

27<sup>th</sup> October 2022

A meeting of Sheringham Town Council **Assets Committee** will take place on Tuesday 1<sup>st</sup> November **2022** in Sheringham Community Centre at **7.30pm** and the following business will be transacted. All Committee Members are summoned to attend. Members of the press and public are welcome.



Sarah Peberday

Town Clerk/RFO

## AGENDA

1.	<b>APOLOGIES</b> MOTION: Committee to receive and approve apologies and reasons for absence.
2.	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b> With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	<b>APPROVAL OF MINUTES</b> MOTION: Committee to approve and sign the minutes of the Assets Committee meeting held on <b>Tuesday 6<sup>th</sup> September 2022</b> .
4.	<b>OPEN MEETING</b> Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	<b>EXCLUSION OF PRESS AND PUBLIC</b> MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.
6.	<b>ASSETS SURVEY</b> MOTION: MOTION: 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 (Clerk)
7.	<b>HEALTH AND SAFETY/RISK REGISTER</b> MOTION: MOTION: Committee to consider and agree revised quotation provided by JLM Health & Safety Ltd (Clerk)
8.	<b>ALLOTMENTS</b> MOTION: Committee to note an update report on the allotments from Cllr Worboys. (TW) MOTION: Committee to note and update report on the allotments from the STC Projects Officer (MA) MOTION: Committee to consider and agree Plot Allocation Officer and waiting list to return to STC administration team following agreement by WHRA (TW)

	<b>MOTION:</b> Proposal by Allotment Officer to use agreed chemicals (H & S review) when preparing allotments for new tenants (JD)
9.	<b>PUTTING GREENS</b> MOTION: Committee to note a verbal update on the putting green leases and maintenance from Cllr Pegg. (SP) MOTION: Committee to receive an update in relation to the putting green potential development project (LW)
10.	<b>CEMETERY UPDATE</b> MOTION: Committee to note and update report on the Cemetery from the STC Projects Officer (MA)
11.	<b>BEESTON COMMONS</b> MOTION: Committee to note a report from the Beeston Commons Honorary Warden (FF).
12.	<b>FEN MOWING/WINTER WORK</b> MOTION: Committee to receive an update on the Fen Mowing/Winter work from the project officer (MA)
13.	<b>STREET LIGHTING</b> MOTION: Committee to receive an update on the street lighting replacement project. (Clerk)
14.	<b>TREE SURVEY</b> MOTION: Committee to receive a verbal report on projects being considered by the Climate Committee (SB)
15	<b>INFRASTRUCTURE LEVY BILL – REPLACEMENT OF S106</b> <b>MOTION:</b> Committee to note and agree to request that local MP SUPPORTS THE Bill. The Infrastructure Levy, should it pass, will be mandatory on Planning Authorities and ensure that a financial percentage of any agreement on larger developments would be devolved for local use. (Clerk)
16.	<b>DOG ACCESS TO ASSETS</b> MOTION: Committee to consider and agree permission for dogs on leads to be allowed access to assets (Clerk) <b>BINS</b> MOTION: Committee to consider and 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 (Clerk) MOTION: Committee to consider and agree purchase and fitting of a mixed recycling bin outside the Community Centre at a budget of £524.40 plus VAT (Clerk)
17.	<b>CEMETERY AND SPORTS PAVILION SURVEYS</b> MOTION: Committee to receive an update from the Pavilion Task & Finish Group on the cemetery and sports pavilion surveys (TW)
18.	<b>COMMUNITY CENTRE UPDATE</b> MOTION: Committee to note an update from Cllr Kime on the Community Centre Heat pump and other matters (IK) MOTION: Committee to consider and agree that restrictions will be placed on the sale of food by hirers in accordance with NNDC and Health & Safety recommendations (Clerk) MOTION: Committee to consider and agree if a Christmas tree could be erected outside Community Centre, organised via Cllr Morris and Cllr Kime (CM/IK)
19.	<b>BENCHES UPDATE</b> MOTION: Committee to note an update from Cllr Brisbane on the Benches Project and consider a budget to be set aside (SB)
20.	<b>CCTV</b> MOTION: Committee to note an update from Clerk & Projects Officer in relation to the replacement CCTV (Clerk)
21.	<b>DATE OF NEXT MEETING</b> MOTION: Council to note the date of the next meeting as Tuesday 7 <sup>th</sup> March 2023 at 7.30pm.

## AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING



Sheringham Town Council  
 Sheringham Community Centre  
 Holway Road  
 Sheringham  
 NR26 8NP  
 01263 822213  
[info@sheringhamtowncouncil.gov.uk](mailto:info@sheringhamtowncouncil.gov.uk)  
[www.sheringhamtowncouncil.gov.uk](http://www.sheringhamtowncouncil.gov.uk)

**A MEETING of the ASSETS COMMITTEE was held on Tuesday 6<sup>th</sup> September 2022 at 7.30pm at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Worboys

Councillors: Cllr Ratcliffe, Cllr Kime, Cllr Shepherd, Cllr Ashcroft, Cllr Withington, Cllr Brisbane & Cllr Pegg.

In Attendance: Officer: Mel Ashcroft, Honorary Warden – Frances Farrow

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
<b>2022/AC/33.</b>	<b>APOLOGIES</b>	
	Cllr Dorey – personal IT WAS RESOLVED that the apologies be accepted.	Proposed: PR Seconded: SP All in favour
<b>2022/AC/34.</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	Cllr Ashcroft – Officer/Allotments – relation of the WRHA Representative/Officer, Cllr Worboys WRHA Chair & allotment holder	
<b>2022/AC/35.</b>	<b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>	
	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: TW Seconded: MA. 7 for 1 abstention Clerk
<b>2022/AC/36.</b>	<b>OPEN MEETING</b>	
	No public submissions received.	

<b>2022/AC/37.</b>	<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 be excluded from the meeting for agenda item 8 on the grounds that its consideration would involve the disclosure of exempt information as commercially sensitive. The matter will be heard at the end of the meeting	Proposed: PR Seconded/SP All in favour
<b>2022/AC/38.</b>	<b>FUEL TANK</b>	
	IT WAS RESOLVED that Committee return to consider and decide upon effective and safe ways of managing fuel purchase and use	Proposed: TW Seconded: SP All in favour Clerk
<b>2022/AC/39.</b>	<b>ALLOTMENTS</b>	
	<b>ALLOTMENTS</b> IT WAS RESOLVED: Committee to note update report on the allotments from the WRAH Allotment Association STC Representative IT WAS RESOLVED: Committee to note and update report on the allotments from the STC Administrator IT WAS RESOLVED: Committee to defer Plot Allocation Officer and waiting list to return to STC administration team pending WRHA Committee agreement IT WAS RESOLVED: Committee to note an update report on the allotments from Cllr Worboys.	Proposed: TW Seconded: RS All in favour
<b>2022/AC/40.</b>	<b>BEESTON COMMONS</b>	
	<b>Report from the Honorary Warden</b>	
	IT WAS RESOLVED that Committee note an update report from the Beeston Commons Honorary Warden.	Proposed: PR Seconded: LW All in favour
<b>2022/AC/41.</b>	<b>FEN MOWING AND WINTER WORK</b>	
	IT WAS RESOLVED that Committee agreed wording of the Fen Mowing/Winter work prepared by the Maintenance Office & Honorary Warden IT WAS RESOLVED that Committee agree Clerk contact with Emily Swann re tender process commenced for Fen Mowing/Winter work	Proposed: TW Seconded: IK All in favour
<b>2022/AC/42.</b>	<b>STREET LIGHTING</b>	
	IT WAS RESOLVED that Committee note an update on the Street Light replacement project	Proposed: IK Seconded: RS. All in favour
<b>2022/AC/43.</b>	<b>CLIMATE COMMITTEE UPDATE</b>	
	IT WAS RESOLVED that Committee note a verbal update from Cllr Brisbane in relation to the earlier Climate Committee Meeting	Proposed: LW

