



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee Meeting held on 15 September at THE TOWER HALL at 7.30pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Ms C Evans, Mr D Francis, Mrs C Gower, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr J Wright
APOLOGIES:	Mr M Newton (SCDC Event), Mrs M Brown (Holiday) Mr R Whiting (SCC Meeting)
CLERK:	Mr M Bentley
ASSISTANT CLERK:	Mrs J Potter (Minutes taken by Mrs Potter)
ALSO PRESENT:	0 Members of Public

NAR Old AP no action recently, **INP** In progress not resolved, **NEW** → New AP this meeting, **CLD** Cleared by this meeting

1. APOLOGIES AND APPROVAL FOR REASONS OF ABSENCE, PROTOCOL AND CONDUCT REMINDERS

The Chairman reminded members of the statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Mr Ward proposed apologies for absence be accepted. Seconded by Mr Richings and all agreed.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21 July 2016

The minutes had been previously distributed. Mr Westrup proposed the minutes be signed as a correct record, seconded by Mr Francis and agreed by all.

3. DECLARATIONS OF INTEREST

None

4. PUBLIC PARTICIPATION

a) To identify public participation with respect to items on this agenda

None

b) Public Forum – Members of Public/Parish Councillors may speak on any matter

Mr Francis was concerned about the **footpath between Broadlands Way and Clovelly Close**. It was very overgrown and was in need of clearance. Not certain of ownership. Asst Clerk would check maps she held to see if it was SCDC land and report to Mr Francis. **NEW** → Action Asst Clerk

Mr Wright clarified the emphasis of the **letter to the Chief Constable and Police Commissioner** regarding new policing arrangements. The draft letter had previously been sent out to Councillors, Clerk and Asst Clerk. Mr Wright would make final amendments following councillor's suggestions and email to Clerk for sending.

5. ALLOTMENTS

a) To note report of Allotment Panel Meeting 16 August 2016.

Noted.

b) **CLD** Progress Report Baptist Church Car Parking

19/05/16 Unfortunately rent had not been discussed at PC Meeting on 12 May.

This committee therefore recommends to the GP&F Committee that the Baptist Church pay a rent of £500 per annum to be invoiced in October each year. A lease should be prepared for an initial period of five years. Arrangement to be reviewed periodically by both Church and PC. Church to arrange badge system for parking.

21/07/16 Discussion at GP&F Meeting of 9 June not conclusive. Mr Richings, Mr Wright, Mr Westrup, Clerk and Asst Clerk deputised to decide a revised costing and terms to put to Baptist Church. PC Meeting of 14 July approved revised lease of 3 year minimum term at £1,000 per year to recover outlay costs for car park more quickly. After three years rent would revert to £500 per annum which would cover any required repairs and maintenance. Lease to commence on 1 September 2016 with first payment due in October 2016. This had been put to the Baptist Church together with a draft lease at a meeting with their representatives on 7 July and agreed at their Church Meeting on 19 July. Revised lease to be sent to Rushmere Baptist Church.

15/09/16 Revised lease sent and signed copy received. Church advised car park ready for their use as of 1 September 2016. Invoice for first instalment of £1,000 will be sent shortly.

c) **CLD Progress Report – Entrance Repair, Car Park and Fencing**

21/07/16 Work due to commence week beginning 1 August on moving muck bins, repairs to entrance and converting allotment plot to car park. Gate to stables and repair to fence at top of site will be carried out late next week. Work on the larger fence contract would commence week beginning 22 August.

15/09/16 Work complete on moving muck bins, repairs to entrance, converting allotment plot to car park, gate to stables, moving gate at Playford Lane entrance and removal of old fencing and vegetation. Work on larger fence contract started later than anticipated and is under way at present.

d) **CLD To consider further action with regard to Plot numbers X1A, 8D and 10A**

21/07/16 Asst Clerk had written to all three plot holders.

X1A – tenant very ill at present, would let us know shortly if unable to continue. Mr Westrup reported that work had commenced on plot. 15/09/16 This plot now OK.

8D – tenant was at present considering whether to give up this plot. Contact tenant again. 15/09/16 Mr Westrup had spoken with the tenant the preceding day. He has decided to give up the plot. Old fruit cage needs to be cleared before offering for tenancy. Mr Westrup would ask fencing contractors on site if they would be willing to clear it.

