



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 20th September 2018 at TOWER HALL at 7.30pm

CHAIRMAN: Mr P Richings

COMMITTEE MEMBERS PRESENT: Mr C Griggs, Mr D Francis, Mr R Nunn, Mr P Richings, Mr J Westrup, Mrs S Todd, Ms C Evans, Mrs M Brown, Mr M Newton

OTHER COUNCILLORS PRESENT:

APOLOGIES: Mr B Ward (other commitment) Mr J Wright (unwell) Mr R Whiting (other commitment)

CLERK: Mrs S Stannard.

ASSISTANT CLERK: Mrs S Jenkins. Minutes taken by Mrs S Jenkins

ALSO PRESENT: 0 Member 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 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 R Nunn proposed acceptance of reasons for councillor absence, seconded by Mr C Griggs with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 19th JULY 2018

Mr R Nunn proposed acceptance of the minutes, seconded by, Mr J Westrup with ALL in favour. The minutes were duly signed as a correct record with the inclusion of two amendments.

3. 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 R Nunn advised that a member of the public was still letting their dogs run wild. Mr Nunn to give details to the Clerk to forward to PCSO Mike Sarbutts.

Mr D Francis reported the unreadable state of road signs for Broadlands Way and Bladen Drive. Assistant Clerk to report to Suffolk Coastal District Council.

Mr J Westrup mentioned the poor state of repair of the Playford Road sign in Rushmere Village. This has been reported but if nothing is done in the next few months the Assistant Clerk to chase.

4. DECLARATIONS OF INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and 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 is also a representative for Suffolk Coastal District Council on the Greenways Advisory Panel.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

An Allotment Management Advisory Panel meeting was held on the 23 July 2018. The minutes have been distributed to all Councillors.

Fees

The Allotment Management Advisory Panel recommended to PA&S that rents and manure bin charges remain the same for 2018/19 at £50 for a full allotment plot and £25 for half an allotment plot and £5 per manure bin.

Mr P Richings proposed that rents and manure bin charges remain the same for 2018/19 at £50 for a full allotment plot and £25 for half an allotment plot and £5 per the manure bin. This was seconded by Ms C Evans and agreed by ALL.

As reported at the last PA&S meeting there will be one vacancy at the Allotments after March 2018. The vacancy will be advertised in the next issue of InTouch magazine and the Parish Newsletter.

17/05/18 This vacancy has been filled and one person is on the waiting list for a half or whole plot. Mr John Westrup has advised that Plot 6 has been left to become overgrown. A letter was sent to them dated 18th April (after emails and phone calls) enquiring as to why the plot is unattended and that the plot would be sprayed to prevent further growth if they no longer wished to keep the plot. Another letter was sent dated 24th April. Following a phone conversation with Mr Westrup they confirmed that they wished to keep the plot and would tend to it by the end of the week. As the Plot was still not in an acceptable state a letter dated 26th April was sent to confirm that if the plot was still overgrown by 31st May there would be no option but to terminate the agreement and end the tenancy. The tenants had in the meantime cleared part of the plot and it was agreed with the allotment manager to give them more time to clear and cultivate the plot.
20/09/18 [Note: Notice given to tenants of plot 6, SCL Landscape Management cleared the plot at a cost of £240 plus VAT]. Mr J Westrup reported there was 1 empty plot ready to be let. This would be split into 2 x half plots

b. **NEW** → To Consider quotes for trimming of trees, trimming of hedge and maintenance of the footpath

19/07/18 The Assistant Clerk to ask SCL Landscape Management to attend the Allotment Panel Meeting on Monday 23rd July to discuss the tree trimming with them and to provide a quote.

20/09/18 SCL Landscape Management have quoted £40 plus VAT to cut back the hedge leading up the track, £60 plus VAT to cut back hedges/tree branches on the footpath at the far end of the allotment and £260 plus VAT raising the lower limbs on the oak trees at the entrance with a reduction of limbs overhanging the compost bins and hedge. Total for all work £360 plus VAT

Mr P Richings proposed that SCL Landscape Management be appointed to undertake the work at the quoted price of £360 plus VAT, seconded by Mr M Newton and agreed by ALL.

