

**DRAFT Minutes of the Lands Committee Meeting held on Wednesday 15<sup>th</sup> July 2020  
held virtually via Zoom**

**1. Apologies:**

None, all present.

**Present:**

Cllr D Carter, Cllr P Collins (Chair), Cllr C Eastwood and Cllr G Kitching

**In attendance:**

Eileen A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

Cllr Eastwood declared a Personal Interest in Item 16 Boules Pitch.

The Chair requested that the Town Clerk enter the declaration in the Interest Book and initial on Cllr Eastwood's behalf.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

**4115720** Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 17<sup>th</sup> June 2020 (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:**

The Town Clerk reported that she had contacted three contractors for quotations to remove the laurel hedging and re-new the driveway surfacing including edging, and had met one on site this week. The quotations would be available for consideration at the next meeting.

➤ **Cemetery Memorial Inspection:**

The Town Clerk advised that due to other priorities the site visit and report had not be completed but would be available for consideration at the next meeting.

**6. Trees:**

The Tree Works Action Plan had been circulated via the Private Page and the next priorities highlighted for consideration. The Town Clerk advised that all the works identified could be carried out from September, after the bird nesting season had finished.

**Churchyard:**

➤ **Tree Works Action Plan update– Town Clerk**

The Town Clerk advised of the next priorities as identified in the Tree Survey Report as highlighted in yellow on the Plan, which would not require a Faculty and the work could be carried out under List B. The final identified priority of works would need a Faculty and had been recommended for completion within 1 or 2 years.

It was agreed for the Town Clerk to obtain quotations for the next priority works and complete a draft List B form for the PCC, which would be considered at the next meeting.

**Cemetery:**

➤ **Tree Works Action Plan update -Town Clerk**

The Town Clerk advised that the specialised tests carried out on two trees as agreed had been completed and the full reports had been circulated via the Private Page with the following recommendations:

**Picus Test on the T39 Beech:**

**Recommendations in relation to tree structure:**

- Reduce over-extended lateral branches to the south-west by up to 1.5m to reduce weight and lever arm.
- Remove major deadwood in crown over 50mm diameter.

- The above to be carried out within the 12 months.

#### **Monitoring and further inspections:**

- Re-inspect tree and carry out further Tomography testing of stem to monitor decay progression. Inspect for vitality and re-assess risk. The above to be carried out within the next 24 months.

#### **Aerial Inspection and Resistograph on T34 Beech:**

- Reduce the crown height of T034 by approximately 1-1.5 metres, and its lateral spread by 1.5-2 metres. This work should be carried out within 6 months.
- Re-inspect and re-test T034 in 3 years, to ascertain the development of central decay in the affected area.

It was agreed for the Town Clerk to obtain quotations for this work, which would be considered at the next meeting.

#### **Fens:**

- **Tree Works Action Plan update – Town Clerk**

The Town Clerk advised of the next priorities as identified in the Tree Survey Report which she had highlighted in three groups (Yellow-trees along boundary with The Orchard. Blue- trees along river bank. Grey- Willows along boundary with Potters site).

It was agreed for the Town Clerk to obtain quotations, which would be considered at the next meeting.

#### **Pageant Field:**

- **Tree Works Action Plan update – Town Clerk**

The Town Clerk advised of the next priorities as identified in the Tree Survey Report and quotations would be sought for consideration at the next meeting. The Town Clerk noted that these were minor works of crown thinning and removal of epicormic growths of identified trees, and this would complete the Action Plan recommendations.

#### **Ash and Fir trees issue:**

The response from the complainants Solicitor dated 29<sup>th</sup> June to the letter sent from the Town Councils Solicitor dated 8<sup>th</sup> April had been circulated via the Private Page and was considered. It was agreed that the Town Council had acted reasonably and the Lands Committee's view remains as stated in the letter of 26<sup>th</sup> November 2019, following professional advice from the Arboricultural Officer at ESC and Tree Surgeons. As the complainant had accepted the Lands Committees offer to 'cut back the trees where they overhang the boundary of the fence' it was agreed to proceed with this matter and obtain an updated quotation and complete an ESC Tree Works Notice Application for consideration at the next meeting.

In order to save the cost of £240 for another letter written by the Town Council's Solicitor the Town Clerk was requested to respond to the additional points in the letter as follows:

There is no safety issue as the tree has been inspected by a qualified Arboricultural Officer and no recommendations have been made in the subsequent Report.

There is no right to light in relation to trees as these are deemed impermanent objects.

