

Minutes of the Lands Committee Meeting held on Wednesday 20th November 2019 in The Cell at The Old Court House, Bridge Street at 7.00pm.

1. Apologies:

Apologies were received and accepted from Cllr Kitching.

Present:

Cllrs D Carter, P Collins (Chairman) C Eastwood, M Hine, J Simpson.

In attendance:

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

2. Declarations of interest:

Cllr Eastwood declared an interest in 2/11 (French-style boules terrain on the Pageant Field) and signed the interest book.

3. Public Comment:

None.

4. Minutes of previous meeting:

41201119 Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 16th October 2019 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Simpson, with all in favour.

The Chair signed the minutes.

5. Cemetery:

➤ Memorial Rose Beds:

The Town Clerk reported that the sleepers had been installed by the G&P Contractor as agreed.

51201119 Cllr Collins proposed to spend up to £50.00 on compost and top soil for the new rose beds from Budget 1618, which was seconded by Cllr Simpson with all in favour.

52201119 Cllr Collins proposed to spend £288.00 on roses for the new beds from Budget 1618, which was seconded by Cllr Hine with all in favour.

➤ Driveway and Laurel Hedging:

It was noted that the Rights of Way, Highways and Lighting Committee had suggested adding two questions about the concept of using the Cemetery drive as a car park to the Town Survey. The Lands Committee would re-consider this item once the results of the survey were known.

➤ Cemetery Memorials Inspection:

The Town Clerk advised of the five yearly procedure for the Cemetery Memorials Inspections, (due December 2019/January 2020) and had provided a plan which divided the Cemetery into 5 sections. Each Councilor present agreed to undertake a section: Section 1 Cllr Simpson, Section 2 Cllr Hine, Section 3 Cllr Carter, Section 4 Cllr Collins and Section 5 Cllr Eastwood. The wording of the required notice to be placed on the gates was agreed and the Inspection would take place anytime during a six week period between 6th January 2020 – 16th February.

Geese issue:

The Deputy Clerk reported that he had been discussing the issue with the animal's owners. It was agreed that the Town Council would issue a press release calling for people to re-home the geese and take the details by email of those interested, and pass those details to the owners of the geese for them to make arrangements for them to be removed.

➤ Hornets' nest:

The Town Clerk reported that these had been exterminated and the Grounds Maintenance Team at Framlingham College would kindly clear the vegetation bays, as requested.

6. Trees:

➤ Lime tree felling at back of Churchyard:

The Town Clerk reported that whilst the PCC were in favour, the Diocesan Advisory Committee was unable to recommend approval as there were no supporting documents provided by the property owner, and a structural engineers report substantiating the concerns would be expected. There followed some discussion and the Town Clerk noted that under the provisions of the Local Government Act 1972 2 125 and the more recent Town Council and PCC Management of the Churchyard Agreement, the Town Council has responsibility for the maintenance and management of the trees in the Churchyard as recommended in the 3 yearly Tree Survey. It was agreed that the Town Council would continue to undertake this role but without

the required documentation could not proceed any further and therefore would not accept any liability for damage to property caused by the identified tree as all the trees in the Churchyard are owned by the Church and not the Town Council. The wording of the letter drafted by the Town Clerk was agreed and would be copied to the PCC and property owner.

Tree Survey 2020 – Fens:

Three quotations had been received and were considered:

Hayden’s Arboricultural Services: £1,150.20

Eastwood tree Services: £470.00

EWP: £249.00

The Town Clerk advised that she had clarified that the quotation from EWP covered all the requirements and this had been confirmed.

6201119 Cllr Collins proposed to accept the quotation from EWP of £249 from Budget 1633 to conduct the Tree Survey on the Fens, which was seconded by Cllr Simpson with all in favour.

➤ **Tree Survey Cemetery:**

The Town Clerk reported that the survey had been completed. It was agreed to ask the G&P Contractor to conduct the low-level work required and to seek quotes for the other works recommended within the Survey. It was noted that a number of trees would need to be re-surveyed in 12 months time-

➤ **Response to Solicitors relating to trees:**

Following the professional Tree Survey, it was noted that no works had been recommended for the trees in question. The Town Clerk had also sought advice from East Suffolk Council’s Arboricultural and Landscape Manager on the correct approach and she suggested the following solution: As a gesture of goodwill, the Town Council would, subject to Full Council agreement, consider obtaining a cost to reduce back the branches allegedly overhanging the boundary and also apply for a Tree Works Notice from ESC, if the property owner would be willing to contribute 50% of the cost.

The following Tree Work Applications were considered.

DC/19/4141/TCA Framlingham College – 2 x Limes (T20-T21) – Fell to ground level.

The Committee raised no objection to this work.

DC/19/4196/TCA 6 Tanyard Court – To fell a group of windblown regrowth on Crack Willows.

The Committee raised no objection to this work.

DC/19/4205/TCA Hitcham Almshouses - 6 x Silver Birch – fell to ground as growing into telephone wires.

The Committee objected to this work and suggested that there should be a less destructive solution to the problem than cutting the trees down.

The DTC would respond.

7. Pageant Field:

➤ **Pageant Field Inspection Report:**

No issues reported. The report was filed for future reference.

➤ **New Pavilion:**

It was noted that Planning Permission had been granted and the works were well under way. A cost for the insurance had been acquired - £61.20 to the renewal date of 1st June 2020 and approximately £112.00 for the following year. Liability for the insurance of the building would be due on handover which was expected to be on December 5th. As part of the insurance requirements, a risk assessment on the building was required, and Cllr Collins would ask Cllr Kitching if he would conduct one.

Booking arrangements, Management and Hire Agreement: Cllr Collins had circulated a draft document which was discussed. It was agreed that more investigation of the requirements for a Performing Rights License needs to be undertaken, and to be added to Clause 5 of the agreement.

