

Minutes of the Lands Committee held on Wednesday 17th January 2018 in The Cell, The Old Court House, Bridge Street, Framlingham at 7.30pm

1. Apologies:

Cllr Hopkins

Present:

Cllr S Bennell (Chair), Cllr P Collins, Cllr G Kitching, Cllr J Simpson and Cllr B Roberts

In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Public Comment:

None.

3. Declarations of interest:

Cllr Bennell declared an Interest in item 5 (Steps and Pillar) as Chairman of the Friends of St Michael's Church, and signed the Interest Book.

4. Minutes of previous meeting:

Cllr Bennell proposed the minutes of the meeting held on Wednesday 15th November (which had been circulated in draft form) be approved, which was seconded by Cllr Collins, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

It was noted that the approved work to the clock to be carried out by Hayward Horological would require a Faculty from the Diocese. The Town Clerk had requested the relevant information and cost from the PCC.

➤ **Steps/ Brick Pillar refurbishment:**

The Town Clerk reported that she had contacted four building companies, two had declined to quote and one had not responded, despite reminders.

Therefore the quotation received from Suffolk Punch Construction was considered at a cost of £232.18 for the work to the steps and £736.47 for the work to the brick pillar, and it was agreed to recommend approval to Full Council on 1st February. The Town Clerk would inform the PCC and Frontform Property Ltd and re-iterate that the Town Council would carry out the work as a gesture of goodwill, but would accept no responsibility for the future upkeep of either item.

Following advice on finance from the Town Clerk/RFO it was agreed to use Budget 1610 and the cost already agreed for the work to the town clock would be funded from the 2018/19 budget.

Cllr Bennell noted that a faculty for the work would not be required as this would be classed as general maintenance work.

➤ **War Memorial:**

The quotation received from F Masters Ltd for cleaning to be carried out in the summer at £785 was considered and it was agreed for the Town Clerk to source alternative quotations for consideration at the next meeting.

It was noted that confirmation had been received from Historic England that the War Memorial had been added to the List of Buildings of Special Architectural or Historic Interest. The memorial was now listed at Grade II. (Listed Building Status Number 1450100)

6. Skate-Park:

No business.

7. Pageant Field:

➤ **Inspections/Contractor report:**

The Daily Inspection reports and winter gritting actions were noted and filed for reference.

➤ **CCTV:**

No business.

➤ **New Pavilion:**

It was agreed to defer this item for further discussion at the May meeting.

Cllr Collins suggested installing portable toilets on the Pageant field for the summer holiday period.

Following discussion it was agreed for the Town Clerk to obtain a cost for portable toilets suitable

for long term hire to be installed on the Pageant Field for the summer holiday period July – August, which would be considered at the next meeting.

➤ **Annual Inspection Report:**

The Town Clerk provided details and highlighted the actions required in the report.

It was agreed that all minor works highlighted would be undertaken by the G&P Contractor.

The quotation for a new gaiter for the Seesaw, quick links for the Scale Swing and bolt covers for the Super Nova and Multi Play at a total cost of 430.25 was considered and it was agreed to recommend approval to Full Council.

The Town Clerk reported that the report had highlighted the fencing and gates around the play area which were non-compliant by design, and had also come to the end of their usable life. The deterioration would mean regular repairs and replacements and it had been recommended that consideration should be made for replacing the fencing and gates or removing them completely.

The Town Clerk reported that she had contacted the Inspector querying this advice as the fencing and gates had been installed some years ago to prevent dogs straying on to the playareas. The Inspector had advised that guidelines have now changed and it is not a requirement to fence play areas anymore. However, mini rail fencing could be installed to define the area and ‘No Dogs’ signs erected.

There followed some discussion on this point and the Town Clerk suggested contacting a fencing company for a cost to refurbish the existing fencing and also options for future replacement, which was agreed.

The Town Clerk then reported on the low and medium risks highlighted in the Skatepark area. It was noted that the report had advised that the litter bins were placed too close to the seating area and should be re-located at least 2m away from seating. It was noted that the bins had been moved into this position to encourage people to use them!