A date to carry out the work in September/October will be agreed in advance, no access should be required to the complainant's garden. However, the complainant should refrain from interfering with the contractors as they carry out the work, any issue arising should be directed to the Town Clerk.

The Town Council is unwilling to pay the complainants legal costs in any event.

In addition, before it looks to schedule the tree works the Town Council seeks confirmation that the complainant will not pursue any further action against the Town Council.

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

None.

## **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 assisted with the Town Council Office move and put up new shelves and several items of equipment, which had been very helpful.

### **Play Area and COVID-19 restrictions:**

The advice from the Town Council's insurers on the re-opening of the play areas was noted along with the Government Guidelines, which take precedence.

The Town Clerk noted that not all play areas were being opened as some authorities felt that they could not be 'Covid-Secure'.

A Risk Assessment had been produced for Play Areas by ESC which had been tailored to suit the Pageant Field. The Town Clerk noted that in the event that government guidelines changed the Risk Assessment would need to be re-done, as it would need to be demonstrated that the Town Council had adhered to the advice and recommendations provided by the government during each phase of the pandemic's evolution.

The Town Clerk had produced posters which would be erected around the play areas with advice on hand sanitising etc and two public hand sanitisers would be erected.

**7115720** Cllr Collins proposed to approve the Risk Assessment, posters and hand sanitisers and re-open the play areas from 16<sup>th</sup> July 2020, which was seconded by Cllr Kitching, with all in favour. The Town Clerk and G&P Contractor would action the work required to remove the temporary barriers and erect the posters and hand sanitisers.

### **New Pavilion:**

#### ➤ Update:

It was noted that there had been some vandalism to the shutter housing on the Pavilion, but the Town Clerk had accessed the CCTV images and this was now in the hands of the Police.

New CCTV posters had been ordered for erection around the Pavilion to act as a deterrent.

#### ➤ Toilet:

A revised quotation for toilet cleaning was considered.

**7215720** Cllr Collins proposed to accept the quotation from SCN for toilet cleaning 3 times a week (Monday, Wednesday and Friday) from Monday 20<sup>th</sup> July at a cost of £172.56 per month, including materials and consumables from Budget 1510, which was seconded by Cllr Kitching with all in favour. In addition authority was agreed for the Town Clerk to increase the cleaning to 5 times a week during the summer holiday period if needed.

Cllr Collins reported that he and the Town Clerk would meet with an operative from SCN the next day to discuss the proposed new locks for the toilets.

**7315720** Cllr Collins proposed to approve the quotation from Initial Washroom Services for a weekly sanitary and nappy bins service, for one toilet at a cost of £179.40 annually from Budget 1510, which was seconded by Cllr Kitching with all in favour.

**7415720** Cllr Collins proposed to open one toilet from Monday 20<sup>th</sup> July, which was seconded by Cllr Eastwood with all in favour.

### **FAYAP**

Email of thanks for the use of the Pavilion as a base and confirming that they are able to do good work with the young people there. However, the door to the Pavilion is sticking in the bottom right hand corner and difficult to close.

Due to Covid social distancing measures the young people are not permitted into the Pavilion and therefore a canopy and benches on the decking to match the other side would enable FAYAP to work in all weathers and asking if there was any Covid funding to pay for these improvements.

Cllr Collins noted that MRC had carried out a repair to the door and had been requested to provide a quotation for a matching canopy, decking and seating to the Pavilion. The quotation would be considered at the next meeting, and it was felt that Local CIL funding could be used for this purpose.

The Town Clerk would respond to FAYAP.

#### **CCTV:**

It was noted that all cameras were in working order.

#### **Table Tennis Table:**

It was noted that funding was being pursued by the DTC.

#### **Fencing:**

The Town Clerk had met with a Contractor on site and a quotation would be made available for the next meeting. Further quotations were also being pursued.

#### **Pageant Field 3-5 year Plan:**

##### ➤ **New Pavilion:**

Completed Dec 2019

##### ➤ **Upgrade/new equipment:**

#### **Play House:**

Options for replacement being pursued

#### **Bonded mulch safety surfacing:**

The Town Clerk reported that the Spica and Supanova were the final two items to be re-surfaced in the programme and a quotation had been received from Playquip Leisure at £3,240.60 net for both items. The Town Clerk/RFO advised that there was sufficient funds left in EMR 328 for this purpose.

It was agreed to defer a decision to the October meeting.

##### ➤ **Replace fencing:**

Quotations being sought for consideration in September

##### ➤ **Boules pitch:**

Town Survey 2020 - Completed

Quotations being sought. Cllr Eastwood confirmed that the cost would be in the region of £10-£20,000. It was agreed to consider three quotations as an agenda item at Full Council on 3<sup>rd</sup> September, with a view to funding being applied for from the ESC Sports Space Fund. The Town Clerk would prepare a draft application.

