

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE WILL BE A MEETING OF THE LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE ON TUESDAY 19th July 2022 at 7.00 pm in the Council Offices.

A G E N D A

| | | |
|----|--|----------|
| 1 | Apologies for absence | |
| 2 | Declarations of Interest | A |
| 3 | To confirm the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 17 th May 2022. | B |
| 4 | To receive an update about progress of items arising from the last meeting of the committee held on 17 th May 2022/ previous meetings. <ul style="list-style-type: none">• Jubilee Decorations• Saturday Markets• Market Place Bins – ordered, not yet delivered.• TIC – Visitor numbers• Feather Flag• Mini guides distributed to locations in Town• Tourism signage• Grounds staff work update | C |
| 5 | Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes. | |
| 6 | To consider request to plant trees on the Fairland | D |
| 7 | Christmas 2022 – To determine arrangement for installation of lights/Christmas Tree. | |
| 8 | Open spaces – to consider draft policy. | E |
| 9 | LEET budget update – To note budget v Actuals. | F |
| 10 | Notice Boards – To review | |

Council Offices

Ketts Park

Harts Farm Road

Wymondham

NR18 0UT

T B Gurney

Town Clerk

12th July 2022



Committee Members

| | | |
|---------------------|---------------------|---------------------|
| Cllr. Carsok | Cllr. Cross | Cllr. Astley |
| Cllr. Hubble | Cllr. Savage | |

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

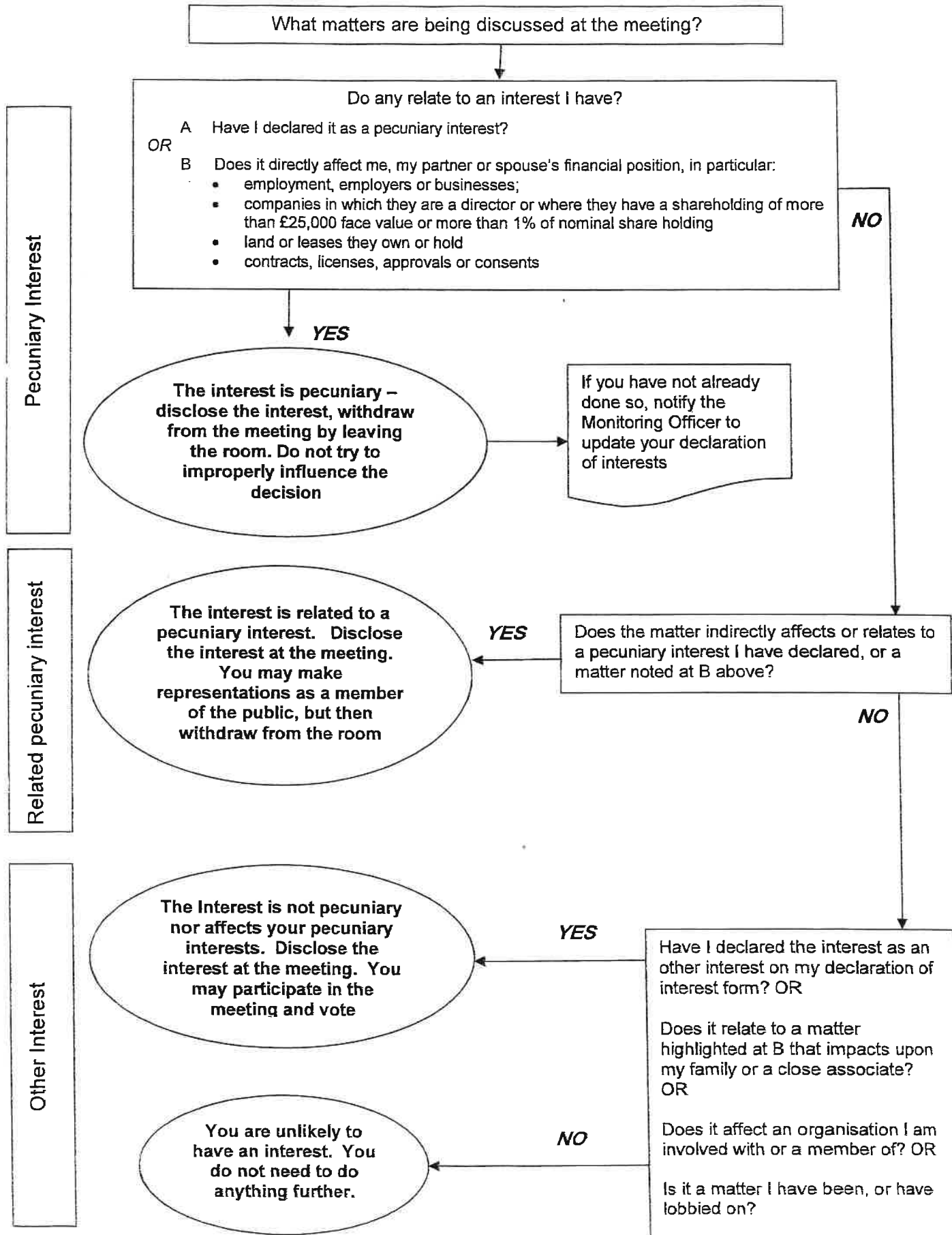
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
 MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,
 ENTERPRISE AND TOURISM
 COMMITTEE held on Tuesday 17th May 2022
 in the Council Offices commencing at 7.00 pm

