

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

1. Apologies:

Apologies were received and accepted by Cllr B Roberts.

Present:

Cllr S Bennell (Chairman), Cllr P Collins, Cllr S Hopkins and Cllr J Simpson.

In attendance:

Mrs. E Coe (Town Clerk/RFO) and Mr. J Overbury (Deputy Town Clerk).

2. Public Comment:

None.

3. Declarations of interest:

None.

4. Minutes of previous meeting:

Cllr Bennell proposed the minutes of the previous meeting held on Wednesday 19th September 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins with all in favour.

The Chairman signed the minutes.

5. Churchyard Maintenance:

The Town Clerk reported that the Framlingham Branch of the Royal British Legion had funded a new bench which would be delivered and installed before Remembrance Sunday.

6. Skate-Park:

6.1 Floodlighting on Skatepark

Cllr Hopkins had received more signatures requesting floodlighting. Due to this significant demand it was agreed to conduct a preliminary investigation into the feasibility of erecting floodlights at the Skatepark. Cllr Hopkins would examine existing floodlit Skateparks and the DTC would make some basic enquiries into the design and cost of systems. This would include discussing with other Town Councils their experience of flood lighting Skateparks.

7. Pageant Field:

7.1 Inspections/ G&P Contractor report:

The report from the G&P contractor was noted and filed for future reference.

7.1.1 Items being dumped on Skatepark and Cemetery

The Town Clerk reported that an old bicycle and some other metal scrap had been left at the Skatepark, and a brown bin dumped at the Cemetery. This and other waste had been stored temporarily by the G&P contractor in the Cemetery. Due to the volume of the waste, and the anticipated extra waste generated by the Firework Display, it was anticipated that a further skip may be needed.

7.2 CCTV:

No issues.

7.3 Annual Inspection Report:

The report of the Annual Inspection carried out in September was awaited.

7.3.1 Update on actions:

7.3.1.1 Fencing:

After the Annual Inspection, and the Firework Display, consideration will be given to the re-configuration of fencing around the Play Area following removal of the existing fencing.

7.3.1.2 Concrete on skatepark:

The DTC reported that he would be meeting the contractor on site the following week to discuss final repairs.

7.3.1.3 Temporary toilets:

The DTC reported that Suffolk Coastal Norse had indicated that they would not be charging for the cleaning of the temporary Toilets over the summer. This represented a saving of £1067.32. A letter of thanks would be sent.

7.3.1.4 Storage and toilet facility:

It was decided to put to the Strategic Planning Meeting the concept of the re-erection of a Pavilion with additional toilets and storage areas.

7.4 Picnic Benches

Following several requests for replacement picnic benches, the Town Clerk would investigate the cost and design of anti-vandal picnic benches.

7.5 The Town Clerk reported on the condition of the bonded mulch safety surfaces on the Play Area, and the list of priorities and the level of earmarked reserves to cover these was discussed. Cllr Bennell proposed to recommend to Full Council the replacement of the bonded mulch under the Nest Swing and the two Springer Mobiles at a cost of £2,672 using budget 1504, this was seconded by Cllr Simpson with all in favour.

Cllr Hopkins reported that he had witnessed two young people who were removing graffiti from the inside of the tube on the play area. This is the second time he had witnessed autonomous acts of public spirit from young people. It was agreed that this would be reported to the next Full Council Meeting.

8. Cemetery:

8.1 WW1 Memorial Bench

The Town Clerk provided information and costs relating to a descriptive Memorial Bench for the Cemetery. Cllr Collins proposed that to mark the 100 years since the end of WW1, that a commemorative bench be placed in the cemetery. Once the saving from the budget for cleaning the temporary toilets had been confirmed, the underspend from this could be used to fund the bench from budget 1510. The cost of the bench was £695.00 + delivery. It was noted that the bin may have to be moved to protect the bench from the turning of contractor's vehicles.

8.2 War Graves Map

The G&P contractor had suggested a map of the War Graves be placed under the main map in the Cemetery. This was agreed to be a good idea and Cllr Bennell would investigate further and the Town Clerk would investigate costs.

