



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 21 September 2017 at TOWER HALL – Main Hall at 7.30pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr D Francis, Mr M Newton, Mr R Nunn, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr R Whiting, Mr J Wright
APOLOGIES:	Mrs M Brown (unwell), Mrs Gower (Family matter) Clerk – Mr M Bentley
ABSENT:	Ms C Evans
CLERK:	Mrs S Stannard (Assistant 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 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.

Apoloiges were noted as detailed above. Mr Nunn 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 20 July 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

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

The members of the public indicated that speeding along Bixley Drive, particularly at the bend both during the day and at night is a problem (Community Speedwatch item 8a) and maintenance on land owned by Chater Land Holdings Ltd (item 8h).

The Chairman brought forward item 8a and 8h to this point in the meeting:-

8a. Community Speedwatch – Report on Recent Sessions and the Use of SID

Mr Wright reported that the CSW team has conducted Speed Watch sessions on 12 occasions. Hotspots include Foxhall Road, The Street and Playford Road. CSW team is planning to be stationed along Bixley Drive in the following week. A discussion followed about how speed can be reduced along Bixley Drive.

NEW → Mr Wright will request that Mr Mike Sarbutts use the SID in Bixley Drive. Any information on speeding/ dangerous driving will be passed to Mrs Stannard who will contact the PCSO Mr Mike Sarbutts.

8h. **CLD** Chater Land Holdings Ltd and Recent Correspondence

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. **NEW** → Mrs Stannard to reply to the letter of the resident.

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

Mr M Newton expressed his thanks that Mr D Francis attended the SDCD planning meeting and represented Rushmere St Andrew Parish Council regarding a referred planning application.

Mrs S Todd reported that cars were parked illegally along Claverton Way during the week and this caused lots of problems when the school coaches could not pass the parked cars. Mrs Todd will pass the car registration details to the PCSO, Mr Mike Sarbutts.

Mr Wright also reported cars parked illegally along Arundel Way.

Mr Francis stated that he reported the need to prune the trees along Broadlands Way to SCC. The Asst Clerk also reported this problem (again) after receiving a complaint from a resident about the trees obscuring visibility at the junction of Kelvedon Drive and Broadlands Way.

5. **ALLOTMENTS**

a. **To Note the Record of the Allotment Management Advisory Panel Meeting of 24th August 2017**

Noted by Cllrs.

b. **Update and Queries from Councillors**

General Update

CLD The fence at Plots X6a has been replaced by SCL Landscaping (£230 + VAT). This plot is now ready for a new tenant. The bonfire site has been tidied by SCL Landscaping (£175 + VAT). A small number of tenants have given up their tenancies or downsized their plots. There are now 4 new tenants at the allotments and 1^{1/2} vacant plots. Poster to advertise the allotments will be included in the newsletter, displayed on the noticeboards and added to the website. Note: One person on the waiting list but deferred signing up until sometime next year.

Plot 6

INP 20/07/17 Asst Clerk wrote a letter to Mrs Hankers asking her to clear and cultivate plot 6. No feedback from Mrs Hankers to date. Asst Clerk will follow this up.

21/09/17 Mrs Hankers has given up her tenancy on Plot 6. **NEW** → Asst Clerk waiting for quote from SCL Landscape Management to clear the plot.

Weed Control at Church Car Park

CLD 20/07/17 It was agreed to add weed control 3 times a year at the car parking space for the Baptist Church to the current maintenance contract SCL Landscaping.

21/09/17 SCL maintenance contract at the allotment now includes up to three weed control applications at the car park for the Church. Note: The cost is £37.50 per weed application and the first application was applied on 15 August 2017.

6. **ENVIRONMENT AND LEISURE**

a. **CLD** 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 - 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.

21/09/17 Received 2 quotes. James Baker (Greenways Project) quoted £250 - £300 for a cut. It includes cutting a pedestrian way through the strip along a convenient line, using the cut materials to make habitat piles or 'dead hedges'; collect and remove any accessible litter. Suggesting only need one cut per year during the winter time. Cut following year could be less but difficult to say at this stage.

