



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 20 July 2017 at TOWER HALL – Main Hall at 7.30pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Ms C Evans, Mr D Francis, Mr R Nunn, Mr P Richings, Mr J Westrup, Mr J Wright
APOLOGIES:	Mrs C Gower (family commitment), Mr B Ward (another commitment), Mr M Newton (another commitment), Mrs S Todd (family commitment), Mr R Whiting (work commitment)
CLERK:	Mr M R Bentley, Mrs S Stannard (Assistant Clerk). Minutes taken by Mrs Stannard.
ALSO PRESENT:	0 Members of Public

NAR Old AP no action recently, **INP** In progress not resolved, **NEW** → New AP this meeting, **CLD** Cleared by this meeting

1. APOLOGIES & 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 Richings 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 18 May 2017

Mr Nunn proposed acceptance of the Minutes. Proposal was seconded by Mr Westrup, with ALL in favour. The Minutes were duly signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

None.

4. PUBLIC PARTICIPATION

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

None.

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

Mr Francis reported the trees in Broadlands Way that obscure visibility. **NEW** → The Asst Clerk will report to SCC.

Mr Nunn expressed concern over the speed of traffic along Foxhall Road and asked if anything can be done about this. Mr Wright indicated that the Parish Council have tried to look at several ways to do this in the past but it is the responsibility of SCC. The Parish Council will continue to try to help with this problem.

[Mrs Brown joined the meeting].

5. ALLOTMENTS

a. Update and Queries from Councillors

Mr Murden gave up tenancy on Plot 11a and 11b. Mr Jerry Doe is the new tenant of plot 11a and 11b. Mr Frost has given up his tenancy on Plots X6a and X6b. Mr Hughes is taking on Plot X6b. Some interest in the other half of the plot. Asst Clerk wrote a letter to Mrs Hankers asking her to clear and cultivate plot 6. No feedback from Mrs Hankers to date. **NEW** → Asst Clerk will follow this up.

Mr Richings proposed that the Parish Council formally ask SCL to add weed control 3 times a year at the car parking space for the Baptist Church. This was seconded by Mr Francis, with ALL in favour. **NEW**
→ Asst Clerk to contact SCL about adding weed control at car park to existing contract.

The Clerk reported that the cost to remove the two wasp nests at the allotments was £70 (East Suffolk Pest Control).

6. ENVIRONMENT AND LEISURE

a. **INP** Report on Progress and Consideration of Management of Strip of Land off The Street

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.

16/03/17 – Asst Clerk has been informed by Mr Ron Herbert that board approved gifting of strip of land to PC. Mr James Hall, solicitor of the Parish Council has been instructed to go ahead with transfer and he will now contact the solicitors of Greene King.

The strip of land will be gifted to the PC. The legal costs of transferring the land of both parties will be paid by the PC up to a maximum of £700 for each party.

18/05/17 Mr James Hall, solicitor of the Parish Council has been in contact with the solicitor of Greene King and is awaiting his response.

20/07/17 The transfer of the land was dated the 28th June 2017. Parish Council owns the land. Mr Hall has registered the transfer at the Land Registry and finalised all the relevant issues. The cost of Greene King's solicitor (Haywood Moon) is £406.00+ VAT and the cost of our solicitor Mr James Hall from Birketts is £473 + VAT.

Maintenance – **NEW** → Asst Clerk to contact SCL Landscaping; James Baker (Greenways); and Mr Raby for quotes for the maintenance of the strip of land off the Street. This should include quotes for a first cut and thereafter quotes for trimming the hedge twice a year.

b. **INP** Anti-Social Behaviour Tower Hall/ Plaza – Update on Plans for 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 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.

