

**Framlingham Town Council**  
**Minutes of the Lands Committee Meeting held via Zoom**  
**on Wednesday 18<sup>th</sup> November 2020 at 7pm**

All documents relating to this meeting were made available to Councillors (Cllrs) in advance

**1. APOLOGIES:**

None received – all present

**Present:**

Cllr D Carter, Cllr P Collins (Chair), Cllr C Eastwood, 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:**

**41181120 - Cllr Collins proposed** the minutes of the meeting held on Wednesday 21st October 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.

Cllr Collins signed the file copy of the minutes.

**5. Cemetery:**

**5.1 Update on driveway resurfacing and hedge removal**

**It was noted** that the hedge removal had been completed and the resurfacing was scheduled for early in the New Year.

**5.2 Memorial Rose Bed 1 replacement surround**

**It was reported** that materials were needed to replace the surround which was rotting away. This work could be completed within the G&P Contractors contracted hours. The Town Clerk/RFO advised that funds were available in Budget 1618.

**51181120 Cllr Collins proposed** to allocate £100 from Budget 1618 for this purpose, which was seconded by Cllr Eastwood with all in favour.

**6. Trees:**

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

The Town Clerk/RFO advised of the remaining funds available in Budget 1613 and also funds available in other budgets which could be transferred into the tree budget. However, even with these transfers there would be insufficient funds in this financial year to meet all the tree work recommended following the Tree Surveys. Therefore, she advised that the work would need to be prioritised and the remaining tree work completed in the next financial year, which was noted.

**6.2 Churchyard:**

The quotation for next phase of tree work to be carried out under List B (No Faculty required) from Eastwood Tree Services was considered.

**It was agreed** to defer this work due to budget restraints until the new financial year starting on 1<sup>st</sup> April 2021, when all tree work in the Churchyard would be considered, quotations sought, prioritised and the required permissions from the PCC and Archdeacon via a Faculty submitted, so that work could start after the bird nesting season finishes in September.

### **6.3 Cemetery:**

#### **6.3.1 Tree Works to 2 x Beech trees**

The quotation received to carry out works as recommended following recent picus and resistograph tests from Eastwood Tree Services was considered.

**61181120 Cllr Collins proposed** to recommend approval to Full Council to accept the quotation of £800 + vat from Eastwood Tree Service to carry out works to 2 x Beech trees in the Cemetery as recommended following the results of the picus and resistograph tests, which was seconded by Cllr Kitching with all in favour.

#### **6.3.2 Ash tree and overhanging branches issue**

It was noted that the work had been completed satisfactorily.

### **6.4 Fens:**

#### **6.4.1 Tee Works**

The quotations for 3 areas of work from Kindlewood and Eastwood Tree Services were considered.

**62181120 Cllr Collins proposed** to recommend approval to Full Council to accept the quotation of £1,365 from Kindlewood for the work specified in three areas on the Fens, including a transfer of funds of £550 from Budget 1622 and £100 from Budget 1617 to meet this cost, which was seconded by Cllr Eastwood with all in favour.

**It was agreed** to ask Kindlewood to pollard the trees where possible as recommended in the Tree Survey.

### **6.5 Pageant Field:**

**It was noted** that all tree works identified in the Tree Survey had been completed.

#### **6.6 Tree Planting Plan:**

The Town Clerk had produced a Tree Planting Plan showing where the agreed trees to date would be planted on the Fens and Cemetery.

**It was agreed** to delay delivery of the agreed trees for the Fens until the morning of 4<sup>th</sup> December when Cllr Eastwood would lead a socially distanced group to plant the trees and arrange after care. The Town Clerk would provide a copy of the Tree Planting Plan.

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

None.

### **8. Pageant Field:**

#### **8.1 Pageant Field Inspection Reports:**

8.1.1 To note Inspection Reports and update on actions by G&P Contractor

**It was noted** that the G&P Contractor had turned off the water supply to the Allotments for the winter as instructed and also carried out a repair to the vandalised water tap on the Pavilion.

Concern was expressed over the recent vandalism and anti-social behaviour at the Pavilion on the Pageant Field where the outside tap had been kicked off. Fortunately the water was not turned on and the G&P Contractor was able to carry out a repair although there was some cost involved for the materials. In a separate incident the toilet rolls had been thrown out of the window and wrapped around the railings etc and while there was no cost involved time had to be spent clearing up the mess.

Both incidents had been reported to the Police who were investigating. The Town Clerk had downloaded the CCTV images of both incidents and provided a copy to the Police.

**It was agreed** for the Town Clerk to pursue action by the Police in apprehending the perpetrator/s, one of which was well known to the Police. If these incidents carry on then a letter would be sent to the Police and Crime Commissioner.

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

8.2.1 Update – Hand sanitisers being well used.

## **8.3 New Pavilion:**

### **8.3.1 Cleaner/Caretaker Contract**

The draft document had been circulated and was considered.

**81181120 Cllr Collins proposed** to recommend approval to Full Council to accept the Cleaner/Caretaker Contract document, which was seconded by Cllr Eastwood with all in favour.

### **8.3.2 Cleaner/Caretaker appointment**

**Cllr Collins reported** that he had met an applicant at the Pavilion to discuss the role in more detail and felt this person had the suitable skills to undertake the work required.

