



Sheringham Town Council
 Sheringham Community Centre
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A MEETING of the ASSETS COMMITTEE was held on Tuesday 13th February at 7.00pm 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 & Treena Paul. Honorary Warden – Francis Farrow

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/AC/001	APOLOGIES	
	Cllr Shepherd - Personal	Proposed: TW Seconded: PR. all in favour
2024/AC/002	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Worboys - Allotment holder Cllr Ashcroft – related to Officer. It was noted The Clerk has received and approved dispensations for all Councillors in attendance.	
2024/AC/003	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Assets Committee meeting of 05.12.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: JS Seconded: PR all in favour
2024/AC/004	OPEN MEETING	
	0 members of the public in attendance	

2024/AC/005	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 NIL items to be heard in 3D as they are deemed commercially sensitive</p>	
2024/AC/006	PROJECT OFFICER REPORT	
	A - IT WAS RECOMMENDED Committee reviewed and noted the report provided by the Assets, Burials & Projects Officer which contains general project feedback and updates	Proposed: ML Seconded: IK All in favour
2024/AC/007	VERGES	
	<p>A - IT WAS RECOMMENDED Committee reviewed and noted the costs provided by the Project Officer of delivering the verges contract, feedback from NCC re remuneration and external Contractor's potential costs and deferred the matter to the March 19th Full Council meeting.</p> <p>It is minuted that the calculation of STC cost should account for staff and petrol costs, and additionally maintenance, servicing, and depreciation.</p> <p>Matters B, C & D on hold pending above.</p>	Proposed: JS Seconded: SB All in favour Project Officer
2024/AC/008	BEESTON COMMONS	
	<p>A - IT WAS RECOMMENDED Committee noted a report from the Beeston Commons Honorary Warden</p> <p>B – IT WAS RECOMMENDED Committee noted that the winter works will commence on 12th February and will be undertaken by Legacy.</p> <p>C – IT WAS RECOMMENDED: Committee noted the guidelines on the management of Dew Ponds and agree that these will be implemented from August & September 2024, estimates to be obtained from Contractors for remedial works and an biannual cost be added to the budget</p>	Proposed: TW Seconded: SB all in favour
2024/AC/009	COMMUNITY CENTRE	
	<p>A - IT WAS RECOMMENDED Committee approved and recommended that the Clerk and Chair of Assets review safety provision at the Community Centre, with a risk assessment and feasibility study undertaken, supported by a clear budget and brought to the next assets meeting.</p> <p>B & D Removed</p>	Proposed: PR Seconded: MA all in favour

	<p>C - IT WAS RECOMMENDED Committee discussed and recommended actions to be taken in relation to the management of the Holly Hedge at the Community Centre, none immediately but routine maintenance should be undertaken.</p> <p>It is minuted that the Clerk raised that NCC had asked for the hedge to be lowered for security reasons in preparation for the fitting of electric charging points. This had been discussed with PC Jack Houghton previously and was revisited in a meeting to discuss security at the CC. The hedge precludes a view of the car park from Holway Road, and lowering would have assisted with visibility of staff and visitors.</p> <p>It is minuted that Honorary Warden advised that the lowering of the hedge would not cause detriment to the hedge but agreed with Councillors in their concerns re the effect on wildlife/birds.</p>	<p>Proposed: JD Seconded: JS all in favour</p>
2024/AC/010	KEYS & SECURITY	
	<p>IT WAS RECOMMENDED Committee recommended that Officers undertake a review of key management (All including vehicles) and bring a standard operating procedure to the next assets meeting.</p> <p>It is minuted that Cllr Worboys requested a consideration for security at the Allotment site and in particular the locking of gates at periods deemed a high risk of illegal encampment.</p>	<p>Proposed: JS Seconded: TW all in favour</p>
2024/AC/011	CEMETERY, EXTENSION AND MEMORIALS	
	<p>A - IT WAS RECOMMENDED Committee noted that the feasibility study has been received from CDS it will be reviewed by the Task & finish group and recommendations brought to the March full council meeting.</p> <p>B - IT WAS RECOMMENDED Committee noted and agreed an update report on the Cemetery, including volumes and forecasted numbers.</p> <p>C - IT WAS RECOMMENDED Committee agreed and recommended 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 - IT WAS RECOMMENDED Committee agreed and recommended that a quote is obtained to rectify the sunken graves and the relatives of those affected are contacted with the appropriate notice before works.</p> <p>E – REMOVED – WORKS COMPLETE</p>	<p>Proposed: PR Seconded: SB all in favour</p> <p>Proposed: MA Seconded: IK all in favour</p> <p>Proposed: IK Seconded: JD 7 in favour 1 against</p> <p>Proposed: MA Seconded: PR 1 in favour 1 abstention</p>

	<p>It is minuted that Cllr Worboys asked that the works be inspected, and the raised cover rectified.</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.</p>	<p>Proposed: PR Seconded: JS All in favour</p>
2024/AC/012	STREETLIGHTS	
	<p>A - MOTION: Committee to note the update report provided by the 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>	<p>Proposed: tbc Seconded: All in favour</p>
2024/AC/013	PUTTING GREENS	
	<p>A - IT WAS RECOMMENDED Committee noted the recommendations made in the Putting Greens Strategy report from the meeting dated 8.2.24</p> <p>B & C removed</p>	<p>Proposed: JS Seconded: IK all in favour</p>
2024/AC/014	SPORTS PAVILLION	
	<p>IT WAS RECOMMENDED Committee noted an update on the Sports Pavilion</p>	<p>Proposed: JD Seconded: PR All in favour</p>
2024/AC/015	ASSETS (LEASES)	
	<p>IT WAS RECOMMENDED Committee agreed for an inspection schedule and process be created by officers and proposed document brought to the next Assets Committee meeting and budgeted accordingly.</p>	<p>Proposed: JS Seconded: MA All in favour</p>
2024/AC/016	HRU	
	<p>A -IT WAS RECOMMENDED Committee agreed 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)</p> <p>B - IT WAS RECOMMENDED Committee to agree and recommend Hansells are instructed to assist with the renewal of the expired HRU and Shell Museum Lease.</p>	<p>Proposed: MA Seconded: JS 7 in favour 1 abstention</p> <p>Proposed: JS Seconded: PR all in favour</p>

2024/AC/017	FUEL USE ANALYSIS	
	<p>IT WAS RECOMMENDED Committee to note the fuel use analysis and costs report.</p> <p>It is minuted that utilisation data from the vehicles would be of use in conjunction with the report, data from Honorary Warden should also be included.</p>	<p>Proposed: JS Seconded: PR all in favour</p>
2024/AC/018	CCTV	
	<p>IT WAS RECOMMENDED Committee recommended required upgrade to a BT digital fibre connection between CCTV Column at the Clock tower hub and green box at a cost of £1382</p>	<p>Proposed: ML Seconded: IK all in favour</p>
2024/AC/019	GRANTS AND FUNDING ASSISTANT PROGRESS	
	<p>IT WAS RECOMMENDED Committee noted the status report from the temporary Grants and Funding Assistant.</p> <p>It is minuted Cllr Worboys raised a request for funding for the allotments to be undertaken, documentation and a motion was requested. The Clerk updated the Committee that a draft S106 funding request for an allotment contribution had been submitted to the task and finish group for agreement (circa £6k).</p>	<p>Proposed: PR Seconded: MA all in favour</p>
2024/AC/020	DATE OF NEXT MEETING	
	<p>Next meeting Tuesday 9th April 2024 at 7.00 pm at Sheringham Community Centre.</p>	<p>All/Clerk</p>

The meeting closed at 9.05pm

Chair Date:

SHERINGHAM TOWN COUNCIL ASSET REGISTER	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
100 General Income	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Britons Lane land (NR26 8SJ)	Pre 1974	£ 1	£ 25,000	Copies of deeds NK77588 held in Admin Office
110 Administration	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
IPads for M Tech & Assistant	16/01/2023	£ 371	£ 371	Maintenance Technicians
Various works of art. Insurance: £67,927	Unknown	£ 1	£ 12,006	Sheringham Museum (Minute FC03.09.2019 11538)
110 Administration Total		£ 372	£ 12,377	
130 Strategy	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Income Bonds	1974	£ 125,000	£ 125,000	NS& I - Town Clerk
Long Term Investment	17/07/2023	£ 200,000	£ 200,000	CCLA - Town Clerk
130 Strategy Total		£ 325,000	£ 325,000	
140 Events	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Gas torch - Jubilee beacon	23/06/2022	£ 36	£ 1	
Jubilee beacon	06/04/2022	£ 490	£ 490	
140 Events Total		£ 526	£ 491	
150 Works / Maintenance	Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Council Store (Used for Carnival)	2013	£ 8,434	£ 8,434	
Maintenance Shed	2018	£ 30,000	£ 30,000	
Agri Fab 45 Spiker & De Thatcher Unit		£ 185	£ 185	
Autocut mowing head	23/06/2022	£ 467	£ 467	
Black & Decker Mouse Sander			£ 20	
Briggs & Stratton BSS2600 Generator		£ 406	£ 406	
Cooper Pedlar Knapsack Sprayer - 15 Litre			£ 134	
Danelander Rotavator			£ 184	
Drag Mat		£ 150	£ 150	
Erbauer 9inch Angle Grinder			£ 85	
Erbauer Impact Driver			£ 60	
Evolution Evo200 Engine			£ 250	
Evolution PW300 Pressure Washer			£ 206	
Fertilizer Spreader - 6 Wheeled 2ft			£ 25	
Folding Steps 6ft			£ 100	
Hitachi Cordless Drill			£ 1	
John Deere 10 Utility Trailer		£ 406	£ 406	
John Deere 1026 r Compact Tractor Reg. AU62 BWO	October 2012	£ 17,976	£ 17,976	
John Deere 3046R AU21 XYR	14/04/2022	£ 27,500	£ 27,500	
John Deere Discharge Deck BM52597 54 Inch		£ 1,295	£ 1,295	
John Deere x590 Compact Tractor	March 2018	£ 5,918	£ 5,918	
John Deere XUV855D Gator Reg. AP17 FCA	July 2017	£ 19,555	£ 19,555	
Kawasaki TH23 Hedgecutter	May 2011	£ 451	£ 451	
McConnell Magnun Flail 4ft	2009		£ 2,297	
Parker Bell PB500 PAT (Portable Appliance Tester)			£ 60	
Paxton 8 x 5 Trailer			£ 660	
Qty of Hand tools, as listed			£ 200	
Ryotec Side Arm Flail	June 2014		£ 8,758	
Ryobi Belt Sander			£ 95	
Sch Trolley Mounted Waterer			£ 579	
Screwfix Knapsack Sprayer - 16 Litre			£ 90	
Stiga Multi Clip Pro H			£ 459	
Stiga Multiplication Pro 50 SXH			£ 451	
Stihl 360c Brushcutter	October 2014		£ 597	
Stihl HSA 130 R (AR) Hedge Trimmer	01/09/2023	£ 416		
Stihl AP Belt Bag with Connecting Lead Pro	17.08.2023	£ 125		
Stihl FS 240 Brushcutter			£ 202	
Stihl HLA 85 Hedgecutter - Long Arm			£ 202	
Stihl HTA Long Reach Polesaw			£ 315	
Stihl MS181 Chainsaw			£ 275	

SHERINGHAM TOWN COUNCIL ASSET REGISTER		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Stihl MS261 Chainsaw				£ 563	
Stihl Petrol Blower BG85				£ 232	
StihlFS411 C-EM Clearing Saw AC 46-2		11/08/2023	£ 749		
Titan Dirty Water Pump				£ 109	
Titan Electric Drill				£ 50	
Topex Aluminium Phosphate Applicator				£ 1	
Trailer 6 x 4 DLK				£ 689	
Trailer Ramps				£ 60	
Triple Extension Ladder				£ 232	
Wheel Barrows x2				£ 1	
Winton PTO Driven Chipper Wcx5		June 2022	£ 1,875	£ 1,875	
X300 Flame Gun				£ 348	
150 Works / Maintenance Total			£ 115,908	£ 133,208	
XXX Benches		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Benches x 52		From 1974	£ 19,400	£ 19,400	Original value of old benches (Not included in the total)
Bench 1 - Back common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 2 - Back common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 3 - Back common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 4 - Back common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 5 - Back common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 6 - SSSI Newt pond		Oct-23	£ 325	£ 325	Highweald Furniture. Slat bench
Bench 7 - SSSI Newt pond		Oct-23	£ 325	£ 325	Highweald Furniture. Slat bench
Bench 8 - SSSI Newt pond		Oct-23	£ 325	£ 325	Highweald Furniture. Slat bench
Bench 9 - Back commons bus stop		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 10 - SSSI commons bus stop		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 11 - SSSI common, top track along Caxton Park		Oct-23	£ 816	£ 816	Gladson. Full bench.
Bench 12 - Opposite the Masonic centre on the verge		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 13 - Cromer Road / Corner of Church Street		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 14 - Opposite the Morley Club		Oct-23	£ 750	£ 750	NBB Recycled Furniture. Bench with back & smaller footings
Bench 15 - Opposite St Josephs at the bus stop		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 16 - Cromer Road, outside the Guides HQ		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 17 - Cromer Road - Opposite Common Lane		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 18 - Holway Road, opposite Snaefell Park		Jul-23	£ 932	£ 932	Gladson. Full bench. Dedicated to the Childrens Home
Bench 19 - Holway Road, on the Com.Centre verge		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 20 - SSSI Commons pillbox hill		Sep-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 21 - SSSI Commons pillbox hill		Sep-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 22 - SSSI Commons pillbox hill		Sep-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 23 - Station Approach bus stop (Putting Green side)		Jun-23	£ 816	£ 816	Gladson. Full bench.
Bench 24 - Station Road by the Town Crest		Unknown	£ 1	£ 1	Gifted from NNDC
Bench 25 - Station Road by the Town Crest		Unknown	£ 1	£ 1	Gifted from NNDC
Bench 26 - Station Road by the Town Crest		Unknown	£ 1	£ 1	Gifted from NNDC
Bench 27 - Station Road by the Town Crest		Unknown	£ 1	£ 1	Gifted from NNDC
Bench 28 - Top common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 29 - Top common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 30 - Top common		Oct-23	£ 685	£ 685	Highweald Furniture. Full wood bench
Bench 31 - On the Boulevard		Jun-23	£ 499	£ 499	Sloane & Sons Teak 5 seater
Bench 32 - Weybourne Road, Reef bus stop		Oct-23	£ 816	£ 816	Gladson. Full bench.
Bench 33 - Weybourne Road, Reef bus stop		Oct-23	£ 816	£ 816	Gladson. Full bench.
Bench 34 - Community Centre		Jun-23	£ 321	£ 321	TDP. Full bench. Dedicated to the Childrens Home
Bench 35 - Wyndham Street Triangle		Oct-23	£ -	£ 562	King Charles 3 - Gifted from NNDC
Bench 36 - Wyndham Street Triangle		Oct-23	£ 562	£ 562	King Charles 3 - Bought from NNDC
Bench 37 - At the Cemetery roundabout		Jun-23	£ 321	£ 321	TDP. Full bench
Bench 38 - At the Cemetery roundabout		Jun-23	£ 321	£ 321	TDP. Full bench
Bench 39 - At the Cemetery roundabout		Jun-23	£ 321	£ 321	TDP. Full bench
16 x dedicated benches in the cemetery site		Various	£ 1	£ 1	
XXX Bench Totals			£ 41,730	£ 42,292	

