



Preserving our Heritage. Protecting our Future.

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Minutes of the meeting of Trust's Development and Commerce Committee held on Monday 11th August 2025 held in Committee Room at Town Hall

Present: Gilian Birrell (Chair), Daniel Smith, Barry Darch, Chris Greenhill, Christine Wheeler, Peter Shannon, Krista Booker and Joe Athorn.

In Attendance: Paul Cunningham, Secretary

Apologies: None.

Absent: None.

Members of public: 1.

1 - To receive apologies for absence

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive declarations of pecuniary and non-pecuniary interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To approve the minutes of the Development & Commerce committee meeting held on Monday 7th July 2025

Motion to approve minutes proposed by Cllr Athorn.

Seconded by Cllr Greenhill.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Development and Commerce Committee meeting held on Monday 7th July.

What?	By Whom?	By When?
There are no actions for this item.		

4 - Matters arising from these minutes

Cllr Darch reported that the copy for the information board for The Avenue as now ready and Secretary confirmed that the board has been ordered.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To receive an update on the installation of posts on Marsh Trail

Secretary reported that the routing of the holes for the discs to be inserted in the posts should be completed by the end of August, ready for installation in the first week of September.

What?	By Whom?	By When?
There are no actions for this item.		

6 - To receive an update on arrangements for the management of the Quay car park from August 21st

Councillors received the report from Secretary. They noted that Hozah, the new car park provider, are suggesting that the pay machine be located adjacent to the cameras, on the east side of the roadway.

Cllr Greenhill proposed that Hozah be asked to place the kiosk at the same location as the current machine.

Seconded by Cllr Smith.

Councillors voted in favour and it was therefore

RESOLVED To ask Hozah to place the kiosk at the same location as the current machine.

Councillors also noted the need for additional signage across the car park and they authorised Secretary to procure such signage as needed.

What?	By Whom?	By When?
There are no actions for this item.		

7 - To receive an update on various projects to improve parking off Common Lane

Councillors received the report from Secretary.

They noted the overspend on the works on Alan Hutchinson Way. Cllr Birrell proposed that the overspend be covered from the town council's Neighbourhood CIL funds.

Seconded by Cllr Smith.

Councillors voted in favour and it was therefore
RECOMMENDED TO FULL TRUST to fund the overspend on this project from Neighbourhood CIL funds.

Councillors noted that the gate at the end of the new path to the Scout & Guide Hut has left the site insecure and that it needs to be replaced. Secretary confirmed that he will contact the contractor to arrange this.

Councillors noted the shortfall on the works needed to move the Scouts & Guides to the former orchard site. Cllr Birrell proposed that the overspend be covered from the town council's Neighbourhood CIL funds.

Seconded by Cllr Smith.

Councillors voted in favour and it was therefore
RECOMMENDED TO FULL TRUST To cover the shortfall on the works needed to move the Scouts & Guides to the former orchard site from the town council's Neighbourhood CIL funds.

What?	By Whom?	By When?
There are no actions for this item.		

8 - To draw up a list of requirements for a potential Quay Visitor Centre

Councillors agreed to defer this item to the October and November meetings.

What?	By Whom?	By When?
There are no actions for this item.		