6. ENVIRONMENT AND LEISURE

a. Report on Mill Stream and Sandlings Local Nature Reserve Walkabout

INP The Clerk to contact James Baker and Peter Ross to arrange a walkabout for the second week in September if suitable for Mr Baker and Mr Ross.

19/07/18 The Assistant Clerk reported that the following dates have been received from Mr Baker but none as yet from Mr Ross: Monday 10th Sept am, Wed 12th all day, Thurs 13th all day, Mon 17th all day, Wed 19th all day, Fri 21st all day. The Assistant Clerk to circulate dates in an email to councillors to find a common date for the walkabout to take place.

20/09/18 Walkabout was carried out on Wednesday 19th September at 10am. Those present were: Mr P Richings, Mr R Nunn, Mr D Francis, Mr J Westrup, Mr J Baker (Greenways) and Mrs S Jenkins (Assistant Clerk). The walkabout went well and the Assistant Clerk reported the issues to note.

b. **INP** Progress Report on Cleaning and Maintenance of Benches in the Parish

19/07/18 The Assistant Clerk advised that the benches in the parish need maintenance. Either cleaning or sanding and painting.

The Assistant Clerk advised that there are x 3 benches that need cleaning (excluding x7 benches at the Cemetery). There are an additional x6 benches in the play areas that need cleaning that will be covered by the general pressure washing of the play areas (see item 7b). The Assistant Clerk reported that a quote had been received from Timber Worx for £25 per bench at a total of £75 and from MBS Property Maintenance £40 per bench at a total of £120 plus cleaning materials at £50.

Mr J Westrup proposed acceptance of the quote by Timber Worx to carry out the work. Seconded by Mr R Nunn and agreed by ALL.

There are x 23 wooden benches that need maintenance work (excluding x4 at the cemetery).

The Assistant Clerk reported that a quote had been received from Timber Worx for £50 per bench at a total of £1,150 and from MBS Property Maintenance for £60 per bench at a total of £1380 plus paint at £120

Mr J Westrup proposed acceptance of the quote by Timber Worx to carry out the work. Seconded by Mr R Nunn and agreed by ALL.

The Assistant Clerk to ask Timber Worx to report back on the state of the plaques on the benches.

20/0918 The Assistant Clerk reported that Timber Worx have confirmed as of 20/09/18 x 15 of the timber benches have been completed. The remainder of the benches are due for completion this week. They have made a photo record of the benches and detailed the state of the plaques.

NEW → The bench at the junction of Bixley Drive and Foxhall Road has been reported by Timber Worx as being very rotten and could be quite dangerous to use in the near future. They advise removing it and either replacing or repairing. Timber Worx have provided a quote of £ 395.00 for removing the bench and restoring it by replacing all the timbers and then refitting the bench back in the same location. To replace the bench with an Eco bench from The Garden Furniture Centre, installed by SCL Landscape Management the quote is £403 plus Vat. The charge for taking the old bench away is in the region of £22 plus VAT.

Mr J Westrup proposed acceptance of the quote for £395.00 from Timber Worx to repair and replace the bench at the junction of Bixley Drive and Foxhall Road seconded by Mr C Griggs and agreed by ALL.

INP 19/07/18 The Assistant Church Warden at St Andrews Church contacted the Clerk regarding two benches outside the entrance to the church. The Church would like to replace fencing and the two benches are obstructing the work to be carried out as they are fixed into the tarmac. The Church have asked if the Parish Council can take the benches out from their fixings in order for the Church to carry out the work to their fencing. Initially it was thought that the benches do not belong to the Parish Council, but we have established that the benches do belong to the Parish Council. It looks like the feet of the bench on the left are rotten as they have sunk in the tarmac, but it would only be able to establish the condition of the bench once it is removed. The bench or benches need sanding down and painting and this would be a good opportunity to do the refurbishment work. We have asked the church if the benches can be moved forward to allow work to the fence to happen in future without having to move the benches. This will have to be agreed with the Church.