SHERINGHAM TOWN COUNCIL ASSET REGISTER		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
155 Bus Shelters					
Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes		
Bus Shelter 1 - Holt Road, at the High School	From 2006	£ 2,000	£ 2,000	Estimated value based on model	
Bus Shelter 2 - Station Approach, Brick shelter	Around 1967	£ 26,584	£ 26,584	No information or legal documents found / Estimated value	
Bus Shelter 3 - Station Approach	From 2006	£ 2,000	£ 2,000		
Bus Shelter 4 - Cromer Road, Opposite St Josephs	From 2006	£ 2,000	£ 2,000		
Bus Shelter 5 - Cromer Road, Opposite Ladybird Nursery	From 2006	£ 2,000	£ 2,000		
Bus Shelter 6 - Cromer Road, Fisherman's Tavern	From 2006	£ 2,000	£ 2,000		
Bus Shelter 7 - Cromer Road, Corner of Back common	From 2006	£ 2,000	£ 2,000		
Bus Shelter 8 - Holway Road, Opposite Cooper Road	From 2006	£ 2,000	£ 2,000		
155 Bus Shelters Total		£ 40,584	£ 40,584	Insurance: £46,134	
XXX Bins					
Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes		
Dog bin 1 - Foxglove Lane - Adjacent to recreation Ground	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 2 - Beeston Common - Entrance to layby	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 3 - Beeston Common	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £364 per year for 2-weekly emptying	
Dog bin 4 - Back Loke - Priory Road end	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 5 - Top Common - Cromer road - Northside	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £280 per year for seasonal emptying	
Dog bin 6 - Ottendorf Green	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 7 - Holway road (Community centre verge)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 8 - Holway road (Footpath Butts lane)	Oct-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 9 - East promenade (Old pump house)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 10 - Weybourne Road (Outside the vets)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 11 - Sheringham Wood (Woodland Rise West)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 12 - Cooper road (recreation ground)	Oct-12	£ 1	£ 1	Gifted from NNDC - STC pays £364 per year for 2-weekly emptying	
Dog bin 13 - Nelson Road (Opposite Curtis Lane)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £280 per year for seasonal emptying	
Dog bin 14 - Common Lane (Commons entrance)	Jun-12	£ 1	£ 1	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 15 - Cemetery entrance	Nov-22	£ 102	£ 102	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 16 - Allotment front carpark	Nov-22	£ 102	£ 102	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Dog bin 17 - Community Centre verge	Nov-22	£ 102	£ 102	Gifted from NNDC - STC pays £182 per year for weekly emptying	
Refuse bin 1 - Community Centre (Eco bin)	Jun-22	£ 390	£ 390	Weekly collections	
Refuse bin 2 - Sports pavilion	Jul-23	£ 1	£ 1	Weekly collections	
Refuse bin 3 - At the clock tower	Unknown	£ 1	£ 1	Weekly collections	
XXX Bin Totals		£ 712	£ 712	Photo list available	
200 Allotments (NR26 8XL)					
Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes		
Allotment Site at Weybourne Road	2009	£ 36,000	£ 36,000	Copies of deeds NK394283 & NK417387 held in Admin Office	
Allotment Sheds	2010	£ 55,575	£ 1	STC relinquished responsibility in 2022	
Allotment Tenant Compost Bins x 123	2010	£ 1	£ 1	Gifted to STC at the time of land purchase	
Allotment Tenant Water Butts x 123	2010	£ 1	£ 1	Gifted to STC at the time of land purchase	
CCTV Cameras - Solar Powered	28/11/2022	£ 212	£ 212		
Water Tanks - Old x 22	2010	£ 1	£ 1	Gifted to STC at the time of land purchase	
Water tanks - New x 5	04/08/2022	£ 778	£ 778		
Raised beds replacements x 12	Mar-21	£ 6,373	£ 6,373	£531 unit price	
200 Allotment Totals		£ 98,941	£ 43,367		
205 Cemetery (NR26 8XL)					
Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes		
Cemetery	1974	£ 1	£ 1	Opened in 1922 / Deeds NK472795 held in Admin office	
Memorial Garden	1974	£ 1	£ 1	Aquired land in 1974, Opened in 1960	
Cemetery Extension	2009	£ 1	£ 1	Copies of deeds NK394283 held in Admin Office	
Cemetery Pavilion/Toilets: Insurance: £75,088	Around 1967	£ 51,686	£ 61,081	No documents have been found yet	
Civilian War Memorial	2018	£ 2,413	£ 2,413	Located in Section 9	
Grave Shoreing	Unknown	£ 1,392	£ 1,392		
Grit Bin & Spreader	06/01/2023	£ 253	£ 253		
New watering station equipment	06/03/2023	£ 222	£ 222		
Grave sets x 2	Jul-23	£ 1,294	£ 1,294	Purchased to replace & so 2 burials can be completed on same day	
Lowering straps & webbing	Jul-23	£ 81	£ 81		
Noticeboard 1 - Cemetery entrance	01/05/2023	£ 1,178	£ 1,178	NEW! Greenbarnes MMT	
Noticeboard 2 - Memorial Garden	01/05/2023	£ 770	£ 770	NEW! Greenbarnes MMT	

SHERINGHAM TOWN COUNCIL ASSET REGISTER		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
205 Cemetery Totals			£ 59,291	£ 68,686	
210 CCTV - Town		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Camera 1 - The Station Carpark (3 way)	Sep-23	£ 6,130	£ 6,130		
Camera 2 - Town Clock (2 way)	Sep-23	£ 4,086	£ 4,086		
Camera 3 - Creativity (2 way)	Sep-23	£ 4,086	£ 4,086		
Camera 4 - Sea front (3 way)	Sep-23	£ 6,130	£ 6,130		
Camera 5 - Morris Street carpark (3 way)	Sep-23	£ 6,130	£ 6,130		
Camera 6 - St Peter's Church (2 way)	Sep-23	£ 4,086	£ 4,086		
Camera 7 - Play park, Cromer road (3 way)	Sep-23	£ 6,130	£ 6,130	NEW!	
Camera 8 - Station Approach Putting Green (2 way)	Sep-23	£ 4,086	£ 4,086	NEW!	
Camera 9 - Beeston Hills Putting Green TBC				TBC	
210 CCTV Totals			£ 40,868	£ 40,868	Purchase cost includes the new PC, miscellaneous & routers
210 Sports Pavilion (NR26 8HF)		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Sports Pavilion: Insurance £610,844	1994	£ 420,463	£ 496,896	All documents held in Clerk's safe	
CCTV Camera - Solar Powered	28/11/2022	£ 212	£ 212		
210 Sports Pavilion Totals			£ 420,675	£ 497,108	
215 Commons		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Beeston Commons SSSI (NR26 8SR)	1927	£ 1	£ 1	Maintained by Hon.Warden / All documents held in Admin safe	
Beeston Top/Back Commons (NR26 8SF)	1927	£ 1	£ 1	Maintained inhouse / All documents held in Admin safe	
Sheringham Wood (NR26 8PR)	2007	£ 46,750	£ 46,750	Copies of deeds NK363292 held in Admin Office	
Noticeboard 1 - Commons bus stop	Jul-23	£ 629	£ 629		
Notice Board 2 - Back commons by the bridge	Unknown	£ 1	£ 1		
Noticeboard 3 - SSSI	Jul-23	£ 629	£ 629		
215 Commons			£ 48,011	£ 48,011	
220 Community Centre (NR26 8NP)		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Sheringham Community Centre	2013	£ 1,751,000	£ 2,069,304	Insurance: £2,543,832 (+contents: £96,305)	
Large Shed	2014	£ 8,192	£ 11,172		
Small Shed	2013	£ 1,800	£ 2,046		
Aircon unit Homebase 253797			£ 250		
Black Padded Chairs x 12			£ 1,200		
Burton Floor Safe	2013		£ 450		
CCTV Cameras x 3	2013		£ 1		
Chubb safes Archive Cabinet 640 x 2			£ 4,000		
Crockery items x 2082	2013		£ 1,000		
Cutlery x 285	2013		£ 1		
Dishwasher Bosch Classixx x 2			£ 600		
Filing Cabinets silverline x 4			£ 700		
Folding Tables - 4 ft x 34	2013		£ 1		
Folding Tables 6 ft x 18	2013		£ 1		
Grit Bin & Spreader	06/01/2023	£ 253	£ 253		
Low Level Staging					
Microwave Daewood			£ 79		
Microwave Russell Hobbs			£ 87		
Notice Board	2013	£ 1	£ 1		
Office Tables x 4 (Curved)			£ 864		
Office Wheeled Chairs x 5		£ 400	£ 400		
Padded Chairs x 103	2013		£ 1,000		
Portable Speaker With Microphone	14/07/2023	£ 261			
Sets of small drawers x 3			£ 300		
Tall Bosch Fridge x 2			£ 400		
Tall Metal Cabinets x 4			£ 936		
TV 32" Hitachi (In shed)			£ 80		
TV 46" Display screen in foyer			£ 299		
TV 46" LG L46FE22			£ 100		
TV 65" Samsung UE65MU6120K			£ 700		

SHERINGHAM TOWN COUNCIL ASSET REGISTER		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Water Butts x 2		2022	£ 112	£ 112	
Wooden Tables x 2					
220 Community Centre Total			£ 1,762,019	£ 2,096,337	
225 Community Support		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Covers for SCAP Materials		20/01/2023	£ 150	£ 50	
Karcher Wet & Dry Vacuum		2023	£ 50	£ 50	
Notice Board		Sep-23	£ 1,631	£ 1,631	Ottendorf Green, Sheringham
SAM2 Speed Camera		27/10/2022	£ 3,370	£ 3,370	Holt Road, Sheringham - Outside High School
Tablet for Sam2 Camera		07/12/2022	£ 139	£ 139	
Thermal Imaging Camera		28/11/2022	£ 1,070	£ 1,070	
225 Community Support Total			£ 6,411	£ 6,311	
230 Fishermans Heritage Centre (NR26 8JT)		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
HRU Lifeboat Shed & gardens: Insurance: £125,629		1995	£ 86,475	£ 102,195	Built 1875
Peter Coke Shell Gallery: Insurance: £483,047		1995	£ 332,497	£ 392,939	Built 1890
Craft shop (Barnicles)		1995	Unknown	Unknown	Built 1900
230 Fishermans Heritage Centre			£ 418,972	£ 495,134	Notes: Documents are currently being processed
235 Putting Greens		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Beeston Hill Putting Green (NR26 8DJ)		04/04/2023	£ 15,097		
Shed & Hut		2012	£ 23,417	£ 23,417	?
Station Approach (NR26 8QY)					Deed NK338595
235 Putting Greens			£ 38,514	£ 23,417	
245 Street Lights		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Street Lights x 124. Insurance: £209,713		From 1974	£ 1	£ 69,240	See new assets register for unit detail
Brand new (GSC & EVO3) x 49				£ 51,205	Unit value £1045
Part new (GSC & LED) x12				£ 10,548	Unit value £879
Part new (Old GSC & EVO3) x 45				£ 7,470	Unit value £166
Old Style (Old GSC or concrete & LED or SOX) x 17				£ 1	Nothing as these are the ones left from being gifted.
250 Town Clock (NR26 8JR)		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Town Clock: Insurance: £229,062		From 1974	£ 1	£ 69,240	Estimated value / No deeds found so far (Built 1862)
260 War Memorial (NR26 8LE)		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
War Memorial		2018	£ 1	£ 1	Copies of deeds NK473334 held in Admin Office (Built 1921)
Telephone Kiosks		Date Acquired	Purchase Value	Current Value	Location /Responsibility/Notes
Red Telephone Kiosk		2008	£ 1	£ 3,500	Copies of purchase information held in Admin Office
BT KX box, Cromer Road		2024	£ 1	£ 1	Buy for £1 to house defibrillator
Grand Total:			£ 3,418,539	£ 4,040,884	

Project Action Plan 2024/25: Overview

Actions required / Recommendations

1. Sunken Graves – No costs, all actions completed inhouse

- An internal audit will be carried out by the Burial Officer to identify the number of sunken graves in each section.
- Implementation of the grave digging & management code of conduct (Approved in February 2024)
- Inhouse program of sunken grave works instigated – Starting in S7 and working backwards
- Contact the Commonwealth War Graves Commission – To undertake S9 works required

2. Memorial Safety – Budget £4,500

- Nick Hindle engaged to undertake the full program of memorial inspections. (£2755)
- Subsequent administrative work planned.
- An internal audit will be carried out by the Burial Officer to calculate the number of memorials in each section.
- Memorial information folders re-filed into grave number order.
- Inhouse 'topple test' inspection process drawn up and in place.

3. Pavilion Plans – Budget £20,000

- Repair to Exterior walls (Est £8,500)
- Repair to the interior (Est £1,500)
- Sanitary & drainage improvements (Est £5,000)
- Upgrade to windows and entrance doors (£5,000)
- Interior designs compiled - inhouse
- Tender to be re-submitted
- Garage area cleared, cleaned and set-up with adequate storage
- Chemical store cleaned and cleared out (Chemical facility investigated)

4. Memorial Garden Rejuvenation – Budget £10,000

- Tender sent out to engage a contractor to re-lay gravel pathway – DDA compliant
- New area pathways planned and tender sent out
- Planting – replacement of dead/decaying items / New beds implemented
- Plots – New area site plan completed

5. Memorial Garden Extension – No cost this year

- Dependant on when the maintenance shed is relocated – plan out the garden's extension area

6. Cemetery Rejuvenation – Budget £6,000

- STC owned Graves – Est cost so far £500
 - Section 1 completed by April end (Used as the model standards)
 - An internal audit will be carried out by the Burial Officer to calculate total in each section.
- Perimeters – Saplings organised through the Woodlands Trust & planting starting in S1
- Entrance – Noticeboard area clear and re-seeded
- Carpark – Re-surfaced and sectioned into parking bays / Bin area created
- Gates – Replaced with new wider option
- Trees – Dead/dying trees removed & replaced with new
- Planting – Areas identified for new planting / Biodiversity areas / Roundabout replaced
- Pathways - Tender sent out to engage a contractor to install new
- Benches – Program of requirements compiled (Cleaning, replacement etc)

Supporting information

1. Sunken Graves

Graves will sink naturally after a burial as the ground settles, depending on the soil make up, weather conditions, maintenance regimes, the weight of the body and how far down the coffin is buried. The average time it takes for a grave to settle is about 2 years. This process is called bio stabilisation.

