

Minutes of the Lands Committee held on Wednesday 19th October 2016 at
10 Riverside at 7.30pm

1. Apologies:

Apologies for absence were received and accepted from Cllr L Barrett and Cllr B Roberts.

Present:

Cllr S Bennell (Chair), Cllr S Hopkins and Cllr J Tanner

In attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and Mrs Amanda Scott (Office Assistant)

2. Public Comment:

None.

3. Declarations of interest:

None.

4. Minutes of previous meeting:

Cllr Hopkins proposed the minutes of the meeting held on Wednesday 14th September (which had been circulated in draft form), be approved as an accurate record, which was seconded by Cllr Tanner, with all in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

Cllr Bennell requested that the Town Clerk contact Ken Cobb for information regarding the clock and the ongoing maintenance as the Town Council Office had received reports that it was currently not working.

➤ **Front driveway resurfacing:**

It was noted that the Order for the work had been confirmed, as approved at Full Council on 6th October, and would be carried out at the end of January 2017. The PCC had been informed of the expected date.

6. Skate-Park:

It was noted that a date for the agreed work to the metal ramps to be undertaken by Purely Metal was still awaited.

7. Pageant Field:

➤ **Inspections/ Contractor report:**

The Daily Inspection reports and actions were noted and filed for reference. It was reported that a bin had been uprooted and the G&P Contractor had re-installed it. The Town Clerk was requested to liaise with the G&P Contractor to see if the bin needed to be concreted in.

➤ **CCTV:**

Cllr Bennell reported that three options and costs had been received from Westrock CCTV Solutions Ltd.

Option one: Replacement of one camera £485.

Option two: Replace 6 existing cameras with 3 cameras with zoom and wide angle lens £4995.

Option three: 6 cameras not wide angle lens, with zoom and high resolution £3758.

There was some discussion on the purpose of the CCTV system at the Pageant Field and it was noted that it was used primarily in case of any major incident for which CCTV footage would need to be provided to the Police, but also as a deterrent, for security and to identify vandalism and unsociable behavior.

71191016 Cllr Tanner proposed to agree to recommend approval to Full Council to accept the quotation for the replacement of one camera at a cost of £485 from Westrock CCTV, which was seconded by Cllr Hopkins, with all in favour.

The CCTV Policy and Procedures were reviewed and it was agreed that no changes were required. It was agreed for the Town Clerk to use her initiative when reports of vandalism were received and to request the help of Committee members to view CCTV footage in order to identify the culprits.

➤ **Pavilion:**

Cllr Bennell noted that various options and costs for the proposed new Pavilion had been made available for the committee to view in the Town Council Offices since the last meeting.

S. A. Bennell
16/10/16

Cllr Bennell noted her concern about a green roof and its maintenance. Further investigation would be required.

Cllr Hopkins agreed to contact Cleveland Sitesafe for further information, options and costs and report back to the next meeting with more detailed plans.

The Town Clerk had provided Cllr Tanner with information on services for the Pageant Field which he was investigating.

The extension of the water supply, sewerage and toilet cleaning would be considered further at the next meeting

The quotations for the relocation of the electrical box and supply to the proposed new Pavilion would be considered at the next meeting.

It was noted that types and terms of use would need to be considered.

There was some discussion regarding the funding for the proposed new pavilion. It was noted that the S106 monies held by the Town Council from the Old Drill Hall site could be used as the Pavilion's use would be primarily for the young people of the town. However, the Town Clerk was requested to contact the CIL Officer at Suffolk Coastal for clarification and confirmation that the funds could be used for the project.

It was noted that the electrics would need to be relocated before the current Pavilion could be demolished. A decision on the demolition and disposal of the concrete base was deferred to the next meeting.

➤ **Gate:**

After some discussion, the Town Clerk was requested to obtain quotations from BMTgalv.co.uk and Shaun Crick to shot blast, prime, and powder coat in black, in time for consideration at the next meeting.

7. Cemetery:

No business.

8. Allotments:

No business.

9. The Fens:

It was noted that a response from Simon Barnett (SCC Passenger Transport) was received relating to the hedge destruction at the Fens. He advised that it was hoped that the contractors responsible would accept responsibility and offer up suitable compensation.

