Minutes of the Meeting of the Town Council held on 23 February 2016

Chair: Cllr B West

Town Councillors Present:
Cllr F Choudhury
Cllr J Melville
Cllr S Stuckey
Cllr D Turner
Cllr B Hester
Cllr M Seward
Cllr A Thirtle
Cllr E Wheeler

County Councillors Present:
Cllr J Timewell

The meeting opened at 19:06

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

1 PRESENTATION BY MARY RUSSELL (Carers' Champion)
A summary note of this presentation can be found at Annex A. The Town Mayor thanked representatives for attending.

2 ADMINISTRATIVE MATTERS

(a) Declarations of Interest
None were declared.

(b) Apologies for Absence
Apologies were received from Cllrs Bull, Canham, Fryer, Witte and District Councillors.

(c) Minutes of the Town Council meeting held on 26 January 2016
The following updates were given:

- The Christmas Shop Window Competition shield had been engraved, and a presentation needed to be arranged for the 2015 winner *(pg 1, para 1(c))*
- There was no further information to report on whether planning permission was required to site an ISO container in the cemetery *(pg 4, para 4(d))*
- Ellis Whittam had yet to respond to a request for the "Employment Law Challenges 2016" seminar to be held in the Eastern region *(pg 10, para 10, 2nd bullet).*

It was **RESOLVED that the minutes of the meeting held on 26 January 2016 be accepted as a true record of the meeting and be signed by the Town Mayor.**

3 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

It was **RESOLVED**

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

(a) Crime report

The crime report for the period 26 January to 23 February was received (Annex B). Unfortunately no officers could be present. It was **RESOLVED to ask the Town Clerk to invite the new senior officer, Inspector Burke, to meet the Council.**

(b) Reports from District and County Councillors

Written reports from District Cllr Gay and County Cllr E Seward can be found at Annexes C and D respectively. County Cllr Timewell reported further on the County Council budget, noting that it was one of the hardest to set in many years but was the best that could be delivered in difficult circumstances. He would ask County Cllr Seward to provide an update on the bus stop.

(c) Public participation

Summary of points raised by residents of Spa Common can be found at Annex E.

Following these contributions, it was **RESOLVED that the meeting be reconvened.**

4 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of events and meetings attended by the Mayor and Deputy Mayor are at Annex F.

5 ITEMS REQUIRING DECISION

(a) Recommendations from the Development & Amenites Committee

(i) Bluebell Pond

The Town Clerk briefly outlined the history of the Bluebell Pond Society's lease agreement, which allowed for renewal at seven-year intervals. It was **RESOLVED**

That the Town Clerk be asked to write to the Bluebell Pond Society offering a new seven year lease as per the existing agreement.

(ii) Events on War Memorial Park

It was **RESOLVED that permission be granted for the following events:**

- **Sinfonia Viva, on Saturday 18 June 2016 ***
- **Free performance of Goldilocks & the Three Bears, August 2016 ***
- **Circus Tyanna, subject to agreeing dates and subject to confirmation of appropriate insurance and agreement to fee**

- **A 'Toddle in the Park' in aid of Sports Relief, on Saturday 20 March 2016**

(* Subject to successful applications for grant funding)

(iii) Play equipment project
See Item 5(e).

(iv) Midland Road Car Park
Previous quotes for repairs to the surface had been for a considerable upgrade to property owned by NNDC and leased from them. As such, it was **RESOLVED**

To ask the Town Clerk to seek quotes for work to repair the surface and bring it back to the original 'as-leased' condition.

(v) Spa Common
As agreed with residents attending for Item 3(c), it was **RESOLVED**

To defer discussion until the next meeting of the Council, on 29 March 2016, to allow time for alternative proposals for the Council-owned land at Spa Common to be submitted.

(vi) Dog exercise enclosure at Trackside
Cllr Thirtle had viewed the plans of the park, but these contained insufficient information about drainage, and he sought more time to investigate. It was therefore **RESOLVED**

To defer further discussion until the next meeting.

(vii) Spring/Summer Bootcamp programme
It was **RESOLVED**

That the bootcamp be approved subject to confirmation of appropriate insurance, agreement to conditions regarding the condition of the park, and to a letting fee. The Town Clerk was also asked to confirm that the Council would not be able to store equipment.