Present:

| | |
|-------|------------------------------------|
| Cllrs | K Carsok |
| | R Savage |
| | P Broome (substitute for Y Astley) |
| | K Cross |
| | P Hubble |

Also Present : Cllr. Nuri-Nixon
 4 members of the public.

| | |
|---------|---|
| LE18/22 | <u>CHAIRMAN</u> Clerk called for nominations. Cllr. Savage was proposed by Cllr. Broome but no seconder came forward. Upon the proposition of Cllr. Cross and seconded by Cllr. Hubble it was resolved to appoint Cllr. Carsok as Chairman. |
| LE19/22 | <u>VICE -CHAIRMAN</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Carsok it was resolved to appoint Cllr. Hubble as Vice-Chairman. |
| LE20/22 | <u>APOLOGIES FOR ABSENCE</u> – Cllr. Astley. |
| LE21/22 | <u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllrs Hubble & Carsok as volunteers – Wymondham Town Team – non - pecuniary. |
| LE22/22 | <u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 15 th March 2022 as a correct record. |
| LE23/22 | <u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • <u>Wymondham in Bloom</u> Clerk confirmed no delivery date of the plants from the Garden Centre had yet been received. |
| LE24/22 | <u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> • Resident commented that more events on a Saturday would encourage people into the Town. And open spaces need to be promoted especially as they were beneficial during the Covid 19 pandemic. • Town Team representative commented that fundraising was underway to replace the Christmas lights they install in the Town Centre, and he estimated that of the stock they had 30% was unusable. He confirmed that the Council had provided 70 new union Jack flags for the Jubilee celebrations, and these would be installed in the flagpoles shortly. • Cllr. Nuri-Nixon commented that Town Centre signage was the responsibility of South Norfolk Council, and she would be concerned if the Town Council paid for replacements. |

