



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



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

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Ms C Evans, Mr D Francis, Mrs C Gower, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr J Wright, Mr M Newton, Mrs M Brown
APOLOGIES:	Mr P Richings (Holiday), Mr R Whiting (Family commitments)
CLERK:	Mr M Bentley
ASSISTANT CLERK:	Mrs J Potter, Mrs S Stannard (Minutes taken by Mrs Stannard)
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 Westrup proposed apologies for absence be accepted. Seconded by Mr Ward and all agreed.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15 September 2016

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

3. DECLARATIONS OF INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the 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

Mr Francis asked whether other members have received post for Newbourne Parish Councillors. He has made contact with SCDC and hopefully it is now sorted.

5. ALLOTMENTS

a) To note report of Allotment Panel Meeting 3 November 2016.

Mr Ward proposed the minutes be noted, seconded by Mr Francis and agreed by all.

i) **INP** To consider further action with regard to Plot numbers 8D, 4 & 6

8D – 15/09/16 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.

17/11/16 Old fruit cage cleared by fencing contractor. As per allotment report price obtained from contractor £320 excluding VAT. PC Chair, Vice Chair and Clerk agreed expenditure. Order given.

Plot 4 – Tenant initially decided to give up plot and then retracted notifying PC that friends and family would help her with upkeep. Wrote letter to tenant asking her to clarify position with regard to former sub-let, which is against all rules. She was also required to pay rent by 30 November 2016 and to clear the plot by the 31 December 2016. The Clerk reported that she has responded indicating that she will not be sub letting the plot but working with her neighbour and they will help each other to cultivate the plot. She has not paid outstanding money yet. Mr Westrup reported that they have made a good attempt at clearing the plot.

Note: since the meeting tenant has again made contact with Clerk. Although she has now paid her rent she has changed her mind yet again and given up the plot. Attempts are being made to encourage her to clear the rest of her rubbish.

Plot 6 – Written to tenant asking them to tidy plot. Mr Westrup indicated that the tenant has made an attempt to clear it.

ii) **INP Skip**

15/09/16 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.

17/11/16 Mr Westrup affirmed needed particularly when Plot 8D will be cleared. Clerk will order the skip.

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

The Chairman provided an update regarding the car park at the allotments. Mr Westrup reported that last week 13 cars were parked in the car park.

c) **To Approve Recommendation from Allotment Panel re Grounds/Hedge Maintenance Contract**

Recommendation from Allotment Panel that maintenance contract for the allotments be awarded to SCL Landscape Management Ltd for a further 3 year period from 1 January 2017 to 31 December 2019 as per their quote £88.50 per cut for the grass with a maximum of 18 cuts and a maximum of £600 allowed for cutting of the hedge (£475 for one cut or £275 per cuts for 2 cuts), totalling £2,200. All as previous contract, no increase. Mrs Gower proposed acceptance of this contract. Seconded by Ms Evans and all agreed.

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.

17/11/16 Mrs Potter has contacted Greene King again and managed to speak to the person dealing with this. He has promised to expedite this matter to get urgent board approval. Mrs Potter reiterated again that we are not willing to incur legal expenses until we have formal board approval.

b) **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.

17/11/16 The Chairman reported that the Parish Council is looking for a location for the Bixley defibrillator. He is currently trying to make contact with the landowner. The Council has not received the grant for the second defibrillator. Mrs Potter has written a letter to Mr Newton regarding this.

c) **INP Letter to Chief Constable – Progress report and e) New Policing Model – Six Month Review Report (Update if Available)**

17/11/16 The Clerk reported the six month review of the new policing report is not available to the public yet. The Parish Council has not received a response to the letter to the Chief Constable other than a holding response. The Clerk indicated that he was informed that the Kesgrave TC agreed to fund a PCSO for the 2017/18 financial year. The Clerk also reported that the Parish Council received a letter from Suffolk Constabulary and the Suffolk Police/ Crime Commissioner informing the Parish Council that there is currently a consultation regarding the new policing model. The consultation ends on the 23rd of December 2016. **NEW** → The Clerk and the Chairman of the Parish Council will respond to this consultation.

d) **INP Anti-social behaviour Tower Hall/Plaza**

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.

