

A MEETING of the ASSETS COMMITTEE was held on Tuesday 1st November 2022 at 7.30pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Worboys

Councillors: Cllr Kime, Cllr Dorey, Cllr Shepherd, Cllr Ashcroft, Cllr Withington (20:25), Cllr Brisbane & Cllr Stubbs.

In Attendance: Officer: Mel Ashcroft, Honorary Warden – Frances Farrow (20:15)

Clerk/Minutes: Sarah Peberday

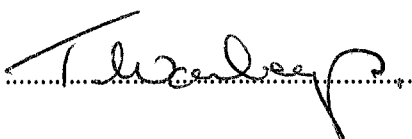
ITEM	MINUTE	VOTE / ACTION
2022/AC/50.	APOLOGIES	
	Cllr Ratcliffe, Cllr Pegg – personal IT WAS RESOLVED that the apologies be accepted.	Proposed: JS Seconded: JD All in favour
2022/AC/51.	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Ashcroft – Officer/Allotments – relation of the WRHA Representative/Officer, Cllr Worboys WRHA Chair & allotment holder Cllr Withington – Putting Greens	
2022/AC/52.	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	A matter was raised as an additional motion prior to the meeting by Cllr Withington, requesting an amendment to the minutes of the meeting of 7.6.22. In accordance with Standing Order 10a-i and 12c the amendment was proposed by Cllr Withington but was not seconded by any members. The motion was lost, no vote was made. IT WAS RESOLVED that the minutes of the Assets Committee meeting of 7.6.22 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: MA Seconded: JD. 7 for 1 against Clerk
2022/AC/53.	OPEN MEETING	
	No public submissions received.	

2022/AC/ 54.	EXCLUSION OF PRESS AND PUBLIC	
	Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 There were no members of the public at the meeting, an Officer was present.	
2022/AC/ 55.	ASSETS SURVEY	
	IT WAS RESOLVED That STC undertake surveys on various assets listed on the STC Asset Register to determine the state of those assets, and from those reports, what maintenance activity is required	Proposed: SB Seconded: IK All in favour Clerk
2022/AC/ 56.	ALLOTMENTS	
	<p>ALLOTMENTS</p> <p>IT WAS RESOLVED: Committee to note an update report on the allotments from Cllr Worboys, which included 8 quarter plots in the new section.</p> <p>IT WAS RESOLVED: Committee to note update report on the allotments from the STC Projects Officer.</p> <p>IT WAS RESOLVED: Committee note and agree WRHA Committee agreement for Plot Allocation Officer and waiting list tasks return to STC administration team.</p> <p>FINAL MOTION WAS REMOVED – further information is to be gathered in relation to Chemical usage and environmental considerations</p>	Proposed: JD Seconded: RS All in favour
2022/AC/ 57.	PUTTING GREENS	
Cllr Withington left the meeting at 20:25 (before final resolution and vote)	<p>IT WAS RESOLVED that Committee note a verbal update on the putting green leases and maintenance from Cllr Pegg</p> <p>IT WAS RESOLVED to note the verbal update from Cllr Withington (provided as a member of the public/District Councillor), in relation to the Station Approach Putting Green Development project, but to also require a full report and project brief be provided for review by the STC Assets Committee as the next step , prior to recommendation (if carried) to Full Council.</p> <p>It is noted for the record, that Cllr Withington does not wish to raise this matter in her capacity as a Town Councillor, this precludes Cllr Withington from raising a motion. The Committee acknowledged that an XO meeting would be considered.</p>	Proposed: MA Seconded: IK All in favour Proposed: TW Seconded: JS All in favour
2022/AC/ 58.	CEMETERY WORK	
	IT WAS RESOLVED that Committee to note and agree an update report on the Cemetery from the STC Projects Officer	Proposed: RS Seconded: IK All in favour

2022/AC/59.	STREET LIGHTING	
	IT WAS RESOLVED that Committee note an update on the Street Light replacement project	Proposed: IK Seconded: RS. All in favour
2022/AC/60.	BEESTON COMMONS	
	IT WAS RESOLVED that Committee note a verbal update from the Honorary Warden (FF)	Proposed: SB Seconded: JS All in favour
2022/AC/61.	FEN MOWING/WINTER WORK	
	IT WAS RESOLVED Committee noted and agreed an update on the Fen Mowing/Winter work from the project officer	Proposed: JS Seconded: IK. All in favour Clerk
2022/AC/62.	STREET LIGHTING	
	IT WAS RESOLVED that Committee note an update from the Clerk in relation to the CCTV replacement project	Proposed: MA. Seconded: RS. All in favour Clerk
2022/AC/63.	TREE SURVEY	
	IT WAS RESOLVED that Committee note a verbal update from the Project Officer	Proposed: JS. Seconded: JD. All in favour
2022/AC/64.	INFRASTRUCTURE BILL LEVY	
	IT WAS RESOLVED Committee agree to request that local MP supports the Bill.	Proposed: RS. Seconded: SB. All in favour Clerk
2022/AC/65	DOG ACCESS TO ASSETS	
	IT WAS RESOLVED that committee and agree permission for dogs on leads to be allowed access to assets and the erection of signage – specifically the Cemetery, Community Centre and Allotments (for a 1-year trial)	Proposed: IK. Seconded: JD. 5 for 1 Abstention 1 Against
	IT WAS RESOLVED that committee agree purchase of dog bins X3 for erection at The Cemetery, Allotment and Community Centre at a budget of £105.17 plus VAT per bin.	Proposed: IK. Seconded: SB All in favour.

	IT WAS RESOLVED that the to consider and agreed purchase and fitting of a mixed recycling bin outside the Community Centre at a budget of £524.40 plus VAT.	Proposed: MA. Seconded: SB. 6 for 1 Against
2022/AC/66	CEMETERY & SPORTS PAVILLION SURVEYS	
	IT WAS RESOLVED Committee noted an update from the Pavilion Task & Finish Group on the cemetery and sports pavilion surveys	Proposed: JD. Seconded: MA. All in favour
2022/AC/67	COMMUNITY CENTRE UPDATE	
	IT WAS RESOLVED note an update from Cllr Kime on the Community Centre Heat pump and other matters (IK) IT WAS RESOLVED agree that restrictions will be placed on the sale of food by hirers in accordance with NNDC and Health & Safety recommendations IT WAS RESOLVED agree if a Christmas tree could be erected outside Community Centre, organised via Cllr Morris and Cllr Kime (subject to Health & safety requirements) with a budget agreed at £150	Proposed: IK. Seconded: SB. All in favour
2022/AC/68	BENCHES UPDATE	
	IT WAS RESOLVED Committee noted an update from Cllr Brisbane on the Benches Project and recommended a budget to be set aside of £30000	Proposed: IK. Seconded: SB. All in favour
2022/AC/69	CCTV	
	IT WAS RESOLVED Committee noted note an update from Clerk & Projects Officer in relation to the replacement CCTV	Proposed: JS Seconded: IK. All in favour
2022/AC/70.	DATE OF NEXT MEETING	
	Tuesday 7 th March 2023 at 7.30 pm at Sheringham Community Centre.	All/Clerk

The meeting closed at 9.45 pm.

Chair 

Date: 14 FEB 2023