

**NORTH WALSHAM TOWN COUNCIL**  
**27 September 2016**

**Minutes of the Special Meeting of the Town Council held on 27 September 2016**

**Chair:** Cllr B Hester

**Town Councillors Present:**

Cllr G Bull	Cllr A Canham
Cllr F Choudhury	Cllr P Edge
Cllr A Fryer	Cllr J Melville
Cllr R Murphy	Cllr M Seward
Cllr R Sims	Cllr D Turner
Cllr B West	Cllr E Wheeler
Cllr J Witte	

**District Councillors Present:**

Cllr V Gay	Cllr N Lloyd
Cllr E Seward	

**County Councillors Present:**

Cllr E Seward

The meeting opened at 19:00, with the Town Mayor apologising for the venue and noting that work was in hand to find a larger meeting space for full Council meetings.

**Open to the Press and Members of the Public**

**1 ADMINISTRATIVE MATTERS**

**(a) Declarations of Interest**

Cllrs Canham, Turner and Wheeler declared interests in all Funday-related matters.  
Cllr Witte declared an interest in matters relating to Regenerate North Walsham.

**(b) Apologies for Absence**

Apologies were received from Cllr Stuckey, with Cllr Thirtle absent.

**(c) Minutes of the Town Council meetings held on 26 July and 23 August 2016**

As proposed by Cllr Melville and seconded by Cllr Seward, it was **RESOLVED**

**That the minutes of the meeting held on 26 July 2016 be amended as agreed,  
and**

**That the minutes of the Special Meeting held on 23 August 2016 be signed  
by the Town Mayor as a true record of that meeting.**

**2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION**

As proposed by Cllr Hester

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**The meeting was adjourned in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to permit public participation and external reports.**

**(a) Crime report**

No officers were able to present the report, and the Town Clerk asked that any questions be addressed through him. The Crime Report for the period 30 May to 28 June and 28 June to 26 July 2016 had been received (Annex A). The Town Clerk would follow up a question relating to public order offences on the War Memorial Park.

**(b) Reports from District and County Councillors**

A summary of the points raised by County and District Cllr E Seward is at Annex B.

**(c) Public participation**

A summary of issues raised under public participation is at Annex C.

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 REPORT ON DECISIONS TAKEN DURING RECESS**

The Town Clerk reported on the key decisions taken under delegated powers during recess. These had been:

- The purchase of a flatbed truck, as previously agreed by the Council, at a cost of £8,700 exc VAT
- Agreement to a quote from HAGS-SMP to replace the two smaller slides and the swings at the War Memorial Park at a cost of £11,281 exc VAT. The largest slide required expert measurement as this would be a bespoke item, these measurements were taken during w/c 12 September, and a quote was expected shortly.

**5 ITEMS REQUIRING DECISION**

**(a) St Nicholas Court**

Cllr E Seward was invited to speak to members, and noted that the main issues up to now which had prevented any progress were public liability a liability for damage to surrounding/adjoining properties. NNDC had looked further into this and was now in a position to help. Members agreed that ALL stakeholders needed to be involved and to agree how to take the issue forward.

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As proposed by Cllr Bull and seconded by Cllr Choudhury, it was **RESOLVED by majority vote**

**To ask the Town Clerk to arrange a meeting of stakeholders to agree common ground and agree a common approach.**

**(b) Standing Orders**

Standing Order 1.1 required the Council to hold its meetings at the recently vacated New Road Council Chamber. As proposed by Cllr M Seward and seconded by Cllr Bull, it was **RESOLVED**

**To ask the Town Clerk to take advice on appropriate wording and to bring a draft revision to the next meeting for agreement**

Standing Order 4.5 listed the Funday Committee and Christmas Lights Group as sub-committees of the Council, due to the nature of the relationship between them. Both groups had recently indicated that they wished to consider separating from the Council. There were, however, a number of implications and it was not clear that these had been considered. As proposed by Cllr Bull and seconded by Cllr West, it was **RESOLVED**

**To defer consideration of the proposal, and**

**To ask the Town Clerk to write to the chairs of both groups setting out in full the implications of a formal separation and to ask them to consider whether they wished to proceed.**

**(c) CAB funding**

Under the previous agreement for advisory services, grants/donations could be made to cover the cost of providing core services. Under the new agreement this was no longer possible. It was, however, possible to fund training of volunteers to provide specific expertise, as this was not a core function in the agreement.