		Seconded: MA All in favour
<b>2022/AC/44.</b>	<b>COMMUNITY CENTRE</b>	
	IT WAS RESOLVED Committee agreed the notes from the Community Centre Working Group meeting held on 05.07.22, including agreement of recommendations. (PR)  IT WAS RESOLVED Committee agreed a verbal update from Cllr Ratcliffe in relation to the Community Centre heat pump, lighting and electrics, Cllr Kime to assist moving forwards	Proposed: SB Seconded: TW. All in favour Clerk
<b>2022/AC/45.</b>	<b>CCTV</b>	
	IT WAS RESOLVED that Committee received a verbal update in relation to CCTV and agree for a meeting/site survey with an alternative supplier – East Anglia Security Services (replacement of the CCTV project as per the 3-Year Project Plan), but attempt to seek 3 supplier quotations  IT WAS RESOLVED that Committee agree in principle to purchase of PIR Solar Powered Cameras and HD Cards, plus tablet £but further review of all requirements/opportunities/sites to be undertaken by the Clerk	Proposed: MA. Seconded: PR. All in favour Clerk
<b>2022/AC/46.</b>	<b>CEMETERY and SPORTS PAVILION SURVEYS</b>	
	IT WAS RESOLVED that Committee note the verbal update from the Pavilion Task & Finish Group on the cemetery and sports pavilion surveys.	Proposed: PR. Seconded: RS. All in favour PR
<b>2022/AC/47.</b>	<b>BENCHES PROJECT</b>	
	IT WAS RESOLVED that committee note the report, with agreement to a gradual replacement of benches, with an agreed design (project phase 2). Initial replacement will be 9 identified as in need of immediate replacement/safety issues.	Proposed: SB. Seconded: MA. All in favour Clerk
<b>2022/AC/48</b>	<b>PUTTING GREENS</b>	
3D OPENED	Melanie Ashcroft and Frances Farrow left the meeting  IT WAS RESOLVED that committee note the update in relation to the Beeston Hill purchase  The Committee requested an update from Cllr Withington in relation to a Community Venture project she confirmed being involved in which is seeking to add a building onto the space at Station Approach putting green grounds. This venture would affect an asset of financial interest to STC and the Sheringham wider Community. It is minuted that Cllr Withington did not declare an interest, but also declined to disclose any details of the project/concept to the Asset Committee, citing the project as being within her District Councillor role. When asked if STC could join the project/concept group – which Cllr Withington	Proposed: MA. Seconded: SP. 7 for 1 Abstention

3D CLOSED	confirmed includes Tina Blaber (Playing for cake/VCSE North Norfolk), Sheringham Little Theatre (unknown) and an unnamed local architect, Cllr Withington declined, advising STC would be invited once a board was being formed. It is minuted that the land is not available.  IT WAS RESOLVED that the Asset Committee response was to note the information provided by the Clerk and require updates from Cllr Withington	Proposed: MA. Seconded: SP. 7 for 1 Abstention Clerk Proposed: RS Seconded: IK
<b>2022/AC/49.</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 1 <sup>st</sup> November 2022 at 7.30 pm at Sheringham Community Centre.	All/Clerk

The meeting closed at 9.20 pm.

Chair ..... Date: .....

**AGENDA ITEM 6 – ASSETS SURVEY**

**Motion for Assets Committee Meeting of Tuesday 1<sup>st</sup> November 2022  
To Undertake Full Surveys on Sheringham Town Council Assets**

MOTION: 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

Supporting Information

In September 2022, STC undertook surveys on the Sports and Cemetery Pavilions. These surveys were completed by qualified building, electrical and mechanical engineers. The survey reports provided a detailed report as to the condition of these council-owned assets and action plans are being formed based on those survey reports.

It is some time since the condition of other assets owned by STC have been subject to a detailed professional survey, and it should be considered a necessary undertaking to ensure that any council-owned assets do not pose any safety risk to the public; and that based on the survey report, STC may determine any immediate and future maintenance requirements. The survey report would also inform budget planning.

The proposal is that STC Project Officer engages suitably qualified engineers to undertake a survey of the following STC Assets:

- Station Approach and Beeston Hills Putting Greens, (to include buildings and fences.)
- HRU Lifeboat Shed, and adjoining sheds, (to include shell museum building)
- Council store at Weybourne Road
- Town Clock
- Bus shelters
- CCTV cameras (to give assurance of mechanical integrity)
- Sheringham Town Sign

(Any STC assets may be removed/added from the scope at the discretion of the Town Clerk/Projects Officer.)

The surveys will consider the overall condition of all aspects of each of asset (building, mechanical and electrical) as appropriate, and report if they represent any hazard to the public, and any immediate and future maintenance requirements and will include cost estimates for any works for budgeting purposes. (Access to STC assets leased to outside bodies will be negotiated by the Projects Officer.) The survey reports will be reviewed by the Projects Officer and findings reported to the council along with any appropriate recommendations.

Based on the costs associated with the surveys of the Sports Pavilion and Cemetery Pavilion, it is suggested that for budget purposes £5000 is allowed for the work.

Proposed by: Cllr. Peter Ratcliffe  
Sheringham Town Council  
Wednesday 26<sup>th</sup> October 2022

## **AGENDA ITEM 7 – HEALTH & SAFETY/RISK REGISTER**

Hi Sarah,

It was good to meet you on Thursday and look forward to working with you to get Health & Safety for STC in a manageable place.

