

Framlingham Town Council
Minutes of the Lands Committee Meeting held via Zoom
on Wednesday 16th December 2020 at 7pm

All documents relating to this meeting were made available to Councillors (Cllrs) in advance

1. APOLOGIES:

Cllr Higham had given advance apologies for late attendance.

2. Present:

Cllr D Carter, Cllr P Collins (Chair), Cllr T Higham, Cllr C Eastwood, Cllr G Kitching

3. In attendance:

Eileen A Coe (Town Clerk/RFO)

4. DECLARATIONS OF INTEREST:

None.

5. PUBLIC COMMENT:

None.

6. MINUTES OF PREVIOUS MEETING:

61161220 - Cllr Collins proposed the minutes of the meeting held on Wednesday 16th November 2020 (circulated in draft form prior to the meeting), be approved as an accurate record, with one amendment to correct the date of the last meeting (21st October), which was seconded by Cllr Kitching with all in favour.

Cllr Collins signed the file copy of the minutes.

7. Cemetery:

7.1 Cemetery gates:

The issue with the gates had been investigated by a local blacksmith, who had advised that it looked like a simple case of adjustment but two people would be needed to carry out the work and as he worked alone he was unable to help.

It was agreed for the Town Clerk to respond asking if he would be prepared to carry out the work with the help of the G&P Contractor, and for an estimate of cost.

7.2 Headstone Survey Actions report:

The Town Clerk reported that following the public notice relating to the work required one of the memorials would be repaired by the deceased family. The G&P Contractor was in the process of undertaking the rest of the repairs.

8. Trees:

8.1 To consider new tree planting for the Cemetery:

2 x Hazel, 1 x Holly, 3 x Silver Birch, 1 x Larch = £122.35 + delivery £20

The Town Clerk advised that the Tree Warden would mark the correct locations with stakes that had been provided by the G&P Contractor.

The Town Clerk/RFO advised of funds available in the EMR 344 (Replacement Tree Fund)

81161220 Cllr Collins proposed to approve the purchase of trees 2 x hazel, 1 x holly, 3 x silver birch, 1 x larch = £122.35 + delivery £20 from Swann's Nursery using EMR 344, which was seconded by Cllr Eastwood with all in favour.

It was agreed for the Town Clerk to arrange delivery for early January and Cllr Eastwood and Cllr Collins would plant the new trees.

8.2 Ornamental Hawthorns for Cemetery Tree Avenue:

The Town Clerk reported that there had been three offers to donate a tree to date.

It was agreed to add these to the above order.

8.3 Tree report for publication in newsletters:

The Town Clerk reported that she had drafted a follow up article for the next newsletter relating to trees and also the new CCTV camera on the Pageant Field.

It was agreed for the Town Clerk to circulate the draft to the committee for any additions/amendments before publication.

9. To consider any Tree Work Applications received prior to the meeting:

None.

10. Pageant Field:

10.1 Pageant Field Inspection Reports:

The weekly Inspection Reports were noted and filed for reference.

It was noted that the G&P Contractor had completed the work to re-new the wooden surround on the memorial rose bed and had re-located wooden pallets left on the skatepark.

10.2 Play Area and COVID-19 restrictions:

10.2.1 Update – Hand sanitiser being well used.

10.3 New Pavilion:

10.3.1 Update on vandalism and anti-social behaviour.

It was noted that the Police would be Interviewing the suspects this weekend.

10.3.2 Shelving unit:

The Town Clerk advised that the G&P Contractor could make the shelving to match the existing in the Pavilion storeroom, with the cost of materials from Fram DIY being under £100.

101161220 Cllr Collins proposed to approve the cost of up to £100 for the materials for new shelving using Budget 1510, which was seconded by Cllr Kitching with all in favour.

Cllr Higham joined the meeting at 19.17pm

10.4 CCTV:

It was noted that the new CCTV camera had been installed and gave a clear view of the front and side of the Pavilion including the Basket Ball area.

10.4.1 Update

It was noted that all cameras were in working order.

10.5 Litter Bins:

It was noted that the Town Clerk had provided some options and costs for new litter bins on the Pageant Field.

It was agreed to consider the options available and locations after the new fencing had been installed .

10.6 Annual electrical inspection and replacement electrical boxes

10.6.1 Annual Electrical Inspection:

It was noted that the annual inspection had been carried out as agreed by R W Curle and the report circulated to Councillors. The inspection report was satisfactory with no issues highlighted.

10.6.2 New replacement electrical boxes on the Pageant Field:

The quotation from R W Curle to replace the three existing electrical boxes at £628.12 was considered.

It was agreed for the Town Clerk to seek further information on the design and size of the boxes, which would be discussed at the next meeting.

10.7 Pageant Field 3-5 year Plan:

10.7.1 New Pavilion:

Completed Dec 2019

10.7.2 Upgrade/new equipment:

Play House replacement item – ideas and options being pursued

Bonded mulch safety surfacing – quotation received for Spica and Supanova – February meeting

10.7.3 Replacement fencing:

Quotations received from Wickstead Leisure and Kiwi Fencing were considered.

It was agreed for the Town Clerk to obtain further information on the quotations, which would be considered at the next meeting.

10.7.4 Boules pitch:

Sports Space Application successful.