(viii) Oak tree sculpture
It was **RESOLVED**

That Cllr Thirtle's offer to provide health and safety oversight of the work to right the sculpture be approved, and that he be covered by the Council's insurance during the process.

(b) <u>Business networking</u>
Cllr Melville had, with the Town Mayor, attended a meeting with County and District Council officers and local businesses. The group did not want Town Council representation as it was not a Council initiative. It would instead by run by Arts North Norfolk and the Chamber of Business.

(c) Market Cross

The Town Clerk had spoken to the NNDC Conservation Officer, who had advised on the processes required to obtain scheduled monument consent for repairs to the Market Cross, including the inscription. This had to be done through Historic England.

The benches were thought to have been installed separately by NNDC, and repairs were being investigated.

(d) Publicising the Council

The Town Clerk provided a report on the current costs of producing the Annual Newsletter as a four-page spread in the North Walsham Times, and the costs of alternatives available through both North Walsham Times and Just North Walsham. This was in addition to articles produced by the publications themselves, such the "From the Council" feature in North Walsham Times and planned features on various aspects of Council work for Just North Walsham. It was **RESOLVED**

> **That the Council would publicise itself better, and that it would continue to work with North Walsham Times for its newsletter needs**

(e) Play equipment

It was **RESOLVED**

> **To agree to the establishment and registration by Mr Matthew Smith of a new charity 'North Walsham Play' to raise funds for equipment on the Council's parks,**
>
> **To set aside £5,000 from the general reserve to facilitate the establishment of a bank account for the charity and act as a seed fund, and**
>
> **To allocate an additional £5,000 from the general reserve to the ongoing Woodville play equipment project, increasing the total fund currently available to £13,403 (comprising £3,403 NNDC Big Society Fund grant plus £10,000 Town Council allocation).**

(f) Park and cemetery maintenance equipment

It was **RESOLVED**

> **That £5,590 be allocated from the general reserve fund to facilitate the purchase of a new John Deere ride-on mower.**

6 ITEMS FOR INFORMATION

(a) Relocation

NNDC continued to wait for draft Heads of Terms from Norfolk Property Services..

(b) 17 Hazell Road

There was no further information as yet regarding an inspection and possible action, possibly due to the widely-reported shortage of planning officers.

(c) Waste bins

The Town Clerk had received an updated price list for supply of bins (including installation if needed) from NNDC and could now proceed with the purchase and rollout of new bins at locations discussed at the meeting on 26 January 2016.

(d) Dream Lodge Caravan Park

AT the meeting of NNDCs Development Committee on 11 February 2016, the retrospective applications from the owners had been approved.

(e) NNDC records

Members of the Heritage Group had visited the Offices on 15 February 2016 to view old records left in the basement by NNDC, with NNDC permission, to locate any documents of interest. Some newspaper cuttings, information on easements, maps and letters relating to flag days during and between the World Wars had been claimed. NNDC would remove and probably destroy the remainder of the files, which largely related to housing grants.

(f) Arts North Norfolk

The Town Clerk had met Mr Joseph Ballard (Director, ANN) on 22 January, and had circulated a report to members (Annex G). A further meeting on 5 February had discussed the proposals agreed at Item 5 (a) (ii) above.

7 FINANCE

(a) Payments and receipts

It was **RESOLVED**

To approve the reports for February 2016 to date and for the period to end January 2016.

8 PLANNING COMMITTEE

The minutes of the meetings held on 26 January and 9 February 2016 were received.

9 REPORTS FROM OTHER COMMITTEES and GROUPS

(a) Local and neighbourhood planning meeting with NNDC

The summary note of the meeting on 9 February 2016, attended by District Cllr Sue Arnold, was received.

(b) Development & Amenities Committee

The minutes of the meeting on 2 February 2016 were received.

(c) Christmas Lights Group

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

(d) Meetings with Arts North Norfolk

The Town Clerk's note of his meeting with Mr Joseph Ballard was received. It was **RESOLVED**

> **That Cllr Stuckey be appointed as the Council representative on the Catch 21 Committee.**

(e) North Norfolk Community Transport

It was reported that NNCT was reviewing various policies and its staffing structure, and continued to search for a suitable new location.

