

NORTH WALSHAM TOWN COUNCIL
31 October 2017

Minutes of the Meeting of the Town Council held on 31 October 2017

Chair: Cllr S Stuckey

Town Councillors Present:

Cllr E Addison	Cllr G Bull
Cllr P Edge	Cllr A Fryer
Cllr R Harris	Cllr B Hester
Cllr J Melville	Cllr R Mooney
Cllr R Murphy	Cllr R Sims
Cllr J Witte	

District Councillors Present:

Cllr V Gay Cllr V Uprichard

Office of the Police and Crime Commissioner for Norfolk:

Mr Lorne Green, Police and Crime Commissioner

Norfolk Constabulary Officers:

Chief Inspector Wes Hornigold Inspector T Futter

The meeting opened at 19:05

Open to the Press and Members of the Public

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

To accept additional agenda items covering personnel matters.

1 NOMINATION OF VICE CHAIR and AGENDA ORDER

As proposed by Cllr Stuckey and seconded by Cllr Murphy it was **RESOLVED**

To elect Cllr Harris as Vice Chair for the meeting.

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

To accept an additional item at 6(j) to permit discussion of up to date information received from NNDC regarding Mundesley Road Car Park, J D Wetherspoon and the establishment of a proposed joint town centre working group.

NORTH WALSHAM TOWN COUNCIL
31 October 2017

2 **STATEMENT BY THE TOWN MAYOR**

The Town Mayor repeated the statement made to all Council Members in private session during the meeting of 26 September 2017, as follows:

I want to take the opportunity to remind everyone about the Councillor Code of Conduct, and in particular the Nolan Principles within it

- *Selflessness*
- *Integrity*
- *Objectivity*
- *Accountability*
- *Openness*
- *Honesty*
- *Leadership*

Every Councillor signed up to these when signing their Acceptance of Office paperwork and yet it is my belief that some of us are choosing to ignore them when it suits.

I believe that as a group we can be frank and honest and have a healthy debate, but we must also act in accordance with what is expected of us as public figures.

It is time to move on and apologise to each other, and staff, for things that have been said or done in the past, and accept that we are all part of the same team and here for the same thing, the people of North Walsham.

In view of this I would like to move the following motion;

All Councillors are to ensure that they understand, fully, their Terms of Reference which they agreed to on signing their Acceptance of Office. Furthermore, all Councillors fully understand what is expected of them as public figures.

As proposed by the Town Mayor and seconded by the Deputy Mayor, it was
RESOLVED

That the statement be accepted.

NORTH WALSHAM TOWN COUNCIL
31 October 2017

3 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

Cllr Addison declared an interest in Bradfield Cricket Club (Item 8f), as a member of the club's committee; Cllr Edge declared an interest in matters relating to J D Wetherspoon, as a competing landlord; Cllrs Witte and Melville declared an interest in any matters relating to or within the scope of Regenerate North Walsham.

(b) Apologies for Absence

Apologies were received and accepted from Cllrs Choudhury, Seward, Turner and Wheeler.

(c) Minutes of the Town Council meeting held on 26 September 2017

It was noted that the reference to Christmas Lights Group (Item 6) should read "Christmas Lights and Funday Groups" and that the funds were to be transferred to the newly created Walsham Community Events bank account. The means of recording confidential discussions was queried. The Town Clerk advised Members that was done in accordance with very clear advice from the Society of Local Council Clerks and would not be changed. As proposed by Cllr Harris and seconded by Cllr Witte, it was **RESOLVED**

The recording of confidential sessions would be considered further.

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

That the minutes of the meeting held on 26 September 2017 be accepted as a true record of that meeting.

(d) Minutes of the Extraordinary Meeting held on 10 October 2017

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

That the minutes of the Extraordinary meeting of the Town Council held on 10 October 2017 be accepted as a true record of that meeting.

4 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

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

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

Police

A note of matters discussed by Police & Crime Commissioner Lorne Green, Chief Inspector Hornigold (Deputy Area Commander) and Inspector Futter can be found at Annex A.

NORTH WALSHAM TOWN COUNCIL
31 October 2017

(a) Reports from District and County Councillors

County Cllr Seward had submitted a written report on recent issues (Annex B). District Cllr Uprichard raised issues from NNDC, and also took questions relating to the County Council report on which she had been briefed; a note of her input can be found at Annex C.

