Cllr D Turner | Cllr B West |
| Cllr E Wheeler | |

County Councillors Present:

Cllr J Timewell Cllr E Seward

District Councillors Present:

Cllr V Gay Cllr E Seward

The meeting opened at 19:00

Part I: Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

None were declared.

(b) Apologies for Absence

Apologies were received from Cllrs Bull, Seward and Witte.

(c) Minutes of the Town Council meeting held on 29 March 2016

As proposed by Cllr Thirtle and seconded by Cllr Canham, it was **RESOLVED**

That the minutes of the meeting held on 26 April 2016 were a true record of the meeting and that they be signed by the Town Mayor.

(d) Minutes of the Annual Meeting of the Town Council held on 17 May 2016

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED**

That the minutes of the Annual Meeting of the Town Council held on 17 May 2016 were a true record of the meeting and that they be signed by the Town Mayor.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

As proposed by Cllr Canham and seconded by Cllr Choudhury, it was **RESOLVED**

That the meeting be adjourned in accordance with Standing Order 1.5 to 1.8, in order to allow contributions from North Walsham Police, District Councillors and members of the public.

(a) Crime report

PC Drew presented the crime report for the period 26 April to 30 May 2016 (Annex A).

(b) Reports from District and County Councillors

A written report from County and District Cllr Seward can be found at Annex B, with a summary of further verbal reports from District Cllr Gay and County Cllr Timewell.

(c) Public participation

A summary of Mr Joseph Ballard's report from Arts North Norfolk is at Annex C.

Following these contributions, as proposed by Cllr Choudhury and seconded by Cllr Murphy, it was **RESOLVED**

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of events and meetings attended by the Town Mayor are at Annex D.

4 ITEMS REQUIRING DECISION

(a) Co-Option of Councillors

The Chair of the Personnel & Grants Committee reported that – during the recent campaign to fill the remaining three vacancies by co-option, a young man had put his name forward. The Committee had followed advice and its own procedures and unanimously recommended that Mr Robert Murphy be co-opted as a Member of the Town Council. As proposed by Cllr Wheeler and seconded by Cllr Hester, it was **RESOLVED**

That Mr Murphy be co-opted as a Member of North Walsham Town Council.

Having signed the Declaration of Acceptance of Office, Cllr Murphy joined the meeting at 19:30.

(b) Relocation of the Town Council

The Town Mayor, Deputy Mayor and Town Clerk met Steve Blatch (NNDC Corporate Director) and Duncan Ellis (NNDC Head of Assets) on Thursday 21 April 2016. The outline timetable has the Council relocating to Kings Arms Street sometime on June, with handover to JD Wetherspoon on 1 August. JD Wetherspoon would then have 6 months to submit a planning application and 12 months to commence building, in accordance with the terms of the pre-contract agreement signed with NNDC. A meeting with Insp Burke was still being sought, but a liaison officer had now been assigned to investigate the CCTV issue. NNDC remained amenable to covering reasonable costs, and would provide its staff to do the physical move.

It was confirmed that the discussions had included replacement noticeboards and cycle racks.

It was thought that the Heritage Centre may be interested in the old Town Mayor's chair and other items currently at the Council Offices, which the Council would not want to retain.

(c) Bus shelters

The locations of bus stops/shelters were by agreement between Highways and bus companies. County Cllr Seward had been advised that the bus officer at Norfolk County Council was working on options for a revised bus stop layout in the town, and that the officer had been advised to contact the Town Council.

(d) War Memorial Park

This had been placed on the agenda in response to comments made at the Annual Town Meeting on 5 April 2016. It was acknowledged that there were more issues before the policy on gate opening was changed, as it was more difficult for police to patrol. As proposed by Cllr Hester and seconded by Cllr Seward, it was **RESOLVED**

To continue the current policy of keeping the gates unlocked, under a six-monthly review by the Development and Amenities Committee, and

To investigate solar lighting and a CCTV camera for the park.

