

An ordinary meeting of Full Council was held on:
Tuesday 17th March 2026 at 7.00pm
at the Sheringham Community Centre and was attended by the following:

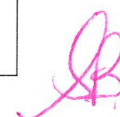
Chair: Cllr Brisbane

Councillors: Brisbane, Ashcroft, Kime, Worboys, Langsdon, Dorey, Farrow, Smith, Ratcliffe, Jolley, Hart, Jackson

In Attendance: Mel Ashcroft – Projects & Assets Officer. Approximately 30 members of the public.

Clerk/Minutes: Michelle Barron

ITEM	MINUTE	ACTION
2025/26-FC/148	1. APOLOGIES	
	It was RESOLVED to accept apologies from Councillor Heinink.	
2025/26-FC/149	2. DECLARATION OF INTEREST and DISPENSATIONS	
	With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.	
	Cllr Dorey declares a pecuniary interest in the invoices for payment.	
	Cllr Hart declares a non-pecuniary interest in the Otterndorf Green item.	
2025/26-FC/150	3. APPROVAL OF MINUTES	
	It was RESOLVED to approve the minutes of the ordinary meeting of Full Council held on Tuesday 17th February 2026 as a true and accurate record.	
	Cllr Bailey abstained due to not being present at the meeting.	
2025/26-FC/151	4. OPEN MEETING	
	Mike Clayton spoke as Chair of Sheringham in Bloom, explaining that there were two items on the Agenda of concern. Firstly, he explained that 27 year ago a councillor had the idea of Hanging Baskets in the town and for 25 years Sheringham in Bloom have looked after them. Last year with average age of nearly 80 they	



could no longer do it, and thankfully the town council took it on. There is a motion that artificial flowers may be considered. If it's just a saving of money, in Mr Claytons opinion it's very much a backward step so he would urge us not to vote for artificial flowers.

Secondly, watering of the planters. In 2025 the tap was turned off by the District Council. SIB then lost their volunteer who looked after the planters. Sheringham Town Council stepped in with the Bowser. The tap is terrible and Mr Clayton hopes we will give this consideration.

Charles Sanders is incredibly supportive of Sheringham in Bloom and would be pleased to assist with sponsorship of the Flowers.

A resident wants to know why the Council have not come forward to meet with the new Travel and Safety Partnership regarding the Otterndorf green project. They are asking tonight when STC are going to have a joint meeting as a collaborative group.

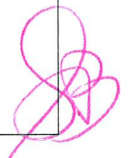
Paul Richmond spoke as the Chair of the Chamber of Trade and Experience Sheringham. Growing membership. They wanted to express appreciation to STC for moving forward with the bus shelter design, and hope this will enable the bus shelter to be modified quickly so that buses can return to Station Approach. Local businesses are facing unprecedented pressure and time is of the essence. Every visitor is important for footfall. He explained that Sanders coaches had been surveying passengers. There was 95% passenger support for the return of the buses to the town centre as soon as possible. Whilst ES can see that there are pressures from elsewhere, regarding highway safety, they are not against further developments in the future but do not think that work is appropriate to do now. Now is the time not for new studies or consultations, but to deliver on the Travel Hub scheme already started.

A member of the public asked; given the dangerous position of the temporary bus stop; what steps are the town council taking to move the buses back to Station Approach.

A member of the public introduced himself as Bernard Smith, who informed that he had today sent some sketches and ideas in the hope of bringing together these differences of opinion for those that favour the half shelter and those that don't. He would like to reiterate his request to make use of the benefit of his professional experience and to point out some issues that; in his opinion; don't actually add up. As a person who is practical and logical he believes the current plans are completely illogical. He is asking that we acknowledge his contribution.

Connor Rouse introduced himself as District Councillor for Holt. He understands that there are differing views, but all want what's best for Sheringham. He said that he didn't think it will be completed any time soon – he thinks we need to retain the

	shelter and have discussions about how we open the space up and create more space. Sanders Coaches are concerned about Cromer Road. There is already heavy congestion. On 1st may they will increase the timetable by over 30% and passenger numbers will quadruple. Personally, Mr Sanders does not think there is time to be holding all these other discussions about traffic flows or you will have traffic chaos. He is just advising the town there will be queues everywhere. To load 50 or 60 people and 30 to alight at the same time isn't a 5-minute job and will cause severe disruption. Bernard Smith spoke again to reiterate that we have a window of opportunity to bring the community together to discuss other options. He pointed out that there are things that ought to be considered. There is no serious logical conclusion to this problem. He believes there is an opportunity to look at everything now as there is a lot of time before NCC will do anything.	
2025/26-FC/152	5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS	
	No reports were received.	
2025/26-FC/154	6. DATA PROTECTION	
	The Clerk explained that staff had spent 40 hours in the last two weeks working on Freedom of Information requests (FOI's) and complaints relating to the bus shelter and the Otterndorf Green. This was the equivalent of taking two of our team out of the office for a week and at a cost approaching £1000. The office team require support with more complex requests. In addition, the transfer to the new IT Provider will mean that there are some additional policies to be written. It was RESOLVED to extend the contract with the Data Protection Consultant by 10 hours.	
2025/26-FC/155	7. COMMITTEE, WORKING GROUP MEETINGS, TASK AND FINISH GROUPS AND NOMINATED REPRESENTATIVES FOR OUTSIDE ORGANISATIONS	
	No reports were received in advance of the meeting. Cllr Dorey reports that Poor's and Ploughlet's had a meeting. They elected a Chair and received one Grant Application that didn't reach the Criteria.	
2025/26-FC/156	8. FINANCE AND ACCOUNTS	
	Cllr Dorey left the room. a: Councillors approved the invoices for payment. Cllr Dorey enters the room. b: Councillors noted items b, c and d.	
2025/26-FC/157	9. APPOINTMENT OF INTERNAL AUDITOR	
	It was RESOLVED to appoint TIAA as internal auditor for 2026.	