(b) Public participation

No other matters were raised during the public participation session.

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

That the meeting be reconvened.

5 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of meetings and events attended by the Town Mayor are at Annex D. In addition, the Deputy Mayor had asked that her attendance at the WWI Commemorative Group's screening of "Passchendaele" at the Atrium on 12 October be noted.

6 ITEMS REQUIRING DECISION

(a) Town Strategy

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

That authority be delegated to the Town Strategy Working Group to agree membership and dates for the targeted workshops at which key issues raised from the survey would be explored in more detail.

(b) Parish Partnership Scheme 2017/18

Proposals for actions under the Parish Partnership Scheme should be submitted to the Town Clerk in advance of the Precept Meeting to be held on 14 November 2017.

(c) Information Office Lease

The Information Office season had now finished, but the Council held the lease on Bubby's Little Shop until the end of March 2018. As proposed by Cllr Bull and seconded by Cllr Edge, it was **RESOLVED**

To seek permission from the landlord to use the premises as a Town Council-backed Pop Up Shop for the remainder of the lease, and if agreed to begin promoting the project.

(d) Car park at Hopkins Homes site

County Cllr Seward had reported that Greater Anglia had no interest in running a car park, and that it therefore seemed likely that ownership of the car park shown in the plans would devolve to NNDC. This would then fall into NNDC's 'one size fits all'

NORTH WALSHAM TOWN COUNCIL
31 October 2017

car park policy for the District. As proposed by Cllr Witte and seconded by Cllr Harris, it was **RESOLVED**

To ask the Town Clerk to write to NNDC setting out its concerns over the car park and the impact of future District charging policy.

(e) NNDC free Christmas parking offer

NNDC had asked Councils to choose two weekend days for free parking. As proposed by Cllr Murphy and seconded by Cllr Harris, it was **RESOLVED**

To request Saturday 25 November (for the Christmas Lights Switch On) and Saturday 16 December 2017.

(f) Traffic/parking measures on Benets View

A request had been received from a resident seeking Council support for double yellow lines to prevent obstructive parking on Benets View. As proposed by Cllr Harris and seconded by Cllr Witte, it was **RESOLVED**

To ask East Ward Members to visit Benets View.

(g) Local impact of Norfolk Constabulary 2020 Police Structure Review

This had been covered during Commissioner Green's and Chief Inspector Hornighan's discussion under Item 4. It was further noted that Inspector Futter would be attending the SNAP meeting in December.

(h) Consideration of evidence gathering measures for proposed bus interchange

Members agreed that a quick survey of vehicles parked at the New Road Car Park during the day, at one hour intervals, be conducted. This, along with drawing up ideas for an interchange, should be carried out under the auspices of the Development & Amenities Committee, with the output being submitted to Norfolk County Council, NNDC and Sanders Coaches for further consideration.

(i) Consideration of Bittern Line and station improvements

The most recent leaflet published by the BLP showed that information on what was available in North Walsham was urgently needed. Greater Anglia had committed to provide longer trains on the Bittern Line, but not more frequent services. Pedestrian safety remained a major concern as the footpath under the bridge was inadequate. This could only get worse with longer trains and more passengers disembarking at North Walsham. As proposed by Cllr Witte and seconded by Cllr Melville, it was **RESOLVED**

To ask the Town Clerk to write to the Highway Engineer to ask what measures could be introduced to improve pedestrian safety

(j) Consideration of NNDC update on key town issues

Steve Blatch (NNDC Joint Head of Service) had written to report that NNDC had considered the request from the Town Council to lease Mundesley Road Car Park, but had decided not to take this forward. Instead, Cllr Oliver had proposed a joint working group to consider North Walsham Town Centre. Members agreed that this offered an

NORTH WALSHAM TOWN COUNCIL
31 October 2017

opportunity to work more closely with NNDC. As proposed by Cllr Witte and seconded by Cllr Hester, it was **RESOLVED**

That NNDCs offer to establish a working group be accepted.

7 **ITEMS FOR INFORMATION**

(a) GPR Scanning of New Cemetery

This had been conducted on 26 November. A large number of unmarked graves had been discovered, at a depth of between 0.8m and 1m. It was therefore necessary to revisit the original proposal for the War Memorial Park, with a possible site to the left of the Happisburgh Road gates (on the High School side). The Town Clerk would investigate covenants, planning issues and feasibility.