| | |
|---------|---|
| LE25/22 | <u>SOUTH NORFOLK COUNCIL – PUBLIC SPACE PROTECTION ORDER</u> Consultation from South Norfolk Council to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 was discussed and approved with no amendments. South Norfolk to be requested to provide notices to be placed in public areas. |
| LE26/22 | <u>SATURDAY MARKETS/EVENTS</u> Discussion took place on the concerns raised by the full Council in respect of this proposal and the need to consider all aspects of administration from marketing through to organisation on the actual day. Cllr. Cross was concerned about timescales and suggested that the first event could take place on 23/7/22 with the last event on 3/9/22. Cllr. Savage proposed that those Councillors who had volunteered at the full Council to participate should meet to discuss and agree the finer details. |
| LE27/22 | <u>MARKET PLACE BINS</u> Discussion took place regarding waste bins in the Market Place. It was agreed that a quotation be obtained to replace the bin near the Market Cross and the bin near Big Fry with bins that have lids for consideration at the next meeting of the Committee. |
| LE28/22 | <u>JUBILEE DECORATIONS</u> Clerk advised that the Council had purchased 2 large Jubilee flags for the two Town Flagpoles, 70 Union Jack flags for the Town Team to renew on the 70 flag poles they will be putting up and existing bunting was held to decorate the Council offices. After discussion upon the proposal of Cllr. Hubble and seconded by Cllr. Cross it was resolved to purchase £100 worth of Bunting which the Town Team will install in the Town Centre. |
| LE29/22 | <u>CHRISTMAS 2022</u> Discussion took place on in respect of the position of a Christmas Tree, whether it should be in the Market Place or in Priory Gardens or possibly seeking permission to place it in Becketts Chapel. Also, should the tree be a real tree or an artificial one. It was resolved to defer this discussion to the next meeting and for the Clerk to obtain a report on the condition of the large lights installed in the Market place to determine their condition and if requiring replacement, a cost. |
| LE30/22 | <u>TOURIST INFORMATION CENTRE</u> Clerk issued visitor attendance figure compiled by the TIC staff for the period April 2021 – March 2022. It was agreed that attendance figures for 2018 & 2019 would be provided for comparison purposes at the next committee. It was felt that the current 'A' frame boards put out are insufficient advertising of the facility and the Council should investigate the cost of having a feather flag. |
| LE31/22 | <u>MINI GUIDE</u> Clerk advised that next reprint will probably be in 3 years' time. It was agreed. Copies have been sent to 20 different Tourist points. Copies to be taken to the Library, Rail station & Heritage Museum. |
| LE32/22 | <u>TOURISM SIGNAGE</u> Discussion took place on Tourism signage, and it was noted that this is the primary responsibility of South Norfolk Council with a request that they update maps showing businesses in the Town. Future Town-Co-ordinator to look at branding of the Town. |
| LE33/22 | <u>OPEN SPACES</u> Clerk confirmed that the Council does not have an open spaces policy. Discussion then took place on the different types of activity that could take place from individuals, small family group to organised events such as Yoga or potentially larger activities such as a Fair. It was resolved that the Clerk would look into producing a policy. |

| | |
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| LE34/22 | <u>BUDGET</u> Clerk outlined the budget that has been approved for the 2022-2023 financial year and the relevant cost codes. It was agreed that actuals against budget would be provided at future meetings. |
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[The meeting closed at 20.17 pm]

DATED this day of2022

SIGNED (Chairman)

DRAFT

TIC visitor numbers 2018, 2019, 2020, 2021 & 2022

| | Month | 2018 | 2019 | 2020 | 2021 | 2022 | Total | Children with adults | Adults | Children with adults | Total |
|---|-----------|-------------|-------------|-------------|-------------|------------|-------------|----------------------|--------------|----------------------|------------|
| s | April | 150 | 508 | 0 COVID | 63 | 251 | 63 | 0 | 63 | 67 | 318 |
| s | May | 447 | 402 | 0 COVID | 109 | 251 | 109 | 0 | 109 | 60 | 311 |
| s | June | 613 | 314 | 34 | 108 | 271 | 108 | 0 | 108 | 84 | 355 |
| s | July | 496 | 429 | 115 | 254 | | 254 | 0 | 254 | | |
| s | August | 505 | 607 | 152 | 301 | | 423 | 122 | 423 | | |
| s | September | 560 | 373 | 118 | 192 | | 217 | 25 | 217 | | |
| s | October | 282 | 178 | 120 | 203 | | 253 | 50 | 253 | | |
| w | November | 192 | 128 | 0 COVID | 44 | | 50 | 6 | 50 | | |
| w | December | | 49 | 12 | 16 | | 20 | 4 | 20 | | |
| w | January | 113 | 73 | 0 COVID | 36 | | 36 | 0 | 36 | | |
| w | February | 67 | 96 | 0 COVID | 54 | | 72 | 18 | 72 | | |
| w | March | 113 | 43 | 0 COVID | 101 | | 110 | 9 | 110 | | |
| | | 3538 | 3200 | -338 | 1481 | 773 | 1715 | 234 | 1164+ | 211 | 984 |

s = summer opening
w = winter opening

New sheet for visitor information started August 2021

Permission to plant a tree on The Fairland Green

An application has been received from two organisations requesting permission to plant a tree on The Fairland Green.

