

Framlingham Town Council
Minutes of the Lands and Markets Committee Meeting held in the Town Council
Meeting Room, 10c Church Street on Wednesday 16th February 2022 at 7pm

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

1. Election of Committee Chair:

Cllr Higham proposed Cllr Culemann which was seconded by Cllr Eastwood with all in favour.

2. Apologies:

To receive and accept apologies for absence:

3. Present:

Cllr J Culemann (Chair), Cllr C Eastwood and Cllr T Higham

In attendance:

Eileen A Coe (Town Clerk/RFO)

4. Declarations of interest:

Cllr Culemann declared a personal interest in item 8.1 and signed the Interest Book.

5. Public Comment:

None.

6. Minutes of previous meeting:

6116222 Cllr Culemann proposed the minutes of the meeting held on Wednesday 19th January (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 Culemann signed the file copy of the minutes.

7. Cemetery:

7.1 Bird/Bat Boxes:

The Town Clerk reported on an offer from the Men's Shed to repair/replace bird/bat boxes in the Cemetery subject to funding being provided.

It was agreed for the Town Clerk to investigate the offer further and report back to the next meeting.

7.2 Memorial seat in Cemetery

The Town Clerk reported that one of the older memorial seats was broken and in need of replacement. She was in the process of contacting the donor.

It was noted that the two seats removed from the Market Hill were situated beside the cemetery sheds and would need refurbishing or replacing. A report would be made to the next meeting.

8. Trees:

8.1 Churchyard Tree Work:

The quotation from Kindlewood for felling T004/T005 and T002/T001 Limes was considered.

The Town Clerk provided a report on the meeting held on 26th January relating to the lime trees, which had been circulated prior to the meeting.

The Town Clerk advised that St Michael's PCC had already provided approval for the work and the next step would be to submit a Tree Works Notice to ESC and the DAC for the required permissions. She suggested that as the current tree budget 1613 was overdrawn that funds be allocated in the next financial year, which was agreed.

8116222 Cllr Culemann proposed to recommend approval to Full Council to accept the quotation from Kindlewood at £1,275 + vat for the felling of lime tree T4 and T5 and £1,275 for the felling of lime tree T2 and T1, from Budget 1613 (2022-2023 Budget), which was seconded by Cllr Eastwood with all in favour.

8.2 Fens:

The Town Clerk reported that one of the trees planted on the Fens in 2020 had died and been broken off and had therefore been removed.

She reported on her meeting held with a local Tree Advisor and Friend of the Fens who had been extremely helpful in advising on the planting of new trees and management of others.

The following advice/recommendations had been received:

- Sorbus whitebeam planted in 2020 is dead and was recommended to be removed.
- The Acer paperbark maple was considered to be in the wrong position and it was suggested that it be transplanted in the cemetery.
- A new willow tree was suggested to be planted where the old one had been felled along the boundary.
- The best position for the new Oak tree and donated Walnut tree had been recommended.
- It was felt that the Horse Chestnut would need to be felled within the next 5 years as it was showing signs of disease. Oak trees could then be planted to carry on the line of Oaks.
- The grass in the area where the 8 Oak trees are should be left to grow and mowing of the grass not carried out too close to the trees as this would compact the ground and be detrimental to the trees.
- New Oak trees could be planted along the riverbank but with more space between them and further along new native tree planting, or more unusual species which would be more resilient could be added.

The Town Clerk had produced a map of the area with all the details for future reference.

The advice and recommendations were noted and it was agreed to remove the dead sorbus tree and the position for the new oak tree and donated walnut tree was agreed. However, re-locating of the paperbark maple was not agreed.

It was agreed to contact the donor of the walnut tree to advise that collection of the tree would not be possible on 21st February due to lack of transportation.

8.3 Treebilee Project:

The Town Clerk reported that she would be collecting the Oak tree for the Fens on 18th February and the planting position was agreed.

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

None

9. Pageant Field:

9.1 Pageant Field Inspection Reports:

The Inspection Reports were noted and filed for reference along with the following updates on actions by G&P Contractor:

Repair to Pavilion Roof panel – blown off and broken in the wind

Maintenance of seats and signs and bins in Cemetery – jet washed/repaired/painted where required

Skatepark bunds strimmed

It was noted that Playquip Leisure had completed the work to replace the bearings on the Roundabout as agreed.

