



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 16 November 2017 at TOWER HALL at 7.30pm

CHAIRMAN: Mr P Richings

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Ms C Evans, Mr D Francis, Mrs C Gower, Mr M Newton, Mr R Nunn, Mr P Richings, Mr B Ward, Mr J Westrup

OTHER COUNCILLORS PRESENT: None

APOLOGIES: Mrs S Todd (work commitment), Mr R Whiting (family commitment) and Mr J Wright (unwell).

CLERKS: Mr M R Bentley, Mrs S Stannard (Clerk). Minutes taken by Mrs Stannard.

ALSO PRESENT: 3 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 & APPROVAL 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.

Apologies were noted as detailed above. Mr Newton proposed acceptance of reasons for councillor absence, seconded by Mr Nunn with all in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21st September 2017

Mr Newton proposed acceptance of the minutes, seconded by Mr Nunn, with ALL in favour. The minutes were duly signed as a correct record with one correction on page 9, para 10c.

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.

Mr Newton declared a local non-pecuniary interest as a member of the Greenways Countryside Project Steering Group.

4. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

Two members of the Sportsmed East, Woodbridge Road, physiotherapy practice attended the PA&S meeting with a specific interest in agenda item 6e.

b. Public Forum - Members of Public/Parish Councillors May Speak on Any Matter

Nothing to report.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr Westrup reported that there are no vacant plots at the allotments.

Mrs Stannard reported that correspondence was sent to the allotment holder of Plots 11A and 11B on 1st November to inquire whether he would like to continue as an allotment holder. He confirmed that he would like to continue as allotment holder and indicated that he would clear and cultivate plots in accordance with tenancy agreement. Allotment holder of Plot X4B (half a plot) has also taken on Plot X6A (half a plot). Allotment holder of Plot 5B (half a plot) has also taken on Plot 6B (half a plot).

Mr Bentley stated that the Council has now received the vast majority of the annual allotment fees. Fees of two allotment holders were outstanding and reminder letters were sent out. One of the two outstanding fees were paid today.

b. Allotment AGM Feedback

The AGM meeting was held on 10 October 2017, 7.30pm in the Village Hall. About 10 allotment holders attended the meeting. Minutes of the meeting were distributed with the PA&S agenda. Mr Richings and Mr Westrup reported that it was a quiet meeting and the tenants at the allotments generally seems content with the management of the allotments.

6. ENVIRONMENT AND LEISURE

a. **CLD** Anti-Social Behaviour Tower Hall/ Plaza – Progress Regarding Nursery Car Park Barrier

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.

19/01/17 - Nursery manager included barrier gate as part of capital expenditure for the next year and submitted his for approval from head office.

Strider gym equipment at Tower Hall play area was broken some weeks ago. PlayQuip that inspects the play equipment in our play areas has offered to contact the manufacturer regarding this. Manufacturer confirmed that Strider will be fixed by the end of the month.

16/03/17 Mr Wright, Clerk, Asst Clerk and PCSO Mr Mike Sarbutts met the agents of the owner of the Plaza and a representative from Busy Bees Nursery on 1 March at the Plaza. The agents of the owner of the Plaza agreed that signs will be added to the bollards of the emergency exit. The agents are also considering tidying up the area and adding planters with plants to the Plaza. The PC has provided them with the contact details of SCL Landscaping as a suggested contact. A barrier to the gate at the Busy Bees nursery was discussed. It was agreed that Busy Bees would contact the agents to discuss the lease agreements of other tenants. Mr Mike Sarbutts informed the Nursery that if progress is not made with the barrier the police can issue a Community Protection Notice. The Nursery representative promised to take this issue up with head office. Mr Sarbutts has since been in contact with the nursery and written to them making them aware of this in writing. The nursery contact has forwarded the information to Head Office.

It was reported that the One Stop Shop do not use the barrier at present and that there were lots of litter at the Plaza area including several N2O chargers. These were also found in the Tower Hall play area.

18/05/17 The members of the public that were in attendance spoke about the problems they experienced at the Nursery car park a few weeks ago. Mr Wright and the Clerk provided a summary of what the Parish Council have done and are doing to stop the anti-social behaviour at the Plaza. The Asst Clerk provided an update received from Mr Mike Sarbutts PCSO regarding changing the leases at the plaza and how he is dealing with individual drivers frequenting the nursery car park.

