



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee Meeting held on 21 January 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 M Brown
APOLOGIES:	Mrs C Evans (Prior engagement), Mrs J Clarke (Prior Engagement), Mrs C Gower (unwell), Mr R Whiting (Work for another meeting)
ABSENT (no apologies)	None
CLERK:	Mr M Bentley
ASSISTANT CLERK:	Mrs J Potter (Minutes taken by Mrs Potter)
ALSO PRESENT:	1 Member 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 read out a 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 Newton proposed apologies for absence by councillors be accepted. Seconded by Mrs Brown and all agreed.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 19 November 2015

The minutes had been previously distributed. With the correction of a road name to Claverton Way (item 6c) Mr Newton proposed the minutes be signed as a correct record, seconded by Mr Richings 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

None from members of the public.

The Clerk reported a letter had been received from a member of the public, and phone calls and emails received by both the Asst Clerk and himself regarding the disappearance of the geese in the village. Although the decision regarding the geese had been deferred until the March meeting, such had been the outcry among residents for removal of the geese because of fouling gardens, verges and hissing at children, that an earlier decision had to be taken to remove them. Much investigation had been carried out by Cllr Wright to ensure they would be removed to a good home and cared for. They had since been removed to a Wildfowl Reserve where they will be fed properly and looked after in a proper environment.

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

INP 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.

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

19/11/15 No action as yet.

21/01/16 Ongoing

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.

CLD Overgrown Footpath and Verge – The Street from Humber Doucy Lane – 17/09/15 Reported to SCC and SCDC by several parishioners and the Clerk. Work has been ordered for week beginning 13 July but as of this date has not yet been carried out.

19/11/15 Ongoing

21/01/16 Verge cleared by utility company to enable them to lay cables

INP Information Boards for 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

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 have no idea who owns the land so cannot approach landowner to rectify. Action Mr Wright will investigate locally to try to find landowner. **NEW** → Action Mr Wright.

21/01/16 Ongoing.

CLD Graffiti - Bus Shelter Linksfield and Tower Hall Play Area

17/09/15 Quote received from IBC, cost £150 plus VAT for both areas. Agreed by Clerk, Chairman and Chairman PA&S. Asst Clerk has ordered the work but still to be carried out.

19/11/15 Still not done.

21/01/16 Work done just before Christmas, but play area board paintwork not completed. Asst Clerk chased and work now complete.

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.

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. **NEW** → 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.

CLD Kelvedon Play Area – Brick Gate Post 17/09/15 Mr Wright would investigate suggestion that Mr Chater might rebuild the brick gate post for us.

19/11/15 Chaters will do a temporary repair free of charge. Quote coming for permanent repair job.

21/01/16 Quote received £800 so another quote sought. Received recently £200, much better. Work should be completed within 10 days.

CLD Grit Bins – 17/09/15 Asst Clerk had received a call from Suffolk County Highways to say that the three locations previously refused licences for grit bins were now being granted. Licences have been issued for Foxwood Crescent, Melford Close and Malvern Close, but we need to provide grit bins. Cost will be between £70 and £95 each. A further doggie bin was also required at the bottom of the Cemetery Lane footpath. There was no money in the current budget for the grit bins, doggie bin and the already agreed litter bin. However we shall know after 25 September whether there is spare money in the election cost budget. Mr Francis proposed that provided there is money in the aforementioned budget after 25 September all items these be purchased and grit bins fitted before November so they could be filled in time for the winter months. Seconded by Mrs Gower and all agreed.

19/11/15 Grit bins purchased at a cost of £280.80 and have been placed in situ.

21/01/16 One resident had complained re the site of one of the bins. Asst Clerk went to see them to ascertain if there was any way we could help. Followed up with email, but nothing further heard.

INP 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.

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.

CLD Electronic Sign on Woodbridge Road – 19/11/15 Residents had complained to the Parish Council and SCC about this sign placed outside residential properties. All other 'Travel Ipswich' signs are placed against open ground. Reported that Cllr Hudson had spoken on Radio Suffolk to say this sign would be re-sited. Cllr Whiting confirmed this at the PC Meeting on 10 November, but could not give any indication of timescale.

21/01/16 Sign now removed.

CLD Road Safety Claverton Way – 19/11/15 Son of resident nearly hit by car pulling away at school home time. Request consideration of speed humps. Too expensive in current economic climate. Police are doing their best to enforce considerate parking. Clerk to write again to resident.