The Clerk received a quote from SCL Landscape Management to break the benches out; to tarmac the sunken area behind the benches and to re-situate the benches. There is also the possibility that one seat will have to be replaced. The quote from SCL is as follows

Option One

To Break two benches out - £45 + VAT;

To tarmac the area - £150 + VAT;

To resituate two benches (move benches forward) - £113 + VAT

Sand and paint two seats - £100 + VAT

Total cost: £408 + VAT

Option Two

To Break two benches out - £45 + VAT;

To tarmac the area - £150 + VAT;

To resituate one bench (move bench forward) - £56.50 + VAT

Sand and paint one seat - £50 + VAT

Purchase a new seat - £350

Total cost: £651.5 + VAT

Option Three

To Break two benches out - £45 + VAT;
To tarmac the area - £150 + VAT;
To resituate one bench (move bench forward) - £56.50 + VAT
Sand and paint one seat - £50 + VAT
Total cost: £301.50 + VAT

Mr Robert Whiting has offered to pay for the work. Mr J Wright proposed that the Parish Council make £150 contribution, if necessary, as long as any replacement bench is purchased from Genesis Orwell Mencap. This was seconded by Mrs M Brown and agreed by ALL.

20/09/18 The Clerk reported that the two benches have been removed and that the Church has replaced the fence. The Church agreed to contribute £100 towards the removal and replacements of the seats. The Clerk has received confirmation of the funding from Councillor Whiting and two oak benches has been ordered from Orwell Mencap. It should take about two weeks for Orwell Mencap to assemble the benches and for them to be installed in time for the Remembrance Services in November.

c. INP Progress Report on Cleaning of all Noticeboards and Signs at the Ponds and the Allotments

19/07/18 The Assistant Clerk advised that the x 15 noticeboards in the Parish and the signs at The Limes Pond and Chestnut Pond need cleaning. Mr R Potter has quoted £12 per hour plus materials to clean these. It is estimated that the total cost should not exceed £300.

Mr J Westrup proposed acceptance of quote from Mr R Potter to carry out the work. Seconded by Mr R Nunn and agreed by ALL.

20/09/18 Mr R Potter has confirmed that all x 15 noticeboards have been cleaned, the x 2 lifebelt stations and the signs at the ponds and the signs at the allotments. The total cost of the work is £108.00 (9 hours at £12 per hour).

He reported that the graffiti in the bus shelter has mostly been removed, heavier traces remain in the bus shelter opposite Beech Road. There is damage to the Perspex front in The Street shelter by burning and on the 'No Smoking signs in all shelters with the sign in the shelter opposite Beech Road missing. The Perspex on the noticeboard at Arundel Way needs replacing.

NEW → The x 2 wooden noticeboards at The Limes Pond and Brookhill Way are in a poor state of repair and will need looking at next year. Mr J Westrup reported there was a spare noticeboard at the Allotments that could be used to replace one of the noticeboards. The other noticeboard to be replaced in 2019/20.

d. INP To Consider Quotes on the Maintenance of Strip of Land Adjacent to The Street

19/07/18 The Clerk received a complaint from residents of one of the properties in Laburnum Close backing onto the strip of land fronting onto The Street, Rushmere St Andrew. The resident enquired whether the Council will be able to do some maintenance at the strip of land.

This is the part of the piece of land that was gifted from Greene King to the Parish Council in June 2017. Once the Parish Council acquired the land, Greenways was appointed to trim the vegetation. This has made a significant difference to the state of this strip of land and the intention was to keep it as an area for wildlife and not to trim the vegetation too much.

The Clerk to obtain a quote from SCL Landscape Management to look at maintaining the area, following a site visit with Mr J Wright.

20/09/18 The Chairman and the Clerk visited the strip of land at The Street and spoke to one of the residents that complained about that the strip is overgrown. Two quotations for cutting the vegetation 1 metre from the boundaries of the neighbouring properties have been received.

Greenways quoted £275-£300 plus VAT to cut back growth 1 metre from gardens.

