

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 19 NOVEMBER 2019**

PRESENT

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

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

Mr C Mason
1 member of the public

1. **MINUTES OF THE MEETING HELD ON 22 OCTOBER 2019**
The minutes of the meeting held on 22 October 2019 were signed by the Committee Chairman.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
Cllr. Leeds – Prejudicial interest in item 19 Heating controls.
Cllr. Pritchard – Poppy wreaths
3. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.
4. **PUBLIC PARTICIPATION**
A member of the public asked questions about the following:
 - the safety of the fairylights on the pier – It is believed that these are battery operated.
 - Responsibility for the memorial benches – They are the responsibility of CTC & NNDC. It was noted that the NNDC bench at the top of Sugarloaf Hill is overgrown and there is no longer a view due to the surrounding trees.
 - Kissing Gate on Love Lane – 2 photographs taken in 1935 were shown to members. The member of the public has consented to copies being used in the research of the kissing gate and in any grant funding applications.
5. **CEMETERY NO 2 SITE**
 - 5.1 Delegated Powers
Moved to item 21 due to data protection.
 - 5.2 Parking
The Clerk reported on her meeting with NNDC Tree Officer Simon Case. Mr Mason provided an update in respect of the types of trees and shrubs to be planted alongside the driveway to include Japanese Laurel and Holmoak. The site will be staked out and a site visit held before the planting locations are agreed.
It was **AGREED** to accept the quotation of £3574.
It was noted that the drop-down bollards have been delivered and will be installed by Mr Mason.

Mr Mason was thanked and left the meeting.

5.3 Memorial Plaque in Garden of Remembrance

It was noted that a small memorial plaque has gone missing and despite extensive searches cannot be found. A family member has asked that the Town Council replace it. After discussion, it was **AGREED** that as families are responsible for memorials it would not be appropriate for the Town Council to replace it but to offer to assist by directing the family to a local supplier. The family will also be sent a copy of the cemetery Rules & Regulations.

Whilst members did not see any evidence that it had been stolen as all the other plaques are there, it was suggested that the gates be locked at dusk. However, this is not possible as access has to be available at all times for the owners of the lodge.

5.4 Request to drive on grassed area

It was **AGREED** to extend the permission given to a driver for a further 6 months.

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

There were no other matters to report.

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

6.1 Lectern

It was noted that the lectern has been turned to face the sun and this has solved the condensation issues.

7. **TEMPORARY GARDEN PLOTS**

There were no matters to report.

8. **STREET LIGHTING**

8.1 Numbering of street lights

It was noted that the proposed stickers are not resilient enough. It was **AGREED** that another method needs to be found and that the columns will be numbered sequentially. It was also **AGREED** that all the street lights will be inspected to check that the column locations listed are up to date. The Deputy Clerk will circulate the list to committee members.

8.2 Other Street Lighting matters (for information only)

Cllr. Adams advised that streetlights in Cromer have faults only one of which is the responsibility of the Town Council. It was also noted that one of the lanterns on the churchyard columns is tilted – Cllr. Leeds will check this when attaching the filters for the Christmas event.

9. **FLOODLIGHTING**

It was noted that the timers have been adjusted.

10. **STREET FURNITURE & ASSETS**

10.1 Ownership of benches

It was **AGREED** that as NNDC have taken on the responsibility of the bench on The Gangway, Cromer Town Council will take on responsibility for the bench on Holt Road near Stonehill Way. This will be added to the list of benches.

10.2 Pillar Box

It was **AGREED** to take on the ownership of the box and to instruct Mr Ridgway at Felbrigg Forge to carry out the repairs and the quoted cost of £500. A location for the refurbished pillar box will be considered at the next meeting. It was noted that Cromer Museum have expressed an interest in displaying the pillar box on their premises.

10.3 Other Street Furniture Matters (for information only)

The handyman will be asked to inspect the grit bins and remove any litter.

11. **FLAGPOLES**

11.1 Any Flagpole Matters (for information only)

There were no flagpole matters to report.

12. **NORTH LODGE**

12.1 External Works

The Clerk is awaiting quotations from other conservation companies for comparison purposes.

12.2 Security of building

The Clerk is still trying to source quotations from security companies.

12.3 Heating Controls – *Refer item 19 below*

12.4 Water Dispenser

It was **AGREED** to accept the quotation for the installation and supply of a water cooler/dispenser which will be sited in the foyer at North Lodge. It was requested that a risk assessment be written for the use of the water cooler.

12.5 Any other North Lodge Matters (for information only)

Fire Marshal - The Deputy Clerk advised that she and the Administration Assistant had both attended and passed a Fire Marshal training course. This has identified matters which need to be addressed some of which have already been put in place. A full report will be drafted and circulated to members. Also refer item 20.

13. **WAR MEMORIAL & COMMEMORATIONS**

13.1 Poppy Wreaths

It was noted that the pre-planning advice application has been submitted and the faculty application is being drafted.

13.2 Commemorations & Events sub-committee

Thanks were given to all involved in the events on 10 & 11 November. Feedback on the event will be discussed at the next meeting of the sub-committee.

14. **CORRESPONDENCE AND OTHER MATTERS**

There were no matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 17 December 2019

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

The member of the public left the meeting.

17. **Woodland Burial** – This item is commercially sensitive
The Clerk provided an update in respect of parking and facilities.

18. **Business Plan** – This item is commercially sensitive.
The Clerk provided an update following a recent meeting with stakeholders.
The business plan will be updated accordingly and brought back to a future meeting.

19. **Heating Controls** *Cllr. Leeds left the meeting for this item*
The Clerk presented quotations for the replacement of the heating control with a 7-day timer. Following discussion, it was **AGREED** to accept the quotation from Mr. Leeds.

20. **Emergency Lighting**
The Clerk presented quotations for repairs to the existing emergency lighting and the installation of extra lights. Following discussion, it was **AGREED** to accept the quotation from Kings and Barnham.

21. **Cemetery Matter**
The Deputy Clerk advised that a question has arisen as to whether a forthcoming interment can be charged at the discounted rate. It was **AGREED** to allow the discount.

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

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Signed

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Dated