As discussed, please find my additional quotation for the extra work. I have also attached my schedule of rates and a proposed schedule for this work.

I hope that I have interpreted your requirements correctly, but if not please do not hesitate to contact me. Please let me know if there is anything I have missed.

As per the original service agreement, I will send over by the end of the month the draft Financial and Asset Management Risk Assessment template that we will need to work on together, the H&S Policy and Employees Handbook.

Speak soon.

Here's quote QU-0035 for GBP 5,115.00.



## QUOTE

Sheringham Town Council  
Attention: Sheringham Town Council  
Sheringham Community Centre  
Holway Road  
Sheringham  
Norfolk  
NR26 8NP

**Date**  
24 Oct 2022  
**Expiry**  
31 Oct 2022  
**Quote Number**  
QU-0035  
**Reference**  
Sarah Peberday

JLM Health & Safety Ltd  
Willow Barn  
13 Black Horse Rd  
Clenchwarton  
KINGS LYNN  
Norfolk PE34 4DN  
Tel:07549 248218

### Sheringham Town Council (STC) Health and Safety Management Register/Plan.

To assist Sheringham Town Council (STC) as per discussion on 20th October with additional Health and Safety work.

Description	Quantity	Unit Price	Amount GBP
Please find enclosed schedule showing additional H&S work as requested over and above that already approved in quotation QU-0030. The schedule quotes the work as an additional 93hrs and this work will be charged at our 'Documentation' rate per hour.	93.00	45.00	4,185.00
The additional site visits required to complete the audit and inspection of STC premises and assets will be charged at our 'Site Inspection' rate over 3-5 hours per visit.	3.00	310.00	930.00
Any additional work agreed with the Clerk as the work progresses will be at our 'Usual Rates' (Please see enclosed schedule of rates)			
		INCLUDES NO VAT	0.00
		<b>TOTAL GBP</b>	<b>5,115.00</b>

#### Terms

21 days from invoice - Quotation will be invoiced monthly against hours worked.

Company Registration No: 07958052. Registered Office: 23-26 King Street, KINGS LYNN, King's Lynn, Norfolk, PE30 1HU, GBR.



## SCHEDULE OF RATES

<b>Annual Competent Person Service</b>	
<b>Provides your Company with:</b> <ul style="list-style-type: none"> <li>Desk top review of your existing company Health &amp; Safety documentation.</li> <li>1 Years advice on matters of health and safety via email/telephone. (Monday to Friday 8am to 7pm)</li> <li>Membership enables your company to designate JLM Health and Safety Ltd as your 'Competent Persons' on your company literature, website, tender documents and pre-qualification questionnaires and with your Safety Scheme in Procurement such as CHAS, Constructionline and Aicurus.</li> <li>10% discount on all other services provided</li> </ul>	
Company employing less than 10 employees (not using more than 5 subcontractors) per annum	£585.00
Company employing 10 + employees or Company that uses more than 5 subcontractors per annum	£786.00
<b>Documentation</b>	
Development of Company specific documents/Review and update existing documentation Typical Examples: Health & Safety Policy for Construction Company (8 hrs) Construction Phase Plan (8 hrs) Production of Site Management Folder (electronic version) (8-12 hrs) Risk Assessment and Method Statement (1-4 hrs according to complexity)	£45.00 per hour
<i>Specific projects with multiple requirements are priced on an individual basis</i>	
<b>Routine Safety Inspections (including CDM Site Inspections) (includes 30 miles mileage)</b>	
Site visit – 1-3 hours including travel time and write up of report + mileage*	£280.00
Site visit – over 3-5 hours including travel time and write up of report + mileage*	£310.00
Site visit – over 5-10 hours including travel time and write up of report + mileage*	£475.00
<b>Usual Rates</b>	
Planned or emergency visits to site/head offices or other work locations for meetings/ or representation to with Clients, Principal Contractors or HSE, or for Safety Audits/Fire Audits/Accident/Incident Investigations etc. Includes 30 miles mileage*	
First 2 hours	£145.00
Additional hours	£ 85.00
½ Day (4 hrs)	£280.00
Daily rate	£475.00
<b>Training</b>	
Bespoke course development and delivery to company requirements –	
½ day training of existing JLM course material at your company premises (training venue, equipment and refreshments provided by the host company) + mileage*	£280.00
Full day training of existing JLM course material at your company premises (training venue, equipment and refreshments provided by the host company) + mileage*	£475.00
<b>Face Fit Testing</b>	
Includes 30 miles total mileage, toolbox talk and certificate (Operatives are required to bring their own respirators with filters or disposable mask) rate includes first 5 employees. (Please note: face fit testing requires the operatives to be clean shaven)	
	£185.00 £10 per additional person
Mileage will be charged at a rate of £0.45 pence per mile where applicable (Please note no reduction in prices are given if total journey miles are less than 30 miles)	