Mr R Nunn proposed to accept Greenways quote of £275-£300 plus VAT to do the work on the strip of land adjacent to The Street, seconded by Mr J Westrup and agreed by ALL.

e. NEW → To Consider Long Term Maintenance of Strip of Land Adjacent to The Street

20/09/18 SCL Landscape Management have quoted £85 plus VAT per visit to maintain cut back area and they suggest 2 visits. The Clerk was asked to source a quote from Greenways for comparison.

f. INP Update on Wheelchair Access at the New Mill Stream Barrier

19/07/18 James Baker from Greenways reported to the Clerk that he had received a complaint that a mobility scooter could not fit through the new staggered gate at the Mill Stream. Greenways has offered to meet onsite with the complainant. No response has yet been received from the complainant. Greenways have confirmed that the barrier was a like for like replacement.

Mr R Nunn reported that a lady had complained to him that she could not get through the entrance at Brendon Drive.

19/07/18 Mr Baker had arranged to meet with the lady on the 5th July to discuss the problem with the barrier. Unfortunately, she was unwell on that particular day and the meeting was cancelled. She has given an indication via an email about what the problem with the barrier is. Mr Baker will arrange for the central (separate) section/ panel of the fencing to be moved further away from the gap in the fence. Anticipating that this will be done on 24th July 2018.

20/09/18 James Baker from Greenways is meeting onsite with the resident next week.

g. INP Progress on the Wildlife Board at Chestnut Pond

19/07/18 The Clerk to contact Mr J Baker from The Greenways Project to chase the design, production and installation of a wildlife board at Chestnut Pond.

20/09/18 Following the Mill Stream and Sandlings Local Nature Reserve Walkabout on 19 September it was decided to ask James Baker to contact the illustrator for costs to produce pictures for a new wildlife Board with a central picture of the pond surrounded by other pictures on local information/history.

h. NEW → To Consider Tree Inspections on Land Owned by Parish Council

Due to the dangerous nature of a broken branch hanging down at Chestnut Pond delegated authority has been used to request that SCL Landscape Management cut the branch down as soon as possible. The cost is £75 plus VAT (The tree will need to be climbed in order to cut the branch down). Two broken branches have been removed.

The Assistant Clerk/Clerk to investigate the location of the trees and the cost of an inspection of those trees in the parish. SCL Landscape Management, Greenways and Tom Lyon Tree Services Ltd to be asked for quotes.

7. PLAY SPACES

a. INP Progress Report on the Painting of Play Equipment Items in Need of Maintenance

19/07/18 The Assistant Clerk advised that at Yew Tree Grove Play Area the single seat spinner needs sanding down and painting and at Kelvedon Drive Recreation Ground the cradle seats need sanding down and painting. The Assistant Clerk has quotes for the rubbing down and repainting of the single seat spinner at Yew Tree Play Area from SCL Landscape Management at £65 plus vat and PlayQuip at £ 225 plus vat. The Assistant Clerk has quotes for the rubbing down and repainting of the cradle seats at Kelvedon Drive Play Area from SCL Landscape Management at £80 plus vat and PlayQuip at £160 plus vat and they have quoted for replacement cradle swings at £310 plus vat.

Mr J Wright proposed acceptance of quotes from SCL Landscape Management to carry out the work. Seconded by Mr C Griggs and agreed by ALL.

20/09/18 SCL Landscape Management has completed the work on the spinner at Yew Tree Play Area and on the cradle seats at Kelvedon Drive Play Area.

CLD 19/07/18 Mr J Wright has spoken to SCL Landscape Management about the nuts on the Hazel Tree. SCL Landscape Management have quoted £20 plus vat to coppice the Hazel tree to a height of 5ft in September. This was moved to the next PA&S meeting.

20/09/18 Ms C Evans proposed no further action, seconded by Mr R Nunn and agreed by ALL.

b. INP Progress Report on the Pressure Washing of the Play Areas

19/07/18 All the play equipment, safety surfaces and benches in the Parish Play Areas need pressure washing. The Assistant Clerk has quotes from SCL Landscapes at £750 plus vat and IBC at £ 1,100 plus vat.

Mr J Westrup proposed acceptance of quote from SCL Landscape Management to carry out the work. Seconded by Mr P Richings and agreed by ALL.

