



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee Meeting held on 19 May 2016 at THE TOWER HALL COMMITTEE ROOM at 7.30pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr D Francis, Mr J Wright, Mrs C Gower, Ms C Evans, Mrs M Brown,
APOLOGIES:	Mr P Richings (Representing Parish Council at HM The Queen's Garden Party), Mr J Westrup (Holiday), Mr B Ward (Holiday), Mr M Newton (Holiday), Mr R Whiting (Prior Engagement)
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. ELECTION OF CHAIRMAN

Mrs Brown proposed Mr Wright, seconded by Ms Evans. As there were no other nominations all agreed.

2. 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.

Ms Evans proposed apologies for absence by councillors be accepted. Seconded by Mrs Brown and all agreed.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 17 March 2016

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

4. DECLARATIONS OF INTEREST

Mrs Gower declared a non-pecuniary interest in item 10f.

5. 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

None

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

CLD No Through Road Sign Playford Lane – has been reported by Clerk 5 June 2015. 17/03/16 - discharged onto 3 year rolling programme of works.

CLD Overhanging Shrubs Corner of Foxwood Crescent – 20/11/15 Letter sent to homeowner but no response. Subsequently reported to SCC. Low priority. 19/05/16 House sold and new homeowner has tidied garden and cleared overhanging shrubs.

CLD 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, but would wait until 2016/17 budget. 19/05/16 Now ordered.

INP Report on completion of work in Bent Lane – 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. 17/03/16 Action Mr Ward had provided plan and Clerk still to write to SCC with copy to our county councillors but if grass has grown meanwhile report back to next meeting.

19/05/16 Clerk had not had time to write. Chairman suggested contacting SCC Councillor Mr Whiting as he was dealing with all snagging issues in respect of this project. **NEW** → Action Asst Clerk.

CLD 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. 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. 19/05/16 May be able to get done with layby work. Defer to item 10a.

CLD Progress report on natural planting area – 17/03/16 120 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. 19/05/16 Planting complete.

CLD Progress on Transfer of Land – Rushmere St Andrew Parish Council owns 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. 19/05/16 Would report back when Land Registry documents received.

CLD 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. 19/05/16 Clerk had not had time to write to SCC. However this problem was raised at the recent meeting with SCC Councillor Hudson

CLD Foxhall Stadium – Consider a response to Spedeworth following complaints – 17/09/15 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. Action Clerk to write to Spedeworth to point out the problems and ask for assurances that problems would not occur in future. 17/03/16 Still to do, but monitor the forthcoming meeting at the stadium to see if same problems exist. 19/05/16 No problems experienced at the last stock car meet.

HM The Queen – 90th Birthday Celebrations

CLD Report from Mrs Gower on other possible events

17/03/16 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 10 and 11 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. 19/05/16 Advert published.

INP 17/03/16 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. 19/05/16 Mrs Brown and Mrs Gower would enquire with school and arrange if possible and report back.

INP Information boards – Limes and Chestnut 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.

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. See item 8b.

INP Roadworks by Chestnut Pond and Pond Drain

17/03/16 Work on the road completed. The remaining item is the open well on the verge opposite the Baptist Chapel. 19/05/16 This has been flagged up with Derek Oldham of SCC Highways and our SCC Councillors Whiting and Hudson.

7. ALLOTMENTS

a) To note the decision of the PC Meeting of 12 May regarding Baptist Church Car Parking

A meeting had been held with the Baptist Church Representatives and a way forward agreed. Proposal had been put to PC Meeting which had agreed the contract for work to convert allotment plot to car parking should go ahead at a cost of £4,650 of which £4,000 would be funded from reserves. Contract to be awarded to SCL Landscape Management Ltd and work to be complete by middle of August. Unfortunately rent had not been discussed at PC Meeting.

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.

b) To decide the contract for erection of fencing, gates and repairs from quotes received.

Mr Wright proposed that the contract be awarded to KJ Fencing at a cost of £3,850 for the fencing and up to £300 to repair fence at top entrance and erect a gate between the stables and the allotment site at a place to be decided between the Allotment Manager and the Stables owner. The gate would be locked and would be opened by the Allotment Manager or deputy at times to be arranged with the stables for the purpose of allotment tenants being able to collect horse manure more easily from the stables site. Seconded by Ms Evans and all agreed.

It was also reported that Plot 10A was in need of being brought back into good cultivation order by the tenant. It was proposed to write to this tenant along with others to remind them of their responsibilities to keep their plots in good order. **NEW** → Action Allotment Manager/Clerk/Asst Clerk.

8. ENVIRONMENT

a) **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.

b) **Report of Meeting with Ipswich School on 12 May 2016**

Meeting attended by Asst Clerk and Chairman Mr J Wright. School already planning sporting activities for children during half term in May/June and Summer Holidays. These would be run by school staff. As there were leaflets already published for these activities it was agreed to include the leaflet with our parish newsletter.

