

MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE PARK
ON 20 NOVEMBER 2012

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. D. Airs, Cllr. T. Bartlett, Cllr. K. Royall,
Cllr. M Saunders, Cllr. G. Smith.

Mrs J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)
9 members of the public

1. **MINUTES OF THE MEETINGS HELD ON 28 AUGUST & 13 SEPTEMBER 2012**

The minutes of the meetings held on 28 August 2012 & 13 September 2012 which were **APPROVED** by full council on 01 October 2012, were signed by the Committee Chairman.

2. **DECLARATIONS OF INTEREST**

Cllr. Bartlett declared an interest in respect of his membership of Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **PUBLIC PARTICIPATION**

It was **AGREED** to close the meeting to allow members of the public to address council.

Street Light, 10 Cliff Drive – Several members of the public raised objections to the proposed removal of the street light outside 10 Cliff Drive. They advised that this is the darkest part of Cliff Drive with the tall trees and housing blocking any moonlight. It was stressed that the removal of the light will have an impact on the safety of dog walkers, workers and elderly residents. Concern was raised that letters were only sent to residents of the adjacent properties. It was noted that the plot owner was asked by NNDC to bring the new building forward and that the proposal was to move the light by 4 feet. However there were objections to this and thus a decision was made to remove the light completely. The costs were to be paid by the owner of the plot. Refer item 5.

The meeting reopened.

It was **AGREED** to move forward the agenda item in respect of the street light at 10 Cliff Drive.

5. STREET LIGHTING

5.1 Street Light at 10 Cliff Drive

The Clerk read letters and emails from residents objecting to the removal of the street light. The Chairman recapped on the history of this issue. It was **AGREED** to suspend standing orders to rescind the decision to remove the light. Members consulted with the property owner to ask whether he would be prepared to meet the cost of relocating the light to the opposite side of the road. The property owner agreed to this subject to the costs not being too prohibitive. It was **AGREED** to stop the order to remove the light, obtain a quotation for relocating the light and to discuss this further at the Town Council meeting on 10 December 2012.

The members of the public left the meeting.

6. CEMETERY (No 2 Site)

- 6.1 Memorial Inspection and Laid Memorials – The Clerk and Deputy Clerk stressed that a faculty is needed before any work can be carried out in the consecrated area and that they could not support any proposal to carry out work without first investigating the need for a faculty. Following discussion, it was **AGREED** to instruct the Clerk to write a business plan detailing all the available options with costs and timescales.
- 6.2 Garden of Remembrance – The Deputy Clerk advised that she had consulted the DAC who advise that a faculty is needed to remove or repair the wall. It was **AGREED** to obtain a quotation for the repair or removal of the wall including the costs of a faculty and any advertising fees. It was noted that the area of ground cannot be used for any other purpose.
- 6.3 Section Y & Driveway – The Deputy Clerk advised that following investigation it appears that part of the unused area of Section Y is suitable for use as single depth graves. This area had not been used in the past due to drainage issues. It was **AGREED** to use this area for single depth burials and also use the area at the rear of sections V, W, X & Y which had been originally designated as a future driveway.
- 6.4 Administration – It was **AGREED** to invite Alan Fairchild to a special meeting to explain the need to consider making the purchase of exclusive rights mandatory. Following this, members will consider reviewing burial permits and licences for memorials. The fee structure will also need to be reviewed if this progresses.
- 6.5 Rental of Field – It was **AGREED** to move this item to be discussed under exclusion (refer item 13).
- 6.6 Cemetery Lodge – The Clerk advised that she had met with Jim Bond and Giles Margaron to discuss the planning application. Members asked that Jim & Giles be thanked for their help. It was noted that the handyman will occasionally cut the grass at the lodge.
- 6.7 Wooden Cross – The Clerk read a letter requesting permission to erect a wooden cross on a grave. Members considered the request and approved the design of the cross but asked the Deputy Clerk to point out that should the cross become unstable Cromer Town Council reserve the right to remove it. It was also noted that under the terms of the cemetery rules and regulations, any persons undertaking work in the cemetery needs to submit details of their Health & Safety Policy and evidence of a minimum of £5m

public liability insurance. All memorials need to be fixed in place in line with the current guidelines from NAMM. For these reasons members asked that the applicant employs a memorial mason to erect the cross.