17/11/16 Mrs Potter has made contact with Busy Bees head office who promised to expedite the matter.

Since then communication received from Nursery manager. Order has been given for fence to be repaired and communications between land agent and Busy Bees head office ongoing regarding release of covenant in their lease for barrier gate. Agreed by both parties in principle that barrier gate definitely required.

e) **CLD Community Festival Event – Progress Report**

A Festival Event covering the summer months at several possible places in the parish was discussed. 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. Agreed article has gone in autumn newsletter to enlist support and helpers.

17/11/16 Newsletter is only now being delivered. Will wait for responses from the Newsletter. Mr Wright, Mrs Gower, Mr Newton and Mr & Mrs Potter have volunteered to be part of any Committee formed. Mr Newton may be able to facilitate start up from SCDC ECB, however this cannot happen until there is an established entity. The entity will be run totally independent of the Parish Council.

f) **CLD Chestnut Pond – Repair Progress Report**

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.

17/11/16 Two quotes were obtained and work given to SCL Landscape Maintenance Ltd at a cost of £950 plus VAT. The work has now been completed.

g) **To consider quote for the ponds contract including manhole inspections at Chestnut Pond**

Suggest maintenance contract for the ponds be awarded to SCL Landscape Management Ltd for a further 3 year period from 1 January 2017 to 31 December 2019. Grass maintenance at Chestnut Pond would increase to £40 per cut from £35. Maintenance of pond would be a new addition to the contract as Greenways no longer able to keep up with the work. Recommendation that this be charged on an hourly rate of £20 excluding VAT the same as the contract for Limes Pond, which could mean 12 visits a year to each. Usually 1 hour per pond per visit. The total for Chestnut Pond is £720 and Limes Pond £240. Mr Westrup proposed acceptance of this contract. Seconded by Mrs Brown and all agreed.

7. PLAY SPACES

a) **To consider quote for fencing of Tower Hall play area re Budget Build**

Chairman explained the need for high fence around Tower Hall play area due to anti-social behaviour and constant repairs to equipment. We had been given a rough estimate of costs. The quote from K J Fencing Services included several options for a 1.8 metre fence. Option one was £3,590 for twin wire and the second option was £3,200 for a V Mesh fence. There is an option for K J Fencing to remove and sell the existing hoop-top fence for between £500 - £600. Opening and closing the gates will have to be considered. **NEW** → Asst Clerk to enquire whether planning permission will be required.

The principle of installing high fence at Tower Hall play area and the contractor removing and selling the old fence was proposed by Mr Ward and seconded by Mrs Gower and agreed by all. It was proposed by Mr Wright that the twin wire option in a blue colour be included in the budget to be recommended to the GP& F

committee. This was seconded by Mr Westrup and agreed by all. Our Play Area equipment supplier Playquip have also requested to be allowed to quote when possible next year.

b) To consider change of equipment at Yew Tree play area

Volunteer inspector of this area reported parents request for more junior equipment for older children. Request was for junior swings. Mrs Potter had checked with our equipment suppliers and not enough room was available for junior swings. However a multi play piece of equipment has been suggested at a cost of £6,750, which would replace one of the toddler see-saws. The amount includes taking the old equipment out and installation of the new equipment. Mr Wright proposed that this work goes ahead only if adequate grant funding for this equipment can be secured. Seconded by Mr Ward and all in favour. **NEW** → Asst Clerk to apply for funding.

8. ROADS, VERGES AND FOOTPATHS

a) INP Layby at Chestnut Pond

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.

