

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD AT NORTH LODGE AT 19:00 ON 23 NOVEMBER 2021**

PRESENT

Committee Chairman Cllr. D. Pritchard, Committee Vice-Chairman Cllr. T. Bartlett,
Cllr. P. Bennett, Cllr. M. Bossingham, Cllr. R. Leeds, Cllr. D. Roberts, Cllr. D. Russell,
Cllr. P. West

In attendance: Cllr. T. Adams, Cllr. I. Cunnington

J. Chance (Town Clerk), J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 26 OCTOBER 2021**

The minutes of the meeting held on 26 October 2021 were **approved** and were signed by the Committee 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. Spagnola (family commitment).

4. **PUBLIC PARTICIPATION**

There was none.

5. **CEMETERY NO 2 SITE**

5.1 Delegated Powers

Memorial Inspection - It was noted that a delegated decision had been made to authorise the necessary repairs identified in the recent memorial inspection.

5.2 Cemetery Inspection

It was noted that due to continued health issues a date for the inspection has not yet been set. It was **AGREED** that due to it now being close to Christmas and the weather being increasingly inclement, the inspection will be arranged at the end of February to coincide with the removal of Christmas tributes.

5.3 Tree Inspection

It was **AGREED** that the Committee Chairman and the Clerk will meet on site in the new year to take a look at the trees mentioned in the report.

5.4 Memorial Inspection

Refer item 5.1 above.

5.5 Damaged headstones

It was noted that 3 memorial masons have independently advised that the headstone collapse was due to poor quality Portland stone not damage caused by our contractors. There are similar signs of wear on a second headstone nearby. It was therefore **AGREED** that the responsibility for the repair of the headstone is the Royal British Legion and not the Town Council or their contractors. It was noted that the Deputy Town Clerk has contacted Halsey House but has not yet received a reply.

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

Sunken Graves – it was noted that grave digger has been asked for an update in respect of the necessary infills where the soil has settled.

Leaf fall – Following the drains on Davey Hill being blocked by fallen leaves from the cemetery trees, it was **AGREED** that the Clerk will ask the contractor for a quotation to occasionally sweep the leaves from the gulleys.

Allotments and future burial land – It was noted that a site visit is planned with a view to purchasing a piece of land for allotments and future burial land. It was **AGREED** to instruct the Clerk to write a business plan for the future use of the current allotment site and arrange for the land to be surveyed to calculate the number of burial plots which could be accommodated on the site.

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

6.1 Cemetery Wall & Trees

It was noted that the tree stump is still growing thus a further treatment has been carried out. Once the stump is dead, the repair works to the wall can be carried out.

6.2 Ground Maintenance Contract

The Clerk read out an update from the contractor which included a suggestion that the lower limbs of some trees and shrubs are removed to reduce ingress and improve both access to and appearance of the site. He also suggested that an appropriate herbicide application would be worthwhile to maintain the integrity of the gravestones and memorials.

6.3 Other Cemetery No 1 Matters (for information only)

Fire in cemetery grounds – Thanks were given to the persons who raised the alarm that some of the undergrowth was on fire and also to Cllr. Adams for his assistance. The Clerk was asked to write to the persons concerned to thank them for their observance and swift action in reporting it.

7. **STREET LIGHTING**

7.1 Church Floodlighting

There was no update re the uplighters but noted that the spread of light from the new LED floodlights is good.

7.2 Other Streetlighting matters (for information only)

Heritage Lighting – It was noted that one of the lanterns in the Churchyard was removed by the Christmas Lighting team due to health and safety issues. The Clerk was instructed to ask the contractor to visit to inspect and secure the lanterns on the Heritage columns

8. **NORTH LODGE**

8.1 Repairs to cement band on north elevation

A date for the works is awaited but is likely to be in the spring. It is hoped that this will not impact on the wedding season and suggested that the works are carried out in Jan/Feb/Mar if possible.

8.2 Water leak in North Lodge Park

There was no update to report.

