



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee Meeting held on 17 March 2016 at THE TOWER HALL at 7.30pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr D Francis, Mr J Wright, Mr P Richings, Mr J Westrup, Mr B Ward, Mr M Newton, Mrs C Gower, Ms C Evans
APOLOGIES:	Mrs M Brown (unwell), Mrs J Clarke (Prior Engagement), Mr R Whiting (SCC Meeting)
ABSENT (no apologies)	None
CLERK:	Mr M Bentley
ASSISTANT CLERK:	Mrs J Potter (Minutes taken by Mrs Potter)
ALSO PRESENT:	No 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 Richings proposed apologies for absence by councillors be accepted. Seconded by Mr Westrup and all agreed.

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

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

3. DECLARATIONS OF INTEREST

Mr Newton stated that as a member of Suffolk Coastal District Council he may be asked to reconsider any matter from this meeting at District Council, and in so doing, shall take into account all relevant evidence and representations made at District level before coming to a decision.

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

No members of the public present.

A question re Bent Lane/Playford Road would be dealt with under item 6

5. REVIEW OF PREVIOUS ACTION POINTS (except where already included in agenda)

CLD Tuddenham Lane – 'No Through Road' Sign

20/03/14 Parish Council voted for this work to go ahead at a cost of £150. Asst Clerk had ordered the sign on 9 April 2014

15/01/15 After several reminders from the Asst Clerk, Tony Buckingham SCC Highways replied saying the order had not yet been actioned as he had to concentrate on major projects. Email to both SCC Cllrs Whiting and Hudson had not produced satisfactory result.

17/09/15 Asst Clerk had contacted Tony Buckingham SCC Highways again to ask if sign had been ordered and if not, could we get another contractor to carry out the work. We are not allowed to use another contractor. He hoped to order this week, but it will still be some months before the work would be carried out.

19/11/15 Ongoing.

21/01/16 Email received from Tony Buckingham SCC Highways 23/11/15 to say sign has now been ordered but could take up to 14 weeks to complete.

17/03/16 Sign at last installed.

NAR No Through Road Sign Playford Lane – has been reported by Clerk.

19/11/15 No action as yet.

21/01/16 Ongoing

17/03/16 Clerk had originally reported this on 5 June 2015. On checking this had now been discharged onto 3 year rolling programme of works.

NAR Overhanging Shrubs – 20/11/15 Letter to be sent to homeowner

16/07/15 No response so reported to SCC. Answer received. Nothing could be done during the bird nesting season. Would look at again after 1 September.

17/09/15 Homeowner has moved. Ongoing

19/11/15 House empty.

21/01/16 House still empty but now sold.

17/03/16 Ongoing

INP 17/09/15 Mr Ward highlighted the problems encountered on **Footpath 3, Lamberts Lane to Seven Cottages Lane**, in the parish. At present it was impassable at the mid-point due to overgrown bushes and buildings in a dangerous condition. Notify SCC Footpaths team urgently as matter of Health and Safety.

19/11/15 Mr Ward had investigated with Rights of Way Officer. The path does go through the building, but SCC has no idea who owns the land so cannot approach landowner to rectify. Action Mr Wright will investigate locally to try to find landowner.

21/01/16 Ongoing.

17/03/16 Mr Wright had not been able to find landowner. May be Wykes Farm. Had taken photos of the dilapidated building showing pathway is heavily used. Arrange a meeting with SCC Public Rights of Way officer on site with Brian Ward and Mr Wright to try and resolve the issue. **NEW** → Action Mr Wright and to report to next meeting in May.

INP Litter bin on Sandlings/Doggie Bin Cemetery Footpath 25/05/15 Mr Richings proposed that we should apply to have a litter bin installed beside the seat if possible. Seconded by Mr Newton and all agreed.

16/07/15 Ongoing

17/09/15 Ongoing together with Doggie Bin at the bottom of Cemetery Footpath.

19/11/15 Ongoing.

21/01/16 Work would be done and paid for out of 2016/17 budget.

17/03/16 Ongoing

NAR Report on completion of work in Bent Lane – 16/07/15 Work was now complete. However Mr Whiting had inspected the work and was taking up some issues with the SCC contractor. We are awaiting further information. We have not yet been invoiced for our part of the cost.