**PLEASE NOTE TRAINING CERTIFICATES WILL ONLY BE ISSUED ONCE PAYMENT HAS BEEN RECEIVED.**

WILLOW BARN, 13 BLACK HORSE RD CLINDONWARTON KINGS LYNN NORFOLK PE34 4DN	Email: <a href="mailto:info@jlmhealthandsafety.co.uk">info@jlmhealthandsafety.co.uk</a> Mobile: 07549 248 218 Website: <a href="http://www.jlmhealthandsafety.co.uk">www.jlmhealthandsafety.co.uk</a> No VAT is payable on the fee (as of 1 <sup>st</sup> June 2022)
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Health & Safety Action Plan of work for JLM Health & Safety	Hrs	Allocated to:	Time frame - start	Complete	Ready for approval
<b>Sheringham Town Council H&amp;S Policy</b>					
Part 1 -Statement	(Quoted as part of 5	JLM	20/10/2022	10/11/2022	01/12/2022
Part 2 -Organisation and responsibilities	days including mileage				
Part 3 - H&S Arrangements	for 2 visits)				
<b>Health &amp; Safety Audit of Town Council owned Premises and staff activities with production report and action plan</b>					
1 - Community Centre					
2 - Cemetery Pavilion					
3- Council Store	32	JLM to do visits	20/10/2022 1 x visit		
4-Sports Pavilion	Plus:	with nominated	10/11/2022 1 X visit	28/02/2023	01/03/2023
5-Allotments	3 x visits (8 hrs per visit)	staff member	TBA 1 x visit		
6- Common Land Nth & Sth of Cromer Rd					
7 -Beeston Hill					
8-Putting Green					
9-Sheringham Wood					
10-Shell Museum					
<b>Health &amp; Safety Inspection of Town Council owned assets as requested by the Clerk production of report and any recommendations</b>					
	12	JLM	10/11/2022	28/02/2023	01/03/2022
<b>Carry out a maximum of 20 Risk Assessments for general/routine work activities for the caretaker and maintenance staff, including:</b>					
Brush Cutter					
Chain Saw					
Compact mower					
Flail					
Generator					
Hedge Trimmers (Short and long handled)					
Petrol Mower					
Rotavator					
Strimmer	32	JLM	Meet staff -10/11/2022	01/04/2023	01/04/2023
Tractor with cutting deck					
Use of weedkiller and pesticides					
Working and height and use of ladders					
Hand arm and whole body vibration					
Using workplace display screen equipment - Self Assessments					
Violence and Aggression					
Driving for work:					
Use of cleaning chemicals					
Legionella and Weil's disease					
Produce for the Community Centre Hirers H&S Manual	8	JLM/SP	JLM to develop & provide to SP by 31st Jan 2023	TBC	TBC

## AGENDA ITEM 8 – ALLOTMENTS

### Plot Allocation Officer (PAO) – Update for Assets Committee: November 2022

Overview: Listed as of 26<sup>th</sup> October 2022

- Waiting list applicants: 22 (Sheringham based: 14 / Out of parish: 8)
- Plots required: Full: 3 / Half: 8 / Either: 8 / Raised: 3
- Average wait time: 5-8 months (Out of parish: 3 years)

#### Vacant Plots:

There are currently 2 vacant plots on the site that the PAO is aware of - Full: 1 / Half: 1

**Plot 32b** – This half plot became vacant in June 2021. It was originally part of a full plot and does not come with a shed or any STC supplied equipment. It has been shown to several waiting list applicants, but to no avail. The plan is to re-let it as part of the new plots later in the year.

**Plot 69** – This plot was vacated on 21<sup>st</sup> July 2022 and has been left to be used to at the end of this growing season to access plots 65-73 to remove the inherited compost mounds along the back of those 9 plots as discussed during the March inspection wave.

#### Allocation update:

This year the PAO has re-rented 24 plots out following relinquishment, the vast majority of these were plots that were relinquished by tenants in line with the annual renewal process.

The average time it has taken to process a new tenant is 1-2 days from the moment the plot has become vacant to the moment the waiting list applicant confirms that they would like to take the plot on. Now that STC follow a robust allocation process, the average time it takes to process a new tenant is 3-5 days, so the whole process from start to finish now takes 4-7 days depending on individual situations.