Whatever the reason, grave sinking is a common occurrence, but it can easily be prevented with some additional care or repairs. Making sure that the grave space is dug following the best practice guidelines, following the correct mounding up and subsequent levelling process during the first 2 years and making sure the graves are properly maintained by regular mowing, weeding and trimming of any overgrown vegetation will reduce sinkage and help alleviate ongoing issues.

Example: In Section 7 there are 371 grave spaces / 180 graves are in use (48%) / **62** of the graves in use are sunken (34%)

Here are the most common reasons why graves sink:

- If the ground isn't firm enough to support the weight of the coffin.
- If the soil is not compacted properly after the burial.
- Coffins eventually rot, break down creating voids.
- As the body decomposes, it releases gases, the earth expands, resulting in the coffin lid being pushed up or dislodged.
- As the body decomposes, it will logically take up less space than it did, leaving room for the earth to collapse.
- Tree and large shrub roots that grow underneath the grave break through the coffins and cause them to collapse.
- If graves are not properly cared for, they can become overgrown, which can interfere with drainage and additional root systems having an impact on the soil makeup.
- If chemicals are used too often dead roots will create air pockets and lead to soil collapse.
- If there is a lot of rain, saturated ground can become loose causing drainage problems.
- If head stones or other stone memorials are not installed correctly, they can sink or topple over.

2. Memorial Safety

As planned, 2024/25 will see the instigation of a full memorial safety inspection, this will include Burial Officer training and an overview of sunken grave management. £4,500 has been budgeted to complete a full memorial safety inspection.

Five Masons (From STC's preferred contractor list) were asked to quote for the works. Two quotes were received, but one was withdrawn. Nick Hindle from Nick Hindle Memorials has supplied the following information:

Afternoon Mel, Thank you for your email. We would like to be considered for your survey of the cemetery memorials.

I have carried out surveys in various churchyards and cemeteries around Norfolk over the past 30 years. Our survey plan is that we check every headstone with the hand or common-sense test. We do not use the topple test method as we feel that this has caused many issues in the past. We also visually check kerb memorials to see if there are any obvious trip hazards or parts that have fallen away.

We would use your cemetery plan or we can record on our own spreadsheet. The memorials are graded in 4 categories:

1. Safe- no action required (coloured green)
2. Slight movement but safe - should be monitored (yellow coloured)
3. Significant movement - action required (orange coloured)
4. Complete fail - memorial is dangerous and should be laid down or rectified immediately (red coloured)

The cost of us carrying out the survey is **£2755 plus vat**. If you require us to record on our own spreadsheet the cost would increase by £425 plus vat. Should the council require unsafe memorials to be marked with signs, this can be completed at extra cost. This cost would include any discussion on the "older sunken graves".

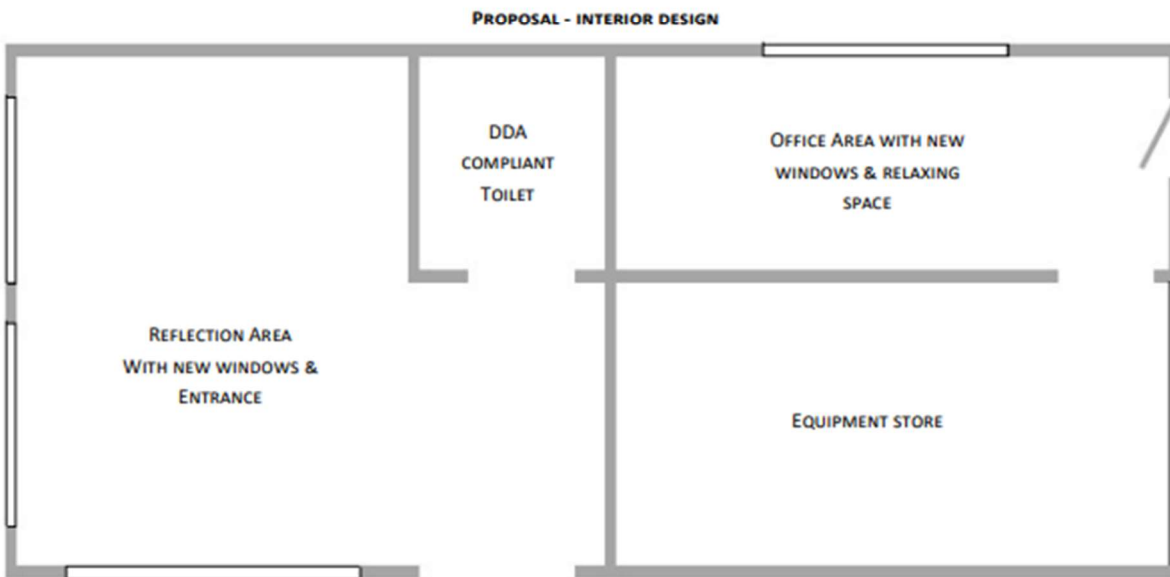
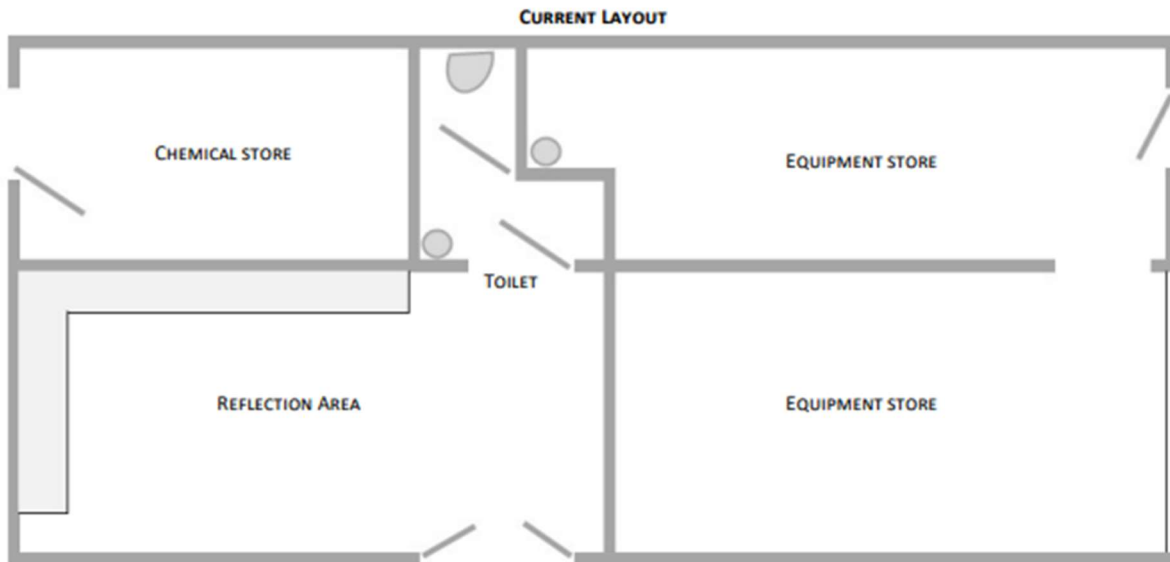
I hope that this is of help but should you have any questions please do not hesitate to contact us.

Kind regards, Nick Hindle

Information

Before the official memorial safety testing audit is carried out, an internal audit will be carried out by the Burial Officer to calculate the number of memorials in each section. This information will act as a 'double checker' once the audit have been completed to marry up the issues and actions required as per the 1-4 criteria. The inspection itself will take up to 5 weeks and our own inhouse spread sheet can be used rather than incurring an addition administrative cost.

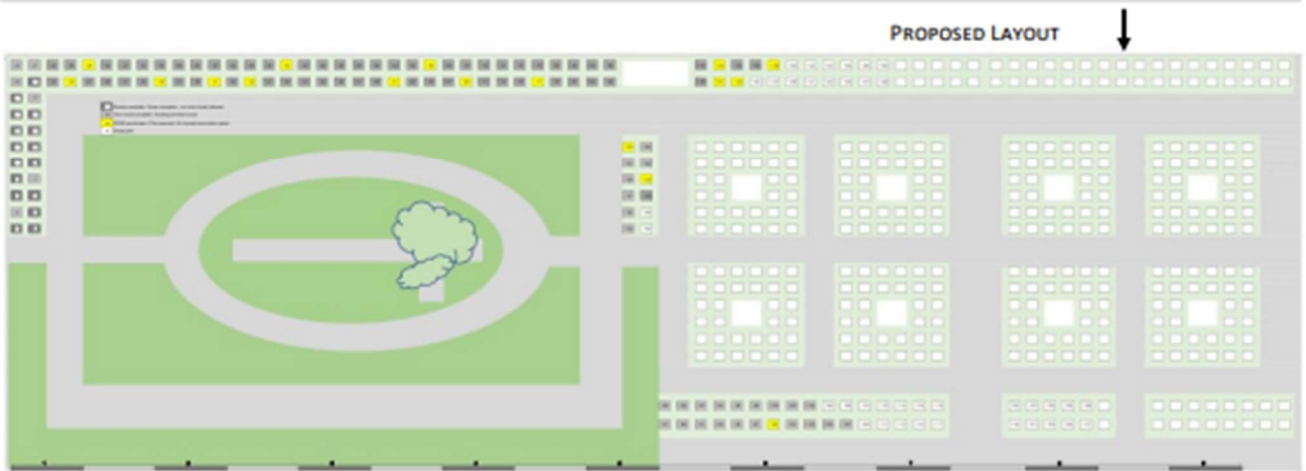
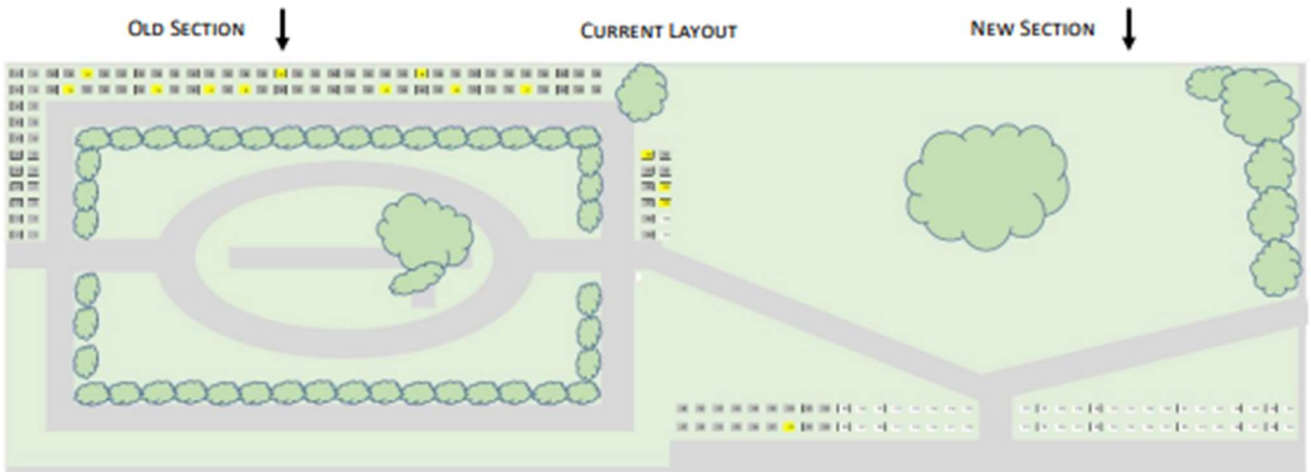
3. Pavilion Plans



PUBLIC AREA
 REFLECTION AREA EXTENDED
 NEW WINDOWS TO CAPTURE VIEWS TO THE GARDEN & MAIN CEMETERY
 NEW ENTRANCE DOOR
 NOTICEBOARD SPACE ON THE RIGHT OF THE ENTRANCE
 DDA COMPLIANT TOILET (WITH WINDOW)
 NEW FIXED SEATING

STAFF AREA
 OFFICE AREA WITH SINK
 NEW WINDOW INSTALLED (VIEW TO THE ALLOTMENTS?)
 GENERATOR LOCATED HERE
 EQUIPMENT STORE SET-UP WITH STORAGE FACILITIES

4. Memorial Garden Rejuvenation



PROPOSED LAYOUT INCLUDES: LOW WALL & HIGH WALL EXTENSION BURIAL PLOTS. NEW PLANTING AREAS / NEW STRUCTURES OR MONUMENTS. NEW WALKWAYS. SPACES FOR MEMORIAL BENCHES. EASY CLEAN STRUCTURED LAYOUT/ STEP CHANGE FROM THE OLD SECTION.