(b) North Norfolk Town & Parish Forum

There was no standing member of the forum, with the Council having agreed at the Annual Meeting to send any member who was available to attend meetings.

(c) Information Office/Heritage Centre

Cllr Hester and the Town Clerk had met with Rev Cubitt and Mr Burrows to discuss co-locating the two centres at the Sadlers Rooms on Vicarage Street. This would provide a more accessible home for the Information Office and finally a home for the North Walsham Heritage exhibition which had been mooted for a number of years. Work was under way for the Town Council to take on the lease (with the Church as landlord) from 1 December, and then sub-let to the Heritage Group for exhibition of the town's history.

Cllr Hester called for Standing Order 1.24, permitting the meeting to extend beyond two hours, be implemented. This was agreed by all present.

8 **FINANCE**

(a) Expenditure and receipts, September 2017

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

That the Payments & Receipts report for September 2017 be approved.
(Annex E).

(b) Expenditure to date, October 2017

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

That the Payments report for September 2017 be approved. (Annex F).

[Cllr Edge left the meeting at 21:00]

(c) Estimates 2017/18

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

NORTH WALSHAM TOWN COUNCIL
31 October 2017

That the Estimates report be accepted. (Annex G).

(d) Minutes of the Finance Committee

The minutes of the Finance Committee meeting held on 18 October 2017 were received (Annex H).

(e) Precept 2018/19

Any proposals for new expenditure in 2018/19 should be submitted to the Town Clerk in writing before the Precept meeting on 14 November 2017.

(f) Grant award

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

To approve the award of a grant of £500 to Bradfield Cricket Club.

9 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS

(a) Development and Amenities Committee

The minutes of the meetings held on 18 July and 19 September were received.

(b) Media and Information Committee

The minutes of the meetings held on 13 June and 6 July 2017 were received.

(c) Reports from Committee Chairs

Cllr Harris had negotiated a quote for the installation of a second path to the new playground at Woodville, as previously agreed by the Council. This would allow access for disabled park users from the Debenne Road side of the park.

10 FORTHCOMING MEETINGS AND EVENTS

The following meetings and events were scheduled:

- a. Tuesday 7 November 2017 – Media & Information Committee
- b. Tuesday 14 November 2017 – Precept Meeting (following Planning Committee)
- c. Tuesday 14 November 2017 – Development and Amenities Committee (following Precept)
- d. Saturday 25 November 2017 – Christmas Lights Switch On

11 CORRESPONDENCE

The Town Clerk referred to the email from NNDC Electoral Services regarding Precept setting, which had already been circulated. The Town Clerk reported that he had been in contact with the Highway Engineer and the Borough Council of Kings Lynn and West Norfolk Parking Operations team to raise concerns about obstructive parking at the junction of Market Place and Kings Arms Street on market days.

12 **ITEMS FOR NEXT AGENDA**

- Dog wardens

DRAFT

NORTH WALSHAM TOWN COUNCIL
31 October 2017

EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Murphy and seconded by Cllr Bull, 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.

13 Note of items discussed

The following matters were discussed:

- The minutes of the Personnel & Grants Committee meeting held on 22 August 2017 were received. Some of the actions arising from this meeting had been approved at the Council meeting held on 26 September 2017.
- The Head Groundsman post was to be readvertised. Cllr Bull was redrafting the job description for this and the Deputy Head Groundsman post.
- Cemetery Lodge

The meeting closed at 21:30.

NORTH WALSHAM TOWN COUNCIL
31 October 2017

Annex A

Police Matters

Chief Inspector Wes Hornigold (Norfolk Constabulary) introduced a discussion of crime, demand, organisation, PCSOs and the Norfolk 2020 model.

Inspector Futter then spoke about local operational issues, reporting that:

- On average 4 calls per day were received to which officers were deployed, although there were peaks in the summer and troughs during the winter months
- The demand around policing has changed, with safeguarding issues (eg domestic violence, sexual offences) which were often historical requiring more resources
- 101 cases of online crime had been reported in North Norfolk during the last year
- 83 cases of child exploitation in North Norfolk were being investigated
- 1023 cases of sexual abuse were being investigated in North Norfolk
- the ethos of policing is changing/evolving.

Chief Inspector Hornigold reported that investing the Norfolk 2020 model was a big commitment, and focus was on where the demand and the vulnerabilities were.

