

**DRAFT Minutes of the Lands Committee Meeting held on Wednesday 21st November 2018 in
The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

None: All present.

Present:

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

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 the minutes of the previous meeting held on Wednesday 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins and with one abstention due to absence all were in favour. The Chairman signed the minutes.

5. Churchyard Maintenance:

5.1 Broken Litter bin:

It was noted that the G&P Contractor had reported that the litter bin in the Churchyard was damaged and needs replacing. It was agreed for the DTC to obtain a cost for a replacement bin, but with a lid to match one of the other bins in the Churchyard. The Town Clerk/RFO advised there was £300 in Budget 1610 that could be used for this purpose.

6. Skate-Park:

6.1 Floodlighting on Skatepark:

One quote had been obtained and the DTC was awaiting a further two. It was noted that the first quote itemised lights that were 8M high. The DTC was requested to establish if these could be lower and to chase the other firms quoting for their prices.

7. Pageant Field:

7.1 Inspections/ G&P Contractor report:

These were noted and filed for reference. The G&P Contractor had reported that a new tap had been fitted in the Cemetery Churchyard.

7.2 CCTV:

No issues.

7.3 Annual Inspection Report:

The Town Clerk advised that the inspection had taken place on 29th October and she read through the resulting report identifying areas which need monitoring and minor works which could be carried out by the G&P Contractor, which were agreed. Most areas were very low or low risk except for the fencing and gates which were in the process of being addressed. There were two issues on the skatepark and Cllr Collins agreed to investigate and report back to the next meeting. With regards to the damaged and decayed knee rail fencing it was agreed to instruct the G&P Contractor to remove. The Report would be filed for future reference.

7.3.1 Update on actions:

7.3.1.1 Fencing:

The DTC was in the process of obtaining two quotes. He reported that the contractors advised reusing the Play Area Gates, which were 4' wide for the pedestrian access. The DTC would also ask for two types of fencing to be quoted for – post and rail and wire.

7.3.1.2 Concrete on skatepark:

It was agreed not to ask the contractor to repair the remaining holes, or to work on the old picnic bench mount. The holes on the skatepark would be monitored over the winter and a decision made in the spring when to repair them.

7.3.1.4 Storage and toilet facility:

Following some discussion, the following recommendations were agreed to be put forward to Full Council for approval:

To approve the committee's recommendation to agree in principle a new Pavilion on the Pageant Field incorporating toilets, storage and a community element for users of the Pageant Field.

To approve the committee's recommendation to spend up to £5,000 of local CIL funds to employ a project manager to oversee the construction and provision of services for a new Pavilion on the Pageant Field.

Cllr Hopkins would retrieve the previous plans and drawings and mark the footprint on a map of the Pageant field to aid the discussion.

7.3.1.5 Bonded Mulch replacement:

The Town Clerk advised that the order for the new bonded mulch surfacing had been placed and the work would be carried out in December or January.

7.4 Ditch alongside Pageant Field by Scout hut (Email from The Mills Charity):

Cllr Bennell reported that the Mills Charity were grateful for our approval to fill in the ditch between the Scout hut and the Pageant Field.

7.5 Foul Drainage Pipe request refusal from Mills Charity (Email from The Mills Charity):

Cllr Bennell reported that following the request by the Committee for The Mills Charity to consider linking a foul drainage outlet from the Pageant Field to the new system at The Old Police House site to allow public toilets on the Pageant Field; the Mills Charity had responded regretting that due to the 'inherent risk of blockage' and the potential cost attached to legal processes including preparation of a formal agreement, that this was not possible.

7.6 Works done in October by G&P Contractor and resident:

The work done by the G&P contractor and a resident was noted.

7.7 Electrical inspection (last one in 2014):

It was noted that an electrical inspection was due on the Pageant Field. It was agreed for the DTC to obtain a cost for this work, which would be considered at the next meeting. The DTC would also ask for a report on the electrical capacity at the Skate Park for the proposed Flood Lighting.

8. Cemetery:

8.1 WW1 Memorial Bench:

The new bench had been delivered and the G&P Contractor would install it once the exact position had been agreed with Cllr Bennell. A request had been received for the Tommy silhouette funded by members of the public to be placed in the Cemetery, which was agreed. The G&P Contractor would be instructed to collect and install.

