

**DRAFT Minutes of the Lands Committee Meeting held on Wednesday 19<sup>th</sup> February 2020  
in The Cell at The Old Court House, Bridge Street at 7.00pm.**

**1, Apologies:**

Cllr P Collins and Cllr G Kitching

**Present:**

Cllr D Carter, Cllr C Eastwood, Cllr M Hine and Cllr J Simpson (Chair)

**In attendance:**

Eileen A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

Cllr Eastwood declared a personal interest in item 14 Correspondence 1.2 and signed the Interest Book.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

**4119220** Cllr Simpson proposed that the minutes of the previous meeting held on Wednesday 15<sup>th</sup> January 2020 (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:**

➤ **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 6<sup>th</sup> January – 16<sup>th</sup> February – completed 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:**

The Town Clerk reported that she was in the process of preparing an action plan following the completion of the recent Tree Survey.

➤ **Tree Survey – Churchyard**

The Town Clerk reported that she was in the process of preparing an action plan following the completion of the recent Tree Survey.

➤ **Tree Survey - Cemetery:**

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

➤ **Tree Survey – Fens:**

The Town Clerk reported that she was in the process of preparing an action plan following the completion of the recent Tree Survey.

➤ **Tree Survey - Pageant Field:**

The quotations to fell T38 and T39 (both Common Horse Chestnut) as recommended along with various crown-lifting/removal of deadwood/pruning required to 23 identified trees was considered from Eastwood Tree Services and Kindlewood.

**6119220** It was unanimously agreed to accept the quotation of £220 from Kindlewood, using funds from Budget 1613.

➤ **St Michael's PCC – Sycamore in Churchyard**

The Town Clerk reported that all the approvals were now in place for felling the Sycamore tree in the Churchyard and the Contractor (Kindlewood) had been instructed to carry out the work.

➤ **Tree Work Schedule:**

The Town Clerk reported that following the recent Tree Surveys she had produced a Tree Work Schedule for all Town Council areas of responsibility prioritising work to be carried out with colour-coded deadlines etc and a Management Plan and Tree Planting Plan would follow in due course.

➤ **To consider any Tree Work Applications received prior to the meeting:**  
**DC/20/0531/TCA 8-22 Mills Almshouses, Station Road and Brook Farmhouse, Brook Lane** – work to reduce and crown lift 2 x Birch, 1 x Honey Locust, 1 x Apple Tree, and 1 x Cherry tree. It was agreed to consult with the Parish Tree Warden and if there were no issues then to respond with no objections.

➤ **Gurneys Solicitors:**  
**Response to Town Council's letter of 29<sup>th</sup> November 2019.**  
The contents of the letter were noted and the Town Clerk reported on investigations to date and that she had sought advice from the Parish Tree Warden and Arboricultural Consultant at ESC, which was noted. The Town Clerk outlined the options available for consideration and it was agreed for the Town Clerk to consult with a Solicitor and report to the next meeting, when a final decision would be made on the action to be taken.

## **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 Fido dog bin in the Elms following the recent storm and installed the new Fido dog bin on the Pageant Field.

➤ **New Pavilion:**  
**Resolution of issues arising from the Risk Assessment:**

- Roller shutters – need to be locked open as doors open outwards - MRC contacted for a solution and have provided padlocks.
- Updated Hire Agreement - to ensure both shutters are open to minimise the risk of being trapped inside – Cllr Collins has completed.
- To approve quotation from ESN for toilet cleaning 3 days a week from opening date (tbc) plus extra in summer holidays if required.

**7119220** Cllr Simpson proposed to recommend approval to Full Council of the quotation received from east Suffolk Norse for toilet cleaning 3 days a week on Monday, Wednesday and Friday, which would be reviewed during the year, which was seconded by Cllr Hine with all in favour. The Town Clerk/RFO would obtain an updated quotation from 1<sup>st</sup> April 2020.

**7219220** The cost of a HSE Compliant First Aid Kit at £46.95 + vat was approved.

**7319220** The cost of 3 guards for the frost heaters in the toilets, toilet roll holders x 3 and necessary signage for the building at a cost £85 was agreed.

