

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 24 SEPTEMBER 2019**

**PRESENT**

Committee Chairman Cllr. D. Pritchard,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. H. Cox,  
Cllr. R. Leeds, Cllr. D. Roberts, Cllr. D. Russell.

Cllr. Harris in attendance to item 6 incl.

Mrs J. Chance PSLCC (Town Clerk)  
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 27 AUGUST 2019**

The minutes of the meeting held on 27 August 2019 which were **APPROVED** by Full Council on 09 September 2019 were signed by the Committee Chairman.

It was **AGREED** to add 2 urgent items to the agenda (refer items 5 & 6).

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

Cllr. Pritchard declared an interest in item 15.2 as RBL Poppy Wreath organiser.  
Cllr. Russell declared an interest in item 14.3 heating controls.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Bossingham.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **POCKET PARK**

The Clerk and Cllr. Harris provided an update in respect of the Pocket Park and presented quotations for a post installation inspection and on-going annual ROSPA inspections. It was **AGREED** to accept the quotation from Mr David Bracey.

6. **ROYAL MAIL POST BOX ON RUNTON ROAD**

It was noted that the Royal Mail have offered the old Victorian Post Box to the Town Council. It will be replaced by a modern post box. Following discussion, it was **AGREED** to acquire the post box and to continue to work on a project to restore and decide on its future use.

Suggestions put forward for further discussion included:

Restore it and reinstate in existing location.

Restore and donate to Cromer Museum.

Restore and locate it in the gardens at North Lodge where it would either be sealed and be ornamental or allow people to place stamped letters in it which will then be taken to an operational post box by a member of staff.

Quotations will be obtained for the repair of the post box.

*Cllr. Harris left the meeting.*

7. **CEMETERY NO 2 SITE**

7.1 Delegated Powers

It was noted that consent has been given for a small coloured engraving of a football club logo on a headstone.

7.2 Parking

The Clerk has met with the tree specialist and is awaiting his report.

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

There were no other matters to report.

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

8.1 Maintenance of Cemetery

Members were pleased to note an update from Norfolk Wildlife Works. It was suggested that the committee arrange to meet with them.

8.2 Information Lectern

It was noted that condensation is forming under the perspex and suggested that the lectern be relocated to a position where it will receive more sunlight. It was **AGREED** to obtain advice and quotations.

9. **GARDEN ALLOTMENT SITE**

There were no matters to report.

10. **STREET LIGHTING**

10.1 Numbering of street lights

It was noted that Cllrs. Bartlett and Leeds are yet to arrange to stencil the column numbers onto the streetlights.

10.2 Streetlight at Lynewood Close

It was noted that the graffiti has been removed.

10.3 Other Street Lighting matters (for information only)

NCC Streetlights - It was noted that NCC are to replace their old street lights with led lanterns. Cllr. Adams will check that all the CTC lights are working.

11. **FLOODLIGHTING**

There were no floodlighting matters to report.

12. **STREET FURNITURE & ASSETS**

12.1 Ownership of benches

Cllr. Adams will provide an update at the next meeting.

12.2 Other Street Furniture Matters (for information only)

Suffield Park Noticeboard - It was noted that the perspex has been replaced in the noticeboard at Suffield Park

13. **FLAGPOLES**

13.1 Any Flagpole Matters (for information only)

Halyards - It was noted Cllr. Leeds is arranging for the replacement of the halyard on the Churchyard flagpole.

Battle of Britain Day – It was noted that the event held on 15 September was very successful.

14. **NORTH LODGE**

14.1 External Works

It was noted that a quotation has been received. Cllr. Pritchard and the Clerk are to meet with Cliveden to discuss this.

A quotation for the repair of the wall surrounding the garden was noted. These works will need to be considered in a future financial year.

14.2 Security of building

It was noted that the contract is out to tender and quotations are awaited.

14.3 Heating Controls

It was **AGREED** to replace the heating controls with a seven day timer which will resolve the issues.

14.4 Water Dispenser

The Clerk advised that a meeting has been arranged with a supplier.

14.5 Any other North Lodge Matters (for information only)

There were no other matters to report.

15. **WAR MEMORIAL**

15.1 War Memorial

It was noted that a breakdown of the quotation to remove the cost of a cherrypicker has been received. The Clerk will obtain a separate price for a cherrypicker.

15.2 Poppy Wreaths

It was noted that Cllr. Leeds and the Clerk have visited two local forges and obtained a specification and design for the panels. Quotations are awaited.

The Deputy Clerk advised that the DAC will consider this matter as an informal enquiry at their October meeting. A faculty application will have

to be submitted once the final design is known. Planning permission may also be required.

15.3 Commemorations & Events sub-committee

VE Day – The Clerk provided an update and presented quotations for the afternoon tea for the residents of Halsey House and any veterans. It was **AGREED** to accept the quotation from The Old Rock Shop Bistro.

Remembrance Parade and Service – The Deputy Clerk provided an update and it was noted that invitations will be sent out this week.

16. **CORRESPONDENCE AND OTHER MATTERS**

16.1 Welcome to Cromer Signs & Suffield Park Sign

It was noted that the replacement Welcome to Cromer Signs have been installed and the Suffield Park sign has been renovated.

16.2. Other Correspondence (for information only)

There were no other matters to report.

17. **DATE OF THE NEXT MEETING** – 7.00pm, 22 October 2019 (budget)

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

19. **Woodland Burial** – This item is commercially sensitive  
The Clerk provided an update.

10. **Business Plan** – This item is commercially sensitive.  
The Clerk provided an update.

There being no further business, the Chairman closed the meeting at 8.30pm

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Signed

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Dated