New plot site feedback:

Originally the new plot site was planned to be made up of half plots, but it is great to hear that we will be providing quarter plots too as there is a definite need for much smaller plots. Some of our current tenants who rent a full plot have requested smaller plots due to several reasons, ill-health being the main reason being fed back.

**AGENDA ITEM 10 – CEMETERY UPDATE- BURIAL OFFICER REPORT**



# Cemetery

Burial Officer Report  
Asset Committee  
November 2022

## Overview

Work has started to compile historical data about the cemetery and the memorial garden so that the information can be uploaded to the new Scribe system taking our cemetery process into the 21<sup>st</sup> Century.

New and historical overview documents are currently being created for the grants of Exclusive Rights of Burials (EROB – The certificate granted when a grave plot is purchased), Memorials and all interments by year. Estimated time to complete the overview of interments by year (From 1922 when the cemetery opened) 16-18 weeks.

Having these in place will dramatically cut down the amount of time spent administrating each process and the collated information will then be able to be sent to the Scribe team who will upload it to the system.

## Cemetery

The plans of the cemetery site are now all computerised. The site has been split into 9 sections to make finding a grave or grave credentials/details much easier. Sections 1-4 are classed as the 'old' graves, sections 5-8 are classed as the 'New' graves and section 9 is where the 'war' graves are situated.

Sections 5-8 are further split into Consecrated, Un-consecrated and Roman Catholic areas – This information is currently unavailable for the 'old' graves but could be compiled IF required. (This workload is not seen as a priority at this time as most plots are now occupied in these sections)

Cemetery Overview		Yearly Burial Interment information	
Total number of graves	3588	Year	Full Burials
Number of graves in use	2907	2022	11
Vacant graves (Bought EROB but unoccupied)	173	2021	19
Empty graves	506	2020	22
Capacity	81%	2019	23
		<b>4 yearly totals</b>	<b>75</b>

## Memorial Garden

Site sections 10 & 11 make up the low & high walled areas of the memorial garden. Site plans are currently being collated and site visits have and will need to be undertaken as part of this collation. The Memorial Garden is taking longer to collate as there are discrepancies which need to be investigated.

Memorial Garden		Yearly Interment information	
Total number of graves	165	Year	Interment total
Number of graves in use	98	2022	16
Vacant graves (Bought EROB but unoccupied)	15	2021	16
Empty graves	19	2020	8
Capacity	59%	2019	12

Important Note: Following initial investigation, it has been determined Sheringham Town Council didn't sell memorial garden plot Exclusive Rights of Burial until the process and fees were passed by Full Council in September 2017, therefore, any occupied pre-2017 plots are classed as STC owned. This means that if a memorial garden plot pre-2017 was to either be re-opened or have a memorial tablet implemented, a brand-new EROB grant must be purchased, and subsequent interment fees/memorial erection fees would be applicable.

### Administration and Best Practices

So far 17 working documents have been reviewed, updated and are now in use including the necessary application forms and permits for EROB purchase, memorial tablets & plaques, head stones & additional inscriptions, and official permits for burials and interment of ashes.

The review has not only included reformatting each document so that they show the new STC logo, address and contact details, they are now all laid out in the order that the information will be uploaded to the Scribe system.

A Best Practice 'How to' for each process is currently being drafted so that going forward, the cemetery processes can be handed over efficiently.

### Burial Officer actions completed this month

In addition to the 'Project Work' listed in the overview section of this report, the actions that have been completed and are the Burial Officer 'day job' have included:

2 x Full Burials, 2 x Interment of Ashes, 8 x Memorial requests, 3 x transfers of EROB, 4 x new EROB purchases, 3 x EROB investigation requests from family members and 4 x requests for locating the resting place of a person.

## AGENDA ITEM 13 – STREET LIGHTING

# T JONES ELECTRICAL LTD

ISO9001

REGISTERED FIRM  
GB2003380

Tel: 01603 747270 Fax: 01603 745251  
Unit 9 Charles Watling Way, Bowthorpe Employment Area,  
Norwich NR5 9JH  
info@ttjones-electrical.co.uk www.ttjones-electrical.co.uk  
Vat No. 823 6431 41.



Sheringham Town Council  
Sheringham Community Centre  
Holway Road  
Sheringham

18 October 2022

## **STREET LIGHTING PROJECT UPDATE - REPORT TO COUNCIL**

We have now installed all replacement street lighting columns except for a very small number that we have already referred to Sheringham Town Council where we are having issues resolving access due to resident resistance. We will continue to work closely with your Clerk to resolve these last few outstanding columns.

