

**A MEETING of the ASSETS COMMITTEE was held on Tuesday 7<sup>th</sup> June 2022 at 7.30pm at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Ratcliffe  
Councillors: Cllr Dorey, Cllr Shepherd, Cllr Pegg, Cllr Ashcroft, Cllr Brisbane  
In Attendance: 2 members of the public. Officers: Mel Ashcroft, Melanie Brown  
Clerk/Minutes: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
2022/AC/14.	<b>ELECTION OF CHAIR</b>	
	IT WAS RESOLVED that Cllr Ratcliffe chair the meeting in the absence of the Chair and Vice Chair.	Proposed: PR. Seconded: RS. All in favour
2022/AC/15.	<b>APOLOGIES</b>	
	Cllr Treadway, Cllr Beazley, Cllr Stubbs – personal. Due to Covid, Cllr Worboys attended the meeting virtually as a member of the public and did not take part in voting. IT WAS RESOLVED that the apologies be accepted.	Proposed: SB. Seconded: JD. All in favour
2022/AC/16.	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	Cllr Ashcroft – Allotments – relation of the WRHA Representative.	
2022/AC/17.	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Assets Committee meeting of 01.03.22 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: MA. Seconded: DS. 6 for. 1 abstention Clerk
2022/AC/18.	<b>OPEN MEETING</b>	
	No public submissions received.	
2022/AC/19.	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 IT WAS RESOLVED that the press and public not be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information as commercially sensitive.	Proposed: PR. All in favour
2022/AC/20.	<b>FUEL FOR MAINTENANCE EQUIPMENT</b>	
	Quotes had been obtained for the purchase of a fuel tank, and details of a fuel card option given. A discussion took place which included costs, fuel savings, officer time savings, insurance, safety, and security of a tank.	

