

MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE PARK
ON 12 FEBRUARY 2013

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. D. Airs, Cllr. T. Bartlett, Cllr. P. Harris, Cllr. K. Royall,

Mrs J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)
Project Manager G Margarson

1. **MINUTES OF THE MEETINGS HELD ON 20 NOVEMBER 2012, 06 DECEMBER 2012 & 21 JANUARY 2013**

The minutes of the meetings held on 20 November 2012, 06 December 2012 and 21 January 2013 which were **APPROVED** by full council on 28 January 2013 were signed by the Chairman of the committee.

2. **DECLARATIONS OF INTEREST**

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

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllrs. Cox, Saunders & Smith.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY (No 2 Site)**

- 5.1 **Exclusive Rights of Burial** – It was **AGREED** that with effect from 01 April 2013, the purchase of Exclusive Rights of Burial would be mandatory for all interments and the erection/placing of memorials.
- 5.2 **Permits, Licenses and Fees** – The Deputy Clerk advised that she was still working on the revised forms. Following discussion, it was **AGREED** that the Clerk, Deputy Clerk and Cllr. Harris would meet to review the cemetery fees for 2013/14 and bring this back to the next meeting for consideration.
- 5.3 **Cemetery Lodge** – Members received an update from Giles Margarson who advised that he had been working with Cllr. Bond on a plan for the Cemetery Lodge. It was noted that to have a chance of obtaining planning permission, any proposed development would have to meet code 6 (ie. be carbon neutral). It was **AGREED** to ask Mr Margarson & Cllr. Bond to investigate the costs of proceeding with a planning application for building on the plot of land and to bring this back to the committee for further consideration.

Mr Margarson left the meeting

- 5.4 Cemetery Driveway – The Clerk advised that a parishioner had voiced concern in respect of potholes and lack of gritting. It was noted that the proposal for the crematorium will include improvements to the driveway. Gritting of the driveway will need to be look into in the future.
- 5.5 Bins – A request for large industrial bins had been received. Concern was raised that large bins may encourage the dumping of other household rubbish and therefore **AGREED** to stick with the domestic sized bins.
- 5.6 Re-fixing of Memorial – Members considered a further letter in respect of the re-fixing of a memorial by a person who was not the owner. The lady concerned is happy to pay for the re-fixing but does not want to take liability for the memorial. The owners cannot be traced. It was **AGREED** to not grant permission unless the lady takes on the liability or the owner can be traced to give consent.
- 5.7 Other Cemetery Matters (for information only)
- Re-use of graves – The Deputy Clerk advised that Earham Cemetery are conducting a project to identify unused graves and common graves which still have space for further burials. This is being carried out in conjunction with their memorial inspection.
 - Molehills – It was noted that thanks have been received from a member of the public in respect of the leveling of the molehills. The Deputy Clerk advised that the affected graves need to be monitored to ensure that the grass recovers.
 - Cemetery Chapel Heating – The Deputy Clerk advised that the background heating is not sufficient to heat the Chapel for funerals or other events. It was **AGREED** to get advice from Giles Margaron and an electrical contractor in respect of the costs involved for the installation and running of a more suitable heating system. Cllr. Airs advised that the Church may have some spare heaters from the Parish Hall which are no longer required.
6. **CEMETERY (No 1 site)**
- 6.1 Cemetery Chapel – This project is being progressed via the Promotions & Development Committee.
7. **GARDEN ALLOTMENT SITE**
- 7.1 Allotment Land – It was noted that there is an area of arable land for sale in Roughton. It was **AGREED** to instruct the Clerk to look into this and prepare a business plan. It was noted that Cllr. Saunders had asked for an item in respect of allotments to be placed on the agenda. This will be carried forward to the next meeting.
- 7.2 Other Allotment matters – There were no other allotment matters.
8. **STREET LIGHTING**
- 8.1 10 Cliff Drive – The Clerk advised that the developer did not wish to fund the costs of relocating the street light thus it will remain in situ.

- 8.2 Howards Hill Close – It was noted that a request had been received for a new street light in the alleyway near Howards Hill Close. Concern was raised that this might set a precedent and also that there is no money in the budget for new street lights. It was **AGREED** that the provision of street lights needs to be reviewed and that funding is included in future budgets if necessary.
9. **BUS SHELTERS, BENCHES & BINS**
- 9.1 Grit Bins – The replacement grit bin for Compit Hills has been delivered and is awaiting installation. It was **AGREED** to mark all CTC owned grit bins using permanent marker pens. It was suggested that all grit bins also display the contact details for NCC Highways so that members of the public can ask for the grit to be topped up as and when necessary. A request for a bin at the top of The Loke was added to the waiting list.
- 9.2 Benches – It was noted that the Clerk is still working on the tender document for the works required to the benches.
10. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)
- 10.1 St George's Day Concert – The Clerk advised that Cromer Town Council is due to host the St George's Day concert this year but as it is the same week as the Annual Town Meeting and the Community Open Day, the officers do not have the time to arrange it. This will be considered at the next meeting of the Joint Publicity Committee.
11. **DATE OF THE NEXT MEETING** – 07 May 2013
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. **War Memorial** – The Clerk presented a quotation for remedial works to the War Memorial. Members felt that further restoration works are also needed in preparation for 2018. It was **AGREED** to ask Full Council for permission to take £1,000 from reserves for this project. The Deputy Clerk advised that there are grants available from the War Memorials Trust but that there is a lengthy wait due to the number of grant applications being made.
14. **Sign Boards** – The Clerk presented two quotations. It was **AGREED** to accept the quotation from Structure Flex.
15. **Churchyard Flagpole** – The Clerk presented quotations for the removal or restoration of the flagpole. It was **AGREED** to consult the public before making the decision to either repair or remove the pole and to consider this again at the May meeting.

15. **Rental of Field** – The project to lease the field is progressing. It was noted that any questions received from members of the public should be passed to Adrian Britton at Westerleigh. A planning application is to be submitted and public consultation arranged. It was **AGREED** that Cllrs. Pritchard, Adams and Bartlett would be on the working group to meet with the manufacturer of the cremator and to attend a meeting with the planners.

There being no further business, the Chairman closed the meeting at 9.05pm

.....
Signed

.....
Dated