

**Framlingham Town Council**  
**Minutes of the Lands Committee Meeting held via Zoom on**  
**Thursday 29<sup>th</sup> April 2021 at 7pm**

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

**1. APOLOGIES:**

None, all present.

**2. Present:**

Cllr D Carter, Cllr P Collins (Chair), Cllr T Higham and Cllr C Eastwood

**3. In attendance:**

Eileen A Coe (Town Clerk/RFO)

**4. DECLARATIONS OF INTEREST:**

None.

**5. PUBLIC COMMENT:**

None.

**6. MINUTES OF PREVIOUS MEETING:**

**6129421 Cllr Collins proposed** the minutes of the meeting held on Wednesday 6<sup>th</sup> April 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, with one amendment, which was seconded by Cllr Eastwood with all in favour.

Cllr Collins signed the file copy of the minutes.

**7. Cemetery:**

**7.1 Cemetery gates:**

The response from Moore Bros was noted and Suffolk Welding Co had not responded. The Town Clerk was pursuing an alternative contact.

**7.2 Cemetery gates accident:**

**The Town Clerk reported** that an Ambulance had crashed into the gates breaking off two struts and damaging the post. The accident had been witnessed but the Ambulance had left the scene leaving no contact details. The Town Clerk was pursuing this matter with the NHS and Insurance company, as well as obtaining a quotation for the works.

**7.3 Cemetery resurfacing:**

The increase in cost of 12% since quotation acceptance = £824.04 + vat was noted.

**7.3129421 Cllr Collins proposed** to accept the increase as the quotation which had been significantly cheaper than others received, had been submitted some time ago and material costs had increased, which was seconded by Cllr Carter with all in favour.

**It was agreed** for the G&P Contractor to rake and seed the edges of the driveway when time allowed.

#### **7.4 Cemetery Commemorative Gates Plaque:**

**The Town Clerk reported** that the plaque was in need of refurbishment and suggested relocation to the cemetery sheds and a new sign advising ' Pedestrians Only – no unauthorised vehicles allowed' under the current 'Dogs must be kept on Leads' sign.

**It was agreed** that this was a good idea and for the Town Clerk to obtain costs for the refurbishment of the Plaque, and a new sign in time for the next meeting.

#### **8. Trees:**

##### **8.1 Cemetery Tree Work:**

**It was noted** that all agreed tree work had been completed.

**The Town Clerk reported** that she had two further enquiries for ornamental Hawthorn trees which would be ordered from the supplier in the autumn.

##### **8.1.1 Fore Street Mews:**

**It was noted** that in the planning application for the above there had been no stipulation relating to the trees on the boundary with the cemetery, even though reference to the mature trees on the boundary was highlighted by the Town Council in the planning response. The building of the properties so close to the boundary of mature trees had resulted in costs to the Town Council for additional tree maintenance, which would otherwise not have been required.

**It was agreed** for the Town Clerk to write to the Arboricultural Officer at ESC on this matter and to request advice on how to respond to planning applications in future with regards to trees on boundaries, in order that more attention is paid to this detail in the future.

##### **8.2 Fens Tree Work:**

##### **8.2.1 Veteran Oak:**

**It was noted** that the climbing inspection as recommended in the Tree Survey had been completed resulting in the recommendation to remove all the dead limbs and pollard by 15ft and the cost for the work by Kindlewood would be £625 + vat

**8.2129421 Cllr Collins proposed** to recommend approval to Full Council to accept the quotation from Kindlewood to remove all the dead limbs and pollard by 15ft the veteran oak tree on the Fens, following the results of a climbing inspection, at a cost of £625 using Budget 1613, which was seconded by Cllr Higham with all in favour.

The Town Clerk would seek confirmation of the re-inspection timescale and add to the Tree Works Schedule.

**The Town Clerk agreed** to produce an article for the newsletter explaining the reasons why the veteran oak was being pollarded.

##### **8.3 Chestnut Paling around Oak tree:**

**It was agreed** to defer this item until the work to pollard the tree had been completed.

#### **8.4 Churchyard Tree Work:**

**The Town Clerk reported** that she was in the process of completing a Tree Works Application to ESC, following which she would be communicating with the PCC and Diocesan Tree Advisor.

#### **9.The following Tree Work Applications were considered:**

**DC/21/1762/TCA – 17 Fore Street IP13 9DY – T1 Magnolia – remove limbs by up to 50% overhanging the wash house**

**The Committee supported the application**

#### **10.Pageant Field:**

##### **10.1 Pageant Field Inspection Reports:**

The Inspection Reports were noted and filed for reference.

A wheelie bin for the Pageant Field had been suggested but SCN had advised that the bin would only be emptied once a fortnight, so would be difficult to service.

