

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 19 JANUARY 2016**

**PRESENT**

Committee Chair Cllr. D. Pritchard,  
Cllr. T. Adams, Cllr. J. Frostdick, Cllr. D. Russell

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

1. **MINUTES OF THE MEETING HELD ON 08 DECEMBER 2015**

The minutes of the meeting held on 08 December 2015, which were **APPROVED** by Full Council on 18 January 2015 were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were none.

3. **APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr. Bartlett (illness) and Cllr. Nolan (holiday).

4. **PUBLIC PARTICIPATION**

No members of the public wished to address the meeting.

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

5.1 Delegated Powers

It was noted that following the receipt of reports of cars doing circuits of the cemetery and Davey Hill, the decision was taken to close the side gate. The police have been made aware.

5.2 Chapel

A quotation is still awaited.

5.3 Memorial Inspection

This will be carried forward for consideration at the next meeting.

5.4 Cemetery Maintenance Inspection

It was noted that the December monthly inspection had taken place and inspection sheet completed. Two minor issues were noted.

5.5 Tree Inspection

It was noted that that two trees need urgent attention. The pine tree in Cemetery No 1 is in danger of falling and needs to be removed as soon as possible. It was agreed that a press release will be issued and the tree

officer at NNDC consulted before the works take place. The rest of the tree inspection report will be considered at the next meeting

5.6 Grave Digging Specification

The deadline for expressions of interest is 29 January 2016.

5.7 Other Cemetery Matters (for information only)

Several items were suggested for inclusion on the next agenda:

Date for Cemetery No 2 memorial inspection

Storage of items removed from graves

Disposal of unclaimed items

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Allotment Tenancies

The Clerk advised that she is continuing to reallocate the vacant plots.

7.2 Other allotment matters (for information only)

There were no other matters to report.

8. **STREET LIGHTING**

8.1 Street Lighting Business Plan

The Clerk advised that a meeting has been held with NNDC Conservation Officer Chris Young, Andy Boyce and Peter Stibbons to consider the style of lighting suitable for use in the town's heritage area. 22 columns were selected for consideration for heritage style replacements. The safety report is being emailed from TT Jones Electrical. It is hoped to work with NCC and NNDC for a joined up approach regarding any future street lights. It was **AGREED** to contact NCC to ask that they consult with the Town Council in respect of the replacement of any of their street lights.

8.2 Any other Street lighting matters (for information only)

Concern was raised that the timing of the Church Floodlights has been changed again. The Clerk will contact Cromer Electrical to discuss this further. It was requested that the broken wicker surrounds be removed as soon as possible and that the committee consider whether to replace them.

9. **STREET FURNITURE & ASSETS**

9.1 Grit Bins

It was **AGREED** to carry this item forward until the outcome of the NCC budget consultation is known. It was suggested that if NCC do stop filling grit bins, parishes could work together to purchase the grit in bulk.

10. **FLAGPOLES**

10.1 Repairs to Flagpoles

It was noted that one of the new halyards on the flagpole at North Lodge has snapped.

Work on the Churchyard flagpole is to commence.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

It was noted that the War Memorial Working Group are to meet on 27 January 2016 and will consider the submission of a grant funding application. Donations to date total almost £20,000.

12. **VERGES**

12.1 Maintenance of verges

The deadline for expressions of interest is 29 January 2016.

13. **CORRESPONDENCE**

13.1 Crematorium

Westerleigh are continuing negotiations with the AONB Action Group and have asked for a 5mph speed limit sign at the entrance to the cemetery and designated parking spaces for cemetery visitors. It was felt that the signage is unnecessary and that it is very rare to have more than 3 or 4 cars visiting the cemetery at any one time. It was **AGREED** to suggest that this be monitored and then go back to Westerleigh if required.

The Clerk advised that a meeting is to be arranged with members of the Policy and Resource Committee in order that Westerleigh can discuss the timetable for the construction of the crematorium. A special Town Council meeting will then be held in order that agreement can be given to commence building. It was noted that Westerleigh are getting ready to transfer the first tranche of funds.

13.2 Bus Stop Flags at Bus Station

It was noted that NCC wish to replace the information kiosk and display at the bus station with two solar powered electronic bus stop flags.

13.3 Replacement internal door at North Lodge

It was noted that the deadline for expressions of interest is 29 January 2016.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 23 February 2016

15. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

16. **MEMORIAL INSPECTION (CEMETERY NO 1 SITE)**  
One tender document was received and opened. It was **AGREED** to accept the tender from Abbey Memorials. It was **AGREED** that any unsafe memorials will be laid flat until they can be repaired.
  
17. **FIREPROOF CUPBOARD**  
It was **AGREED** in principle to progress the purchase of a Phoenix FS1903K subject to delivery costs and a weight loading check.
  
18. **NORTH LODGE FLAGPOLE**  
It was **AGREED** to accept a quotation for £355 to install a lockable box on the flagpole.
  
19. **DOUBLE GLAZING AT NORTH LODGE**  
One tender was received for the installation of double glazing on the first floor windows. It was **AGREED** to accept the quotation of £13,894.96 from Sash Window Preservation. It was noted that planning permission is required but that the two phases of work for the first floor and the remainder of the ground floor can be included on the same application.

There being no further business, the Committee Chair closed the meeting at 8.25pm

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Signed

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Dated