8.3 Geese in Cemetery

The DTC had written to the landowner but had received no response. Following this there had been further instances of the geese escaping into the Cemetery. It was agreed that the legal position be confirmed and a further letter outlining the legal position be written to the land owner.

9. Allotments:

It was noted that the fence was in disrepair and parts of it were in danger of collapsing. It was agreed to instruct the G&P contractor to make necessary repairs. The DTC was already seeking quotes for a replacement fence.

10. The Fens:

No business.

11. Jeaffresons Well:

No business.

12. Tree Warden:

12.1 Pageant Field Play Area Trees.

Cllr Bennell proposed to accept the quotation from Kindlewood for £105.00 + VAT to remove the lower branches of the trees, which was seconded by Cllr Simpson with all in favour.

12.1 Riverside bank clearance

Cllr Bennell proposed to recommend to Full Council the quotation from Tom Harbinson Ltd of £525.00 +VAT for clearing the vegetation along Riverside, which was seconded by Cllr Hopkins with all in favour. Cllr Bennell instructed the DTC to ask Mr Harbinson to make sure the ivy strangling an ornamental Hawthorn is severed at the base.

It was decided to include the correspondence from a resident regarding the Riverside clearance at this point. The resident had asked if volunteers could be used to clear the site and not use a contractor. The money saved could then be used for hanging baskets in the town. The Committee considered this but understood that for a variety of reasons – including risk and previous professional advice on the clearing of the river bank, that it was correct for the Town Council to employ a professional who was qualified in this activity, comprehensively insured and represented no potential liability to the Town Council should there be complications as a result of the clearance. The Deputy Town Clerk would respond in this vein to the resident.

13. Correspondence:

13.1 Two emails from people thanking The Town Council for the temporary toilets and asking for permanent ones were noted.

13.2 An email from a resident living alongside the Pageant Field was discussed. The resident had supplied photographs of the hedge and trees along his boundary, and the Tree Warden had visited the site. The resident requested that these be reduced in height to about 8'. It was agreed to request a cost from the G&P contractor to cut the hedge down to the level of the resident's fence but to leave the trees. A budget of up to five hours was agreed. Cllr Collins noted that there was also an issue with the lower limbs of the tree next to the gate in that location, as well as the gate itself which was difficult to open. It was also agreed to instruct the G&P contractor to look at these when on site and report back to the Town Clerk.

13.4 Email from resident asking if volunteers could clear the river rather than contractors.

This matter was discussed in 12.1 above.

14. Castle Pond:

The Town Clerk reported that she had met with English Heritage who had agreed to replace the bins and to maintain the pond. Following the email from DCllr Hudson, who had offered to pay for the refurbishment of the Churchill Plaque, she had sought a quote for this work. This had come to £174.45 and it was agreed to proceed with the refurbishment, subject to confirmation of approval of the funding application to SCDC.;

15. Annual review of Risk Assessments:

Cemetery:

Reviewed and approved.

Churchyard:

Reviewed and approved.

Pageant Field:

Reviewed and approved.

Jeaffresons Well:

Waiting for Cllr Roberts.

Fens:

Reviewed and approved.

Allotments:

Reviewed and approved.

16. Action Plan 2018/2019:

16.1 Updates:

None.

17. Budget 2019/2020

Cllr Bennell and the Town Clerk/RFO had met to discuss the requirements and these were considered further by the Committee and the first draft agreed, which would be presented to the Finance Committee.

It was agreed to recommend approval to Full Council to accept the quotation from J Rogers Agricultural Contracting of £90.00 per cut for the fens 2019 season.

It was agreed to recommend to Full Council to accept the quotation from Suffolk Coastal Norse for cutting and strimming every two weeks on the Pageant Field during the 2019 season (17 cuts) at a total cost of £1,996.25.

13. Matters of report or items for next agenda:

None.

18. Matters of Report or Items for next agenda:

The Town Clerk reported that the work on the 'Cemetery Searcher' was now complete and the program was live and on www.framlingham.com for anyone could look online for a grave older than 5 years.

19. Date of next meeting:

Wednesday 21st November 2018 at 7.30pm

The meeting closed at 9:20pm