8.2 Geese in Cemetery:

It was noted that the DTC had sent a letter to the landowner regarding the problems with his geese but no response had been received to date. The Town Clerk reported that this was a continuing problem with several residents complaining about their presence in the Cemetery causing a mess and nuisance. Following discussion, it was agreed to continue to pursue a solution with the landowner, but in the meantime instruct the G&P Contractor to erect some fencing where there are obvious gaps using up to £300 of funds from the Tree Budget 1613 for materials.

8.3 Salt for Market Hill and Cemetery:

The purchase of salt for gritting purposes was agreed.

8.4 New traffic cones required:

This was referred to the PR and Market Committee.

8.5 Shed Clearance: Skip required:

The Town Clerk reported that the G&P Contractor had completed the clearance of the cemetery shed and the transference of all equipment, which was now all safely locked away.

The old road signs and bins had been given to the FBA for its events and the surplus items stored for disposal at a later date.

8.6 email from resident requesting tree in memory of mother in Cemetery – Ornamental Hawthorn on Avenue:

It was agreed to purchase an ornamental hawthorn and for Cllr Hopkins to arrange delivery. An invoice for the tree would be sent to the resident.

9. Allotments:

9.1 Quotations for fence replacement:

The DTC had shown two contractors the site and was awaiting quotes from them for the work.

10. The Fens:

It was noted that parts of the verges and banks where the snowdrops would bloom would require strimming before they sprouted.

11. Jeaffresons Well:

No Business

12. Tree Warden:

12.1 Riverside bank clearance:

It was noted that this had been completed and the contractor had reduced the cost by £75.00 as it did not take as long as last year.

12.2 Wellingtonia in Churchyard:

Cllr Bennell reported that the SCDC Arboricultural Officer had inspected the Wellingtonia in the Churchyard and had advised that he did not think there is any fundamental problem with the tree and the branches that have fallen were weakened by the storm action which weakened their union with the main trunk. In other respects, the tree seems healthy. The G&P Contractor would be instructed to remove the fallen branches. During the same conversation the Lime trees had been mentioned and the SCDC Arboricultural Officer had no problem with the suggestion to reduce the height of the trees. Cllr Bennell suggested that the Limes could be reduced by 50% as they were ridiculously out of scale at the moment and expensive to maintain. It was agreed to contact Elite Tree Service for advice and a quotation as work was due to be carried out in January 2019 according to the Tree Work Calendar Schedule. This information would be considered at the next meeting following which a recommendation would be made to Full Council and a Faculty applied for if required.

13. Correspondence:

13.1 E-Mail from person re Pageant Field Toilets and facilities:

An email from a person who used the Pageant Field over the summer, and who greatly valued, and now missed the Toilets was noted.

14. Castle Pond:

The Town Clerk reported that funding had been received from Cllr Hudson's Locality budget and the work to clean the stone and re-enamel the lettering had been completed.

15 Annual Review of Risk Assessments:

15.1 Jefferson's Well:

This had been completed with no changes.

16. Action Plan 2018/2019:

16.1 Updates:

It was agreed to fund three replacement trees to the value of £150.00 for the Cemetery. The money was to come from earmarked reserves.

16.2 3-5 year plan for the Pageant Field:

It was noted that work had begun on the plan with the Play Area Fencing and the Pavilion being addressed.

17. Budget 2019/2020:

Cllr Bennell reported that following the most recent Finance and Strategic Planning Committee meeting all committees were being requested to re-visit the budget in order to try to reduce costs. The Town Clerk/RFO made suggestions where savings could be made which was agreed. The final figures would be put forward to the next meeting of the Finance and Strategic Planning Committee.

18. Matters of Report or Items for next agenda:

Cllr Bennell reported that the annual strimming along the riverbanks and hedges on the Fens was due and the G&P Contractor would carry out this work as per contract. Cllr Collins reported that the two seats outside Patricks Big News were deteriorating. The Town Clerk would investigate with the G&P Contractor and report back to the next meeting for discussion under an agenda item.

Items for Next Agenda:

Picnic benches on the Pageant Field - quotations for new

Hedge along boundary with Saxmundham Road on Pageant Field - cutting back?

19. Date of next meeting:

Wednesday 12th December 2018 at 7.00pm

The Meeting closed at 8:45pm