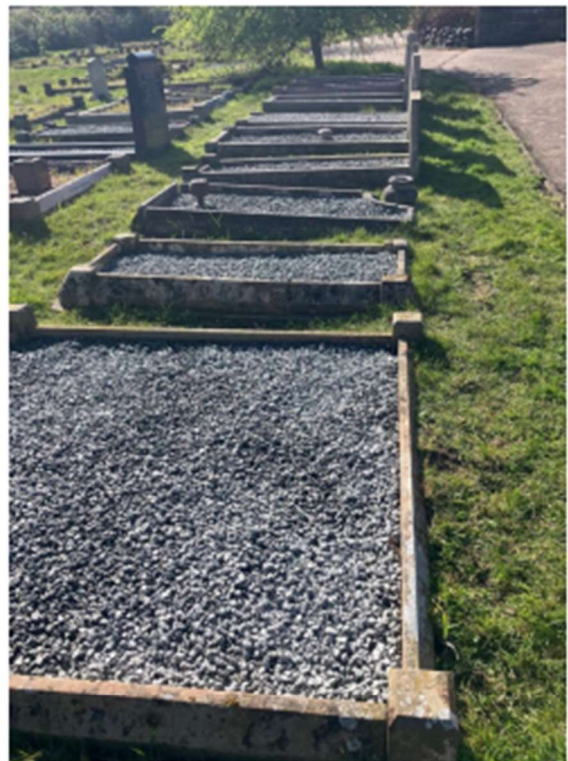
6. Cemetery Rejuvenation

STC owned graves

STC OWNED GRAVES - BEFORE

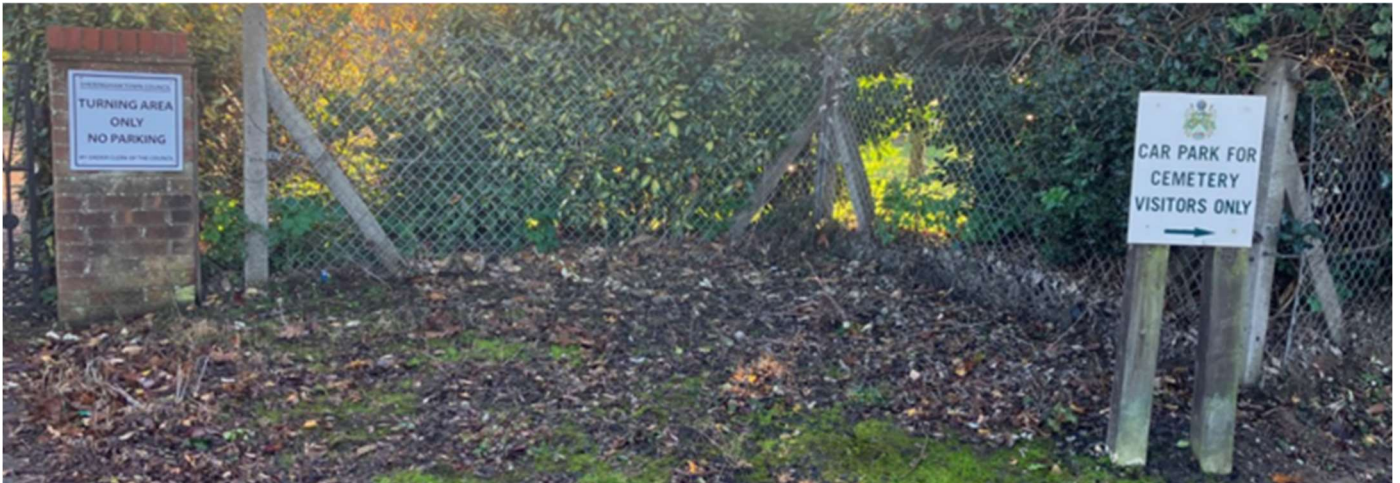


STC OWNED GRAVES - AFTER



Cemetery Entrance

Before:



Work in Progress:



Exclusive Rights Of Burial - Refund request – 02.04.2024

Plot 2300 – Full Burial Plot

EROB 1577 – Bought 19.05.2006

EROB Price - £126

Reason for refund – One of the named owners has passed away and the remaining owner no longer requires the grave space.

Rules & Regulations of the Cemetery

6.7 In the event that the owner of an EROB wishes to return this right to the Burial Authority, details of the process will be provided on request. No refund will be made if any burials have been made in the plot.

In the event that the plot is empty a refund will be payable according to the amount of unexpired whole years remaining on the EROB. Full details must be provided on application to the Burial Authority.

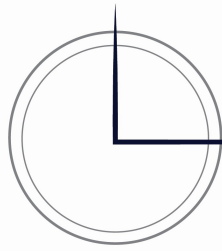
Refund details

Since the EROB was purchased, 16 years & 10 months have elapsed, therefore there is 44 years and 8 months left, which is 44 unexpired whole years.

This EROB cost £126 at the time of purchase (£2.10 per year), Therefore the refund amount is calculated as £92.40.

Council Motion

Council to approve the EROB refund at the calculated cost of £92.40 as provided by the Burial Officer.



MICHLMAYR

CLOCK & WATCHMAKERS

Date: 27th March 2024

Ref: REP26820

SPECIFICATION AND QUOTATION

To: Sheringham Town Council

Project: Sheringham Clock Tower

Site Inspection carried out on 26th March, 2024

On our site inspection we found that one of the T-pieces which drive the dials had become dislodged and fallen to the floor. We have carried out a temporary repair but cannot guarantee how long this will last.

The reason the T-piece became dislodged is the wood the central clock movement is mounted to is rotted and the wood is free to move. We will remove the rotten wood and replace it with new wood and new fixings.

It was also noted that the clock has a power back-up unit, this unit no longer works. We propose to supply and fit a re-synchronising unit. This unit would be a huge improvement on the original back-up unit. The re-synchronising unit will deal with any power failures and will automatically carry out the summer and winter time changes.

We also noted that the electrical drive motor which runs the clock is immensely noisy due to wear and needs to be replaced. It could fail at any time.

To carry out the above work will cost £2,311.00 + VAT

Guarantee:

All our work is guaranteed for 24 months from completion. This does not cover misuse or accidental damage. We also offer an annual maintenance contract for any item we have overhauled or manufactured. Our company has a Health & Safety policy. All horologists are fully qualified, rope trained and where necessary trained to work at heights. The company carries full public and employer's liability insurance. Copy certificates can be provided upon request.

Any areas to where the public has access is cordoned off whilst work is in progress.

S Michlmayr & Co Ltd

Tempus Works, Fletcher Way, Norwich, NR3 3ST

Tel: 01603 403687 Email: admin@michlmayr.com

Company Registration number: 2849623. VAT number: 451273956

Terms and Conditions:

We require written confirmation of order detailing the required specification. Final invoices to be paid within 28 days of invoice date. Failure to pay invoices within our terms will be subject to a 8% surcharge above bank base rate at the date of invoice.

Method Statement, Risk Assessment and Health & Safety documents will be forwarded on request.

Due to adverse weather conditions, staff sickness, the incorrect supply of materials or previous installations overrunning we reserve the right to postpone your installation to a later mutually convenient date with no financial penalty arising from such actions.

Environmental Policy

S Michlmayr & Co Ltd, specialist in watch and clock repairing and manufacture are committed to minimizing the impact their work has on the environment. We are committed to measures to improve environmental performance and continuous improvement. In undertaking this commitment, we will comply with relevant environmental legislation and codes of practice. We will monitor the progress and review of environmental performance on a regular basis, at least annually. All staff will be educated and trained in environmental issues and the environmental effects of their activities.

All waste will be minimized and recycled where practicable.

Chemicals will be safely disposed of using approved contractors and if possible biodegradable chemicals will be used.

In all our operations we will make efficient use of water and energy.

Packaging materials will be recycled.

Staff will be encouraged to cycle to work, use public transport or car share.

Environmental issues will be included in monthly quality meetings and staff will be encouraged to bring forward ideas to improve environmental performance.

Where possible only suppliers and contractors will be used who have similar environmental standards.

Vehicles used by the company will be regularly maintained.

S MICHLMAYR & CO LTD

S Michlmayr & Co Ltd
Tempus Works, Fletcher Way, Norwich, NR3 3ST
Tel: 01603 403687 Email: admin@michlmayr.com
Company Registration number: 2849623. VAT number: 451273956

Attempted break in at the Cemetery Maintenance shed

I alerted Councillor Peter Ratcliffe and Jack Houghton (PC 1923) to my concerns following a trip to the cemetery on Thursday 29th February as I suspected that the side door of the maintenance shed had been tampered with. Jack attended the site on Friday 1st March and has supplied the following report:



Good morning Mel,

I hope you are well. Sorry for the slight delay in getting back to you. Firstly, I have recorded an investigation on our system for Criminal Damage to the shed. For your information, the reference number for this investigation is **36/14266/24**.

I have attended the shed and examined the damage. I note there is no CCTV in the area, and there appears to be no forensic opportunities due to the shed being open to the elements and the timeframe for the incident taking place. On initial review of this investigation, due to the absence of this evidence it will be unlikely that we will be able to identify any suspects. This will be reviewed by my supervisor and I will let you know if there are any further investigative opportunities that we can explore.

Following our conversation, I understand that expensive assets are contained within this shed. I can see that you have good security lighting alongside signs indicating there is CCTV, which would often act as enough of a deterrent to ward off a potential suspect. However at present if this shed was to be broken into and assets were to be stolen, there would not be much evidence to take from the scene other than potential forensic opportunities - however to obtain this forensic evidence a break in would have to be discovered within a short period of time for fingerprints/footprints to be present.

- I would advise looking into installing a CCTV system at this shed. Due to its isolated location, I understand that that installing a CCTV system may become difficult. An option could be the use of wildlife cameras? Or maybe a battery/solar powered CCTV camera? CCTV isn't a guarantee that it will be safe and secure, but it would provide an extra layer of evidential security.
- If you have not done so already - I would also making a note of all serial numbers/identifiable marks on assets contained within the shed. So if there was a break in and items were stolen, if they were recovered by Police we could link the item to a break in at the shed. If items do not have any serial number/identifiable marks, you could consider marking items so they could become identifiable. You could then record property on the UK National Property Register, which is a register that assists Police identifying valuables lost/stolen - www.immobilise.com
- You could also consider the installation of an inexpensive personal attack alarm or a battery-operated shed alarm. They look low key but they respond to movement or door contact with an extremely loud siren, which is often effective in disturbing suspects.

I often pay passing attention to the allotments during my patrols, I will encompass the cemetery into those patrols and report back to you on any suspicious behaviour. I hope the above advice is ok. If there is anything else you need from me please do not hesitate to get in touch.

Kind regards

Jack

Actions taken:

Stuart from IT Norwich was contacted regarding the solar CCTV units at the site and I attended those units with him on Wednesday 6th March. We found that the camera affixed to the maintenance shed was not installed correctly (the solar panel was in a downward position and the camera was aimed towards the sky) and the camera affixed to the cemetery pavilion was not installed correctly (The solar panel was hidden under the roof lip). Neither cameras were working.

In addition, we attended the solar camera at the allotment entrance which has been installed using a wooden board screwed onto the main entrance gatepost. This camera was not working. Finally, we attended the camera at the Sports Pavilion, which was installed correctly and was switched on and working.

Based on Stuart's visit, he thinks it is going to be feasible to put a small solar and battery powered CCTV system in place, so that all cameras are in full working order, he has supplied some proposed solutions.

Action required:

1. Serial numbers need to be noted and put onto the Asset Register
2. Key items need to be marked for identification purposes – Possibly using the smartwater system
3. Investigate getting key items onto the Police immobilise system
4. Alarms have been supplied by Jack and need to be installed (2 at the main shed, 1 at the pavilion)

Break in at the Carnival shed

Stuart McClean (Carnival Committee) contacted the office on Wednesday 13th March to alert us that he had reported a break in at the shed to the police and asked about looking into insurance details. I phoned Jack to make sure he was aware, which it was and he was going straight to the site to make initial investigations. Crime number NC – **130/32024/95** with an estimated £400 damage to the door.



OFF-GRID CCTV SYSTEM

Sheringham Town Council

Cemetery & Allotments

Proposal & Pricing

Contact Name: Mel Ashcroft
Organisation Name: Sheringham Town Council
Date Prepared: 26th March 2024
Prepared By: Stuart Drabble (Tel 01603 554000 or email stuart@itnorwich.uk)
Valid Until: 31st April 2024
VAT: All prices exclude VAT

All Errors & Omissions Excepted

Background

The council requires a small CCTV system to help secure the allotments, cemetery and outbuildings. The key challenge is that these sites have no power, and no internet connection. Resolving the internet connection issue is straightforward – we can use a wireless bridge from the Sports Pavilion. Power is less straightforward so we have quoted for an off-grid system that includes solar panels, batteries, and a DC – DC converter.

When designing an off-grid system, we need to consider power storage, power generation, and power consumption. The first two elements (storage and generation) are the limits to the third element (consumption). As a result, we have erred on the side of caution to keep the power consumption low and costs down.

Proposal Summary

We propose a small “off grid” CCTV system, this will comprise of:

- A recording device and cameras.
- A power system to include solar panels, mounts, batteries, and a converter.
- Network equipment including a wireless bridge and switch.
- Network cable, pole mounts and network cabinets.

Cost Savings

In order to save the council some money this proposal is provided on a supply, deliver and setup basis. The council will (with our support) be responsible for physical installation and mounting, this includes:

- Installing the solar panels in a secure and suitable way onto the roof of the cemetery building (panel mounts to be provided) and routing the power delivery cables from those solar panels to an agreed location inside the cemetery building. This may include resealing where the mounts are fixed to the rafters.
- Mounting the network cabinets in both the cemetery building and sports pavilion.
- Routing suitable network cables* from the cemetery building to locations where the cameras are to be installed, noting that this will require installation of a (supplied) IP rated storage container mounted or buried underground at an agreed location.
- Routing suitable network cables* within the sports pavilion and cemetery building.
- Mounting poles as required.

* The council does not have to terminate the cables, only lay them. IT Norwich Ltd will terminate the cables with a suitable RJ45 plug. We will give guidance on how to run cables without damaging them. You must also consider how external cables are protected. If you prefer to have us lay all the cables we can organise a cable laying quote for a fixed fee of £95 (refundable if you accept the cabling quote).

We can help you to consider a different mounting option for the wireless bridges, this might save you £322.

The CCTV Equipment

You need a recording device and some cameras, these are summarised below.

The Recording Device

The **Cloud Key with Rack Mount** is the device that will run the CCTV system, record footage and at a later date can be used to support extra wireless access points (e.g. in the Sports Pavilion or the Cemetery). This is a small unit and will run up to 7 cameras in high quality (day or night). This to be installed in the sports pavilion for extra security and so it will not draw power from off-grid. Can be upgraded to a larger model at a later date.

The Cameras

Noting that dome cameras are best for shorter, wider angles (e.g. above a door or inside an office) whereas bullet cameras are best for longer, narrower angles (e.g. pointing at an entrance or driveway), I recommend the following:

Allotments - One **bullet** camera for the allotment, installed on the existing pole or on the shed facing the entrance. This will require an extra pole and mount (not quoted) if you wish to keep it out of reach.

Cemetery Building - One **dome** camera above the door to cemetery building, and two **bullet** cameras, one facing towards the cemetery entrance and one facing towards the equipment store.

Equipment Store - One **dome** camera above the door to cemetery building.

The Connections

Wireless Bridge

A wireless bridge unit to be installed on the outside wall of the sports pavilion, on a pole, facing the cemetery building. The other wireless bridge unit to be installed on the cemetery building, on a pole, facing the sports pavilion. These will extend the internet connection from the sports pavilion to the cemetery building. To be cabled to suitable internal locations in each building.

Non-Armoured External Grade Network Cable

You will need to have a cable run to each camera from inside the cemetery building. The cable quoted is suitable for external use (rated against water and UV light) but is not armoured and you need to consider how it is run. It can be buried, tacked to a fence etc. If buried you could bury it in some pipe or old hosepipe for added protection.

If you prefer armoured cable, this is available at £2.25 per metre and is quoted as an option below.

8 Port 150W Network Switches

One switch installed in the sports pavilion will deliver power to the Cloud Key and wireless bridge and will also link to the existing router. Another switch installed in the cemetery building will deliver power to the wireless bridge and cameras. Both are remotely manageable so with the right access we can remotely reboot cameras (e.g. if they go offline).