Quotation approved by Full Council and accepted (Roger Gladwell Landscapes) and work scheduled for February 2021

10.7.5 Table Tennis Table – concrete:

Update on funding application – additional information had been requested and provided by the Deputy Town Clerk and a response was awaited.

10.7.6 Path:

Two options and costs for a new path from tarmac (Badingham Road entrance) to foot of steps on Pavilion (Local CIL Application) were considered following a site meeting and advice and costs from Ker-Way.

The practicalities of grass cutting for Option 2 were considered.

It was agreed for the Town Clerk to seek a second quote for comparison purposes.

11. Skate-Park:

No business.

12. The Fens:

12.1 Friends of the Fens update:

No business.

13. Churchyard Maintenance:

13.1 Town Clock:

No business.

14. Riverside:

14.1 Management of riverside vegetation update:

None

There was some discussion on the potential flood risk along Riverside and it was noted that work in the river had been done over the years by the Environment Agency to minimise this risk.

It was agreed for the Town Clerk or Deputy Town Clerk to contact the EA and pursue a response so that a plan can be made and funding for any improvements be considered with the Co-op.

15. Allotments:

15.1 The Town Clerk reported that the water tap had been switched off for the winter.

15.2 Replacement fencing quotations (Local CIL Application)

The Town Clerk reported that she had contacted two fencing contractors and was waiting for a response.

16. Jeaffresons Well:

None.

17. Commemorative sign next to Oak tree by the Station Hotel:

17.1 To consider response from Suffolk County Council

It was noted that Suffolk County Council had responded advising that it does not own the plaque but suggested it may belong to the Local History Society or Town Council.

The Town Clerk reported that she had responded asking if SCC owned the land and therefore the tree as the Town Council does not own the land or the tree.

It was suggested contacting the Land Registry but as there would be a cost involved the response from SCC would be considered first.

It was agreed that no further action would be taken on the plaque until the ownership of the land and tree had been established.

18. Correspondence:

18.1 The Landscape Partnership

Email received relating to the management of the trees in The Orchard next to the Fens.

It was noted that the Town Clerk had responded and a copy of the tree management plan for the site would be provided in due course.

It was agreed to keep a watching brief on developments.

19. Recycling Facilities:

19.1 Response from ESC

The response from ESC was noted at the last meeting.

19.2 Response from SCC:

It was noted that the Town Clerk had contacted CCllr Burroughes for advice on who to contact and a response had been received from District Cllr Mallinder thanking the Town Council for looking at this issue and providing some information on recycling initiatives:

Glass- Check if there are sufficient bottle banks and that these are well sign posted and advertised.

Clothes – Consider a clothes bin if there isn't one although donations to charity shops was encouraged.

Small electrical items- SCNorse does not offer any collection bins for these items, but some Town Councils have organised their own collection bins. However an annual collection day run by the local community might be more effective with a volunteer then taking the items to the recycling centres or a 'mend and recycle' workshop

Tetra packs- This like glass bottles contaminates the blue bins, and unfortunately they are not able to be recycled. The only location where they can be processed is Yorkshire.

A local campaign - to remind householders to reduce, reuse and recycle - the message is to try and avoid items we cannot recycle easily and to think about our purchases

99 % of household items can be processed and he encouraged the use of the Suffolk Recycles A to Z website: <https://suffolkrecycling.org.uk/a-z-of-recycling>

Greenprint Forum - the campaigning arm at East Suffolk has lots of advice , in particular a volunteer group 'Plastic Champions' might provide specific guidance
<https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/>

DCllr Mallinder noted that recycling is a really important aspect of dealing with our increasingly urgent environment concerns and in January ESC would be sending every household a new updated recycling leaflet, reminding everyone what can be placed in the blue bin .This might provide an opportunity to focus community on waste issues and he would welcome any specific Framlingham initiatives. He also offered to attend a Town Council meeting and listen to concerns and offer guidance.

It was noted that it appeared the emphasis was on local community volunteers taking responsibility for recycling initiatives, with ESC/SCC not providing any new initiatives or support and there followed some discussion on this matter.

The Town Clerk advised that this matter had been considered in the past both by the PR&M Committee and Full Council, and the main issue is finding suitable locations for any new facility and the Town Council owned land (Fens, Cemetery and Pageant Field) were not suitable or practical locations.

It was agreed to draft a response which would be agreed by the Committee to put more pressure on ESC and SCC to assist in what the Town Council is trying to achieve.

It was agreed to discuss this further as an agenda item for Full Council on 7th January.

20. Nature Reserve on Station Road:

The Town Clerk reported that she had contacted ESC and was awaiting a response.

21. Action Plan:

21.1 Updates:

None.

21.2 Projects for Local CIL funding:

- **Allotment fencing**
- **Pavilion Driveway**

Both projects would be submitted to the Strategic Planning Committee once quotations for the work had been considered.

22. Matters of Report or Items for next agenda:

It was reported that UKPN would be excavating the public footpath alongside the Pageant Field Play area and new dwellings at the Old Police House site from 18th January and would need access to the green electricity box on 21st January for which the Town Clerk had made arrangements.

23. Date of next meeting:

Wednesday 20th January 2021 at 7.00pm.

Meeting closed at 20.23