(e) **Spa Common**

Three proposals had been put before the Development & Amenities Committee. As a proposal from residents of Spa Common/Anchor Road had not been received, it was decided that this should be referred back to the Committee meeting to be held on 24 May, and that a recommendation would be made to the Council at its meeting on 31 May 2016.

(f) **Community Payback Service**

Members were asked to submit suggestions to the Town Clerk for appropriate tasks for the scheme to consider. The Town Mayor would speak to North Walsham in Bloom.

(g) **Woodville/North Walsham Play**

The location of the playground was being moved further into the park. A few issues remained, including dealing with some apple trees and access to the site for grounds staff and machinery. A report would be taken to the Development & Amenities Committee on 24 May 2016. Mr & Mrs Tibbles and Mr Greenwood would be kept informed of progress.

(h) **Email spam**

The spam statistics from the trial period of SpamHero software were circulated (Annex F). This demonstrated that it was working. Following discussion on email monitoring and the availability of a UK-based company, as proposed by Cllr Seward and seconded by Cllr Melville, it was **RESOLVED**

To continue with the SpamHero package at a cost of US \$71/annum.

[Cllr Seward left the meeting at 20:00]

(i) **Town Guide**

The Town Clerk would report on progress at the next meeting, as a proposed meeting with Arts North Norfolk had yet to materialise.

(j) **Arts North Norfolk & Information Centre**

There were some concerns about the Information Centre, which had moved to Arts North Norfolk in order to facilitate moving the Town Council from its current home. As proposed by Cllr Witte and seconded by Cllr Canham it was **RESOLVED**

To ask the Town Clerk to write to the Director of Arts North Norfolk expressing the Council's concerns about the integration of the Information Centre service.

(k) **Town Crier**

A suggestion had been received from Cllr Melville that the Council should make better use of its Town Crier, as he was an asset. As proposed by Cllr Hester and seconded by Cllr Sims, it was **RESOLVED**

To ask the Personnel & Grants Committee to consider the role and utilisation of the Town Crier, and charging external bodies for his services.

(l) **Town Centre**

The issue of how to advance the town centre had been ‘done to death’ over the years, and included discussions on traffic direction and pedestrianisation. As proposed by Cllr Sims and seconded by Cllr Stuckey, it was **RESOLVED**

That the Council instead focus on what could be achieved through the Local Plan and possible Neighbourhood Plan.

5 **ITEMS FOR INFORMATION**

(a) **Updates:**

- (i) The schedule of additional events to be held on the War Memorial Park was as follows:

The North Walsham Festival Finale – the Battle Project followed by live music/beer tent (licence permitting) has been moved from the Town Centre due to concerns about numbers and noise and will now be held on the park on Saturday 25 June

The park performance of *Goldilocks & The Three Bears* on Sunday 24 July at 1:00pm (free performance supported by Town Council grant)

Circus Tyanna from Wednesday 10 to Sunday 14 August

Westover Vets second charity dog show on Sunday 21 August.

Joe Ballard was unable to secure a grant to bring Sinfonia Viva to perform on the park during the summer. He will instead proceed with a performance by Manchester Camerata at the Atrium in October 2016.

- (ii) The oak tree sculpture has, as reported, now been put right by Council grounds staff aided by Cllr Thirtle. The tractor and heavy duty strapping were used to haul the sculpture upright, and the hole then backfilled with hoggin to support the sculpture in an upright position.

(b) **SAM2 speed warning signs**

These were now at the second locations, on Aylsham Road and Marshgate. A simple schedule is in place to manage the re-siting programme. Office staff were considering how best to share the data with the police and public.

(c) **Highways update**

County Cllr Seward had provided a report from the Highway Engineer on issues that had been raised (Annex G). Cllr Melville gave a verbal report on issues she had discussed directly with Highways. Members were reminded to work through their District and County Councillors on issues relating to the responsibilities of those Councils.

(d) **Planning enforcement update**

A NNDC Planning Enforcement Officer had been due to visit North Walsham in week ending 22 April to review the issues that had been raised. No report had been provided to date. NNDC Chief Executive was investigating the position at 17 Hazell Road, following the meeting at St Nicholas Church on 25 April 2016.

