



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 18th January 2018 at TOWER HALL at 7.30pm

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| CHAIRMAN: | Mr P Richings |
| COMMITTEE MEMBERS PRESENT: | Ms C Evans, Mr D Francis, Mr M Newton, Mr R Nunn, Mr P Richings, Mr B Ward, Mr J Westrup. |
| OTHER COUNCILLORS PRESENT: | None |
| APOLOGIES: | Mrs M Brown (family commitment), Mr J Wright (unwell), Mrs S Todd (work commitment), Mr R Whiting (family commitment) |
| CLERK: | Mrs S Stannard. Minutes taken by Mrs Stannard |
| ASSISTANT CLERK: | Mrs S Jenkins. |
| ALSO PRESENT: | 4 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 16th November 2017

Mr Newton proposed acceptance of the minutes, seconded by Ms Evans, with ALL in favour. The minutes were duly signed 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.

4. PUBLIC PARTICIPATION

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

1 member of the public had a specific interest in agenda item 6c.

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

Mr Nunn reported that Greenways did a great job with the improvement works to the footpaths on the Mill Stream/Sandlings LNR. They do rely on footfall to compact the works. Mr Dennis Francis requested that the need to trim the Chestnut Trees along Broadways Way be reported to SCC. Particularly along Shrublands Drive this is a safety concern. **NEW** → – Asst Clerk to report trees. Mr Richings also suggested that this issue be raised with the County Councillor at the next PA&S meeting.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

The Clerk reported that the allotment holder of Plots 13a and 13b would like to give up his tenancy at the end of March 2018. The Clerk stated that the Council has now received all the annual allotment fees.

Mr Westrup, the Allotment Manager stated that there are no issues at the allotments at the moment. There is no one on the waiting list at present but it should hopefully not be a problem to find a new allotment holder for the mentioned plots in the Spring.

6. ENVIRONMENT AND LEISURE

a. 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.

18/01/18 The Clerk spoke to the contact person at SCDC dealing with PSPOs. She informed the Clerk that SCDC is meeting with their legal team next week regarding this and then the Parish Council will be provided with an update.

b. INP Progress Report Regarding Work at Mill Stream/ Sandlings LNR

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.

18/01/18 The improvement works as identified in May 2017 has started at the Sandlings/Mill Stream LNR. Mr James Baker (Greenways) anticipates that the work will be completed by the end of January/ beginning of February 2018. We still need funding for the excavation of the reed ponds and need to submit funding proposals for this. This may be phased. Mr Nunn suggested that it may not be cheaper to phase the work as a result of the machinery needed to excavate the ponds. Mr Nunn suggested contacting Mr Gerry Mann, a local contractor for a quote.

c. INP 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.

18/01/2018 Clerk wrote to Ranns family thanking them for their kind request and indicated that Councillors approve of a new seat on the Sandlings LNR opposite the existing seat but further away from the five-a-side goals than requested by the Ranns family. The cost of a recycled plastic seat would be approximately £300 and the installation costs approximately £150. The land belongs to SCDC and their approval will have to be obtained before this offer is progressed. Payment will also have to be received before the offer is progressed. Clerk received reply from the Ranns family asking whether the seat can be located in closer proximity to the five-a-side goals. The family felt that the position would not change any risk of bad behaviour. Mr Ranns attended the meeting and explained the reasons for wanting to locate the bench in closer proximity to the five-a-side goals. He also explained where the family would like the seat to be located. Mr Ranns again offered to pay for a rubbish bin in addition to the seat. Councillors debated the request. Mr Nunn proposed to ask permission from SCDC to locate a seat and rubbish bin at the five-a-side goal as requested by Mr Ranns, this was seconded by Mr Westrup and ALL in favour. **NEW** → The Assistant Clerk to write to SCDC regarding request.

d. CLD Defibrillator at Sportsmed East, Woodbridge Road - Update

16/11/17 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.

18/01/18 The Clerk had written to Sportsmed East and Foxwood in November 2017. No reply received to date. Mr Nunn reported that there is a defibrillator at the Golf Club. Ms Evans indicated that this was donated to the Golf Club. Councillors agreed that this item can be cleared.

7. PLAY SPACES

a. To Consider Repair to Overhead Spinner at Tower Hall

The Clerk reported that the bearing of the overhead spinner at Tower Hall play area needs to be greased and the spinner needs to be rub down. We received a quote from PlayQuip to do all the work and the cost would be £375.95. We also have a quote from PlayQuip to only grease the bearing and Mr Rob Potter to rub down and paint the spinner and this option will be £205. Mr Nunn enquired whether IBC would be able to provide a quote for greasing the bearing. The Clerk indicated that we have never obtained a quote from IBC for fixing of play equipment but it could be investigated. However, this would mean delaying fixing the equipment for another couple of months until the March PA&S meeting. Mr Newton proposed acceptance of the quote by PlayQuip to grease the bearing and Mr Rob Potter to rub down and paint the spinner for a total of £205. Seconded by Mr Westrup, agreed by ALL in favour.