20/07/17 Mr Wright, Clerk, Asst Clerk and Mr Mike Sarbutts PCSO met the land agent of the Plaza and the acting manager of the Busy Bees Nursery on 28th June. According to the land agent Lesley Maher, they received a request from Busy Bees for the installation of a barrier at the Busy Bees car park. The agent has sent out letters to all the tenants in the Plaza to alter their lease agreements to enable the installation of the barrier and are awaiting the written agreements of two tenants, however all tenants have agreed in principal to varying the leases. The Nursery has also confirmed that they intend to install the barrier once their lease agreement is altered.

Mr Bentley reported on an email from Mr Mike Sarbutts (PCSO) that was distributed to councillors, about options to increase police presence at St Andrews Walk (and at Oak Meadow in Kesgrave).

21/09/17 All tenants at the Plaza signed the letters and the agents wrote to the Nursery to inform them that they can go ahead with the barrier installation. Busy Bees have been informed by their contractor that the barrier/ parts are due for delivery on 28th September and installation has been scheduled for the week commencing 2nd October. Agents at the Plaza has reiterated to all the tenants the importance of locking the barrier at the One Stop Shop at night.

Mr Wright reported that the PCSO Mr Mike Sarbutts issued a number of Community Protection Orders (CPOs). He will wait until the barrier is installed before he amend any CPOs.

16/11/17 Barrier in the Busy Bees Nursery car park has been installed. In order to prevent other drivers getting locked in, the PCSO, Mr Mike Sarbutts is liaising with land agents 'Mark Liell' to have a sign placed in the entrance to the car park to advise them that the car park barrier will be locked when the nursery is closed. Mr Sarbutts is also seeking a spare key to the barrier in case it needs to be opened in an emergency. Councillors expressed thanks to Mr Sarbutts for his time and effort with regards to this issue. Mr Westrup mentioned that there were a number of cars at the One Stop Shop and he felt that the ASB has moved from the Nursery Car park to the Plaza car park. Mrs Gower stated that the Nursery Car park is looking much cleaner however residents complained that they still felt intimidated by the youths gathering at the Plaza car park. Mr Richings indicated that if this continues at the Plaza car park we will contact PCSO, Mr Mike Sarbutts.

b. INP Public Space Protection Orders – Update

18/05/17 The Clerk had submitted a list of PSPO locations for consideration by SCDC who had in return asked the PC to try and identify locations of all the existing Alcohol Designated Area marker signs. The signs would have to be removed as that order was being rescinded before the PSPO could be set up.

There were 24 signs in total of which Mr Richings had identified locations for 11 so far. Cllrs were urged to let the Clerk know of any they were aware of before 24th May. Clerk reported no information had been received about exact date when the PSPO's will be lifted.

20/07/17 It was scheduled to roll out the PSPO's in October. SCDC is struggling to manage this within the timescales and the biggest problem they have is to identify the locations where the old Alcohol Designated Area signs were posted. Nearly half of the locations in Rushmere St Andrew have been identified. The PSPO signs will be placed on top of the old signs. SCDC has to re-assess where there is a drinking habit. The PSPOs will only be valid for three years. SCDC is paying for the new signs but it is likely that Town and Parish Councils will have to pay for signs when they expire.

21/09/17 SCDC is consulting the public to have their say on proposed changes to dog controls in Suffolk Coastal District. Comments must be submitted online or in writing by Friday 22 September 2017. No further update regarding the timescales for the implementation of PSPO have been received.

Asst Clerk to establish if the consultation applies to play areas and play spaces as well.

16/11/17 No further update regarding the PSPOs.

c. INP Identified Work at Mill Stream/ Sandlings LNR – Progress Report

18/05/17 A Mill Stream & Sandlings walkabout took place on Wed 17th May at 10am. The Clerk, Mr Nunn, Mr Richings and Mr Wright accompanied Mr James Baker (Greenways) and Mr Peter Ross (Norse Countryside Ranger) on a maintenance inspection of the area and a number of potential works were identified over and above the agreed 3 year Works Programme.