	IT WAS RESOLVED that Committee are generally in favour of purchasing a fuel tank but further clarification is needed on how much fuel is currently used so we can consider the savings and consider how much fuel would need to be purchased, safety and security of the tank, officer time saved on fuelling up, whether a base station is required. A Task & Finish Group consisting of Cllr Dorey, Cllr Worboys, and Cllr Shepherd be formed to investigate further. The Clerk to check with the insurer for any specific requirements. A report to be submitted to the next Full Council meeting for approval.	Proposed: JD. Seconded: MA. All in favour JD/TW/RS/ Clerk
<b>2022/AC/21.</b>	<b>TRACTOR CHIPPER</b>	
	Quotes had been obtained for the purchase of a chipper for the new tractor. A discussion took place. IT WAS RESOLVED that Committee approve the purchase of a chipper from Johnson Bros at a cost of £1,875 + VAT. The Clerk to place an order for the chipper subject to approval of the chipper chosen by the Maintenance Officer.	Proposed: JD. Seconded: MA. All in favour Clerk
<b>2022/AC/22.</b>	<b>ALLOTMENTS</b>	
<b>i.</b>	<b>Allotment reports</b>	
	IT WAS RESOLVED that Committee note an update report from Cllr Worboys including: <ul style="list-style-type: none"> <li>• Work to the plots is ongoing.</li> <li>• The quarterly allotment inspections are ongoing and tenants are carrying out maintenance.</li> <li>• The Tenancy Agreement may need enforcing and a few further changes may be needed to the document.</li> </ul> IT WAS RESOLVED that Committee note an update report on the allotments from the WRAH Allotment Association STC Representative.	Proposed: SB. Seconded: JD. All in favour.
<b>ii.</b>	<b>Allotment Officer</b>	
	Cllr Dorey was welcomed as the Allotment Officer and thanked for taking on the role. A draft Allotment Officer Terms of Reference had been circulated to all. IT WAS RESOLVED that the Allotment Officer Terms of Reference be adopted.	Proposed: SB. Seconded: JD. All in favour. Clerk
<b>iii.</b>	<b>Allotment Site Entrance Gates and Security</b>	
	IT WAS RESOLVED that site security be considered following a spate of vandalism. The gates, gate posts, and additional security measures are being investigated. A fully detailed costed report to be submitted to Council for consideration.	Proposed: SB. Seconded: JD. All in favour. TW/JD
<b>2022/AC/23.</b>	<b>BEESTON COMMONS</b>	
<b>i.</b>	<b>Report from the Honorary Warden</b>	
	IT WAS RESOLVED that Council note an update report from the Beeston Commons Honorary Warden.	Proposed: PR. All in favour
<b>ii.</b>	<b>Bye Law Signage</b>	
	It seems that bye laws are currently being breached. IT WAS RESOLVED that following the Council resolution in November 2021 to purchase noticeboards that are to have the bye law notices placed in them that the project be commenced.	Proposed: PR. All in favour Clerk
<b>2022/AC/24.</b>	<b>GENERAL MAINTENANCE</b>	
	IT WAS RESOLVED to note the general maintenance report received from the Maintenance Officer which included: <ul style="list-style-type: none"> <li>• Cemetery - Grass cutting is being carried out continually. Spraying of graves and paths will commence shortly. The workshop and pavilion are all in the process of being re-decorated when time permits.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Commons - is growing quickly, in places Council have participated in No Mow May. There is an abundance of buttercups this year. Discussions are ongoing with contractors for the fen cutting later this year with hopefully a better solution than last year. All areas Council look after are flourishing and the wildflower meadows are looking healthy.</li> <li>• Allotments - The new allotment area has been rotovated and is ready to be done again. Delivery is awaited of the new marker posts. The bank has been cut to give new hedging a good chance of survival.</li> </ul> <p>It was questioned whether Council should be weed spraying as it may conflict with Councils climate commitment. IT WAS RESOLVED that the Climate Committee consider weed spraying and if they decide on banning the use of chemicals then consideration is given as to how weeds will be controlled.</p>	Proposed: PR. Seconded: MA. All in favour SB
<b>2022/AC/25.</b>	<b>PUTTING GREENS</b>	
	<p>The putting greens have been let for the 2022 season. NNDC have been asked to consider selling the putting greens to Council or to provide long-term leases. Still awaiting a response. IT WAS RESOLVED that Committee accept the putting greens updates.</p>	Proposed: DS. Seconded: JD. All in favour. SP
<b>2022/AC/26.</b>	<b>SHERINGHAM PONDS</b>	
	<p>A resident has queried whether fishing and dogs are allowed in the ponds. A discussion took place including how would this be enforced, how do people stop their dogs entering ponds without us enforcing a dogs on leads policy, do dogs and fishing affect conservation? are permits needed for fishing? IT WAS RESOLVED that Council do not impose no dogs and no fishing rules on the ponds for the timebeing and an investigation is undertaken as to how we can make the ponds more of a conservation community asset. The Clerk to respond to the resident to inform them of the decision.</p>	Proposed: JD. Seconded: DS. For – 4 Against – 2 Clerk
<b>2022/AC/27.</b>	<b>STREET LIGHTING</b>	
<b>i.</b>	<b>Street Light Tender</b>	
	<p>TT Jones have responded to Councils queries concerning the street light tender:</p> <ul style="list-style-type: none"> <li>• Their quote has been reduced.</li> <li>• They would issue, upon completion of works, an Electrical Inspection Certification (EIC's) for all installed street lighting columns completed, EIC's for the fitted LED lanterns, 10 year LED lantern manufacturers warranty declaration, their ECA 6 year works guarantee and UMSUG codes for all LED lanterns fitted to pass on to our power supply company to obtain electricity savings.</li> <li>• Confirmation that they have a full RAMS pack that they would send to Council on commencement of the works.</li> </ul> <p>Cllr Ashcroft is investigating a Shoal grant.</p> <p>IT WAS RESOLVED that Committee would propose to Full Council that the street light replacement tender is placed with TT Jones. Council need to consider if the money will come from the sale of the Town Hall monies. Grant funding to be obtained if possible.</p>	Proposed: MA. Seconded: DS. All in favour MA/Clerk
<b>ii.</b>	<b>Street Lighting Maintenance</b>	
	IT WAS RESOLVED that Committee approve the update report on the street lighting repairs which included:	