17/09/15 Nothing further heard from Mr Whiting

19/11/15 Ongoing

19/11/15 Mr Ward reported the grass verges along Bent Lane which had been destroyed by the works were full of weeds. They need clearing and re-sowing. There are also still several snagging issues along this road as three areas need revisiting and sorting. Action Mr Ward to provide plan and Clerk to write to SCC with copy to our county councillors.

It was also agreed to hold our contribution payment until these snagging issues were sorted. 21/01/16 Clerk had been unable to send letter due to pressure of other work. It was agreed that as new grass appears to be growing this item should be reviewed in the Spring. The Clerk reported that snagging issues had been attended to and only one was outstanding. As there was no longer any reason to withhold the contribution payment it had now been paid.

17/03/16 Clerk still to write to SCC **NEW** → Action Clerk

CLD Bus Service in the Village – Residents who are elderly or disabled are having problems accessing some of the buses because of the type of bus and the drop kerbs. Mr Richings outlined the various company buses going through the village as there were several bus companies serving the village at different times of day. It was agreed that Mr Richings would draft a letter to the bus company with the step problem (Suffolk Norse) for the Clerk to send.

19/11/15 Mr Richings reported that tenders were going out in the next few days for the next contract and it would be better to look at the contract to ascertain if letter still required.

21/01/16 Mr Richings reported that a contractor had been appointed. Announcement due in next few days. There would only be a drop down access to the bus if a large bus was arranged for the route.

17/03/16 Mr Richings reported that a revised bus service for the village starts after Easter. It will be a 26 seater vehicle operated by Suffolk Norse with low floor access. Will operate on Monday, Wednesday and Friday through to Woodbridge with a 2 hour return period.

INP Road Markings The Street - 19/11/15 Mr Newton reported that the white lines in the centre of the road near Holly Lane were now almost non-existent.

21/01/16 Reported by Clerk.

17/03/16 White Lines on each side of the road have been redone between 85 and 93 The Street, but not the centre line on the bend near the Baptist Chapel.

NAR State of Roadside Edges and Pathways - 17/09/15 The road edges do not appear to have been cleared at all this year. Members were unhappy with the appearance of roads in our parish. It was also pointed out that

the growth of roots of weeds if left would damage the structure of the roads which will lead to higher costs to maintain. Ask SCC for information on when the weeds were last treated and when due to be done next. Action Clerk

19/11/15 Ongoing. Lack of maintenance is the problem. Action Clerk still to write with copy to our county councillors.

21/01/16 **NEW** → Clerk still to write

17/03/16 Ongoing Clerk still to write.

INP Drop Down Kerbs – Report Back from Councillors. Mr Richings had produced a report highlighting areas around Bixley Farm and Broke Hall badly in need of dropped kerbs. Action Clerk to write to Derek Oldham SCC with copy to our county councillors.

21/01/16 Reported. Mr Richings to follow up and report back to next meeting.

17/03/16 Clerk had reported some. Mr Richings would check the kerbs in our area to see if they had been done along with those in Ipswich and he would report back to next meeting. **NEW** → Action Mr Richings

INP Foxhall Stadium – Consider a response to Spedeworth following complaints – There had been traffic holdups and confusion as well as parking concerns after the World Championships. Although not contracted by Spedeworth to do so, police had to intervene to control traffic. **NEW** → Action Clerk to write to Spedeworth to point out the problems and ask for assurances that problems would not occur in future.

21/01/16 Still to do

17/03/16 Still to do, but monitor the forthcoming meeting at the stadium to see if same problems exist.

INP PLAZA AREA BIXLEY FARM – Report on Litter Problems

21/05/15 Litter around District Centre – Several residents had reported the problem. Asst Clerk to contact site agents and the nursery to find out what the cleaning schedule is and say more attention is required.

16/07/15 Nursery is responsible for clearing own parking areas and gardens. Agent is responsible for the rest of the plaza area. They had increased the litter clearances from one to two times a week. However the Asst Clerk had responded that the PC had found it necessary for volunteers to clear the play area up to five times a week partly due to rubbish blowing from the plaza area. Agents had now found a local contractor to take on the work and were going to install another secure litter bin to replace the portable one used by One Stop Shop. No ball games or skateboarding notices had been put up. Other improvements to the area were at the planning stage and agents had offered to meet the Parish Council in September to show plans and sort out any other issues. Asst Clerk had accepted the offer and we are awaiting a date.

