

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 24 SEPT 2013**

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams Cllr. D. Airs, Cllr. T. Bartlett, Cllr. Y. Nolan

Mrs J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 23 JULY 2013**

The minutes of the meeting held on 23 July 2013, which were **APPROVED** by full council on 29 July 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 relating to Cemetery Chapel, War Memorial and Crematorium and also in respect of his membership of COAST in respect of flag flying.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were considered and accepted from Cllr. Harris (work), Cllr. Frosdick (holiday), Cllr. Nash (holiday), Cllr. Plewman (illness) and Cllr. Saunders (work).

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **COMMITTEE BUDGET 2014/15**

Members were in receipt of the draft budget. It was **AGREED** to accept the draft budget with no amendments to the figures.

It was **AGREED** that the church floodlighting should be turned off at 10pm. It was **AGREED** that the purchase of flags should be progressed through the Promotions & Development Committee. It was **AGREED** that the cost of CCTV needs to be considered by either Strategy & Finance Committee or full council.

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

6.1 Cemetery Lodge – It was noted that a potential purchaser has come forward with a possible offer to buy the lodge and garden. It was **AGREED** to defer the discussion of the business plan for the rental of the lodge for 3 months whilst the offer is considered.

6.2 Boundary survey – The Clerk advised that the boundary is to be marked out this week.

- 6.3 Surplus roof tiles – It was **AGREED** to sell the surplus roof tiles via ebay. The Chairman will arrange this, subject to the permission of full council. Local builders will also be contacted.
- 6.4 Unauthorised Items on Graves – It was noted that following the recent criticism, the cemetery is now back in very good order and compliments have been received from members of the public. However, there are still unauthorised items on some graves which are making it difficult for the contractor to cut the lawned areas. Following discussion, it was **AGREED** to recommend to full council that a sensitive press release is issued drawing attention to the rules and regulations in respect of unauthorised items on graves. A period of 3 months will be allowed for people to remove the unauthorised items after which a small notice will be attached to the item asking that it is removed within 1 month. If the item still remains in place it will be labelled, boxed up and kept securely for 8 months to allow for the owner to collect it. Wherever possible, the family concerned will be contacted directly and asked to remove the items. Advisory notices will also be erected at the cemetery.
- 6.5 Release of land for graves
It was **AGREED** to release for burials the land formally set aside for a west drive. The Deputy Clerk advised that she had met with the grave digger who advises that this will allow for an extra row of burials along the length of the Church of England consecrated area.
- 6.6 Other Cemetery Matters (for information only) – There were no other matters to report.
7. **CEMETERY (No 1 site)**
- 7.1 Signage
Following a recent issue concerning litter being left at the cemetery and concern from members of the public in respect of maintenance, it was **AGREED** to erect a sign advising that the cemetery is maintained as a wildlife area under the guidance of Norfolk Wildlife Trust and that no litter should be left there. A maximum budget of £75 was set. It was noted that the Deputy Clerk had litter-picked the worst area and **AGREED** that members should carry out a full litter pick once the grass has been cut. Litter pickers and hoops will be borrowed from NNDC. Cllr. Adams advised that the contractor has invited members to meet with him there next spring to see the variety of plants on the site.
8. **GARDEN ALLOTMENT SITE**
Refer item 17.
9. **STREET LIGHTING**
- 9.1 Shipden Avenue
A complaint has been received from a resident saying that the new lights are far too bright and she has to use her blackout blind. However, the

contractors have advised that other residents have commented on how good they are. It was **AGREED** that all members be asked to visit and bring their feedback back to full council.

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

There were no matters to report.

11. **FLAGPOLES**

11.1. Old Flagpole

It was **AGREED** to instruct the Clerk to contact the family of the late Cllr. Vera Woodcock MBE to ask for their approval for the wood from the old flagpole (and former mast from The Sepoy) to be used to make a tribute to be installed in the garden at North Lodge. It was suggested that a poppy design be considered as it was widely known that Vera loved poppies.

11.2 Flag Flying

It was **AGREED** to approve a request from COAST to fly their flag at North Lodge from 25 October 2013 to 02 November 2013.

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

12.1 Requests for dog bins – A reply from NNDC was read out and the contents noted.

12.2 Other Correspondence (for information only)
There were no other matters to report.

13. **DATE OF THE NEXT MEETING** – Rearranged to take place on 03 Dec 2013.

14. **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, the public and press be excluded from the meeting.

15. **WAR MEMORIAL**

An update was provided and approximate figures were given for the repair/renovation of the existing memorial and for full replacement with granite. There are a lot of issues to be considered before any decision is made and consultations need to be carried out and permissions obtained. It was **AGREED** that this needs to be progressed by the working group. The Chairman, Clerk and Deputy Clerk will meet to discuss the arrangements for setting up the working group.

16. **CHURCHYARD FLAGPOLE**

It was noted that the funds have been received and the repairs should be carried out within the next 3 weeks.

17. **CREMATORIUM & ALLOTMENT LAND**

The Clerk advised that negotiations are on-going.

18. **CEMETERY CHAPEL**

The Clerk advised that despite advertising the tender for the heating, only one quotation has been received. It was **AGREED** to accept the quotation of £2282 from Cromer Electrical.

19. **NORTH LODGE**

Members considered three tenders for the works to replace the windows in the Town Council offices and the Council Chamber with double glazed units. It was **AGREED** to accept the quotation of £10,320. It was noted that the existing wooden frames will be used wherever possible and that the work will be carried out on site. The Clerk will liaise with Andy Boyce (CPS) and Phil Godwin (NNDC Conservation Officer).

There being no further business, the Chairman closed the meeting at 8.48pm.

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Signed

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Dated