10 FORTHCOMING MEETINGS and EVENTS

The following meetings had been arranged for March 2016:

a. 4 March at 18:30: Queen's Birthday Celebrations
b. 8 March at 18:30: Planning Committee, followed at 19:00 by a discussion with Mr Mark Murphy of MLN (Land and Properties Ltd, representatives of North Walsham Town FC and adjoining landowners regarding plans for land at and around the football club
c. 9 March at 19:00: Media Training with Mark Tweedie
d. 10 March at 18:45: Markets Group
e. 14 March at 10:00: Fly A Flag For The Commonwealth
f. 15 March at 18:00: Development & Amenities Committee
g. 20 March: Sunday Market

11 CORRESPONDENCE

- .

12 ITEMS FOR NEXT AGENDA

Spa Common
Report from SNAP
Update on SAM2 signs and locations – initially Acorn Road and Happisburgh Road.

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

EXCLUSION OF THE PUBLIC AND PRESS

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.**

DRAFT

Part II: Press and Members of the Public Excluded

13 RECRUITMENT

42 applications had been received for the Receptionist/Admin Assistant post. Six had been shortlisted for interview, and were all of a very high standard. Following interview, a shortlist of two had been agreed by the Personnel & Grants Committee. This had then been discussed with current staff, following which the Committee had agreed to make a recommendation to the Council in line with the original plan to take on a younger person (as the post did not meet the requirements for a formal apprenticeship). The Committee therefore recommended Miss Bethany Canham-Biggs for the post. This would not have been possible had staff been unwilling to accommodate mentoring within their roles.

It was **RESOLVED**

To accept the recommendation of the Personnel & Grants Committee, and to ask the Town Clerk to write to Miss Canham-Biggs to offer her the position.

14 CO-OPTION OF NEW COUNCILLORS

Three applicants had expressed interest in joining the Council, and all had been interviewed by the Personnel & Grants Committee. Following the interviews, in which the candidates had all been asked the same questions, it had been agreed to recommend that one applicant (Mr Richard Sims) be accepted and the other two (Mr Graham Jones and Mr Adrian Penniston) be rejected. Although this would leave the Council with two vacancies, it would remain quorate and could therefore continue to operate legally.

It was **RESOLVED**

In line with the recommendation of the Personnel & Grants Committee, to co-opt Mr Richard Sims onto the Council and reject the other two applicants, and to ask the Town Clerk to write to all cndidates.

15 COMMUNITY AWARD 2016

It was **RESOLVED**

That two awards be presented at this year's Civic Dinner, as follows:

To Mr Carl Baker for his many years of work on the Town's Christmas Lights Group and Funday Committee, helping to organise the events and for the Christmas Lights designing and building many of the features,

And

Mrs Pauline Vincent, who was retiring after 25 years organising and helping with the Christmas Dinner at the Community Centre.

16 PERSONNEL & GRANTS COMMITTEE

Receipt of the minutes of the meeting was deferred until the meeting on 29 March 2016. Three grant applications had been received for consideration.

17 UPDATE ON PERSONNEL MATTERS

The Town Clerk left the room at 21:00.

The meeting closed at 21:20

DRAFT

Annex A

Summary note of presentation by Carers' Champion Mary Russell

Carers and the Carers' Champion

- There are many 'hidden' carers in North Norfolk. Many are older, proud people reluctant to seek help.
- It is very important to engage with these people to improve their lives and to help them to access the resources that are there to help them.
- The community needs to 'Think Carer'. As Carers' Champion, Mary Russell and the Carers Agency Partnership are asking people, especially Councillors, to use and promote the Norfolk Carers' Handbook " Are you looking after someone?", copies of which were circulated at the meeting.
- Councillors were asked to support carers by using/referring to the handbook when speaking to constituents.
- People were not as aware of the issues affecting carers as they should be. Carers needed support and encouragement.
- It is a serious issue. There is not much funding available, but it is there alongside other resources.
- Carers are in all walks of life. They may be very intelligent, or they may be socially isolated.

The Carers Agency Partnership (CAP)

- The CAP provides support services for carers – including information, advice, emotional support, grants, befriending services, a helpline and 1-to-1 support
- They meet carers wherever is most appropriate – in their homes, at CAP offices, in GP surgeries or hospitals, and in the community

DRAFT

Annex B

Crime Breakdown

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

- Criminal Damage – 7
- Theft – 4
- Assaults – 8
- Domestic non crime – 12
- Public Order – 4
- Burglary Dwelling-1
- Harassment-3
- Sexual Offences-1
- Drugs-2

52 crimes for the same period last year.