SCL Landscaping quoted £395 + VAT for a cut. Once cleared they recommend a couple of cuts per year for an amount of £90 + VAT per cut after the initial cut.

Mr Richings proposed that James Baker (Greenways Project) be appointed for only the initial cut as per their quote of £250 - £300 for this first cut. The proposal was seconded by Mr Ward and agreed by the majority. Mr Newton abstained from the vote. The maintenance will be reviewed the following 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).

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.

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.

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.

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

d. INP Update Regarding Identified Work at Mill Stream/ Sandlings LNR – Offer of Grant Funding; and Report Back Regarding September Walkabout

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. 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.

e. CLD To Consider Purchase, Erection and Location of a Parish Council Flagpole(s)

Received a quote from *Harrison EDS* for a 6m ground mounted flagpole with internal roping system - £265 + VAT; delivery £35 + VAT and installation £509 + VAT. The quote for a 8m ground mounted flagpole with internal roping system was for £360 + VAT; delivery £35 + VAT and installation £509 + VAT. Consideration will have to be given to the location of a flagpole(s), if permission can be obtained from the land owner as well as whether planning permission is required. It was agreed to report to Parish Council that the PA&S Committee do not support the purchase and erection of a Parish Council Flagpole(s).

7. PLAY SPACES

a. Consideration of Damage to Tree at Broke Hall Play Area

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. **NEW** Mrs Stannard to reply to the correspondence in view of the decision.

b. INP To Consider Signage Wording Changes

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.

c. CLD To Note Training of Volunteers Looking after Play Areas

It is recommended that volunteers looking after play areas update their training every three years. This year it was time for three of the volunteers in our parish to update their training. We organised and held a training session by the 'Play Inspection Company' at Tower Hall on 12th September 2017. A number of volunteers from Kesgrave Town Council and Martlesham Parish Council attended the training session. Three of the volunteers from our parish. The cost of the training for the RSA was £145 + VAT (training budget), rest of the costs were paid by Kesgrave and Martlesham.

d. INP To Report on Parish Council Decision for Extra 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 Play Quip that completes our safety inspection reports at the play areas every six weeks. Some issues have also been highlighted by the Play Inspection Company when they provided training for our volunteers. Priorities are listed below and quotes for the various aspects

1. Removal of Air Walker - £387.86. Posed safety risk and advised to secure or remove as soon as possible. Asked PlayQuip to remove and store. Done
2. Erosion and seed of areas around the swings and multi play units at Tower Hall and Broke Hall. Quote received from SCL Landscape Management - £200 + VAT.
3. Fill in the gaps around the edge of the wet pour at the Multi Play Unit. The surfacing can be easily lifted and it is susceptible to vandalism. Quote from PlayQuip is £982.80 + VAT.
4. 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 - £472.74 + VAT.

Other aspects that could be considered include:

- Repair and re-install Air Walker at Tower Hall - £300 or repair and install at Broke Hall/ Chestnut Play Areas – both have Air Walkers already.
- New Play equipment to replace the Air Walker – leg stretch - £981 + VAT or the Push Up and Dip - £1,137
- Mrs Stannard asked for quotes for various other aspects from PlayQuip. Replace the net at the Multi Play Unit at Tower Hall - £504.98 + VAT. PlayQuip advised that the steel braid being visible in itself is not a problem as this is an aesthetic covering, it only becomes an issue when the steel itself starts to fray as this results in small sharp protrusions, only at that stage does it need replacing. Low risk at present as it is only the steel braid that is visible but we will need to monitor this. To grease the bearing and rub down and paint the overhead spinner - £375.95 and to fill the gaps in the wet pour at the multi play unit at Broke Hall - £1050. Clearly doing all of the work will be a huge cost and after discussions with PlayQuip replacing the net, painting the overhead spinner and filling the gaps in the wet pour at Broke Hall were not considered urgent priorities from a safety point of view.

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.

