

**A MEETING of the ASSETS COMMITTEE was held on Tuesday 14<sup>th</sup> April 2026 at 7.00pm  
at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Langsdon  
Councillors: Cllrs Dorey, Brisbane, Farrow, Jolley, Ratcliffe, Worboys, Ashcroft, Kime

In Attendance: M Ashcroft – Projects Officer. Francis Farrow – Hon.Warden, Graham Austin – SSA Representative

Clerk/Minutes: Michelle Barron.

| ITEM          | MINUTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 2026/27-AC001 | <b>1. APOLOGIES FOR ABSENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | None were received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2026/27-AC002 | <b>2. DECLARATIONS OF INTEREST and DISPENSATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | It was noted that the Clerk has received and approved dispensations for all Councillors in attendance.<br><br>Cllr Worboys, Farrow and Jolley declared an interest in Allotments. Cllr Worboys said that Cllr Ashcroft needed to declare an interest but Cllr Ashcroft confirmed that her register of declarable interests was up to date.                                                                                                                                                                                                                                                                                |
| 2026/27-AC003 | <b>3. APPROVAL OF MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               | It was RESOLVED that the minutes of the Assets Committee meeting held on <b>03.02.2025</b> be approved as a true and accurate record and be signed by the Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2026/27-AC004 | <b>4. PUBLIC PARTICIPATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|               | A member of the public introduced herself and neighbour regarding Beeston Common problems with parking on the common. They sent a questionnaire to 18 households and now have 16 responses. One is against the proposal of additional parking and 15 are for the proposal.<br><br>A resident asked about a procurement policy and the Clerk advised that there was one in draft format which would be going to the next Finance and Governance Committee meeting in June, but that this would align with the processes we already follow as part of our Financial Regulations, updated following the new Procurement Act. |
| 2026/27-AC005 | <b>5. ASSET REGISTER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | Councillors noted the updated Asset Register.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b>2026/27-AC006</b> | <b>6. ELECTRICITY CONNECTION PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                      | The Project Officer informed that Dennys construction are now liaising with UKPN for a set date for the works to begin. The works will take about 8 days. This is an increase on the original projection as Plot 4 is now occupied and the access site is brick weaved. Plot 4 will be informed of the upcoming works and we are hoping for a schedule by the end of this week.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>2026/27-AC007</b> | <b>7. COMMUNITY CENTRE AIRCON PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                      | <p>Councillors discussed the options at length including considerations of noise, efficiency and environmental impact. Councillors debated whether a consultant was required but on the whole, it was felt that adequate information was provided.</p> <p>It was RESOLVED to purchase the air conditioning as proposed by Impact Services, for the first floor only (Offices, plus rooms 2,5 &amp;6) and subject to the relocation of the external units to the East Elevation.</p> <p>Cllr Ratcliffe raised that if the planning and installation process takes us into the summer months, that portable unit hiring could be entertained subject to unit and capacity sizes.</p>                                                                                 |
| <b>2026/27-AC008</b> | <b>8. BEESTON HILLS PUTTING GREEN – SEWER CONNECTION PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                      | <p>The putting green is still not progressing. A local resident had made contact and had stated that all of the residents of Victoria Court must be written to and their express consent requested.</p> <p>Our solicitor does not believe that is the case but in any event we had written many months ago to the Management company at Victoria Court, and more latterly to each individual household with no response. We were working through other options and seeking advice.</p>                                                                                                                                                                                                                                                                             |
| <b>2026/27-AC009</b> | <b>9. CEMETERY PAVILION PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                      | <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>a) 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>b) 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>c) that the update reports relating to the building and the septic tank will be presented at a future meeting. The Clerk informed that the Project Officer had been advised against producing a further report for this meeting until we felt we had all the information.</li> </ul> |
| <b>2026/27-AC010</b> | <b>10. MAINTENANCE TECHNICIAN REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                      | Updates were noted relating to the Cemetery, Allotments, Commons, Putting Greens, Verges, Community centre and the tidying of Otterndorf Green.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>2026/27-AC011</b> | <b>11. HON.WARDEN REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                      | <p>The report received was noted including updates relating to the Firebreak installation, Path clearance, Dip wells, Guided walks and the 'Big sit' event, Pond life and Access upgrades.</p> <p>Since the submission of the report Francis farrow updated the committee that a metal detectorist had been present again over Easter and he said he had permission from the police. He was challenged by a dog walker. It is against the bylaws to metal detect on the SSSI and permission would have to be given from English Nature. In other news, a large tortoiseshell butterfly has been spotted today, which is a very rare sight.</p> <p>Cllr Brisbane asked about the "The big sit" event at Felbrigg and Beeston Common observing visual migration of birds. This is organised by North East Norfolk bird club. Francis will share details with the Clerk so that the information can be posted to the STC Fb page.</p>                                                                                                                                                                                                                                                                                                                           |
| <b>2026/27-AC012</b> | <b>12. ALLOTMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                      | <p>Graham Austin had nothing to add to the report he had submitted. He was happy with state of the allotments - they were looking good and he notes that the Maintenance Team is going to keep an eye on the vermin issues.</p> <p>Cllr Dorey gave a brief run-down of the inspections which had gone well. Letters still need to be sent to failing plot holders. It was noted that Plot 9 could be re-let by the office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2026/27-AC013</b> | <b>13: CEMETERY OFFICER REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                      | <p>The report received was noted which included End of year financials, Administration task overview, Achievements this year and an update on the Scribe Data input &amp; filing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2026/27-AC014</b> | <b>14. TOP COMMONS CARPARKING ARRANGEMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                      | <p>A request from residents on Beeston Common for a review of car parking arrangements was discussed. The Council is reviewing the relevant bylaws to ensure clarity on what can and cannot be done on the back common.</p> <p>Residents have raised concerns about the poor condition of the areas currently used for parking. Discussions have taken place with residents and with Francis to explore whether additional parking could be created, either within the proposed area or elsewhere, and whether works such as resurfacing would require approval from the Commons Commissioners. It is important to ensure that no action is taken that would breach existing restrictions.</p> <p>Cllr Dorey supports exploring practical options, such as using grid systems to reduce mud, subject to planning constraints. Any proposal is likely to require a planning application, and further engagement will be needed, including with residents who have previously raised objections.</p> <p>It was RESOLVED to explore parking at the commons which would fall into two parts. The first being to improve existing surfaces at all locations, and the second to explore the options for extending the parking space as requested by residents.</p> |
| <b>2026/27-AC015</b> | <b>15. THE CLOCK TOWER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                      | <p>It was noted that that the damaged dials have been removed and are being repaired at the MichlMayr workshop.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| 2026/27-AC016 | 16. DATE OF NEXT MEETING                                                                     |
|               | It was noted that the next meeting is scheduled for <b>Tuesday 9<sup>th</sup> June 2026.</b> |

The meeting closed at 20.25

Chair ..... Date: .....

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