- Criminal Damage – 5
- Theft – 13
- Assaults – 8
- Domestic non crime – 15
- Drug offences-2
- Harassment-4
- Burglary OTD-1
- Public Order-1
- Hate Incident-1
- Fraud-2

Up and Coming events and initiatives involving the SNT

Our next priority setting meeting will be Wednesday 24th February 2016 at 1900 hours held at the Atrium. Next pubwatch meeting 11th March 2016 at The Kings Arms Public House.

Current North Walsham Priorities

1. Vehicle ASB on New Road car park North Walsham

2. ASB and Littering St Nicholas Churchyard North Walsham

3. Speeding along New Road North Walsham

DRAFT

Annex C

District Council Report

February 2016

There is very little news from the District Council this month.

As members of the Town Council may know, the Persimmon Homes Norwich Road proposal has been deferred by North Norfolk's planning committee. The deferral was agreed in order to encourage the applicant to submit a more pleasing design of greater local distinctiveness and to give time for further consideration of some highways matters. You will know too, I expect, that the retrospective Dream Lodge applications did receive permission. The planning committee resolved to write to the applicant in order to acquaint him with its concerns about this pattern of retrospective application.

The District Council will meet on February 23rd, at the same time as the meeting of the Town Council, in order to set its budget for the next year. There will be no increase in the District's element of the Council Tax and it appears that any increase in car parking charges will affect coastal areas but not North Walsham.

We would also like to convey our apologies to you as none of us will be able to attend this month's Town Council meeting.

Virginia Gay
17 February 2016

DRAFT

Annex D

County Council Report

Council Budget and Precept 2016/17.
The Council will set it's budget and precept at a meeting on February 22nd. The Government is gradually withdrawing central funding known as the Rate Support Grant and is expecting Council's to increasingly fund themselves through income from services, Council Tax, retention of business rates and receiving awards from Government for house building and bringing empty properties back into use.

At the time of writing this report it appears from discussions between the political groups at County Hall (no political group has a majority to run the Council) that the precept will increase by 3.99 per cent the maximum allowed by the Government without a referendum. 2 per cent of the rise is on adult social services (means maintaining transport services and supporting people's programmes) and1.99 per cent on other services. Locally it will means cuts in minor road repairs, grass cutting and work on verges/hedges are unlikely to take place. Also the proposal to introduce what is known as a self-service system at North Walsham library (users having access but staff not always present) will be deferred for a year. In addition the Worsted recycling centre will remain open through the whole of a Bank holiday period.

An update will be provided to the Clerk prior to the meeting on the Council's decisions.

Highways
On the much needed repair work to Lyngate Rd in early March clarification is being sought during the two day closure on how residents in the road can access their properties and what will be the alternative lorry route particularly for Sainsbury's delivery vehicles. An update will be provided.

On the junction of Bluebell Rd with Bacton Rd the local highways engineer has agreed to include the former Bluebell road entrance to Bacton Rd (now a cul de sac) in the scheduled cleansing programme to remove debris in the gutters and drains. Also there will be pruning of the overgrown hedge and trees in the area. This arose from concerns expressed by residents.

EGS
14/2/2016

DRAFT

Annex E

Summary note of public participation

The key points made by residents from Spa Common were:

- Concerns about "our village" being bombarded by dog walkers and vehicles parking there
- Referred to the land as "the common"
- Suggested that the Council was seeking to impose this quietly in order to avoid confrontation
- Asked the Council if it was aware of the footpath, and what it intended to do to accommodate parking at the site
- The impact on residents would outweigh any benefits
- Why could residents not lease the land?

In response, the following responses were given:

- The proposal before the Council was an idea that was being investigated, and was currently the only one on the table. It was confirmed that the views of local people would be taken into account in making any decision
- Residents were asked to submit views on the current proposal in writing to the Town Clerk, including all their concerns
- It was confirmed that the land in question was owned by the Town Council, and it was not common land. It was a town asset
- The proposal was not specifically for dogs, but the idea is to create an area to encourage walkers including dog walkers
- The Council was aware of the public footpath (which was blocked at one end)
- If the proposal on the table was adopted, a small parking area would be created off road by cutting into the Council land
- No proposal had been received from residents for alternative uses. It was confirmed that licensing the land for grazing had not proved successful, and the Council was now looking for other options. Other proposals would be considered.
- The discussions scheduled for Item 5(a)(v) would be deferred until the meeting on 29 March 2016 to allow residents to submit alternative proposals.

