

**A MEETING of the ASSETS COMMITTEE was held on Tuesday 3<sup>rd</sup> February 2026 at 7.00pm  
at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Langsdon  
Councillors: Cllr Dorey, Brisbane, Jolley, Ashcroft, Farrow.  
In Attendance: M Ashcroft – Projects Officer. Graham Austin SSA, Cllr Ralph Smith, Cllr Ian Kime, Cllr Katie Hart. 6 members of the public.  
Clerk/Minutes: Michelle Barron.

| ITEM                 | MINUTE                                                                                                                                                                                                                                                     | ACTION |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>2025/26-AC067</b> | <b>1. ELECTION OF CHAIR</b>                                                                                                                                                                                                                                |        |
|                      | Cllr Dorey opened the meeting as Deputy Chair and explained that Jeremy Stubbs had resigned and we would therefore be electing a new Chair of the Assets Committee.<br><br>It was RESOLVED to elect Cllr Martin Langsdon as Chair of the Assets Committee. |        |
| <b>2025/26-AC068</b> | <b>2. APOLOGIES FOR ABSENCE</b>                                                                                                                                                                                                                            |        |
| TW enters            | Apologies received from Cllr Ratcliffe.                                                                                                                                                                                                                    |        |
| <b>2025/26-AC069</b> | <b>3. DECLARATIONS OF INTEREST and DISPENSATIONS</b>                                                                                                                                                                                                       |        |
|                      | It was noted that the Clerk has received and approved dispensations for all Councillors in attendance.<br><br>Cllrs Jolley and Farrow - Allotments                                                                                                         |        |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>2025/26-AC070</b> | <b>4. MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|                      | <p>Cllr Dorey queried item 15 regarding Otterndorf Green being transferred from NNR to HM land registry. It was confirmed that STC are now the owners of the land, but as the transfer takes time to finalise, the information sits with HMLR until December 2026.</p> <p>Cllr Dorey raised concerns that the council had potentially spent £100 more than it needed to on the emptying and assessment of the septic tank and that this wasn't best value for the council as he knew someone that could empty it cheaper. He was displeased that he hadn't been asked on the subject as he had the knowledge. The Project Officer advised that this was not just an emptying but also a full assessment and survey and the council had received an 18 page report. Cllr Dorey still felt that the office wasn't getting value for public money.</p> <p>Cllr Dorey and Cllr Worboys complained about the process for purchasing and did not agree with the Clerks recent process of redacting parts of quotes. Cllr Worboys asked why we had no procurement policy. The Clerk advised that she would look into a procurement policy. There was continuing debate and Cllr Langsdon reminded councillors that this item was to agree with the contents of the minutes.</p> <p>It was RESOLVED that the minutes of the Assets Committee meeting held on <b>02.12.2025</b> be approved as a true and accurate record and be signed by the Chair.</p> |  |
| <b>2025/26-AC071</b> | <b>5. PUBLIC PARTICIPATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                      | <p>A member of the public wanted to say thank you to the Town Council for the work with the shelter and are proud of the council for trying to save the asset.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>2025/26-AC072</b> | <b>6. ASSET REGISTER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | <p>Councillors noted the updated Asset Register.</p> <p>It was raised that the electric car charge points were listed to have been installed and owned by NNDC, but it could be NCC. The Project Officer will check this.</p> <p>Wayfinding will now be added to the asset list. The Project Officer will document and photograph tomorrow on the planned walk round with John Roseby and then will be added to the assets list. They are already insured. Cllr Dorey voiced concern that the Wayfinding units look flimsy and we will have to see how they wear.</p> <p>The 7 lights from the Westwood development have now been added and are also insured.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2025/26-AC073 | <b>7. ASSETS &amp; PROJECT OFFICER REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | <p>The general updates were noted including:</p> <ul style="list-style-type: none"> <li>a) Electricity connection project – UKPN have received the wayleave and RAMS documents, so STC are just waiting for an installation date.</li> <li>b) Red Telephone Box – The prep work to repair and paint the kiosk is nearly complete. Once finished the Healing Harbour team will install the wind phone elements.</li> <li>c) Memorial Safety – The final stones have been made safe by the Maintenance team. This concludes the inspection program.</li> <li>d) Wayfinding – (See above)</li> <li>e) Floral displays – It was raised that the time and resource spent undertaking the watering last year was an issue and this needs to be properly managed this year. Cllr Worboys raised that the allotment holders are paying for the water used and that the water meter that he had bought (for £60) was broken and needed to be replaced. The Clerk confirmed that approximately 3% of the water used each year came from the cemetery so there is no overcharging as the amount used by the cemetery is minimal. Cllr Worboys wasn't happy that he had seen no evidence of that. The Clerk reiterated that this was raised at a previous meeting and the Clerk had provided evidence in the form of showing Cllr Worboys the bills. This was disputed and Cllr Brisbane commented that she remembered this being the case.