##### ➤ **Table Tennis Table – concrete:**

Funding being pursued by the DTC.

#### **8. Skate-Park:**

The abundance of litter was noted. The Town Clerk advised that the G&P Contractor and ESC operative both emptied the bins and litter picked each morning.

## **9. The Fens:**

### **Friends of the Fens:**

No business

### **Grass Cutting:**

It was noted that the grass had been cut in the last week and the majority of residents were in favour of the new regime. It was agreed to maintain the routine for the rest of the season and consider again in the autumn.

## **10. Churchyard Maintenance:**

### **Town Clock:**

The Town Clerk advised that the annual service was due in September along with some minor identified works and a quotation had been requested.

## **11. Riverside:**

### **Management of riverside vegetation:**

Cllr Collins reported that the DTC was awaiting the Environment Agency's proposals.

## **12. Allotments:**

No business.

## **13. Jeaffresons Well:**

No business.

## **14. Commemorative sign next to Oak tree by the Station Hotel:**

The Town Clerk reported that she had sent a letter to the owner of the original plaque and was awaiting a response.

## **15. Correspondence:**

### **1/07 Resident of Bruisyard**

Email asking why a tree has been cut down in the Cemetery – The Town Clerk has responded. The email and response was noted and agreed.

### **2/07 Resident**

Email raising concerns that the Pear tree in the Cemetery and Willows on the Fens have been felled. The Town Clerk has responded. The email and response was noted and agreed.

Also request for a copy of the full Wildlife Assessment. It was noted that there had not been a Wildlife Assessment but the Tree Surgeon had confirmed that no birds had been nesting at the time of the works, which had been delayed due to COVID-19 restrictions. The Town Clerk was requested to respond.

### **3/07 Resident**

Further email to 2/07 noting the Tree Report for the Fens and asking why the Oaks have a recommendation for a Picus Test. The Town Clerk has responded advising that the test are due to be carried out as recommended by the Arboricultural Consultant employed by the Town Council and the Report is awaited. The email and response was noted and agreed.

### **4/07 Resident**

Further email to 3/07 thanking the Town Clerk for the detailed reply. Also providing advice on the threats for English Oak trees and if any further investigation is required then the resident would be pleased to help. It was agreed for the Town Clerk to send the resident a copy of the Picus tests when received for their viewpoint.

### **5/07 Resident**

Email asking why three mature trees have been felled. The Town Clerk has responded. The Email and response was noted and agreed.

### **6/07 Resident**

Further email thanking the Town Clerk for the detailed response and asking why this work was carried out during the bird nesting season and hoping there will be some mature replacements. It was agreed for the Town Clerk to respond advising that the Tree Surgeon had confirmed that no birds had been nesting at the time of the works, which had been delayed due to COVID-19 restrictions and a Tree Planting Plan was in progress.

### **7/07 Resident:**

Email asking why the Willows on the Fens were felled during the bird nesting season and would they be replaced. The Town Clerk has responded. The Email and response was noted and agreed.

Cllr Kitching suggested an article on trees for the newsletter and the Town Clerk was requested to action this.

### **16. Boules pitch:**

As discussed under item 7 Pageant Field 3-5 year Plan:

Quotations being sought. Cllr Eastwood confirmed that the cost would be in the region of £10-£20,000. It was agreed to consider three quotations as an agenda item at Full Council on 3<sup>rd</sup> September, with a view to funding being applied for from the ESC Sports Space Fund. The Town Clerk would prepare a draft application.

### **17. Action Plan:**

#### **Updates:**

Cllr Collins reported that the Action Plan had been updated.

#### **Projects for Local CIL funding:**

Pageant Field fencing – when quotations received

Extension to canopy, seating and decking on the Pavilion – when quotations received

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

Budget 2021/2022

Annual Review of Cemetery regulations and charges

Annual review of Allotment regulations and charges

Annual Pageant Field electrical inspection – quotation

Tree Planting Plan – The Town Clerk reported that the Tree Warden had been contacted for help and advice

Nature Reserve on Station Road – The Town Clerk to establish ownership (Hopkins Homes or ESC)

Risk Assessment for the Pavilion

Annual Review of Risk Assessments for:

Cemetery

Pageant Field

Jeffreason's Well

Churchyard

Allotments

Fens

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

NO MEETING IN AUGUST

Wednesday 16<sup>th</sup> September 2020 at 7.00pm.

Meeting closed at 20.08