

**Minutes of the Lands Committee Meeting held on Wednesday 19<sup>th</sup> September 2018 in  
The Cell the Old Court House, Bridge Street at 7.30pm**

**1.Apologies:**

None – all present.

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

**In attendance:**

Eileen A Coe (Town Clerk/RFO) and James Overbury (Deputy Town Clerk)

**2. Public Comment:**

None.

**3. Declarations of interest:**

None.

**4. Minutes of previous meeting:**

Cllr Bennell proposed that the minutes of the previous meeting held on Wednesday 18<sup>th</sup> July 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Collins and with two abstentions due to absence, all were in favour.

The Chair then signed the minutes.

**5. Churchyard Maintenance:**

**5.1 Clock:**

No Business.

**5.2 War Memorial:**

The cleaning of the War Memorial had been completed satisfactorily as per agreed quotation. This had been cleaned recently it was noted that it was done well.

**5.3 Remembrance:**

The Town Clerk reported that she was working with the RBL and Rev Sanders on the arrangements for the annual service and parade. The RBL Framlingham Club had offered to fund a new commemorative seat to be placed in the Churchyard. However, the chosen design to commemorate the 100<sup>th</sup> year was felt by both Archdeacons to be unsuitable for the Churchyard. Therefore, another seat similar in design to those already in the Churchyard had been chosen and the Town Clerk had applied for a faculty. The Town Clerk requested approval to proceed with the purchase and noted that the seat would replace a seat which was now beyond repair. She advised that the new seat could be installed by the G&P Contractor and the plaque on the old seat would be preserved in case the family wished have it back in the future. The seat would be added to the Town Councils Asset Register. The actions were agreed.

**5.4 Tree canopy:**

Cllr Collins reported that a couple of Yew trees in the Churchyard had very low canopies, which was restricting grass cutting and one had a broken branch. It was agreed for the Tree Warden to investigate and the Town Clerk to request that the G&P contractor remove the broken branch.

**5.5 Bark to suppress weeds in rose bed and shingle for War Memorial garden:**

The Town Clerk reported that the roses and lavender were in danger of being swamped by chickweed and suggested bark be put around the plants to suppress the weeds. Cllr Bennell would investigate this and report back to the next meeting. The Town Clerk reported that the shingle had been topped up.

**6. Skate-Park:**

Cllr Hopkins reported that the FAYAP mobile facility had started attending the Skate Park location. To date it has proved to be very popular and they had received excellent feedback about the Skatepark. He reported that users felt the design was very good and they appreciate the care taken in its construction and maintenance. He noted that not only young people from Framlingham used the facility as students from the College and families from out of town also used it. He had gathered a list of over 40 names who had asked for floodlighting to be installed. He also had requests that the grass be kept shorter so people could play football. The temporary toilets had been greatly appreciated and hopes had been expressed for a permanent facility. Cllr Hopkins recounted that some graffiti painted on the skatepark had been removed autonomously by some year 11 students.

## **7. Pageant Field:**

### **7.1 Inspections/ G&P Contractor report:**

Noted and filed for reference.

### **7.2 CCTV:**

The Town Clerk reported that the system was working and no issues had been raised.

### **7.3 Annual Inspection Report:**

It was noted that the next Annual Inspection was to be held in September 2018.

Cllr Hopkins reported that the picnic bench was beyond repair and the DTC was requested to ensure that the stump of the old one was made safe.

#### **7.3.1 Update on actions:**

##### **7.3.1.1 Fencing:**

The DTC produced two quotes for the repair and/or replacement of the fences around the play area, which were considered. After some discussion it was agreed to remove all the fencing. The Town Clerk advised caution and suggested that the RoSPA Inspector be contacted to make sure this was still the recommended course of action. Cllr Hopkins proposed that, subject to confirmation with ROSPA, the Committee recommend to Full Council that Kiwi Fencing be asked to remove the existing fencing, as per their quote, and not make any repairs or replacement at this stage, which was seconded by Cllr Collins with all in favour.

##### **7.3.1.2 Concrete on skatepark:**

The DTC reported that the contractor (Suffolk Punch Construction) had resurfaced one of the elements of the skatepark, but had not repaired any of the holes they had been asked to as part of the agreed quotation. The DTC was requested to contact SPC to ensure that the work was completed.

##### **7.3.1.3 Temporary toilets:**

The facility had proved to be very popular and suffered very little vandalism. It had been emptied twice over the eight-week period on site. Cllr Collins and the DTC would decommission and lock the facility on Monday 24<sup>th</sup> September ready for it to be taken away on Tuesday 25<sup>th</sup>.

##### **7.3.1.4 Storage and toilet facility:**

Following the success of the temporary toilet, the issue of a more permanent solution would be put forward to be included in the strategic planning meeting in November.

#### **Consider link to sewage system via new police house site development – Cllr Collins**

It was agreed that the Town Clerk would write to the Mills Charity asking if would be possible for a connection to the main sewer system to be made whilst they were doing the groundworks for the development on the old Police house site.