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).

c. **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.

d. **INP Mill Stream/ Sandlings Estimates for Maintenance**

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, 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. **NEW** → 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. **NEW** → 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. **NEW** → Asst Clerk to make a separate funding application for the pond (£5000) to the Lottery Fund and other available funds.

e. CLD Issues raised at Rushmere St Andrew Parish Review meeting held on 20 June 2017

Mr Wright reported that the Parish Council received letters from 3 parishioners at the Parish Review meeting. All of the issues raised have been covered in the past or are issues that the Parish Council is currently dealing with.

7. PLAY SPACES

a. CLD Progress Report Change of Play 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.

16/03/17 Cllrs Mark Newton and Deborah Dean have kindly agreed to support a 2017/18 ECB funding application from the PC for the full amount of 6,750.00 excluding VAT for the change of equipment at Yew Tree play area. Application form completed, signed by both Cllrs and submitted to the Grants Team at SCDC. The applications will be processed in the new financial year. PC would like to express their thanks to Cllrs Newton and Dean for their support.

18/05/17 The application for ECB funding from District Cllrs Newton and Dean for the change of equipment at Yew Tree play area was approved for the full amount of £6,750.00 excluding VAT. Clerk reported that the grant funding had been received. It was agreed at the meeting in November 2016 to appoint PlayQuip to change/ install the play equipment as per their quote if able to secure funding. PlayQuip has indicated that it would take approximately 8-9 weeks to change/ install the new equipment.

20/07/17 The play equipment has now been changed/ installed. Part of the equipment included a climbing net for the children and this has not yet been installed. PlayQuip will install the net next week. PlayQuip has agreed that this equipment will be added to the current inspection contract without any additional costs this year.

b. Comments/ Queries about play spaces

None.

c. To Consider Signage Wording Changes

Current signs at all the play areas still have Jean Potter's number on and this need to be replaced with signs with the contact number and address of the Parish Council Office. Two quotes were sources for 10 aluminium composite signs. The quotations were as follows:

Signs For You - £86.90 + VAT (10 signs); and

Sign Express - £172.00 + VAT (10 signs).

Still awaiting a quotation from Fusion Signs.

Mr Westrup proposed that the quote from Signs For You for £86.90 + VAT be accepted, seconded by Ms C Evans and with ALL in favour.

8. ROADS, VERGES AND FOOTPATHS

a. Community Speedwatch – Report on Recent Sessions

Mr Wright reported on the recent Speedwatch session and planned sessions. Mr Wright has been in touch with Mr Sarbutts regarding the speeding in Playford Road and it is likely that the police will check speeding in Playford Lane as well. Signage about speed limits is not adequate and the Mr Wright will make a request regarding this to SCC.

b. INP Bixley Lane Definitive Footpath List - Update

19/01/17 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. Asst Clerk will start this process again and the item will be on the next agenda.

16/03/17 Made progress with identifying landowners along the Bixley Lane. Aiming to distribute letters to serve notice on landowners when the newsletter is distributed. Councillors and residents that use Bixley Lane as a footpath are encouraged to complete a questionnaire to state that they use the lane as a footpath. Asst Clerk to coordinate with Mr Ward regarding signs about definitive footpath at the both ends to Bixley Lane. Information should also be added to the website and an article will be included in the Newsletter.

Mr Wright and the Asst Clerk met the residents of 6A, 6B and 6D Bixley Lane on 16 March. Landownership, fly-tipping and the tree that fell down in the lane that was not removed were all discussed. Asst Clerk to distribute a letter to all landowners in on the other side of Bixley Lane (Houghton Place & Glemham Drive) regarding fly-tipping and will contact SCC about removing fallen tree. Mr Wright will contact Nick Newton (SCDC Tree Officer) to have a look at one tree in the Lane to determine if it is dangerous.

18/05/17 Still in process of identifying all the landowners along Bixley Lane. Article included in newsletter. Received 4 completed questionnaires regarding use of footpath. Have received several requests for copies of questionnaires. Signs displayed along Bixley Lane asking for questionnaires to be completed. Questionnaire available on website.

Letter regarding fly-tipping were distributed to properties along Bixley Lane, Houghton Place and Glemham Drive. Asst Clerk contacted SCC about fallen tree. Tree has been removed.

