

WICKHAM MARKET PARISH COUNCIL

CHAIR: GEMMA DEMPSEY-GRAY

ENVIRONMENT & LEISURE COMMITTEE

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MINUTES of the Wickham Market Parish Council Environment and Leisure Committee meeting held on Monday 9 October 2023 at 19:00

- EL23:30 **Present from the Council:** Cllr Dempsey-Gray(Chair) Cllr Horsnell Simon Harrington
Cllr Chenery Cllr Huggins Anne Westover
Cllr Cooke Andy Baker A. Besly (Clerk)
- EL23:34 **Present from the Public:** 1
- EL23:32 **Open Public Forum session** None
- EL23:33 **Apologies for Absence:** Cllr French, Cllr Jenkinson, John Eldridge, Josie Hopps
- EL23:34 **Declarations of Interest in items on this agenda:** Cllr Horsnell: Member of the Allotments Association
Cllr Horsnell: Plot holder at Glebe
Andy Baker: Plot Holder at Simons Cross
Anne Westover: Plot Holder at Glebe
- EL23:35 **Approve the minutes** of the Environment & Leisure (E&L) Committee meeting of 14 August 2023
Anne Westover requested an amendment to item 28 to record that Cllr Jenkinson and Josie Hopps agreed to look at alternative methods of rabbit control in the cemetery. Rather than take a vote on the minutes, the Chair elected to hold this item over to the next meeting.
- EL23:36 **Chair's Report:** Nothing to report
- EL23:37 **Clerk's Report:** Published. There was a discussion regarding the play area, which was continued at item 44
- 37.1 Proposal to purchase Christmas Trees** and make arrangements with volunteers to put them up.
- Cllr Horsnell will count the holding brackets when he and Ian remove the flags. It was proposed that the Parish Council order a maximum of 33 small trees (less if there are fewer holders) and one larger tree from M P Stephenson & Sons. **All Agreed**
- With regard to installation, the following was suggested:
- Ask for volunteers using social media and round robin. Cllr Dempsey-Gray will manage the social media.
 - Ask the Young Adults Group, the Clerk will ask Cllr French to bring this up
 - Use advertising posters around the village. Cllr Huggins will organise this.
 - As a backup, help could be requested from the Community Payback scheme. Cllr Chenery will organise this if other options fail to provide sufficient volunteers.
- 37.2 Proposal to approve payment** to ESSL of £1,475.49 for new litter bins as agreed in FC23: 80. **All agreed**
- EL23:38 **Allotments Report:**
Andy Baker noted that:
- The bills had gone out with Plot rental and £5 AA fee per plot. In response to Anne Westover's query, he confirmed that any additional person working on the plot should also pay a £5 AA fee as had always been the case. The Parish Council simply collect the initial AA fee per plot on behalf of the Association for ease of payment.
 - Concern over the Sycamore tree on the Beehive Boundary. Anne Westover will look at this.
 - There are likely to be 3 – 4 plots available at renewal time.
- 38.1 Update on Sycamores at Beehive field.** Anne Westover noted that:
- There was no essential maintenance for these trees
 - The nearest plot holders at G28 & G29 are happy for them to be left
 - This item to be carried forward to the next E&L to allow John Eldridge to comment
- 38.2 Update on Proposal to split Glebe plot 39** in two by 1 October 2023, Proposal to agree a plan for the clearance of the remainder to create a usable allotment plot during the winter period and agree costs to do this. **All Agreed**
- Anne Westover agreed to work with Ray Lewis to provide a recommended custom tenancy agreement for Plot holder at Glebe 39A.

- The Clerk will formalise the transition plan and once agreed over email with the Parish Council, the Allotment Association will work with the plot holder to manage the plan to timescales agreed.

EL23:39 **Footpaths warden Report:** Published. It was agreed that Simon Harrington should prepare a costed proposal to support a capital grant application to purchase equipment to enable WMPC to carry out footpath maintenance

39.1 Proposal to set up a dedicated footpaths email account. All Agreed. Clerk to action

39.2 Proposal to register footpath from FP9 to King Edwards Avenue as a Public Right of Way. **All Agreed.** Simon Harrington to progress and come back to the Council if there is a cost involved,

EL23:40 **Proposal to approve costs and authorise** a tree surgeon to undertake tree work at Cemetery, VH Playing Field and Pightle. To be published

This proposal was not published with the quotes giving firm costs. **it was proposed** that the committee should authorise up to £3,500 **in principle**, contingent on adequate supporting documentation with three quotes being agreed with the Clerk. **All agreed. This is therefore NOT an agreement to engage a contractor.**

EL23:41 **Cemetery report:** Published. Anne Westover noted that:

- For the paddock, two cuts per year would be sufficient using a mower that chops the cuttings and leaves them. This should be **noted for the maintenance contract.**
- Margins should only be cut once per year. This should be **noted for the maintenance contract.**
- Anne Westover will start to plan the next memorial garden.

41.1 Proposal for repairs to some seating at the Cemetery. Anne Westover will contact the Men's Shed to ask if they are able to carry out repairs on some of the seating.

EL23:42 **Options for applying for grants** from the SCC Self Help scheme. See item 39, Simon Harrington will provide a costed proposal

EL23:43 **Proposal for an enabling grant** from ESC for the Green Gym. Anne Westover will provided a costed proposal for the items required for the Cemetery and Green Gym

EL23:44 **It was proposed that the Clerk progress** the maintenance and repair items as shown on the annotated report that was circulated. **All Agreed**

EL23:45 **Review of Wickham Market Street Audit:** *Published*. It was proposed that Cllr Dempsey-Gray and the Clerk progress this report with the members of the East Suffolk Towns Initiative who commissioned it. Then report back progress and actions to the Council. It was noted that East Suffolk Council have a Task and Finish group to work on "shabby" areas.

EL23:46 **Review of maintenance required by WMPC.** It was noted that:

- The maintenance proposal called for 12 – 15 hours per week which is currently not happening.
- Richard Ellis may be engaging some additional help which may facilitate this.
- Richard has been very good with building type maintenance but less so with footpaths.
- One of the most regular complaints about the Parish Council is the condition of the footpaths.

Clerk to speak to Richard to create an agreed regular schedule of work totalling 15 hours per week.

EL23:47 **Date of next meeting:** Monday 11 December 2023

Meeting closed at 21:06

Signed.

Cllr Gemma Dempsey-Gray, Chair.

Date.

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