Other suggestions include sporting activities to suit all age groups from young children through to senior citizens. School could provide crèche facilities for parents if required. Older people activities to include walking netball and walking football. Plans to open a coffee shop to link in with activities if enough interest. Could also provide a car park base for those wishing to take advantage of the local walking facilities. This could link in with the proposed Information Boards for the Ponds.

c) **HM The Queen's 90th Birthday Event 18 June 2016**

INP Progress Report on Jubilee Walk Refurbishment and Leaflet

19/11/15 to 21/01/16 Mr Francis, Mr Wright, Mr Newton, Ms Evans had walked the route to ascertain what refurbishment was required. Further meeting held with James Baker of Greenways on 5 February to finalise details and costings for grant application by the end of February.

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. Work would be progressed on the leaflet at the same time as the refurbishment of the walk and plans for a **Celebration Event on 18 June 11am to 3.30pm**.

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, and 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. Agreed the need for two portable toilets to be provided. Details of souvenir medal for children.

A Working Group was 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 together with James Baker of Greenways.

19/05/16 Full details of the celebration event had been included in the parish newsletter together with the leaflet giving details of the refurbished Jubilee Walk, The Mill Stream and The Sandlings local nature reserve. Work is proceeding on the refurbishment of the walk and arrangements for the celebration day. Mrs Gower and Mrs Brown offered help on the day. Souvenir medal for children not thought to be a practical proposal given how much other work and cost was involved.

d) **Defibrillators – Tower Hall, Baptist Church, Co-op on Broke Hall**

Parish Halls Management Committee and the Baptist Church Deacons had agreed to locate these on their buildings. Asst Clerk awaiting confirmation of SCDC Councillors ECB funding for Tower Hall and Baptist Church and had approached the Co-op re funding for Broke Hall but had not yet received a response.

e) **INP Anti-social behaviour Bixley Farm Plaza Area**

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.

f) Use of Double Decker Buses in Bixley Drive

Concern had been expressed by older residents that not enough room was available on the lower deck of the buses for the older folk wishing to use the buses. They felt that the single decker buses were more user friendly. However after discussion the Parish Council felt that having got the route reinstated after much public demand it would not be prudent at this time to try again to change the way Ipswich Buses operated the system.

9. PLAY SPACES

a) Progress Report on new piece of equipment for Tower Hall Play Area

CLD 19/11/15 Agreed to purchase a new piece of toddler equipment. ECB Grant of £7,000 subsequently received.

19/05/16 Programmed for installation week beginning 4 July

b) Maintenance work on Chestnut Close Play Area

Recently received report highlights the danger of steel ropes becoming frayed on corners where fixed to ground. Space net needs to be re-tensioned to save wear and a more costly job later. Cost to do work now £280 + VAT. This work would be carried out from our maintenance budget.

10. ROADS, VERGES AND FOOTPATHS

a) INP Layby at Chestnut Pond

17/03/15 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. Item re centre road marking included in review of actions could therefore not be included with this work and as it would be difficult to get the highways team to return to do one line it was decided to clear this item.

b) INP Holly Lane Verge - Problems for Disabled – 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.

c) Report on meeting with SCC re footpath No 3 and derelict building obstruction.

Subsequent to this meeting a temporary closure order is in force until obstruction is removed.

d) Report regarding progress of identification of ownership of tree on Cemetery Footpath

Asst Clerk investigating with Church to see if the footpath and therefore the tree is part of the church land. In which case SCDC will be responsible as they maintain that area which encompasses the closed churchyard.

e) CLD Report re drop down kerbs around Bixley Farm and Broke Hall.

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.

19/05/16 Mr Richings had produced a comprehensive report to the meeting. Some of the kerbs had been done along with work for Ipswich Borough Council. There was no money in SCC Highways budget to do the rest on Broke Hall and Bixley Farm. They could be done if the Parish Council will pay. It was agreed that the PC did not have enough funds to release for the work in question.

f) Report re tree in Euston Avenue

17/03/16 Mrs Gower had concerns about a tree in Euston Avenue. Mr Wright would investigate.

19/05/16 No TPO on the tree. Work had been carried out by responsible tree surgeon employed by the owner of the property.

g) 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.

h) Footpaths – Reissue of Definite Map

This had been agreed by SCC Footpaths on 26 October 2015 and finalised on 26 January 2016. The Clerk issued councillors with a copy.

11. CORRESPONDENCE & ANY OTHER MATTERS

a) To Note Matters arising since publication of this agenda

SCDC Part night lighting. From the 1 June 2016 SCDC owned street lighting in Rushmere St Andrew Village area would be brought into line with SCC owned street lights in other parts of the parish and switched off at midnight to save costs.

b) Dates to Note

P&D Committee Meeting 23 May 7.30pm Tower Hall Committee Room

Annual Parish Meeting Tuesday 24 May 7.30 pm Tower Hall

GP&F Committee Meeting Thursday 9 June 7.30pm Village Hall

Queens 90th Birthday Event Saturday 18 June 11.00am – 3.30pm The Sandlings

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.40pm