17/09/15 Asst Clerk had contacted site agents again. Still awaiting date for site meeting.

19/11/15 Meeting had taken place with site agents, police and parish council. Site agents putting in new litter bin near one-stop shop and offering to release nursery from covenant regarding restriction on erecting barrier gate. PCSO Mike Sarbutts and Asst Clerk had since had a meeting with Nursery Manager. Manager and staff have to clear their nursery garden of various kinds of litter each morning to make it safe for children so have no time to clear car park etc. No money from local nursery budget available to fund regular litter clearance or erect barrier gate. It was agreed that police, parish council and parish halls would write a letter to the nursery head office estates department explaining the situation and asking them to fund the very necessary barrier. Letters to be forwarded to nursery manager for her to send to head office with copies to site agents.

21/01/16 Letters had all been sent to Head Office via the Ipswich nursery manager and Asst Clerk had answered several more queries since and contacted the nursery again today to see if there was any progress.

19/11/15 PCSO Mike Sarbutts was working with other officers to introduce a Community Protection Order to exclude youngsters from socialising on the car park and play area and causing so much litter and nuisance. A supporting letter if required would be sent by the Parish Council and Parish Halls.

21/01/16 The youngsters causing the anti-social behaviour problems had since left the area after being told they would probably be served with a Community Protection Order. However other youngsters would undoubtedly return in spring and summer and the barrier gate would still be required.

17/03/16 Asst Clerk had emailed Zoe the Nursery Manager on several occasions. No response received. Mrs Gower informed the meeting that Zoe had been promoted to area manager and that the Assistant Manager Kimberley Forbes had been promoted to Manager. The Asst Clerk would now try to make contact with her. **NEW** → Action Asst Clerk

CLD 21/01/16 A resident had contacted the Clerk re the **blocked drains and a pothole at the junction of Bent Lane and the A1214**. This has been reported and awaiting action.

17/03/16 Mr Newton reported that the flooding issue had been resolved.

Mr Newton had also reported a problem at the Playford Road end of Bent Lane where a road drain had been positioned higher than the road so flooding there could not drain away. The Clerk stated that SCC were aware of this as it was the last outstanding snag to be completed following the recent construction of new footways in Bent Lane.

6. HIGHWAYS

- a) **Roadworks by Chestnut Pond and Pond Drain** 17/09/15 Meeting had been held with Mr Oldham, Clerk and Mr Wright. Further meeting on 2 October with all agencies and residents chaired by Dr Dan Poulter MP. Also the work done by SCC had created some problems with regard to fixing a mesh cover over the new outlet pipe. All solutions tried had so far failed. As autumn is upon us there was concern that leaves would clog the outlet drain. Action Chairman and Clerk
19/11/15 After meeting on 2 October, resident had contacted Derek Oldham of SCC Highways re the extra works required. Kerb site drain will be done after Christmas using the existing 18 month traffic order. Pond drain – Clerk to write to Derek Oldham.
21/01/16 SCC Highways will include drain cover in the planned works, but parish council would have to pay for it. Hopeful that all the works around Chestnut Pond would be completed late February, but we are still awaiting plans and specification.
17/03/16 Work on the road completed. Slot drains in place, drain into new soakaway okay. Water flows into ditch, from ditch to pond and from pond to drain and out into the field behind the pond. The remaining item is the open well on the verge opposite the Baptist Chapel. SCC Highways manager has been asked when this will be attended to but as yet no reply.
- b) **INP Layby at Chestnut Pond**
When the roadworks above were finished Mr Wright managed to persuade the workmen to lay the remaining planings on the edge of the road outside the allotments in order to make a small layby for car parking. It would help the parking situation if we could have the dragon's teeth moved further back so the width of the layby could be extended. We could also ask for a dotted white line on the side of the roadway to denote car parking in the layby. Action Clerk to contact SCC Highways Manager for a quotation of cost and bring back to next meeting. **NEW** → Action Clerk
- c) **INP Holly Lane Verge - - Problems for Disabled –** 19/11/15 A resident has problems accessing a taxi across muddy verge where passing traffic has mounted the verge. Road needs widening but no money available for this kind of work. Clerk to write to Derek Oldham at SCC Highways to see what can be done with copy to our county councillors.
21/01/16 The Chairman reported that the verge outside 74-92 Holly Lane was in a terrible state. An ambulance and the bin collection vehicle had both become stuck when trying to park and turn around in the narrow road. The Clerk reported Derek Oldham of SCC Highways had been contacted and agreed what was needed was a widening of the road at this point. However there was no budget to do this or to repair the verge. It was agreed that the Clerk should write back to Derek Oldham to ask for a quotation for 1m wide hard core to be laid along the verge and to a nearby bungalow to allow access for disabled person to get to taxi and ambulance and avoid necessary vehicles becoming stuck on the verge. When a figure was known a decision could be taken as to whether the Parish Council could afford to undertake this work.
17/03/16 There had been a site meeting with Kier and Highways Manager. Highways Manager would work out an estimate of cost and report back to the Clerk.
- d) **Parking in Arundel Way** 21/01/16 Double parking near the junction with Foxhall Road is causing problems. Bus Stops in Ipswich part of Broke Hall have yellow lines prohibiting parking but those in Rushmere St Andrew area of Broke Hall do not. However yellow lines would require a traffic order. First action should be to report problems via the Highways reporting tool.
17/03/16 Mr Richings reported the parking. Mr Wright had also reported the problems to PCSO Mike Sarbutts.

