

**Minutes of the Lands Committee Meeting held on Wednesday 15th January 2020
in The Cell at The Old Court House, Bridge Street at 7.00pm.**

1. Apologies:

Apologies were received and accepted from James Overbury (Deputy Town Clerk)

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

Cllr Hine was not present

In attendance:

Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

4115120 Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 18th December 2019 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Eastwood with all in favour
The Chair signed the minutes.

5. Cemetery:

➤ **Driveway and Laurel Hedging:**

To consider quotations received to remove the laurel hedging and re-new the driveway surfacing including edging – on hold until results of Town Survey known.

➤ **Cemetery Memorial Inspection:**

5 yearly cemetery memorial inspection 6th January – 16th February – ongoing and the Town Clerk would collate the results and make a report to the next meeting.

6. Trees:

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

Waiting for results of Tree Survey.

➤ **Tree Survey – Churchyard**

The Town Clerk advised that Eastwood Tree Services would be carrying out the Survey in January and a report should be received before the next meeting.

➤ **Tree Survey - Cemetery:**

Update on actions – Specialist tests on 2 x Beech trees to be carried out as agreed after 1st April.

➤ **Tree Survey – Fens:**

The Town Clerk reported that the Survey had been completed and the Arboricultural Report would be made available in time for the next meeting.

➤ **Tree Survey - Pageant Field:**

The Town Clerk reported that the Survey had been completed and the Arboricultural Report received. She provided a summary of the recommendations and a site plan. It was agreed to instruct the G&P

Contractor to sever the ivy from 14 identified trees and remove the planting stakes and ties from T45. It was agreed for the Town Clerk to obtain quotations to fell T38 and T39 (both Common Horse Chestnut) as recommended and to obtain quotations for the various crown-lifting/removal of deadwood/pruning required to 23 identified trees, for which the work had been recommended for completion within 3 – 6 months.

➤ **St Michael's PCC**

An email had been received advising that a Tree Survey had been carried out on St Michael's Rooms land which has identified a Sycamore in the Churchyard that has terminal decline with the recommendation to fell urgently. The Town Clerk reported that she had submitted a Tree Works Conservation Area Consent Application to ESC, which was in the pipeline with a deadline of 19th February. She had contacted the PCC who had confirmed that the work could be carried out under a List B Application, which would be considered for approval by the Archdeacon.

She had obtained two quotations for the work which were considered:

Eastwood Tree Services - £2,625

Kindlewood - £1,725

The Town Clerk/RFO advised that there were insufficient funds left in the 1613 Tree Budget so funds would need to be made available from elsewhere. However, the work could not be delayed as it had been marked as Priority 1 (as soon as possible)

6115120 It was agreed to recommend approval to Full Council to accept the quotation from Kindlewood at £1,725 for the felling of a Sycamore tree in the Churchyard.

➤ **To consider any Tree Work Applications received prior to the meeting:**

DC/20/0070/TCA - Churchyard, Church Street - To fell Sycamore T004 in terminal decline; tree adjacent to St Michaels Rooms.

The Lands Committee supported the application.

7. Pageant Field:

➤ **Pageant Field Inspection Reports:**

The weekly Inspection Reports completed by the G&P Contractor were noted and filed for reference. It was noted that the G&P Contractor had repaired the litter bin on the Fens and various other lands maintenance jobs as instructed.

Cllr Collins reported that he had requested that the Pageant Field entrance be taped off with orange barrier tape to allow ground to recover, with a diversion through the small access gates either side. Notices had also been erected on the fencing.

➤ **Annual Inspection 2019**

The Town Clerk reported that all the actions for the G&P Contractor had been completed as instructed except the weedkilling and re-painting of the five-a-side goals, which would be carried out in the spring. Quotations had been received for the replacement rubber connection balls on the Multi Play unit, as these had been identified in the Inspection Report as a medium risk with the recommendation that consideration be given to replacing the damaged and deteriorating connectors. The cost for supply of parts only was £1,800, and supply and installation was £4,285.49 for 29 connectors. The Town Clerk advised that the unit would need to be dismantled to fit the new connectors, so this was not something that the G&P Contractor could undertake on his own. Following consideration it was agreed to instruct the G&P Contractor to monitor the condition of the unit and make a note in the monthly Inspection Reports. The Committee would review the situation after the next Annual Inspection in September 2020.

A quotation had been received from Playquip Leisure for replacement buffers for the Scale-Swing:
Supply and delivery £76.00

Supply and Installation £215.00

The Town Clerk advised that the G&P Contractor could undertake the work to install the new buffers.

I7115120 It was agreed to accept the quotation from Playquip Leisure for replacement buffers for the Scale-Swing at £76.00 from Budget 1504, and for the G&P Contractor to install.

➤ **New Pavilion:**

Risk Assessment – Cllr Kitching had completed the Risk Assessment and identified some minor issues which would be addressed and a further Risk Assessment undertaken before the facility was opened.

