

**Framlingham Town Council**  
**Minutes of the Lands and Markets Committee Meeting held in the Town Council**  
**Meeting Room 10c Church Street on Wednesday 19<sup>th</sup> May 2021 at 7pm**

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

**1. ELECTION OF COMMITTEE CHAIR:**

**Cllr Eastwood proposed** Cllr Collins as Lands and Markets Committee Chair, which was seconded by Cllr Carter with all in favour.

**2. APOLOGIES:**

Apologies were received and accepted from Cllr T Higham

**3. Present:**

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

**4. In attendance:**

Eileen A Coe (Town Clerk/RFO)

**5. DECLARATIONS OF INTEREST:**

None.

**6. PUBLIC COMMENT:**

None.

**7. MINUTES OF PREVIOUS MEETING:**

**7119521 Cllr Collins proposed** the minutes of the meeting held on Thursday 29<sup>th</sup> April 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, which was seconded by Cllr Eastwood with all in favour.

Cllr Collins signed the file copy of the minutes.

**8. Cemetery:**

**8.1 Cemetery gates accident:**

**The Town Clerk reported** that she was pursuing this matter with the NHS and Insurance company, as well as obtaining quotations for the works as required.

**8.2 Cemetery Commemorative Gates Plaque:**

The quotation from Ashwell Signs for the refurbishment of the commemorative gates plaque at £120 was considered.

**8119521 Cllr Collins proposed** to accept the quotation from Ashwell Signs for the refurbishment of the commemorative gates plaque at £120.00 using Budget 1618 (cemetery maintenance) which was seconded by Cllr Carter with all in favour.

The quotation from Ashwell Signs for a new sign ' Pedestrians Only – No unauthorised Vehicles Allowed at £60 was considered.

**8219521 Cllr Collins proposed** to accept the quotation from Ashwell Signs for the new  
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sign at £60.00 using Budget 1618, which was seconded by Cllr Carter with all in favour.

**Cllr Collins reported** that a quotation had been received from Kerway to rake and seed both sides of the cemetery driveway following installation of the new driveway at a cost of £2,650. It was agreed to decline this quote and the area would be raked and seeded by the G&P Contractor when time allowed.

## **9. Trees:**

### **9.1 Fens Tree Work:**

**The Town Clerk reported** that the agreed work to the Oak tree was scheduled for the following week.

### **9.2 Churchyard Tree Work:**

A quotation for a climbing inspection for T17 Common Lime to assess the significance of the extent and type of decay was considered from Kindlewood.

**The Town Clerk advised** that the results of the inspection would clarify whether the work could be carried out under List B or if a Faculty was required.

**9119521 Cllr Collins proposed** to accept the quotation of £85 from Kindlewood, for the climbing inspection, using Budget 1613, which was seconded by Cllr Eastwood, with all in favour.

### **9.3 Fore Street Mews and Cemetery trees on boundary:**

The response from the Arboricultural Officer at ESC was noted:

Any trees within 15m. of a proposed development footprint should be considered in any development impact assessment and ESC should be requesting tree surveys as part of the application package. ESC has a fundamental legal duty under the Town and Country Planning Act to make trees a material consideration of the planning process.

**It was agreed** for the Town Council to continue to make strong comment where necessary to draw the case officer's attention to neighbouring trees so that the Arboricultural Officer can be consulted in order that weight to the argument can be added where possible.

## **10. The following Tree Work Application was considered:**

**10.1 DC/21/2224/TCA – 5A Fore Street – IP13 9DY - To re-pollard Eucalyptus tree, removing 4-5m, and re-shape.**

The Committee supported the application.

## **11. Pageant Field:**

### **11.1 Pageant Field Inspection Reports:**

The Inspection Reports were noted and the following additional actions carried out by the G&P Contractor were noted:

Pathway to Rose Garden from new driveway – gap filled in.  
Pavilion roof panel repaired.  
Litter bin at Jeffreason’s Well reinstalled.  
Pavilion Store cupboard door eased so it opens better.

**Holly Hedgehog play equipment:**

**Cllr Colins reported** that this item had been vandalised and the seat ripped off. The Town Clerk had reported the incident to the Police and checked the CCTV images. As Playquip Leisure were due on site to install the new bonded mulch to the Spica and Supanova a cost had been obtained for a replacement seat to be supplied and fitted at the same time and Councillors had been asked for approval to proceed via email.

**11119521 Cllr Collins proposed** to retrospectively approve the cost of £218 + Vat from Playquip Leisure for the supply and installation of a new seat for Holly Hedgehog from Budget 1504, which was seconded by Cllr Carter with all in favour.

**11.2 Pavilion:**

**Cllr Collins reported** that he and the Town Clerk had carried out a site visit and it was agreed to hold a meeting with FAYAP representatives to discuss the hire of the Pavilion going forward now Covid-19 restrictions had eased.  
The Town Clerk would arrange a suitable date and time and Cllr Eastwood advised he was also available to attend.

