

Framlingham Town Council
Minutes of the Lands and Markets Committee Meeting held in the Town Council
Meeting Room, 10c Church Street on Wednesday 15th December 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:

61151221 Cllr Collins proposed the minutes of the meeting held on Wednesday 17th November 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, which was seconded by Cllr Higham with all in favour.

Cllr Collins signed the file copy of the minutes.

7. Cemetery:

No business.

8. Trees:

8.1 Churchyard Tree Work and Inspection report:

It was noted that the Inspection had been carried out and the report was awaited.

8.2 Walnut tree:

Cllr Eastwood agreed to contact the resident to make arrangements for collection.

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 and file for reference.

The following update on actions by G&P Contractor were noted:

Burnt litter bin removed from Market Hill

Black sacks of old carpet removed from Allotments

Pavilion roof panel repaired.

9.2 Annual Safety Inspection:

The Annual Inspection Report carried out by Playquip Leisure was considered. **It was noted** that there were only minor low risk actions recommended and these would be undertaken by the G&P Contractor. The Report would be filed for reference.

It was noted that the new litter bins had been delivered and installed on the Pageant Field in the agreed locations by the G&P Contractor.

9.3 Pavilion:

9.3.1 Caretaker/Cleaner Contract:

Cllr Collins reported that the toilet would be closed after the last clean in December until 1st April, but a key would be provided for hirers of the Pavilion.

The current contract had been suspended and a new contract to include cleaning of the toilets and cleaning and caretaking of the building would be considered at the next meeting and advertised for a 1st April start. The Town Clerk noted that she had requested a cost from SCN for toilet cleaning as well..

91151221 Cllr Collins proposed to approve 1 hour per week extra at the normal rate for the G&P Contractor to clean the toilet and meeting room and caretake the building, reporting any issues to the Town Clerk for a temporary period from 1st January – 31st March, which was seconded by Cllr Carter with all in favour.

9.3.2 Vandalism to toilet:

Cllr Collins reported on the recent vandalism. SCN had advised that fitting a versa twin toilet roll holder which holds two rolls behind a cover would prevent this happening in the future and had kindly carried out this action free of charge.

9.4 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.

Cllr Collins reported that he would be meeting a CCTV contractor at the end of the week and a quotation would be available for consideration along with the quotation provided by Westrock CCTV at the next meeting.

10. Skate-Park:

No business.

11. The Fens:

11.1 New Memorial seat:

The location of the seat was agreed and the Town Clerk would proceed with the order.

11.2 Management of the Fens from 2022:

It was agreed for the Town Clerk to arrange a meeting with Suffolk Wildlife Trust prior to the next committee meeting in order to discuss the current management regime and how

this may be improved.

11.3 Friends of the Fens:

It was agreed for the Town Clerk to obtain the list of members and to contact them after the meeting with SWT to arrange a meeting to discuss how they could help with the management of the Fens.

11.4 'Talking bench'

It was agreed to complete an application form for funding via Cllr Maurice Cook from the Framlingham and Wickham Market Community Partnership under their priority of tackling social isolation, for two traditional wood benches to replace the existing basic plank benches on the Fens.

12. Churchyard Maintenance:

12.1 Town Clock:

Annual Service still awaited.

13. Riverside:

Response from Co-op Retail on management of the river – None to date

14. Allotments:

14.1 Allotment fencing – completed

14.2 Fly-tipping – cleared.

15. Jeaffresons Well:

No business

16. Correspondence:

16.1 East Suffolk Council

Invitation to take part in East Suffolk Council's Treebilee Project.

It was noted that the Town Clerk had responded by the deadline of 10th December..

It was agreed to plant an English Oak tree on the Fens.

17. Markets:

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

The Town Clerk noted there were no issues to report..

17.2 To note any new Market Applications:

17.2.1 Turnstone Ales

Locally brewed and unrefined ales – Approved.

17.3 Annual renewal of Market Traders Licences:

171151221 Cllr Collins proposed to approve the renewal of all current Market Licences for a further year from 1st January 2022, which was seconded by Cllr Higham with all in favour.

18. Annual Review of Risk Assessments:

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

181151221 Cllr Collins proposed to recommend approval to Full Council the annual review and revisions of the above Risk Assessments, which was seconded by Cllr Eastwood with all in favour.

19. Action Plan:

19.1 Updates:

None required.

19.2 Projects for Local CIL funding:

None.

20. Matters of Report or Items for next agenda:

None.

21. Date of next meeting:

:

Wednesday 19th January 2022 at 7.00pm.

Meeting Closed 19.55