10A – Tenant given one month to respond. No response received or action by tenant. Mr Newton proposed that we write to tenant with notice to quit and a firm date to clear their property from the site. Seconded by Mr Francis and all agreed. 15/09/16 Notice to quit sent. Tenant responded by clearing their belongings and clearing the site.

i) Mr Westrup asked the Asst Clerk to write letters to the tenants of Plots 4 and 6 that need bringing back to order. Also to remind the tenant of plot 4 that they cannot sub-let part of plot without permission from the Parish Council. **NEW** → Action Asst Clerk

ii) The Clerk stated that the skip Mr Westrup requested had not yet been ordered as it had been decided whilst he was on holiday that it would be better to wait until the fencing contract was complete and then re-assess the requirement.

e) **To approve the recommendation from the Allotment Panel Meeting re Tenancy Fees for 2016/17**

Mr Richings proposed that the PA&S accept the Allotment Panel recommendation that the fees should remain unchanged at £50 for a full plot, £25 for a half plot and £5 for a manure bin per annum.. Seconded by Mr Ward and all agreed.

f) **Annual Allotment Holders Meeting Thursday 6 October 7.30pm at Tower Hall**

Councillors were advised of this meeting.

6. ENVIRONMENT AND LEISURE

a) **INP Report on progress of strip of land acquisition off The Street/Ipswich School Sports Centre**

17/03/16 Asst Clerk has contacted Greene King but so far no further response.

21/07/16 Change of personnel at Greene King had led to delay. Now willing to set legal steps in motion prior to board approval to transfer. Asst Clerk has requested firm confirmation that transfer will go ahead if board approval is a formality, before agreeing to legal action.

15/09/16 Asst Clerk has sent emails and left telephone messages – still no response. Will continue to chase.

b) **INP Report from Meeting with Ipswich School and Greenways re Natural Planting area**

This meeting attended by Mr Wright and Asst Clerk had raised several issues regarding the proposed programme. Mr Baker of Greenways outlined a five year plan and it was agreed that if after two years the plan was not working to the satisfaction of the school it would be scrapped and the area would be grassed. However, since the meeting the school sports centre manager had contacted Mr Wright with concerns about the appearance of the area to visitors and regarding the probability of Mr Baker's team being able to keep up to date with the work. It had now been reluctantly agreed that the area would be sprayed to kill the entire weed and grass seed sown. It would then be managed by the school.

c) **INP Report on Defibrillators – Tower Hall, Baptist Church, Co-op on Broke Hall**

21/07/16 Funding confirmed for Tower Hall and Baptist Church, awaiting receipt of funds. No defibrillator funds left in Co-op grant funding from Co-op to place one on their building on Broke Hall. It was suggested that we write to Ipswich Borough Councillors for Bixley Ward to ask if they would consider supporting this project with ward funds.

15/09/16 Funding from Councillor for Bixley Ward together with funding from SCC Locality Budget from Bixley Ward Councillor to support total costs of project. However the Co-op have recently refused to allow the defibrillator to be sited on their building. Asst Clerk and Mr Wright pursuing other locations nearby.

d) **INP Anti-social behaviour Bixley Farm Plaza Area - To agree wording of letter to Chief Constable and Police and Crime Commissioner as agreed by full Parish Council.**

21/05/15 Agents for St Andrews Walk Area had increased the litter collection to two times a week in an effort to keep things tidy. However Nursery is responsible for its own litter clearance. Barrier gate put on One-Stop Car Park which is locked by last business owner to leave the site. Efforts to convince the Nursery head office to erect a similar barrier on the nursery car park have not yet met with success despite letters being written from Police, Parish Council and Parish Halls. A barrier would stop the remaining car park being used as a social area for cars parked there and the subsequent litter problem. Discovered that new nursery manager had been appointed March/April 2016.

19/05/16 Asst Clerk still to contact and arrange a visit together with PCSO Mike Sarbutts.

21/07/16 New Nursery Manager following up barrier query with head office.