21/01/16 Letter sent and nothing further heard.

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

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.

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. **NEW** → Action Mr Richings

INP Tower Hall Play Area – To consider additional equipment. 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

CLD Sandlings - To Consider Provision of Basketball Hoop (including alternate locations)

19/11/15 Mr Wright explained that the Basketball Association have sometimes given away basketball hoops to organisations. A new one for Broke Hall would be good too. Action Mr Wright to investigate further and bring back to future meeting.

21/01/16 Basketball hoop on Sandlings not a practical proposition as no hard surface to play on and not level. The one at Broke Hall Playing Field still OK to be used.

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

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.

b) 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. **NEW** → Action Mr Richings

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. **NEW** → Action Mr Wright/Asst Clerk

8. 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.

9. JUBILEE WALK – To consider replacement signs and new leaflet with possible funding from Enabling Communities Budget via District Councillors

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.

10. ALLOTMENTS – Any issues

Allotment Panel Meeting to be held shortly to discuss car parking space and fencing down drive. Chickens had disappeared from allotment; it was thought a fox had taken them. There are still some vacant plots which are likely to be filled when the growing season starts in the Spring.

11. IPSWICH SCHOOL SPORTS CENTRE

INP a) **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. Invoice for legal work £1,200 received.

CLD b) **Progress re site for natural planting**

21/05/15 Concern from nearby residents re screening. Approach from Ipswich School re possible advice to involve Suffolk Wildlife Trust/Parish Council in using natural planting on bund in front of houses. Councillors felt

this was an excellent idea and would be discussed further at a meeting with the School Estates Manager, Site Manager, Mr Wright, Clerk and Asst Clerk.

16/07/15 Mr Wright, Miss Cracknell and Asst Clerk had attended the meeting. School were delighted with the proposal and would set aside £300-£400 for the project. Mr Wright, in consultation with Suffolk Wildlife Trust and Greenways, would draw up a plan for another meeting with the school in September, date to be arranged.

17/09/15 Mr Wright had met with James Baker of Greenways and a planting plan had been drawn up. As much planting as possible would be carried out this autumn and the rest in the spring.

19/11/15 Planting programme in hand.

21/01/16 Ongoing, trees and hedging to be supplied free of charge through the Woodland Trust. Any further planting/maintenance costs to be borne by School and we are at present liaising with them over final figure.

INP c) Recommendation to the PC to acquire remaining strip of land off the street to Ipswich School Sports Centre - 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.

12. PLAY AREAS

Grounds Maintenance - Contract Review/Renewal. 19/11/15 Current contract with Suffolk Coastal Norse expires on 28 February 2016. Asst Clerk has already asked them to quote for renewal for the next three years but no response so far. Work has not been entirely satisfactory; other contractors not happy to quote for job against them as they cannot compete on price. However it was felt that other quotes were required and contract would be awarded on quality of work as well as price. Proposed by Mr Richings, seconded by Mrs Gower and all agreed.

21/01/16 Asst Clerk had reminded Suffolk Coastal Norse re renewal of Contract but no response received. SCL had given us a quote details of which were circulated by the Clerk. There were a few minor details to be sorted out, but overall was within the budget. Mr Westrup proposed acceptance of the quote by SCL once the minor details were sorted out by the Asst Clerk. Seconded by Mr Francis and all agreed. **NEW** → Acton Asst Clerk.

13. HM THE QUEEN – 90TH BIRTHDAY CELEBRATIONS

National celebrations due to take place 11 and 12 June 2016. The Clerk read out a list of other parish councils celebrations circulated by SALC. Refer back to item 9 suggesting walk could take place the same weekend. Mrs Gower asked if we could perhaps plant an oak tree to mark the celebration.

[Mr Richings left the meeting at this point due to early work shift the next day.]

14. INFORMATION BOARDS – LIMES AND CHESTNUT PONDS

Due to be discussed at meeting on 5 February – see item 9

15. CORRESPONDENCE & ANY OTHER MATTERS

a) To Note Matters arising since publication of this agenda

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.

b) Dates to Note

28 January P&D Meeting

30 January 10th Anniversary celebrations of Kesgrave Library

11 February GP&F Meeting

Allotments and Cemetery Meetings to be arranged

16. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Defibrillators

17. CLOSE OF MEETING

The Chairman closed the meeting at 9.14pm