10. Jeaffresons Well:

No business.

11. Tree Warden:

It was noted that a quotation had been received from Suffolk Coastal Norse to re-pollard and remove epicormics growth from 6 Lime trees in the Churchyard along Church Street and also crown lift and remove deadwood from 4 Lime trees at the back of the Churchyard. The Town Clerk was requested to obtain a second quote from Elite Tree Services to be considered at the next meeting.

The cost of hedging plants for the Churchyard was discussed and Cllr Bennell recommended plants from Crown Nurseries which came as mixed hedging, and she would contact Crown Nurseries to see if it was possible not to include blackthorn.

111191016 Cllr Bennell proposed to approve the cost of up to £50 for 60 plants, which was agreed with all in favour.

It was noted that two quotations had been received to cut and shape by 50% 2x laurel and 1 winter flowering viburnum shrubs in the Churchyard from Terrestrial Arboriculture and Kindlewood. After some discussion, it was agreed to accept Terrestrial Arboriculture's quotation for the work.

It was noted that two quotations had been received for the clearance of the river bank at the junction of Fore Street and Riverside from Mark's Maintenance and K N Coe Grass Cutting and Garden Maintenance. Following discussion, it was agreed to accept the quotation from K N Coe Grass Cutting and Garden Maintenance.

12. Correspondence:

Malcolm Knights 4/11

Further email relating to the proposed new Pavilion on the Pageant Field. Noted.

Dennis Dewsbery 7/11

Email relating to the hedge on the Fens opposite Fen House.

Cllr Bennell advised that she had investigated and reported that the Hawthorn trees had been engulfed by ivy and brambles, so the best solution would be to remove and replant. The Town Clerk was requested to obtain a quotation from Kindlewood for the work, which would be considered at the next meeting. It was also noted that the unofficial wooden bridge from Fen House onto the Fens was in a state of disrepair and now a health and safety issue. It was agreed to request that the new owners of Fen House remove the structure.

Gill Knights 12/11

Email was with concerns regarding the financial support given to the skatepark and problems with graffiti and litter etc Also concerns relating to the proposed building on the Pageant Field. Noted.

13. 2016/17 Action Plan:

No business.

14. God Parent Scheme:

No business.

15. Budget 2017/18:

The quotation received from Suffolk Coastal Norse for grass cutting and strimming x 16 on the Pageant Field from 1/4/17 = £1627.40 (no increase) was considered.

151191016 Cllr Hopkins proposed to recommend approval to Full Council to accept the quotation from Suffolk Coastal Norse of £1627.40, for the grass cutting and strimming Contract for the Pageant Field from 1/4/17, with all in favour.

The quotations received from Geoff Rogers and Kindlewood for the grass cutting contract for the Fens from 1/4/17 were considered.

152191016 Cllr Bennell proposed to recommend approval to Full Council to accept the quotation from Geoff Rogers at £78 per cut, for the grass cutting Contract for the Fens from 1/4/16, with all in favour.

The quotation received from Playquip Leisure for the Annual Safety Inspection on the Pageant Field at £200.00 (no increase) for 2017, was considered and approved.

Quotations from Suffolk Coastal Norse for a Tree Survey in the Cemetery, Tree Survey in the Pageant Field, Tree Survey of identified trees in the Fens plus and inspection of a veteran Oak on Fens and a Tree Survey of identified trees in Churchyard, including costs for a possible picus test were considered and funds allocated in the 2017/18 budget.

16. Communication with the Public:

Items for newsletters:

Riverside clearance

Hedging plants

Annual Risk Assessments

17. Matters of Report or Items for next agenda:

Annual review of Risks Assessments:

Cemetery – Cllr Bennell

Pageant Field – Cllr Hopkins

Jeaffreson's Well – Cllr Barrett

Fens – Cllr Bennell

Allotments – Cllr Tanner

Churchyard – Cllr Barrett

18. Date of next meeting:

Wednesday 16th November 2016 at 7.30pm

Meeting closed 9.10 pm

16/11/16