The two organisations are:

Wymondham Dementia Support Group

Wymondham Women's Institute

They have both requested to plant a tree which is to be a native species in character with existing trees on The Fairland Green. Both organisations would like to erect a small plaque in front of their respective tree to acknowledge The Platinum Jubilee which will form part of the Queen's Green Canopy project.

Both organisations have been informed that this is an application that can only be made during this Jubilee year and that there are only two further trees that can be added to The Fairland.

Both would like to plant a tree that can represent the dedication, love and commitment our Queen has given to us all.

The LEET Committee must therefore determine if it is acceptable for Wymondham Dementia Support Group and Wymondham Women's Institute to each plant a tree dedicated to the Queen's Platinum Jubilee on Wymondham Fairland Green, and that these will be the only two additions to the trees on The Fairland.

WYMONDHAM TOWN COUNCIL

POLICY FOR USE OF COUNCIL OWNED PUBLIC OPEN SPACES

1.0 THE REQUIREMENT FOR A POLICY

- 1.1 Wymondham Town Council (the Council) own and manage a range of open spaces across the town, ranging from small amenity areas within housing estates through to larger parks. These open spaces are utilised by a wide range of different users all year round and it is important that the Council ensures they remain safe and available to access.
- 1.2 Requests are occasionally received from organisations to utilise areas of Council open space for a variety of uses.
- 1.3 Such is the number of requests now being received, including requests for regular use, it is felt a policy setting out the criteria against which each request will be assessed against is required to establish a fair and transparent system.

2.0 AIMS OF THE POLICY

- 2.1 The overarching aim of the policy will be to ensure the Council's open spaces remain a safe place for members of the public to use, while also allowing organisations to benefit from them where it is deemed appropriate and not to the significant detriment of the general public use. In addition, the policy will aim to protect the Council's existing income streams and/or third-party arrangements as well as to identify additional income streams.
- 2.2 The policy will set out the framework against which applications to use the Council's open spaces will be made.

3.0 SCOPE

AREAS

- 3.1 Council owned areas which will be considered to fall within the scope of this policy include (but are not limited to):

- Browick Road Recreation Ground

- Woodland – Ketts Park
- Bellrope Lane
- Rothbury Road
- Tolls Meadow
- Becketswell

3.2 Any part of a Council owned open space which has been leased to, or is managed by, another organisation will be out of scope on the basis those organisations will have control over those areas and any applications to use them should be made to those organisations.

ACTIVITIES

3.3 The policy will be used whenever an application is received to use an area of Council owned open space that would be considered not to fall within the broad parameters of ‘normal’ use of a public open space, whether that be for a one-off event or regular activity.

3.4 These events will include those run by individuals, voluntary and charitable organisations as well as commercial organisations. Examples may include (but are not limited to):

- Fitness classes or events
- Dog walking and training for more than 1 household
- Sports events or classes
- Markets
- Entertainment events
- The sale of food and beverage
- Fund raising events
- Fun fairs

4.0 ASSESSMENT CRITERIA

4.1 When an application is received it shall be assessed against the following criteria.

SAFETY

4.2 The Council will need to determine the impact of the proposed event on the potential safety of those attending the event and/or members of the public using the open space at the same time. This will be achieved through the requirement to submit relevant safety documentation to demonstrate the organiser has considered all relevant safety matters to the full satisfaction of the Council.

4.3 The Council will provide comments and advice on the applicant’s plans but will not ‘approve’ them in a formal sense as the responsibility for managing health and safety will be that of the applicant.

4.4 For larger events, attracting a significant crowd, an Event Management Plan may also be required.

INSURANCE

- 4.5 The requirement for public liability insurance will be assessed on a case-by-case basis, which may involve seeking the advice from the Council's insurers. Where it is determined insurance is required then minimum cover of £5m should be in place and adequate proof provided, although some events may require a higher indemnity limit.

ACCREDITATION

- 4.6 The Council will determine whether the proposed event or activity requires the organiser to be a member of a relevant professional association or similar to ensure standards or matters of safety are adhered to.