- Roller shutters – need to be locked opened as doors open outwards - MRC contacted for a solution
- Update Hire Agreement - to ensure both shutters are open to minimise the risk of being trapped inside – Cllr Collins to complete.
- First Aid Box needed – DTC to provide quotation for the next meeting.
- 3 guards for the frost heaters in the toilets – DTC to action
- Necessary signage for the building – DTC to action

Booking arrangements, Management and Hire Agreement, PRS License:

Deferred to next meeting

Chairs and Tables:

Cllr Collins reported that the Town Clerk had contacted St Michael's PCC regarding the chairs in St Michael's Rooms, and these had been investigated as agreed at Full Council, but were found to be unsuitable.

17215120 It was agreed to recommend approval to Full Council to purchase 16 chairs at a cost of £392.00 net and 4 tables at a cost of £188.00 net from Budget 1510, for the new Pavilion on the Pageant Field.

➤ **CCTV:**

It was noted that all cameras are in working order.

Cllr Collins reported that Westrock CCTV had requested to re-site the existing digital video recorder and power supply units from the bottom of the CCTV column to a new position inside the new Pavilion storeroom. They had also suggested that the old analogue cameras x 6 be considered for replacement in the future.

The Town Clerk advised that Westrock CCTV would provide further details and a quotation in time for consideration at the next meeting.

➤ **Table Tennis Table:**

Cllr Collins reported that a meeting had been arranged for 13th January but the representative didn't turn up. The DTC was pursuing this matter.

➤ **Fencing:**

Cllr Collins reported that he had measured the area with a measuring wheel kindly loaned from Clarke and Simpson and there followed some discussion on the location and type of fencing. It was agreed to use post and high-tensile type fencing for the area adjacent to the public footpath and the opposite end where there is a dog-leg (Saxmundham Road end) The rest would be metal type fencing. The exact location of the fencing and any gates would be decided at the next meeting.

It was agreed for the DTC to obtain quotations for the fencing (by the metre) to be considered at the next meeting.

➤ **Grassed area:**

The quotation of £130 from East Suffolk Norse to level and seed the specified area across the Pageant Field was considered.

17315120 Cllr Collins proposed to accept the quotation from ESN of £130 for the work as detailed above, to be carried out in March/April or as advised, from Budget 1502, which was seconded by Cllr Simpson, with all in favour.

➤ **Grass cutting contract 2020:**

The quotation of £1,976.25 from ESN for 17 cuts and strimming over a 34 week period (every 2 weeks) was considered.

17415120 Cllr Collins proposed to recommend approval to Full Council to accept the quotation of £1,976.25 from ESN for 17 cuts and strimming over a 34 week period (every 2 weeks) of the Pageant Field for the 2020 season, from Budget 1502, which was seconded by Cllr Kitching, with all in favour.

➤ **Fido Bin**

The cost of £96.80 for a new Fido Dog Waste Bin near the front gate on Badingham Road, using Budget 1504, was agreed.

8. Skate-Park:

➤ **Floodlighting:**

Cllr Collins reported that Pre- Planning Advice had been received from ESC and had been circulated to members.

There was some concern that the costs for the project were escalating and therefore a question had been added to the Town Survey, and the results would be analysed before proceeding any further.

9. The Fens:

➤ **Friends of the Fens**

It was agreed for the DTC to arrange a meeting to discuss the grass cutting regime for the Fens with a view to the recommendations being considered at the next meeting.

It was noted that the snowdrops are starting to bloom.

➤ **Black Poplars on Potters site – request for TPO**

It was noted that the DTC had contacted ESC and was awaiting a response.

➤ **Fens Grass cutting contract 2020:**

A quotation had been received from the current Contractor James Rogers Agricultural Services Ltd, which gave two options and costs for the grass cutting.

It was agreed that as the new maintenance regime had not yet been agreed, to consider this further at the next meeting, with a view to a recommendation being put forward to Full Council at the March meeting.

10. Churchyard Maintenance:

➤ **Town Clock**

A quotation had been received from Haward Horological to replace some of the hammer lines to stop them failing (identified in the Annual Service Report) which they had advised could wait until the next annual inspection and would be around an extra £500 on top of the cost for the annual service.

11. Riverside:

➤ **Management of riverside vegetation:**

It was noted that the DTC had received no response from the Co-op to date.

12. Allotments:

➤ **Report on contact and response from landowners regarding potential land available for use as allotments:**

The Mills Charity

Letter confirming that the Trustees decided that they were unable to commit to any land for the purpose of providing allotments. Noted

➤ **Replacement fencing:**

It was agreed to defer this item to the April 2020 Lands Agenda.

13. Jeaffresons Well:

No business.

14. Correspondence:

1/01 Email

Offer of bagged manure for the Allotments. It was agreed for the Town Clerk to respond with permission to put an A5 poster on the Allotment gates.

15. Action Plan:

Updates:

Add: Tree Management Plan and Tree Planting Plan – documents to be drafted by Town Clerk/RFO after Tree Surveys completed.

Projects for Local CIL funding:

None

16. Matters of Report or Items for next agenda:

None.

17. Date of next meeting:

Wednesday 19th February 2020 at 7.00pm.

The meeting closed at 8:18pm