Since the budget had been set for the building, the cost quoted by East Suffolk Norse for the cleaning of the Pavilion had increased. It was agreed to trial a reduced cleaning regime for the next financial year with the building being cleaned on Mondays, Wednesdays and Fridays at a cost of £3,189 per annum. This would leave some funds over from the £4,000 budget for additional cleaning should it be needed during peak periods in the school holidays. The Town Clerk was asked to investigate and seek costs for a system which automatically locked and unlocked the toilets. The question of an open day was discussed. It was agreed to hold a general open day in the spring of 2020 and for interested parties such as child minders be invited on an ad hoc basis before then. The Town Clerk was asked to seek costs for furniture (folding tables and

plastic stackable chairs) for the Pavilion. It was agreed to finalise all the arrangements at the December meeting of the Lands Committee.

➤ **CCTV:**

The existing CCTV units were all operational and a new camera had been ordered to cover the new Pavilion.

➤ **New Play Equipment:**

The Town Clerk had met with representatives from Kompan, Playquip Leisure and Play & Leisure and quotations had been received and presented to Cllr Collins and Cllr Hine for a new multi play item of equipment designed for younger children with a castle theme, ranging in cost from £17,908.85 to £25,000 + The options and costs were considered.

71201119 Cllr Collins proposed to recommend approval to Full Council the expenditure of £17,908.85 for a multi play castle themed item of play equipment from Play & Leisure using the Local CIL Budget, which was seconded by Cllr Simpson with all in favour.

➤ **Annual Inspection:**

The annual inspection of the Pageant Field Play areas and Skatepark had been completed and the report received. The Town Clerk advised that all the low risk recommendations could be undertaken by the G&P Contractor and she had requested quotations for replacement quick links and bolt covers etc which would be considered at the next meeting. The gaitor on the seesaw continued to be an ongoing issue and she had obtained a quotation for a replacement item- A copy of the report was available for members to view in the Town Council Office.

➤ **Table Tennis Survey:**

The Deputy Clerk reported on the results of the Survey which demonstrated 74% of respondents were positive. Cllr Collins noted that Bungay has recently installed an outdoor table tennis table using grant money from SCC. The Deputy Clerk was asked to investigate this source of funding and report back to the Committee.

Pageant Field signage:

The Deputy Clerk reported that the cheapest quotations were £25 per metal A4 sign plus delivery.

72201119 Cllr Collins proposed to purchase two signs for the Pageant Field at a cost of £50.00 plus delivery which was seconded by Cllr Hine with all in favour.

➤ **Fencing:**

The decision was deferred and Cllr Collins would measure the length of fencing required once the Pavilion was completed.

Grassed area:

Once the contractors had finished the Pavilion, the Town Clerk would consult East Suffolk Norse groundworks team on the best solution to rectify the ground following the damage due to the wet weather at the Firework Event.

8. Skate-Park:

It was noted that a separate electricity supply would be needed for the floodlighting. The Deputy Clerk was asked to seek Pre Planning Advice from ESC regarding installation of the flood lighting. It was agreed that Cllr Collins and Cllr Hine would draft a communication which outlined the work the Town Council was considering for the Pageant Field, the Riverside and the Fens. This would then be published by the Town Council. The Deputy Clerk reported that the survey conducted recently revealed that 74% of respondents used the Skate Park and that 95% of the respondents would support flood lighting at the Skate Park.

9. The Fens:

The Deputy Clerk reported that three people had come forward and he was aware of another two families who would like to help. He noted that the expectations of people would have to be carefully managed and the best way to achieve this was to follow the guidance given to the Town Council by the Suffolk Wildlife Trust. It was agreed that Cllr Eastwood and the Deputy Clerk would devise a programme.

10. Churchyard Maintenance:

➤ **Informal pathway:**

There had been no response from PCC as yet.

➤ **Town Clock**

The response from Haward Horological was awaited.

11. Riverside:

Cllr Collins reported that there had been a successful meeting with the Co-op and the Environment Agency on site. The Co-op had confirmed ownership of the section of the river in front of their building and were considering what they could offer in terms of improvements. The Environment Agency were preparing a set of briefs which could be followed.

12. Allotments:

The Deputy Clerk reported that he had yet to have any response from his various communications looking for new sites for an allotment. He was asked to continue his efforts.

The Town Clerk reported that the waiting list had dropped to 12.

13. Jeaffresons Well:

No business.

14. Correspondence:

1/11 Resident:

Email with objections to any parking proposals in the cemetery.

Noted.

2/11 Resident

Response to Lands Committee's request for more information on the suggestion to create a French-style boules terrain on the Pageant Field

The Town Clerk was asked to reply stating that the lands Committee had received the suggestion positively and would be investigating the matter further by including a question in the Town Survey.

3/11 East Suffolk Council

Letter regarding grass cutting in cemeteries suggesting that older sections of churchyards are left to grow from the middle of March, creating sanctuaries for wildlife and cut at the end of September.

The Town Clerk would reply indicating that this was already the practice applied by the Town Council for managing the Cemetery.

4/5/6/7/8/9/11 6 items of correspondence regarding opposition to floodlighting at the Skatepark (4 identical versions)

Noted. The Deputy Clerk was asked to respond.

15. Map/List of Assets:

The Town Clerk had produced a map/list of all items of equipment and the location on the Pageant Field which Cllr Hine would transfer to an electronic copy for consideration at the next meeting.

16. Action Plan:

Updates noted.

Projects for Local CIL funding:

None.

17. Matters of Report or Items for next agenda:

Update on Pageant Field for Framfare and Website for January Full Council meeting.

18. Date of next meeting:

Wednesday 18th December 2019 at 7.00pm.

The meeting closed at 9:15pm.