

**Minutes of the Lands Committee held on Wednesday 16th November 2016 at
10 Riverside at 7.30pm**

The Chairman noted that the meeting was being recorded

1. Apologies:

Apologies for absence were received and accepted from Mrs Eileen A Coe (Town Clerk/RFO)

Present:

Cllr L Barrett, Cllr S Bennell (Chair), Cllr S Hopkins, Cllr B Roberts and Cllr J Tanner

In attendance:

Mrs Amanda Scott (Office Assistant)

2. Public Comment:

None.

3. Declarations of interest:

None.

4. Minutes of previous meeting:

Cllr Tanner proposed the minutes of the meeting held on Wednesday 19th October (which had been circulated in draft form), be approved as an accurate record, which was seconded by Cllr Roberts, with two abstentions due to absence, all were in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

It was noted that Ken Cobb and Haward Horological had completed the repairs and maintenance work to the clock.

6. Skate-Park:

The Town Clerk had not had a response from Purely Metal regarding the metal ramps refurbishment. It was agreed to defer this matter until the better weather.

7. Pageant Field:

➤ **Inspections/Contractor report:**

The Town Clerk had advised the G&P Contractor had concreted in the litter bin, which had been uprooted at the skate park.

➤ **CCTV:**

The Town Clerk had advised that she was waiting for the new installation but all others were working well. The Town Clerk had downloaded footage and provided a memory stick to the Police who were taking appropriate action regarding an assault between two teenagers.

➤ **Annual RoSPA Inspection Report:**

It was noted that the annual RoSPA Inspection Report had been completed and there were 2 high risk items. Cllr Hopkins wondered if a check list would assist the G&P Contractor identify issues raised by the RoSPA inspection on an ongoing basis. The items had been dealt with by the G&P Contractor, apart from two which required parts. On Page 14 the risks identified were incorrect, so the Town Clerk was requested to have the report corrected. Costs were considered for repairs and further safety surface replacement and self-closing gates, but it was agreed that this should be deferred pending a site inspection by Cllrs Hopkins and Tanner.

The Town Clerk was requested to arrange for the G&P Contractor to remedy nails protruding on seat and other areas on the Pavilion/Summer House which had been highlighted in the Inspection Report.

➤ **Pavilion:**

Cllr Hopkins reported that Cleveland Sitesafe were sending further information, options and costs and more detailed preliminary plans which had not arrived in time for the meeting.

Quotations for the electrical work were considered, but the variance in estimated UK Power Network costs was too great to come to a decision. Clarification was also required regarding the details of two of the quotes:

Hudsons Ltd £1,932.00 + UK Power Networks (£750)

R W Curle £1,847.75 + UK Power Networks (£1,302)
Sandlings Electrical £2,599.40 + UK Power Networks (£2,000) (includes concrete plinth and security fence £704)

The extension of the water supply, sewerage and toilet cleaning were discussed. A decision was deferred until specification for the building was finalised.

The types and terms of use were deferred to the next meeting.

The Town Clerk reported that she had contacted the CIL Officer at Suffolk Coastal for clarification and confirmation that the funds could be used for the project. It was noted that the reply regarding the S106 monies was not satisfactory and would need to be clarified.

➤ **Gate:**

The Town Clerk had requested quotations from Sean Crick and Bint Galv to shot blast, prime, and powder coat in black:

Sean Crick - £2,000 includes railings and painting

Bint Galv - £660.00 only gates not railings or painting

71161116 Cllr Hopkins proposed to recommend approval to Full Council to accept the quotation from Sean Crick of £2,000 to refurbish the Pageant Field Gates and railings using Budget Code 1510, which was seconded by Cllr Tanner, with all in favour.

7. Cemetery:

➤ **Memorial Rose Beds**

It was noted that help with the pruning of roses and weeding in the Memorial Rose Beds was required. The Town Clerk was requested to advertise for a volunteer.

8. Allotments:

No business.

9. The Fens:

A payment of £92 was received as requested as a contribution towards new hedging from Simon Bartlett (SCC Passenger Transport) for the damage caused during the installation of the bus shelter by the contractors. Cllr Bennell reported that the hedging was on order.

10. Jeaffresons Well:

No business.

11. Tree Warden:

It was noted that a quotation had been received from Elite Tree Services for £1725 and Suffolk Coastal Norse for £1750 for pollarding side and top growth of 6 x Limes Trees in Churchyard along Church Street, plus crown lift and clean of 4 x Lime trees at the rear of the Churchyard.

It was noted that work was required on vegetation encroaching onto the highway along by the Church wall. The Town Clerk was requested to investigate a cost to add this work to the quotation.

11161116 Cllr Bennell proposed to agree to recommend approval to Full Council to accept the quotation from Elite Tree Service of £1725 for pollarding side and top growth of 6 x Limes Trees in Churchyard along Church Street, plus crown lift and clean of 4 x Lime trees at the rear of the Churchyard, plus the cost of the additional work which was required on vegetation encroaching onto the highway along by the Church wall, which was seconded by Cllr Tanner, with all in favour.

12. Correspondence:

Percy Attfield 8/12

Email requesting permission to use the Pageant Field to fly model aeroplanes. The committee felt that this was most inadvisable as this was a children's play area. The Town Clerk was requested to respond.

13. 2016/17 Action Plan:

There was some discussion regarding the need for a presentation at the Informal meeting to be held on 6th December. It was agreed that this would not be necessary.

*R. Bennell
2/12/16*

14. Annual review of Risk Assessments:

Cemetery – Cllr Bennell

Pageant Field – Cllr Hopkins

Jeaffreson's Well – Cllr Barrett

Fens – Cllr Bennell

Allotments – Cllr Tanner

Churchyard – Cllr Barrett

The Risk Assessments had not yet been completed. This matter was deferred to the next meeting.

16. Communication with the Public:

Items for newsletters:

Volunteer for the Cemetery Memorial Rosebed

17. Matters of Report or Items for next agenda:

None.

18. Date of next meeting:

Wednesday 21st December 2016 at 7.30pm

Meeting closed 8.30pm