

8th February 2024

An ordinary meeting of Sheringham Town Council **Assets Committee** will take place on Tuesday 13th February 2024 in Sheringham Community Centre at **7.00pm** 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.	APOLOGIES MOTION: Committee to receive and approve apologies and reasons for absence.
2.	DECLARATIONS OF INTEREST and DISPENSATIONS 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.	APPROVAL OF MINUTES MOTION: Committee to approve and sign the minutes of the Assets Committee meeting held on Tuesday 5th December 2023 .
4.	OPEN MEETING 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.	EXCLUSION OF PRESS AND PUBLIC 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. It is recommended that items (tbc) be heard in 3D as they are deemed Commercially sensitive
6.	PROJECT OFFICER REPORT MOTION: Committee to review and note the report provided by the Assets, Burials & Projects Officer which contains general project feedback and updates (Project Officer)
7.	VERGES A - MOTION: Committee to review and note the costs provided by the Project Officer of delivering the verges contract, feedback from NCC re remuneration and external Contractors potential costs. (Project Officer) B - MOTION: Committee to review and recommend a course of action for 2024 – 25 (JS) C - MOTION: Subject to the above Committee to recommend that the Project Officer undertakes a review into a Standard operating procedure and guidelines for grass cutting and subject to the Chair of Assets Approval brings this to Full Council on 19 th March 2024 (Project Officer) D - MOTION: Subject to the above that the following are confirmed and have been verified before commencement of any Grass cutting by STC Operatives – <ul style="list-style-type: none"> ○ Risk Assessments ○ Safe Method 6 – Safe System of Work

	<ul style="list-style-type: none"> ○ CoSHH ○ Toolbox talk/Safety Briefing ○ Paths and walkway checklist (Clerk)
8.	<p>BEESTON COMMONS</p> <p>A - MOTION: Committee to note a report from the Beeston Commons Honorary Warden (FF)</p> <p>B - MOTION: Committee to note that the winter works will commence on 12th February and will be undertaken by Legacy. (Project Officer)</p> <p>C - MOTION: Committee to note the guidelines on the management of Dew Ponds and agree that these will be implemented with immediate effect, estimates to be obtained from Contractors for remedial works and an biannual cost be added to the budget (Project Officer)</p>
9.	<p>COMMUNITY CENTRE</p> <p>A - MOTION: Committee to approve and recommend that the Clerk and Chair of Assets review lighting provision at the Community Centre for safety reasons (Clerk)</p> <p>B - MOTION: Committee to approve and recommend that 2 additional CCTV Cameras are added in public spaces at the Community Centre and that there is a monitor in the Clerk's Office (JS)</p> <p>C - MOTION: Committee to discuss and recommend actions to take in relation to the management of the holly hedge at the Community Centre (JS)</p> <p>D - MOTION: Committee to agree a maximum budget of £5000 for implementation of safety and security measures at Sheringham Community Centre and Sheringham Town Council Offices. (JS)</p>
10.	<p>KEYS & SECURITY</p> <p>MOTION: Committee to recommend that Officer undertake a review of key management (All including vehicles) and bring a standard operating procedure to the next assets meeting (JS)</p>
11.	<p>CEMETERY, EXTENSION AND MEMORIALS</p> <p>A - MOTION: Committee to note that the feasibility study has been received from CDS it will be reviewed by the Task & finish group and recommendations brought to the next Assets Committee meeting (Clerk)</p> <p>B - MOTION: Committee to note and agree an update report on the Cemetery, including volumes and forecasted numbers (Project Officer)</p> <p>C - MOTION: Committee to agree and recommend that in addition to grave digging, a fee be agreed and added by the current contractor for the topping up of graves (best practice) for a minimum of 3 months post burial (Project Officer)</p> <p>D - MOTION: Committee to agree and recommend that a quote is obtained to rectify the sunken graves and the relatives of those affected are contacted with the appropriate notice before works (Project Officer)</p> <p>E - MOTION: Committee to recommend that Officers are instructed to source a contractor to attend to the damaged pipe at the allotments which is affecting provision to the Cemetery and Pavilion (JS)</p> <p>F - MOTION: Committee to recommend that Officers undertake a review into potential bench replacement at the Cemetery and a review of historic records in order to contact owners and a process if this cannot be facilitated (PR)</p>
12.	<p>STREETLIGHTS</p> <p>A - MOTION: Committee to note the update report provided by the Project Officer (Project Officer)</p> <p>B - MOTION: Committee to note the savings made on Electricity charges and Energy use following the installation and transfer of supplier (Project Officer)</p>

13.	<p>PUTTING GREENS</p> <p>A - MOTION: Committee to note and agree the recommendations made in the Putting Greens Strategy report from the meeting dated 8.2.24 (JS)</p> <p>B - MOTION: Committee to agree and recommend the publication of the Expression of Interest notice (Beeston Hills) (JS)</p> <p>C - MOTION: Committee to receive a verbal update on the 2024 licence at Station approach (Clerk)</p>
14.	<p>SPORTS PAVILLION</p> <p>MOTION: Committee to note an update on the Sports Pavilion (Project Officer)</p>
15.	<p>ASSETS (LEASES)</p> <p>MOTION: Committee to agree for an annual inspection schedule and process be created by officers and proposed document brought to the next Assets Committee meeting. (JS)</p>
16.	<p>HRU</p> <p>A - MOTION: Committee to agree for the sum of £5000 be paid to the Sheringham Society to assist with the cost of remedial works identified by the Purslow survey (from rolled over 5-year earmarked reserves) (Clerk)</p> <p>B - MOTION: Committee to agree and recommend Hansells are instructed to assist with the renewal of the expired HRU and Shell Museum Lease (Clerk)</p>
17.	<p>FUEL USE ANALYSIS</p> <p>MOTION: Committee to note the fuel use analysis and costs report (Clerk)</p>
18.	<p>CCTV</p> <p>MOTION: Committee to recommend required upgrade to a BT digital fibre connection between CCTV Column at the Clock tower hub and green box at a cost of £1382 (Clerk)</p>
19.	<p>GRANTS & FUNDING ASSISTANT PROGRESS</p> <p>MOTION: Committee to note the status report from the temporary Grants and Funding Assistant (Clerk)</p>
20.	<p>DATE OF NEXT MEETING</p> <p>MOTION: Council to note the date of the next meeting as Tuesday 9th April 2024 (JS)</p>