

**Draft Minutes of the Lands Committee Meeting held on Wednesday 12th December 2018 in
The Cell at 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 21st November 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins with all in favour.

The Chairman signed the minutes.

5. Churchyard Maintenance:

5.1 To consider quotation received for the pollarding of the lime trees along Church Street

One quotation had been received and another was expected the following week. It was agreed to defer commissioning this work to Full Council on January 3rd. There was some discussion on the requirements to have the road clear of vehicles on both sides during the operation. The Town Clerk would look into what was required and what was possible.

The Town Clerk reported that she had completed the application for Conservation Area Consent and a Faculty.

5.2 Replacement litter bin in the Churchyard.

It was agreed to instruct the Deputy Clerk to seek quotations for a small composite bin with a lid and report back to the next meeting.

6. Skate-Park:

6.1 Floodlighting on Skatepark:

It was agreed to instruct the Deputy Clerk to seek a third quote and to check details of the most recent quote received.

7. Pageant Field:

7.1 Inspections/ G&P Contractor report:

The weekly inspection report was noted and filed for reference. The G&P Contractor had carried out repairs to the Allotment fencing as instructed by the Town Clerk. The WW1 seat and Tommy Silhouette has been installed in the Cemetery and temporary fencing erected where the geese were gaining entry.

7.2 CCTV:

All working – no issues.

7.3 Annual Inspection Report 2017:

7.3.1 Update on actions:

7.3.1.1 Fencing:

Two quotes had been received but the DTC was instructed to clarify a number of points within them.

7.3.1.2 Concrete on skatepark

It was agreed to pay invoice No. SPC80/1018 for repairs to the skatepark and the old picnic table support.

7.4 Actions from 2018 Annual Inspection

The See-saw had been identified in the inspection as needing a new gaitor which was split. As this had been replaced several times in the past the Town Clerk had been requested to obtain quotations for budgeting purposes for a new one. Several options were considered and it was agreed not to proceed at this time, as it had been identified as a low risk, but to consider at a later date.

The knee rail fence at the Skate Park had been removed by the G&P Contractor as instructed, all other repairs were in hand.

7.5 To consider quotation received for Picnic Benches:

Cllr Bennell proposed to recommend to Full Council to purchase two re-cycled plastic picnic benches for the Play Area using the Entertainments Reserve Account which was seconded by Cllr Simpson with all in favour.

7.6 New Pavilion

It was agreed to instruct the DTC to contact a number of local companies which took on building management services, and ask to meet with them to create a specification and subsequent quotations could be received. The broad needs for the Pavilion are:

A toilet, some seating (inside and outside) and some storage. The companies agreed to approach were:

- Hollins
- Nick Lane
- Henry Paul Construction
- MRC

7.7 Hedge along boundary with Saxmundham Road - cutting back brambles etc.

The Town Clerk was instructed to request a quote from James Rogers Agricultural Contracting to remove the scrub and brambles and to remove the small dead Hawthorn tree at the same time.

8. Cemetery:

No business.

9. Allotments:

No business.

10. The Fens:

No business.

11. Jeaffresons Well:

No business.

12. Tree Warden:

12.1 Suffolk Coastal District Council

DC/18/4846/TCA – Framlingham College – Pollarding of Limes

Cllr Bennell proposed to support the application which was seconded by Cllr Collins with all in favour.

12.2 Lime trees at the back of the Churchyard.

Following an email received from the Churchwarden regarding a request from the management company of the Old Rectory relating to the Lime trees, it was agreed for Cllr Bennell and the Town Clerk to meet with them along with the SCDC Tree Officer to discuss the future management of the trees.

13. Town Council owned seats:

Benches outside D C Patrick's Newsagents

Following a number of reports on the condition and safety of the seats, the G&P contractor had examined the benches and reported that the wood was not rotten but very weathered. To clean the wood with an anti-fungal product and teak oil would cost £28.00 for materials and to replace the oak planks would cost £372.00 plus new bolts. Cllr Simpson proposed to recommend to Full Council to spend up to £400.00 on replacing the wood slats which was seconded by Cllr Hopkins with all in favour. The Town Clerk/RFO advised that there were currently insufficient funds in the budget, but would look into the matter.

14. Correspondence:

14.1 Email requesting possible addition of name to the War Memorial.

An email had been received from a relative of a man who was born in Framlingham and who was killed in WW1. His name is recorded on the Ipswich War Memorial. He had a brother, who was also killed in the war, and whose name appears on the Chelmsford War Memorial but also the Framlingham War Memorial. The email asked if the first man's name could be recorded on the Framlingham War Memorial. The Framlingham Town Council procedure, in common with most

Framlingham Town Council

James Overbury Deputy Town Clerk

other Town and Parish Councils, is to ensure that a name is recorded only once on one War Memorial. The duplicate from the Chelmsford War Memorial was carved in error. It was agreed to instruct the Town Clerk to write to the correspondent and explain the procedure and the error and to sympathise with the request but advise that duplicating the name would not be possible.

14.2 Email regarding inclusive accessibility to the Cemetery

An email had been received about the problems of access to the Cemetery for wheelchair users. It was agreed to instruct the G&P contractor to remove the chains and arrange for one side of the gate to be padlocked. This would prevent vehicles going down the path but would make access easier for wheelchairs.

15. Action Plan 2018/2019:

15.1 Updates:

None.

3-5-year plan for the Pageant Field:

No Business;

16. Matters of Report or Items for next agenda:

Matters of Report:

It was reported that in future the Town Clerk would be responsible for all matters relating to the Cemetery, Trees and Play equipment. The Deputy Town Clerk would be responsible for other Lands Committee matters under the guidance of the Town Clerk.

Agenda item next meeting:

Electrical inspection for Pageant Field

17. Date of next meeting:

Wednesday January 16th 2019 at 7.00pm.