

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 14 FEBRUARY 2017**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. Y. Nolan,
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 10 JANUARY 2017**
The minutes of the meeting held on 10 January 2017 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**
Apologies for absence were received and accepted from Cllr. Robb due to a long-standing commitment.
4. **PUBLIC PARTICIPATION**
There was none.
5. **CEMETERY (No 2 Site)**
 - 5.1 Delegated Powers
There were none to report.
 - 5.2 Cemetery Maintenance Inspection
It was noted that inspection has taken place and all is in hand.
 - 5.3 Unauthorised items on graves
It was **AGREED** to set a date for the next inspection for early March.
 - 5.4 Cemetery Driveway
Concern was raised that since the driveway has been resurfaced, vehicles are being driven at inappropriate speeds.
It was **AGREED** to erect signage reminding drivers of the 5mph speed limit and with the additional wording 'Please respect the cemetery'.
 - 5.5 Cemetery Maps
It was **AGREED** that Cllr. Bartlett and the Deputy Clerk would work together to update the cemetery map.

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

Cemetery Chapel – Thanks were given for the work done by Cllr. Harris on the business plan but concern was raised in respect of a possible grant funding offer.

It was **AGREED** that this matter is not progressed until full details are available to members and considered by Promotions and Development Committee on 21 March 2017.

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

Concern was raised at the current state of the allotment site.

It was **AGREED** to instruct the Clerk to obtain quotations for a programme of works and then bring the matter back to committee to consider.

It was **AGREED** to instruct the Clerk to contact James Wilson at NNDC to clarify whether the public space dog fouling orders will cover the cemetery and allotments.

8. **STREET LIGHTING**

8.1 Replacement Street Lighting

All of the streetlights are to be inspected. It was noted that the columns being replaced on Brunswick Terrace were never heritage lights but were standard columns dressed to look like heritage columns.

It was **AGREED** to instruct the contractor to dress the replacement columns in a similar style.

It was **AGREED** to instruct the Deputy Clerk to consider how best to re-number the columns and to bring this back to the next meeting for consideration.

8.2 Any other Street lighting matters (for information only)

There were no other matters to report.

9. **FLOODLIGHTING**

9.1 Churchyard Floodlighting

It was noted that Cromer Electrical are yet to meet with the rep. The Clerk will contact them for an update.

9.2 North Lodge Floodlights

It was **AGREED** to take no further action.

10. **STREET FURNITURE & ASSETS**

10.1 Mill Road Bus Shelter

Quotations were presented to members for works to demolish or repair or open up the sides of the shelter.

It was **AGREED** to accept the quotation to repair the shelter and remove the bench at a cost of £1795. £1500 is included in the budget.
It was **AGREED** to take the remaining £295 from reserves.

10.2 Benches

It was noted that a request has been received for a memorial bench to be sited in the cemetery.

It was **AGREED** that the Chairman, Clerk and Deputy Clerk will meet at the cemetery to agree a suitable location to suggest to the family concerned.

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

The Chairman provided an update in respect of the grant application made to the War Memorials Trust. Members were disappointed to learn that the WMT have advised that no grant will be available for the project if the engraving of additional names is included. The WMT are still considering whether to fund the replacement of the figures.

It was **AGREED** to recommend to full council that the grant application does not progress and that £20k of the money left in the earmarked reserves from the reinstatement of memorials at the cemetery be used towards the restoration of the War Memorial. This together with the funds raised to date will cover the bulk of the cost of the project. However, it was noted that the project was based on guideline quotations and thus the overall cost of the project could change.

It was **AGREED** to continue fundraising and appeal for donors to come forward.

It was **AGREED** to write to the War Memorials Trust expressing disappointment.

It was **AGREED** to call an urgent meeting of the War Memorial Working Group to update them of the situation and ask for their support in respect of the recommendation.

12.2 War Memorial

There were no other updates.

13. **CREMATORIUM**

13.1 Spoil Heap

The Clerk advised that Westerleigh will be tidying the spoil heap.

13.2 Driveway

It was noted that Westerleigh will be gritting the driveway when necessary.

14. **CORRESPONDENCE**

There was no correspondence to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 28 March 2017

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

17. **TO RECEIVE QUOTATIONS**

17.1 **Sunken Graves**

It was noted that £10k from the earmarked reserves to reinstate memorials is available for the infilling of sunken graves of which £5k will be transferred to reserves. The Clerk presented the three quotations received.

It was **AGREED** to accept the quotation of £1380 from experienced grave digger Roy Beck to infill and reseed the sunken graves.

It was **AGREED** to ask the other tenderers whether they would consider carrying out the removal of shrubs at the quoted cost.

It was **AGREED** to delegate responsibility to the Clerk to arrange for the shrubs to be cleared within a maximum budget of £500.

*It was **AGREED** to suspend Standing Orders to allow the meeting to continue past 9pm*

17.2 **Chapel Tower**

The Clerk presented the four quotations received for the works to the chapel tower.

It was **AGREED** to accept the quotation for £992.75 from Scott Massingham.

The Deputy Clerk left the meeting.

17.3 **Exterior Doors at North Lodge**

The Clerk presented two quotations for the painting of two exterior doors at North Lodge.

It was **AGREED** to accept the quotation of £75 from Paul Warner.

There being no further business, the meeting was closed at 9.05 pm.

.....

.....

W&GP Minutes
14 February 2017

Signed

Dated