



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Amenities & Services Committee meeting held on 19 January 2017 at TOWER HALL – Main Hall at 7.45pm

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CHAIRMAN: Mr J Wright

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Mr D Francis, Mrs C Gower, Mr M Newton, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Wright.

OTHER COUNCILLORS PRESENT: Mr J Withey

APOLOGIES: Ms C Evans (Unwell), Mr J Westrup (Holiday), Mr R Whiting (Domestic Emergency).

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

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

This meeting started 15 minutes late as it was preceded by a Planning & Development Committee Meeting that overrun.

## 1. APOLOGIES & APPROVAL 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.

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

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2016

Mrs Gower proposed acceptance of the Minutes, seconded by Mrs Brown, with ALL in favour. The Minutes were duly signed by the Chairman as a correct record with no alterations.

## 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

Item f. Relocation of doggy bin Oak Tree Low Carbon farm.

### b. Public Forum – Members of Public/ Parish Councillors may speak on any matter.

None.

(The Chairman adjusted the order of discussion on the agenda to aid the member of the public present at the meeting. Item 8f was discussed after item 4).

### **8f. Relocation of doggy bin Oak Tree Low Carbon farm**

The Parish Council received a letter from the owner of Oak Tree Low Carbon farm, Playford Lane asking if the doggy bin outside the gate of Oak Tree Farm can be relocated. Mr Richings proposed that the doggy bin be relocated to Parish Council land to the front of the gate to the allotments, Playford Lane. Mr Ward seconded the proposal and all in favour. **NEW** → The Chairman and Mr Potter will move the doggy bin.

## **5. ALLOTMENTS**

### **a. Any queries from Councillors**

None.

#### **i) **CLD** 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.

19/01/17 All matters regarding Plots 8D, 4 & 6 now cleared.

#### **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.

19/01/17 The skip will be ordered in late February when it is likely to be needed by the allotment holders.

## **6. ENVIRONMENT AND LEISURE**

### **a. **INP** Report on progress of strip of land acquisition off The Street/Ipswich School Sport 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.

19/01/17 – Asst Clerk contacted Mr Ron Herbert for an update regarding board approval. This has now been passed on to a different contact person at Greene King, Ms Emma Sweetman. Awaiting response from Ms Sweetman.

**b. INP Defibrillators – Progress Report**

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.

19/01/17 The Council received the grant for the second defibrillator and it is anticipated that the funding for the defibrillator for the Bixley Ward will be received/available in due course. The landowner of the Jaipur Restaurant, Penshurst Road has given agreement that the defibrillator for the Bixley Ward can be sited outside the restaurant. The Ambulance Service has agreed to the locations of all three defibrillators and made recommendations with regards to the type of defibrillators to purchase. The Asst Clerk is currently researching the best type of defibrillator to purchase and have received a quote for the iPad defibrillator from WEL Medical. Awaiting a quotation from IS Electrical for installation of the defibrillators at Tower Hall and for Bixley Ward. Rushmere Baptist Church will ask own contractor to install as part of extension to church.

Mr Newton proposed that delegated authority be given to the Chairman of the Parish Council, the Vice-Chairman of the Parish Council, Clerk and Asst Clerk to make a decision with regards to the type of defibrillators and cabinets to purchase and installation of the defibrillators. The proposal was seconded by Mrs Gower and agreed by all.

**c. 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.

19/01/17 - Nursery manager included barrier gate as part of capital expenditure for the next year and submitted this 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.

**i) 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. The Clerk and the Chairman of the Parish Council will respond to this consultation.

19/01/17 Clerk and the Chairman of the Parish Council responded to the consultation. No response received. The Clerk is following up the PCSO service level agreement with the Police Business Manager.

**ii) INP To consider quote for fencing of Tower Hall play area**

17/11/16 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. 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.

19/01/17 Included in budget. Awaiting second quotation from PlayQuip. Will implement in the new financial year.

## 7. PLAY SPACES

**a. Progress report regarding nursery fencing at Tower Hall play area - legal letter via SALC**

The Chairman reported that it has been a long, outdrawn process for the nursery to replace their fence. The Asst Clerk investigated whether a legal letter could be sent to the nursery as a result of the risk it posed at the Tower Hall play area. SALC advised that this would be costly and that they would not recommend it. The contractors at the nursery is replacing the fence at last and this work should be completed by the end of the week. No action necessary. The Chairman expressed his disappointment at how the organisation behaved taking a very long time to replace the fence and the risk that this posed for the children at the nursery and at the Tower Hall play area. Mr Frances stated that if a similar situation occurs in the Parish it should be investigated whether Suffolk Coastal, Environmental Health could assist in any way.

**b. INP Progress report change of equipment at Yew Tree play area**

17/11/16 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. Asst Clerk to apply for funding.

19/01/17 Asst Clerk looking into funding streams and will make applications in the new financial year.

## 8. ROADS, VERGES AND FOOTPATHS

**a. 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.

19/01/17 Playford PC decided that they do not want to be part of the Speedwatch Scheme. Rushmere St Andrew PC and Kesgrave PC will continue with the scheme. Kesgrave PC applied for funding from Cllr R Whiting. The Clerk and Mr Wright will meet Mike Sarbutts (PCSO) the second week of February to sort details regarding kit and sites. 6-8 volunteers for Rushmere St Andrew. Volunteers for Kesgrave to be determined.

**b. CLD 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.

19/01/17 Work completed.

**c. CLD Update regarding trimming of trees in Broadlands Way**

17/11/16 Asst Clerk to report to Highways.

19/11/17 Asst Clerk reported the issue to Highways. Received response indicating that SCC have taken into account the severity of the issue and how many people this issue is likely to affect. At this time, they felt that no action is necessary. SCC Highways will continue to monitor the situation. Mr Frances indicated that the trees were trimmed in 2015 and expressed his disappointment with the response. Item cleared. Will reconsider in autumn.

**d. Bixley Lane**

The Clerk received letters from 6A, 6B and 6D Bixley Lane, asking for help to determine landownership and who is responsible for the maintenance of the trees along Bixley Lane. It is likely that the land belongs to Mr Charter or Gerry Mann. The letters also questions whether Bixley Lane is a right of way. The Clerk informed Councillors that in 2007 the Parish Council attempted to add Bixley Lane to the definitive map by making a claim to SCC. However, a claim was never submitted. All claims have to be submitted by 2026.

**NEW** → The Asst Clerk will start this process again and the item will be on the next agenda.

**e. Footpath 3 open**

The Chairman informed the Committee that footpath 3 is now open. The footpath was temporary closed as a result of a dangerous structure that has now been removed.

**9. CORRESPONDENCE & ANY OTHER MATTERS**

**a. To Note Matters Arising Since Publication of this Agenda**

**i) INP Notice Board 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.

19/01/17 No further progress.

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

17/11/16 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.

19/01/17 Asst Clerk will order in the new financial year since included in 2017/18 budget.

**iii) INP Notice Board at Bennetts**

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.

**iv)** The Clerk suggested that an item be added to future agendas to clear items and it was agreed that this would be helpful. **NEW** → Asst Clerk to add item to future agendas for clearance of items on minutes.

**v)** The Chairman requested that the Broke Hall School Suffolk Constabulary Parking Notice be updated and redistributed. **NEW** → Mr Mike Sarbutts, PCSO, to update the notice and redistribute.

**vi)** The Chairman stated that it would be useful if Councillors be issued with new ID Badges. Mrs Gower pointed out that this would be particularly useful for the neighbourhood planning meeting planned later in the year. **NEW** → Clerk to print new ID Badges.

**vii)** The Clerk received a letter from Mr Robert Brander regarding an article in the spring newsletter about flooding around Chestnut pond. Mr Richings proposed that the letter be noted, this was seconded by Mr Ward and all in favour.

**viii)** The Chairman reported on an incident of fly tipping in Playford Lane. The Chairman reported this to Suffolk Coastal and it has since been cleared.

**b. Date and place of next meeting:** Thursday 16 March 2017 at Tower Hall.

**c. Other Dates to Note**

9 February, GP&F Meeting, 7.30pm, Village Hall.

23 February, 12PT Meeting, 10am, Kesgrave RBL

Late February, Newsletter & Website, Editorial Advisory Panel at Tower Hall. Date to be confirmed.

**10. DETERMINATION OF ITEMS FOR INCLUSION ON FUTURE AGENDA**

WWW1 Beacons of Light 11<sup>th</sup> November 2018

Adding Bixley Lane to the Definitive Map

**11. CLOSE OF MEETING**

The Chairman closed the meeting at 8.35pm