

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 10 JANUARY 2017**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. C. Robb
Cllr. D. Roberts, Cllr. D. Russell

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

1. **MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2016**
The minutes of the meeting held on 15 November 2016 were signed by the Chair of the committee.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
There were no declarations of interest.
3. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.
4. **PUBLIC PARTICIPATION**
There was none.
5. **CHURCH FLOODLIGHTS**
It was noted that Cllr. Frosdick has been monitoring the timings of the floodlights and no problems found. It was **AGREED** to take no further action at present. The Clerk provided the details of the history of the floodlighting project which was completed in 2008. There have only been problems with water ingress etc. over the last year and spare parts are no longer available. The wiring is still OK. It was felt that eventually the lights should be replaced with LED. It was **AGREED** to instruct the Clerk to obtain guideline prices for replacement lights for inclusion in a future budget and to liaise with the Church and NNDC Conservation Officer. It was also suggested that the floodlights at North Lodge be considered for replacement as part of the project.
6. **CEMETERY (No 2 Site)**
 - 6.1 Delegated Powers
It was noted that the Clerk, in consultation with the Chairman, approved the wording for the new signage being installed by Westerleigh.
 - 6.2 Cemetery Maintenance Inspection
It was noted that inspection has taken place and all is in hand. It was reported that the Chairman, Vice Chairman and Clerk have met with a contractor to draw up a specification for the works require to bring the grass up to an acceptable standard.

6.3 Repair of memorials

It was noted that several families have reimbursed the Town Council for the cost of re-erecting their memorials. The project came in well under budget but the problem of reinstating the turf and infilling the sunken graves now needs to be addressed (refer 6.4 below).

6.4 Sunken Graves & reinstatement of grass

The Clerk advised that the specification is being prepared in consultation with Norse.

6.5 Chapel Tower

The Clerk advised that Mr. Margaron has prepared a specification for the works and that this will soon go out to tender.

6.6 Tree Works

It was noted that the tree has been inspected and was found to be safe.

6.7 Any other Cemetery No 2 matters (for information only)

The Chairman raised concern in respect of the newly laid turf at the edges of the driveway. It was **AGREED** that this will be inspected.

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

There were no matters to report.

8. **GARDEN ALLOTMENT SITE**

The Clerk advised that some plots are yet to be reallocated.

9. **STREET LIGHTING**

9.1 Replacement Street Lighting

Concern was raised that the two heritage style lights on Brunswick terrace had been replaced with steel columns. It was **AGREED** to instruct the Clerk to obtain the cost for replacing them with heritage style columns. It was **AGREED** to install a shield on the light at The Loke as it is currently illuminating the bedrooms of a nearby property. The Clerk and Cllr. Bartlett will be inspecting all the lights. It was noted that the damage which was caused to the paintwork during transit is to be resolved at the end of the project. It was **AGREED** to issue a press report once the project is complete.

9.2 Any other Street lighting matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Mill Road Bus Shelter

It was noted that the recommendation made at the previous meeting to demolish the shelter was not approved by full council and referred back to committee. Following discussion, it was **AGREED** to find out whether planning permission is required to demolish the shelter and to obtain costs for demolition and for repair.

It was **AGREED** to remind the handyman to report any instances of anti-social behaviour to the office so that details can be reported to the police.

10.2 Benches

It was noted that a further metal framed bench has been found at the cemetery. It was **AGREED** to sell this for scrap.

The Clerk advised that the contractor was having problems stripping back the hardwood benches and suggested that they be washed down, cleaned and re-stained. It was **AGREED** to accept the advices of the contractor. It was noted that the softwood benches have been successfully stripped and varnished.

The Deputy Clerk advised that she had received a request for a memorial bench to be installed on Overstrand Road to replace the one which was removed several years ago when works to the pavement were carried out. It was **AGREED** to decline the request under the terms of the Town Council's memorial bench policy.

10.3 Any other street furniture matters

There were no other matters to report.

11. **FLAGPOLES**

There were no matters to report.

12. **WAR MEMORIAL**

12.1 Grant Funding

There was no update. A meeting of the War Memorial Group will be called once we receive the outcome of the grant application.

12.2 War Memorial

It was noted that the War Memorial Group will be asked to consider whether to commemorate the 100th anniversary of Passchendale.

13. **CREMATORIUM**

There was no update in respect of the soil heap. It was noted that the Chairman, Clerk and Deputy Clerk will be visiting the Crematorium on 11 January and that a separate visit will be arranged for the rest of the Town Council. It was noted that Westerleigh are looking into the possibility of taking on the responsibility of gritting the driveway.

14. **CORRESPONDENCE**

There was no correspondence to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 14 February 2017

There being no further business, the meeting was closed at 8.45 pm.

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Signed

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Dated