**It was agreed to** investigate further and look into a padlocked bin.

##### **Update on additional actions by G&P Contractor:**

**It was noted** that the G&P Contractor had repainted the 5 a side goal posts and Scale Swing, but new buffers were needed for the Scale Swing.

**The Town Clerk reported** that new buffers could be supplied by Playquip Leisure at a cost of £82 + vat including delivery which could be fitted by G&P Contractor or alternatively £215 if supplied and fitted by Playquip Leisure.

**10.1129421 It was agreed** to purchase replacement buffers at a cost of £82 + vat using Budget 1504 and for the G&P Contractor to fit.

**It was also noted** that the Plastic pipe clip to down pipe on the front side of the Pavilion had broken off and the second hand sanitiser had been fitted to the Pavilion as instructed and the sanitisers were continuing to be regularly re-filled.

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

**It was noted** that hand sanitisers continue to be provided along with hand washing facilities in the toilet.

##### **10.3 New Pavilion:**

###### **10.3.1 Email**

Email from resident relating to anti-social behaviour and use of the Pavilion.

**It was noted** that there was some misinformation in the email which would be corrected in the response. There was no practical way of moving the Pavilion to another location and it was hoped that now lockdown had eased the Pavilion will be used by a wider more broad range of age groups, as this was a good accessible space for everyone to use post covid. It was agreed to hold a future Lands Committee meeting in the facility.

The Committee would continue to report any anti-social behaviour to the Police and encourage members of the public to do the same so that a more visible Police presence could be achieved.

### **10.3.2 Caretaker/Cleaner:**

**It was agreed** for Cllr Collins and the Town Clerk to meet with the Caretaker/Cleaner for an update .

### **10.3.3 Toilet Cleaner:**

**It was noted** that there had been no response to the advert for a toilet cleaner but SCN continues to provide a good service.

### **10.3.4 Re-opening of Pavilion:**

**It was agreed** subject to Covid -19 guidance to advertise the Pavilion Meeting Room for hire from 21<sup>st</sup> June.

The regular hirer FAYAP would be advised that advance booking would be required from 1<sup>st</sup> June.

All hirers would need to comply with the Meeting Room Terms of Hire with a maximum number in the building at any one time. The sessions would continue to be offered at the same cost of £15 per 4 hour session with a reduction to £10 per 4 hour session for non-profit making organisations. The sessions would run from 9am-1pm, 1-5pm and 5 – 9pm

**It was noted** that there had been a significant increase in the cost of electricity since the Pavilion had been in use.

**It was agreed** for the Town Clerk to investigate an automatic switch off timer, with an electrician.

**It was agreed** to isolate the frost heaters in the toilets for the summer months so that they could not be accidentally turned on.

### **10.3.5 Repair to shutters:**

**It was noted** that Cllr Collins had carried out a satisfactory repair to the shutter handles.

### **10.4 CCTV:**

**It was noted** that the cameras were all in working order.

### **10.5 New Play House:**

The Town Clerk had circulated a summary and images of the following quotations which were considered:

Playquip Leisure -Driftwood Cabin - £2,398

Playquip Leisure – Fire Engine with Fireman’s sliding pole at back £3,764

Play and Leisure- Noa Playhouse £4,162.10

Kompan- playhouse with desk and outside steering wheel £6,256.67

Wickstead – Playhouse with seats - £2,786.50

**The Town Clerk/RFO advised** of funds available in the Budget, EMR and Entertainments Reserve.

**10.5129421 Cllr Collins proposed** to recommend approval to Full Council to accept the quotation from Playquip Leisure for a Driftwood Cabin to replace the current Playhouse on the Pageant Field Play Area at a cost of £2,398 + Vat using the Entertainments Reserve Account (Profit from the Firework Events current balance £7,111.05), which was seconded by Cllr Higham with all in favour.

The Fire Engine would be kept in mind for the future.

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

Quotation approved by Full Council – work scheduled for 17<sup>th</sup> May

### **10.7 Replacement fencing:**

**10.7129421 Cllr Collins proposed** to recommend approval to Full Council to approve the committee's retrospective recommendation to accept the quotation from Kiwi Fencing Ltd for the refurbishment of existing chain link fencing and supply and installation of new green bow top iron railing panel fencing on the Pageant Field play areas at a total cost of £9,889.00 using Budget 2316 (Local CIL), which was seconded by Cllr Eastwood with all in favour.

### **10.8 Boules pitch:**

Sports Space Application successful.

Quotation approved by Full Council and accepted (Roger Gladwell Landscapes) and work scheduled to start on 30<sup>th</sup> April.

**It was noted** that there would be an increase in material costs of £385.00 from the agreed quotation

**10.8129421 Cllr Collins proposed** to accept the increase as the work had been delayed due to the wet ground and bad weather and the quotation had been significantly less than others received, which was seconded by Cllr Eastwood with all in favour.

