

MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE PARK
ON 28 MARCH 2013

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams (from item 5.6), Cllr. D. Airs, Cllr. T. Bartlett, Cllr Harris (from item 5.5)
Cllr. G. Smith.
Cllr. H. Cox was in attendance

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

1. **MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2013**

The minutes of the meetings held on 12 February 2013 which were **APPROVED** by full council on 11 March 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. Bond, Hayman & Plewman due to illness and from Cllr. Saunders due to work commitments. Cllr. Adams would be late arriving at the meeting.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

5.1 Rules & Regulations – It was **AGREED** to approve the updates (refer attached).

5.2 Cemetery Fees – It was **AGREED** to set a fee for exhumation.

5.3 Cemetery Leaflet – It was **AGREED** to approve the revised leaflet (refer attached).

5.4 Cemetery Lodge – Members received and read notes from Mr Margarson (refer attached). Following discussion it was stressed that Cromer Town Council has a duty to maximise its assets and therefore **AGREED** to instruct the project managers to prepare and submit a planning application as per the notes provided.

Cllr Harris arrived at the meeting.

5.5 Cemetery Chapel – Members received and read notes from Mr Margarson (refer attached). It was **AGREED** to instruct the Clerk to obtain quotations and then consider whether to proceed to upgrade the heating.

*Mr Margaron left the meeting.
Cllr Adams arrived*

- 5.6 Other Cemetery Matters (for information only) – An email from a resident was read and the comments noted.
6. **CEMETERY (No 1 site)**
 - 6.1 Dogs – It was noted that dogs are being exercised in the Old Cemetery.
7. **GARDEN ALLOTMENT SITE**
 - 7.1 Allotment Land – It was noted that the Clerk and several members had visited the land which is up for sale and advice sought. The Clerk advised that planning permission is not required for use as allotment land or a community orchard. However, permission will be needed for vehicular access and hard-standing. Highways have advised that permission may be given if the access is from Roughton Road but this would be subject to certain conditions being met. It was **AGREED** to instruct the Clerk to contact the estate agent to make an offer up to the asking price.
 - 7.2 Other Allotment matters – There were no other allotment matters.
8. **STREET LIGHTING**
 - 8.1 Provision of Street Lighting – It was noted that the Deputy Clerk had mapped all the street lighting columns. It was **AGREED** that members of the committee would be allocated an area of the town to inspect.
9. **BUS SHELTERS, BENCHES & BINS**
 - 9.1 Grit Bins – The replacement grit bin has been installed. It was **AGREED** that Cllrs. Pritchard and Bartlett would mark all the bins with the Town Council details.
10. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)
 - 10.1 Letter from resident – The Clerk read a letter from a resident in respect of the proposed Crematorium. It was **AGREED** to note the letter and advise the resident to raise her concerns at the public consultation event and via planning.
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** – It was noted that due to the works being more involved than originally thought, the quotation has taken longer to prepare and is still awaited.
14. **Street Furniture** – Tenders for maintenance works to the benches and bus shelters were opened and considered. It was **AGREED** to accept the tender from Chris Woodyard. It was further **AGREED** to investigate the costs of

replacing the rotten wooden fascia boards and missing bricks. It was stressed that the replacement fascia boards should be wooden.

15. **Churchyard Flagpole** – Two objections were received from members of the public in respect of the proposal to remove the flagpole. It was suggested that an appeal is launched to raise funds for the repair of the flagpole. It was **AGREED** to further discuss this at the May meeting.
16. **Rental of Field** – It was noted that negotiations are on-going.
17. **Memorials** – Members were in receipt of a business plan. It was **AGREED** to include a sum in the budget over the next few years and work on the repair of the memorials in blocks. It was noted that a charge for the works can be placed on the grave which will have to be paid before any further interments or memorial works can take place.

There being no further business, the Chairman closed the meeting at 8.42pm

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Signed

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Dated