

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE PARK ON 23 JULY 2013**

**PRESENT**

Chairman Cllr. D. Pritchard,  
Cllr. T. Adams (from item 11), Cllr. D. Airs, Cllr. T. Bartlett, Cllr. J. Bond, Cllr. J. Frostdick

Mrs J. Chance (Town Clerk)  
Mrs. J. Warner (Deputy Town Clerk)  
Project Manager G. Margaron (to item 7.2)

1. **ELECTION OF COMMITTEE CHAIRMAN**

It was **proposed** by Cllr. Bartlett, **seconded** by Cllr. Airs and **UNANIMOUSLY AGREED** that Cllr. Pritchard be elected Chairman of the committee.

Cllr. Pritchard gave thanks to Cllr. Bartlett for his help and support as Vice Chairman over the past 24 months.

2. **ELECTION OF COMMITTEE VICE CHAIRMAN**

It was **proposed** by Cllr. Airs, **seconded** by Cllr. Frostdick and **UNANIMOUSLY AGREED** that Cllr. Bartlett be elected Vice Chairman of the committee.

3. **MINUTES OF THE MEETING HELD ON 07 MAY 2013**

The minutes of the meeting held on 07 May 2013, which were **APPROVED** by full council on 13 May 2013, were signed by the Chairman of the committee.

4. **DECLARATIONS OF INTEREST**

Cllr. Bartlett declared an interest in respect of his membership of Cromer Preservation Society relating to Cemetery Chapel, War Memorial and Crematorium.

5. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Saunders due to work commitments and Cllr. Cox due to sudden family illness.

6. **PUBLIC PARTICIPATION**

There were no members of the public present.

7. **CEMETERY (No 2 Site)**

- 7.1 Cemetery Lodge – Cllr. Bond confirmed that a planning application is worth pursuing and he will be working on this with Mr. Margaron over the coming weeks.  
The Clerk raised concern that in the meantime the property is standing empty and suggested that essential repairs are carried out and the property is let on a short term lease. It was **AGREED** to investigate a short term tenancy and instruct the clerk to obtain cost of the repairs.
- 7.2 Cemetery Chapel – Following an update and advice from Mr. Margaron, it was **AGREED** to go out to tender for a new heating system.

*Mr. Margaron left the meeting.*

- 7.3 Cemetery Maintenance – The Clerk advised that 8 expressions of interest had been received and that the tender documents have been issued to all applicants. The deadline for the return of the tender documents is 23 August 2013, in order that they can be considered at the meeting of the Strategy & Finance Committee on 27 August 2013.  
The Chairman thanked the Officers for the prompt action taken to resolve the maintenance issues at the cemetery and stressed that the cemetery is now looking much better.
- 7.4 Royal British Legion Section – The Deputy Clerk read a letter from Halsey House asking if their maintenance teams could be given permission to paint the posts surrounding the Royal British Legion Section and also asking that the trees that overhang the back of the section are cut back. It was **AGREED** that subject to satisfactory evidence of public liability insurance of £5m and any risk assessments, permission will be given for the posts to be painted by the team from Halsey House. The Clerk was instructed to establish whether the trees in question are on cemetery land.
- 7.5 Other Cemetery Matters (for information only) – There were no other matters to report.

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

There were no matters to report.

9. **GARDEN ALLOTMENT SITE**

- 9.1 Allotment Land – Also refer item 17.  
It was **AGREED** that vacant allotments will not be reallocated and that Kier will be asked to trim them to keep the grass down.
- 9.2 Other Allotment matters – There were no other allotment matters.

10. **STREET LIGHTING**

There were no matters to report.

*Cllr Adams arrived at the meeting and apologised for being late.*

11. **BUS SHELTERS, BENCHES & BINS**

There were no matters to report.

12. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)

12.1 Requests for dog bins – The Clerk advised that two requests for dog bins had been received. It was noted that it is the policy of the Town Council not to supply dog bins as it is felt that this is the duty of NNDC. It was also noted that the Town Council have no budget for dog bins. It was **AGREED** to instruct the Clerk to forward the requests to NNDC Environmental Health.

12.2 Litter bins – It was noted that NNDC has installed a large litter bin on the promenade at the bottom of the zigzags.

12.3 Other Correspondence (for information only)

The Clerk advised that Freewheel still have the remains of the old flagpole in storage. It was **AGREED** to ask Freewheel to continue to store this whilst a decision is made as to how the wood can be used. One suggestion was for a carving of a poppy to be installed in the garden at North Lodge in memory of Vera Woodcock MBE.

13. **DATE OF THE NEXT MEETING** – 24 September 2013 (Budget)

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

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

15. **WAR MEMORIAL**

The Clerk advised that the quotation for the repairs is still awaited. Cllr. Pritchard explained his 'Mayor's Mission' to launch a project to restore the War Memorial for 2018. He is hoping to hold a community carol service and other events to raise funds. It was **AGREED** to recommend to full council that a sub-committee is set up to move this forward. It was suggested that funds towards this are included in the budget over the coming years. It was noted that a press release has been drafted subject to approval by full council.

16. **CHURCHYARD FLAGPOLE**

Members were pleased to learn that Dignity UK on behalf of Fox's Funeral Services have pledged the funds required for the repair of the flagpole in the churchyard. This offer was gratefully accepted.

17. **CREMATORIUM & ALLOTMENT LAND**

The Clerk provided an update on the prospective allotment land at Carr Lane. It was noted that negotiations with Westerleigh have secured funding for the purchase of the land in return for sufficient land at the cemetery for a revised road layout to the crematorium. A letter from Keys advising of the benefits of the revised deal was circulated. It was **UNANIMOUSLY AGREED** to support the suggested deal.

The Clerk was thanked for all her hard work for the benefit of the Town Council and Cromer.

It was noted that a public consultation will be held at North Lodge in September and that it is hoped that the planning application will be submitted in late September/early October.

There being no further business, the Chairman closed the meeting at 8.27pm

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Signed

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Dated