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**Minutes of the Lands Committee held on Wednesday 21st December 2016 at
10 Riverside at 7.30pm**

1. Apologies:

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

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 Bennell proposed the minutes of the meeting held on Wednesday 16th November (which had been circulated in draft form), be approved as an accurate record, which was seconded by Cllr Hopkins, with all in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

No business.

➤ **Back pathway:**

It was noted that Moore Bros would be carrying out the agreed refurbishment work in January.

6. Skate-Park:

It was noted that the work to refurbish the metal ramps would be carried out at the end of March by Purely Metal.

7. Pageant Field:

➤ **Inspections/Contractor report:**

The Daily Inspection reports and actions were noted and filed for reference. It was noted that safety surface monitoring had been added as requested.

It was reported that the Memorial Rose Garden pathway edges had been repaired.

➤ **CCTV:**

No business.

➤ **Report of Site Visit – Cllr Tanner and Cllr Hopkins:**

Cllr Tanner and Cllr Hopkins had carried out site visits on the Pageant Field. Cllr Hopkins reported that a small amount of maintenance was required on the pedestrian gate to the play area, and the Town Clerk was requested to instruct the G&P Contractor to carry out the work.

Cllr Hopkins and Cllr Tanner noted that there was a minimal amount of wear on the Fantasy Fun Run rope, which had been identified as a low risk. It was agreed that the rope would not need replacing at the present time. Cllr Hopkins agreed to wax the rope. It was also noted that 40% wear to the quick links on the Scale Swing had been identified as a low risk, but it was agreed that there was no need to consider replacement until after the next annual inspection.

➤ **RoSPA Inspection Report:**

It was noted that all the actions in the RoSPA Report had now been considered and addressed satisfactorily. The Report would be filed for reference.

➤ **Quotations for repairs and bonded mulch:**

There was some discussion regarding quotations for bonded mulch surfacing in the play area. 71211216 Cllr Hopkins proposed to recommend approval to Full Council to accept the quotation of £3,640 for the Scale Swing bonded mulch and £1,183 for the See Saw bonded mulch, funded from Budget 1504 and the Reserve Budget, which was seconded by Cllr Tanner, with all in favour.

➤ **New Pavilion:**

Cllr Hopkins reported that Cleveland Sitesafe had sent further information, options and costs and more detailed preliminary plans, which had been circulated to committee members prior to the meeting.

*S. J. Bennell
15/2/17*

After some discussion, minor adjustments were agreed to the layout and design. Cllr Hopkins would obtain a revised plan to be available for the next meeting.

The Town Clerk was requested to obtain a quote for the concrete base with a rubber surface for budgetary purposes, once exact specifications were available.

Ideas and details were discussed and it was agreed that the Lands Committee would finalise the specification of the building at the next meeting, and also consider running costs. It was noted that a business plan would need to be undertaken. It was also noted that planning permission would be needed for this project.

The final details were still to be considered but the Committee would aim for a recommendation to Full Council in February.

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

The Town Clerk reported that she had contacted the CIL Officer at Suffolk Coastal District Council and had gained clarification and confirmation that the S106 monies from the Old Drill Hall site would meet the terms of the agreement for this project, and any remaining monies could be used for another youth related project in the town.

➤ **Re-location of old Pavilion electrical supply:**

Quotations for the costs to relocate the electrical supply in the Pavilion on the Pageant Field were considered from Hudsons Ltd, R W Curle and Sandlings Electrical.

72211216 Cllr Hopkins proposed to recommend approval to Full Council to accept the quotation from R W Curle at £3,149.75 from the Capital Reserve budget 339 (Community Facility/Bandstand), which was seconded by Cllr Tanner, with all in favour.

8. Cemetery:

➤ **Memorial Rose Beds**

After the Town Clerk's advertisement for help, volunteers had been appointed to look after the Memorial Rose Beds in the Cemetery. They would be pruning the roses and weeding. It was noted that the vegetation had been removed from the holding bays by Framlingham College. The Town Clerk had sent grateful thanks for the help.

9. Allotments:

Following advice from the Town Clerk it was agreed to add the following wording to the Allotment Tenancy Agreement: "Children must be supervised at all times."

The Town Clerk reported that materials for repairs to the allotment fencing would cost approximately £66 from budget 1643, and the G&P Contractor could carry out the work within allotted hours.

91211216 Cllr Bennell proposed to approve the cost of repairs to the Allotment fencing of £66, which was seconded by Cllr Hopkins, with all in favour.

10. The Fens:

➤ **Station Road hedge cutting**

The Town Clerk was requested to add the Station Road hedge cutting to the G&P Contractor's list. It would need to be cut before the bird nesting season started on 1st March. The G&P Contractor would also be instructed to trim specific areas on the Fens identified by Cllr Bennell.

➤ **New hedging behind bus shelter planted.**

It was noted that the replacement hedging funded by Suffolk County Council Passenger Transport has been planted by Cllr Bennell.

➤ **Riverside clearance completed – re-planting?**

After some discussion, regarding proposed re-planting along the riverside bank, Cllr Bennell agreed to investigate the costs for hazel trees and snowdrops.

101211216 Cllr Hopkins proposed to approve the purchase of hazel trees and snowdrops up to a value of £154 from Budget 1620, which was seconded by Cllr Tanner, with all in favour.

11. Jeaffresons Well:

No business.

12. Tree Warden:

No Business

13. Correspondence:

None.

14. 2016/17 Action Plan:

No business.

15. 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 annual review of the Risk Assessments as detailed above had been completed and it was agreed to recommend approval to Full Council.

16. Annual Survey of all Town Council owned seats/benches:

Cllr Bennell reported that she had carried out a survey and provided a list of suggested maintenance, which was considered.

The Town Clerk was requested to instruct the G&P Contractor to carry out the necessary maintenance as time allowed. Any further repairs/replacements would be discussed at a future meeting once the list had been completed.

17. Communication with the Public:

Items for newsletters:

Hedging

Snowdrops and hazel trees

The G & P Contractor had started the annual winter cut of the old part of the cemetery on the first day of winter

18. Matters of Report or Items for next agenda:

Cllr Bennell reported that annual clearance of the riverbank had not yet started. The Town Clerk confirmed she was waiting for a date from SCC Highways as to when the work would be carried out. Cllr Bennell hoped this would be before the bulbs started to appear.

19. Date of next meeting:

Wednesday 18th January 2017 at 7.30pm

Meeting closed 8.41pm