

28th January 2026

An ordinary meeting of Sheringham Town Council **Assets Committee** will take place on **Tuesday 3rd February** in Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Committee Members are summoned to attend. Members of the press and public are welcome.



Michelle Barron
Town Clerk

AGENDA

1	NOMINATION OF CHAIR To note the resignation of Councillor Stubbs from his position as Councillor and Chair of Assets and nominate a Chair and Deputy Chair of the Assets Committee for the remainder of the municipal year 2025/26.
2	APOLOGIES To receive and approve apologies and reasons for absence.
3	DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
4	APPROVAL OF MINUTES To approve and sign the minutes of the Assets Committee meeting held on 02.12.2025
5	PUBLIC PARTICIPATION Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
6	ASSET REGISTER To note the updated register dated 26.01.2026
7	ASSETS & PROJECT OFFICER REPORT – OPERATIONAL / GENERAL ASSET UPDATES To note the updates in relation to: a) Electricity connection project b) Red Telephone Box c) Memorial Safety d) Wayfinding e) Floral displays f) Clock Tower g) CCTV h) Streetlights i) Telegraph pole installation (Commons) j) EDF billing update (SAPG)
8	MAINTENANCE TECHNICIAN REPORT To note the updates provided in relation to: a) Cemetery b) Allotments c) Commons d) Putting Greens e) Streetlights

9	CEMETERY PAVILION PROJECT To receive a verbal updates regarding: a) The initial concept designs for the welfare facility and information relating to the wall ties. b) The septic tank options and next steps. c) The Pavilion clearance program.
10	MEMORIAL GARDEN PATHWAY PROJECT To receive verbal update relating to: a) The resurfacing of the pathway in Section 1 will be undertaken by New Edge (Contractor) b) The installation of new pathways in Section 2 which has been paused (Previously taken to Full Council - 20.01.2026 – Minute reference: 2025/26-FC/129)
11	CEMETERY OFFICER REPORT To note the updates provided in relation to: a) Financial stats b) Task overview c) Handover d) Data input
12	HON. WARDEN REPORT To note the update report from the SSSI Commons Honorary Warden (FF) which includes general winter updates relating to paths, ponds and main tasks during January to March.
13	ALLOTMENTS To note the update report from the Sheringham Allotment Association (GA) which includes: a) Vermin issues and controls b) General feedback and updates c) Inspections
14	BEESTON HILLS PUTTING GREEN To receive a verbal update relating to the installation of the toilet at the Beeston Hills facility.
15	OTTERNDORF GREEN To receive a verbal update from the Clerk.
16	DATE OF NEXT MEETING To note the date of the next meeting is scheduled for Tuesday 14 TH April 2026.