##### **7.3.1.5 To consider cost for replacement buffers for Scale Swing:**

The Town Clerk advised of the cost from Playquip Leisure for supply only at £32.64 each (fitting would cost an extra £160) She advised that the G&P Contractor could carry out this task within contracted hours. Therefore, the purchase of two new buffers at a cost of £32.64 each was agreed.

## **8. Cemetery:**

### **8.1 Memorial Rose bed surround replace/repair**

The Town Clerk advised that the G&P Contractor had reported that the surround of Rose Bed 1 was rotten. She advised that there were insufficient funds in the Cemetery Maintenance budget but funds could be transferred from the Fens Grass cutting budget for the purchase of materials needed to enable the G&P Contractor to carry out the work, which was agreed.

### **8.2 Gates – replace posts and chain to prevent unauthorised vehicle access**

The Town Clerk reported that there was still unauthorised access to the cemetery even though a notice was displayed and suggested that the post and chain be refitted. It was agreed for the Town Clerk to instruct the G&P contractor to refit the post and chain outside the cemetery gates.

## **9. Allotments:**

No business

## **10. The Fens:**

### **10.1 Hedge along Fairfield Road:**

SCC had responded to the request to cut the hedge along Fairfield Road advising ~~was~~ that it was not their responsibility. It was noted that SCC had been cutting the hedge for some years. Therefore, the DTC was requested to respond advising SCC of their responsibility.

### **11. Jeaffresons Well:**

No business.

### **12. Tree Warden:**

Cllr Bennell reported that some of the trees in the Pageant Field play area needed professional pruning. She would consult with Kindewood and report back to the next meeting.

### **SCDC Tree work application:**

Framlingham Castle – Horse Chestnut and Field Maple – No objections -Noted.

### **13. Correspondence:**

#### **13.1 The Mills Charity**

Email regarding the ditch between the Scout Hut and the Pageant Field footpath

The Town Clerk was requested to respond advising that the Committee could not see any objections to the proposal.

#### **13.2 Barcham Trees PLC**

Email regarding tree work on the Pageant Field side of property in Saxmundham Road.

The Committee had no objections to the request and the DTC was requested to respond and also to advise that material for the Firework Spectacular bonfire should not be brought to the Pageant Field prior to 8am on 3<sup>rd</sup> November

#### **13.3 Visitor**

Email of thanks regarding the wonderful facilities on the Pageant Field and suggesting a concrete table tennis table would be of benefit.

The Town Clerk had responded advising that a concrete table tennis table was ~~on~~ in the Action Plan.

### **14. Castle Pond:**

#### **14.1 Update on repairs to bench**

This had been replaced but the Churchill Plaque had not been cleaned. The Town Clerk was requested to discuss this with English Heritage.

#### **14.2 Litter Bins - Castle Pond - consider replacement**

Following discussion, it was agreed not to replace the litter bins as it was felt that this was the responsibility of English Heritage as the land was in its care and not the Town Councils. The Town Clerk would contact English Heritage.

### **15. Annual review of Policies/Regulations/Charges:**

Cemetery Regulations

This was reviewed with no changes

Cemetery Charges

This was reviewed with no changes

Allotment Regulations

This was reviewed with no changes

Allotment Charges

This was reviewed with no changes

God Parent Scheme

This was reviewed with no changes

### **16. Annual review of Risk Assessments:**

#### **Cemetery**

Cllr Collins would review and report back to the next meeting prior to approval by Full Council.

#### **Churchyard**

Cllr Kitching would review and report back to the next meeting prior to approval by Full Council.

#### **Pageant Field**

Cllr Hopkins would review and report back to the next meeting prior to approval by Full Council.

## **Jeaffreson's Well**

Cllr Roberts would review and report back to the next meeting prior to approval by Full Council.

## **Fens**

Cllr Bennell would review and report back to the next meeting prior to approval by Full Council.

## **Allotments**

Cllr Simpson would review and report back to the next meeting prior to approval by Full Council.

## **17. Action Plan 2018/2019:**

### **17.1 Updates**

None.

### **17.2 3-5-year plan for the Pageant Field**

It was noted that this item had previously been agreed to be put forward for the Strategic Planning Meeting in November.

**1711918 A resolution to exclude the press and public for item 18 was passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the business to be transacted**

The Town Clerk left the meeting at this point.

## **18. Grounds and Property Maintenance and Handy Person Contracts:**

The tenders were considered and Cllr Bennell proposed to recommend approval to Full Council that Kevin N Coe Grass & Hedge Cutting and General Garden Maintenance be offered the Contracts as per the terms outlined in the tender, which was seconded by Cllr Kitching with all in favour.

## **19. Matters of Report or Items for next agenda:**

Budget 2019/2020

Floodlights on the Skatepark

## **20. Date of next meeting:**

Wednesday 17<sup>th</sup> October 2018 at 7.30pm

Meeting closed at 9:00pm