➤ Booking arrangements, Management and Hire Agreement, PRS License  
**7419220** Following discussion the hire charge was agreed at £15 per session: AM 9-1, PM – 1-5, PM+ - 5-9, with a reduction for non-profit making organisations, which would be charged £10 per session. The hire charges would be put forward to Full Council for approval.

**7519220** The purchase of cleaning materials, broom, mop and bucket etc up to a cost of £50 was agreed.

➤ **CCTV:**  
It was noted that all cameras are in working order.  
The Town Clerk 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 information and quotations were considered and the Town Clerk/RFO advised that there were insufficient funds in the budget, but this could be considered for the financial year 2021/2022, which was agreed.

➤ **Table Tennis Table:**

Cllr Collins and the DTC would be meeting SCC on site on 3<sup>rd</sup> March.

➤ **Fencing:**

The Town Clerk reported that ball-park figures had been received and requested that this item be deferred to the next meeting to allow Cllr Collins and the Town Clerk to draw up a detailed specification with exact costs for consideration, which was agreed. The Town Clerk/RFO advised that there would be insufficient funds in the Budget and perhaps local CIL could be used as this was an enhancement project. It was agreed to discuss this matter further at the next meeting.

**8. Skate-Park:**

➤ **Floodlighting:**

On hold until the results of the Town Survey received.

**9. The Fens:**

➤ **Friends of the Fens**

The DTC had reported that the Friends will be meeting on Saturday 22<sup>nd</sup> February on site, GDPR Contact forms would be available for signature by the members and it was hoped that a representative from Suffolk Wildlife Trust would be present.

Recommendations for a new grass cutting regime would be considered at the next meeting

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

It was noted that the DTC had contacted ESC and was awaiting a response. The DTC had advised that permission to access the Potter's site would be required to take a cutting from the Black Poplar on the site within the next two weeks, if an attempt is to be made this year.

➤ **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.

**9119220** Cllr Simpson proposed that although the new maintenance regime had not yet been agreed, to recommend approval to Full Council that the current contractor James Rogers Agricultural Services Ltd be awarded the Grass Cutting Contract for the 2020 season, which was seconded by Cllr Eastwood, with all in favour.

**10. Churchyard Maintenance:**

➤ **Town Clock**

No business.

**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:

No further information.

**13. Jeaffresons Well:**

No business.

## **14. Correspondence:**

### **1.2 Resident:**

Further email and offer of contribution towards a Boules pitch on the Pageant Field.

It was considered that the best position would be in front of the fitness equipment and the Town Clerk/RFO advised that funding may be able to be obtained from Local CIL, Sports Space and Enabling Communities Budget.

It was agreed for the Town Clerk to respond thanking the resident for the generous offer and to consider this further when the results of the Town Survey were known. In the meantime the Town Clerk would obtain quotations for the work.

### **2.2 Residents of the Mowbrays:**

Letter regarding the Maple trees in the Cemetery requesting that they are reduced in height and thinned to avoid future potential danger to properties on the boundary of Infirmary Lane.

The Town Clerk advised that the residents had raised this issue in 2013, 2015 and 2017 and each time a Tree Survey had been carried out requiring no work to be undertaken to the trees. The Parish Tree Warden had advised in 2015 that action such as attempting to limit the natural growth of trees by means of crown reduction etc, would need to be repeated regularly, as the trees would then produce more re-growth and such works may have a negative impact on the amenity value of the trees.

The Town Clerk noted that there had been no work identified for the trees in the recent Tree Survey but advised that it would prove due diligence if a second opinion was sought. She also advised that she had concerns relating to one of the Beech trees in the Cemetery and this could be looked at during the same visit.

**14119220** It was unanimously agreed for the Town Clerk/RFO to seek a second opinion from another Arboricultural Consultant with costs up to £150 from Budget 1613 agreed. The Town Clerk/RFO would report back to the next meeting.

## **15. Action Plan:**

Updates:

Tree Surveys

Projects for Local CIL funding:

None

## **16. Matters of Report or Items for next agenda:**

- Replacement fencing for the Allotments – Agenda item April 2020
- Official Opening of the Pavilion

## **17. Date of next meeting:**

Wednesday 18<sup>th</sup> March 2020 at 7.00pm.

The meeting closed at 20.07