Cllr Collins agreed to investigate the recommendations in the report to repair the running surface, repair barrier below steel ramps, re-locate bins and repair or replace the knee rail fencing, and report back to the next meeting.

➤ **New Play Equipment:**

As requested the Town Clerk had sought quotations from Playquip Leisure and Kompan for new play equipment to be positioned where the old Pavilion had been removed. She provided options for a Cone climber or Net Twister (steel core rope) suitable for multiple children 3 years and over and a Play Tower with easy access for all children (DDA stairs allowing wheelchair access to structure, double width slide allowing less able to slide, along with cognitive, educational and role play panels). Total cost (discounted) £19,928.65 including surfacing.

The Town Clerk noted that the provision of new play equipment met the criteria for local CIL funding as the increase in housing would mean more children using the Pageant Field, which was the main large equipped and regularly maintained playarea in the town.

There following some discussion on the expenditure which would be required for the repair or replacement of the fencing and general maintenance costs of the current equipment and also other more high priority needs identified for the CIL reserve funding. Cllr Kitching felt that this item should be added to the list for the future, but designated by the IPC as low priority for CIL funding.

8. Cemetery:

➤ **You are Here sign board** (replacement)

The quotation from Nick Ashwell as requested to supply and install a printed and laminated powder coated aluminum board with 80mm aluminum posts at £520.00 was considered. Following advice from the Town Clerk on funds available in the current budget it was agreed to proceed with this project if funds could be found at the end of the financial year.

➤ **Trees:**

The quotation from Kindewood at £255 + vat for the removal and disposal of two small trees, which had rotted off at base and fallen over in the wind, was considered and approved.

9. Allotments:

No business.

10. The Fens:

The quotation received from James Rogers at £90 + vat per cut for the cutting of the Fens for the 2018 season was considered and would be recommended to Full Council for approval.

11. Jeaffresons Well:

No business.

12. Tree Warden:

The cost for snowdrops at £46.00 including postage was considered and the purchase from Budget 1621 was agreed. Cllr Bennell would plant these on the Fens

Tree Safety Inspection Report:

It was noted that the Tree Safety Inspection and Survey as agreed had been completed and a report received. The cost had been reduced from £600 to £300 as detailed map plotting had not been required:

Cemetery:

T1 Beech and T2 Beech – Picus test recommended at a cost of £598.00. It was agreed to recommend approval of the cost to Full Council.

Ash tree - has minor branches overhanging the garden:

The Inspector stated that residents can exercise their common law right to remove overhanging branches as long the trees are not subject to a TPO, within a Conservation Area, cause significant damage to the tree or leave the tree in an un-safe condition and they engage an approved contractor. The Town Clerk was requested to inform the resident concerned.

Maple trees:

No requirement for any work to the row of Maple trees along Infirmary Lane.

The Town Clerk was requested to inform the residents concerned.

Pageant Field:

T1 Lime – fell to ground level within next 3 months

The Town Clerk was requested to obtain quotations which would be considered at the next meeting.

Beech trees in play area - no work required.

St Michael's Churchyard:

No condition changes for highlighted trees. Recommend to re-inspect with others in 2020.

The Fens:

T2 Horse Chestnut – no condition change – re-inspect with others in 2020

T4 Oak – Picus test recommended every 5 years

Future Management:

It was recommended in the report that all four sites are inspected every 3 years and replacement planting for trees felled recommended.

The Town Clerk provided the Chairman with a copy of the updated Town Council Tree Work Calendar.

13. Annual review of Risk Assessments:

All completed Risk Assessments would be recommended to Full Council for approval.

14. 2017/18 Action Plan:

- Updates:

None.

- Detailed and fully costed CIL funding nominations for IPC:

Play equipment on Pageant Field £19,928.65 – Low priority

15. Matters of Report or Items for next agenda:

None.

16. Date of next meeting:

Wednesday 21st February at 7.30pm

Meeting closed at 20.42pm