

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD REMOTELY VIA ZOOM AT 19:00 ON 13 APRIL 2021**

PRESENT

Committee Chairman Cllr. D. Pritchard,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. P. Bennett,
Cllr. R. Leeds, Cllr. D. Russell, 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 MARCH 2021**

The minutes of the meeting held on 16 March 2021 were **approved** and 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. Bossingham due to family matters and from Cllr. Roberts due to illness.

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 Any other Cemetery No 2 matters (for information only)

It was noted that a letter has been received from the Valuation Office requesting information about the cemetery site. A local surveyor has been consulted but first needs to know whether an Ordnance Survey map can be used to provide the information rather than carrying out a survey.

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

6.1 Cemetery Wall & Trees

A quotation has been received for the tree works but consent is still awaited from the NNDC Tree Officer before this can be considered.

6.2 Other Cemetery No 1 Matters (for information only)

Litter – there has been a small amount of litter left by the bench but it was noted that McDonald's are to provide litter bins in the area.

Railings – Quotations are being obtained for the painting of the railings.

7. **STREET LIGHTING**

7.1 Churchyard Floodlighting

Tender documents issued. Quotations will be presented at the next meeting.

It was **agreed** to accept a request from St John Ambulance to put green filters over the lights on 24 June to commemorate St John Ambulance Day. The Clerk will check that the Church are happy with this arrangement.

7.2 Street lighting on Whitehouse Estate

Information was circulated to members who raised no objections to the relocation of the street light column. A quotation is awaited from the street lighting contractor.

7.3 Stickers

It was noted that stickers have been placed on several CTC owned assets. It was **agreed** that the Clerk will ask the contractor to remove them.

8. **NORTH LODGE**

8.1 Alarm System

It was noted the alarm company have advised that there is no need for an upgrade to the system and they are confident that the issue has been resolved.

8.2 Fogging of Offices

It was noted that the Clerk will progress this once a date has been agreed for the staff to return to working from the office.

8.3 Repointing of south elevation

It was noted that meetings had been held with Cliveden who will start the works on 26th April. The work will be carried out in two phases so that some car parking spaces can be kept clear of scaffolding. The Clerk advised that Cliveden will be providing a quotation for works to the cement plinth around the building as it is thought that some of the water ingress is due to water gathering on the top of the plinth. It could be that the cement is removed to expose the brickwork or some flashing is attached to the top of the plinth.

8.4 Internal Plaster

The wall on the basement stairwell is very damp and crumbling. This is thought to be caused by water gathering on the flat roof of the adjoining shed. Cliveden will provide a specification for works to replace the flat roof with a sloping roof.

The Chamber wall needs full investigation after the wedding season. It was **agreed** to recommend to the Promotions & Events Committee that two

months are kept clear of bookings so that the issue can be investigated and resolved.

8.5 Pop ups on Bowling Green

It was noted that The Gangway/East Coast Bars will be opening a temporary outside bar on the bowling green over the next 5 weekends until they can reopen their indoor premises. It was **agreed** to allow them to park their horsebox bar on the edge of the car parking area and to hook up to the power supply at North Lodge. CTC will be recompensed accordingly. Cllr. Leeds will check that the power supply is adequate for the equipment being used. It will be stressed that no glass is used and that the area is kept clear of litter.

8.6 Security of building

It was noted that the current company do not wish to extend their contract and that there have been no responses to the tender advert. It was suggested that the Clerk contact the person who expressed interest in the previous contract to see if he would be interested.

8.7 Other North Lodge matters (for information only)

There were no other North Lodge matters to report.

9. **WAR MEMORIAL**

9.1 War Memorial Lighting

It was noted that Cllr. Leeds is yet to meet with the Church to test the supply.

9.2 Other War Memorial Matter (for information only)

Flowers in memory of HRH Prince Philip – These will be removed on Sunday.

Signage – The Clerk will arrange for the signage re no climbing or sitting on the War Memorial to be installed asap.

National Stone Federation Awards – It was noted that CTC will be receiving a trophy.

10. **STREET FURNITURE**

10.1 Grit Bins

It was noted that during the bad weather requests had been received for new grit bins at 4 sites and one to be relocated. Before any decision is made, it was suggested that all the current grit bins are inspected incase any of them need replacing. They will also be checked to see how well they had been used. In the autumn, a press release will be issued to encourage people to use the grit. The Deputy Clerk will circulate the inspection sheets to members for the CTC owned street furniture.

10.2 Bus Shelter at Bus Station

It was noted that a quotation is awaited for the cleaning of the roof of the bespoke bus shelter. It was noted that the Norwich Road bus shelter needs to be swept.

10.3 BT Phone Boxes

Members were in receipt of a consultation to remove the phone boxes on Beach Road and Tucker Street. It was agreed to not object to their removal. It was stressed that if BT ever consider removing the traditional red phone box on Norwich Road, then CTC consider adopting it.

11. **WOODLAND BURIAL**

There was no update to report.

12. **CORRESPONDENCE**

Crematorium Signage – It was noted that concern has been raised that drivers are missing the sign to the crematorium and driving down Davey Hill in error. This is causing issues when they realise their mistake and try to turn around in inappropriate places. It was suggested by the complainant that the crematorium review and improve the signage. The complaint has been passed to the Crematorium and no response received to date.

13. **DATE OF THE NEXT MEETING** – 7.00pm, 11 May 2021

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

15. **MEMORIAL INSPECTION**

It was **agreed** to accept the quotation from Abbey Memorials and suggested that the inspection takes place in September which will allow time for members of the public to be made aware.

There being no further business, the Chairman closed the meeting at 20:28.

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Signed

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Dated