Remote Support PC

This is a small, headless computer installed in the sports pavilion and used to provide remote access to the network infrastructure. There is no purchase cost, but is rented to you at £19 per month. It will help to avoid expensive callouts, e.g. to solve issues with unresponsive cameras.

Small Network Cabinets

These are wall mounted, lockable cabinets to protect the network equipment. One to be installed in a suitable location in the sports pavilion to house the Cloud Key and Network Switch, this will require the council to ensure

there is 1 available power socket to be available within 1.5 metres. Another to be installed in a suitable location in the cemetery building to house the PoE switch. **Note this will not house the power station and charge controller.** You should consider some other form of lockable, floor standing cupboard to accommodate these. I do not recall if there is a room where they can be securely located.

Power

The power system comprises solar panels, a roof mounting system, charge controller, deep cycle batteries, battery protection system, a DC to DC converter and any required cables and connectors.

The total power draw of the equipment is calculated to be 40.55 Watts – at 24 Hours per day this is equivalent to 1358.4 Watt Hours.

The solar panels will deliver up to 800W at optimum power generation conditions and will charge batteries that will store up to 120 Ah. This should be enough to drive the system for three to four days in the event of failure or a set of days where power generation is very poor (e.g. snow cover or a very dark week).

Appendix

Map & Approximate Lengths

1 – 2 - Green Line – Cemetery Building to Sports Pavilion Link

This is the wireless bridge. Our units will support connections up to 15 km so this run will be no problem.

3 – 4 - Blue Lines – Cemetery Building to Maintenance Shed Link

Run one cable to one camera between the cemetery building and the equipment store. This will require a PoE Extender and IP rated storage box midway. This run is approximately 110 metres.

3 – 5 - Blue Lines – Cemetery Building to Allotment Link

Run one or two cables for one or two cameras between the cemetery building and the allotment entrance pole. Each run will be approximately 150 metres.



Cable Length Notes

The maximum length of a network cable must normally be lower than 100 metres in order to guarantee connection quality. As these runs are very near to or over 100 metres we are going to supply a PoE Extender, which will get over this limit and allow us to run cables up to 200 metres. The PoE Extenders need to be installed at a midway point and placed in an IP rated storage container to be supplied, this can be mounted (e.g. to a fence) or buried (e.g. covered by a paving slab).

Other Notes

Installing the Cloud key means cameras and Wi-Fi can be added to the Sports Pavilion cheaply and easily.

This all relies on the Sports Pavilion internet connection and router, we may have to replace this if they do not prove reliable enough, but I have no concerns about that at the moment.

You must keep the solar panels clean and free of debris. A wash with warm soapy water a couple of times a year, plus frequent check for debris such as leaves, twigs etc should be sufficient.

All equipment carries a 12-month warranty, apart from the batteries which carry a 2-year warranty. The expected lifespan of the batteries is 7 – 10 years.

Pricing Table

The price of the system is shown below, and includes the main components.

Qty	Description	£ Each	£ Line
1	Ubiquiti UniFi Cloud Key Gen2 Plus UCK-G2-PLUS	169.00	169.00
1	Ubiquiti UniFi Cloud Key G2 Rack Mount Accessory (CKG2-RM)	79.00	79.00
3	Ubiquiti UniFi G5 Bullet Camera (UVC-G5-Bullet)	119.00	357.00
2	Ubiquiti UniFi G5 Dome Camera (UVC-G5-Dome)	149.00	298.00
2	Ubiquiti EdgeSwitch ES-8-150W 8 Port 150W	149.00	298.00
2	Ubiquiti NanoStation M5 MIMO Wireless Bridge/Base Station (NSM5)	59.00	118.00
2	300mm Deep Wall Mounted Network Cabinet 6U	119.00	238.00
2	4 Socket Surge Protected Horizontal PDU	29.00	58.00
2	DPE-302GE 2-Port Gigabit PoE Extender	72.00	144.00
2	IP Rated Boxes for Extenders	19.00	38.00
1	305mt Box of Cat5e UTP Cable - for Internal Cables	79.00	79.00
2	Wall Pole with 300mm Standoff	161.00	322.00
1	System Setup & Installation	750.00	750.00
1	Power System Comprising	1,334.00	1,334.00
	Solar Panels		
	Solar Panel Mounts		
	Charge Controller		
	Deep Cycle Batteries		
	Battery Load Protection		
	DC Converter		
		Total Price	£ 4,282.00

Your cabling options are either:

2 x Non-Armoured External Cat5e UTP Solid Cable (Reel) 305m @ £99 each = £198

OR

Armoured CAT5e Cable @ £675

Ongoing Support Costs

Note that ongoing support of these systems tends to be very low, this can form part of the current IT support plan and might add maybe 20 – 45 minutes support per month depending upon options chosen.

Access Rights

The CCTV system can be viewed by nominated individuals, we are happy to support you in granting remote access to council officers and police as required, with an annual permissions review.

Cost Information supplied by Matthew Arnold (Norfolk Alarms)

Hi Sarah

I hope you are well.

Following my recent visit, to add two additional cameras - one in the main hall & one on the 1st floor corridor. Supply and install a 24" monitor on your desk with a mouse to allow for control of the main unit downstairs.

Please note this will operate as an additional screen and what is viewed downstairs is what will be viewed upstairs, if you interrogate the unit what you view will be on both screens. This can be supplied and fitted for **£960.00** Exc Vat.

Please let me know if you wish to go ahead with this. Your replacement emergency lights are being delivered this week so this could all be done together.

As for the audible sensor there are two options.

Option 1

Setup the alarm door contact to give a beep each time the door is opened. This we can do for free as the equipment is already fitted but if you ever leave the door open obviously you won't get any alerts.

Option 2

Install a beam across the door entrance, with a buzzer/sounder in the entrance lobby. The door can be left open and this will trigger every time someone passes through the door

This can be supplied and fitted for **£270.00** Exc Vat.

Let me know your thoughts and I will get this booked in.

Kind Regards

Matthew Arnold

Norfolk Alarms Ltd

Hon. Warden's Report – 25th March 2024 (for Assets meeting 9th April, 2024)

With February the wettest month recorded in Norfolk since records began in 1836 it is no wonder surface water is still present over much of the Common creating soft muddy conditions along paths.

Despite the wet weather it was a fine week when Legacy Habitat came to cut the Common (12-16th Feb). The Common wetlands and some heathlands were cut during the week (see separate report). It is hoped that they can return in October to get the cutting regime back on track.

The Beeston Common Management Group volunteers have been out most weekends creating a corridor between the Sheringham Common Valley and the Central Mire on Beeston Common. This will allow weak flying insects and small isolated colonies to mix therefore improving biodiversity between the two sites and more importantly genetic diversity. Recently the volunteers have been cutting back vegetation along paths. Such work is due to end this month as birds will be nesting.

The replacement bridge between Abbey Park and the Common was completed by Mackhouse 9th March.

New bench plaques were added to the pond benches and one replaced at Pill-box Hill 22nd March.

Frogs spawned the earliest ever recorded for the Common on 18th February and Adders were out a couple of days earlier 16th February. A red-letter day on 14th March as some lucky observers watched an immature White-tailed Sea-eagle fly over.



Corridor looking west towards
Sheringham Valley



Corridor looking east towards the Beeston
Common central mire

Bench plaques



Pond: King / Farrow



Pond: Roffey family



Pill-box Hill: Colman



Old bench plaque from near Caxton Park



New Abbey Park bridge built by Mackhouse

Report on the Fen Harvester working on Beeston Common

12-16th February, 2024



Compiled by

Francis Farrow - Hon. Warden



Legacy Fen Harvester working in the North-east corner marsh

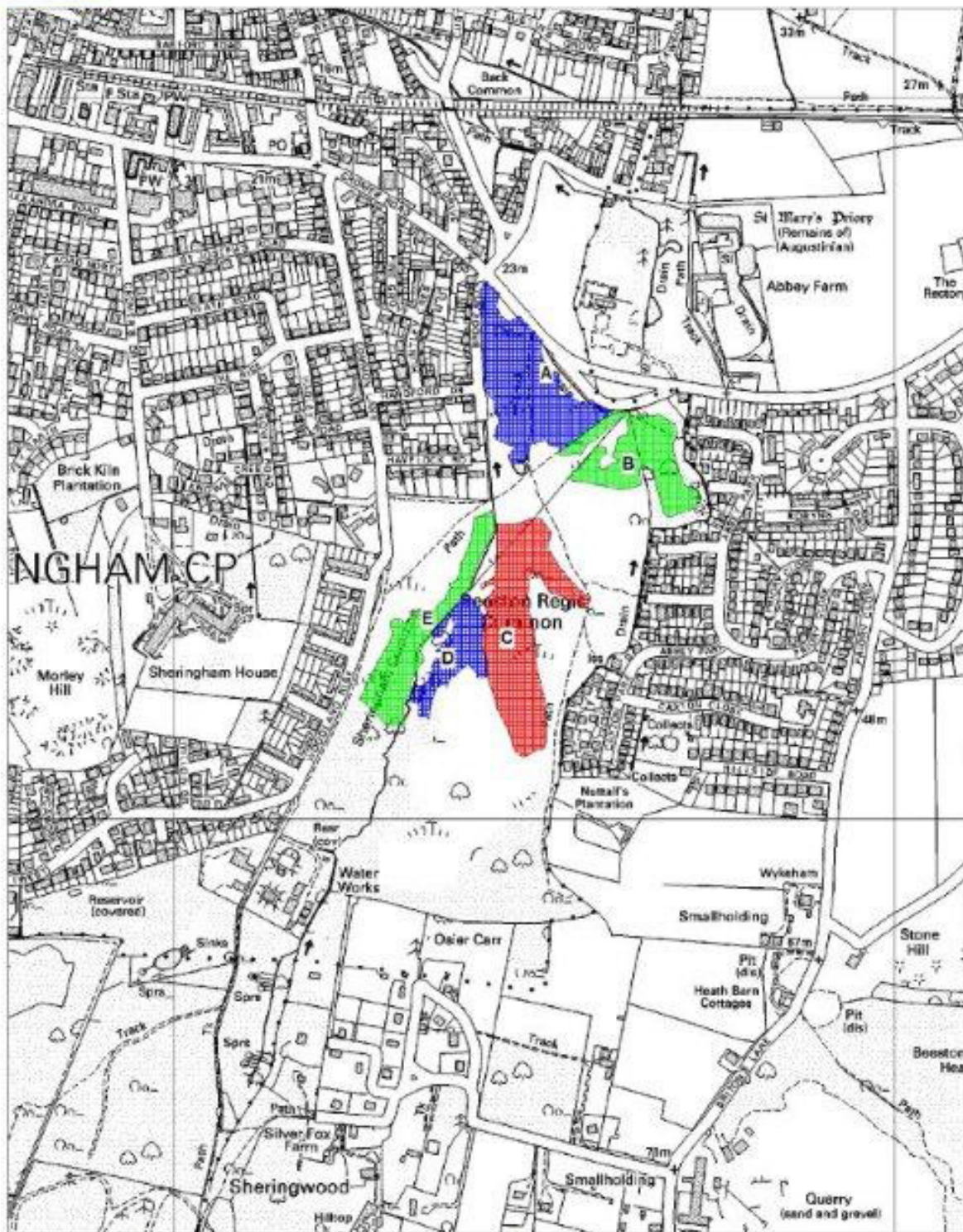


Legacy Fen Harvester tipping cut material in scrub area - North-east corner marsh



Sheringham & Beeston Regis SSSI

Fen Cutting Regime



Scale 1:5000 Map 1 of 1
Drawn by: Mike Edwards
Date: 04/2011
Ref: 101043227
© Natural England 2011

Natural England
Dragonfly House
2 Gables Way
Norwich
NR2 1UG

Fen Cutting areas

Winter Work on the Common - Fen Harvester 12-16 February, 2024

The Fen Harvester operated by Legacy Habitat Management Limited (Sheffield) was a Softrak 75 Low Ground Pressure Vehicle fitted with a hammer flail harvester head and collector bin. It is ideal for working in sensitive environments. The 8 cubic metre tipping harvesting collection bin ensures that arisings can be removed from the cutting site and placed in designated areas.

The Fen Harvester was able to cut and collect material from the grassland and marshes effectively. The thicker gorse was not cut as cleanly but where it was growing it has been much reduced and can now easily be tackled by volunteers and if cut with a regular schedule in place it will be kept under control much easier.

The dead bracken on the heathlands was also cleared, however, with the lateness of the cut and the unseasonable warm weather it was better to have a slightly higher cut than what could be achieved with a tractor and flail-cutter to prevent any amphibians or reptiles being at risk. The Fen Harvester removed a large amount of bracken litter but is better employed on heaths when the bracken is still green. The very wet state of the Common at the moment would, however, have prevented access by any vehicle other than the low ground pressure tracked Fen Harvester.

The following images give a good idea of what the specialist machine can achieve in a relatively short time (ie about 4 days). With the amount of material collected and deposited close to scrub and trees it will greatly reduce the nutrient content of the areas, however, to gain most benefit the mowing operations should take place before the vegetation dies back ie no later than mid-October.

Generally the cutting all went to plan, however, even with a walk around the site prior to work starting not all the arisings were deposited in the correct place although they have been deposited off the cutting areas and at the edge of the scrub. To save confusion for any operators new to the Common it is proposed to mark the designated dumping sites with flags/markers prior to future works.

If no local solution to cutting the areas is found before the ideal cutting period in October then I would suggest Legacy are brought in to cut the areas of fen / grassland according to Natural England's rotation plus other areas of heathland that were not cut during this present operation ie Sheringham Common and the Jubilee Oaks area. The mowing of Bracken Hill / gorse 'islands' and Pill-box Hill - south should also be included annually to maintain the open aspect and to encourage the formation of heather and acid grassland.

With a regular schedule of rotational cutting designated areas every other year for the main areas and annual cutting of smaller areas the Commons should be easier to manage. Certain areas of heathland could be left to a 3 or 4 year cycle. Regular mowing will prevent the succession of woody vegetation getting a hold and may facilitate the change from machine mowing to livestock grazing in the future as a more natural and carbon-free process.

***Francis Farrow - Hon. Warden
Beeston Common SSSI / SAC***

Proposed schedule of cutting:

Area	Cut	Time
Marshes/Grass		
Area A	1 st year	Oct 2024
Area B	2 nd year / reeds annually	Oct 2025*
Area C	1 st year / reeds annually	Oct 2024*
Area D	2 nd year	Oct 2025
Area E	2 nd year	Oct 2025
Heaths		
Area 1	Annually	Oct 2024
Area 2	Annually	Oct 2024
Area 3	2 nd year	Oct 2025
Area 4	2 nd year	Oct 2025
Jubilee Oaks Heath	Periodically (3-4 years)	Oct 2024
Sheringham Heath	Periodically (3-4 years)	Oct 2024

The ideal time for cutting would be in the first two weeks of October.