2025/26-FC/158	10. HEALTH AND SAFETY	
	The Clerk Provided a Health and safety update. There have been no incidents and no near misses. Fire Training is currently being arranged for several members of the team that expire this year. Risk management wise: A new risk assessment for the mower for the greens identified a vibration risk and controls have been implemented. Members of the Maintenance Team have raised concerns at using ladders for high hedges and as a result the Council will be looking at a portable mobile Scaffold.	
2025/26-FC/159	11. OTTERNDORF GREEN	
	The Clerk provided an update. At a meeting with Norfolk County Council on 9th January they stated that, should the review by the Town Council identify a way forwards whereby the safety concerns brought about by the narrow pavement are resolved, they would review what changes may be needed to the previous construction plans and would be happy to work with STC to secure additional funding and complete works to provide a transport hub in this location. Therefore, as soon as this shelter modification work is completed, Norfolk County Council will undertake their stated commitment. Most importantly, as soon as the shelter modification is done, NCC will complete a new safety inspection of the site to assess whether it is appropriate for buses to return to using Otterndorf Green in advance of any further works being completed. If NCC can facilitate this, it will provide a huge benefit for visitors, business owners and residents for the summer season. Plus, we will be able to take down the hoardings around the current shelter so that the area is more pleasant. This is a hugely positive step. To return the buses to Otterndorf green without delay would be incredibly important for the community. Tenders are currently out for the shelter modification spec and expected back by 27th March. STC will need to apply for a Road Traffic Order and it's likely that an extraordinary meeting will be called as it is not on tonight's agenda. This needs to be done quite urgently if we want to get the buses back for the summer period. We would also like to look at what we can do to tidy the area temporarily and this is a very important factor for the railway too. The Clerk has arranged a site visit with the Maintenance Team. Cllr Jackson asked about funding for the site. The Clerk explained that the liability for the site now sat with the Town Council as owners of the land.	

2025/26-FC/160	12. CEMETERY PAVILION PROJECT	
	1. It was RESOLVED to approve the plans for the Cemetery Pavilion. 2. The wall has been assessed by a structural engineer, with an estimated cost of £10,000 and additional cladding proposed for future protection. Faulty wall ties and subsidence were identified and it was noted that the front wall is not properly tied to the main building. Councillors discussed whether rebuilding would be more cost-effective, particularly given issues with differing brick sizes and the reliability of new ties. The general view, supported by Councillor Jackson, was that the wall—especially the gable end—should be rebuilt, which the Clerk and Project Officer agreed to consider. 3. The Clerk was concerned at the lack of response from companies approached, but it was agreed that a septic tank was the most suitable option. The Clerk and Project Officer will investigate this further and bring findings back to the April Assets meeting. 4. It was agreed that additional monies for the Pavilion project had been agreed in line with the budget.	
2025/26-FC/161	13. COMMUNITY CENTRE AIRCON	
	The Project Officer outlined the Community Centre tenders, noting all three were based on the same brief and that rooms 5 and 6 already have warrantied ventilation systems, with estimated running costs of around £9 per day if used for eight hours. Councillor Kime raised several queries, including installation details, maintenance, energy costs and system specifications, confirming cables would run through the roof void with no external wiring. It was noted that Tender 1 proposes a single system, while Tenders 2 and 3 offer dual systems and further information was requested to compare these options. Additional confirmation regarding the installation of the units was requested, so the matter was deferred to the April assets meeting. It was RESOLVED that the tender decision will be delegated to the Assets Committee for approval.	
2025/26-FC/162	14. FLORAL DISPLAYS	
	It was RESOLVED that Sheringham Town Council wants to support the continuation of the hanging baskets and planters and will form an urgent Task & Finish group, made up of Councillors Jolley, Brisbane, Hart and Kime who will work with Sheringham in Bloom, Experience Sheringham and Sanders Coaches to find a way to keep the Floral Displays going this year. A plan will be brought back by the T&F group to Full Council in April.	

2025/26-FC/163	15. BEESTON HILLS PUTTING GREEN	
	The Clerk gave an update on the situation with Beeston Hills toilet connection, to supplement the report produced by the Project Officer. Further investigation into possible options are ongoing and will be further discussed at the April assets meeting.	
2025/26-FC/164	16. GRANT APPLICATION	
	It was RESOLVED to approve the grant for the new defib battery for Sheringham Day services.	
2025/26-FC/165	17. COUNCILLOR CO-OPTION	
	Two applicants were considered for the position. It was RESOLVED to co-opt Amanda Sellick to Sheringham Town Council.	
2025/26-FC/165	18. DATE OF NEXT MEETING	
	The date of the next Full Council meeting is currently scheduled for Tuesday 21 st April 2026.	

Meeting closed at 21.30

Chair

Date: 19/05/26 .