Further reports of anti-social behaviour in this area including human excrement in play area. All reported to PCSO Mike Sarbutts and Inspector Roger Salmon.

15/09/16 Dealt with earlier in the meeting – see item 4b.

e) **INP Community Festival Event – Type, Working Group and Funding**

A Festival Event covering the summer months at several possible places in the parish was discussed. Could include some events already happening and involve local organisations and school. Mr Wright and Mrs Gower would try to promote but although support in principle was given by this committee it was agreed it could not be run by the Parish Council because of other work commitments. Article in autumn newsletter was agreed to enlist support and helpers. **NEW** → Action Asst Clerk/Mr Wright. As a precursor to this, arranging a Macmillan Coffee Morning on 30 September with the help and support of Ipswich School Sports Centre was suggested. Mrs Gower would contact the school representative to assess the possibility. Action Mrs Gower

15/09/16 Mrs Gower reported that although she had emailed the contact several times no response had been received. This may have been due to absence during school holidays. It would be difficult now to arrange something for 30 September.

Newsletter Panel would meet next week so article encouraging people to join the group was ongoing. Mr Newton had previously indicated that he would be willing to be part of the group and that he would allocate funding from his ECB budget if a plan was forthcoming.

f) **To consider quotes for Repair Work to Chestnut Pond**

We had asked two contractors to quote. One had responded with a quote of £950 which councillors felt was reasonable for the work and materials involved. The other did not feel they would have time to do the work in the period stipulated. Another contractor was suggested and Mr Westrup volunteered to approach them the next day. As the time period for getting the work done was short, Mr Richings proposed the decision on which contractor to use should be given to Chairman, Deputy Chairman and Clerk to the Parish Council. Seconded by Mr Ward and all agreed.

7. PLAY SPACES

CLD Broke Hall Entrance Barrier – disability access

Unfortunately it had been discovered that whilst disability access was available for wheelchairs and buggies, it was not suitable for Motability scooters. This poses a problem as to take away the barriers altogether would allow unauthorised motorbikes to ride into the field. Mr Ward proposed that while a more permanent solution was sort a notice with two telephone contact details was put on the barrier gate. Seconded by Mr Wright and all agreed. Action Clerk/Asst Clerk.

15/09/16 Nothing more can be done at present.

8. ROADS, VERGES AND FOOTPATHS

a) **INP Layby at Chestnut Pond – to hear correspondence and to consider improvement options**

17/03/16 Dragon's teeth need to be moved further back so the width of the layby could be extended. Ask for a dotted white line on the side of the roadway to denote car parking in the layby. Clerk to contact SCC Highways Manager for a quotation of cost and bring back to next meeting. 19/05/16 No quote had been received and after discussion it was felt that this item should not be funded by the Parish Council at this time. An alternative was just to move the dragon's teeth back about a metre to better accommodate parking.

21/07/16 Get quote from SCC Highways and budget for next year. Check if SCC Highways will bear cost of plans. Action Clerk

Taking out dragons teeth on this area would solve problems initially but may lead to cars driving onto pond area. Could be done by contractor when on site to do car park on allotments. To be assessed by Allotment Manager Mr Westrup and Mr Wright. Action Mr Westrup and Mr Wright.

15/09/16 An objection to the proposed plan to take out some of the dragon's teeth had been received. Other points were raised by the Clerk and Asst Clerk outlining the blockage of part of the area forcing pedestrians to walk out into a busy road and also restricted sight for vehicles trying to leave the allotments on what is a very busy road. Mr Richings and Clerk were not sure who the land belonged to so had asked the Asst Clerk to stop the work and bring matters to the attention of this committee. After looking at a drawing of the affected site it was agreed that a redefinition of the dragon's teeth needed to take place. Clerk would consult SCC Highways and do a land registry search to see if further light could be shed on the problem and report back to the next meeting of this committee. **NEW** → Action Clerk

- b) **INP Holly Lane Verge – Consolidating Muddy Verges** – 19/11/15 Derek Oldham of SCC Highways had visited the site and agreed that the situation needed to be resolved, but there is no highways budget for work.

19/05/16 Quote received from Highways £3,000. Mr Wright proposed that as the need appeared great for the residents of Holly Lane a proposal that this work be carried out with funds from reserves should be put to the next PC Meeting in July. Seconded by Ms Evans and all agreed.

