

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 14 JUNE 2016**

PRESENT

Committee Chair Cllr. D. Pritchard, Committee Vice-Chair Cllr. T. Bartlett,
Cllr. T. Adams, Cllr. J. Frosdick, Cllr. C. Robb, Cllr. D. Russell

Mrs. J. Warner MILCM (Deputy Town Clerk)

1. **ELECTION OF COMMITTEE VICE CHAIRMAN**

It was **AGREED** to elect Cllr. Bartlett as Vice-Chairman.

2. **MINUTES OF THE MEETING HELD ON 10 MAY 2016**

The minutes of the meeting held on 10 May 2016, which were **APPROVED** by Full Council on 23 May 2016 were signed by the Chair of the committee.

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

There were none.

4. **APOLOGIES FOR ABSENCE**

It was **AGREED** to accept apologies from Cllr. Nolan due to holiday. Apologies were noted from the Clerk due to illness.

5. **PUBLIC PARTICIPATION**

There was none.

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

6.1 **Delegated Powers**

There were none to report.

6.2 **Cemetery Maintenance Inspection**

It was noted that an inspection had been carried out since the last meeting and that all works are either complete or in hand.

6.3 **Unauthorised tributes on graves**

It was noted the date of 06 July 2016 has been set for the continuation of the inspection and removal of unauthorized items.

6.4 **Shrubs on graves**

It was noted that the contractor has commenced with the removal of shrubs on graves. The Deputy Clerk was asked to obtain an update.

6.5 Repair of memorials

It was noted that the works to reinstate laid memorials has commenced and the general ground is almost complete.

6.6 Any other matters (for information only)

There were no other matters to report.

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

7.1 Biodiversity Awards

It was noted that the nomination had been unsuccessful.

7.2 Other Cemetery Matters (for information only)

Tree works – It was noted that work had commenced on two trees identified in the professional inspection but due to concerns raised by a neighbouring resident work has been suspended until further advices have been received. It was stressed that the inspection had been carried out by professionals from Norfolk Wildlife Trust, guidance sought from the Tree Officer at NNDC and the trees inspected for any nesting birds before the work was started.

8. **GARDEN ALLOTMENT SITE**

The Deputy Clerk was asked to check that the laurel hedges are included in the hedge cutting schedule.

9. **STREET LIGHTING**

9.1 Replacement of Street Lighting

It was noted that the loan application has been submitted and acknowledged by the Public Works Loan Board. The Deputy Clerk was asked to obtain an update in respect of street light CWC1 outside No 1 restaurant which had been removed due to being in a dangerous condition.

9.2 Any other Street lighting matters (for information only)

Churchyard Floodlighting – The Deputy Clerk advised that the timers have been adjusted, missing screws are to be replaced and that washers removed from one light to provide a better grip to keep it in place. The Deputy Clerk was asked that this be put on the next agenda for further discussion and a quotation obtained for a photocell linked to a timer. Cllr. Russell offered to provide further advice if required.

10. **STREET FURNITURE & ASSETS**

10.1 Annual Inspection

Members were thanked for carrying out the inspections and were in receipt of the collated results which were discussed as follows:

Grit Bins – It was noted that there are funds in the budget to replace 3 grit bins. The results of the inspection were discussed and it was **AGREED** to take the following action:

1. Contact Highways to establish ownership of the 3 grit bins on Hillside.
2. Ask Highways for permission to relocate and replace the bin currently on private land outside the shop on Mill Road to the opposite side of the road at the junction with St Martin's Close. It is understood that it was originally that side of the road.
3. Replace the bin at Sandy Lane.
4. Subject to 1 above, replace the fibreglass bin outside 39 Hillside.

Bus Shelters

It was **AGREED** that the current cleaning is not sufficient and needs to be monitored more closely thus members will re-inspect the shelters prior to the next meeting.

It was **AGREED** that the shelter at the top of Mill Road is not fit for purpose and has been identified as a hotspot for anti-social behaviour. It was suggested that the shelter be removed but **AGREED** to consult with the public before any decision is made to remove/replace it. It was noted that if the shelter is replaced, it needs to be a more open design. The Deputy Clerk was instructed to consult with the public via social media, local press and posters on the noticeboards and in the shelter.

One quotation has been received for a deep clean of the shelters and another is awaited. This will be considered further at the next meeting.

Benches

Except for 5 of the old benches at the Cemetery, it was **AGREED** to carry out the necessary maintenance to the benches and address the problem with the trip hazard near the Norwich Road bench.

It was reported that the 5 old benches at the cemetery are in a very poor state of repair and need to have all of the slats replaced. It was suggested that they are either disposed of or maybe extensively refurbished and subject to permission from Highways, relocated to suitable places in the town. Cllr. Pritchard will circulate photos of the benches in order that a decision can be made at the next meeting.

10.2 Bench near Court Drive

It was noted that it has not been possible to establish ownership of this bench which has now fallen in to disrepair and needs to be removed. It was **AGREED** to instruct the Deputy Town Clerk to contact Environmental Services to ask them to remove it. It was further **AGREED** to consider at the next meeting whether to replace the bench with one of the refurbished benches from the cemetery (refer above).

11. FLAGPOLES

There were no matters to report.

12. **WAR MEMORIAL**

12.1 Grant Funding Applications

It was noted that the grant application has been submitted to the War Memorial Trust. The application will be considered at the end of June and we should be notified of their decision within 6 weeks.

The Deputy Town Clerk was thanked for the extreme amount of hard work which had gone in to the application.

12.2 War Memorial

Somme 100 – It was noted that arrangements are underway and that Cllr. Pritchard and the Deputy Town Clerk will be meeting with representatives from the Church and Royal British Legion later this week to finalise the arrangements.

It was noted that the War Memorial Working Group will be meeting this week.

13. **CORRESPONDENCE**

13.1 Crematorium

It was **AGREED** that the crematorium should be listed as a separate item on the agenda for future meetings.

Cllr. Pritchard provided an update and advised that he and the Clerk are attending regular meetings with the contractors. A site visit is to be arranged for members of the Town Council. It was noted that the mesh is to be replaced on the herring fencing.

13.2 Safe storage of documents

There was no progress to report. This will be carried forward to the next agenda.

13.4 Any other correspondence (for information only)

There were no other matters to report.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 26 July 2016

There being no further business, the Committee Chair closed the meeting at 9.00pm

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Signed

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Dated