Mr Nunn stated that the broken air walker should not just be accepted. PlayQuip to be contacted again to discuss the problems with the Air Walker in more detail.

8. ROADS, VERGES AND FOOTPATHS

b. **CLD** 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. Note: 36 completed questionnaires received.

21/09/17 Claim submitted on 28th July. Received correspondence from Definitive Map Officer, SCC on 22nd August acknowledging receipt of the claim. Officer indicated that the claim will be investigated and that all parties involved will be consulted.

c. **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. 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.

d. 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. 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.

e. CLD To Note the Replacement Doggie Bin – Bixley Drive

Received correspondence from the Manager of Lings on Foxhall Road. Four times this year the contents of the doggie bin in Bixley Drive opposite Lings we daubed over the shop by late night drinkers congregating on the bench opposite. He asked for the bin to be moved. Clerk informed the manager that the doggie bin is of an old design with a simple lift-up lid and that modern doggie bins have a one-way chute system designed to address this problem and prevent the contents being pulled out of the bin. The best solution would be to replace the doggie bin with a modern bin. Given the environmental concerns related to this the doggie bin was replaced with a new one for £340 + VAT. Bin replaced.

f. CLD To Consider the Creation of a 'Quiet Lane' in Lamberts Lane

At the Annual Parish Meeting in May a resident asked whether consideration can be given to designate Lamberts Lane as a Quiet Lane. A request was submitted to SCC to designate Lamberts Lane as a Quiet Lane. The response was there are no SCC funding available for Quiet Lanes. SCC advised that designating Quiet Lanes are complicated as they need public and statutory consultation and there are legal fees, etc. Consultation could include – determining initial support, consider which lanes to include, what measures should be introduced to minimise usage by motor vehicles and how to encourage use by non-motorised users. SCC indicated that there are quiet lanes locally in Suffolk, however there seems to be no real change in terms of safety or traffic. If communities want Quiet Lanes SCC would not object but communities would need to meet all costs (either from precepts or grants). Communities would have to do all the preparatory work including consultation. If they wish to proceed SCC would give them an estimate to cover the legal costs and the costs of making and installing the signs (this does not include any other physical measures). Communities have to agree to meet the costs in advance before SCC will proceed. Costs would be around £2500 per lane. After some debate about the benefits and costs of Quiet Lanes it was agreed not to pursue designating Lamberts Lane as a 'Quiet Lane' at present.

g. 30mph Signage in Playford Road

Mr Wright reported that after the second and third Community Speed Watch sessions along Playford Road he had discussions with County Cllr Robert Whiting about what could be done to reduce speeding on Playford Road. A team from SCC is working on ideas for new signage for Playford Road, The Street and Woodbridge Road (East) to try to reduce speeding on these roads.

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.

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.

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

a. **CLD** Trees Broadlands Way

20/07/17 Mr Francis reported the trees in Broadlands Way that obscure visibility.

21/09/17 Asst Clerk reported trees. Response from SCC indicated that trees will not be pruned during the bird nesting season.

b. **CLD** Doggy Bin Damage – Playford Lane

20/07/17 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. It was agreed to appoint K J Fencing for £90 + VAT as per his quote to move the doggy bin.

21/09/17 Doggie bin has been moved.

c. **INP** Grass Verge – Opposite Nrs 1-70 The Street

20/07/17 Mr Westrup reported that the grass verge need cutting along Nrs 1 – 79 The Street (opposite Eaton Place) need cutting.

21/09/17 Asst Clerk reported the problem and SCC indicated that due to the weather the verge has not been cut and they will do this soon. Asst Clerk to report the problem again as no work done to date.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. **To Note Matters Arising Since Publication of this Agenda** - None

b. **Date and Place of Next Meeting – Thursday 16 November 2017 at 7.30pm at Tower Hall** - Noted.

c. **Other Dates to Note**

26th September - P&D meeting, Tower Hall, 7.30pm

10th October – Allotment AGM, Village Hall, 7.30pm

12th October – GP&F Meeting, Tower Hall, 7.30pm

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA - 'No through road' sign

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.12pm.