*Although the cutting schedule is alternate years the reedbeds require to be cut annually in Areas A and B.

This will remove vegetation before it has died back and therefore reduce nutrients

Area A (last cut 2019_east / 2023_west)



Northern grassland - west side



Northern grassland - Corridor to pond area



Northern grassland - east side (showing scrub invasion). Last cut 2019



Northern grassland - cut material placed along edge of scrub

Area B (last cut 2019)



North-east corner Marsh - west side



North-east corner Marsh - east side



North-east corner Marsh - cut material placed along edge of scrub



North grassland strip (last cut 2019)

Area C (last cut 2021)



Central Marsh - north end



Central Marsh - south end



Cut material placed along tree/scrub line

Area D (last cut 2019)



South end



Central area



North end

Area E (last cut 2019)

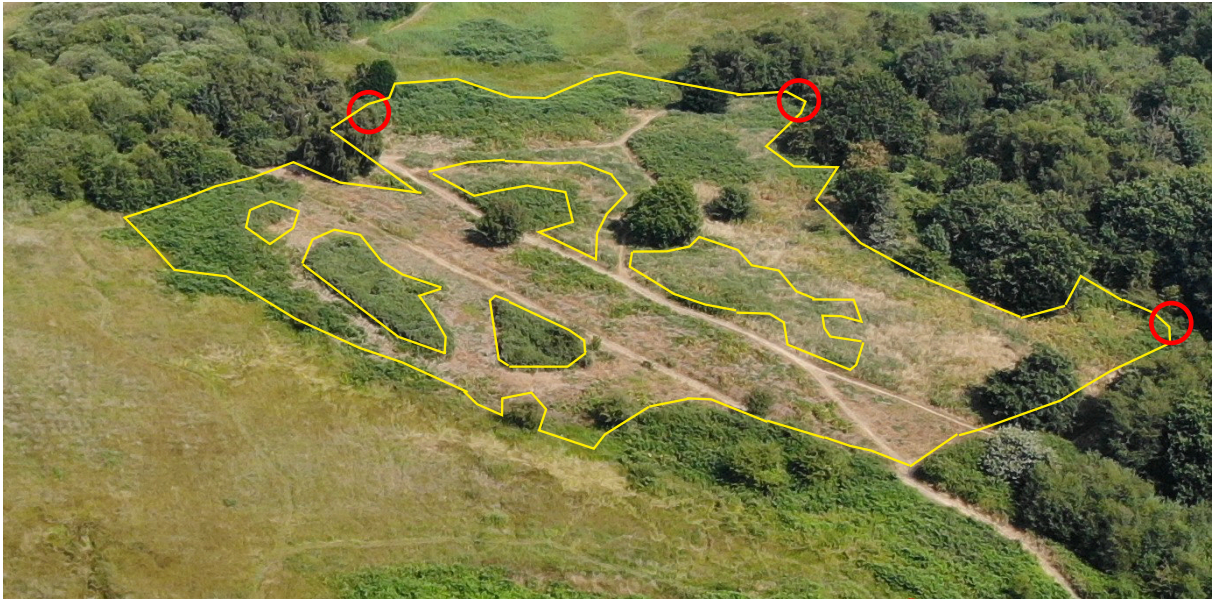


Sheringham Valley - central



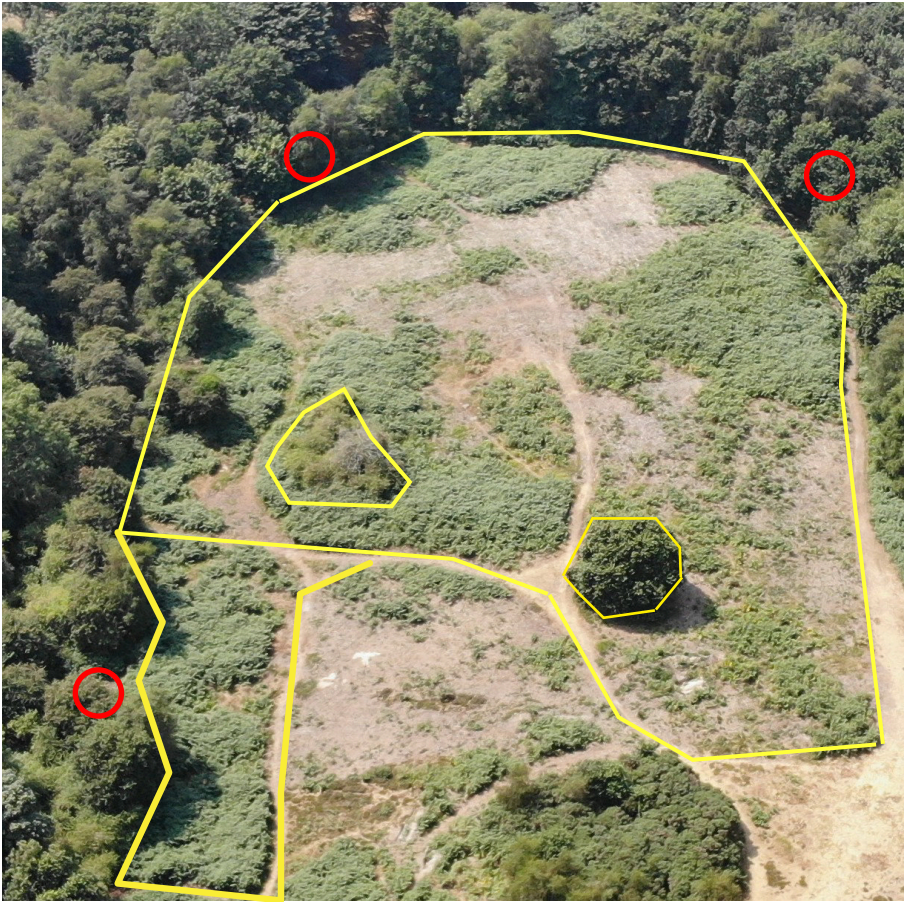
Sheringham Valley - north end

Heathland cutting areas

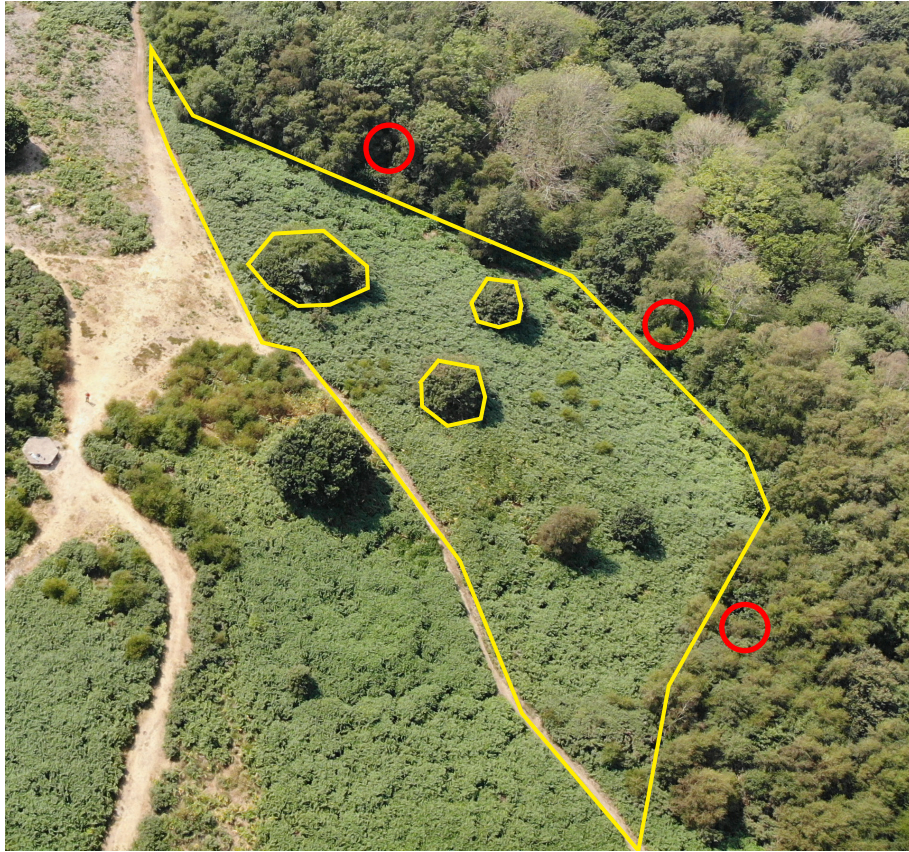


Area 1: Bracken Hill and gorse 'islands' (last cut 2023)

○ Cuttings disposal sites



Area 2: Pill-box Hill - south (last cut 2023)



Area 3: Pill-box Hill - west (last cut 2022)



Area 4: Pill-box Hill - northeast (last cut 2019)



Area 1: Bracken Hill and gorse 'islands'



Area 2: Pill-box Hill - south



Area 3: Pill-box Hill - west



Area 4: Pill-box Hill - East / North-east



Litter heaps on Pill-box Hill along tree line

Sheringham and District Society

(Registered Charity 280951)

Newsletter



Spring 2024

Welcome!

Together with much news and entertainment, this newsletter gives you formal notice of the Society's AGM at the end of April. Please try to be there, or if you prefer then ask for a video link to take part by Zoom. **Note that the AGM is at St. Andrew's Church Hall for the first time.**

Chris Duxbury

From the Chair

I have to report to everyone that Peter Strudwick has had to step down from his duties as a very hard-working member of the committee, to concentrate on his and Anne's health. We are all sorry but entirely understand.

He has gone above and beyond as a volunteer, involved in the Sheringham and District Society for many years, collecting donations, attending planning meetings at Town Council, producing the newsletter and many jobs unseen by the rest of us.

His various jobs will be hard to fill, but we hope to do him proud. Peter will be missed from the Committee, but we will keep him informed and no doubt call on his knowledge to direct us in the future. We heartily thank him for all his years helping this worthwhile charity.

Barbara Emery

A Visitor's Review

Rosie and Kevin Leave emailed us with a lovely review and photos after their visit to the Fishermen's Lifeboat Museum in September last year. They wrote:

"Just thought we would send you a couple of photos related to our wonderful visit to your museum last September. The first photo is our Leonberger dogs outside the Fisherman's museum following our wonderful visit and chat with the lovely lady hosting the building that day [this was Sue Cowling]. I was able to examine the beautifully restored boat and gain inspiration to build a replica boat over the winter which is nearing completion. It is of the Hannah Fawcett Bennett which was stationed at Hoylake on the Wirral from 1906 - 1931. The visit to your boat museum was part of the inspiration to build the boat ..."

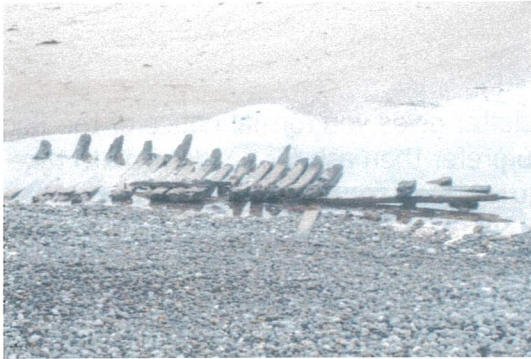


Stormy weather exposes the wreck of the Ispolen

The crew of the Ispolen was rescued by the Henry Ramey Upcher Lifeboat in 1897 before the ship was wrecked on Sheringham's beach. On Friday 24th November 2023 strong northerly winds caused a heavy swell on the Promenade at Sheringham as shown in this photo taken near the Crown Pub. The swell even came up over the wall in front of the Crown so I got wet taking this picture !!



The sea was much calmer two days later on Sunday 26th November and I was able to take these pictures of the wreck of the Ispolen which had been exposed after the sea had removed the pebbles and sand that covered her remains.



In 2012 both Peter Cox and myself featured in a video for BBC News <https://www.bbc.co.uk/news/av/uk-england-norfolk-17367840> and the photograph right from 2012 shows the wreck has not only lost a few timbers but been turned 90 degrees by the 2013 tidal surge.

The rescue of the Ispolen crew is featured in Chris Taylor's video "The Henry Ramey Upcher Lifeboat – The Fishermen's Lifeboat" produced for the Society and can be found here: <https://vimeo.com/768540815>



Malcolm Peddar

Annual General Meeting of the Sheringham & District Society 10:30 AM Thursday 25th April 2024

This is a formal notice to all members of the Society that the Annual General Meeting will take place at the above time in
St. Andrew's Church Hall,
Cromer Road, Sheringham, Norfolk, NR26 8SA

Tea, coffee and cakes will be provided – there is no charge. You are welcome to attend the meeting in person or if you wish to attend by zoom video or telephone please let the Secretary know as soon as possible and you will be given a link and password for the meeting together with an agenda.

Fishermen's Lifeboat Museum & Peter Coke Shell Gallery

The new season commenced for the Shell Gallery and Fishermen's Lifeboat Museum on Saturday 23rd March and will now run through till October, opening daily from 11am -3pm. We hope to repeat our visitor numbers from 2023 which was just under 25,000 people. Private viewings can be arranged for school parties, families and individuals to visit both areas: contact secretary@sheringhamsociety.com

The 'Welcome Back' informal gathering at the Oddfellows Hall was attended by about 20 people. So good to see our Volunteer Stewards returning for the 2024 season, feedback confirmed that the social interaction and sense of community attracted most to volunteer. Our Opening 'Welcome Back' and Closing 'Thankyou' events provide an opportunity to meet the team and put faces to names that are otherwise only seen on the rosters or the change over at 1 o'clock.

The Fishermen's Lifeboat Museum have two additional exhibits: a fishermen's cart or wheel barrow donated by David Howe formerly of Blistering Barnacles, and a photo portrait by Olive Edis which hangs above our existing painted portrait by Cyril Nunn of Local Fisherman Richard West. Cyril and his wife Renata lived in the same house that Olive Edis had occupied in Sheringham.

The Shell Gallery has some new shell additions to the sales collection that we offer along with an updated colouring postcard, all providing interest for the visitors and volunteers alike.

I would like to extend thanks to our colleague Alex Snell who has decided to step down from volunteering after many years dedicated service to the Society. Alex knew Peter Coke personally and has continually worked to preserve and promote Peter's legacy: we thank her for her input which has contributed to the gallery as we see it today.