DRAFT

Annex F

Events and meetings attended by Town Mayor and Deputy Mayor, February 2016

7 February 2016	ATC Remembrance Service; Town Mayor and Deputy Mayor took salute. Attended by other Councillors
22 February 2016	Town Mayor (and Cllr Melville) attended meeting on Neighbourhood Planning at Cromer

DRAFT

Annex G

Report of Meeting with Joe Ballard (Arts North Norfolk) on Friday 22 January 2016

Arts North Norfolk (ANN)

- Annual Report due back from printers w/c 25 January 2016, and will include integration of Information Office.
- As an organisation, ANN needs to raise approx. £79k by the end of May in order to continue at its current level. JB seems confident that this is achievable.
- ANN has a new Chair, and the Trustees have formed a Management Group following criticism at the AGM. JB has asked for a Town Council representative on this group to (a) provide a North Walsham focus and (b) provide oversight of the Council's investment in the Information Office.
- ANN has attracted new volunteers, some attracted by the arts side and others by the Info Office side (although all work on both aspects).

Catch 21

- This is the 'up to 21 years of age' young persons' group formed in the wake of the former Youth Committee. JB needs one Council representative to support/oversee the group; Cllr Stuckey is currently the "unofficial" rep.

Youth Nightclub

- DBS check results required for this venture are still awaited. JB is chasing, and will let me know the outcome ASAP. He understands there may be a query relating to the relationship between the Council and the Kings Arms, but will advise that this should come to the Council to respond.

Information Office

- Lettering for the new signage is ready, and paint is in stock. JB needs time and better weather. Has asked if any volunteers might be available (from Council, Christmas Lights Group, etc) to help sand down, paint, and erect signs.

Town Guide

- JB has obtained quotes for printing 10,000 copies, with the best coming from Norwich Colour Print @ £2,924 for a 40pp booklet. Design/layout would cost in the region of £450, and preparation of a new map suitable for both the guide and interactive web use about £300. Further discussions on content to follow shortly.
- In addition there has been a proposal for a summer 'What's on' guide, an 'Eating Out in North Walsham' guide, and a 'What to do near North Walsham' guide. This crosses into Town Guide territory, at least in part.
- JB has also been speaking to estate agents in the town about a 'Welcome to North Walsham' pack for new residents, which would include copies of various guides to and information

DRAFT

on the town. They have expressed interest and are prepared to put some funding into the proposal.

Events in 2016

North Walsham Festival 2016

- This will start with a parade to the Funday on Sunday 26 June, and run through the following week culminating in a town centre finale on Saturday 2 July.
- The central theme will be the Peasants' Revolt of 1381 with the programme including
    - Workshops in medieval arts, music and costume-making leading up to the parade
    - Episodic plays about the revolt at various location around the town (perhaps run along the lines of the 'ghost walk')
    - A medieval fayre in the churchyard on 2 July
    - A finale in Market Place commencing at 6pm on 2 July – JB is hoping to include choreographed battle sequences and an all ages-friendly portrayal of the end of the revolt (mixing actors and puppetry). This will be followed by live music etc with a street fayre and food vendors on hand throughout. Would require a road closure from 4pm; JB has asked if the Council would agree to take this forward and to consult local businesses.

400th Anniversary of Shakespeare's death

- JB is hoping to run a commemorative event on Saturday 23 April, and hopes the Town Council will participate. He is in discussion with the Guinness Book of Records about a possible Shakespeare-related world record attempt
- JB is exploring the possibility of running workshops and possibly other events during the year (for example, bite-size performances of segments of Shakespeare plays relating to markets and performed in and around the markets)

Pantomime 2016

- Discussions are in progress about this. JB favours a 'sort of 1950's sci-fi B-movie re-write' of Mother Goose. Also looking at Snow White & The Seven Dwarfs.

N J Clancy
Town Clerk

DRAFT