

Framlingham Town Council
Minutes of the Lands and Markets Committee Meeting held in the Town Council
Meeting Room, 10c Church Street on Wednesday 17th November 2021 at 7pm

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

1. APOLOGIES:

None, all present.

2. Present:

Cllr D Carter, Cllr P Collins (Chair), Cllr J Culemann and Cllr C Eastwood and Cllr T Higham

3. In attendance:

Eileen A Coe (Town Clerk/RFO)

4. DECLARATIONS OF INTEREST:

None.

5. PUBLIC COMMENT:

None.

6. MINUTES OF PREVIOUS MEETING:

6129921 Cllr Collins proposed the minutes of the meeting held on Wednesday 27th October 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, with one minor amendment, which was seconded by Cllr Eastwood and with two abstentions due to absence all were in favour.

Cllr Collins signed the file copy of the minutes.

7. Cemetery:

It was noted that the repair to the cemetery gates had been completed.

8. Trees:

8.1 Churchyard Tree Work:

The Town Clerk reported that she had met with Kindlewood Tree Contractors and the work as specified and agreed would be carried out as soon as the leaves had fallen. She also reported on the recent collapse of the wall along Church Street and had liaised with St Michael's PCC who owns and are responsible for the wall and a statement had been issued for social media purposes advising that the wall is part of St Michael's Church and is Grade 1 Listed as well as being in the Conservation Area. The presumption has been to preserve and maintain this historic wall. Over the years the roots of the lime trees caused the wall to lean. The condition of the wall has been monitored professionally and when necessary repairs have taken place. Being part of St Michael's Church it is reported on by the church architect as part of the mandatory five yearly structural survey.

She had also met with the ESC Principle Landscape and Arboricultural Officer on site to ascertain whether the lime trees alongside the wall had been compromised by the

collapse. He had advised that before the wall is rebuilt, the basal epicormic growth will need to be pruned back to the trunks and ideally not allowed to regrow for more than two years at any one time, and agreed that it would do no harm to reduce the pollard height of the trees to reduce future risk of wind rocking. It may be that a structural engineer may suggest further work if the wall is to be rebuilt.

The Town Clerk noted that at the last meeting she had recommended an additional survey once the lime trees had been pollarded and suggested that it would be prudent to bring this forward as soon as possible. With this in mind she had requested a quotation from Hayden's Arboricultural Consultants to carry out a site visit and inspection of 6 x lime trees for Health and Safety and preparation of a Tree Survey Report and Drawings.

Following discussion it was agreed to also request an opinion on whether the trees had contributed to the final demise of the wall.

71181121 Cllr Collins proposed to accept the quotation from Haydens Arboricultural Consultants of £643.75 from Budget 1613, to carry out a site visit and inspection of 6 x lime trees for Health and Safety and preparation of a Tree Survey Report and Drawings. which was seconded by Cllr Eastwood, with all in favour. As the amount was over the £500 limit but deemed to be of an urgent nature, due to the recent collapse of the church wall, this item would be added to the Full Council agenda for retrospective approval.

8.2 Walnut tree:

Cllr Collins and Cllr Eastwood agreed to meet with the tree donor and arrange collection and planting on the Fens.

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

None.

9. Pageant Field:

9.1 Pageant Field Inspection Reports:

The Inspection Reports were noted along with the update on actions by G&P Contractor:

Chain on Cemetery gates replaced

Picnic Bench refurbished

Pavilion toilet door repaired

9.2 Pavilion:

Consideration was given to closing the Pavilion toilet for the winter months and following some discussion it was agreed to close the toilet from 1st January until 31st March 2022. The Town Clerk would notify SCN to cease the cleaning for this period. A key for the toilet would be provided for hirers of the Pavilion.

Cllr Collins noted that FAYAP would not be hiring the facility from November – March as they would trial the use of the Con Club during the winter months, but their equipment/fridge etc would remain in the Pavilion.

The Pavilion cleaner had been asked to include cleaning one toilet during this three month period as part of the weekly meeting room cleaning duties, but had declined.

It was agreed to discuss the Cleaner/Caretaker Contract at the next meeting and decide on a course of action for the closure period.

Cllr Collins reported on the recent vandalism to the toilet door, which had been made

safe by the G&P Contractor. A new internal handle would be considered if needed at a later date.

9.3 CCTV:

To consider quotations for replacement CCTV cameras and re-siting of existing equipment from the cabinet in the pole to the Pavilion Storeroom along with a cost for annual service and repairs budgeting purposes.

The Town Clerk advised that she had arranged to meet with a CCTV Contractor and a quotation would be provided in time for the next meeting.

9.4 Queen's Platinum Jubilee Celebrations:

To note what arrangements are in place for the above at Framlingham Castle

To consider lighting of Pageant Field Beacon following letter and guide to taking part on 2nd June 2022 with beacons being lit at 9.15pm. Registration for this event no later than end of May 2022. Also a piper playing Diu Regnare at 9.09pm before the Beacons are lit.

