

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 22 OCTOBER 2019**

PRESENT

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

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

1. **MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2019**
The minutes of the meeting held on 24 September 2019 which were **APPROVED** by Full Council on 21 October 2019 were signed by the Committee Chairman.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
Cllr. Leeds – Prejudicial interest in item 12.3 Heating controls
Cllrs. Adams, Cox and Pritchard also declared interests which are recorded in the register of interest.
3. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.
4. **PUBLIC PARTICIPATION**
There were no members of the public present.
5. **CEMETERY NO 2 SITE**
 - 5.1 **Delegated Powers**
It was noted that consent has been given for the fallen leaves to be collected on a weekly basis and piled near the allotment gate. The leaves will be removed from the site once the leaf fall has finished.
 - 5.2 **Parking**
This item was moved to item 21.
 - 5.3 **Any other Cemetery No 2 matters** (for information only)
It was noted that a small plaque has been reported missing from the Garden of Remembrance.
6. **CEMETERY (No 1 site)**
 - 6.1 **Trees**
It was noted that the tree surgeon will deal with the overhanging trees in November.

6.2 Chapel

It was noted that Cllrs. Adams, Bossingham and Leeds are to meet at the Chapel with the NNDC Conservation team. This item will be moved back from the Community & Economic Development Committee if anything progresses.

6.3 Litter at cemetery

With the possibility of MacDonalds opening an outlet on Holt Road, it was suggested that CTC press for the provision of more litter bins along Holt Road especially near the Old Cemetery.

7. **TEMPORARY GARDEN PLOTS**

There were no matters to report.

8. **STREET LIGHTING**

8.1 Numbering of street lights

It was noted that Cllr. Bartlett will be testing a new sticker on a streetlight column. This will also include CTC contact details. It was agreed that the Heritage columns will not have stickers. Instead they will just have a number. Cllr. Bartlett will obtain a quotation to renumber all of the CTC streetlights. It was agreed to budget a maximum of £350 for the project.

8.2 Other Street Lighting matters (for information only)

There were no other street lighting matters to report.

9. **FLOODLIGHTING**

It was noted that the timers have been adjusted.

10. **STREET FURNITURE & ASSETS**

10.1 Ownership of benches

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

10.2 Other Street Furniture Matters (for information only)

BT Telephone Boxes – It was noted that one box in Cromer is to be removed but as it is not a red box it was **AGREED** not to adopt it.

11. **FLAGPOLES**

11.1 Any Flagpole Matters (for information only)

There were no flagpole matters to report.

12. **NORTH LODGE**

12.1 External Works

This item was moved to item 22.

12.2 Security of building

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

12.3 Heating Controls (Cllr. Leeds left the meeting for this item)

It was **AGREED** that further quotations will be obtained.

12.4 Water Dispenser

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

12.5 Any other North Lodge Matters (for information only)

It was noted that the Deputy Town Clerk and Admin Assistant are attending Fire Marshal training and will provide a report for a future meeting.

13. **WAR MEMORIAL**

13.1 War Memorial

It was noted that there is little difference in cost if CTC source the cherry picker thus it was **AGRRED** that Cliveden source their own cherry picker.

13.2 Poppy Wreaths

This item was moved to item 20.

13.3 Commemorations & Events sub-committee

It was noted that the sub committee meet later this week. All arrangements are progressing well.

14. **COMMITTEE BUDGET**

Members were in receipt of the draft committee budget which was **AGREED** subject to one amendment.

15. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

16. **DATE OF THE NEXT MEETING** – 7.00pm, 19 November 2019

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

18. **Woodland Burial** – This item is commercially sensitive
The Clerk provided an update. It was noted that a meeting had been held with the landowner and architect.

19. **Business Plan** – This item is commercially sensitive.
It was noted that this had been discussed at the special meeting of the Town Council.

20. **Poppy Wreath Displays**
Cllr. Leeds explained the design of the panels and it was noted that 3 forges had been visited and each had provided a quotation. Following discussion, it was **AGREED** to accept the quotation from Holkham Forge for galvanized panels. It was further **AGREED** that the panels will be treated with smart water to deter theft. The panels will commemorate VE Day 75 and will be paid for from the income from the VE Day 75 commemorations.
It was noted that a pre-planning advice is being obtained and a faculty application will be submitted.

21. **Parking at Cemetery**
The Clerk advised that she has met with an arboriculturist who has suggested that 12 trees could be planted along the driveway interspersed with shrubs. Members suggested that only native trees and shrubs are planted and that the new environment policy be considered when selecting the plants. An outline quotation has been provided but the Clerk will arrange another meeting to discuss this further.

22. **Repointing of North Lodge**
A breakdown of the quotation and a revised quotation has been received. It was noted that the Policy and Resources Committee budget for 2020/21 will need to be increased to cover the cost of the work. Alternatively, the works could be split into two phases. It was suggested that comparative quotations be obtained.

There being no further business, the Chairman closed the meeting.

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Signed

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Dated