</li> </ul> <p>Water consumption and information including volunteers for the job and STC lending the equipment out will be brought back to the next meeting as part of the proposed management process.</p> <ul style="list-style-type: none"> <li>f) Clock Tower – We are just waiting for a date for the dial repair works.</li> <li>g) CCTV – Confirmation was given that the cameras at the sea front had been replaced and planned and that the redundant units had also been removed as requested.</li> <li>h) Streetlights – General updates received.</li> <li>i) Telegraph pole installation (Commons) – Openreach have installed 2 BT poles without authorisation. STC have objected to these installations and are waiting for a response.</li> <li>j) EDF billing update (SAPG) – Dispute ongoing.</li> </ul> |
| 2025/26-AC074 | <b>8. MAINTENANCE TECHNICIAN REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | <p>The updates were noted in relation to:</p> <ul style="list-style-type: none"> <li>a) Cemetery – Memorial safety program has finished.</li> <li>b) Allotments - Over 20 bait boxes have been put out in areas that were specifically highlighted to the MT team from the SAA representative over the last few months.</li> <li>c) Commons – Fire break installation.</li> <li>d) Putting Greens – The team are cracking on getting ready for the new season. Scarifying.</li> <li>e) Streetlights – Works now complete to clear overhanging foliage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>2025/26-AC075</b> | <b>9. CEMETERY PAVILION PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                      | <p>Verbal updates were received including:</p> <ul style="list-style-type: none"> <li>a) The initial concept designs for the welfare facility and information relating to the wall ties.</li> <li>b) The septic tank options and next steps - A full report will be prepared for either full Council or the April Assets meeting.</li> <li>c) The Pavilion clearance program - The storage areas will be emptied as soon as possible.</li> </ul> <p>The Clerk confirmed that the reflection shelters / areas around the cemetery will be investigated as part of this project.</p>                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>2024/25-AC/76</b> | <b>10. MEMORIAL GARDEN PATHWAY PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                      | <p>Verbal updates were received including:</p> <ul style="list-style-type: none"> <li>a) The resurfacing of the pathway in Section 1 will be undertaken by New Edge (Contractor)</li> <li>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)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>2025/26-AC077</b> | <b>11. CEMETERY OFFICER REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                      | The updates were noted in relation to Financial stats, task overview, handover from the Project Officer and the data inputting to Scribe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>2025/26-AC078</b> | <b>12. HON.WARDEN REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|                      | <p>The report received was noted.</p> <p>Cllr Farrow spoke about deer signs which were available to purchase. She will send the information to the office for investigation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>2025/26-AC079</b> | <b>13. ALLOTMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|                      | <p>The report received was noted. The Clerk confirmed that inspections will take place at the end of March and confirmed this with both Graham Austin and Cllr Worboys.</p> <p>Until the electricity connection is made from the Westwood complex, the Project Officer confirmed that the allotments were currently being covered by wildlife cameras that had been placed by the maintenance team to capture the allotment entrance.</p> <p>Cllr Worboys stated a mistake had been made where a new tenant had been given 2 half plots instead of a full plot and asked when will this be rectified. The Clerk instructed that this item had been received and answered in the previous asset meeting. Cllr Worboys continued to debate this saying that he was not satisfied with the outcome. The Clerk stated that there was nothing to prevent a member of the public from choosing whichever plot they would like should there be no current waiting list.</p> |  |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                      | It was noted that Cllr Dorey was nominated allotment officer.                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>2025/26-AC080</b> | <b>14. BEESTON HILLS PUTTING GREEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|                      | The verbal update relating to the installation of the toilet was received. This is currently in the hands of our legal team.                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>2025/26-AC081</b> | <b>15. OTTERNDORF GREEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                      | <p>A verbal update was received from the Clerk, which confirmed that the Mayor and Clerk were liaising over the possible options and would provide a report back to Full Council. Councillors would need to consider the costs of these options. Improved hoarding was discussed including artwork and information boards.</p> <p>Cllr Ashcroft reminded members that the Otterndorf Twinning Association was visiting in July 2026 and hoped that the issues were rectified by then.</p> |  |
| <b>2025/26-AC082</b> | <b>16. DATE OF NEXT MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                      | It was noted that the next meeting is scheduled for Tuesday 14 <sup>th</sup> April 2026.                                                                                                                                                                                                                                                                                                                                                                                                  |  |

The meeting closed at 20.08

Chair .....

Date: 14 / 4 / 26