7. SPEEDWATCH GROUP – Costs, Volunteers, Joint Scheme with other Parishes

19/11/15 At the PC Meeting on 10 November SCC Cllr Whiting offered half the cost of the equipment from his enabling communities' budget. If we approached Playford PC and formed a joint scheme Cllr Whiting would fund the whole amount of £1800. Some volunteers had come forward willing to be trained to run the scheme. There were queries re the ongoing costs of the scheme after the initial capital outlay. PCSO Mike Sarbutts may be the Co-ordinator for Speedwatch. A comprehensive report required for the next meeting.
21/01/16 Asst Clerk reported that further investigations with the Police confirmed that start up costs would be covered by the grant proposed by Cllr Whiting and that maintenance costs would be covered by a sum of £200 per year which the Clerk felt could be covered under existing budgets. The speedwatch scheme has the support of the police; volunteers are trained by the police free of charge. The next stage would be a police vetting procedure of proposed sites for carrying out the speedwatch. Six volunteers at least would be required to be trained to take part in the scheme. The PA&S are minded to further this scheme with Playford if possible

Mr Wright volunteered to be the initial co-ordinator and proposed taking the scheme to the next stage. Seconded by Mr Newton and approved by majority. Asst Clerk would liaise with Playford PC and a report would be brought to the March meetings of the Parish Council and PA&S for final approval.

17/03/16

- a) **Progress and funding Report** – The capital costs of the scheme amount to £1400. SCC Councillor Whiting had provided Locality grants of £700 to Rushmere St Andrew and £700 to Playford to cover the capital costs for a joint scheme. Training of the volunteers would be carried out by the Police free of charge. Mr Wright in liaison with the Police had identified 13 sites in Rushmere St Andrew and 3 in Playford all of which had now been approved by the Police Traffic Section. Mr Wright stressed that this was a voluntary scheme designed to educate the public first and foremost. Volunteers from each parish would swap locations to avoid recognition or favour. The next step was to gather volunteers. Some people had already indicated a wish to participate. The equipment would only be purchased when enough volunteers had come forward and been trained.
- b) **Consider final approval for scheme to go ahead** – Mr Newton proposed the scheme should go ahead following the above guidelines. Seconded by Ms Evans and agreed by majority.

8. ALLOTMENTS

- a) **To note the record of the Allotments Management Advisory Panel** - The unapproved minutes of the meeting held on 8 March 2016 were noted. The Allotment Manager Mr Westrup reported that the relationship with the tenants was good.
- b) **To Recommend that plots 0C and X4A be reverted to use for Car Parking** – These two plots had been in disuse for a long time and had gone back to nature. The soil on these plots was not particularly good either.
- c) **To Further Recommend that quotes be sought for road planings to be laid to the entrance to the Allotments on Plot X4A and that this plot then be leased to the Baptist Church to help ease their parking problems** – After much discussion Mr Wright proposed that both recommendations from the Allotment Panel be accepted and implemented. However quotes needed to be obtained first to ensure the budget was not exceeded. Once quotes received a meeting should be held with the Baptist Church to explore possibilities and report back to Allotment Panel/PA&S Committee. Seconded by Mr Westrup and all agreed.

