

**Draft Minutes of the Lands Committee held on Wednesday 20th September 2017 at
10 Riverside at 7.30pm**

1. Apologies:

None.

Cllr Hopkins was not present.

Present:

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

In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Public Comment:

None.

3. Declarations of interest:

None.

4. Minutes of previous meeting:

Cllr Roberts proposed the minutes of the meeting held on Wednesday 19th July (which had been circulated in draft form) be approved, which was seconded by Cllr Kitching, and with one abstention due to absence, all were in favour.

The Chairman then signed the minutes.

5. Churchyard Maintenance:

➤ **Clock:**

The information and advice received from a volunteer relating to work needed to the pendulum and problem with the clock losing time (6-9 minutes per week) was considered. A quotation from Hayward Horological for the annual service, also detailing the extra work required, had been requested and would be considered at the next meeting.

➤ **War Memorial:**

The email from Historic England regarding the proposals to add the War Memorial to the list of Buildings of Special Interest as part of the centenary of the First World War was considered. It was noted that St Michael's PCC had made no comment. It was noted that the War Memorial was in the Conservation Area and within the curtilage of a Grade 1 Listed Building and therefore formal listing appeared to be unnecessary. The Town Clerk was requested to respond.

➤ **Quinquennial**

A copy of the Quinquennial Inspection report had been received from St Michael's PCC.

It was noted that the back pathway had been re-laid, which had been funded by the Town Council, but was not mentioned in the report.

An agreement between the PCC and Town Council had been approved in 2008 for shared responsibility of the Churchyard, the details of which were noted. However the responsibility for the steps from Church Lane to the Church was unclear. The steps needed re-pointing and it was agreed for the Town Clerk to obtain a cost for the work and to ask the Church Warden for clarity on the responsibility.

It was noted that despite long running investigations the ownership of the brick pillar, which was now deteriorating further, was still unclear. Following some discussion it was agreed that action was needed to prevent the situation worsening. It was agreed for the Town Clerk to contact Frontform Property Ltd (St Michael's Close), and the PCC as a gesture of goodwill to see if they would be willing to work together with the Town Council to pay jointly for the work to be done. The Town Council would not assume any long term responsibility for the pillar.

6. Skate-Park:

No business.

7. Pageant Field:

➤ **Inspections/Contractor report:**

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

➤ **CCTV:**

No business.

➤ **New Pavilion:**

Cllr Bennell provided a sketch and list of requirements for an extendable vandal proof modular building, which would accommodate a unisex/disabled toilet and storage area along with covered seating. Solar panels would be considered as an option along with a connection to the main sewer or sewerage treatment plant. The Town Clerk was requested to obtain costs, which would be considered at the next meeting, before seeking approval to proceed further from Full Council.

➤ **Oak Tree Plaque:**

The repair/replacement of the cast iron plaque was considered. It was agreed for the Town Clerk to obtain a cost to refurbish the plaque.

➤ **Legal Matters:**

The conclusion of matters was noted and filed for reference.

8. Cemetery:

An email had been received regarding overhanging branches of a tree into an adjoining garden which was read and noted. It was agreed to wait for the results of the Tree Survey and professional advice on how to proceed. The Town Clerk was requested to respond.

9. Allotments:

It was noted that the metal water container situated underneath the tap had been removed by persons unknown. It was agreed for the Town Clerk to investigate and source a plastic option

10. The Fens:

No business.

11. Jeaffresons Well:

No business.

12. Tree Warden:

Quotations as requested for a Tree Survey of the Pageant Field, Churchyard, Fens and Cemetery received from the following were considered:

Suffolk Tree Services Ltd- £1,345

Elite Tree Services -£2,835

Suffolk Coastal Norse -£600

It was agreed to recommend approval of the quotation from Suffolk Coastal Norse to Full Council on 5th October.

13. Correspondence:

1/10 Letter regarding trees in the Cemetery. Following consideration it was agreed for the Town Clerk to respond that a Tree Survey would be carried out shortly and professional advice would be sought on how to proceed.

14 Annual Review of Documents and Policies:

The following documents were reviewed and some amendments made, which had been recommended by the Internal Auditor. All documents would be recommended to Full Council for approval.

- God Parent Scheme
- Allotment Regulations
- Allotment Charges – no increase for 2018
- Cemetery Regulations
- Cemetery Charges – no increase for 2018
- CCTV Pageant Field

15. Budget 2018/2019

The Town Clerk/RFO provided a copy of the 2018/2019 Budget papers for each Councillor. It was agreed for Cllr Bennell and the Town Clerk/RFO to meet to discuss the figures, which would be considered further at the next meeting.

16. 2017/18 Action Plan:

It was agreed to update the Lands Committee Action Plan to add the proposal for a toilet and store on the Pageant Field.

- Detailed and fully costed CIL funding nominations for IPC.

None.

17. Matters of Report or Items for next agenda:

The Town Clerk reported that she had met with Inspector Jackson and Sgt Beresford prior to the summer holidays and they had promised that the Police would be vigilant on the Pageant Field during this time. She reported that there had been no incidents of vandalism on the Pageant Field during the summer holidays this year and the efforts of the Police had been very welcome. The SCN operative had also carried out an excellent job of regular litter picking as part of the extra street cleaning duties paid for by the Town Council. Both Police and SCN had been thanked.

Hedging for Churchyard and three donations of trees– Next agenda

18. Date of next meeting:

Wednesday 18th October 2017 at 7.30pm

Meeting closed at 20.34pm