

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 28 JANUARY 2014**

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. D. Airs, Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. M. Saunders,
Ms. J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 03 DECEMBER 2013**

The minutes of the meeting held on 03 December 2013, which were **APPROVED** by full council on 20 January 2014, 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 considered and accepted from Cllr. Harris (work commitments) and Cllr. Nolan (sickness).

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

5.1 Cemetery Lodge

It was noted that it is hoped that the planning application will be submitted and a decision known within the next six months. In view of this, the Clerk asked members whether they wished to proceed with the works to refurbish the lodge and then rent it out on a short term lease. It was **AGREED** to await the results of the planning application before anything else is done.

5.2 Boundary survey

The Clerk advised that Mr. Oliver has forwarded a quotation for the erection of a fence on the boundary of the cemetery and proposed Woodland Burial site. Mr. Oliver advised that he already has some materials and is prepared to go halves on the cost with Cromer Town Council. It was **AGREED** to instruct the Clerk to obtain two more quotations before any decision is made.

5.3 Surplus roof tiles

Cllr. Pritchard is to liaise with the contractor to access the garage where the tiles are stored.

5.4 Unauthorised Items on Graves

The Town Clerk asked that it be minuted that over the last two weeks the Deputy Clerk had undertaken numerous difficult telephone conversations with the families concerned. She advised that the Deputy Clerk had at all times remained calm, polite and sensitive to the concerns of the bereaved. The Deputy Clerk reported on several issues which had arisen during the conversations with families which required clarification. The following were discussed:

Fencing on graves

It was **AGREED** to recommend to Full Council that the rules and regulations be amended to reflect that in order to protect floral tributes from rabbits, small fences may be erected on the condition that they fit snugly around the plinth of the headstone/memorial and do not interfere with the grass cutting. Small fences/edging will be permitted around the edge of graves in the baby grave section but must not extend beyond the individual grave area. No other fencing/edging will be permitted in the cemetery.

Breakable items

The Clerk advised that there had been an injury due to broken glass in the cemetery. In the interests of health and safety it was **AGREED** to recommend to Full Council that the rules and regulations be amended to allow no breakable items in the cemetery and that the Town Council reserve the right to remove any items which in their opinion present a health and safety risk.

Tributes on graves with no headstone/memorial

It was appreciated that not every grave has a headstone and that the rules and regulations specify that there should be no tributes on the lawn area except for one month following internment. It was therefore **AGREED** to recommend to Full Council that if there is no headstone/memorial on a grave, tributes must be restricted to an area at the head of the grave in line with other memorials and not exceeding an area covering 2'6" x 1'.

Garden of Remembrance

It was noted that whilst the current rules and regulations stipulate that no tributes other than plaques are permitted in the Garden of Remembrance, there are 5 memorial vases which have been in place for many years. It was **AGREED** to recommend to Full Council that the rules and regulations are amended to allow for existing memorial vases to remain in the Garden of Remembrance but no other tributes or new vases will be permitted. It was further **AGREED** to look into a new planting scheme for the Garden of Remembrance.

In respect from a request from one family, it was **AGREED** that their memorial vase and plaques could remain in place but that all other trinkets be removed. The family concerned will be invited to be involved in the selection of planting for that area of the Garden of Remembrance provided the proposed scheme progresses.

The amendments to the Rules and Regulations will be drafted and the press release amended according to the decisions listed above.

In respect of a complaint that flowers had been removed from one plot and placed on another, it was felt that there was very little that the Town Council could do as there was no evidence as to who had moved the flowers. It was suggested that maybe the complainant should contact the police.

5.5 Molehills

The Deputy Clerk advised that she was in receipt of several complaints in respect of the molehills and voiced her concern that a mole run could collapse. Following discussion, it was agreed to continue to flatten the molehills and monitor the situation. It was suggested that once the cutting season begins and any building works for the proposed crematorium works commence, the vibrations should deter the moles.

5.6 Other Cemetery Matters (for information only)

There were no other matters to report.

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

6.1 Cemetery Chapel

The Clerk advised that Mr. Margaron is drafting a specification for the works required. During a recent site visit, it was noted that Mr. Margaron is not unduly worried about the crack in the wall of the chapel and is more concerned in respect of the corner wall. It was **AGREED** to take no action in respect of the crack in the wall until a decision is made about the future of the chapel.

7. **GARDEN ALLOTMENT SITE**

Refer item 14.

8. **STREET LIGHTING**

8.1 Timers on Street Lights

It was noted that the Promotions & Development Committee are considering whether to hold a presentation at the Annual Town Meeting in respect of the installation of timers on street lights and switching off the lights at night.

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

9.1 Bus Shelters

It was noted that the purchase of a bus shelter for the bus station is to be discussed at the next meeting of the Planning Environment and Transportation Committee.

9.2 Benches

The Clerk voiced concern in respect of recent maintenance works to some of the benches. It was **AGREED** that members of the committee will inspect the benches and report back to Cromer Town Council. The Clerk was asked to check with the contractor as to the whereabouts of the Cliftonville bench.

9.3 Grit Bins

Concern was raised that a County Councillor has reported that NCC may discontinue the refilling of grit bins. It was **AGREED** to instruct the Clerk to issue a press release stating that the Works and General Purposes Committee are extremely concerned that there is a possibility that NCC may no longer fulfil their responsibility to maintain the highway by not filling grit bins.

10. **FLAGPOLES**

10.1. Old Flagpole

The Clerk provided an update in respect of quotations and circulated a drawing of a poppy design which was accepted subject to the approval of the daughter of the late Cllr. Woodcock.

10.2 Flag Flying

The Clerk advised that Freewheel are to install high level hooks to secure the ropes.

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

11.1 War Memorial

The Chairman and Clerk provided an update and advised that a concert to commemorate 100 years since the start of WWI is being arranged to take place in Cromer Parish Church on 04 August 2014. All proceeds will go towards the War Memorial Fund. Other fund raising events are to be arranged and a meeting of the working group is to be called in the near future. It was noted that Cromer Preservation Society are concerned that the listed status of the memorial could restrict what can be done. It was suggested that English Heritage are consulted as a matter of urgency.

11.2 Office Furniture

The Clerk advised that better and more suitable storage is required for the disabled ramps, large screen monitor and the rail of tablecloths used for weddings. A quotation has been received for the large screen monitor to be wall mounted in the Council Chamber. If alternative storage can be found for the ramps, the clothes rail could be stored in the boiler room. This will be passed to Promotions and Development Committee to progress.

11.3 Other Correspondence (for information only)

There were no other matters to report.

12. **DATE OF THE NEXT MEETING** – 7pm on 18 March 2014

13. **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.

14. **CREMATORIUM & ALLOTMENT LAND**

The Clerk provided an update in respect of potential land for the allotments but advised that Westerleigh will not take up the option of the lease until the site is clear, therefore the money from them will not be available until then. It was suggested that if the land is available, the funds currently available in the budget and the PWLB which has not yet been drawn are used to move the current allotments. Concern was raised that the Town Council could be committing itself to taking on new allotment land without the knowledge that the crematorium will definitely proceed. The Clerk advised that other allotment land will be needed in due course anyway.

There being no further business, the Chairman closed the meeting at 9.12pm.

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Signed

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Dated