The Town Clerk reported that Framlingham Castle had advised that there were no definite plans at the moment.

Cllr Collins proposed to defer this matter to the CEP/ Events Committee, which was agreed.

10. Skate-Park:

No business.

11. The Fens:

11.1 To consider removal of vegetation following annual cut and rake.

It was noted that currently the vegetation is left in piles to decay naturally giving a home to wildlife.

It was agreed to review the management of the Fens for next year as an agenda item for the next meeting. Cllr Collins would consult the Deputy Town Clerk on the membership and activity of the Friends of the Fens and ask if they would be willing to assist with new tree planting etc.

12. Churchyard Maintenance:

12.1 Town Clock:

A date for the annual service was still awaited.

13. Riverside:

Cllr Collins provided an update and recent communication was discussed.

It was felt that the Town Council could not justify applying for funds from the Co-op to carry out work on the stretch of river for which the Co-op is responsible, and also improving the river bed did not appear to meet the criteria for the grant.

It was agreed for the Town Clerk to respond advising that the Town Council would appreciate a meeting with the relevant person responsible to discuss this matter in more detail, in order to understand how to proceed with this project.

14. Allotments:

It was noted that the fencing work was expected to be completed in the next week.

Cllr Collins reported on a positive meeting with a landowner in the town regarding the provision of additional allotments and further information would be available in due course.

15. Jeaffresons Well:

No business.

16. Correspondence:

16.1 Resident

Request to donate a Memorial Bench on the Fens.

The Town Clerk had circulated some examples of styles of benches and it was agreed that the Eastgate or Glasdon benches were the best option to be placed next to the current benches alongside the main pathway.

It was agreed for the Town Clerk to action.

16.2 Market Trader:

Email relating to cars parked illegally on the Saturday Market:

The Town Clerk reported that she had asked the G&P Contractor to put out more traffic cones at 5.30am and the Market Supervisor to make sure traders return the cones to their positions after setting up and leaving etc. She had also emailed Lewis Boudville at ESC direct and he agreed to notify the Traffic Enforcement Officers of the problems. She noted that the ESC website [Civil parking enforcement](#) page details the responsibilities for East Suffolk Council and provides a link to 'Report a suspected parking contravention (illegal parking)' and also noted that these problems need to be highlighted when they occur using the reporting tool as this is more likely to enable an increased Enforcement Officers presence.

17. Markets:

17.1. Report on Saturday and Tuesday Markets and current licensed traders– Town Clerk/RFO

No matters of report.

17.2 To note any new Market Applications:

None.

17.3 Annual Review of Market Regulations:

A copy of the revised document was circulated to members with the agenda.

Cllr Higham suggested three additional words for clarity which was agreed.

He also raised the issue of non-biodegradable plastic bags and non-recyclable packaging in regards to the Market and suggested that no non-biodegradable carrier bags or packaging should to be used or promoted by traders on the markets except by specific exemption in writing.

The Town Clerk noted that she had contacted the Market Supervisor and advised of his views. She suggested that wording could be added to the Market Regulations to encourage and promote the use of biodegradable packaging rather than introducing a ban straight away, which may be more acceptable to the current traders.

Cllr Collins noted that a step by step approach may be received more favourably and there followed some further discussion and wording as follows was agreed:

“The Council discourages the use of non-biodegradable plastic bags, non-recyclable

packaging and single use plastics and encourages the use and promotion of biodegradable carrier bags and packaging”

Cllr Collins proposed to recommend approval to Full Council to accept the review and revised Market Regulations, which was seconded by Cllr Higham with all in favour.

18. Annual Review of Risk Assessments:

Councillors agreed to undertake the annual review and the reviewed documents would be circulated prior to the next meeting for consideration.

Cemetery – Cllr Culemann

Churchyard – Cllr Culemann

Pageant Field – Cllr Collins

Pavilion – Cllr Collins

Allotments – Cllr Carter

Fens – Cllr Carter

Jeaffreson’s Well – Cllr Eastwood

Saturday and Tuesday Markets – Cllr Higham

Third Party Events on Market Hill – Cllr Higham

19. Action Plan:

19.1 Updates:

None

19.2 Projects for Local CIL funding:

None

20. Matters of Report or Items for next agenda:

Cllr Collins reported on the draft Budget wish list which had been circulated to all Councillors by the Town Clerk/RFO.

The Town Clerk reported that residents had reported that the dog bin on Castle Meadow was full and overflowing and she had ascertained that it had not been emptied by SCN as the gate was locked and operatives would not walk down the driveway and onto the meadow to access it, therefore it had been sealed off.

Framlingham Castle had advised that the gate would be locked for an unspecified period while the ground was being reinstated. **The Town Clerk further reported** that she was in negotiations with Framlingham Castle on relocating the dog bin to the other side of the gate for easier access. If this was agreed then the G&P Contractor would re-site the bin. However, if the red colour of the bin was an issue the purchase of a new green bin would be considered at the next meeting.

21. Date of next meeting:

Wednesday 15th December 2021 at 7.00pm.

Meeting closed at 21.00