

9<sup>th</sup> April 2026

An ordinary meeting of Sheringham Town Council **Assets Committee** will take place on **Tuesday 14<sup>th</sup> April** in the 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**

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| <b>1.</b>  | <b>APOLOGIES</b><br>To receive and approve apologies and reasons for absence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2.</b>  | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b><br>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.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3.</b>  | <b>APPROVAL OF MINUTES</b><br>To approve and sign the minutes of the Assets Committee meeting held on <b>03.02.2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>4.</b>  | <b>PUBLIC PARTICIPATION</b><br>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.                                                                                                                                                                               |
| <b>5.</b>  | <b>ASSET REGISTER</b><br>To note the updated register dated <b>16.03.2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>6.</b>  | <b>ELECTRICITY CONNECTION PROJECT</b><br>To receive a verbal update on the electricity connection from the Westwood complex to the cemetery road.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7.</b>  | <b>COMMUNITY CENTRE AIRCON PROJECT</b> <ol style="list-style-type: none"> <li>To receive updates on the report previously discussed at the March Full Council meeting including additional information requested relating to unit installation.</li> <li>To approve a tender as delegated to the Asset Committee at March Full Council. (Minute reference: 2025/26-FC/161)</li> </ol>                                                                                                                                                                                                                           |
| <b>8.</b>  | <b>BEESTON HILLS PUTTING GREEN – SEWER CONNECTION PROJECT</b><br>To receive verbal updates on the report previously discussed at the March Full Council meeting including other options available to STC that have been investigated.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>9.</b>  | <b>CEMETERY PAVILION PROJECT</b> <ol style="list-style-type: none"> <li>To note that RIBA stages 1&amp;2: The initial concept designs for the welfare facility have been approved by Full Council (Minute reference: 2025/26-FC/160.1) and can now be sent through to the planning department.</li> <li>To note that the additional monies for this project were previously approved by Full Council (Minute reference: 2025/26-FC/126.1) so the budget is now £60,000.</li> <li>To note that the update reports relating to the building and the septic tank will be presented at a future meeting.</li> </ol> |
| <b>10.</b> | <b>MAINTENANCE TECHNICIAN REPORT</b><br>To note the updates provided in relation to: <ol style="list-style-type: none"> <li>Cemetery</li> <li>Allotments</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|            | <ul style="list-style-type: none"> <li>c) Commons</li> <li>d) Putting Greens</li> <li>e) Verges</li> <li>f) Community centre</li> <li>g) Otterndorf Green</li> </ul>                                                                                                                                                                             |
| <b>11.</b> | <b>HON.WARDEN REPORT</b><br>To note the update report from the SSSI Commons Honorary Warden (FF) which includes: <ul style="list-style-type: none"> <li>a) Firebreak installation</li> <li>b) Path clearance</li> <li>c) Dip wells</li> <li>d) Guided walks and the 'Big sit' event</li> <li>e) Pond life</li> <li>f) Access upgrades</li> </ul> |
| <b>12.</b> | <b>ALLOTMENTS</b><br>To note the update report from the Sheringham Allotment Association (GA).                                                                                                                                                                                                                                                   |
| <b>13.</b> | <b>CEMETERY OFFICER REPORT</b><br>To note the updates provided in relation to: <ul style="list-style-type: none"> <li>a) End of year financials</li> <li>b) Administration task overview</li> <li>c) Achievements this year</li> <li>d) Data input &amp; filing update</li> </ul>                                                                |
| <b>14.</b> | <b>TOP COMMONS CARPARKING ARRANGEMENTS</b><br>To consider the request to review the current car parking arrangements as laid out in the information supplied by residents on Beeston common.                                                                                                                                                     |
| <b>15.</b> | <b>THE CLOCK TOWER</b><br>To note that the damaged dials have been removed and are being repaired at the MichlMayr workshop. They will be reinstalled after the Easter period.                                                                                                                                                                   |
| <b>16.</b> | <b>DATE OF NEXT MEETING</b><br>To note the date of the next meeting is scheduled for <b>Tuesday 9<sup>th</sup> June 2026</b> .                                                                                                                                                                                                                   |