9. IPSWICH SCHOOL SPORTS CENTRE

- a) **INP Progress report on natural planting area** – 120 whips in assorted species supplied by grant obtained by Mr Wright from the Woodland Trust have been planted along the back area. The School have set aside a sum of £500 for further work on this area. 400 more whips are being supplied by Swann's and invoiced to the School at a cost of £280 + VAT to plant another hedgerow on the Eaton Place side probably before Easter.
It was also reported that the road entrance including Eaton Place and up to our Sports Centre land is being maintained by a contractor appointed by Rose Builders.
- b) **INP Progress Report on Land Ownership of Extra Strip of Land off The Street** - 16/07/15 The sub-committee decided to ask our solicitor to do a Land Registry Search on the piece of land to the north of the sports ground as it was felt by the sub-committee that it would be important for the Parish Council to try to acquire this as well. This piece of land is not part of the transfer and would be treated as a separate issue. 17/09/15 Asst Clerk had received a reply from our Solicitor. This strip of land is the property of Greene King Brewing & Retailing Ltd. Solicitor had advised the Parish Council to write to them direct to ask if they were willing to transfer this land to the council and if not how they would maintain it. Asst Clerk had since ascertained the address and person to write to. Mrs Brown proposed that the Asst Clerk should write to enquire, seconded by Mr Richings and all agreed. Result to be reported to full Parish Council who would have to make the final decision on acquisition of the land.
19/11/15 Ongoing.
21/01/16 Asst Clerk has now written to Greene King, awaiting response. Clerk reported that two residents had contacted him asking for details of the land with the possible purpose of increasing their garden size.
17/03/16 Offer received from Greene King to gift the land to the Parish Council with three conditions
- i) It remains a wildlife/conservation area
 - ii) The Parish Council pays their legal costs
 - iii) The Greene King Board agrees.

This had been discussed at the PC Meeting last week and it was agreed to accept their terms provided the legal costs in total (theirs and ours) did not exceed £1500. The Asst Clerk had written to Greene King to confirm the terms as agreed by the PC Meeting. Also suggested that condition three be investigated before any instructions given to solicitors.

Mr Wright reported on a meeting with Mr Roger Osborne who manages the Sports Centre for the School. They had looked at the land in question and agreed it would need minimal maintenance once some order had been restored and that Roger and his team would be able to manage it.

- c) **INP Progress on Transfer of Land** – Rushmere St Andrew Parish Council own the land as of 2 December 2015. Solicitor registering the land in our name.
17/03/16 Checked with our Solicitor recently. Land Registry not yet received.

10. TOWER HALL PLAY AREA – New equipment for Toddlers

INP 19/11/15 Mrs Gower had proposed at an earlier meeting that an additional piece of toddler equipment be considered. Mrs Gower and the Asst Clerk distributed ideas of the sort of equipment required. Would require some grant funding to implement. Asst Clerk would investigate the various options of equipment and get prices. Mrs Gower, Mr Newton and Asst Clerk would then co-ordinate a proposal to put to this committee.

21/01/16 Ongoing. Unable to progress in time for this meeting

17/03/16 Asst Clerk had obtained firm quote and plan of site for installation. Had conferred with Mrs Gower and all queries had been resolved. Meanwhile a total of £7,000 funding had been provided from the ECB Funds of District Councillors Newton and Dean. The whole project would cost £7225. Mrs Gower proposed that the equipment be purchased and installed as plan. Seconded by Mr Westrup and all agreed.

11. HM THE QUEEN – 90TH BIRTHDAY CELEBRATIONS

a) **INP Progress Report on Jubilee Walk Refurbishment and Leaflet**

19/11/15 Mr Newton had walked the route. There were four signs missing and all the others need replacing along with information boards and a new leaflet. A working party would be convened to cost out the project. Mr Francis, Mr Wright, Mr Newton, Ms Evans along with the Clerk if possible, would walk the route shortly to investigate further. Asst Clerk would help with the admin work. Action Mr Newton.

21/01/16 Walk had taken place and requirements were now known. Community Enabling Budget of £1000 set aside by Mr Newton for the project. It was suggested that when the work is complete a walk around the newly refurbished area should take place with residents to celebrate the 90th Birthday of HM The Queen. Further meeting with James Baker of Greenways arranged for 5 February to finalise details and costings for grant application by the end of February.