TYPE OF ACTIVITY

- 4.7 The Council will determine whether the proposed event is in keeping with the specific area of open space on which it is to be held. This will include an assessment of the following:
- 4.7.1 The purpose of the event. Is it in any way controversial or not in keeping with the Council's Strategy?
 - 4.7.2 The number of people attending. Can the area of open space cope with the proposed number of people whereby irreparable damage will not be caused?
 - 4.7.3 Duration and/or frequency of the event. On what day(s) will the event take place and at what time(s)? Will the duration or frequency of the event have an adverse impact on the location or other users?
 - 4.7.4 Infrastructure support for the event. Is the organiser providing enough facilities to manage the event, for example toilets, bins, barriers, marshalling, lighting, power generation etc.
 - 4.7.5 Proposed equipment to be used. Is the type of equipment appropriate for the particular open space and event? Are there any safety issues which may arise as a result of its use? In certain circumstances documents will be needed to demonstrate the piece of equipment is safe to use, such as electrical testing certification or testing and tagging for inflatable play equipment (PIPA).

TRAFFIC MANAGEMENT

- 4.8 If the proposed event is likely to impact on the movement of traffic in the surrounding area, then details will be required detailing what the impact will be and what mitigation measures will be put in place by the organiser. This will include an assessment of the following:
- 4.8.1 Will any proposed road closures and diversion routes cause unacceptable traffic issues elsewhere in the vicinity? Application for any road closures would need to be made to Norfolk County Council as the Highway Authority.

- 4.8.2 Are traffic marshals required and, if so, have an adequate number been provided with appropriate experience? Has their health and safety been taking into consideration?
- 4.8.3 Are there adequate car parking arrangements in place for both visitors and organisers/volunteers?

IMPACT ON EXISTING USER/USE

4.9 If an application is received which would impact upon an existing event for which the Council has already granted permission, the Council will determine which should take precedence. In arriving at a decision, the following factors will be considered:

- 4.9.1 Is there a contractual or legal requirement which means a particular event has to occur?
- 4.9.2 Is there an existing contractual or legal requirement which means another similar event cannot take place? For example, where an existing agreement or permission has an exclusivity clause.
- 4.9.3 Is it more economically advantageous to the Council to cancel or offer an alternative location for an existing event to accommodate a new application, if contractual conditions allow?
- 4.9.4 Would the proposed event have a negative impact on an existing event or user for which the Council has already granted permission?
- 4.9.5 Would the proposed event have an unacceptable effect on members of the public using the open space?
- 4.9.6 Where events have already been given permission, can the Council agree with those organisers to change dates to allow concurrent uses, if deemed appropriate?

LOCATION

4.10 When assessing applications, the Council will have regard to the location of the proposed event and whether it is appropriate. This will include an assessment of the following:

- 4.10.1 Will the event cause an unreasonable nuisance or disturbance to adjacent sites or residents?

4.10.2 Is there sufficient space at the proposed location to support the event?

4.10.3 Is there a more appropriate location for the event?

4.10.4 Are there any existing restrictions or controls at the proposed location which would mean the event could not take place?

4.10.5 Is the proposed location not in keeping with the event and/or will have a negative impact on the location? Consideration will be made as to whether the site has any special designation (listed, ancient monument for example) or has any specific safety issues (water course/bodies for example)

5.0 CHARGING

ADMINISTRATION FEE

5.1 When inviting applications for events to take place on Council owned land, it is important to consider the Office time involved in assessing the applications. An administration fee will be charged based on particular criteria which is set out below for one-off events:

| Type of event | Maximum attendees (at once) | Administration fee |
|----------------------|-----------------------------|--------------------|
| Commercial | Less than 500 | £50 |
| | Between 500 and 1,499 | £300 |
| | More than 1,500 | £600 |
| Charity or community | Less than 500 | £25 |
| | Between 500 and 1,499 | £50 |
| | More than 1,500 | £100 |

5.2 Where events or activities require the production of bespoke legal agreements the Councils legal fees will be paid by the applicant.

CHARGES

5.3 In addition to the administration fee, the following charges will apply to one-off events taking place on Council owned land:

| Type of event | Maximum attendees (at once) | Charge |
|----------------------|--------------------------------|--------|
| Commercial | Less than 500 | £500 |
| | Between 500 and 1,499 | £1,000 |
| | More than 1500 | £1,500 |
| Charity or community | Less than 500 | £100 |
| | Between 500 and 1,499 | £100 |
| | More than 1,500 | £100 |

5.4 Additional charges may apply where events require use of Council equipment, car parks or buildings. These charges will be determined on a case-by-case basis.