20/09/18 SCL Landscape Management have completed the pressure washing of all play areas except Chestnut Close Play Area due to problems with access. They have now been given permission by Ipswich School Sports Centre to access the back of the play area and therefore the pressure washing will be undertaken next week.

c. CLD To Consider the Removal of the Privet Hedge and Replacement Fence at Yew Tree Play Area

19/07/18 Although not highlighted in the PlayQuip reports after a site visit to Yew Tree Grove Play Area Mr J Wright reported on the large Privet Hedge and recommends that it be removed and replaced with a fence or bushes after consultation with the residents directly affected.

To remove and dispose of the hedge SCL Landscape Management have quoted £190 plus vat, Timber Worx have quoted £410 plus vat. To supply and install a 6ft feather edge fence system on timber posts and timber gravel boards Hol-Tech Fencing have quoted £850 plus vat. To supply and install a 5ft close board fence SCL Landscape Management have quoted £440 plus vat. SCL Landscape Management have quoted £190 plus vat to remove the Privet Hedge, Spindle Berry and variegated ivy and to coppice the Hazel Tree. This was moved to the next PA&S meeting.

20/09/18 Mr R Nunn proposed to leave the hedge as it is, seconded by Mr J Westrup and agreed by ALL.

d. NEW → To Consider Quote for Replacement sign at Broke Hall Play Area

The Gym Equipment white zone Sign at Broke Hall Playing Filed needs replacing. The cost of the replacement sign including installation from Signs for you is £65.38 plus VAT.

Mr J Westrup proposed acceptance of the quote of £65.83 plus VAT from Signs For You, seconded by Mr R Nunn and agreed by ALL.

e. Update on Play Area Inspection Reports

19/07/18 The Assistant Clerk reported that at Broke Hall Recreation Ground the problem with the rubber connectors on the Kompan unit has continued to deteriorate. PlayQuip will apply a coat of resin to the rubber connectors, free of charge, to slow down the deterioration.

20/09/18 The problem with the rubber connectors on the Kompan unit at Broke Hall Recreation Ground is still ongoing as due to the wet weather PlayQuip were unable to apply the resin coating. They will do this next time they visit.

No immediate issues reported.

8. ROADS, VERGES AND FOOTPATHS

a. Update on Community Speedwatch

The Assistant Clerk reported that an article to advertise for new members would be in the August issue of InTouch.

SID Update

16/11/17 The 12PT funds are due to be used to buy the Speed Indicator Device (SID). The device 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.

INP 15/03/2018 A purchase order for a DFS600 SID has been placed and the PCSO, Mr Sarbutts will be managing its deployment. It's a very mobile device which is fixed to a tripod and secured to lamp posts. If you receive any complaints regarding speeding on a specific road, please do let the Assistant Clerk or Mr Sarbutts know. Mr Sarbutts will assess whether there is a suitable place to deploy the SID as a deterrent.

19/07/18 Mr Sarbutts now has the SID device and he is managing the deployment of the SID. The Clerk requested that the SID be deployed at Foxhall Road, The Street and Bixley Drive.

20/09/18 No sessions were held since the last PA&S. The Clerk reported that a coordinator was needed. PCSO Mr Mike Sarbutts is currently storing the SID and it will be deployed at Foxhall Road, The Street, Playford Road, Bixley Drive.

b. INP Update on Reporting of Traffic Management in Chatsworth Drive and Claverton Way

Request for Double Yellow Lines in Chatsworth Drive and Claverton Way

15/03/18 After consultation with Mr Sarbutts (PCSO) and Mr Pollard (Business Manager Broke Hall School in consultation with coach drivers regularly using the estate) the proposed double yellow lines are as follows: Outside 28, 30 & 32 Chatsworth Drive. Outside 10, 12, 14 & 16 Claverton Way and on the opposite side of the road outside no. 33 Claverton Way. Assistant Clerk to report the traffic problems using the SCC reporting tool requesting the need for resolution. If no feedback, follow request up. Any necessary escalation/request for a feasibility study should be sent to Councillor Whiting.

