

**Minutes of the Lands Committee Meeting held on Wednesday 18<sup>th</sup> December 2019 in The Cell at The Old Court House, Bridge Street at 7.00pm.**

**1. Apologies:**

Apologies were received and accepted from Cllr Simpson

**Present:** Cllrs D Carter, P Collins (Chairman) C Eastwood, M Hine and G Kitching

**In attendance:**

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

**2. Declarations of interest:**

None.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

**41181219** Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 20th November 2019 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Eastwood and with one abstention due to absence all were in favour.

The Chair signed the minutes.

**5. Cemetery:**

➤ **Memorial Rose Beds:**

The Town Clerk reported that the G&P contractor had completed two new rose beds – the surround installed, compost added and that the volunteer had planted the roses.

➤ **Driveway and Laurel Hedging:**

On hold until results of proposed Town Survey received..

➤ **Cemetery Memorial Inspection:**

5 yearly cemetery memorial inspection 6<sup>th</sup> January – 16<sup>th</sup> February

The Town Clerk reported that the notices had been posted and the inspection was in hand.

➤ **Geese issue:**

The DTC reported that the owner had removed most of the geese and the Town Clerk reported seeing 3 remaining. It was agreed to monitor their impact in the short term.

**6. Trees:**

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

The Town Clerk reported that an acknowledgement of the letter agreed at the last meeting had been received from the Diocese. The representative of the St Michael's Close residents had informed her that the position of the Diocese was not unexpected but hoped that the tree survey results would at least result in the trees being tidied to reduce the shade issues and prevent the obvious hazards they create. The representative thanked the Town Council for its support on this matter.

➤ **Tree Survey - Cemetery:**

The Town Clerk reported that the G&P Contractor had completed the work as instructed.

A quotation had been received to remove one small tree as recommended in the Tree Survey Report and was considered

**61181219** Cllr Collins proposed to approve the cost of £125.00 from Kindewood to remove the identified tree in the Cemetery, which was seconded by Cllr Kitching with all in favour.

The Town Clerk reported that she had requested and received two quotations for a Picus Test on T039 Beech and a Resistograph on T034 Beech as recommended in the Tree Survey Report, which were considered. She advised that there were insufficient funds in the 2019/2020 budget, so the work would need to wait until after 1<sup>st</sup> April 2020.

**62181219** Cllr Collins proposed to recommend approval to Full Council to accept the quotation from Eastwood Tree Services of £850 for a Picus Test to T39 Beech and a Resistograph to T34 Beech in the Cemetery, as recommended in the recent Tree Survey Report, to be carried out after 1<sup>st</sup> April 2020, from Budget 1613, which was seconded by Cllr Kitching with all in favour.

➤ **Tree Survey – Fens:**

It was noted that the Survey would take place in January and a report would be made available in time for the next meeting.

➤ **Tree Survey - Pageant Field:**

The Town Clerk reported that this had been completed on the 11<sup>th</sup> December and the report was expected soon.

➤ **Tree Work Applications received prior to the meeting:**

DC/19/4663/TCA – Framlingham Castle – self-seeded Sycamore growing up through chain link fence on the edge of the car park. Branches growing out over the adjacent pub building. Remove main branch back to source. Sever and remove ivy up to 2m.

The Lands Committee raised no objection to this work.

**7. Pageant Field:**

➤ **Pageant Field Inspection Report:**

The Inspection Reports content were noted and filed for future reference.

➤ **Annual Inspection Report - Update on actions:**

The Town Clerk reported that the G&P Contractor was working though the list of recommendations from the recent inspection as instructed.

The replacement quick links and bolt covers had been installed by the G&P Contractor at no extra cost.

The Town Clerk reported that the Report had recommended replacement rubber connection balls for the multi play unit, which had been identified as a medium risk, however, both quotations received to replace 29 connection balls were in the region of £1,800 for the supply only. Therefore she would investigate alternative solutions and report back to the committee.

**Quotation for replacement see saw:**

The Town Clerk reported she had received a revised quote of £3,619.86. Cllr Hine requested that before committing to the expenditure that a further quote be sought for a more gender neutral see saw, and that the Town Clerk consults with the School/Toddler Group for their preference of design.

➤ **New Pavilion:**

**Insurance:**

The Town Clerk reported that the building was covered for an additional premium of £52.94 to the renewal date on 1<sup>st</sup> June.

**Risk Assessment:**

Cllr Kitching had inspected the building in order to produce a draft Risk Assessment, which he would present to the Committee for consideration.

**Booking arrangements, Management and Hire Agreement, PRS License:**

These issues were deferred until the next meeting but the Committee considered the following matters:

**Shelves in store room:**

**71181219** Cllr Collins proposed that up to £100 be spent on wood and associated fixings to enable the G&P Contractor to install shelves in the Pavilion Store Room, which was seconded by Cllr Kitching with all in favour.