8.3 Fire risk assessment

Cllr. Cunnington provided an update. It was noted that in order for escape ladders to be used from the upper floors, tools also need to be provided so that the sash cords can be cut and the windows lifted out. It was also noted that there are no fire doors in the building thus the signs need to be removed. It was **AGREED** to arrange for a professional full risk assessment to be carried out.

8.4 Damp Proofing

It was noted that the works on the north elevation are to be carried out in January. A quotation is awaited for the cleaning and fire proofing of the curtains in the Council Chamber.

8.5 Other North Lodge Matters (for information only)

It was noted that there are minor issues which need fixing including a new toilet seat and repairs to the hot tap in the downstairs WC. Two lights also need attention. Members were asked to report any other issues to the Clerk.

9. **WAR MEMORIAL**

9.1 War Memorial Lighting

Cllr. Leeds provided a breakdown of the quotation. It was felt that the works would be cheaper and quicker if the Christmas Lights team did them using a cherrypicker. The works would then be inspected and certified. Cllr. Leeds will put together a price for the works.

9.2 War Memorial Maintenance
Cliveden are to visit and advise.

9.3 Poppy Display Panels
It was noted that Holkham Forge will paint the red poppies.
Thanks were given to Cllrs. Adams, Leeds and West for their assistance in attaching the wreaths to the panels on Remembrance Sunday

9.4 Other War Memorial Matters (for information only)

Names on War Memorial - It was noted that a relative of a serviceman who was killed in the bombing of the Lyndhurst Hotel has been in contact with local historian Peter Stibbons. It was **AGREED** that the serviceman's name should be added to the War Memorial. Peter Stibbons is researching this as other servicemen also perished in the bombing raid.

10. **STREET FURNITURE**

10.1 Former Runton Road Pillar Box
It was noted that the loan agreement is being drafted and the pillar box will be sited inside the museum.

10.2 Git Bins
It was noted that the grit bins have all been filled. There was discussion as to where new/relocated grit bins are to be sited and it was noted that a street furniture licence will need to be completed for any new sites. This will be further discussed in the new year when the bins are inspected and usage noted.

10.3 Finger Post Signs
It was noted that the signs which were installed as a joint project during regeneration now need maintenance. It was **AGREED** to instruct the Clerk to write to NNDC to suggest that as the Town Council had renovated the lectern information boards, NNDC should maintain the finger post signs.

10.4 Bus shelter outside Halsey House
It was noted that the contractor is to look at the damaged bench.

10.5 Maintenance of assets
It was noted that an update is still awaited from Cllr. Spagnola and no quotations for the repair works have been received. It was suggested that the need for quotations for the works are put out on social media.

10.6 Other Street Furniture matters (for information only)

Trees on Cliff Avenue – It was noted that Highways have taken on ownership of the trees but not the memorial plaques or the wooden surrounds which are now starting to rot. It was **AGREED** to consider

whether to remove the wooden surrounds now that the trees are established and to find a better way to display the memorial plaques.

11. **COMMEMORATION & EVENTS SUB-COMMITTEE**

It was noted that the committee have met and the minutes will be circulated this week. It was stressed that the assistance of ALL members will be required at the event and suggested that members mark their diaries now.

12. **SALE OF LAND AT AUCTION**

It was noted that several members had met at the site and felt it could be suitable for various projects including social housing or similar. It was **AGREED** that it is necessary to obtain values of the land both with and without planning permission and obtain planning advice before considering whether to go to auction. It was also suggested that the local landowner and network rail are contacted in respect of their plans for the adjoining land/railway tunnels and NCC are asked whether the Town Council could purchase the land outside of auction.

It was agreed to suspend standing orders to continue the meeting beyond 9pm.

Cllr. Adams advised that there are grants available for housing delivery on brownfield sites.

13. **CORRESPONDENCE**

Payment methods at events – It was noted that this was discussed by the NYD fireworks committee and the Clerk has obtained a quotation for the machines used during the Poppy Appeal. This will be taken back to the NYD Firework Committee for consideration.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 04 January 2022

There being no further business, the Chairman closed the meeting at 21:10

.....
Signed

.....
Dated