(e) **Citizens Advice Bureau**

The Town Clerk had written to Mid Norfolk CAB seeking an early meeting with the Chief Executive.

(f) **North Norfolk Community Transport**

NNCT had secured new premises at the Industrial Estate, which they would lease from NNDC.

6 FINANCE

(a) **Payments and receipts**

Payments to Copy IT were residual charges relating to the old printer/copier contract. It was **RESOLVED**

To approve the reports for April 2016 to date and for the period to end March 2016.

(b) **Quotes for refurbishing Midland Road Car Park**

Mackinnon Construction had confirmed the quote for bringing the car park surface back to its original 'as leased' condition was £7,865 excluding VAT. It was **RESOLVED**

To ask the Town Clerk to revisit the lease from NNDC, in particular the process for refurbishing and whether there was a limit on the Town Council's contribution, and to forward these details to Members.

(c) **Dog enclosure on Trackside**

A revised quote, including the require gates, had been submitted by Norgate Builders Limited, with the cost of £3,785 remaining unchanged. This had already been approved by the Council.

(d) **Repairs to skate park at Trackside**

Quotes were not available for the Council to consider, and were being chased.

7 PLANNING COMMITTEE

The minutes of the meetings held on 29 March and 12 April 2016 were received.

8 REPORTS FROM OTHER COMMITTEES AND GROUPS

(a) **Annual Town Meeting**

The draft minutes of the meeting on 5 April 2016 were received.

(b) Christmas Lights Group

The minutes of the meeting on 3 February 2016 were received.

(c) Markets Group

The minutes of the meeting on 18 February 2016 were received.

9 FORTHCOMING MEETINGS AND EVENTS

The following meetings had been arranged for April and May 2016:

- a. Friday 29 April 2016 @ 6:45pm – Civic Dinner, Community Centre
- b. Tuesday 3 May 2016 @ 6:30pm – Media & Information Committee
- c. Tuesday 10 May 2016 @ 6:30pm – Meeting with NNDC on Local Plan
- d. Tuesday 17 May 2016 @ 6:30pm – Planning Committee (**note change to usual practice**)
- e. Tuesday 17 May 2016 @ 7:00pm – Annual Town Council Meeting
- f. Tuesday 24 May 2016 @ 6:00pm – Development & Amenities Committee
- g. Tuesday 24 May 2016 @ 7:00pm – Funday Committee

10 CORRESPONDENCE

The following items had been received:

- Request from NNDC to use the Happisburgh Road end of War Memorial Park for car parking for officials at the counts on Friday 6 May (PCC Election – daytime, 8:00am to 5:00pm) and Thursday 23 June (EU Referendum – overnight approx. 9:00pm to 5:00am). This had been agreed as per the May 2015 election, with NNDC agreeing to put right any damage to the park surface.
- Letter from Bernhard Huber, Burgermeister of Friesenried, inviting the Town Mayor, Deputy Mayor and Members of the Council to join the visit of the Friends of Friesenried group to the town to celebrate the 25th anniversary of the signing of the Twinning Oath between North Walsham and Friesenried. Members were asked to advise the Town Clerk if they wished to attend.
- Letter from Mrs A Binns complaining about the Sunday market. The complaint is a combination of access to Market Place and religious-based argument against Sunday trading. It was confirmed that access to Market Place could not be allowed on safety grounds.
- Letter from Westover Vets confirming their request to hold a second charity dog show on the War Memorial Park on Sunday 21 August 2016.

11 ITEMS FOR NEXT AGENDA

Heritage Report
Local tourist guides
Meeting with North Walsham Police

Citizens Advice Bureau
St Nicholas Churchyard

In addition to the items detailed above, items should be submitted to the Town Clerk.

EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Thirtle and seconded by Cllr Stuckey, it was **RESOLVED**

That due to the confidential nature of the matters to be discussed, members of the public be excluded from the meeting as per Standing Order 1.5.