It was **AGREED** to consider two urgent items of business:

- 6.8 Baby Burial – The Deputy Clerk advised that whilst no fee is charged for burials of babies, as the Chapel and heating will be used for a forthcoming service will a fee be charged? It was **AGREED** to charge for the use of the chapel and any fees charges by the grave digger but no other fees will be charged.
- 6.9 Re-fixing of laid Memorial – The Deputy Clerk advised that a person who is not the owner of a memorial has applied for permission to have it re-fixed but does not want to take on the responsibility of the memorial. It was **AGREED** to obtain the necessary permissions in writing as per the guidance of Alan Fairchild. The implications were noted.

7. **CEMETERY (No 1 site)**

- 7.1 Cemetery Chapel – The Clerk advised that she is to meet with Rosie Glasgow to discuss other funding streams. Nothing has been heard in respect of the recent FLAG application.

8. **GARDEN ALLOTMENT SITE**

- 8.1 Poly Tunnel – It was **AGREED** to approve a request to erect a poly tunnel.
- 8.2 Allotment Land – The Clerk stressed the need to continue to look for land for allotments as the current site will be needed in the future for burials. It was **AGREED** to instruct the Clerk to contact Steve Downes at North Norfolk News to ask if an article could be printed in the North Norfolk News asking landowners to come forward.

9. **BUS SHELTERS, BENCHES & BINS**

- 9.1 Inspection Reports – The Deputy Clerk advised that most of the inspection sheets had been returned. It was **AGREED** to circulate the completed inspection lists for consideration at the special meeting.
- 9.2 Grit Bins – It was noted that a request for a grit bin had been received. It was **AGREED** to circulate the waiting list for consideration at the special meeting.
- 9.3 Memorial Tree / Bench – The Clerk read a letter asking for a memorial in Cliff Avenue. It was noted that it had previously been agreed that memorial trees and benches could only be placed at the Cemetery.
- 9.4 Former T.I.C. at Bus Station – It was noted that NCC have secured funding for the demolition of the building. It was further noted that the planters will not be removed.

10. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)

- 10.1 NNDC 'Send us a postcard' scheme – It was **AGREED** to obtain a supply of the postcards.
- 10.2 Evening Parking Fees – The Clerk read a letter from a visitor to the town objecting to the introduction of evening parking fees. It was noted that the letter had been forwarded to NNDC. It was **AGREED** that better signage is needed at the entrances to the car parks clearly indicating that there are evening car parking fees. It was **AGREED** to raise this with Keith Johnson and Sheila Oxtoby when they attend the next Town Council meeting.

- 10.2 Alarm System – The Clerk advised that the power supply for the changes to the alarm system are not sufficient. Therefore a revised quotation of £990 has been received. It was **AGREED** to accept the quotation.
- 10.4 First Aid Course – It was **AGREED** to ask St John Ambulance to arrange a first aid course at North Lodge.

- 11. **DATE OF THE NEXT MEETING** – 12 February 2013 and special meeting (TBA)

- 12. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**
It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

- 13. **Rental of Field** – The Clerk advised that a valuation of the land is needed to be kept on file for future reference. Two quotations for providing a valuation were considered. It was **AGREED** to appoint Tony Hird to value the land. Quotations were also considered in respect of the appointment of an agent to draw up the heads of terms for lease of the rental of the field. It was **AGREED** to appoint John Walker.

- 14. **Waterbutts** – It was **AGREED** to not proceed with this project as in the long term an alternative site will have to be found for the allotments.

- 15. **Oaktree** – It was **AGREED** to approve a quotation of £350 for urgent works to a tree in the garden of the Cemetery Lodge.

- 15. **Churchyard Flagpole** – It was **AGREED** in the budget to remove the flagpole. The PCC have agreed to this but there may be a need for a faculty. The Clerk was asked to clarify if a faculty is needed and to obtain further quotations for the removal of the flagpole.

- 16. **Timer Thermostat at Chapel** – It was **AGREED** to accept a quotation of £115 to install a timer thermostat at the Chapel. This is subject to the security of the timer.

- 17. **Hand Driers at North Lodge** – The Clerk advised that she had obtained the running costs of the hand drier. It was **AGREED** to accept the quotation to supply and install a Newlec drier (cost of drier £291, installation £180).

There being no further business, the Chairman closed the meeting at 9.00pm

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Signed

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Dated