**11.2.1 Report on meeting with Caretaker/Cleaner:**

**Cllr Collins reported** that he and the Town Clerk had met with the Caretaker and noted the issues which were to be resolved relating to storage etc

**11219521 Cllr Collins proposed** to approve the purchase of a lockable cupboard for the Storeroom at a cost of £309 + vat from Budget 1510, which was seconded by Cllr Eastwood with all in favour.

**11.2.3 Toilet Cleaner advert:**

No response.

**11.2.4 Damage to Perspex roof:**

**It was agreed** for the Town Clerk to obtain a quotation for the supply of reinforced material for the roofing to replace the current Perspex which was easily broken. Also to obtain a quotation for installation, which would be considered at the next meeting.

**11.2.5 To agree revised Pavilion Hire Agreement:**

The Hire Agreement was further amended and would be circulated to the Committee for approval of the final document. It was agreed that the Town Clerk should use her discretion on periods of hire and costs within the agreed parameters.

**It was agreed** for the Town Clerk to obtain a cost for a sign for the Pavilion, which also provided contact details for hire purposes.

**11.3 CCTV:**

**It was noted** that all cameras were working and had captured two separate incidents of anti-social behaviour which had been reported to the Police.

#### **11.4 Boules/Pentaque Pitch:**

**It was agreed** to organise a 'Have a go' event on Sunday 20<sup>th</sup> June when the Pavilion would also be open for potential hirers to view. The timing would be confirmed in due course.

**Cllr Eastwood agreed** to lead the event and Cllr Collins and Cllr Carter would be available on the day.

The Town Clerk would draft a risk assessment and pass to Cllr Eastwood for completion. Cllr Eastwood would provide all the details to the Office Assistant in order that a poster advertising the event would be produced and erected on the Notice Boards around the town, website and Pageant Field gates.

The event would be 'weather permitting' and it was hoped there would be some tuition available for new players.

The Town Clerk was requested to ask SCN to schedule in grass cutting prior to the 20<sup>th</sup> June.

#### **11.5 Table Tennis Table – concrete:**

**Cllr Collins reported** that there had been some issues with delivery and installation which were very prescriptive. However, delivery would now be arranged to the gates on Badingham Road and Cllr Collins would pursue the use of a rough terrain forklift to get the equipment into position on the Pageant Field.

#### **12. Skate-Park:**

No business.

#### **13. The Fens:**

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

The Town Clerk reported that a large envelope clearly labelled had been posted through the Library door with the posters designed by Sir Robert Hitcham's Primary School. Unfortunately despite the Town Clerk and School contacting the Library the envelope had gone missing. Which was a huge disappointment to both the school and the Lands Committee.

The Town Clerk was requested to contact the School to see if they have any photos of the posters on file that they could share.

#### **14. Churchyard Maintenance:**

##### **14.1 Town Clock:**

**It was noted** that the Horological Volunteer placed a precision timer on the clock to identify the cause of the issue but it was expected to be something to do with the pendulum. The clock has been adjusted and the counterweights behind each hand had been checked and found to be satisfactory. Discussions with the tower clock group as to why it should jump consistently fast by 8 minutes, which is what it was doing earlier in the year are being held, and it was suggested that when the clock is next serviced the clutch between the movement and hands need to be tightened.

The Horological volunteer is keeping an eye on things and adjusting when needed, for which the committee is very grateful.

#### **15. Riverside:**

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

**Cllr Collins reported** that he and Cllr Eastwood had met with the Co-op Buildings

Manager on 18th May. The Manager confirmed that the Co-op acknowledged that they owned the River Ore between the bridge on Bridge Street to the wall at the far end of their car park. They have already commenced a biannual inspection and maintenance programme. It was stated that the Co-op would only employ their approved contractors to carry out any works due to health and safety concerns. The plans put forward by the Environment Agency and Town Council, which was agreed would improve the aesthetics of the river, would be considered and costed. Thereafter there would be a meeting of all relevant parties to discuss the possible introduction of the scheme.

**16. Allotments:**

**Cllr Collins reported** on the recent meeting with the Land owners representative and subsequent site visit relating to the request by the Town Council for additional land for allotments.

**16119521 Cllr Collins proposed** to recommend approval to Full Council to investigate the opportunity to provide allotments on Brook Lane associated with two new dwellings including access and parking, which was seconded by Cllr Eastwood with all in favour.

**17. Jeaffresons Well:**

No business.

**18. Correspondence:**

None

**19. Markets:**

**The Town Clerk reported** on the Market Management and new market pitch applications on hold until after 21<sup>st</sup> June, which would be considered at the next meeting.

**20. Action Plan:**

**20.1 Updates:**

None

**20.2 Projects for Local CIL funding:**

None

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

Committee Terms of Reference update

**22. Date of next meeting:**

Wednesday 16<sup>th</sup> June 2021 at 7.00pm In The Pavilion Pageant Field, Badingham Road

Meeting closed at 20.45