17/11/16 Ongoing.

b) CLD Holly Lane Verge – Progress Report 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.

17/11/16 Work now complete and the £1,000 grant received from SCC.

c) INP Community Speedwatch – Progress Report on Joint Scheme with Playford PC and Kesgrave TC

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.

17/11/16 The Clerk and Mr Wright had a meeting on 15 November 2016 with the Clerk and the Chairman of Playford Parish Council. The Clerk and Chairman of Playford PC agreed that provided that they receive a policy document with terms and conditions and a rota as was discussed on 15th November they would still like to be part of the scheme. This will however have to be discussed and agreed at their Parish Council meeting in January. Revoking of the previous decision will have to be considered.

d) **INP BT Inspection chamber – Progress Report**

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.

17/11/16 Mrs Potter has been in contact with BT OpenReach. Should have been inspected by now. Awaiting repair. Cllr J Westrup keeping an eye on it and reporting to Asst Clerk. Still equipment to remove. Also equipment at The Street and Playford Road to remove.

e) **INP Information Boards at the Ponds**

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

17/11/16 No further progress due to lack of time.

f) **INP Consideration of a doggy bin off Mannington Crescent**

Chairman reported a need for a bin and suggested that it be included in the budget for the next financial year. The cost for a doggy bin is £325. Mr Newton proposed inclusion in budget and to be ordered by the Asst Clerk next year. Seconded by Mr Westrup and all agreed.

i) **CLD** 15/09/16 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

17/11/16 Mrs Potter checked maps and reported to Mr Francis that footpath was not owned by SCC or SCDC and was possibly one of those areas of POS owned by houses either side or the developer.

ii) **INP Notice Board at Bennetts**

Mrs Potter reported that the notice board at Bennetts (Foxhall Road) has to be replaced; it has already been purchased. As fixing a new board to the existing fence was not deemed to be very secure, the Chairman, Mrs Potter and Mrs Stannard looked for a new location. A piece of ground to the right of the post box seems to be best, but landownership will have to be investigated. **NEW** → Action the Clerk.

9. **INP 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.**

15/09/16 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.

17/11/16 Chairman explained that a number of details regarding this will have to be sorted before a recommendation can be made. It was agreed that a recommendation will be made for the 2018/19 budget.

10. **BUDGET BUILD 2017/18 – To recommend to the GP&F a budget for Allotments and PA&S**

Clerk distributed copies of proposed budget for 2017/18 and explained details. Mr Ward proposed recommendation of the budget of £1,500 for the Allotments and of £23,030 after the exclusion of the Yewtree Play Area equipment of £6,750 from the PA&S budget to the GP&F. Seconded by Mr Westrup and all agreed.

11. CORRESPONDENCE & ANY OTHER MATTERS

a) To Note Matters arising since publication of this agenda

- i) The Clerk received an email from Mr Brett Lorge asking whether a '20's Plenty Campaign' can be considered for Rushmere St Andrew. The Clerk responded providing details about the Community Speedwatch Scheme that will be implemented in the parish in the future.
- ii) Mr Ward received a phone call asking if the Parish Council was aware of the 100th birthday of Mr Stanley Chambers who apparently is a former Chairman of the PC. Mr Ward gave details of the caller to Mrs Potter who undertook to contact him for more details and post a birthday card to Mr Chambers with best wishes from the Parish Council. **NEW** → Action Asst Clerk
- iii) Mr Francis reported the need for trimming all the trees in Broadlands Way. **NEW** → Asst Clerk to report to Highways.

b) **Date and place of next meeting:** Thursday 19 January 2017 7.30pm Tower Hall

c) Other Dates to Note

SCDC Full Council	-	21 Nov at Old Council Chamber Melton
P&D Committee	-	22 Nov 7.30pm at Tower Hall
SCDC Planning	-	23 Nov at Old Council Chamber Melton
GP&F Committee	-	8 Dec 7.30pm at the Village Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.45pm