20/07/17 A total of 35 completed questionnaires were received and this covers the last 20 years. Enough user evidence to submit a claim. All landowners along the Lane have been identified. Asst Clerk thanked Mr Wright and Mr Nunn for their help in identifying the landowners along the Lane. Schedule 7, 8 and 9 of the claim forms will be completed and submitted to SCC.

c. CLD Doggy Bin off Kelvedon Drive (initially Mannington Crescent) – Progress Report

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.

16/03/17 Will order in new financial year.

18/05/17 During the Sandlings/ Mill Stream walkabout it was agreed that the best position for a new doggy bin would be at Kelvedon Close. Asst Clerk made request for installation of doggy bin.

20/07/17 Bin installed. Clerk received a complaint regarding the bin.

d. INP Doggy Bin Damage – Playford Lane

Mr Wright reported that the Doggy Bin in Playford Lane was damaged. It was agreed at a previous meeting that Mr Wright and Mr Rob Potter will move the doggy bin to the entrance to the Allotments in Playford Lane. However, Mr Potter is not able to move the bin. Mr Richings proposed that a quote of £90 + VAT from K J Fencing to move the doggy bin be accepted, seconded by Ms C Evans, ALL in favour.

e. INP Update Regarding 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. Mr R Nunn proposed 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. This was seconded by Ms C Evans and ALL in favour.

It was proposed by Mr R Nunn to accept the quotation from K J Fencing to install the notice board for £75 + VAT, seconded by Mr Riching, ALL in favour.

f. INP To Consider the Erection of a ‘No Through Road’ Sign in 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. **NEW** → Asst Clerk will report back at the PA&S meeting in Sept regarding the cost of the sign in Tuddenham Road.

g. CLD To Note the Replacement of Litter Bin Foxhall Road

18/05/17 The litter bin at the Foxhall Road end of the path between Chatsworth and Foxhall Roads (opposite Arundel Way) has been vandalised. The metal interior bin has been flattened and needs a replacement. Been informed by Suffolk Coastal that these bins are no longer available and bin will have to be replaced with a new bin. The cost for a new bin and installation of the bin would be £225 + VAT for a black Glasdon Topsy Royal litter bin. Noted and agreed to replace bin with a black Glasdon Topsy Royal litter bin from SCDC. Part of maintenance budget. Asst Clerk to order new bin.

20/07/17 Bin installed.

9. INP BEACON EVENT 11 NOVEMBER 2018 – REPORT/ WORKING GROUP/ BUDGET

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.

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

a. ID Badges

11/01/17 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. Clerk to print new ID Badges.

16/03/17 Need 5 more photographs of councillors.

18/05/17 The clerk took photographs of 2 councillors.

20/07/17 ID Badges completed and issued to members present at this meeting.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

Mr Francis raised a question about whether Charter Homes have gone into administration. Unknown whether the case or not. Mr Francis also reported that the grass around seats in the south of the parish have not been cut.

NEW → Asst Clerk to report.

Mr Westrup reported that the grass verge need cutting along Nrs 1 – 79 The Street (opposite Eton Place). **NEW** → Asst Clerk to report and that the grass along Playford Lane need cutting.

b. Date and Place of Next Meeting – Thursday 21 September 2017 at 7.30pm at Tower Hall - Noted.

c. Other Dates to Note

8th August, Newsletter, Web & Editorial Panel, 7.30pm, Parish Office

10th August, GP&F Meeting, Tower Hall, 7.30pm

Early September, CMAP & Allotment Panel – TBA

14th September, Parish Council, Village Hall, 7.30pm

14th September, Woodbridge ASB, 10.30am

14 September, Local Plan Review, Tower Hall, 3.30 – 8.30pm

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Invitations Beacon Event; Mill Stream/ Sandlings Estimates for Maintenance and Walkabout (October)

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.13pm.