The meeting closed at 20:55

Part II: Press and Members of the Public Excluded

12 UPDATE ON PERSONNEL MATTERS

The Personnel & Grants Committee had looked at the contracts and job descriptions for all staff. It had been discovered that a number of policy and guidance documents referred to either did not exist or existed as part of other documents. The Town Clerk had been asked to produce new versions of these.

- 13** Members were reminded of the Communications Policy document and asked to seek an appointment with the Town Clerk if the needed to come into the office to discuss Town Council business. The office workload would be increasing as the relocation approached. Members were also reminded that they should not approach individual members of staff asking them to carry out tasks on their behalf unless they had the agreement of the Town Clerk or full Council.

The meeting closed at 20:55

Crime Breakdown for the Wards North Walsham East, West and North

104 crimes in total have been reported to police between the dates above. This can be further broken down into the following categories.

ASB – 6
Assaults – 25
BBOTD – 3
Burglary Dwelling - 1
Criminal Damage – 9
Drugs – 3
Dangerous Dog -3
Harassment – 7
Malicious communications - 2
Public Order – 3
Sexual offences – 9
Theft – 14
Threats to Kill – 1
Misc - 3
Domestic non crime – 15

Crime Breakdown for North Walsham town for same period in 2015

99 crimes in total have been reported to police between the dates above. This can be further broken down into the following categories.

Assaults – 16
Bilking - 1
BBOTD – 4
Burglary Dwelling - 2
Criminal Damage – 10
Drugs – 5
Harassment/Stalking – 2
Malicious communications - 1
Public Order – 7
Robbery - 1
Sexual offences – 1
Theft – 16
Misc – 2
Domestic non crime - 31

Up and Coming events and initiatives involving the SNT

Our next priority setting meeting will be Wednesday 29th July 2016 at 1900 hours held at the Atrium.

Current North Walsham Priorities

1. ASB at Play parks
2. Speeding in Trunch
3. Early intervention in schools re ASB/Crime

Discussion of the police figures included:

- Some figures needed to be checked as they seemed high – for example, the assaults figure might include incidents at the new Mundesley Hospital. The increase in sexual offences was due to the inclusion of some historic offences and changes to reporting of sexting offences, which now had to be recorded.
- ASB in the parks had remained as a priority, in part because of recent Facebook comments and in part as holiday season was approaching. PC Drew was not aware of anything of note, but agreed to report back on recent reports and incidents in the War Memorial Park.
- PC Drew was unaware that one of the SAM2 cameras incorporated a data recorder. The Town Clerk would forward data downloaded to date. PC Drew would also approach Sgt Stead regarding progress with the possible CCTV base move.

District & County Council Report

Cutting Grass Verges, Parks and Open Spaces

As the Council are aware there are four bodies responsible for grass cutting of public land in the town, namely, the Town Council, Victory Housing, the District Council and the County Council. It is also the time of year when grass is growing and public concern about the adequacy of grass cutting schedules arises. Experience suggests that public concerns on this matter almost entirely relate to the adequacy of the District and County Councils arrangements for grass cutting.

For the current financial year, the County Council is scheduled to carry out 5 cuts in the urban area of the town between April and September. It relates primarily to grass verges and one cut has already taken place. The contractor is Tarmac (have contract whole of Norfolk and can sub contract). In the first cut they missed some areas eg Mundesley Rd verge by Cork Funeral Directors. A second cut is scheduled for early June (missed areas to be addressed) and will also address weed growth in the kerbs on estate roads. In the rural parts of the Town verge cutting is now intermittent. It means for this year two cuts for visibility splays, junctions and bends on rural roads. There will be no continuous verge cutting on rural roads until the next financial year.

The District Council is in essence responsible for the cutting of open spaces and greens. Acorn Rd Green is scheduled to be cut monthly. The other areas are cut bi-monthly between April and September. Operational staff believe this is not sufficient but to date their requests for additional funding have not been addressed

County Council Administration

The County Council currently consists of 42 Conservative Cllrs and 42 Cllrs from other groups (Labour, UKIP, Lib Dem, Green and Independents). The Other Groups have provided the Council administration (Council Leaders and Committee Chairs) since the May 2013 elections. At the May annual meeting the four Green Party Cllrs felt that it was not in their party interests to continue to support this arrangement. As a result, the Conservatives had a majority to provide the Council administration. The next County Council elections are in May 2017.