	<ul style="list-style-type: none"> <li>• So far this year, 8 issues have been dealt with relating to STC owned streetlights, with 1 urgent repair being completed as it was under warranty.</li> <li>• As the office is aware of the proposed street light replacement project the team have been asking residents who inform us of issues whether the issues are deemed urgent and where they are, the site has been visited to confirm the required works. Once the Clerk has been informed of the urgency to repair, TT Jones is contacted following the in-house reporting process and asked to supply a quote for works. If the issue is not deemed urgent, TT Jones is still contacted to supply a quote for works for consideration.</li> </ul>	Proposed: DS. Seconded: JD. All in favour
<b>2022/AC/28.</b>	<b>CEMETERY REGULATIONS</b>	
	<p>Committee considered the proposed new Defra cemetery regulation requirements including no burial will be permissible within 10 m of a water course, coffins must have a 1m clearance of the water table, and the standard size of a grave must increase from 3 cubic metres to 5 cubic metres.</p> <p>IT WAS RESOLVED that the Cemetery Officer investigate whether the new rules have come into effect, and if so, what will be the impact on the cemetery in terms of loss of grave space and cost implications. A report to be submitted to Council for consideration.</p>	Proposed: SB. Seconded: PR. All in favour Clerk
<b>2022/AC/29.</b>	<b>COMMUNITY CENTRE</b>	
	<p>IT WAS RESOLVED that Committee note the notes from the Community Centre Working Group meeting held on 18.05.22, including consideration of recommendations:</p> <ol style="list-style-type: none"> <li>1. That the Hiring Agreement has a paragraph added stating that there would be no tolerance of physical or verbal abuse towards staff, and hirers need to respect the neighbours by keeping noise to a minimum, particularly when leaving the premises.</li> <li>2. That adult parties are kept on hold until a new specific Hiring Agreement for them is approved. Enquirers are given a list of alternative more suitable venues to hire.</li> <li>3. That a designated smoking area is put in place, with a suitable cigarette bin.</li> <li>4. That charities and local community groups are given a 10% discount on hire fees.</li> <li>5. That Council approve new carpet tiles for rooms 5/6 at a cost of approx. £600.</li> <li>6. That the councillor surgery is combined with a coffee morning/hub once a month to increase attendance. Trial for 3 months.</li> <li>7. That the Magimix food mixer is advertised on Facebook for local community not-for-profit groups. The winner to be drawn from a hat of all applicants.</li> <li>8. That paint can be purchased as and when required for maintenance of the building at approx. £20 per tin.</li> </ol>	Proposed: PR. Seconded: SB. All in favour Clerk
<b>2022/AC/30.</b>	<b>CCTV</b>	
	IT WAS RESOLVED that the Project Officer investigate the process for the replacement of the CCTV project as per the 3-Year Project Plan, and a fully detailed costed report is presented to Council for approval.	Proposed: PR. Seconded: MA. All in favour Clerk
<b>2022/AC/31.</b>	<b>CEMETERY and SPORTS PAVILION SURVEYS</b>	
	<p>IT WAS RESOLVED that Committee note the update report from the Pavilion Task &amp; Finish Group on the cemetery and sports pavilion surveys which included:</p> <ul style="list-style-type: none"> <li>• Council agreement to form a Task &amp; Finish Group to review the outcome of the building surveys and bring recommendations back to Full Council as to the most appropriate way to support maintenance works on both Pavilions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Council agreement to engage Purslows Chartered Building Surveyors to carry out a full building survey on the Sports Pavilion and the Cemetery Pavilion. The intention is Purslows complete a comprehensive survey on the fabric of the buildings to include an assessment of the condition of the mechanical and electrical systems, and in the case of the sports Pavilion, some focus on the condition of the central heating and hot water supplies. The subsequent report is to provide a detailed condition report and recommendations for the Council and SSA to consider about a maintenance programme for the building(s). Part of the report would include an indication of costs associated with any recommended works.</li> <li>• In anticipation of the report being made available June time the Task &amp; Finish Group will review the findings of the survey and make recommendations to Full Council for consideration.</li> </ul>	<p>Proposed: PR. Seconded: SP. All in favour PR/JS/TW</p>
2022/AC/32.	<b>DATE OF NEXT MEETING</b>	
	Tuesday 6 <sup>th</sup> September 2022 at 7.30 pm at Sheringham Community Centre.	All/Clerk

The meeting closed at 8.50 pm.

Chair T. Wombay Date: 6-9-22