**Time locks:**

East Suffolk Norse had confirmed that they could supply and install three ‘Salto’ timed locks for the toilets for £836.19. There was a discussion on the cost effectiveness of installing these versus the need otherwise for someone to lock and unlock the toilets each day. It was noted that there was an underspend in the contingency fund for the Pavilion (from the allocated CIL funds) which would cover this cost.

**72181219** Cllr Collins proposed to recommend to Full Council the cost of £836.19 for ES Norse to supply and fit three Salto timed locks for the toilets at the Pavilion, which was seconded by Cllr Eastwood with all in favour.

**Tables and Chairs:**

The Town Clerk produced some examples and costs of tables and chairs for the Pavilion as requested. It was agreed to look to purchase 4 stacking tables and 16 chairs.

**73181219** It was agreed to recommend approval to Full Council to purchase 4 tables at a cost of £188.00 and 16 stacking chairs at a cost of £392 for the new Pavilion, using Budget 1510.

➤ **CCTV:**

It was noted that the Pavilion CCTV camera was to be serviced the following day.

➤ **Table Tennis Table:**

Cllr Collins and the DTC were to meet a representative from SCC on location early in the New Year to understand what funding was in place and what was recommended best practice for the style and installation.

➤ **Fencing:**

Cllr Collins reported that he had been unable to measure the length of fencing required due to the ground conditions. This would hopefully be achieved before the next meeting.

➤ **Grassed area:**

The Town Clerk reported that East Suffolk Norse had inspected the Pageant Field on 17/12/19 and a report was expected soon.

**8. Skate-Park:**

The DTC reported that the Pre-Planning Advice form for the proposed flood lighting had been submitted and the result was expected within 28 days. It was noted that the costs for the flood lighting were escalating due to the need for a timed switch and a separate electrical supply. It was noted that this expenditure would have to be carefully considered against the value and need for flood lighting.

**9. The Fens:**

**Friends of the Fens:**

The Deputy Clerk reported that 13 people had signed up to be Friends. They had all been sent a holding email and within that the letter from SWT was attached. He had also contacted the grass cutting contractor to see what the position was regarding a machine to cut and remove the cut for the proposed new cutting regime next year.

**Black Poplars:**

The DTC reported that permission had been granted from the Environment Agency for more Black Poplars to be planted along the river and that John Grose had also given permission for cuttings to be taken from their female Black Poplar. The County Black Poplar recorder would take the cuttings in February, grow them on and in due course plant the saplings along the river. The DTC would take photographs of the operation and write an article for the newsletter.

**10. Churchyard Maintenance:**

➤ **Informal pathway:**

**Response from PCC:**

The Town Clerk reported that the PCC preferred a 'holding position' for the short term. Their choice of action was for the Town Council to place two 'Keep off the Grass' notices at either end of the informal path and wait for the weather to improve and the planned tree work to be finished before looking for a more permanent solution.

➤ **Town Clock:**

The report from Haward Horological was still awaited.

**11. Riverside:**

➤ **Management of riverside vegetation:**

The DTC reported that he would be urging the CO-OP and the Environment Agency to indicate their intentions early in the New Year.

**12. Allotments:**

➤ **Report on potential land available for additional allotments:**

The DTC reported that he had been informally informed that the Mills Charity would not entertain the use of their land. One local farmer was approached and does not have any land that could be used immediately. They would look at alternatives and contact their neighbours on behalf of the Town Council.

➤ **Update on waiting list:**

No change.

➤ **Replacement fencing April 2020:**

The extent of fencing needing replacement would be determined in early 2020, quotations sought and funds from Ear Marked Reserves and the 2020/2021 Budget used to accomplish this.

**13. Jeaffresons Well:**

No business.

**14. Correspondence:**

The Chair read a letter received from ESC (Cabinet Member for the Environment) congratulating Framlingham Town Council for the way it manages the Cemetery and Churchyard for wildlife, noting that it was wonderful to see the balance of residents needs and that of wildlife and to see such a forward thinking Town Council.

**15. Map/List of Assets:**

No business, it was agreed for this item to be progressed with PR&Markets/Communications.

**16. Action Plan:**

Updates:

None.

Projects for Local CIL funding:

None identified.

**17. Matters of Report or Items for next agenda:**

- Pageant Field Grass Cutting Contract for 2020 season
- Fens Grass Cutting Contract for 2020 season

**18. Date of next meeting:**

Wednesday 15<sup>th</sup> January 2020 at 7.00pm.

The meeting closed at 8:04pm