Identified works included repairs to the track at several points, repairs to fencing and new barrier fencing at some entrance points, some new planks on the boardwalk, and excavation of the reed pond to restore open water. Mr Baker would be compiling an estimate of addition costs in order that the Parish Council could apply for some grant funding for the additional work over and above the scheduled maintenance. Clerk/Asst Clerk to apply for funding once estimate received. Another walkabout is planned for October 2017.

20/07/17 Received costings from Mr James Baker. Total cost of the identified works is £7,810.00. Mr Baker had initial discussions with SCC Rights of Way officers (Martin Williams and Debbie) and it is likely that the SCC

would agree to a partnership approach to the re-surfacing work; this could potentially equate to £450 - £500. It was agreed there is nothing urgent to repair from a safety point of view. Report to detail these works and costs at PA&S meeting in Sept. Asst Clerk will search for funding sources and approach SCC & SCDC Cllrs; SCDC and Kesgrave Town Council for funding. Asst Clerk to make a separate funding application for the pond (£5000) to the Lottery Fund and other available funds.

21/09/17 Mr Wright reported that a number of councillors attended the Mill Stream/ Sandlings LNR walkabout at 10am, 21st September with Mr James Baker and Mr Peter Ross. It was very useful and a few minor issues relating to trees were noted. The planned improvement works at the Local Nature Reserves were discussed.

Breakdown of the costs for the identified works at the Mill Stream/ Sandlings LNR circulated to Councillors. Total funds required is £7,810.00. Received an offer of funding from County Councillor Stuart Lawson for £2,360 from his Locality Budget. This together with the £450 from SCC (Rights of Way) is sufficient funding for all the identified work apart from the excavation of part of the reed pond. A separate application for this will have to be submitted to other sources of funding. Suggestions from Cllrs for funding applications were SCC, Anglian Water and Tesco Carrier Bag.

16/11/17 A cheque for £2,360 had been received from County Councillor Stuart Lawson's Locality Budget for identified improvement work to the Sandlings/Mill Stream LNR (Note: with the exception of the excavation of the reed ponds and still need to submit funding applications for this work). Greenways had been informed that PC received grant and were requested to schedule the work as soon as possible. Indications are that the work will be finished by the end of the year. Would like to record our thanks to Cllr Stuart Lawson.

d. Offer of Seat and Rubbish Bin for Sandlings LNR

Mr Bentley had received a request for a bench and rubbish bin to be donated and placed on the Sandlings near the five-a-side pitch with a plaque affixed in memory of a family dog. It was agreed at the P&D meeting of 26 Sept 2017 that the PA&S would need to make a decision regarding this as there had been problems in the past with ASB on the Sandlings. Mrs Stannard distributed a map to cllrs with the current distribution of seats and bins on the Sandlings near the five-a-side pitch. The need and location of a seat was discussed. Mr Nunn proposed that a suitable location would be near the existing seat. Mr Richings said we should cost a package for a reconstituted plastic seat and include installation costs, and proceed from that point. It was agreed that a bin is not necessary given that there is a bin in close proximity to the proposed location of the seat. Mr Richings proposed that the family be contacted indicating where the PC would like the bench to be located, opposite existing seat on Sandlings LNR near the five-a-side pitch, and what the costs are likely to be to determine if they would still like to proceed with the proposal. If they would like to proceed to then facilitate permission from SCDC. This was seconded by Mr Westrup with all in favour. **NEW** → Clerks to establish costs and contact the family thanking them for kind request and indicating location and cost estimate.

e. To Consider Request for a Defibrillator at Sportsmed East, Woodbridge Road (via Cllr Mark Newton)

Cllr Newton reported that he received a request for funding for a defibrillator outside the Sportsmed East building, Woodbridge Road. There is a possibility that funding may be available for a defibrillator. Cllr Newton would like the support of the PC for the location of the defibrillator before he facilitates funding. Two representatives from Sportsmed East provided a presentation about the company, footfall at the location and surrounding area as well as the need and suitability of a defibrillator at the physiotherapy practice. The company also have a number of exercise classes and several doctors and therapists work at the practice. The representative from Sportsmed East confirmed that the defibrillator would be located on the outside of the building and that it will be a public access defibrillator. He also indicated that they rent the building and that it is owned by Foxwood Ceramics.

A discussion ensued regarding the suitability of the location and the proposal for funding by Sportsmed East. Mr Newton proposed that Sportsmed and Foxwood Ceramics are asked to submit a proposal to the Parish Council to jointly fund the defibrillator. This was seconded by Mr Nunn and agreed by all. Mr Newton thanked the gentleman for coming to the meeting. Depending on the response the PC may be able to consider a partial donation.

7. PLAY SPACES

a. **CLD To note Tree Cut at Broke Hall Playing Field**

On the Salehurst Road playing field, between the fence of the garden which had the fire (nr 26 Salehurst Road), and the field boundary fence, a rowan tree has been cut down. Not a full sized tree, but still a good size. The cut branches have been dumped onto the playing field shrubbery under the burnt oak tree, and a larger longer trunk piece has been left lying into the shrub in that corner of the field. The trunk piece and the branches were removed by SCL Landscape Management as part of their regular maintenance of the playing field. The PCSO, Mr Mike Sarbutts was informed of this.

b. CLD Signage Wording Changes - Progress Report

20/09/17 Current signs at all the play areas need to be updated to reflect correct contact details. Agreed to appoint 'Signs for You' to print 10 aluminium composite signs as per their quote of £86.90 + VAT.

21/09/17 Signs ordered. Anticipated that they will be completed by 29 September 2017.

16/11/2017 Signs printed and fixed signs at the play areas.

c. Report on Work Required at Broke Hall & Tower Hall Play Areas and to Consider Potential Funding

On 14th September Parish Council agreed that £2,000 be allocated from the reserves for repairs/ new installations at the play areas in the parish. Note: at the Parish Council Meeting Cllr Ann Cracknell commented that we do not need new equipment at Tower Hall. Several issues at our play areas have been highlighted by 'PlayQuip' the company that completes our safety inspection reports at the play areas every six weeks. Some issues had also been highlighted by the 'Play Inspection Company' when they provided training for our volunteers. Mr Newton proposed that delegated authority be given to the Chairman and Vice-Chairman of the Council and the Clerks, Mr Bentley and Mrs Stannard to decide how best to spent the £2,000 at the play areas in the parish. This was seconded by Mr Nunn, ALL in favour.

16/11/17 As per delegated decision, the Clerks and the Chairman (Vice-Chair – unwell) allocated the funding as follows: Removal of Air Walker – PlayQuip (£387.86 + VAT); topsoil and seed areas where soil erosion at Tower Hall and Broke Hall play areas - SCL Landscape Management (£200 + VAT); Fill in the gaps around the edge of the wet pour at the Multi Play Unit at Tower Hall - PlayQuip (£982.80 + VAT); and cover the worn surfaces around the adult gym equipment at the Tower Hall play area and seat with bonded rubber strips to eliminate soil erosion – PlayQuip (£340.24 + VAT). Total = £1,910.90. This work is all completed.

Mrs Stannard reported there is still further work to be done in terms of fixing the overhead spinner (grease the bearing and rub down and paint the overhead spinner) at Tower Hall play area and the fence at Chestnut play area. The quote for fixing the overhead spinner is £375.95. We have not received a quotation for the fence at Chestnut yet.

8. ROADS, VERGES AND FOOTPATHS

a. To Discuss Temporary Management of Community Speedwatch

Cllr James Wright is not able to coordinate the CSW until possibly at some point next year. Mrs Stannard contacted all the CSW volunteers to notify them of this and to identify a volunteer that is willing to take on the role as a temporary coordinator for CSW. One of the volunteers is willing to take on this role, provided he receives sufficient training and sufficient support. Mr Mike Sarbutts, PCSO is now trying to organise training for the particular volunteer with the CSW department and Mr Sarbutts will provide support the first few times when the CSW meet.

b. INP To Consider the Cost of 'No Through Road' Sign at Salehurst Road

18/05/17 Residents of Nos. 11, 13 & 15 Salehurst Road asked if the Parish Council can make a request to SCC for a 'No Through Road' sign. It was agreed that the Parish Council will make a request.

20/07/17 Asst Clerk made request to SCC for installation of sign. Response received from SCC indicated that SCC do not have the funding to supply such as sign in this location as it is not a priority. Asst Clerk will report back at the PA&S meeting in Sept regarding the cost of the sign in Tuddenham Road.

