



Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP
 01263 822213

info@sheringhamtowncouncil.gov.uk
www.sheringhamtowncouncil.gov.uk

A MEETING of the ASSETS COMMITTEE was held on Tuesday 5th September 2023 at 7.30pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Stubbs

Councillors: Cllr Worboys, Cllr Dorey, Cllr Kime, Cllr Langsdon, Cllr Ashcroft, Cllr Ratcliffe, Cllr Brisbane.

In Attendance: Officers: Mel Ashcroft & Honorary Warden – Francis Farrow

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2023/AC/39	APOLOGIES	
	Cllr Shepherd – personal IT WAS RESOLVED that the apologies be accepted.	Proposed: PR Seconded: JD All in favour
2023/AC/40	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Worboys WRHA Chair & allotment holder – it was noted in accordance with Assets Terms of reference that Cllr Worboys dispensation would not apply in relation to the Allotments this evening as the discussions included fee setting. It was noted The Clerk has received and approved dispensations for all Councillors in attendance.	
2023/AC/41	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Assets Committee meeting of 14.02.23 be approved as a true and accurate record of the meeting and be signed by the Chair. A verbal update was provided by the Chair in relation to the Leas Playpark project – NNDC.	Proposed: JS Seconded: IK. 6 in favour 2 abstentions
2023/AC/42	OPEN MEETING	

	0 members of the public in attendance	
2023/AC/43	EXCLUSION OF PRESS AND PUBLIC	
	<p>Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972</p> <p>It was resolved items 16 – 17 to be heard in 3D as they are deemed commercially sensitive</p>	<p>Proposed: JS Seconded: PR All in favour</p>
2023/AC/44	PROJECT OFFICER REPORT	
	<p>A - IT WAS RECOMMENDED committee reviewed and agreed the report provided by the Project Officer and Comments made.</p> <p>Discussions were undertaken and the Project Officer was instructed to purchase a Noticeboard for Ottendorf Green, further undertake checks to ascertain if Asbestos containing materials are in the ceiling.</p>	<p>Proposed: PR Seconded: IK All in favour</p>
2023/AC/45	STREETLIGHTS	
	<p>A - IT WAS RECOMMENDED Committee reviewed and noted the report provided by the Project Officer regarding Streetlights and energy costs/savings.</p> <p>B - IT WAS RECOMMENDED the Clerk to engage a green energy supplier via and bring back quotations to Full Council</p>	<p>Proposed: IK Seconded: MA All in favour Clerk</p>
2023/AC/46	ALLOTMENTS	
<p>TW & Project Officer left room.</p> <p>TW & Project Officer returned.</p>	<p>A - IT WAS RECOMMENDED Committee reviewed and recommend to Full Council the new allotment rental structure and note that clause 2 of the tenancy agreement is worded accordingly.</p> <p>B - IT WAS RECOMMENDED Committee reviewed and recommend to Full Council that the use of Glyphosate products will be discouraged at the allotment site. All Chemicals or pesticides should be stored securely and in suitable containers.</p> <p>C - IT WAS RECOMMENDED Committee to recommend to Full Council that the time frames for tenants to undertake remedial works is reduced to 6-8 weeks and that Clauses 10.2a&b and 10.3a&b be altered accordingly.</p>	<p>Proposed: PR Seconded: IK 7 in favour 1 unable to vote</p> <p>Proposed: JS Seconded: PR 6 in favour 2 Abstentions</p> <p>Proposed: MA Seconded: ML All in favour</p>
2023/AC/47	PUTTING GREENS	

	<p>A – IT WAS RECOMMENDED Committee note an update in relation to the Putting Greens</p> <p>B – IT WAS RECOMMENDED Committee received an update regarding the public consultation</p>	<p>Proposed: SB Seconded: JS All in favour</p>
2023/AC/48	BEESTON COMMONS	
	IT WAS RECOMMENDED Committee note the report provided by the Honorary Warden	<p>Proposed: SB Seconded: ML All in favour</p>
2023/AC/49	TRAVEL HUB	
TW left the room	IT WAS RECOMMENDED that Committee received and agreed a verbal update from the Clerk.	<p>Proposed: MA Seconded: IK All present in favour</p>
2023/AC/50	CCTV	
TW returned PR left the room	IT WAS RECOMMENDED committee received and agreed a report on the Town Centre CCTV replacement project	<p>Proposed: ML Seconded: SB 6 in favour 1 abstention 1 not present</p>
2023/AC/51	BUILDING AND ASSET SURVEYS	
PR returned	<p>A -IT WAS RECOMMENDED Committee noted an update in relation to works required at the Fisherman’s shed and Shell Museum</p> <p>B - IT WAS RECOMMENDED Committee noted a verbal update in relation to the Sports Pavilion</p>	<p>Proposed: PR Seconded: IK All in favour</p>
2023/AC/52	CEMETERY AND EXTENSION	
	A - IT WAS RECOMMENDED Committee to note and agree the update report from the Project Officer regarding the Cemetery	<p>Proposed: MA. Seconded: JS 7 in favour 1 against</p>

	B- IT WAS RECOMMENDED that Committee noted and agreed the update report from the Clerk regarding planning permission for the meadowland burial site and the budget of £2000 for the Topographical study.	Clerk
2023/AC/53	BENCHES	
	IT WAS RECOMMENDED Committee noted and agreed current status report in relation to bench removal and replacement	Proposed: JS Seconded: IK All in favour
2023/AC/54	MORLEY HILL	
3D Opened Pr – JS Sec – TW All in favour	IT WAS RECOMMENDED Committee noted an update from Cllr Ratcliffe in relation to Morley Hill and approved recommendation of £2600 for Peart & Barrells professional costs.	Proposed: PR Seconded: JD All in favour
2023/AC/55	WEYBOURNE ROAD LAND OPTION	
3D Closed Pr – JS Sec- IK	IT WAS RECOMMENDED committee noted a verbal update from Cllr Ratcliffe following a meeting with Bryan Gillery. Cllr Worboys requested sight of in writing of legal advice provided. An agreement to extend the meeting was made	Proposed: PR Seconded: JS All in favour Proposed: PR Seconded: IK All in favour
2023/AC/56	MEETING WITH NNDC CHAIR OF PLANNING	

	IT WAS RECOMMENDED Committee received a verbal update from Cllrs Dorey and Ratcliffe following a meeting with Russell Williams	Proposed: JD Seconded: PR. All in favour
2023/AC/57	TERMS OF REFERENCE	
	IT WAS RECOMMENDED a process was agreed to review current terms of reference. The process will be an initial review by Clerk & Project Officer, which will be submitted to the Chair of Committee	Proposed: JS Seconded: MA All in favour
2023/AC/58	BUDGET SETTING	
	IT WAS RECOMMENDED Committee agreed a process for budget setting and a meeting will be arranged for agreement before its submission to the 24 th October Finance & Governance budget session. The process will be a review by the Clerk, Project Officer and Finance Assistant, with agreement by the Chair of Committee and a further meeting convened with the Assets Committee for ratification.	Proposed: JS Seconded: MA all in favour
2023/AC/59	DATE OF NEXT MEETING	
	Next meeting Tuesday 12 th December at 7.00 pm at Sheringham Community Centre.	All/Clerk

The meeting closed at 9.50pm.

Chair Date: