

**DRAFT Minutes of the Lands Committee Meeting held on Wednesday 16th September 2020
held virtually via Zoom**

All documents relating to this meeting were made available to Councillors

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:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

4116920 Cllr Collins proposed that the minutes of the previous meeting held on Wednesday 15th July 2020 (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Kitching with all in favour

The Chair signed the minutes.

5. Cemetery:

5.1 Driveway and Laurel Hedging:

It was assumed that the Rights of Way, Highways and Lighting Committee was not proceeding with the suggestion of parking in the cemetery driveway.

Two Quotations had been received for the work as specified which were considered.

5116920 Cllr Collins proposed recommendation to Full Council to accept the quotations from Ker-Way and Kindewood for the removal and disposal of the cemetery laurel hedging and resurfacing of the cemetery driveway at a total cost of £11,605.00+ vat, using EMR 335 along with a transfer of £5,000 from EMR 321.

5.2 Cemetery Memorial Inspection:

The Town Clerk provided a report on investigations and actions required along with costs of £626.40 +vat for making 4 memorials secure from F Masters Ltd. She also advised that the G&P Contractor was able to carry out the works required on these four and eight others as identified, within the contracted hours with minimal costs for materials. It was agreed for the Town Clerk to instruct the G&P Contractor to carry out this work when time allows and the grass cutting season had finished.

5.3 Skip:

It was noted that a larger skip was needed than previously anticipated to accommodate all the metal items etc that had been left on the Skatepark, as well as the old flower barrels and road signs stored in the cemetery.

5116920 Cllr Collins proposed to accept the quotation for an 8 yard skip at a cost of £237 from Budget 1618, which was seconded by Cllr Kitching with all in favour.

6. Trees:

6.1 Churchyard:

➤ **Tree Works:**

A quotation from Eastwood Tree Services had been requested for the next phase of tree work to be carried out under List B (No Faculty required) which would require prior approval by the PCC.

As there had been no response it was agreed to defer this item to the next meeting.

6.2 Cemetery:

➤ Tree Works:

A quotation from Eastwood Tree Services had been requested to carry out works as recommended following recent Picus and Resistograph test from Eastwood tree Services.

As there had been no response it was agreed to defer this item to the next meeting.

6.3 Ash and Fir trees issue:

To consider response from Solicitor and advice from ESC Arboricultural Officer:

The draft response was approved and it was agreed to instruct the Tree Surgeon to proceed with the work required as per agreed quotation. The adjoining landowner would be advised of the likely date that the works would be carried out as a matter of courtesy.

6.4 Fens:

➤ Tree Works Action Plan update – Town Clerk

To consider quotations for 3 areas of work from Kindlewood and Eastwood Tree Services:

A quotation had been received from Kindlewood but not Eastwood Tree Services. Therefore it was agreed to defer this item to the next meeting

➤ Picus Test report on Veteran Oak tree:

The report was noted and the Town Clerk was instructed to obtain a cost for the work.

➤ Email offering advice re Oaks:

Noted. The Town Clerk was instructed to obtain a cost for a sufficient quantity of chestnut fencing to provide a barrier around the tree as suggested, which would be considered at the next meeting.

It was noted that the footpath would need to be slightly diverted to accommodate this action.

6.5 Pageant Field:

➤ Tree Works Action Plan update – Town Clerk

To consider quotation for minor tree works:

6116920 Cllr Collins proposed to approve the quotation from Kindlewood at £275 + vat from Budget1613, which was seconded by Cllr Kitching with all in favour.

The Town Clerk advised that this would complete the work identified in the Tree Survey for this area.

6.6 Tree Planting Plan:

The advice from the Tree Warden was considered and the Town Clerk was instructed to obtain a cost plus delivery for a decent sized Aspen to be planted where the 2 Willows were felled, a Whitebeam to be planted in the corner by the car park to the left of the small Lime tree, a Mountain Ash/Rowan tree to be planted opposite the old stables building and to the right of where the services come through and cross the Fens. Also a replacement Hazel for the one that has died opposite Fen House.

It was noted that the new trees should be planted in the autumn and must be watered during dry weather until established. It was agreed to set up a rota to plant and water the new trees.

The Town Clerk advised that she had arranged to meet the Tree Warden in the Cemetery to discuss locations and species of new trees for the site.

It was agreed for the Town Clerk to obtain costs for recommended trees at the same time and to consider further at the next meeting.

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

DC/QEL671OXOJF01 – 5 Church Street – Fell virtually dead Elder which is covered in ivy and overhangs car park – deadline 26/08/20 – response via email No Objections

DC/20/3359/TCA – 9 Market Hill – Fell 4 trees, crown lift 1, and cut back branches of 7 others as identified in application -No objections

The Deputy Clerk would be instructed to respond.

7. Pageant Field:

7.1 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 installed and refilled the hand sanitisers on the Pageant Field, cut the hedge on the Fens along Station Road, repaired the vandalism to the shutter mechanism on the Pavilion, removed a chair and table metal frames from the Skatepark, weed killed the play areas as instructed, replaced bolts and nuts on the Fitness Equipment and cleaned up all the mess, alcohol bottles and cans and remains of a fire left by the seat at the side of the Pavilion. It was noted that several members of the public had reported the activity at 2am in the morning on the Police non-emergency number. Fortunately no damage had occurred.

7.2 Play Area and COVID-19 restrictions:

It was noted that the hand sanitisers are being well used.

7.3 New Pavilion:

➤ To approve the Pavilion Risk Assessment – Cllr G Kitching

The Town Clerk queried whether there were any GDPR issues with taking contact details of users of the Pavilion and it was agreed by the committee that the signing of a GDPR Contact form was not needed as this is a COVID-19 Track and Trace issue.

With one minor amendment it was agreed to recommend approval to Full Council on 1st October.

➤ Cleaning of Pavilion between hirers – Cleaner/Caretaker/Emergency matters:

It was agreed to advertise for a person to carry out a once a week inspection of the Pavilion Meeting Room, check the Fire Alarm and carry out a deep clean as required between hirers and to be ‘on call’ during working hours for any issues arising, payable on an hourly rate plus a £20 per week retainer using funds from Budget 1510.

The Town Clerk noted that the cost for cleaning between hirers would almost negate the hire fee. It was agreed that this would be accepted during the Covid-19 period.

➤ Quotation for extension to Pavilion from MRC:

The quotation from MRC to build a porch for the Pavilion facing the Skatepark with guttering and downpipe plus two benches to match other side was considered.

7116920 Cllr Collins proposed to request an agenda item for the Strategic Planning Committee to consider funding of £2,148.00 from Local CIL for the purpose, which was seconded by Cllr Kitching with all in favour.

7.4 CCTV:

It was noted that all cameras were in working order. The Police has issued a formal caution to one of the people responsible for the vandalism on the Pavilion.

7.5 Annual Pageant Field electrical inspection:

7216920 Cllr Collins proposed to accept the quotation from R W Curle of £145.00 +vat from Budget 1504, which was seconded by Cllr Eastwood with all in favour.

7.6 Litter Bins:

The Town Clerk was instructed to obtain options and costs for covered top litter bins, which would be considered at the next meeting.

7.7 Pageant Field Five-Year Plan:

New Pavilion:

Completed December 2019

Upgrade/new equipment:

Play House - Options for replacement being pursued

Bonded mulch safety surfacing – quotations received for Spica and Supanova – Agenda item October

New fencing around Play areas:

Quotations had been received from Kompan and Kiwi Fencing which were noted. It was agreed for the committee to meet on site with the Town Clerk to discuss the options and agree the exact requirements and fencing position.

It was agreed to request an agenda item for Strategic Planning Committee to consider funding of up to £12,000 from Local CIL for the project. It was felt that this would be a good use of Local CIL funds as the location of the new fencing would create a larger space more suitable for social distancing. Also there was an increased use of the play area following the installation of the Pavilion and Toilets. New suitable gates with a larger access for events would also help with keeping children safe while using the play area.

Cllr Collins agreed to provide an information document for the SP Committee.

Boules pitch:

Sports Space application submitted to ESC 10/8/20. The Town Clerk would chase a response.

Quotation approved by Full Council and accepted (Roger Gladwell Landscapes)

Table Tennis Table – concrete:

Funding being pursued by the DTC.

8. Skate-Park:

No business.

9. The Fens:

9.1 Friends of the Fens:

Cllr Eastwood reported that the grass cutting information had been sent to the members. It was agreed for Cllr Eastwood to advise the members about the new tree planting and watering to see if anyone could help with this.

10. Churchyard Maintenance:

Town Clock:

The quotation for the annual service and minor works identified was considered.

10116920 Cllr Collins proposed to recommend to Full Council to accept the quotation from Haward Horological of £500 for the annual service to the town clock along with £450 for necessary works as identified in the previous annual service, using £400 from Budget 1610 and £550 from EMR 333, which was seconded by Cllr Kitching with all in favour.

11. Riverside:

Management of riverside vegetation:

Cllr Collins reported that some work had been carried out by the Environment Agency but the vegetation had re-grown. He noted that the Deputy Clerk 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: (PP)

15.1 Framlingham Sports Club

Letter suggesting a water tap be provided for the users of the Skatepark to prevent them jumping the gate and using the outside water tap at the Sports Club which is private property.

It was noted that there is drinking water available from the taps in the toilet. The outside tap was turned off and is only turned on when used for events, to prevent vandalism. The Town Clerk was instructed to respond.

15.2 Resident

Email regarding the management of the Cemetery. The Town Clerk had responded explaining the Town Council's agreed management regime and that contractors carried out instructions agreed by the Town Council.

15.3 Badingham Playschool

Request to hire the Pavilion. The Town Clerk had met a representative on site and the hire has been agreed for November and December, subject to being COVID secure.

15.4 East Suffolk Council

Letter re Covid 19 Small Business Support Grants advising that as the Town Council pays rates for the Cemetery it is eligible for a grant of £10k.

The Town Clerk/RFO noted that the funds had been paid into the COVID-19 Income Budget. She also advised that some of the funds could be used to offset the costs associated with cleaning of the Pavilion in order to make it COVID secure.

15.5 Resident

Request to cut back trees along the boundary of the Cemetery with the new development off Fore Street.

The Town Clerk was instructed to respond advising that the Town Council had no objection to the property owner cutting back the overhanging branches. East Suffolk Council has confirmed that "residents can exercise their common law right to remove overhanging branches so long as the trees are not subject to a Tree Preservation Order, within a Conservation Area, cause significant damage to the tree or leave the tree in an un-safe condition. The work should be carried out by a qualified contractor"

Cllr Collins noted his disappointment that the developers had not carried out this work for all the properties along the cemetery boundary before the selling.

16. Annual Review of Regulations and Charges: (PP)

16.1 Cemetery Regulations and Charges:

The regulations and charges were reviewed and following a query relating to the non-resident charges and whether these should be increased the Town Clerk advised that the majority of non-residents had some connection to the town.

It was agreed not to increase the charges for 2021 and there were no changes required to the Cemetery Regulations.

16.2 Allotment Regulations and Charges:

The Town Clerk advised that 34 residents currently had an allotment, but there were another 20 on the Waiting List, some of which had been waiting for over 2 years.

It was agreed not to increase the charges for 2021 and there were no changes required to the Allotment Regulations.

17. Annual Review of Risk Assessments:

17.1 Cemetery – Cllr Eastwood

17.2 Churchyard – Cllr Kitching

17.3 Pageant Field – Cllr Kitching

17.4 Jeaffreson's Well – Cllr Eastwood

17.5 Fens – Cllr Carter

17.6 Allotments - Cllr Carter

17.7 Pavilion- Pageant Field- Cllr Kitching

Councillors would carry out the Risk Assessment reviews and provide the information to the Town Clerk for consideration at the next meeting.

18. Budget 2021/2022:

It was agreed for Cllr Collins to meet with the Town Clerk/RFO to consider the funds needed for the next financial year, which would be discussed further at the next meeting.

19. Action Plan:

19.1 Updates:

None.

19.2 Projects for Local CIL funding:

Pageant Field new fencing

Pageant Field new porch for Pavilion

20. Matters of Report or Items for next agenda:

Agenda item next meeting:

Bonded mulch re-surfacing for Spica and Supanova – deferred from July meeting

Matters of Report:

The Town Clerk reported that the Deputy Clerk had confirmed that the Station Road 'Nature Reserve' was retained in perpetuity and under management of East Suffolk Council – Agenda item next meeting

21. Date of next meeting:

Wednesday 21st October 2020 at 7.00pm.

Meeting closed at 21.03