21/09/17 PC was advised in 2014 that the cost for a 'no through road sign' at Tuddenham Lane would be between £100 - £150. Awaiting response from SCC for up to date cost estimate and process to follow.

c. CLD To Note the Replacement Doggie Bin – Bixley Lane

This doggie bin had been damaged on the same evening as the Foxhall Stadium problem last Saturday and was going to cost £275 to replace. The Clerk and Chairman had authorised replacement under delegated power as this was a very well used bin and already people had been piling up bags next to the bin. Bin now replaced.

d. 30mph Signage in Playford Road – Update from County Councillor Robert Whiting

No update available as Mr Whiting was not present at this meeting.

e. INP Update regarding Proposed SID Usage in Bixley Drive

The old Kesgrave 12PT funds are due to be used to buy the SID which will be used in Rushmere St. Andrew and the other members of the 12PT group. This matter is currently in the hands of Kesgrave Town Council as they are holding the remaining 12PT Funds. They need to re-order a SID as there had been problems with the previous order,

resulting in cancellation. Once received, the SID will be deployed by PCSO along Bixley Drive and any other location as required.

9. Beacon Working Group

a. To approve the Terms of Reference for the Beacon Working Group

The draft Terms of Reference were circulated. It was agreed to add Mr Westrup as a member of the Beacon Working Group. Mr Richings proposed acceptance of the terms of reference seconded by Mr Nunn, with ALL in favour.

b. INP Progress update

16/03/17 Clerk received correspondence about whether the Parish Council would like to join in commemoration and remembrance of the end of the war. A beacon will be lit at 7pm on 11th November 2018. Options for beacons are: 1) beacon braziers on tall wooden poles that will have to be made by local craftsmen; 2) gas fuelled beacons and 3) traditional bonfire. Option one is likely to be costly; the estimated cost of a gas fuelled beacon is £365.00, including delivery to UK mainland but excluding VAT. Mr Wright reported that he met Bev Hudson at the Ipswich School Sports Centre (ISSC). The school seemed willing to make their venue available for the Beacon Event provided that they can also take part in the event. Mr Richings proposed that the Parish Council join in the Beacon Event on 11th November 2018; that the PC purchase a gas fuelled beacon for the event; and that the Ipswich School Sports Centre be used as a venue for the event provided the School formally give permission for this. Asst Clerk to contact ISSC regarding use of the centre as a venue for the beacon event. Clerk/ Asst Clerk to inform Mr Bruno Peek that PC would like to join in the beacon event.

18/05/17 Mr Wright, Clerk & Asst Clerk had a meeting with Ms Bev Hudson, Mr Paul Wranek and Ms Mandy Moore on the 3 May 2017 at ISSC. Ipswich School agreed beacon event can be held at the ISSC. It will be a joint event between Rushmere St Andrew PC and the Ipswich School. The safety aspects around lighting of the gas beacon need to be considered. The best time for the event would be from 4 – 9pm and it would be a ticketed event. It was agreed that a recommendation be made to Parish Council that a working party be established to plan the Beacon event. Mr Wright, Ms Evans, Mrs Gower volunteered to be on the working party.

20/07/17 It was agreed that invitations be sent to the following persons/ parties after the PA&S meeting in September: Local Regiment, Barracks in Woodbridge (Royal Engineers); High Sheriff – Lady Euston; SCDC; British Legion from Woodbridge; all Parish Councillors; District and County Councillors, Politicians; Faith groups. Any other suggestions will be considered at the next PA&S meeting in September.

21/09/17 Working Group meeting was held on 20 September 2017 at 11am at the Parish Office. The Group discussed who to invite and drew up a wish list for the event and timings for the various aspects. It was also proposed that a 100 trees be planted in the Parish after the Beacon Event. Mr Westrup suggested that not just the first in command of the Local Regiment be invited to the event but also the second in command. Mr Richings suggested that the Christmas list be checked to see who else to invite to the event. Mr Newton stated that it is not clear yet if District Councillors will have access to an Enabling Communities budget next year. If this is the case he would like to help make it a memorable event by allocating funding for the event.

16/11/2017 Awaiting feedback from Ipswich School regarding 'wish list' for the event. Once we receive their agreement the invitations can be sent out and other items actioned.

10. ACTION POINTS AND CLEARANCE OF ITEMS NOT ELSEWHERE ON AGENDA

a. CLD Notice Board at Chatsworth Drive

17/11/16 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. Action the Clerk.