The Police & Crime Commissioner (PCC), Mr Lorne Green, reported that:

- The nature of crime in Norfolk had changed radically in recent years
- 91 rapes had been reported in May alone, of which 30 were historic; 70 had been reported in August. Investigating these was complex, difficult and time-consuming, and each detective was carrying 20 of these cases
- The decision on PCSOs had been a very difficult one to make. PCSOs were highly valued members of the policing team, but the County simply did not have the resources to keep PCSOs in the high street ahead of uniformed investigating officers
- The PCC had asked the Prime Minister directly for urgent help, as he felt the budget cuts imposed by central government were disastrous. The result of these was that the Norfolk Constabulary did not have the resources to maintain the current policing model
- The government-announced bonus alone would cost the Constabulary £620,000, but no additional resources were being made available to cover this when the budget had already been cut into the bone
- The 2020 model was based around reinvesting in safeguarding, which had seen an increase of 357%. The vision is for early help hubs to work closely with councils. Beat managers would be retained within the hubs. Norfolk was the first constabulary to restructure in the way proposed
- There was a clear undertaking to report monthly to the town/parish clerk. Councils were then invited to get in touch regarding issues of particular interest
- The traditional front offices were to be replaced by a system of community engagement surgeries and an appointment-based system; it was felt that this would offer a better service
- Stations would also be open for at least 2 hours each week

NORTH WALSHAM TOWN COUNCIL
31 October 2017

- Regarding PCSOs, the proposal was that the 150 currently employed would become 96 PCs. Officers would be assigned to those schools considered to be the highest risk, and the Schools Engagement Team would be retained

DRAFT

County and District Council Reports

County Council Report – Cllr Eric Seward

County Council Financial Situation

Proposals for addressing the Council's financial deficit in future years are currently coming before the Council's Committees. What savings are proposed by the controlling Conservative administration will not become clear until early next year when budget decisions have to be made. It is known that the Council is seeking to recruit 50 extra social workers to enable more early interventions to take place with families of children at risk and to enable elderly residents to remain at home rather than going into residential care. The aim is to provide a more effective service whilst reducing the costs to the Council of having children in care and elderly residents in residential homes. In theory a positive approach but the question remains as to whether the required savings can be achieved without cutting the quality of the service provided. One savings proposal that has already been rejected was for the cost of filling grit bins to be transferred to Town/Parish Councils. For once welcome news.

New Norfolk Policing Plan.

The publication of the plan with its recommendation to dispense with Police Community Support Officers has attracted widespread publicity and concern. Decisions on the implementation of the Plan I am advised now rest with the Chief Constable rather than with the elected Police & Crime Commissioner as it is treated as an operational matter. Colleagues from my County Council political group are meeting the Chief Constable this week, the District Council's Overview & Scrutiny Committee will have it as an agenda item with the Police present at their meeting on November 8th and I understand the Local Police Inspector, Teresa Futter, has been invited to the Town Council's October meeting. I have already written to Teresa Futter expressing my concern about what is proposed for North Walsham and will be meeting her early in November. In particular, I am anxious to know what services currently carried out by the local PCSOs will be lost, what are the job losses and will any of the proposed new uniform police officers be based in North Walsham. I am of the view that to get changes to what is proposed is likely to be very challenging.

Vattenfall Wind Farm Project.

This significant project is now entering the formal pre-planning application consultation stage. The Preliminary Environmental Information Report (PEIR) is due to be published on Nov 7th and the consultation period lasts until Dec 11th. NNDC as the lead Planning body will be making a response. On Thursday Nov 16th Vattenfall will be holding public information events at the Community Centre and at the market. Currently it is proposed

NORTH WALSHAM TOWN COUNCIL
31 October 2017

for North Walsham that underground's cables will be laid on agricultural land close to the northern and western town boundaries. If there is to be a relay station it is currently proposed on sites in Ridlington. However, views are being expressed that a better site for such a facility (relay station) could be in the vicinity of the Lyngate industrial estate. As the project moves forward what is proposed for North Walsham needs to be monitored.

