

Framlingham Town Council
Minutes of the Lands and Markets Committee Meeting held in the Town Council
Pageant Field Pavilion Meeting Room on Wednesday 16th June 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 J Culemann, Cllr C Eastwood and Cllr T Higham

3. In attendance:

Eileen A Coe (Town Clerk/RFO)

4. DECLARATIONS OF INTEREST:

None.

5. PUBLIC COMMENT:

None.

6. MINUTES OF PREVIOUS MEETING:

616621 Cllr Collins proposed the minutes of the meeting held on Wednesday 19th May 2021 (circulated in draft form prior to the meeting), be approved as an accurate record, with one minor amendment, which was seconded by Cllr Eastwood and with two abstentions due to absence all were in favour.

Cllr Collins signed the file copy of the minutes.

7. Cemetery:

7.1 Cemetery gates accident:

It was noted that one quotation had been received and the details had been passed to the insurance company and a response was awaited.

7.2 Memorial Rose Beds:

The Town Clerk reported that she had met the Volunteer at the cemetery who had advised that they were happy to continue to feed, spray and prune the roses where necessary but had some concerns relating to the rabbits and muntjac eating the new rose shoots. A solution would be to fence off the individual rose beds to stop them gaining access.

Weed suppressant bark around the roses was also suggested to help ease the workload of weeding.

Some discussion followed with the suggestion of lion poo which would ward off the muntjac.

It was felt that fencing off each individual bed was not an aesthetically pleasing option.

It was agreed for the Town Clerk to obtain a cost from Kindlewood for wood chippings and
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the committee would carry out a site visit at 6.40pm prior to the next meeting on 21st July to look at the issues.

7.2 Memorial flowering cherry:

The Town Clerk reported that a flowering cherry had been purchased by a resident and planted last September but had unfortunately died.

It was agreed to replace the tree in the Autumn using funds in EMR 344 (Replacement Tree Fund)

8. Trees:

8.1 Fens Tree Work:

The Town Clerk reported that the work to the Veteran Oak had been completed as recommended by the ESC Arboricultural Officer. She noted that a full Tree Survey Inspection would be due in 2023.

8.2 Churchyard Tree Work:

The Town Clerk reported that she had submitted an application for the Tree works to ESC for which there was a 6 weeks consultation period. If no objections were received then she would put in the Diocesan Application for the List B works and hopefully the proposed work could start in September.

8.3 Commemorative Oak – Queen’s Platinum Jubilee - June 2022

The Town Clerk advised that she had contacted the Parish Tree Warden for advice on where to plant a commemorative Oak. It had not be possible to find a suitable location on Town Council owned land, but there was space on the Pageant Field for a flowering Cherry.

It was agreed to proceed with the suggestion to plant a mature flowering cherry in the autumn and erect a suitably wording plaque in June 2022.

It was agreed for the Town Clerk to obtain a cost from Swann Nursery’s for the tree and contact Kindlewood for a cost to remove the stump of the felled tree along the boundary of the Pageant Field.

It was agreed to advise the Communication, Events and Partnership Committee of the decision.

10.The following Tree Work Application was considered:

10.1 DC21/2506/TCA – 2 Tanyard Court IP13 9GA

T1 - Semi mature walnut to have long limb reduced and a very light tidy of remaining canopy (no more than 30cm to 1m in places) Dead wood to be removed.

The committee supported the application subject to the recommendations of the Arboricultural Officer being taken into consideration.

10. Pageant Field:

10.1 Pageant Field Inspection Reports:

The Inspection Reports were noted and filed for reference.

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

- New signs erected on Pageant Field and Cemetery.
- Report from property owner next to the Pageant Field that the roundabout is squeaking.

The Town Clerk noted that the roundabout is a sealed unit and therefore suggested that Playquip Leisure take a look to see what can be done when installing the new Playhouse, which was agreed.

10.1.1 Fencing:

It was noted that work on the new play area fencing had started.

Cllr Collins suggested that the proposed new replacement electrical boxes be installed as soon as possible and as the fencing cost was less than the agreed Local CIL amount the cost of the new electrical boxes and installation work could be included within the overall agreed funds.

The Town Clerk/RFO advised that the quotation had not yet been agreed by Full Council and therefore suggested an agenda item for 1st July to approve the quotation from RW Curle of £628.12 to be funded from within the agreed Local CIL Budget for the fencing, which was agreed.

The Town Clerk would contact RW Curle for an early date for the work to be done and also for any increase in cost.