19/01/17 Clerk still to investigate.

16/03/17 Land does not belong to SCC Highways or Bennetts. It is likely that the land belongs to Heathlands Caravan Park. Waiting for confirmation that the land belongs to them.

18/05/17 Heathlands Caravan Park indicated that land at Bennetts does not belong to them. Problem with location as discovered that concrete and cables under the grass. Need to find alternative location for the notice board. Handout distributed to councillors showing 3 possible locations for a notice board. It was proposed by Mr Wright and seconded by Mr Nunn and agreed by all that if permission can be obtained from the landowner that the notice board should be installed at the corner of Chatsworth Drive and Bixley Drive.

Note: Two quotations received for installation of notice board. One from SCL for £85-£120 + VAT but it may vary depending on the materials used and time needed to install and the other from K J Fencing for £75 +VAT.

20/07/17 Land in question does not belong to SCC; SCDC or owners of Nr 5 Bixley Drive. Agreed that the notice board be erected adjacent to Nr 5 Bixley Drive if there are no objections from SCDC (Planning) and the owner of Nr 5 Bixley Drive. The quotation from K J Fencing to install the notice board for £75 + VAT was accepted.

21/09/17 No correspondence received from Nr 5 Bixley Drive. SCDC indicated that provided land does not belong to SCC, illumination is not permitted and no advertisement may exceed 1.55m2; planning permission is not required. K

J Fencing has been instructed to install noticeboard. Noticeboard will be installed on 25th September. Completed and no further action required.

b. CLD Grass Cutting - Chater Land

Mr Wright received a letter from a resident asking for assistance of the upkeep of various parcels of land in the parish owned by Chater Land Holdings Ltd. Parish Council established contact with the Chater Group. The issues with regards to maintenance and cutting of the grass on land of the Chater Group were raised with Mr Chater and as promised the grass were cut during the week. Mrs Stannard replied to the letter of the resident.

c. CLD Correspondence regarding Tree Damaged at Broke Hall Playing Field

Received correspondence from the owner of Nr 26 Salehurst Road. He had a fire in his shed and their house backs onto the Broke Hall Play Area. The fire was so fierce that the overhanging oak tree was burnt and he indicated that it will require managing/pruning. He also requested for it to be removed as much of it overhangs his garden. Mr Wright, the parish tree warden, inspected the tree and considered that the damage looked superficial and recommended that nothing be done to the tree at the moment. Advice from SCL Landscape Management was, after undertaking a visual inspection, that the fire damage to the oak tree looks superficial. They recommend that no action is taken during 2017 and to re-inspect the tree during the growing season of 2018. It was proposed by Mr Nunn that nothing be done to the tree at present and that the tree be re-inspected during the growing season of 2018. This was seconded by Mr Newton and ALL agreed. Mrs Stannard responded to the correspondence and informed the resident of the decision of the PA&S committee.

11. Budget Build 2018/19 – To recommend to the GP&F a budget for Allotments and PA&S

Clerk distributed copies of proposed budget for 2018/19 and explained details. Mr Westrup proposed that the Allotment and PA&S budget be forwarding to the GP&F for inclusion in the main budget build, seconded by Mr Francis and agreed by ALL.

12. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of This Agenda

Mrs Stannard received correspondence regarding the path adjacent to Tower Hall. The resident complained about branches that have been dumped along the path. Mrs Stannard to reply to resident and state that this is land owned by Chater Land Holdings Ltd and that Mr Guy Chater can be contacted directly regarding maintenance issues.

Remembrance Service – It was agreed to record our thanks to Rev. Heather Marsden and Don Whinney and the Kesgrave RBL for the Remembrance Service on 11 November.

Member of public mentioned that the junction of Brendon Drive and Ditchingham Grove and the top part by Penzance are excessively overgrown. Mr Richings said that the land belongs to SCDC. **NEW** → Mrs Stannard to report.

Also Brendon drive needs a no through road sign at junction with Penzance. **NEW** → Mrs Stannard to report to SCC.

b. Date and Place of Next Meeting – Thursday 18 January 2018 at 7.30pm at Tower Hall

c. Other Dates to Note

Thursday 14th December – GP&F Meeting Tower Hall, 7.30pm

Thursday 11th January – PC Meeting Village Hall, 7.30pm

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.37pm.