

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 21 OCTOBER 2014**

**PRESENT**

Committee Chair Cllr. D. Pritchard,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. M. Saunders  
Ms. J. Chance (Town Clerk)  
Mrs. J. Warner (Deputy Town Clerk)  
Mr. Giles Margaron

1. **MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2014**

The minutes of the meeting held on 16 September 2014, which were **APPROVED** by full council on 20 October 2014, were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST**

Cllr. Bartlett declared an interest in any matters relating to Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Nolan due to illness. Committee members Cllrs. Frosdick and Yiasimi were absent.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

5.1 **Cemetery Lodge**

It was noted that the sale of the Lodge is in the hands of the solicitors.

5.2 **Surplus roof tiles**

It was **AGREED** to remove this item from the agenda and report back to committee once the tiles have been sold.

5.3 **Garden of Remembrance**

It was **AGREED** to set a maximum budget of £500 for the redesign and planting. It was **AGREED** to delegate authority to the officers to progress this.

5.4 **Unauthorised items on graves**

Members considered a request that a porcelain tribute remain on the grave but enclosed in a Perspex box. It was felt that if the rules are varied for this item then it could open the floodgates for more requests. Thus it was **AGREED** to abide by the rules and decline the request.

It was noted that there had been no further correspondence from Norman Lamb MP.

5.5 Maintenance Contract

It was **AGREED** that this will be a rolling contract to be reviewed again in 3 months.

5.6 Other Cemetery Matters (for information only)

It was noted that emergency action had been taken to clean out the gutters at the Chapel. It was **AGREED** that wire guards are placed on the down pipes and that the gutters and down pipes are cleaned on a six monthly basis. This will be added to the maintenance contract at the next review. It was suggested that once the damp patches have dried out that a lime wash is applied.

It was **AGREED** to instruct the clerk to check the last inspection document to ascertain whether the Chapel tower was included. This will be referred back to the committee at the December meeting.

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

There was nothing to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Land for new allotment site

It was noted that a piece of land has been viewed. It is estimated that there will be room for 20 plots, and there is hard standing and water already on site. The Clerk was instructed to arrange to visit the site with Tony Hird. It was also noted that the previous piece of land is now back on the market but at a higher price.

It was felt that the rest of the community should not have to subsidise the cost of the allotments which benefit only a very small number of people. It was **AGREED** that the allotments should be run on a break even basis. It was also suggested that the individuals' need for an allotment should be assessed.

It was **AGREED** to instruct the Clerk to write to all the allotment holders and those on the waiting list to explain that the Town Council is reviewing whether it is viable to provide allotments, and also ask how much they are prepared to pay per annum should suitable land be sourced.

In the meantime, the Clerk will continue to investigate the two pieces of land.

7.2 Other allotment matters

It was noted that there has been fly tipping at the back of the site. This has been reported to the police and the contractor has been asked to remove it.

8. **STREET LIGHTING**

8.1 Turning off lights after midnight

The Clerk advised that some inspection sheets are still awaited.

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

9.1 Review of Assets

This is yet to be progressed. It was suggested that the grit bins are stenciled with paint as the marker pen identification has worn off.

10. **FLAGPOLES**

10.1. Repairs to flagpoles

Giles Margaron provided an update including the cost of replacing the halyards. It was noted that these should be replaced every two years. Giles will arrange to meet Richard Leeds to test the union flag on the main pole and the yardarm to check where it is snagging and report back to the next meeting.

11. **WAR MEMORIAL**

11.1 War Memorial Restoration Fund

Cllr. Pritchard provided an update. It was noted that the working group are to meet next week and that arrangements are in place for further fundraising.

12. **BUDGET 2015/2016**

Members were in receipt of the draft committee budget which was considered and amendments made for consideration by Full Council. It was **AGREED** to review the Cemetery Fees in the new year.

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

Commemorative Stones – Details of a project were noted and will be kept on file.

Norfolk RCC - Light Pollution – It was suggested that contact is made to find out whether there is any funding available towards streetlights. Concern was raised that there could be more light pollution from security lights once street lights are turned off after midnight. This will be passed to Planning Transportation and Environment Committee to consider when the Environmental Policy is next reviewed.

14. **DATE OF THE NEXT MEETING** – 7pm on 09 December 2014

15. **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.

16. **QUOTATIONS FOR WORKS**

Quotations were considered for the following works:

- Garden of Remembrance Wall – One quotation received, two still awaited.
- Front Door at North Lodge – Two quotations received, one still awaited.
- Cemetery Wall – Quotations awaited.
- Bin Stores – One quotation received, two still awaited.
- Reception Counter – One preliminary quotation received. It was felt that this needs to be more fully discussed by the Strategy & Finance Committee before progressing.

There being no further business, the Chair closed the meeting at 9.25pm

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Signed

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Dated