



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 December 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, Cllr Shepherd.

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

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2023/AC/60	APOLOGIES	
	None	
2023/AC/61	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Worboys - Allotment holder	
	It was noted The Clerk has received and approved dispensations for all Councillors in attendance.	
2023/AC/62	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Assets Committee meeting of 05.09.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: PR Seconded: IK. 9 in favour 1 abstention
2023/AC/63	OPEN MEETING	
	0 members of the public in attendance	
2023/AC/64	EXCLUSION OF PRESS AND PUBLIC	

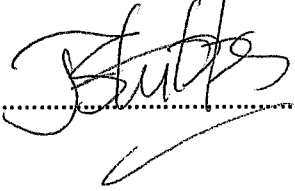
	Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 It was resolved items 13 – 18 to be heard in 3D as they are deemed commercially sensitive	Proposed: JS Seconded: MA All in favour
2023/AC/65	PROJECT OFFICER REPORT	
	A - IT WAS RECOMMENDED committee reviewed and agreed the report provided by the Project Officer and Comments made.	Proposed: ML Seconded: RS All in favour
2023/AC/66	VERGES	
	IT WAS RECOMMENDED Committee reviewed the costs provided by the Project Officer of delivering the verges contract versus contracted income. The Project Officer be instructed to investigate renegotiation of the Contract and investigate the cost of Contractors undertaking the works.	Proposed: TW Seconded: JD All in favour Project Officer
2023/AC/67	BEESTON COMMONS	
	IT WAS RECOMMENDED Committee noted a report from the Beeston Commons Honorary Warden	Proposed: MA Seconded: IK all in favour
2023/AC/68	TRAVEL HUB	
	IT WAS RECOMMENDED Committee received an update from the Clerk.	Proposed: SB Seconded: JS all in favour
2023/AC/69	COMMUNITY CENTRE	
	IT WAS RECOMMENDED Committee approved the cost of £1,214 + VAT to undertake essential maintenance work to a broken valve in the main drain, including fitting a non-return valve.	Proposed: MA Seconded: IK 9 in favour 1 Abstention
2023/AC/70	CEMETERY AND EXTENSION	
	IT WAS RECOMMENDED that Committee agreed for a tender to be created and circulated for contractors to undertake improvement works to the gardens, concrete areas, flower beds, planting, and trees at the Cemetery.	Proposed: SB Seconded: PR 8 in favour 2 Abstentions
	IT WAS RECOMMENDED Committee agreed to a tender to be created for the replacement entrance and gateway at the Cemetery, with investigation of repurposing the gates.	Proposed: RS Seconded: MA 8 in favour

	IT WAS RECOMMENDED Committee agreed the budget for the Cemetery and Memorial Garden Rejuvenation Project is in line with the earmarked reserves figure of £30,000.	2 Against Proposed: JS Seconded: PR 8 in favour 1 Abstentions 1 Against
2023/AC/ 71	TELEPHONE BOXES	
3D OPENED. Proposed: JS Seconded: MA All in favour	IT WAS RECOMMENDED Committee recommended the red box utilisation project move to the Community and Climate Committee. IT WAS RECOMMENDED Committee agreed that should the purchase of the Cromer Road Telephone Box be completed, it is refurbished and repurposed as a community and defibrillator site, with a project brief and full costings brought to the next Assets meeting.	Proposed: SB Seconded: ML all in favour Proposed: MA Seconded: IK all in favour
2023/AC/ 72	STREETLIGHTS	
	A - IT WAS RECOMMENDED Committee noted the update report provided by the Project Officer.	Proposed: IK Seconded: ML 9 in favour 1 Abstention
2023/AC/ 73	PUTTING GREENS	
	A - IT WAS RECOMMENDED Committee noted an update in relation to the Putting Greens and the outcome of a specialist survey at Beeston Hills B- IT WAS RECOMMENDED Committee considered and agreed the Licencing process for 2024-25 be delegated to the Clerk and Putting Greens Strategy Group, then taken to full council for agreement.	Proposed: IK Seconded: RS all in favour Proposed: JS Seconded: IK all in favour

2023/AC/74	SPORTS PAVILLION	
	<p>IT WAS RECOMMENDED Committee noted the Critical Action Plan (CAP) and key milestone dates that is underway following the H&S audit undertaken on 08.11.2023 by JLM.</p> <p>IT WAS RECOMMENDED Committee approved the cost of the deep clean of the Sports Pavilion using Sentrex Services UK Ltd at a quoted cost of £1,761.74 +VAT.</p> <p>IT WAS RECOMMENDED Committee approved the recommendation to award the RIBA stage 1-3 to Sports Clubhouses</p>	<p>Proposed: MA Seconded: PR All in favour</p> <p>Proposed: PR Seconded: IK All in favour</p> <p>Proposed: TW Seconded: IK All in favour</p>
2023/AC/75	MORLEY HILL	
TW left the room	IT WAS RECOMMENDED Committee noted an update from Cllr Ratcliffe in relation to Morley Hill.	Proposed: PR Seconded: IK 9 in favour (1 Not in the room)
2023/AC/76	BUILDING & ASSET SPECIALIST SURVEYS	
TW returned	IT WAS RECOMMENDED Committee to approve the quoted cost of £1,615 +VAT from East Coast Installations to undertake a full Asbestos survey of the Sports pavilion, cemetery pavilion, HRU shed, Shell gallery & Craft shop, the town clock, and SA putting green hut.	Proposed: JS Seconded: IK All in favour
2023/AC/77	BUDGET SETTING	
3D CLOSED. Proposed: JS Seconded: IK All in favour	<p>IT WAS RECOMMENDED Committee to note the Budget which was agreed in a meeting on 23RD November 2023 attended by the Chair of Assets.</p> <p>IT WAS RECOMMENDED Committee to note the earmarked reserves allocation which was agreed in a meeting on 5th December attended by the Chair of Assets.</p> <p>IT WAS RECOMMENDED Committee to note the current capital sums</p>	<p>Proposed: JS Seconded: IK. 9 in favour 1 Abstention</p>

2023/AC/ 78	DATE OF NEXT MEETING	
	Next meeting Tuesday 13 th February at 7.00 pm at Sheringham Community Centre.	All/Clerk

The meeting closed at 9.07pm

Chair 

Date: 13/2/23