The Chief Executive of Norfolk CAB had asked the Council to consider contributing to the cost of training a volunteer to provide detailed advice on employment, benefits and financial issues, at a cost of £4,000. Under the previous agreement, it would have been difficult, if not impossible, to identify how a specific donation had been spent in the town of origin. Under this arrangement, such a volunteer would be located within the North Walsham office, ie there would be greater transparency with regard to how money was being spent. North Walsham had been identified as an area with a high level of need for this expertise.

As proposed by Cllr Bull and seconded by Cllr Canham it was **RESOLVED by majority vote**

**That the Council would issue a grant of £4,000 to the CAB to fund the training of a volunteer to the appropriate level, to be based at the North Walsham CAB office.**

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**(d) CCTV**

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

**To ask the Town Clerk to write to Insp Burke and the Police & Crime Commissioner seeking clarification of how and when the relocation of the CCTV base unit would take place and how it would be funded, as well as how the system would be funded going forward.**

**(e) War Memorial Park**

The police continued to report that there had been no formal complaints about behaviour on the park. It was noted that the resolution to keep the Yarmouth and Happisburgh Road gates open remains under six month review, and that without any evidence to support locking them the status quo would remain. It was also noted that, even if these gates were locked, the Community Centre entrance did not have a gate, which rendered argument in favour of locking gates to prevent free access at all hours irrelevant.

**(f) Lighting at Black Swan Loke and Bank Loke**

The Development & Amenities Committee was recommending that a Town Council street light asset be installed adjacent to Black Swan Loke, at a cost of £3,600, to support safety and provide a clearer environment for the Black Swan CCTV system. The lighting contractor had reported that the businesses on either side of the Loke had declined permission to carry out work on their external walls, meaning a new post would have to be installed just outside the Loke. As proposed by Cllr Bull and seconded by Cllr Fryer it was **RESOLVED by majority vote**

**To ask the Town Clerk to contact the businesses on either side of Black Swan Loke, seeking permission to add lighting in the Loke, and to write to Enterprise Inns (owners of the Black Swan) regarding funding the lighting work.**

**(g) Youth Nightclub**

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

**That the proposed youth nightclub proposal be withdrawn due to lack of external support.**

**(h) Small Societies' Lottery Licence**

The Funday Committee wished to hold events to raise funds to cover the costs of the expanded 2017 Funday, including race nights and a 100 Club. A licence was required for these activities. As proposed by Cllr West and seconded by Cllr Edge, it was **RESOLVED**

**To delegate authority to the Town Clerk, up to a cost agreed with the Town Mayor, to sign the necessary documentation.**

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**6 ITEMS FOR INFORMATION**

**(a) Relocation**

The physical move had gone smoothly, and the Town Mayor thanked Cllrs Melville and Murphy for their assistance. He also wished to place on record the Council's thanks to the NNDC staff members who had assisted for their willingness to do everything necessary to get things done. There had been serious problems with telephone and broadband installation, as a result of BT OpenReach issues.

**(b) Dog bins**

Nine bins had been ordered from NNDC, and seven had been installed at various locations around the town. Two further bins would be installed at the cemeteries soon. It was suggested that staff might investigate sponsorship for ordinary litter bins, which were also needed.

**(c) Verge cutting**

The Town Clerk would be meeting officers from Norfolk County Council on 4 October to discuss the proposed transfer of responsibility and budgets to the Town Council. NNDC had yet to respond to a query on its grass cutting responsibilities.

**(d) Funday 2017**

A three-day event was being planned for 2017, which would need more funding. Proposed events included the fun fair. Cllr Edge agreed to assist with sponsorship for the event.

**(e) Play equipment**

North Walsham Play had raised some £31,000 towards the Woodville project cost of £41,900, and had made the shortlist for funding from Aviva.

**(f) Market Place benches**

NNDC had completed repairs to the benches at the Market Cross. However, there remained some concerns about the supports which would be investigated further.

**(g) Meeting with Head Teacher, North Walsham High School**

Cllr Murphy had met with the Head Teacher, who wanted the Town Council to do more to promote the school. Under the circumstances it was agreed that the Council should seek to meet with the Head Teacher. As proposed by Cllr Hester and seconded by Cllr Fryer, it was **RESOLVED**

**To ask the Town Clerk to write to the Head Teacher and propose an early meeting to discuss any matters he wished to raise.**

**(h) Arts North Norfolk**

Cllr Murphy had held a meeting with the Chief Executive, who had since resigned. The latest information available from Trustees was that WWI events would continue as planned. Mr Ballard's resignation had an impact on the production of the next Town Guide, on which he had been working intermittently with the Town Clerk.

*[Cllr Sims left the room at 20:40, returning at 20:45]*

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(i) **Floods Meeting, 22 August 2016**

The Clerk's note of this meeting was received.

(j) **CAB presentation, 13 September 2016**

The Clerk's note of Mr Cheshire's presentation, annexing the slides used, was received.

**7 PLANNING COMMITTEE**

The minutes of the meetings held on 26 July and 13 September 2016 were received. The Town Clerk gave a brief report on the planning applications dealt with under delegated powers during recess.

**8 FINANCE**

(a) **Payments and receipts**

Consideration of the payments report for September was deferred

(b) **Precept 2017/18 meeting**

A meeting to discuss precept proposals for 2017/18 would be held on Tuesday 8 November 2016.

**9 REPORTS FROM OTHER COMMITTEES AND GROUPS**

(a) **Markets Group**

The minutes of the meeting held on 7 July and 14 August 2016 were received.

(b) **Development & Amenities Committee**

The minutes of the meeting held on 19 July 2016 were received.

(c) **Funday Committee**

The minutes of the meeting held on 19 July 2016 were received.

**10 FORTHCOMING MEETINGS AND EVENTS**

The following meetings had been arranged for October 2016:

- a. Monday 3 October 2016 (18:30) – Julie Chance (Clerk, Cromer Town Council) presentation on Second Homes Council Tax
- b. Monday 3 October 2016 (19:00) – Councillor training (Di Dann)
- c. Tuesday 4 October 2016: Town Clerk meeting with Norfolk County Council re delegated urban grass cutting function
- d. Tuesday 18 October 2016 (18:00): Development & Amenities Committee
- e. Tuesday 18 October 2016 (19:00): Funday Committee

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**11**     **CORRESPONDENCE**

No additional items were presented. The Town Clerk was asked to re-send his reply of 19 May 2016 to the Burgermeister of Friesenried, and apologise again that Members had been unable to attend the silver anniversary celebration in July.

**12**     **ITEMS FOR NEXT AGENDA**

Tractor and mower  
Arts North Norfolk/Information Office contract  
Town Guide  
Bus Station/interchange

**EXCLUSION OF THE PUBLIC AND PRESS**

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

**That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), members of the public and press be excluded from the meeting due to the confidential nature of the matters to be discussed.**

A brief update on a staff grievance and Code of Conduct matters was provided to Members.

An update on contractual arrangements for the provision of the Information Office by Arts North Norfolk was provided.

The meeting closed at 21:25

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**Annex A**

**Police Report: Crime Figures for the period 27/07/16 to 27/09/16**

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

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

- Criminal damage – 8
- Theft – 12
- Assaults – 21
- Public order 9
- Sexual assaults – 4
- Exposure – 2
- Hate – 1
- Malicious communications – 2
- Drugs – 1
- Burglary – 3
- Having a bladed article – 2
- Resist arrest – 1
- Cyber crime – 1
- Threats to destroy property – 1
- Sexual offence – 1
- Sexual crime (committing or conspiracy to a public indecency) – 1
- Non-crime investigation – 2
- ASB – 9
  
- Domestic non-crime – 17

Note:

- ASB – we now record incidents of anti-social behaviour which do not actually amount to crimes
- It is impossible to accurately provide the crime breakdown for the same period last year due to the change in our computer system

*Up and Coming events and initiatives involving the SNT*

- Our next priority setting meeting will be Wednesday 30th November 2016 at 1900 hours held at the Atrium.