Bus Interchange

As the Council are aware at the beginning of the year it was learnt that the owners (BT) of the land between the Post Office/ Telecommunication buildings and the existing bus stop on the corner of Yarmouth/New Rd were not prepared to sell the land for the favoured option of having two lay byes for buses to use. There was County Council funding for this but it was reallocated as it was not sufficient to compulsory purchase the land. Enquiries to find a more suitable bus interchange have been recommenced by County Transport Officers with consultations taking place with Sanders buses. Their cooperation is vital. The relevant correspondence has been forwarded to the Town Council.

Citizen Advice Bureau

In late April the District Council hosted a meeting with the CAB to ascertain their intentions and requirements for new accommodation in the Town. Their representatives confirmed their wish to continue to have an office base in the centre of town. At the time of writing this

report the former Fitzroy building in St Nicholas Precinct would appear to be the most promising option. The CAB were strongly urged to make contact with the Town Council to discuss financial support. A report of the meeting has been submitted to the Town Council.

4a Market St

Recently the tops of the new flag stones have started to fragment. It does not suggest that the promised robust Yorkshire Stone has actually been used. The matter has been raised with the District Council Property Services Dept and the correspondence copied to the Town Council. The Council will be kept informed as to how the District Council intend to deal with this issue.

Traffic Management Programme (TMP) Projects Northfields Rd and Happisburgh Rd

Last year two priority areas for new parking restrictions were identified for Northfield Rd and Happisburgh Rd (by High School entrance). These are now to funded by the local County Highways Team as the County has dispensed with a central budget for these kind of works. Projects briefs have recently been issued to relevant County Highway Engineers so that the necessary public consultation and potential implementation of suitable schemes can commence. The timescale involved is 6/9 months.

EGS

25/5/16

Discussion during the Councillor Report section included:

- Cllr Seward would ask NNDC to advise on the safety of the newly paved area at 4/4a Market Street, following a question asking if the area should be closed for safety reasons.
- District Cllr Gay reported that the SAM2 speed awareness signs were proving to be very helpful, and that they had made a difference. She thanked the Town Council for installing them.
- County Cllr Timewell provided a brief update on devolution, as of 31 May. The Government had now said there would be two combined authorities covering Cambridgeshire and Peterborough, and Norfolk and Suffolk, but with a “single overarching structure”. Public consultation on the proposal for Norfolk and Suffolk was scheduled to begin in June, with a final decision due in October 2016. Four information sessions were being arranged for County Councillors, who would then be able to update parish and town councils. No additional funding was being made available, despite the changes made to the proposed devolution concept.

Mr Joeseph Ballard – Arts North Norfolk

The transfer of the Information Office had gone very well. The combined office at No. 1 had received over 5,400 visitors over the last year. The opening hours would be extended from July 2016. No 1 was also now being used as a public meeting place by local groups. The Information Office and ANN would be having stalls at forthcoming events to promote the services.

Events over the summer included the North Walsham Festival from 18-26 June, with the Battle Project recreation of the Battle of North Walsham as the climax on Saturday 25 June. A Play (“The Good, The Bad and The Revolting”) would be performed at various locations in the town in the week prior to this, including at 4/4a Market Street. Mr Ballard felt this area needed a name, perhaps associated with the Peasants’ Revolt.

Town Mayor's Report May 2016

Cllr West:

13th May 2016 Attended presentation of Mayor's Charity Cheque

14th May 2016 Attended Reprise Concert - charity event

Attended various Town Council committee meetings and represented Town Council at Bittern Line and NW in Bloom committee meetings etc. throughout this month.

Cllr Hester:

27th May 2016 Attended the "Wrought With Many Colours Exhibition of Vestments at St Nicholas Church

Annex E

Annex F