**82181120 It was agreed** to recommend approval to Full Council to appoint a Cleaner/Caretaker starting on 1<sup>st</sup> January 2021, at £85 per month retainer with extra hours, being paid at £13 per hour subject to contract terms. The Town Clerk was requested to contact the applicant to see if this was acceptable.

## **8.4 CCTV:**

### **8.4.1 Update**

All cameras in working order

### **8.4.2 New CCTV camera**

The quotation received for a new camera to overlook the Pavilion and new Table Tennis area was considered and the Town Clerk/RFO advised on funds available in the Budgets.

**84181120 Cllr Collins proposed** to recommend approval to Full Council to accept the quotation from Westrock CCTV at £695 for a new CCTV camera to overlook the Pavilion and new Table Tennis area using Budget 1512 (CCTV Maintenance) and a transfer of £100 from Budget 1506 (Skatepark Maintenance), which was seconded by Cllr Carter with all in favour.

## **8.5 Litter Bins:**

To consider options and quotations for new litter bins:

One quotation had been received and along with others would be considered at the next meeting.

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

### **8.6.1 New Pavilion:**

Completed Dec 2019

### **8.6.2 Upgrade/new equipment:**

Play House replacement item – ideas and options being pursued

Bonded mulch safety surfacing – quotation received for Spica and Supanova – February meeting

### **8.6.3 Replacement fencing:**

**It was agreed** to accept the new draft plan following a site visit by Cllr Collins, Cllr Eastwood and the Town Clerk.

The Town Clerk reported that one of the revised quotations for this work had been received and another was awaited.

**It was agreed** to consider the revised quotations at the next meeting.

### **8.6.4 Boules pitch:**

Sports Space Application successful.

Quotation approved by Full Council and accepted (Roger Gladwell Landscapes) and work scheduled for February 2021

### **8.6.5 Table Tennis Table – concrete:**

Update on funding application – additional information had been requested and provided by the Deputy Town Clerk and a response was awaited.

**It was agreed** that the projects in the current 3-5 year Pageant Field Plan would be achieved well within the timescale. Therefore the current PF Plan would expire on 31<sup>st</sup> March 2021 and a new PF Plan from 2021 –2024/ 2026 would be considered and implemented.

## **8.7 Path:**

To consider options and costs for a new path from tarmac (Badingham Road entrance) to foot of steps on Pavilion.

**The Town Clerk reported** that she had contacted Ker-Way for help and advice on the best option and a site visit would be undertaken. Cllr Collins and Cllr Eastwood confirmed their availability for this.

## **9. Skate-Park:**

Currently closed due to COVID-19 Lockdown restrictions

## **10. The Fens:**

### **10.1 Friends of the Fens update:**

**Cllr Eastwood reported** that the final cut and rake of the Fens had been completed.

## **11. Churchyard Maintenance:**

### **11.1 Town Clock:**

**It was noted** that the annual service and repairs had been completed.

## **12. Riverside:**

### **12.1 Management of riverside vegetation update:**

None

### **13. Allotments:**

**The Town Clerk reported** that the water tap switched off for winter. One vacancy had occurred and two new tenants had been accommodated and there was currently 13 on the Waiting List with an average waiting time of two years.

### **14. Jeaffresons Well:**

None.

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

#### **15.1 To consider response from Suffolk County Council**

None to date.

**It was agreed** for the Town Clerk to pursue.

### **16. Correspondence:**

#### **16.1 Badingham Play School**

Request to use the outside seating area of the Pavilion as a meeting place for activities around the town for British Science Week 2021 for parents and young children.

**It was agreed** for the Town Clerk to respond thanking them for their courtesy in asking for permission and that there were no objections as this was a public area, which they would be very welcome to use as long as covid-19 restrictions in place at the time of their visit were adhered to.

**It was agreed** to pass the link to British Science Week 2021 to Cllr Hine for the [www.framlingham.com](http://www.framlingham.com) website.

#### **16.2 Resident**

Email with compliments to the Lands Committee on the Fens being cut which looks 90% better now.  
Noted.

### **17. Recycling Facilities:**

#### **17.1 Response from ESC**

ESC had responded advising that other communities in the area have set up their own initiatives to enable residents to deposit certain items that ESC don't collect for recycling; there is a group in Halesworth who have experience of setting up Terracycle collections, although this has been impacted by the lockdown measures.

Also suggesting engaging with the Coop and other local retailers – as they may already have deposit points for small items such as batteries if they sell new ones. Battery Back provide a collection scheme which they offer free to public buildings though there may be a set-up fee.

With regards to waste reduction – some retailers operate product refill schemes such as the Co-op (cleaning products and there may be others who could be engaged with to offer refills.

**It was agreed** for the Town Clerk to contact the group in Halesworth for information and to gain their perspective.

#### **17.2 Response from SCC**

No response to date.

**It was agreed** to consider this matter further at the next meeting.

#### **18. Nature Reserve on Station Road:**

**It was agreed** for the Town Clerk to contact ESC to see if they had any plans for this area and to clarify the access to it.

#### **19. Action Plan:**

##### **19.1 Updates:**

Cllr Collins had updated the Action Plan and would pass the additions/amendments to the Town Clerk for completion.

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

- **Allotment fencing**
- **Pavilion Driveway**
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Both projects would be submitted to the Strategic Planning Committee once quotations for the work had been considered.

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

None.

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

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

Meeting closed at 20.16