8. ROADS, VERGES AND FOOTPATHS

a. INP Community Speedwatch – Update and the Use of SID

16/11/17 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.

18/01/18 The volunteer that was willing to take on the role as temporary coordinator is not able to attend training during the daytime. Mr Mike Sarbutts has since identified a new volunteer that is willing to take on the role as a temporary coordinator. Mr Sarbutts is arranging training for this volunteer and he will provide support for the first few times when the CSW team meet.

Update regarding SID – 16/11/17 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.

18/01/18 Kesgrave TC is looking for a new supplier but has not found a suitable supplier yet. Mr Mike Sarbutts (PCSO) is advising Kesgrave TC regarding this and he is currently trying to locate a new supplier.

b. INP Report back Regarding the '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.

18/01/18 Received reply from SCC suggesting that a small sign adjacent to the road sign will be considered appropriate. IBC will need to be contacted regarding this. Councillors debated the response from SCC. Several Councillors felt that this would not be visible to motorists. Mr Richings proposed that given the response from SCC Highways the proposal for a 'No Through Road' sign should not be progressed at Salehurst Road, seconded by Mr Nunn and ALL in favour.

c. INP Suggested 'No Through Road' Sign at Brendon Drive

Clerk reported this via online tool. Awaiting response from SCC.

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

16/11/17 No update available as Mr Whiting was not present at this meeting.

18/01/18 Mr Whiting emailed a written response to the Clerk. Mr Whiting stated that he is awaiting the results of an investigation regarding traffic calming measures in Playford Road. Mr Whiting is anticipating that the results will be available by the end of February.

Several Councillors expressed their concern about the cost of the report (£5,000) and felt this should rather be spent on physical improvements than a report.

e. INP Update Regarding Overgrown Areas at Ditchingham Grove and Brendon Drive

Clerk reported overgrown areas as identified to Suffolk Coastal – Norse. Awaiting feedback. Mr Nunn indicated that the area is looking better than it was before Christmas.

9. Beacon Event 11 November 2018 - 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.

18/01/18 Assistant Clerk reported on the progress with regards to the project. The Asst Clerk met Mrs Hudson from Ipswich School and Ipswich School will not host the event with the PC anymore as the school is planning other events on the day. Ipswich School will make the ISSC available to the PC to host the Beacon Event at the centre. Ipswich School will print leaflets, invitations and bookmarks for the event free of charge. The Asst Clerk is looking into the cost of insurance for the event. Mr Nunn suggested that depending on the quote for the insurance that the Insurers of the PC could be contacted for a quote for the event. The Asst Clerk reported that Broke Hall Primary School, the Beavers (group at Tower Hall) and the 51st Scouts have confirmed that they would like to be involved with the event. Catering will still need to be organised. Mr Newton requested that it be an open event to all of the parishioners and that he would like each household to receive an invitation to the event. The maximum number that the venue can accommodate (500 people) was emphasised. It was agreed that there is a need for a Beacon Event Working Group meeting to discuss these and other issues. The Clerk indicated that since Mrs Gower resigned as a Councillor and she was a member of the working group more Councillors need to volunteer to be members of the Working Group before the group can meet. Mr Francis volunteered to be a member of the working group.

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

a. Bixley Lane – Definitive Footpath List

PC submitted a claim to register Bixley Lane on the Definitive Map as a Rights of Way and for it to be added to the Definitive Footpath List in 2017. We have since received an acknowledgement from SCC for the claim and they have indicated that it will be investigated as soon as possible but that they have a large backlog of claims and requests to investigate.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of This Agenda

Book by Rev Tom Tyler

Revd Tom Tyler contacted the Clerk. He is writing a book on the History of Rushmere St Andrew. He asked permission from the Parish Council to quote from the "Picture of a Parish" booklet published by the Parish Council. Revd Tyler indicated that he would acknowledge the Parish Council as the source in his book. It was agreed that Revd Tom Tyler can quote from the booklet provided he acknowledges the source.

TV Programme hoping to speak to Grandparents

The Clerk reported that she received an email from Ms Sally Ainsworth regarding a TV programme for grandparents. Asked to share amongst community that if interested in auditioning they should contact Ms Ainsworth before the end of January 2018. Councillors noted the correspondence.

Correspondence from Mrs B Smith regarding overgrown footpaths

The Clerk received correspondence from Mrs Smith regarding overgrown bushes and weeds at the footpath along The Street to Playford Road and from Playford Road to the corner of The Street/ Humber Doucy Lane. The Clerk reported these to SCC. No response to date.

b. Date and Place of Next Meeting – Thursday 15 March 2018 at 7.30pm at Tower Hall

Noted.

c. Other Dates to Note

Thursday 25th January 2018 - SNT Meeting, Woodbridge 10.30am

Tuesday 30th January 2018 – P&D Meeting, Tower Hall, 7.30pm

Thursday 8th February – GP&F Meeting, Tower Hall, 7.30pm

Monday 5th March – NEWP Meeting, Parish Office, 10.30am

12. CLOSE OF MEETING

The Chairman closed the meeting at 8.57pm.