21/07/16 SCC Highways had previously stated they would pay for design and planning but there was concern expressed at the PC meeting of 14 July, that the £3,000 would all have to come from PC Reserves. At that meeting the Clerk had asked Mr Whiting again if any funding would be available via the County Cllr Locality Budget. Mr Whiting had since offered £1,000 from his Locality Budget. Mr Richings proposed that as there was £2,000 allocated in the PA&S budget for Community Speedwatch and that allocation was not now required (thanks to other grants from County Cllr Whiting), it should be reallocated to this project. Seconded by Mr Westrup and all agreed.

15/09/16 Work should start this week. Clerk has asked SCC Locality Fund to release the grant.

- c) **INP Report re Progress of Community Speedwatch**

19/11/15 to 17/03/16 Joint Scheme with Playford PC. ECB funding of total of £1400 received by both parish councils to pay for the equipment, which would not be purchased until enough volunteers were available to run the scheme.

19/05/16 Appeal for volunteers has just been published in the Parish Newsletter.

21/07/16 Six volunteers are available and will be trained in September. Purchase equipment in October with Enabling Community Grant Funds via Mr Whiting for both Rushmere St Andrew and Playford.

15/09/16 Ongoing, but awaiting a report back from PCSO Mike Sarbutts who had indicated that Kesgrave Town Council may be interested in joining with us.

- d) **INP Well Head – The Street**

Clerk had written to Derek Oldham and Mr Whiting regarding the long delay to repair. Meanwhile an incident concerning a broken BT joint-box cover had meant that the barriers had been removed from the well head and placed around the broken cover.

15/09/16 Well Head had now been repaired, but BT joint box cover still required repair. Hopefully BT will do soon.

- e) **INP Information Boards at the Ponds – Footpath Working Group**

19/03/15 Money had been set aside from Alan Eaton's legacy to fund this. Two Information Boards, one each to be located at Limes Pond and Chestnut Pond giving details of flora and fauna and footpaths out to Fynn Valley. Cost earmarked is £2,000 for the whole project. To be arranged with James Baker of Greenways.

James Baker of Greenways would prepare the boards and install but wording etc was required. The Ipswich School Sports Centre had offered parking facilities for those wishing to enjoy the walks if coming from further afield. **NEW** → Action Mr Ward, Mr Wright, Mrs Brown and Clerk would form a working group to facilitate.

15/09/16 Ongoing

- f) **To seek removal of 'no parking' lines Humber Doucy Lane/The Street following demolition of the Garland Public House.**

It was felt that the lines should stay as if removed, it would be a very dangerous area to park near the mini roundabout. Mr Wright proposed that no further action be taken, seconded by Mr Ward and all agreed.

9. TO MAKE A RECOMMENDATION TO THE PC IN CONSIDERATION OF EMPLOYING A WARDEN to deal with litter, play area checking/unlocking/locking up gates and generally reporting/dealing with problems in the parish.

A lot of this work is currently being done by a volunteer with other volunteers assisting. However the pool of volunteers is getting smaller and most are getting older and cannot continue indefinitely. The principle of employing a warden was agreed. A meeting between the Parish Council Chairman, Clerk and Asst Clerk was to take place shortly after which a feasibility study was recommended. Report back to next meeting. **NEW** → Action PC Chairman and Clerk.

10. CORRESPONDENCE & ANY OTHER MATTERS

a) To Note Matters arising since publication of this agenda

- i) A request for another doggie bin at an entrance to the Mill Stream had been received by the Clerk. More information as to exact location required. **NEW** → Action Clerk.
- ii) SCDC had requested a meeting with the Parish Council as quite a few objections had been sent in regarding the Neighbourhood Plan proposal. It was felt that some people had misunderstood the proposal and an explanation was required in the newsletter.

b) Date and place of next meeting: Thursday 17 November 7.30pm Tower Hall

c) Other Dates to Note

Editorial Panel Tuesday 20 September 2016 7.30pm in the Parish Office at Tower Hall
GP& F Meeting Thursday 13 October 2016 7.30pm Village Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.08pm