10.2 Pavilion:

10.2.1 The quotation from MRC for replacement of existing Pavilion roofing (Axiome Polycarbonate sheet – 10 mm or 25mm multiwall clear finish that also has a UV-protective coating and is suitable for conservatories) at £1,978.00 + vat or £2,747.00 + vat respectively, was considered.

Following discussion it was agreed to keep this matter under review and consider replacement roofing if the current roofing deteriorates or there is significant damage.

10.2.2 Kitchen equipment:

It was agreed to consider the provision of any equipment for use of the hirer such as a kettle and mugs etc, again, if there was an increase in demand for hire.

Cllr Collins proposed to accept the cost of £179 for a Gtech vacuum cleaner, for the Pavilion, which would be swapped with the Henry Hoover in the Office, at a cost of £179 from Budget 1510, which was seconded by Cllr Higham with all in favour.

10.3 CCTV:

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

10.4 Boules Pitch:

Cllr Eastwood reported that he had met with Roger Gladwell Ltd to discuss the finished surface of the Boules pitch and it had been agreed to rectify the problem by removing the surface and compacting the sub base to ensure it is tight. They would then replace the 4mm down limestone chippings to a depth of 6mm instead of the current 40 - 50mm. The work would commence on 28th June.

10.5 Open day:

It was agreed to delay the Open Day until after the next Covid announcement and the Boules pitch was completed.

It was agreed to review this matter at the next meeting.

10.6 Table Tennis Table – concrete:

It was noted that a site visit was awaited to look at the exact location and this needed to be carried out before delivery. The Deputy Town Clerk was continuing to pursue this matter.

10.7 Signage:

It was noted the new Pavilion signs and Boules pitch sign had been delivered and erected.

The cost of £45 for A3 size signs from Ashwell Signs was considered.

Cllr Collins proposed to approve the cost of 4 x A3 signs 'Framlingham Town Council Children's Play Area – Keep Dogs on a Lead at All Times' from Ashwell Signs at a total cost of £180.00 using Budget 1504, 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 noted that the new trees would need watering and Cllr Collins and Cllr Eastwood agreed to monitor the situation.

Grass cutting:

It was noted that the Fens had been cut with a narrow path around the outside by the approved contractor, and the seats and entrances had been strimmed by the G&P Contractor.

The Station Road hedge had also been lightly trimmed away from the footpath by the G&P Contractor.

Posters by Sir Robert Hitcham's Primary School:

It was noted that the lost envelope containing the posters had still not been found. However, the Town Clerk had printed and laminated four separate designs by the children, from the school website, and these would be erected on the Fens.

13. Churchyard Maintenance:

13.1 Town Clock:

No business.

14. Riverside:

14.1 Management of riverside vegetation:

It was agreed for the Town Clerk to chase a response in time for the next meeting.

15. Allotments:

It was noted that the offer of land in Brook Lane had been passed to the Development & Strategic Planning Committee to pursue within the review of the Framlingham Neighbourhood Plan.

Cllr Collins reported that a meeting had been arranged with another landowner relating to the provision of Allotments. Cllr Eastwood, Cllr Jones and the Town Clerk would also attend and a report would be made at the next meeting.

16. Jeaffresons Well:

No business.

17. Correspondence:

17.1 Resident

Request to use the Pageant Field for a one day circus event on 29th July for the Sir Robert Hitcham's Primary School children, organised by parents.

Cllr Collins reported that a meeting had been held and details provided. Insurance documents and an Event Management Plan was awaited.

17.2 Resident

Email with concerns relating to noise from radios/music on the Pageant Field.

It was agreed for the Town Clerk to respond advising that while the Committee sympathised with the problem, the Pageant Field was a public open space for all to enjoy and with the warmer weather and post lockdown, people want to spend more time outside and this can cause additional pressure on neighbouring properties. However, if there was excessive or prolonged noise then Environmental Protection at East Suffolk Council should be informed.

17.3 Email from Allotment tenant relating to rats on the Allotments.

It was agreed for the Town Clerk to respond advising that rats are common though inconspicuous animals and it is highly probable that there are some around the allotments in Framlingham. However they are not regarded as a problem unless they come into people's house or their numbers reach such a level that they become a threat to health. We are not aware that this is the case at the moment.

Easy availability of food is an attractant to rats and ideally bins should be kept covered. It is not common for them to be responsible for damage to vegetables in allotments. Rabbits and muntjac deer are more likely culprits. However we would be interested to know of evidence of rat numbers increasing significantly, for example regular sightings or droppings.

18. Markets:

18.1. The Town Clerk reported on the current layout of the Saturday and Tuesday Markets and number of current licensed traders, along with new Market Trader License applications which had been put on hold due to social distancing measures and reduced space on the Market area.