As always we are pleased to welcome new volunteers at any time throughout the year so if you have any friends or family that could spare 2 hours occasionally then please encourage them to contact me. I have left blank forms in the volunteers file positioned by the desks, completed forms can be left in the diary for me to collect.

Sharon Hunt



West Cliff Garden

We have been busy with additional planting of seaside varieties to enhance this popular sheltered spot. The Society has also commissioned a bespoke garden sculpture by local artist Kate Munro. The design includes the Henry Ramey Upcher Lifeboat on a rolling sea adorned with shells, which gives a perfect blend of our two attractions. The sculpture is made from durable corten steel which gives an attractive rusty finish which improves with time.



Easy Fund Raising

To help us with fund raising all year round, the Sheringham and District Society has joined the on-line shopping platform **easyfundraising.org.uk**. If you shop on-line there are more than 7,500 brands available who can donate to the Society, for FREE, every time you use the easyfundraising platform to shop on-line.

To use the system you will need to create an account at easyfundraising.org.uk and choose *Sheringham and District Society* as your cause.



When you are ready to shop, type in the name of the shop you want to go to in the search bar near the top of the easyfundraising page. It is this use of the easyfundraising page that will enable free donations to be directed from the shop to the Sheringham and District Society. Those donations are a 'thank you' from the brands for shopping with them.

If you could, please consider signing up to support us and shop through easyfundraising.org.uk. It's completely FREE for you and doesn't take long. The donations will help the society maintain the Peter Coke Shell Gallery and the adjacent garden, the Fishermen's Lifeboat Museum and to continue the Society's contributions to Sheringham.

Barry Blacklock

Plea for a small donation on top of your subscription

giftaid

The Society is very grateful to our members for staying loyal and paying their subscriptions, which provide a significant part of our income. So we don't want to appear to be waving the begging bowl, but there is a particular issue in the complicated field of Gift Aid which needs to be explained. This message only applies to those who pay their subscriptions under a Gift Aid declaration.

Visitors who put contributions into the donations boxes at the lifeboat museum and the shell gallery do not, except very rarely, fill out a Gift Aid declaration, but there is a government scheme called the Gift Aid Small Donations Scheme (GASDS) which we can use to treat them as if they had. The problem we have is that visitor donations are in excess of £6,000 and there is a rule which limits what we can claim under GASDS to ten times the subscriptions and donations we get under signed Gift Aid declarations. These amount to nearer £300, so we are missing out on roughly half what we could receive under GASDS. Every £1 donation which our members are able to add (making £1.25 after we have claimed the Gift Aid) enables us to claim an extra £10 under GASDS, giving £2.50 to add to the original £1.25. Furthermore, the £1 donation is tax deductible, the actual cost to the donor being 75p, an amazing £3.75 from 75p, a multiple of five.

We want to stress that we are grateful anyway for your subscription, but this shows why anything extra that you feel able to add provides such a useful addition to our funds.

John Gardiner

Sheringham Mammoth Mural

From North Norfolk News: "A huge hand-painted mammoth mural has been installed in Sheringham. The 95-foot-long artwork has been put in place at Sheringham's East Promenade, depicting a scene from the last Ice Age. The mural is painted on 127 recycled scaffolding boards and took four years to complete, transporting viewers back 14,000 years to a time when mammoths, bears and hyenas dominated the landscape. ... Many creatives volunteered for the project, including contributions by local oil painter and embroidery artist David Barber, and pupils at Sheringham High School, Sheringham Primary School, and Sheringham Woodfields School, who participated through a series of educational workshops led by Sheringham Art volunteers. ... The project received funding and support from Sheringham Town Council, Sheringham Carnival, Norfolk Country Council, and The Sheringham Society." (see <https://www.northnorfolknews.co.uk/news/24195166.sheringham-mammoth-mural-installed-east-promenade/>).



Image: Sheringham Art

The art work has been created by Sheringham Art, lead by Colin Seal. As mentioned in the North Norfolk News article, the Sheringham & District Society is a significant donor to the funds collected to enable the work to be commissioned, continuing the encouragement and collaboration between Colin and the Society maintained over many years.

Coffee Mornings

On the last Thursday of the month at 10:30, all talks are now at **St. Andrew's Church Hall.**

March	Peter Lawrence	London > Beneath the Streets
April	AGM	
May	Anne May	Edith Cavell
June	Rob Spray	Diving on the reef
July	David Berwick	Treasures & curiosities Mk 2: Norfolk Churches

From the Secretary
secretary@sheringhamsociety.com

Subscriptions: If you have not already done so, then you can renew your subscription for 2024 using the attached renewal form or by making your payment directly by bank transfer (BACS). All the details are on the form or they can be found on the website. Please remember the boost that Gift Aid can give to your donations as explained above by John Gardiner, all of which contribute towards the work that the Society carries out.

AGM: The annual report of the Trustees to members and the report of the accounts from the Treasurer will be available at the AGM and can be sent out in advance if you let the Secretary know.

All nominations to propose members for election to the executive committee, and for motions to be raised at the AGM, should be sent to the Secretary before 11 April 2024 please. All members of the society are entitled to attend and vote at the AGM.

Please see the banner notice for details of the time and place.

Chris Duxbury

General Information

President	Peter Cox	01263 823008	Treasurer	Barry Blacklock	
Chair	Barbara Emery	01263 822705	Membership and Social Secretary	Rosemary Large	01263 838121
Vice Chairman	Peter Strudwick	01263 823657	Fishermen's Lifeboat Museum	Malcolm Peddar	01263 824187
Secretary	Chris Duxbury		Shell Gallery & Volunteers	Sharon Hunt	01263 823695

www.sheringhamsociety.com

email: secretary@sheringhamsociety.com

Sheringham & District Society, a charity registered in England and Wales (280951)
Sheringham & District Society, c/o Peter Coke Shell Gallery, West Cliff, Sheringham, NR26 8JT.
Images copyright © 2024

4	<p>SSSI COMMONS – Project COMPLETE for this year</p> <ul style="list-style-type: none"> ➤ Initial work started by Rory Hart – Cost £1220 ➤ Full works have been completed by the Legacy team (Managed by Francis) – Cost £7170 ➤ Legacy (Matt) has been sent confirmation of the winter works due to be carried out in October and he will provide dates that the works will be carried out nearer the time <p>Action required: The Environmental Stewardship funding for 2024 is now open and has been applied for. (This is done every year, and if claimed before May 15th the funding is provided in full – Claimed after 15th, there are significant reductions in the funding)</p>
5	<p>THE BEESTON COMMON BRIDGE (No 23/24 budget set – Cost £2,900)</p> <ul style="list-style-type: none"> ➤ The new bridge has been installed. ➤ A plaque has been ordered for the bridge that reads “This footbridge is gifted to Beeston Regis by Sheringham Town Council. February 2024” – Cost £50 (The original dedication plaque will remain in place) 
6	<p>COMMONS – DANGEROUS GROUND – Project COMPLETE – Cost £560 Pathway at Beeston cottages (H&S issue) – Karl Harper Groundworks (Before / After)</p> 
7	<p>HRU FISHERMANS BOAT MUSEUM & GALLERIES</p> <ul style="list-style-type: none"> ➤ A roofing contractor has been engaged on behalf of the Society, Sheringham Roofing will attend the site and plan for the works to start. ➤ Confirmation of roof funds from STC have been communicated to the society as instructed. ➤ Copy of the recent asbestos audit has been provided to the society for their records. <p>Action required: Hansells has been contacted and asked to review the current lease for HRU & galleries – The lease is fine as it stands but needs some amends. The final draft will go to Hansells for sign off in April. (Gillery)</p>

8	<p>VERGES</p> <ul style="list-style-type: none"> ➤ ALS Lawns & Fencing are our new contractors who will undertake the seasonal verge cutting this year. Cutting will commence from Tuesday 2nd April. ALS Lawns & Fencing are the contractors who mow the verges in Cromer and they offer £975 per cut. Having them on board will mean we will meet the minimum 5 cuts per season at a total cost of £4875. NCC will pay STC £5126 this season. ➤ The ALS team have also identified verges which they believe could be left to either re-wild or part-cut & part re-wild as this is something Cromer have started to do and now have about 30% of the verges re-wilded. Over the course of this season more information will be compiled about this for Council's future consideration. ➤ Recommendation - This contract should also be reviewed again next year to determine whether STC continues to manage the verges or if they are handed back to NNC.
9	<p>BEESTON HILLS PUTTING GREEN YTD Purchase Actual £21,918 / Project Actual £17,000 / Day-to-Day & Maintenance costs £11,345</p> <ul style="list-style-type: none"> ➤ Year to date project cost analysis completed ➤ Work now starting on the other maintenance works (£10,578): Entrance Gate replacement, fence posts removed & replaced, perimeter fencing removed & replaced, metal flag poles removed. Completion date: April end. ➤ Foundations information & container – Awaiting decision ➤ Foul water connection (Est £5k) sits with contractor. ➤ Interim Tenancy one year lease drafted using SAPG template. ➤ EOI is still live. If a suitable applicant is found through the EOI, there is the opportunity to decide to award them the interim one-year lease which can then 'morph' into the original 6-year EOI lease.
10	<p>STATION APPROACH PUTTING GREEN</p> <ul style="list-style-type: none"> ➤ The new tenant has been communicated to and all documents have been sent & requested. ➤ This Seasonal Operator's Licence is valid for a single term only, ending on Thursday 31st October 2024. The putting green shall be open for business until Sunday 29th September 2024. ➤ Tenant email correspondence passed to Assets Committee for consideration and action
11	<p>SPORTS PAVILION Project Actual £9,783 / Estimated pending £15,000 (RIBA stages)</p> <ul style="list-style-type: none"> ➤ Meeting to be put in the diary to discuss Scribe update, current income, hirer charges and what is charged to each group/hirer, outgoings, envisaged short term structure to oversee the facility, H&S and Hirer compliance, and the internal structure if an improved facility was to be delivered – A new date needs to be booked in. ➤ Consultation Process launched online and around town – Ends 29th April
12	<p>BRITONS LANE</p> <ul style="list-style-type: none"> ➤ An amount has been excepted by Council from the current tenant for the sale of the land. ➤ Next steps – Progress with the sale.
13	<p>MAINTENANCE TASKS AND INSPECTIONS (New Project)</p> <ul style="list-style-type: none"> ➤ Undertake a review of current tasks to start to build up an assets inspection schedule in line with the launch of Scribe Pulse which includes asset management, mapping and a real time dashboard. (Civicy) ➤ Overview document of tasks complete.
14	<p>MAINTENANCE ASSETS (New Actions)</p> <ul style="list-style-type: none"> ➤ Serial numbers for all key items need to be gathered and put onto the Asset Register ➤ Key items need to be marked for identification purposes – Possibly using the 'smart-water' system ➤ Investigate getting key items onto the Police immobilise system ➤ Alarms have been supplied by Jack and need to be installed (2 at the main shed, 1 at the pavilion)
15	<p>THE BEESTON COMMON BECK</p> <p>Awaiting feedback from Anglian Water who are talking to their legal team as the ownership of the stretch of beck in question has not been confirmed. The Water recycling networks manager, Shane Rose is continuing to help resolve this issue. In the meantime, the first seasonal clearance will happen within the first 2 weeks of April – inhouse.</p>
16	<p>COMMONS – DEW POND</p> <p>Dew pond – Investigate works required with Francis, come up with an action plan for late summer</p>

1 7	OTTENDORF NOTICEBOARD (Awaiting actual cost) Malcolm Abbs has been asked to re-install.
1 8	COMMUNITY CENTRE NOTICEBOARD (Awaiting actual cost) Malcolm Abbs has been asked to install.
1 9	THE WAR MEMORIAL Restoration works to the metal surround/barriers, planters and benches by October. Plan required.
2 0	ALLOTMENTS ➤ 10 vacant plots / 2 x full (71,73) / 1 x Raised (94) / 5 x New Half (102,104,105,106,108) / 2 x Old Half (42b,32b) ➤ Water issues as no one knows where the stop cocks are to turn the taps back on. At present, all the tanks are full.



S M A R T E R N E I G H B O U R H O O D S

Smart Assets for Sustainable Communities

Civicly App serves as a transformative asset management platform with a unique emphasis on sustainability and community engagement.

We are excited to introduce you to an innovative step forward in asset management: Civicly App. Our platform is uniquely designed to revolutionise the way parish and town councils manage, monitor, and maintain their assets. With a strong focus on sustainability and community engagement, Civicly App aims not just to streamline your operations, but also to bring a new level of transparency and efficiency to your work.

What is a Civicly App?

Civicly App serves as a transformative asset management platform, offering a suite of tools tailored to meet the dynamic needs of modern municipal governance. Our first version includes essential features such as:

- **Asset Management:** Enables adding, modifying, and deleting assets with categorisation, condition status, photo, description, notes and recording key dates and financial details.
- **Interactive Mapping:** Provides a visual, interactive map showing asset locations, types, and other critical data.

- **Real-time Dashboard:** Displays key metrics like weather, asset numbers and values, conditions, upcoming maintenance, and financials.

These features are just the beginning. As we move forward, your participation and feedback in our beta testing program will be invaluable in shaping additional functionalities, including advanced project and staff management, compliance adherence, enhanced interaction with external entities, and sophisticated financial and insurance management tools.

Join the Beta Testing Program

We invite you to join this journey as a beta tester. Your insights and experiences will play a crucial role in refining the Civicly App to better serve communities like yours. To participate, please reach out to us at john@scribeaccounts.com.

As we embark on this transformative venture, your partnership is not just about utilising a new platform; it's about forging a path towards more sustainable, efficient, and community-focused asset management.

Thank you for considering this opportunity to pioneer change with us.

A Closer Look at the Civicly App

To give you a more tangible understanding of how Civicly App operates and its benefits, we've included screenshots showcasing the platform's key features. These visuals will guide you through the user interface and functionalities, offering a glimpse into the ease and efficiency Civicly App brings to asset management.

Real-time Dashboard

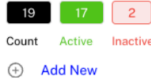
Here, you can see our dynamic dashboard which presents critical metrics like asset value, weather conditions, upcoming maintenance schedules, and financial overviews.



