

MINUTES of the Lands Committee Meeting held on Wednesday 18th September 2019 in The Cell at The Old Court House, Bridge Street at 7.00pm.

1. Apologies:

None, all present.

Present: Cllr D Carter, Cllr P Collins (Chairman), Cllr C Eastwood, Cllr M Hine, Cllr G Kitching and Cllr J Simpson

In attendance:

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

2. Declarations of interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

4118919 Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 17th July 2019 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Eastwood with all in favour.

The Chairman signed the minutes.

5. Churchyard Maintenance:

➤ **Informal pathway:**

The Town Clerk reported that the PCC had concluded to wait until the bushes were cut back before making a final decision on a route of any new path. The Town Clerk advised that she would report back to the next meeting.

➤ **Tree canopies:**

The Town Clerk reported that the PCC had approved the work. She and the Chairman would meet Eastwood Tree Services the following week to brief them on what was required.

➤ **Lime tree felling at back of Churchyard:**

The Town Clerk reported that there was ongoing gathering of evidence from the property owner's insurers, and the owner had offered to pay the £200.00 fee for the Faculty which the Town Clerk would prepare and submit at the earliest convenience.

➤ **Overhanging vegetation along Church wall:**

The Town Clerk reported that the work had been completed as agreed.

➤ **Town Clock:**

The Town Clerk reported that following approval of the quotation a date was awaited for the service on the clock to be carried out. The Chairman reported that the volunteer had made a thorough inspection with photographic evidence of the clock face and hands, and that it had been decided not to start the clock until after the service was completed.

6. Cemetery:

➤ **Memorial Rose Beds:**

The cost for materials for the new beds would be available at the next meeting.

Extension of chain link fencing

The Town Clerk reported that this had been completed by the G&P Contractor as instructed.

Rose Bed 1 reduction in size due to Honey fungus.

The Town Clerk reported that this would be undertaken later in the Autumn.

Purchase of replacement roses x 3

6118919 Cllr Collins proposed to spend up to £30.00 on three replacement roses, which was seconded by Cllr Kitching with all in favour.

➤ **Driveway Resurfacing:**

It was agreed to defer further discussion on this item until the Rights of Way, Highways and Lighting Committee had the opportunity to discuss the option for potential parking. The Town Clerk would alert the Contractors who had submitted quotations that there would be a delay in reaching a decision. It was agreed to ask the G&P Contractor to patch the pot holes in the driveway with a tarmac repair.

➤ **To consider removal of laurel hedging:**

6218919 Cllr Hine proposed that should the Rights of Way, Highways and Lighting Committee not approve the conversion of the driveway to a car park, that the laurel hedging would be removed, which was seconded by Cllr Kitching with all in favour.

The Town Clerk would seek quotations for the work and report to the next meeting.

➤ **Cemetery Tree Survey 2020**

6318919 Cllr Collins proposed to recommend approval to Full Council to accept the quotation from Hayden's Arboricultural Services of £737.00 for a Tree Survey, which was seconded by Cllr Simpson with all in favour.

➤ **Cemetery tree – dead**

It was agreed to consider this item with the next item (lilac tree)

6418919 Cllr Collins proposed to accept the quotation from Kindlewood of £185.00 to remove the dead tree and £75.00 to remove the Lilac (total £266.00) at the same time, which was seconded by Cllr Eastwood with all in favour.

To consider cost to remove lilac tree (mostly dead) leaning over grave – matter covered above.

7. Trees:

➤ **Appointment of Tree Warden to work alongside Ms. Bennell**

There were no volunteers for this role and it was agreed that the Town Clerk would continue to work alongside Ms. Bennell on future tree issues, and report back to the meeting.

➤ **DC/19/3432/TCA – 16 Double Street** – Small Holly tree, approximately 2 metres from the rear of the property and about 5.5 to 6 metres tall: advised to lower the ground level by a foot or so at that point to mitigate damp issues with the building, application to remove the tree and grind out the stump

7118919 Cllr Collins proposed to SUPPORT this application which was seconded by Cllr Simpson with all in favour.

8. G&P Contractors Report:

➤ **Pageant Field Inspection Report:**

Noted and filed for future reference.

The Chairman reported that whilst he and the Town Clerk were at the Pageant Field, they had been approached by a member of the public who had tripped on a part of worn tarmac on the driveway. On inspection, he had agreed with the Town Clerk to immediately ask the G&P contractor to effect emergency patching of the worn areas. This had been completed on 10th September.

9. Riverside:

➤ **Management of riverside vegetation:**

The Chairman reported that the Environment Agency had written to the Town Council with some suggestions for improving the area, but also advising that the Environment Agency was unlikely to be able to fund any works. The DTC was asked to consult the Environment Agency on more specific ways to improve the area, and to consider which local bodies or organisations would be in a position to help with any works required.

10. Correspondence:

1/9 Resident of Regal Gardens, New Road

Request for the re-location of the litter bin outside front door of property.

The Town Clerk was requested to liaise with the G&P Contractor to assess the potential for the litter bin to be relocated.

2/9 Resident

Email regarding drug related actions in the town and the need for a Police presence.

The Town Clerk had responded advising of the allocation of two extra Police Officers for the Leiston Sector during the summer months and her meeting with the Inspector and Police and Crime Commissioner highlighting the issues and areas where there are problems in the town. Also providing information on CCTV and how to report a non-emergency to the Police via 101.