5.5 The charges, or rent, for regular activities will be determined on a case-by-case basis and will be specified to the applicant. In arriving at a charge or rent the Council will take into account the following criteria:

- 5.5.1 The requirement for the Council to obtain best value. This assessment may result in the opportunity being tendered to provide other operators a chance to apply
- 5.5.2 The nature of the proposed activity, for example whether it is being run for commercial gain. The Council will assess the anticipated income/profit being generated and may seek comparable evidence from similar activities taking place in similar areas to arrive at a charge or rent
- 5.5.3 The frequency and duration of use. Activities which take place more frequently or for a longer duration will attract a higher charge than those taking place for short durations
- 5.5.4 The physical area on which the activity will take place. For example, the proposed location may result in additional income being generated

5.6 Charges for some areas may attract VAT.

6.0 PROCESS, CONSULTATION AND DECISION

6.1 ONE-OFF EVENTS

Applications to use an area of Council owned open space for a one-off event should be made to the Council Offices Applications should be submitted at least 2 months prior to the event.

It should be made clear to the applicant that additional permissions may be required from other Council (s) to hold the event, including (but not limited to):

- Planning permission
- Food safety
- Noise
- Drinks licence
- Temporary events licence

REGULAR ACTIVITIES

6.2 Applications to use an area of Council owned open space for a regular or re-occurring activity should be made to the Town Council.

DECISION

6.3 The applicant will be advised of the Council's decision to either permit the event or reject the application.

CANCELLATION

6.4 The Council reserves the right to amend or cancel an event in the event of particular circumstances which may include (but are not limited to):

The Council or other public body requiring urgent use of the space

The Council becoming aware of new information which may have affected its decision to approve the event

Direction from the Police or other public authority that the event should be cancelled

7.0 UNAUTHORISED EVENTS

7.1 Where the Council becomes aware of an event or activity taking place on Council owned land which has not been approved, the organisers will be told to shut down the event. Should any substantial damage be caused as a result of the unauthorised event the Council may seek damages from the event organisers.

7.2 If the organisers of an unauthorised event make any future applications for additional events, the Council will factor into their decision making the fact an unauthorised event took place.

8.0 APPROVAL AND REVIEW OF THIS POLICY

This policy shall be considered by Members The policy shall be formally reviewed with the charges being reviewed regularly.

Last reviewed:

July 2022

DRAFT

| Leisure Environment Enterprise & Tourism Budget 2022/23 | | | | |
|--|----------------------------|----------------|-------------------|--------------|
| Expenditure | | 2022/23 | 30/06/2022 | |
| Recreation & Open Space | | Budget | Actual | |
| | Salaries | 98526 | 17493 | |
| 6010 | Rates Browick | 1655 | 810 | |
| 6040 | Electricity Browick | 175 | 41 | |
| 6030 | Water Browick | 60 | 0 | |
| 6160 | Brighter Wymondham | 12000 | 5535 | |
| 6120 | Bellrope rent | 600 | 600 | |
| 6130 | Maintenance | 20000 | 4218 | |
| 6210 | Maint Ketts Park | 3500 | 0 | |
| 6140 | Equipment maint/repairs | 6000 | 4774 | |
| 6170 | SNC - Dog bins | 7150 | 0 | |
| | Sub total | | 149666 | 33471 |
| Contribution to Reserves | | | | |
| | Play Equipment/Safety | 5000 | 1250 | |
| | Ketts Park | 23000 | 5750 | |
| | Open Space | 3500 | 875 | |
| | Youth Support | 1500 | 375 | |
| | Sub total | | 33000 | 8250 |
| | Expenditure Total | | 182666 | 41721 |
| Income Income | | | | |
| | SNC Ketts Park lease | 10920 | | |
| 5120 | Kings Head Meadow | 5350 | 1784 | |
| | Income Total | | 16270 | 1784 |
| | Net cost to Council | | 166396 | 39937 |