9.2 Pavilion:

9.3.1 Caretaker/Cleaner Contract and advertising:

Amendments to the draft Contract were agreed and the Town Clerk would circulate the final draft to members for approval prior to making a recommendation to Full Council.

It was agreed to advertise the Contract as soon as possible

9.3.2 Review of hire charges for the pavilion, to become effective 1st April 2022:

9116222 Cllr Eastwood proposed to recommend to Full Council that the current charges for regular bookings of £15 per 4 hour session reduced to £10 for voluntary organisations remain the same, but one-off bookings (4 hour period) would be charged at £25, which was seconded by Cllr Culemann with all in favour.

9.3 CCTV:

The quotations for replacement CCTV cameras and re-siting of existing equipment from the cabinet in the pole to the Pavilion Storeroom along with a cost for annual service and repairs budgeting purposes from Westrock CCTV and Homeview CCTV were considered in detail. The Town Clerk had provided a comparison document which had been circulated prior to the meeting.

9216222 Cllr Culemann proposed to recommend approval to Full Council to accept the quotation from Westrock CCTV for the Bronze Annual Service at £735 + vat from 1st April 2022 along with the relocation of the existing equipment from the cabinet in the pole to the Pavilion Store Room at a cost of £795 + vat from Budget 1512 (2022-2023 Budget) plus a replacement camera (1) at £395 + vat, from Budget 1512 (2021-2022) which was seconded by Cllr Higham with all in favour.

The Town Clerk reported that she had met with Fram Broadband who had agreed to provide a quotation for the installation of WiFi at the Pavilion and this was in progress.

9.4 Grass cutting on the Pageant Field 2022 season:

9316222 Cllr Culemann proposed to recommend approval to Full Council to accept the quotation from Suffolk Coastal Norse for the grass cutting and strimming on the Pageant Field every two weeks from 1st April for the 34 week season at £2,096.60 + vat (£2035.54 last year), from Budget 1502 (2022-2023 Budget) which was seconded by Cllr Higham with all in favour.

10. Skate-Park:

No business.

11. The Fens:

11.1 Friends of the Fens:

Information from SWT circulated to the members which was met with enthusiasm.

11.2 'Talking bench' Application for funding – submitted and awaiting response.

12. Churchyard Maintenance:

12.1 Town Clock:

12.1.1 Annual Service – delayed.

13. Riverside:

Response from Co-op Retail on management of the river.

Cllr Eastwood agreed to make enquiries and report back to the next meeting.

14. Allotments:

No business.

15. Jeaffresons Well:

No business.

16. Correspondence:

16.1 Residents of St Michael's Close:

Email thanking the Town Council and PCC for the wonderful job to the lime trees in the churchyard that are adjacent to the property.

17. Markets:

17.2 To note the following Market Application:

Hami's Home Cooked

Home made bakes such as brownies, cakes and deserts – Approved via email

17.2 To consider the following Market Application:

Hardwear Stall

Large variety of hard-wear goods including bedding, kitchen items, and cleaning products. Unanimously approved..

Hearts and Home

Home-made crafts including cushions, doorstops, draught excluders, note books, decorative hearts, pin cushions and hand knitted colourful scarves.

Unanimously approved.

17.3 Saturday Parking and Market hours 6am – 6pm:

Issues relating to the Markets and CPE were considered.

It was agreed for the Town Clerk to arrange a meeting with the ESC Transport, Infrastructure and Parking Services Manager.

18. Action Plan:

18.1 Updates: completed.

18.2 Projects for Local CIL funding: None

19. Matters of Report or Items for next agenda:

The Town Clerk reported that there was a considerable amount of dog fouling on the Fens despite there being bins at all three entrances.

Temporary Dog Fouling signs would be erected and the SRHP School would be invited to design some posters which the Town Clerk would collect – Agenda Item next meeting.

20. Date of next meeting:

Wednesday 16th March 2022 at 7.00pm.

Meeting Closed 20.51