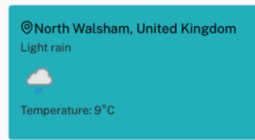
John

Dayworth Town Council

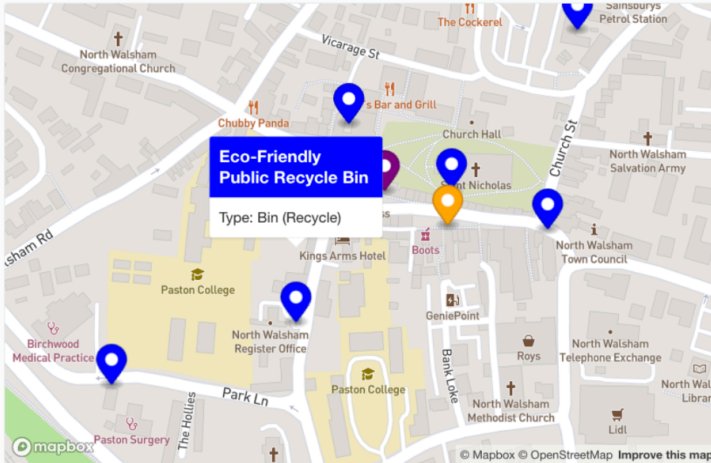
Total Assets



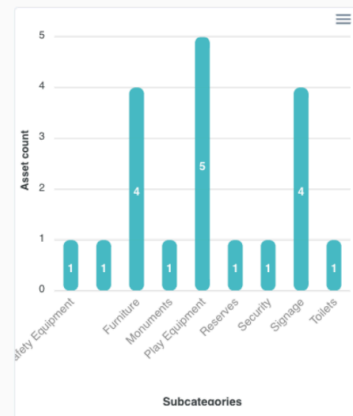
Assets Value



Assets Locations



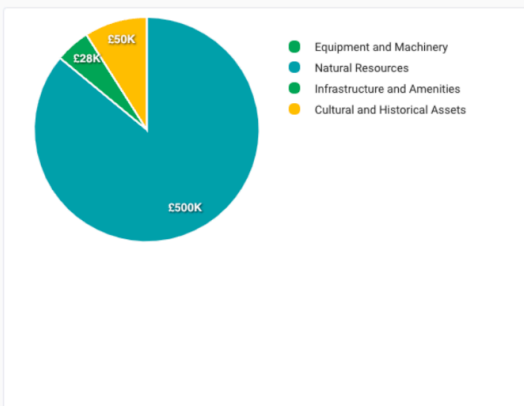
Asset Categories



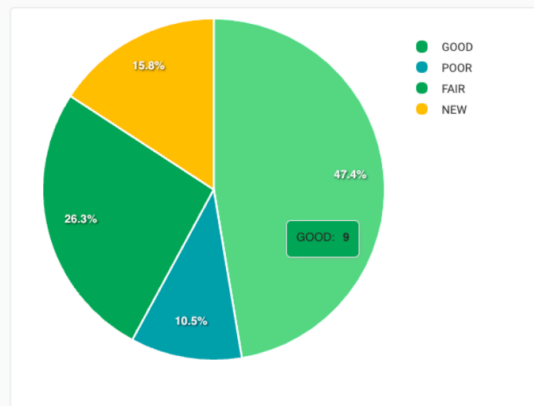
Upcoming Maintenance

NAME	LAST MAINTENANCE	ASSET TYPE	NEXT MAINTENANCE
Community HeartSaver AED	10/03/2023	Defibrillator	10/03/2024
School Zone Alert WigWag	10/06/2023	Sign (WigWag)	10/06/2024
Town Centre Public Convenience	10/07/2023	Public Toilet	10/07/2024
War Memorial	05/12/2023	War memorials	05/08/2024
Eco-Friendly Public Recycle Bin	05/02/2024	Bin (Recycle)	05/02/2025

Total Charges Breakdown

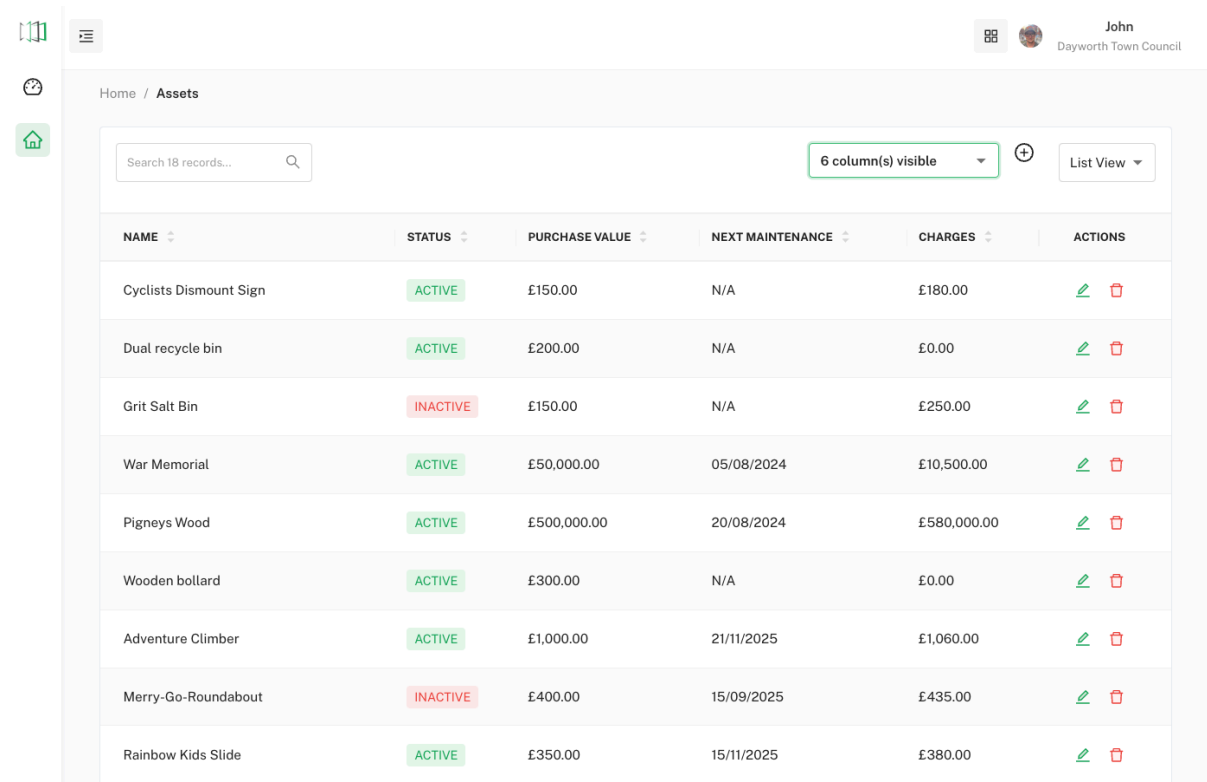


Asset Condition





















Comprehensive Asset Management

This screenshot illustrates the asset management module, where you can add, modify, and delete assets. It highlights the user-friendly interface for categorization, photo uploads, and audit trails.









The screenshot displays a web-based asset management interface. At the top right, the user is identified as 'John' from 'Dayworth Town Council'. The main content area is titled 'Home / Assets' and features a search bar with the text 'Search 18 records...'. To the right of the search bar, there is a dropdown menu showing '6 column(s) visible' and a 'List View' button. Below these elements is a table with the following columns: NAME, STATUS, PURCHASE VALUE, NEXT MAINTENANCE, CHARGES, and ACTIONS. The table contains ten rows of asset data, with status indicators (ACTIVE or INACTIVE) and edit/delete icons in the Actions column.

NAME	STATUS	PURCHASE VALUE	NEXT MAINTENANCE	CHARGES	ACTIONS
Cyclists Dismount Sign	ACTIVE	£150.00	N/A	£180.00	 
Dual recycle bin	ACTIVE	£200.00	N/A	£0.00	 
Grit Salt Bin	INACTIVE	£150.00	N/A	£250.00	 
War Memorial	ACTIVE	£50,000.00	05/08/2024	£10,500.00	 
Pigney Wood	ACTIVE	£500,000.00	20/08/2024	£580,000.00	 
Wooden bollard	ACTIVE	£300.00	N/A	£0.00	 
Adventure Climber	ACTIVE	£1,000.00	21/11/2025	£1,060.00	 
Merry-Go-Roundabout	INACTIVE	£400.00	15/09/2025	£435.00	 
Rainbow Kids Slide	ACTIVE	£350.00	15/11/2025	£380.00	 

View your data in as records and in a grid


Home / Assets

Search 18 records... + Grid View ▾

		
<p>Name: Cyclists Dismount Sign Type : Sign (Warning) Purchase Value : £ 150.00</p>	<p>Name: Dual recycle bin Type : Bin (Recycle) Purchase Value : £ 200.00</p>	<p>Name: Grit Salt Bin Type : Bin (Grit) Purchase Value : £ 150.00</p>
		

Comprehensive data collection

Home / Assets / Update / Infrastructure and Amenities / Furniture



[Remove](#)

Asset Type * ?
Bin (Grit) ✕ ▼
Asset types cannot be changed once set

Status * ? ACTIVE

Condition * ? New Good Fair Poor

Name ?
Grit bin

Description ?
This is a rectangular green grit bin commonly used for storing salt and grit used to melt ice on pathways and roads. It features a hinged lid for easy access and is designed to be weather-resistant. The front of the bin is embossed with the words "GRIT-SALT" to indicate its contents.

Notes ?
The bin shows signs of wear and weathering. There is some discolouration on the surface and a minor accumulation of debris around the base. The lid appears intact and functional, but the overall appearance suggests moderate use over time.

Financial Information

Enter purchase cost, current value, insurance and upkeep cost of assets, plus their estimated lifespan. Essential for financial tracking and planning.

Purchase Value ?
£300

Current Value ?
£250

Insurance Value ?
£200

Charges ?
£300

Date Information

Record key dates like acquisition, installation, last and next maintenance, and warranty expiry. This aids asset lifecycle management.

Date Acquired ?
12/01/2020 📅

Date Installed ?
31/01/2020 📅

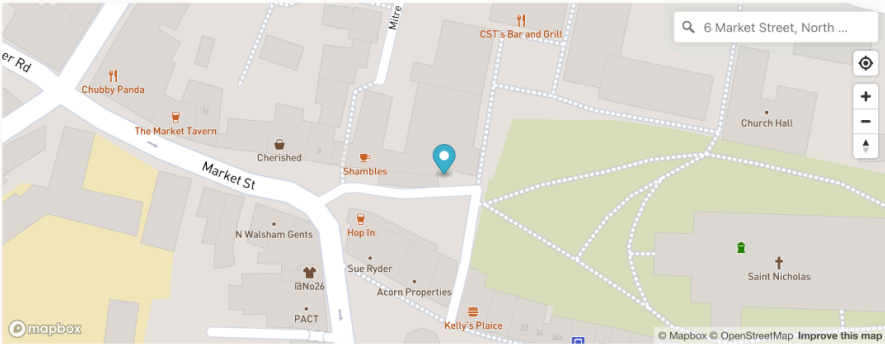
Last Maintenance Date ?
11/01/2023 📅

Next Maintenance Date ?
09/01/2024 📅

Warranty Expiry Date ?
DD/MM/YYYY 📅

Estimated Life Months Value ?
48

Location (using map plotted location) *



6 Market Street, North ...

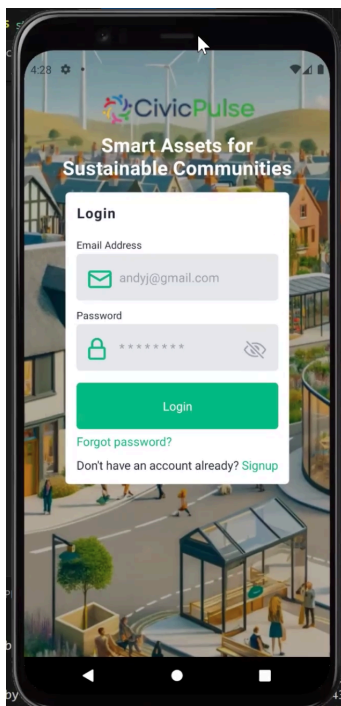
Update Asset [Back to listview](#)

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Roadmap

Future themes are considered for improving the Web, Mobile and API applications.

Mobile App with AI Integration



This theme extends the comprehensive tracking and management of assets from acquisition through to disposal by incorporating advanced AI capabilities. AI facilitates the identification of assets and the completion of inspections and condition checks, streamlining the assessment process and enhancing accuracy.

Additionally, the system will extract geotags from photographs, automating the process of mapping assets. This feature makes it quick and easy to locate assets on the map, providing a spatial context that enhances asset management and operational planning.

Operational Efficiency and Project Management

Focused on optimising day-to-day operations, this theme covers the assignment and tracking of tasks to staff, volunteers, and contractors, along with customizable tasks and inspection routines for various asset types. It includes alerts for relevant tasks, role-based access control, and planning for sites or asset groups. The goal is to

enhance productivity, ensure accountability, and maintain high standards of asset management and maintenance.

Smart Technology and Innovation Integration

Emphasising the adoption of new technologies to streamline asset management, this theme includes live mapping and filtering of assets, contextual information provision, live tracking of mobile assets and staff, and the use of smart technology such as QR codes, NFC chips, IoT-enabled tags, smart metering, and enhanced security systems. It aims to leverage technological advances for better asset monitoring, security, and operational efficiency.

Financial, Compliance, and Risk Management:

Addressing the financial and regulatory aspects of asset management, this theme integrates financial management, insurance tracking, compliance with regulations, automated reporting, and notifications. It focuses on ensuring assets are managed cost-effectively, adhering to legal standards, managing risks, and providing financial oversight through budget integration, cost-benefit analysis, and insurance management.

Community Engagement and Sustainability:

Highlighting the role of community involvement and environmental responsibility, this theme includes a public portal for asset transparency, mechanisms for feedback, community engagement features, sustainability management through carbon footprint analysis and action plans, and advanced data analytics for sustainability tracking. It aims to foster community participation in asset management and promote sustainable practices to mitigate environmental impact.

Open API Platform and Integration Ecosystem:

This final theme emphasises the importance of seamless integration and interoperability across various systems, with a special focus on facilitating connections between parish and town councils and higher tiers of government, such as district and county levels. By leveraging an API platform, the asset management solution allows for easy integration into a multitude of systems, streamlining data exchange and operational processes across different governmental layers.

The platform is designed to recognize and enhance efficiencies, especially in the management of shared assets, by ensuring that information is consistent, accurate, and accessible across all involved entities. This approach not only optimises resource use but also supports collaborative efforts in asset management, planning, and maintenance.

Moreover, the theme underscores the commitment to transparency and accessibility through support for open data standards. By enabling the easy sharing of data about public assets, the system promotes transparency, encourages community engagement, and facilitates data-driven decision-making. This open approach aims to foster innovation, improve public services, and enhance trust between the government and the communities it serves.

In essence, the API Platform and Integration Ecosystem theme is about creating a flexible, efficient, and collaborative environment for asset management that transcends individual government tiers, promoting shared successes and innovations in public asset management.

Interview with Sheringham



Watch <https://www.youtube.com/watch?v=NLF1c0yND4c>