The long awaited LED lanterns for your project finally arrived into our depot on Friday 14 October. We can only apologise for their very late delivery. We were originally assured by the manufacturer of a 5-6 weeks lead time. This subsequently ballooned to over 12 weeks. They have now been checked and as you may already be aware we have begun the LED installation programme.

We kicked off with the LED lanterns on your replacement columns. This will now allow us to put those columns forward for connection/transfer.

In the meantime, we will continue with the lantern replacement programme more generally. You can expect feedback from your residents and we will, of course, as per our previous commitment, make any and all reasonable adjustments upon request.

We would like to assure Council that now we have all the materials to hand, we will look to drive this project forward at pace to deliver this project to its conclusion as quickly as is practicably possible.

Yours sincerely

***PAUL JONES***

Managing Director  
T T Jones Electrical Limited

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Good Afternoon, Sarah

Further to our telephone conversation Tuesday, I list below addresses of those columns that remain outstanding due to a requirement for hedge/ivy cutting to allow the installation of the new column and subsequent removal of the redundant one.

Abbey Road outside #21

*The resident of the first RHS property in Abbey Close has already exhibited significant resistance to us undertaking the works. Council will need to secure agreement from the resident before we can proceed with these works.*

St. Austin's Grove outside #34

*The existing asset at this location is covered in significant hedge and ivy growth and this has been cultivated deliberately historically by the resident and therefore this resident will need to be contacted by the Council prior to us installing the new column and subsequently removing the old.*

*Council will need to secure agreement from the resident before we can proceed with these works.*

Abbey Roadside #1 Abbey Close

*Existing asset is located in the hedge of this property and therefore this resident will need to be contacted by the Council prior to us installing the new column and subsequently removing the old.*

*Council will need to secure agreement from the resident before we can proceed with these works.*

St. Austin's Grove outside #28-29

*Existing asset is located in the hedge of this property and therefore this resident will need to be contacted by the Council prior to us installing the new column and subsequently removing the old.*

*Council will need to secure agreement from the resident before we can proceed with these works.*

Regards.

*Yvonne Bragger*

*Office Supervisor*

*T T Jones Electrical Limited*

## **AGENDA ITEM 15 – INFRASTRUCTURE LEVY BILL – REPLACEMENT OF S106**

**Subject:** Forthcoming Infrastructure Levy Bill - replacing S106 at NNDC.

Dear Clerk,

Stalham Town Council has, as you will see in the attached letter, had ongoing issues obtaining any local benefit through the current S106 system at North Norfolk District Council. The Infrastructure Levy, should it pass, will be mandatory on Planning Authorities and ensure that a financial percentage of any agreement on larger developments would be devolved for local use.

I have been asked to forward this to clerks within North Norfolk to request that you give your Council the opportunity to discuss the forthcoming change, and that they may perhaps feel able to support the request to your local Member of Parliament to support the Bill.

Kind regards

Sarah Hunt

Stalham Town Council Clerk

Tel: 07881 638145



21<sup>st</sup> October 2022

The Office of Mr Duncan Baker M.P.  
Tudor House  
Grammar School Road  
North Walsham  
NR28 9HT

Dear Mr Baker,

**Planning Bill – Infrastructure Levy**

I have been asked to write to you on behalf of Stalham Town Council to ask for you to support the new Infrastructure Levy when it comes before you at Parliament.

Council understands that the new Infrastructure Levy will replace both CiL and S106 and will bring mandatory requirements on Planning Authorities if passed as is currently draft.

North Norfolk District Council did not move across to the Community Infrastructure Levy when it became available but remained with the S106 scheme in their negotiations with developers in North Norfolk. The agreements are therefore negotiated and controlled by Officers at NNDC without reference, in Stalham's experience, to the Town Council.

This leads to local issues brought about by large developments that cannot be mitigated locally without the Parish authority shouldering the financial burden, and money that is specifically earmarked for local projects being retained by NNDC.

I was present, in the Parish forum with North Norfolk County District Members and Officers, when a member informed those present that NNDC had been utilising the S106 money from throughout their area and directing this to more consolidated projects rather than passing it along locally. The project under discussion at the time was the purchase of temporary housing for NNDC in the Cromer area.

The only recent exception to this in Stalham where local benefit could be obtained was the McCarthy Stone development, where S106 was paid across to NNDC on 21/04/2021 with the agreement stipulating *'the sum of twenty thousand pounds (£20,000) to be applied towards improving facilities at Stalham Town Hall for use by community groups'*.