She also noted that traders vehicles were being allowed to park next to their stalls on Tuesdays and suggested that this be allowed to continue due to the lack of parking in the town, and reviewed in September when the Market Regulations would be due for review.

She noted that parking permits were provided for Licensed Traders on Saturdays by arrangement with the Sir Robert Hitcham's Primary School.

Cllr Higham suggested looking at additional areas for the market stalls such as the Library car park and the front gardens of the Unitarian Meeting House and the Elms.

It was agreed to pursue this suggestion further in due course but the current market arrangements needed to take priority at this time.

18.2 To consider layout of markets post covid:

The Town Clerk advised that she had liaised with the Market Supervisor on the space available while keeping some distancing between stalls post covid-19.

However, this would need to be carefully managed and to enable as many stalls as possible to return and to encourage a flow of people she suggested that no tables and chairs be permitted at the mobile coffee stall at this time, which could of course be regularly reviewed.

Casual traders would be requested to pay by BACS on setting up to avoid cash handling by the Market Supervisor. Casual Traders would be allocated a pitch on a first come first served basis depending on space available, according to the Market Regulations, but would be encouraged to become Regular Traders where possible and have a designated pitch. One pitch would be retained for casuals only along with the Charity/Young Persons pitch by the town sign.

There followed some discussion and the Town Clerk noted the need to comply with the current agreed Market Regulations.

It was agreed to allow the Tuesday Market traders to continue to keep their vehicles within the boundaries of their pitches, and to review the situation in September.

It was agreed not to allow tables and chairs on the market, but to review the situation in September.

18.3 To consider the following new Market Applications:

18.3.1 The Fresh Sauce Co – Freshly cooked sauces using natural ingredients

18.3.2 The Quince Tree Suffolk - Preserves (Jam, Marmalade, Chutney, Pickle, Jelly) Granola, Fudge – all homemade

18.3.3 Willow Farm – rugs, sheepskins, reindeer rugs, cushions dog beds etc

18.3.4 C Davies - Crafts, Garlands, Willow/Bamboo Obelisk, Glass/Wire Sculptures, unusual plants and Object D'Art

18.3.5 The Framlingham Soap Company- various soaps and associated items

18.3.6 Nanny Pugh's Antiques - selection of Antiques and Modern Collectables, furniture and pictures

18.3.7 Upwood - Upcycled wooden furniture, stools, coffee tables

18.3.8 Star Wing Brewery Ltd -real ales produced in Suffolk plus Cider

18.3.9 Anglian Beer Company - Anglian craft beers in bottles, cans and mini-kegs for home consumption

18.3.10 Niche Cocktails - Canned cocktails, gift boxes and variety packs to take away. Small amount of sampling available

18.3.11 GRObros – microherbs presented in locally made recyclable wooden trugs

18.3.12 The Hunger Buster/Low Cottage Fudge – Scottish tablet fudge and handmade fudge

18.3.13 Ks Aromascents - Handmade fully insured bath products. Bath bombs, bath salts, sugar scrubs. Wax melts and candles

It was agreed to offer the current 7 licensed casual traders a pitch on the Saturday Market for a 3 month period, from 1st July, payable in advance.

It was agreed to grant a three month Market License to all new applicants in 18.3 above subject to signing up for 3 months from 1st July and paying in advance on a first come first served basis, subject to space availability.

It was agreed to review the situation in September.

18.4 Quarterly Market Electrical Inspection for June:

It was noted that the Inspection Report was satisfactory and pit 2 remained isolated until a solution could be achieved.

19. Action Plan:

19116621 Cllr Carter proposed to recommend approval to Full Council that an additional column be added to the Action Plan and Local CIL Application form ' Environmental Impact', which was seconded by Cllr Higham, with all in favour.

19.1 Updates:

It was noted there were no updates to the Lands and Markets Action Plan.

19.2 Projects for Local CIL funding:

Cllr Higham suggested investigating Solar panels for the roof of the Pavilion for which there were grants available.

The Town Clerk reminded the members that the Pavilion was a temporary building with planning permission for 10 years.

It was agreed to discuss this further as an agenda item for the next meeting.

20. Matters of Report or Items for next agenda:

Agenda item next meeting - Litter bins for Pageant Field

Agenda item next meeting - Picnic benches for Pageant Field

21. Date of next meeting:

Wednesday 21st July 2021 at 7.00pm in the Town Council Meeting Room

Meet at 6.40pm at The Cemetery for a site visit.

Meeting closed at 21.06