It was further suggested that the pending work on the Information Boards for Limes and Chestnut Ponds should be discussed at the same time.

17/03/16 At the meeting on 5 February it was agreed that the cost would be nearer to £3,000. Mr Newton had applied for a Community Enabling Budget of £3,000 which had been successful and the grant had now been received. However concern was raised regarding the probability of James Baker's team being able to complete all the work required in time. It was agreed that Mr Newton and the Asst Clerk would contact Mr Baker and ask for a meeting soon after Easter. **NEW** → Action Mr Newton and Asst Clerk

b) **Celebration Event on 18 June 10am to 1pm**

James Baker's Greenways Team would provide a refreshment area for teas, coffees and biscuits. Other stalls could include Suffolk Wildlife Trust, Butterfly Conservation, Peter Ross and The Countryside Team, RSA Neighbourhood Watch, PCSO Mike Sarbutts with Area Patrol Car, Martlesham RSPCA, Mr Newton had a Scout Group who wanted to be involved, Asst Clerk to contact RSA Scout Group, WI would organise a litter pick along the walk route.

With so many groups and the community involved the need for two portable toilets was agreed. **NEW** → Action Clerk to investigate costs in time for meeting with James Baker.

Clerk had received details of a souvenir medal which was suggested could be given to children attending the event. **NEW** → Clerk to investigate costs in time for meeting with James Baker.

Working Group required for this event and the walk refurbishment and leaflet arrangements. It was agreed that the working group would consist of Mr Newton, Mr Wright, Mrs Gower, the Clerk and Asst Clerk.

c) **Report from Mrs Gower on other possible events**

Mrs Gower had attended the Kesgrave Town Council Meeting at their invitation to find out what they were planning and whether we could take part in any of their events. She gave a report of the many varied events planned in the Kesgrave Memorial Hall and grounds over the weekend of 10th and 11th June. After discussion it was felt that as a lot of work would be required to cover our own community event we could not add more work

to our schedule. We would however offer a free advertisement in our forthcoming parish newsletter for their special weekend. **NEW** → Action Mrs Gower.

Mrs Gower suggested that perhaps we could arrange something with Broke Hall School such as a coin collection event for charity. This could perhaps be done at their summer fair. Mrs Brown, one of their school governors may be able to help.

12. **INP INFORMATION BOARDS – LIMES AND CHESTNUT PONDS**

19/03/15 A small group consisting of Mrs Clarke, Mrs Brown and the Clerk had met to try and move this project forward. 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. There is a need to find someone to map and design these boards for us. Cost earmarked is £2,000 for the whole project. Clerk to contact James Baker who had arranged for the design of the information boards at the Mill Stream.

21/05/15 Clerk had contacted James Baker who would look into the design for these boards alongside another job of a similar nature. As some time had elapsed Mr Wright would speak to him.

16/07/15 Ongoing

17/09/15 Mr Wright had spoken to James Baker. He now needs the wording from the parish council for the boards. Action Mrs Brown, Mrs Clarke and Clerk

19/11/15 Ongoing.

21/01/16 Being dealt with in conjunction with work on Jubilee Walk

17/03/16 In order to ensure Jubilee work and event goes ahead work on information boards will be put on hold for time being.

13. **CORRESPONDENCE & ANY OTHER MATTERS**

a) **To Note Matters arising since publication of this agenda**

i) It was noted that one of our County Councillors Mr Chris Hudson had not attended a meeting of the Parish Council or GP&F Committee for some considerable time. As there were several issues concerning SCC departments Mr Newton will contact Mr Hudson and ask for his attendance at a forthcoming meeting. **NEW** → Action Mr Newton

ii) Mr Wright reported on a tree event at North Ufford he had attended recently. Very good woodland area for walking, with car park facilities and a play area for children. However advised avoiding Saturday afternoons as car park used by attendees at adjacent football pitch.

iii) Mrs Gower had concerns about a tree in Euston Avenue. Mr Wright would investigate **NEW** → Action Mr Wright

b) **Dates to Note**

Editorial Panel Meeting Wednesday 23 March 7.30pm Tower Hall Committee Room

14. **DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Defibrillators

15. **CLOSE OF MEETING**

The Chairman closed the meeting at 9.30pm