Town Clerk: Sarah Hunt  
Postal Address: 58 Hercules Road, Hellesdon, Norwich, NR6 5HH  
Tel: 07881 638 145 Email: [clerk@stalhamtowncouncil.org](mailto:clerk@stalhamtowncouncil.org)



In other Districts, and historically with NNDC, this money would be passed along to the Town Council (who own the Town Hall) Members would be able to apply this to the necessary projects, and an annual accountability return completed and sent to NNDC to monitor the usage.

Stalham Town Council has been asking for access to part of this £20,000 from NNDC officers since May 2021, the initial project agreed by members was to install telephone and internet to improve the halls use. NNDC Planning agreed this project in a ZOOM meeting in front of the Clerk, Mayor and both District Councillors but stated that the Town Council had to claim against this money retrospectively, and that the first 24 months of fees would be covered. The Town Council is still without receipt of any of the earmarked S106 money despite the phone and internet being installed earlier in 2022 – and despite considerable communication, and work by District Council Officers.

The new Infrastructure Levy would make it mandatory for the Planning Authority to pay across to the Local Council a percentage of the S106 money agreed with the developer and therefore remove the issues that Stalham is currently facing to access S106 money specifically earmarked which NNDC is failing to allow the Town Council access to.

Whilst Council appreciates there is no current timescale for the new Infrastructure Levy to come before you they would alert you the difficulties that they are facing locally and be grateful if you would bear these in mind when the Bill is tabled.

Yours faithfully

Sarah Hunt  
Town Clerk

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## **AGENDA ITEM 16 – DOG ACCESS TO ASSETS**

Community Centre – Increasing market/tabletop events have resulted in Dogs being brought into the centre, as there is an assumption at such events that Dogs can attend. By providing clarity it assists Caretakers and Bank Staff avoid confrontation. There's not such an issue during the week at exercise classes etc.

Proposal is to allow dogs on lead in the Cemetery, and provide facilities, such as Bins at the Cemetery. The recommendation is for the move to be informal from a no dogs rule to well behaved dogs welcome, with guidelines. There would be appropriate signage to encourage respect and keeping dogs on leads. Support animals/dogs are becoming increasingly common, for the treatment of mental health issues or as emotional support, this move would enable those who wish to take their animal for support or to see their lost owner/loved one.



## AGENDA ITEM 16 – BINS

### Wall Mounted Fixings with Plastic Liner & Self-Returning Lid

Enable dog owners to correctly and efficiently dispose of pet waste with the Fido 25 Dog Waste Bin. Available in red or deep green, this durable dog waste bin is designed to be either wall mounted or post mounted and is ideal for external use in parks and recreational areas. Express Delivery - Order Despatched Within 48 Hours\* of Purchase. **Please note that express delivery is currently unavailable for the Red Wall Mounted model.**



**£105.17**

excluding VAT  
£126.20 inc. VAT

£9.49 + VAT delivery (orders under £250)\*

£11.39 delivery inc. VAT (orders under £300)\*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote

**i** Express Delivery - Order Despatched Within 48 Hours\* of Purchase.

\* We aim to despatch all Express Products within 2 business days. Only available for 3 items or less. Only one Express order per customer per day. Not available for shipments to Northern Ireland, the Scottish Islands, the Channel Islands or the Isle of Man.

Quantity:

1

Colour:

-- Please select --



£9.49 + VAT delivery (orders under £250)\*

\*Please refer to terms and conditions



In Stock Ready for Immediate Despatch

There are no external litter bins at the Community Centre, with the increase in events and footfall, it would ensure that litter is disposed of and recycled wherever possible. It demonstrates to the residents in the locality our commitment as good “neighbours”.

The Nexus Evolution City Trio Cup Recycling Bin is a 160 litre, multi-waste stream, external recycling unit, consisting of a hooded aperture with three colour coded apertures to fit your exact recycling requirements.



**£524.40**

excluding VAT  
£629.28 inc. VAT

Includes free delivery\*

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How can I get a quote?

Quick Quote

**i** If you place an order online we will contact you with a personalised specification drawing confirming your option selection before progressing your order.

Quantity:

1

Bin Body Colour:

-- Please select --

Compartment Configuration:

-- Please select --

Compartment 1 (40L) - Aperture Style & Colour:

-- Please select --

Compartment 1 (40L) - Front Body Sticker:

-- Not required --

Compartment 1 (40L) - Rear Body Sticker:

-- Not required --