3/9 Gurneys Solicitors

Letter regarding overhanging tree branches in the Cemetery.

It was agreed that the Town Clerk would supply the Solicitors with the information from the last Tree Survey in the Cemetery and correspondence following the initial complaint, along with the details of the proposed Survey in 2020.

11. Seats on Market Hill:

The Town Clerk reported that the seats had been delivered and installed as planned.

12 Pageant Field:

➤ **New Pavilion:**

Pre-Application Advice and Planning Application

East Suffolk Council had advised that they would likely be mindful to approve a planning application which the Town Clerk had submitted. The outcome was awaited.

S106 Officer response

The Chairman reported that the Town Clerk had responded to all the points raised.

Flagship connection response

The Chairman reported that Flagship Housing had approved a connection to the main sewer at one of their manholes. Final approval and instructions were being awaited from Anglian Water.

Timescale

The Chairman advised that MRC predicted an 8-week lead in time from successful planning approval. It was agreed to defer discussion on the terms and conditions on the use of the Pavilion until after the outcome of the planning application was known.

The Chairman and Town Clerk had undertaken a visit to see the new Pavilion under construction at MRC Group in Downham Market.

➤ New Equipment:

To consider options and quotations received from Kompan and Playquip Leisure for play equipment on the site of the old Pavilion

It was agreed to defer this item until the October meeting to allow a third quotation to be raised.

➤ Table Tennis Table:

To consider quotation and grant application for Sports Space Funding for a concrete Table Tennis Table:

It was agreed to for the DTC to continue with the preparation of a grant application for a Table Tennis Table and to conduct a survey of users of the Pageant field for their views on the proposal – which would include seeking views on flood lighting for the Skate Park.

13. CCTV:

Update on monitoring re climbing of pole

It was noted that the anti-climb paint appeared to be working.

Cost of new camera to cover new Pavilion

A quotation had been received, which was noted. However, this item was deferred until the next meeting in order to consider funding options.

Reports of motorcycle activity

The Town Clerk and DTC would continue to ask witnesses to try and record any number plate and times of these offences, to be reported to the Police on the non-emergency number 101.

14. Skate-Park:

Update on Flood Lighting quotations:

The Chairman reported on the revised quotation which included a timer, push switch and a warning beacon. This brought the total to £13,367.66. The DTC reported that he was seeking confirmation that the CCTV pole at the location was capable of supplying the electricity for the flood lights.

Drug and alcohol issues:

It was agreed that this had been covered in earlier agenda items.

15. Allotments:

Options to extend current area:

The Town Clerk reported that Framlingham College were unable to offer any more land for allotments. The DTC was asked to contact land owners surrounding the town to see if any land was available for use as allotments. The Town Clerk would supply Cllr Simpson with a plan of the allotment and he would report back on any allotments which were overgrown or needed attention.

16. The Fens:

Cllr Collins, Cllr Hine, Cllr Eastwood, the Town Clerk and DTC had met with Suffolk Wildlife Trust (SWT) in relation to the future management from 2020:

It was agreed that the DTC would circulate the report received from SWT, the resident's survey results and email regarding the Black Poplar to all members of the Lands Committee for discussion at the next meeting.

18. Jeaffresons Well:

It was noted that a volunteer had kindly weeded the area.

19. Annual Review of Policies and documents:

➤ God Parent Scheme

It was agreed to rename God Parents 'Wardens'. The Wardens for the year 2019-20 were agreed:

The Fens: Cllr Carter

Pageant Field: Cllr Collins

Churchyard: Cllr Kitchen

Cemetery: Cllr Hine

Allotments: Cllr Simpson

Jeffreason's Well: Cllr Eastwood

➤ **Allotment Regulations and Charges**

19118919 It was agreed to recommend to Full Council an increase in the rent by £2 to £32.00 with effect from 1 April 2020.

19218919 It was agreed not to make any changes to the Tenancy Agreement.

➤ **Cemetery Regulations and Charges**

The Town Clerk provided a comparison document of charges in the East Suffolk area, which was explained by Cllr Collins.

19318919 Cllr Collins proposed to increase the age of a free burial to residents' children from 14 to 18 which was seconded by Cllr Kitching with all in favour.

19418919 Cllr Kitching proposed to recommend to Full Council that the burial fees be raised by 20% from 1st April 2020, which was seconded by Cllr Eastwood with all in favour.

20. Action Plan:

Updates:

None.

New Projects for Local CIL funding

None.

21. Accredited Contractors:

It was agreed to approve the addition of the following contractors to the list of approved contractors.

EWP Consultancy Ltd – Tree works

APEC Groundworks – groundworks

22. Strategic Planning/Communication Forum for Councillors – Thursday 24th October at 7pm

Agenda item:

3-5-year plan update.

23. Matters of Report or Items for next agenda:

- Tree Survey due 2020 – Fens and Pageant Field
- A map/list of assets owned by the Town Council and the framework for this to be publicized on the website.
- Budget 2020/2021
- Annual review of Risk Assessments: - Wardens to conduct and report back to the next meeting
- 5 yearly cemetery memorial inspection due December 2019/January 2020
- Pavilion Booking arrangements and management

24. Date of next meeting:

Wednesday 16th October 2019 at 7.00pm.

The meeting closed at 9:00pm