**The Town Clerk** would contact ESC to advise of the situation to see if the grant could be increased. If not then funds would be provided from the Budget or EMR's

### **10.9 Table Tennis Table – concrete:**

**It was noted** that the invoice had been paid and a date for delivery and installation was awaited.

### **10.10 Path:**

**It was noted** that the SP Committee had supported the cost from Local CIL but had queried whether the pathway would be suitable for wheelchairs and buggies etc. The Town Clerk had contacted Ker-way who had advised that the path was suitable. However, there may be a slight increase in the cost of materials as the work would be scheduled for after the summer holidays when the Pageant Field would be quieter.

**10.10129421 Cllr Collins proposed** to recommend approval to Full Council to accept the cost of up to £5,000 (to allow for an increase in cost of materials) from Ker Way using Budget 2316 (Local CIL) for the installation of a new pathway from the end of the tarmac up to the Pavilion on the Pageant Field. The work to be carried out after the summer holidays in September, which was seconded by Cllr Eastwood with all in favour.

## **11. Skate-Park:**

No business.

## **12. The Fens:**

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

**It was agreed** to erect the posters kindly designed by Sir Robert Hitcham's Primary School at each of the three entrances to the Fens and rotate throughout the summer. The Town Clerk would thank the school for their work and write an article for the newsletter.

It was suggested that the best design could be selected for a more permanent poster.

### **13. Churchyard Maintenance:**

#### **13.1 Town Clock:**

**It was noted** that the Horological Volunteer has placed a precision timer on the clock to identify the cause of the issue but expected to be something to do with the pendulum. The Town Clerk would report progress at the next meeting.

### **14. Riverside:**

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

There has been no response from the Co-op to date and the Town Clerk would pursue a response in time for the next meeting.

### **15. Allotments:**

The response from a Landowner regarding additional land for allotments was considered.

**It was noted** that this was a very generous offer and it was agreed to request a meeting to discuss this further.

**It was agreed** for the Town Clerk to arrange a meeting either via zoom or if after 17<sup>th</sup> May face to face.

### **16. Jeaffresons Well:**

No business.

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

**It was noted** that the Town Clerk had contacted Fields in Trust but there was no funding available, However, a link to possible outside funding had been provided.

**It was noted** that the ownership of the oak tree and land on which it stands remains unknown.

### **18. Correspondence:**

#### **18.1 Resident**

A further email relating to Muntjac in the Cemetery and the response from SCN was noted.

**It was noted** that Muntjac, like hares and ducks, are relatively common in the Framlingham area. All of these creatures are regarded by some as a positive addition to the environment and by some as a nuisance but all are wild and free to fit in the best they can with the human population.

Muntjac are currently spreading into towns as their numbers are not being controlled in the countryside. Once in an urban environment, the only practical way of keeping them off a piece of land is to fence that land. Driving them away from an area creates a vacuum that will quickly be filled by individuals from the surroundings

**It was agreed** that deer-proof fencing round the cemetery is neither desirable nor appropriate as the cemetery is a nature conservation area and a public space. Fencing the cemetery might prevent deer getting into the cemetery but would not necessarily deny them access to neighbouring properties.

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

### **18.2 Resident:**

Email requesting a dog refuse bin in Verow Road.

**The Town Clerk reported** that she had investigated the site and liaised with the residents and owners of the land (Taylor Wimpey) and had received no objections to the proposal. The cost of a red Fido bin would be £96.80 including delivery + vat from Budget 1614. She would arrange for SCN to empty the bin once installed by the G&P Contractor.

**Cllr Collins proposed** to approve the cost of £96.80 + vat to purchase a red Fido bin, which was seconded Cllr Carter with all in favour.

### **18.3 Resident**

Request to remove lower branches from tree in Pageant Field to prevent climbing  
**It was agreed** for the Town Clerk to produce and erect signage on the tree stating 'Please Do Not Climb the Trees -CCTV in Operation'.

### **19. Flower tubs and Planting:**

**The Town Clerk advised** that she was prepared to continue to plant and maintain the War Memorial Garden and 8 flower tubs around the town for the year, along with sourcing sponsorship for each tub at £30 +vat.

**19129421 Cllr Collins proposed to** approve the annual planting arrangements at a cost within the £500 Budget 2114, which was seconded by Cllr Higham with all in favour.

The Committee thanked the Town Clerk for undertaking this work in her own time.

**Cllr Eastwood agreed** to provide a list of suggested container plants for pollinators and which plants to avoid.

### **20. Action Plan:**

#### **20.1 Updates:**

The new Action Plan format was noted and would be circulated to all Councillors once updated by Chairs of Committees.

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

None.

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

None.

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

Wednesday 19<sup>th</sup> May 2021 at 7.00pm.

Meeting closed at 21.18