Northfield to Lyngate Outflow (Drainage System)

On September 26th a meeting for residents chaired by Norman Lamb took place to learn about the detail design plans that are being prepared by a County Council project team to improve the drainage system centred on the Lynfield residential estate which has been subject to flooding of properties during heavy rainfall. The project is funded by the County Council and will involve underground holding tanks to take excess water and widening a culvert under the Lyngate Rd adjacent to Drury's Transport premises. The projected investment is in excess of three hundred thousand pounds and the works are scheduled for 2018. Residents were able to exchange relevant information with the design team. What was learnt during the meeting was that there had been some flooding of industrial premises in Cornish Way during heavy rainfall in early August and that poor drainage maintenance on the estate was contributing to this. Arrangements have been made for this to be addressed (cleaning of gutters by NNDC and flushing of drains by County Highways). The Town Council staff are thanked for their administrative support for the September meeting.

Norwich Northern Distributor Rd

The County Council has recently agreed to fund feasibility studies to complete the missing link of the ring road between the A47 and Fakenham Rd. The completion of these studies and securing funding is likely to mean that construction works are unlikely to start until 2021/22. Local County members fully support this initiative as the real benefits to North Walsham from the new ring road will not be realised until the missing link is completed. In the meantime, a small portion of the new road is due to be open in November and the works finally completed in Spring 2018.

Market Town Transport Infrastructure Study

The County Council has agreed to a £20k study on future transport infrastructure for North Walsham as it is earmarked as a growth town. An officer has been appointed to conduct the study and local members will be meeting him early in November to learn/discuss how the study is to proceed. The terms of reference for the study include looking at bus transport including the need to improve existing pick up/ drop off facilities for passengers. The study ought also to provide an evidence base to attracting public funding for a new link road on the western side of the town should projected housing development take place. The Town Council will be kept informed of developments.

Station Car Park Hopkins Homes Site

NORTH WALSHAM TOWN COUNCIL
31 October 2017

The planning conditions for this development include the provision of a new/additional station car park on the completion of the hundredth property. At a recent meeting of interested parties it was agreed that a new car park should be proceeded with. The aim being to increase the number of people using the Bittern Line. NNDC are now working on the economics of such a car park. A decision will have to be taken on what should happen in the coming months and it is expected that consultations will take place on possible options with the Town Council and other interested local bodies. Ultimately, if the District Council are to consider taking on responsibility for such a car park the decision on doing so and the terms will rest with the Council's Cabinet.

Aylsham Rd

Following a meeting between County Highways and Local Councillors/ Resident's Group on October 4th it was agreed that as part of the redressing of the road early in the new financial year 2018/19 that road linings would be altered to make the road safer and that new signage to encourage drivers to exercise care should be bid for under the County/Parish Partnership Scheme for local highway improvements. County Highways are not minded to go through the statutory process of a 20mph speed limit until the impact of these improvements is known on traffic speeds.

I understand it is an agenda item for the Town Council meeting and it hoped that the local County Highways Engineer will provide details of signage and indicative costs before the meeting so that the Council can properly consider a bid. I have written to the engineer reminding him of the need for this information and the Town Clerk has been copied into the correspondence. In the meantime, under the small highways budgets devolved to County Cllrs, local members have offered to purchase two more SAM machines for the Town Council (one machine will have the facility to collect traffic speed data). This ought to make it possible to have a SAM machine operating continuously in Aylsham Rd at different monthly locations. The Town Council are asked to consider whether to accept this offer.

Further meetings for interested parties with County Highways on Aylsham Rd were offered at the October meeting and I am seeking to set up such a meeting early in the New Year. Town Council officers are thanked for providing administrative support for the October meeting.

Eric Seward

25/10/17

NORTH WALSHAM TOWN COUNCIL
31 October 2017

Annex C

District Council Report – Cllr Vivienne Uprichard

- It was understood that the contract for the former Council Offices would be signed by J D Wetherspoon shortly. The sale proceeds should be ringfenced for specific projects in the town
- Cllrs Seward and Timewell had agreed to use the personal budgets granted to them by Norfolk County Council to purchase additional SAM2 signs, one of which would be permanently deployed on Aylsham Road
- District Councillor Judy Oliver had proposed a joint working group with the Town Council to consider issues around North Walsham's town centre

DRAFT

NORTH WALSHAM TOWN COUNCIL
31 October 2017

Annex D

Town Mayor's Report

27th September Flood meeting on Lyngate Estate

15th October Justice Service in Norwich Cathedral

21st October Salvation Army celebration of 10 years of opening at Furze Hill

22nd October New Stages at the Black Swan rooms

Various council meetings and assisting with the farmers market

DRAFT

DRAFT

DRAFT

DRAFT