

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 11 FEBRUARY 2020**

PRESENT

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

In attendance: Cllr. P. Bennett

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

1. **MINUTES OF THE MEETING HELD ON 14 JANUARY 2020**

The minutes of the meeting held on 14 January 2020 were signed by Chairman.

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

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllrs. Bossingham & Cox.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY NO 2 SITE**

5.1 Delegated Powers

It was noted that delegated authority had been given for a replacement plaque in the Garden of Remembrance.

5.2 Damaged bench

It was noted that the bench is awaiting repair and an invoice has been sent to the contractor.

5.3 Parking / Planting

It was noted that the Clerk and Deputy Clerk had met with the contractor to identify the planting areas along the edge of the driveway. Gaps will be left for access to the graves.

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

Electricity supply – Concern was raised in respect of the cemetery electricity bills and the safety of the old heater in the WC. Cllr. Leeds will check this.

CWGC – The signage has been received and will be installed.

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

The Clerk has received the structural survey which will be circulated to members. It was **AGREED** to move this project back to the Works and General Purposes Committee. Norfolk Wildlife Trust will be contacted for advice to make the cemetery more suitable for wildlife.

7. **TEMPORARY GARDEN PLOTS**

It was noted that the wicker fence has been repaired following storm damage.

8. **STREET LIGHTING**

8.1 Numbering of street lights

Cllr. Bartlett presented several quotations. It was **AGREED** to progress the project with digitally laminated stickers to also include the Town Crest and street name.

8.2 Other Street Lighting matters (for information only)

Arbor Road – It was noted that an insurance claim has been submitted following recent damage to a street light caused by a car rolling back into the column.

9. **FLOODLIGHTING**

Cllr. Leeds advised that repairs to the uplighters are awaited.

10. **STREET FURNITURE & ASSETS**

10.1 Pillar Box

It was noted that repair works to the pillar box are underway.

10.2 Other Street Furniture Matters (for information only)

Grit bins – Following a request for a grit bin at Jubilee Lane, it was **AGREED** that the grit bin at the top of Mill Road could be moved to the junction of Jubilee Lane/Station Road before next winter.

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 presented a further quotation for consideration. It was **AGREED** to award the contract to Cliveden and to carry out the works in two phases over the next two financial years. The west side of the

building will be done in 2020/21 and the south side in 2021/22. The Clerk will arrange to meet with Cliveden to draw up a timescale for the works to fit around the wedding bookings.

12.2 Defibrillator

The Deputy Clerk was asked to obtain clarification in respect of the quotation and training costs.

12.3 Any other North Lodge Matters (for information only)

There were no other matters to report.

13. **WAR MEMORIAL & COMMEMORATIONS**

13.1 Poppy Wreaths

It was noted that production of the panels is progressing. It was also noted that the poppy wreaths have been removed early due to being damaged during the recent storm.

13.2 Commemorations & Events sub-committee

It was noted that the sub committee will be meeting later this week.

14. **CORRESPONDENCE AND OTHER MATTERS**

Parking on Overstrand Road – This will be added to the next agenda for consideration.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 10 March 2020

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

17. **Woodland Burial** – This item is commercially sensitive
The Clerk provided an update and circulated plans for the new chapel doors.

18. **Business Plan** – This item is commercially sensitive.
It was noted that the other parties concerned have not agreed to the business plan. Thus, the project will not proceed. Thanks were given to the Clerk for all her hard work on this.

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

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Signed

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Dated