

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 16 MARCH 2021**

PRESENT

Committee Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. P. Bennett, Cllr. M. Bossingham,
Cllr. R. Leeds, Cllr. D. Roberts, Cllr. E. Spagnola

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

1. **MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2021**

The minutes of the meeting held on 16 February 2021 which were approved by Full Council will be signed by the Committee Chairman at the next available opportunity.

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

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

It was agreed to accept apologies from Cllr. D. Russell due to a prior engagement. All members will be reminded that the meeting dates are set many months in advance and members are summonsed to meetings. Apologies for absence can only be considered if a valid reason is given.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY NO 2 SITE**

5.1 Delegated Powers

There was no use of delegated powers to report.

5.2 Memorial Inspection

It was noted that two expressions of interest have been received. The Clerk will issue the tender specification.

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

It was noted that Idverde are to start the grass cutting this week. A replacement lock and padlock has been purchased for the WC. Numerous unauthorised items have been placed on graves including glass containers. An inspection will take place once it is covid safe to do so.

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

6.1 Cemetery Wall & Trees

Cllr. Bartlett has met the NNDC tree officer to inspect the trees. The Clerk will contact him to ask for a written report.

6.2 Other Cemetery No 1 Matters (for information only)

There were no other matters to report.

7. **STREET LIGHTING**

7.1 Churchyard Floodlighting

It was noted that the tender has been advertised asking for expressions of interest in the works.

7.2 Street lighting on The Loke and Arbor Road

Following the receipt of a request for better street lighting in this area, members had visited and felt that there was no need for immediate action. It was noted that following recent events in London NCC may revisit part night lighting.

7.3 Other Street Lighting Matters (for information only)

Whitehouse Estate – A request has been received to move a streetlight column due to building works. The enquirer would pay all costs. A quotation has been requested. This will be brought back to the committee at the next meeting for full consideration.

8. **NORTH LODGE**

8.1 Water Ingress

It was noted that the guttering has been replaced and the crack skimmed. The wall in the chamber needs to be made good before the next wedding. The Clerk will arrange for this to be done.

8.2 Alarm system

It was agreed to go out to tender for the contract for the out of hours security of the building. It was suggested that the whole alarm system needs to be reviewed and upgraded. The Clerk will contact The Alarm Co for a report for the next meeting.

8.3 Other North Lodge matters (for information only)

It was noted that the offices and chamber need a thorough clean before the officers return to working from North Lodge.

It was noted that the Clerk will arrange a meeting with Cliveden prior to the start of the next phase of works to the exterior of the building.

9. **WAR MEMORIAL**

9.1 War Memorial Lighting

It was noted that there is an underground electrical supply cable running to within a few feet of the bracket. Cllr. Leeds will contact the Church and will report back to the next meeting.

It was noted that the centenary of the unveiling of the war memorial is on 03 July 2021. This item will be on the agenda for the next meeting.

10. **STREET FURNITURE**

10.1 Grit Bins

Following the recent bad weather there have been requests for new grit bins and for some to be relocated. This will be placed on the next agenda for consideration.

11. **WOODLAND BURIAL**

It was noted that the landowner is working on outstanding issues with NNDC. It was felt that there is no need for him to attend committee meetings provided CTC are kept up to date with progress.

12. **CORRESPONDENCE**

It was noted that Bruno Peek is preparing an event for NHS Day. This will be placed on the next agenda of the Commemorations & Events Committee.

13. **DATE OF THE NEXT MEETING** – 7.00pm, 13 April 2021

There being no further business, the Chairman closed the meeting at 19:55.

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Signed

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Dated