*Current North Walsham Priorities*

- ASB around Halloween and Bonfire Night
- Speeding: Cromer Road, Mundesley and Swanton Abbott
- ASB in play parks



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**Annex B**

**District & County Council Report**

County and District Cllr E Seward

- Thanked Members for hosting the recent meeting on flooding chaired by the Rt Hon Norman Lamb MP. He reported that NNDC had now cleared kerbs and gulleys, and that Norfolk County Council had flushed the drains in the affected areas. There would be a further meeting in February 2017 to follow up the actions agreed at the meeting.
- Reported that no objections had been received to proposed parking restrictions on Happisburgh Road.
- Reported that the public did not seem concerned about devolution in principle, but that there were reservations about a further layer of local government and mayors and the costs associated with these. The County Council was due to meet in late November or early December to decide its views on devolution.
- The call for site allocations for the Local Plan had been completed. A number of local landowners had put sites forward, and NNDC had organised a site visit for District and town/parish council members on 19 September. County Cllrs had put down another market that a bypass from the Norwich Road to Cromer Road was required.
- Reported that NNDC was seeking legal advice in relation to the York stone laid at 4/4A Market Street. This had resulted from pressure and a site visit by the Chief Executive.
- Reported on a meeting of the Norfolk Rail Group meeting held on 21 September. The meeting had been advised that Abellio Greater Anglia must provide new locomotives and carriages by November 2019, comprising three sets, for the Bittern Line. Broadland District Council was seeking a new station at Broadland Business Park, which would pave the way for a half-hourly Norwich to North Walsham service on the line. NNDC was preparing a paper on this, and Broadland had approached the Department for Transport about funding for the station.
- The proposed bus station/interchange was making slow progress. There had been an informal consultation with Sanders, who favoured the land beside the existing Yarmouth Road stop
- JD Wetherspoon would not sign a contract until vacant possessions was in place. The move of the CAB would be the final stage in providing this. It was noted that Wetherspoon's could have submitted a planning application at any time, but had not yet done so.

District Cllr Lloyd reported that

- NNDC members had debated the loss of three key personnel following the termination of the shared services agreement with Great Yarmouth. A Chief Executive and Chief Financial Officer were required by law, and NNDC was looking to get interim arrangements in place as soon as possible.

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- NNDCs response to the Boundary Commission's electoral review of North Norfolk was to propose a total of 33 District Councillors, with a reduction from six to five members representing North Walsham.
- North Walsham Town FC's present ground was not part of the Green's Road development proposal. However, Cllr Lloyd had spoken to the chairman of the club, and would be speaking to landowners soon. Further information had been requested to answer concerns on drainage and highways relating to the proposal. No application had been submitted.

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**Summary of issues raised in public participation**

Mrs Margaret Foster, secretary of the Friesenried Twinning Association expressed disappointment that there was no agenda item to discuss the issues she wished to raise. There was disappointment that no members had attended the silver anniversary celebration of the twinning with Friesenried, held in Germany in July. No reply had been received to the Burgermeister's invitation. There had been a good relationship between the Town Council and the Twinning Association, but Mrs Foster felt that this had declined since 2013. She referred to the charter, relating to the provision of support to the association, in this regard. An invitation had been sent to the Council's representatives to the Association, Cllrs Bull and Thirtle, to attend a forthcoming meeting. The Association also wished to meet with the Town Council to discuss future relations between the two organisations.

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**Annex D**

**Town Mayor's Report May 2016**

*Mayor's Report – Councillor Barry Hester*

- 7 August – RNW Car Boot Sale
- 15 August – Planning responses during recess
- 17 August – North Walsham Play Committee meeting
- 21 August – Judging at Westover Dog Show in War Memorial Park
- 22 August – Pub Watch meeting  
Meeting at War Memorial Park regarding slide replacement  
Floods meeting
- 23 August - Devolution meeting
- 27 August - RNW Food on the Hill
- 28 August - Assisting with Sunday Market  
Judging at Rose Meadow Care Home Dog Show
  
- 4 September - RNW Car Boot Sale
- 7 September - Assisting with Office move
- 17 September - RNW Food on the Hill
- 20 September - Attending opening of Dewing Suite at the War Memorial Hospital
- 24 September - WWI meeting
- 25 September - Assisting with Sunday Market

Attended various sub-committee meetings, eg Markets, Development & Amenities

Further events:

- 16 October - The Justice Service in Norwich Cathedral
- 19 October - Nova Training (Working with Young People)

*Deputy Mayor's Report – Councillor Sallie Stuckey*

- 22 August - Meeting in War Memorial Park regarding play equipment  
Floods meeting
- 23 August - Devolution meeting
- 25 August - Circus Tyanna
- 27 August - RNW Food on the Hill
  
- 9 September - District Council fund-raising event

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17 September - RNW Food on the Hill

Attended various sub-committee meetings, eg Markets, Development & Amenities, Funday, Christmas Lights

Future events:

22 October - WWI event

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