

**Minutes of the Lands Committee held on Wednesday 15th February 2017 at
10 Riverside at 7.30pm**

1. Apologies:

Apologies were received from Cllr Tanner and Cllr Hopkins who arrived late at 7.55pm due to attendance at Town Council Working Group Meeting.

Present:

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

In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

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 21st December (which had been circulated in draft form), be approved as an accurate record, which was seconded by Cllr Tanner, with two abstentions due to absence all were in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

No business.

➤ **Lime tree:**

The quotation from Elite Tree Services to pollard the remaining Lime tree in the Churchyard (work not able to be completed with the others, as vehicle continually parked in the way despite advance warning notices) was considered. It was agreed to recommend approval for the cost of £495.00 to Full Council on 2nd March.

6. Skate-Park:

➤ **Benderete Leisure Ltd**

Cllr Bennell advised that an email had been received requesting payment of the 2.5% retention fee (£2,267.58). Cllr Bennell reminded members of the issues relating to the concrete jump box edging and the email sent to Benderete on 25th April 2016, which had been followed by a letter sent by recorded delivery on 19th May 2016, to which there had been no response to either of these communications. Following some discussion it was agreed for the Town Clerk to respond with a copy of the previous email and letter requesting a response, which would be considered at the next meeting. Cllr Hopkins agreed to carry out a site visit to see if there was any further damage to the concrete surface, and to investigate the jump box edging, and report back to the next meeting.

7. Pageant Field:

➤ **Inspections/Contractor report:**

The Daily Inspection reports and actions along with the winter gritting record were noted and filed for reference.

➤ **CCTV:**

No business.

➤ **New Pavilion:**

A design specification and quotation for the building had been received from Cleveland Sitesafe Ltd. There followed some discussion on the proposal summary and it was noted that the cost had increased significantly from the previous estimate. Cllr Hopkins noted that this was because of the higher specification. The Town Clerk advised that according to the Town Council's Financial Regulations at least three tenders should be sought where reasonably practical. Cllr Hopkins noted that several companies had been approached, but were not able to provide the specification required. The Town Clerk reiterated the need to seek alternative quotations for comparison reasons, and if this was not possible then an explanation would need to be made to Full Council when making a recommendation, which was also in line with the Financial Regulations. Cllr Tanner supported the Town Clerk's advice and following some further discussion Cllr Hopkins agreed to provide the information previously sourced from alternative companies approached. He would also

A. A. Bennell
15/3/17

negotiate the stated cost with Cleveland Sitesafe Ltd. The Town Clerk advised that members of the public had requested to see the tender document. It was agreed that at this stage the information should not be made public as comparable tenders would be sought, once a preferred tender document was agreed for recommendation to Full Council, then the information would be in the public domain. It was suggested that the public should be consulted on the proposals prior to a planning application being submitted.

An estimate of cost for budgeting purposes had also been received for the ground works. Cllr Tanner advised that a septic tank had been suggested, as it would be significantly more expensive to connect to the main services. Cllr Tanner agreed to prepare a specification for this work in order that the Town Clerk could strive to obtain three quotations.

Types and terms of use would be discussed at the next meeting. It was agreed for the Town Clerk to start work on a business plan, which would need to be presented to Full Council along with the preferred tenders in due course. It was agreed by a majority that the Town Council would own and maintain the building with a hire agreement to local organisations etc and not lease to one individual organisation exclusively.

These matters would all be considered further at the next meeting, along with the removal of the old Pavilion, which was being held up due to uncompleted electrical work.

➤ **Bonded Mulch Safety Surfacing:**

The Town Clerk reported that Playquip Leisure would carry out the work as per the approved quotation (SeeSaw Swing and Seesaw) in March/April.

Self-amalgamating tape had been recommended by Playquip Leisure to prolong the life of the rope on the Fantasy Fun Run. It was agreed for the Town Clerk to purchase from B&Q as suggested.

The cost from Playquip Leisure for Bonded Mulch Safety Surfacing to both sets of swings at a cost of £2,184.00 (2017/18 Budget 1504 £4,000) was considered. It was agreed to recommend approval to Full Council on 2nd March.

➤ **Roundabout:**

It was noted that several play equipment providers had been approached over the last few years with a view to supplying a traditional roundabout, but most only provided a more modern design.

Several options had been provided by Playquip Leisure and it was agreed to recommend approval to Full Council on 2nd March for the supply and installation of a 2.4m roundabout with seats, including bonded mulch surfacing at a total cost of £7771.00, using funds of £6,271.00 from the Pageant Field Enhancement Reserve Account and £1,500 from Budget 1504 (2017/18).

➤ **Tap:**

The Town Clerk reported that the water tap had broken and had been removed and the supply secured. It was agreed to purchase a new compression tap. Cllr Hopkins agreed to source a supplier and a cost of up to £50 was agreed.

8. Cemetery:

➤ **Memorial Rose Garden:**

Cllr Bennell reported on the rose bed maintenance which was now being kindly carried out by volunteers.

It was agreed for the Town Clerk to arrange for Skip hire in the cemetery to take all the old matting from the rose beds and various items of debris collected over the last year.

➤ **Boundary ditch clearance – Infirmary Lane:**

A cost of £160 + vat from Moore Bros to carry out the work was considered and agreed.

9. Allotments:

No business.

10. The Fens:

Cllr Bennell reported that along with the G&P Contractors help she had planted the Hazel clumps along the river side at the Fens.

11. Jeaffresons Well:

No business.

A. A. Bennell
15/3/17

12. Tree Warden:

➤ **Riverside bank clearance:**

The Town Clerk reported that the work was due to be carried out by the end of February by Suffolk County Council, but only minimal maintenance would be done as there are no funds for major clearance. Due to H&S issues SCC had discouraged the use of volunteers for any clearance work along the riverbank.

Cllr Bennell noted that the Environment Agency had not carried out the work to clear the channel as expected. It was agreed for the Town Clerk to contact them for an update.

13. Correspondence:

Norfolk & Suffolk Rehabilitation Company -17/12

Letter regarding Community Payback groups (deferred from PR&Markets Committee) Noted and filed for reference.

Saunders Tree Contractors ltd 5/02

Letter about company offering arboriculture services. It was agreed to add this company to the approved contractors list subject to receipt of satisfactory insurance documents and two references as requested by the Town Clerk.

Cllr Roberts left the meeting at this point.

Suffolk Coastal & Waveney District Councils 6/02

Copy of Tree Preservation Order (TPO) 264, 2016. Land to south of Sitwell Gardens, Station Road. (Black Poplar and Lime) Noted

Suffolk Coastal District Council 1/03

Letter regarding Public Space Protection Orders Anti-Social Behaviour, Crime and Policing Act 2014 (current Orders will be repealed and replaced with PSPO's in October 2017) Inviting feedback by 17th March 2017. It was agreed for the Town Clerk to respond

14. 2016/17 Action Plan:

The Action Plan which was updated and agreed.

15. Matters of Report or Items for next agenda:

- Communication with the Public: Items for newsletters:

None.

- Replacement tree fund – Agenda item next meeting

16. Date of next meeting:

Wednesday 15th March 2017 at 7.30pm

Meeting closed at 9.04pm