17/05/18 The Assistant Clerk reported this on 17th April 2018. No response received to date.

19/07/18 Mr David Stiff, Civil Parking Enforcement Implementation Manager from Suffolk Highways wrote to the PC indicating that in Suffolk they are planning to introduce civil parking enforcement (CPE), where the responsibility for enforcement against illegal parking is transferred from the police to the local authority. In order to grant CPE powers Highways need to ensure that all Traffic Orders (TROs), road markings and signs with on-street parking are consistent and fit for purpose. In reviewing TROs the format was changed from text based schedules to map based schedules. These have been sent to the PC asking us to comment. Mr Wright coordinated this response and PC submitted comments asking for several locations as shown in the attached map to be added to the TRO.

20/09/18 The Clerk received a response from Mr Stiff indicating that existing issues that the PC raised will be included and lines that need remarking will be painted in due course. However, any new issues cannot be dealt with as part of the existing process. The PC need to contact Highways about this separately and submit the appropriate information. The Safety and Speed Management team will then initially consider this and if suitable provide the Parish Council with more information on the process. The Clerk submitted information and is waiting for feedback from SCC. Councillors noted this.

INP 19/07/18 Mrs J Sibley reported her concerns about the illegal parking around Claverton Way and Chatsworth Drive at school times and that a concerted effort by Suffolk Constabulary to ticket parking offenders may assist in alleviating the problem. A car parked on her property recently and children had to go on the road to get through. Mrs Sibley requested permission to install 'Dragon's Teeth' on her driveway in order to stop parking (it was thought the Parish Council does not have the right to authorise this type of request). Mr J Wright agreed to meet with Mrs Sibley to discuss her concerns and will consult PCSO Mike Sarbutts and Suffolk County Council and to report back at the next PA&S Committee Meeting.

20/09/18 Mr Wright visited the site. The Parish Council has subsequently written a letter to the resident regarding this. No response has been received to date from the resident.

c. INP Update on Pedestrian Crossing on Foxhall Road near Heathlands Park

A number of residents of Heathlands Park on Foxhall Road attended the Parish Council meeting on 12th July 2018. They requested a safer crossing of Foxhall Road near Heathlands Park. This issue was referred to the PA&S by Parish Council. Mr J Wright read out a letter drafted to Councillor R Whiting voicing the concerns of the residents and in particular with the section of Foxhall Road between the junctions with Bixley Drive and Arundel Way on behalf of Rushmere St Andrew Parish Council. The letter asks for urgent consideration to be given to:

- 1) An up to date set of Covert Speed Detection Data and Full Traffic (Volume) Counts covering 24/7 for a 7-day week during the School Term Time.
- 2) A site meeting between SCC Highways Officer(s) and two representatives of the Parish Council at the earliest opportunity.

3) Providing the PC with details of District and County Councillors covering the extent of Foxhall Road from the Roundabout with A12 at Martlesham through to the top of Grove Lane in Ipswich.

It was agreed by ALL that this letter be sent by the PC to Councillor R Whiting.

20/09/18 Mr Richings, Mr Nunn, Mr Whiting and the Clerk met the Principal Engineer from Suffolk County Council on site. He indicated that from a technical perspective it is possible that a crossing can be provided. He will detail the proposal and make his colleagues aware of this if any funding is available to implement the scheme.

d. INP Update on Speeding in The Street, Rushmere Village

The Clerk reported that she received correspondence from a resident along The Street complaining about the speed of vehicles travelling along the road and asking about traffic calming measures. The Clerk to refer this to PCSO Mike Sarbutts and to request a camera van/SID to be positioned on the corner of Chestnut Close, Bixley Drive, The Street and Foxhall Road.

20/09/18 SID to be deployed initially followed by the deployment of the mobile speed van.

e. NEW → To comment on Extending the Kerb at Beech Road

Suffolk County Council have received a request to look at the problem bus passengers have alighting and boarding the buses at the bus stop on Beech Road. They have asked the Parish Council for its thoughts on extending the kerb. It was proposed by Mr D Francis that the preferred solution would be to lose some of the already dropped kerb to increase the full kerb length to required length but to ensure that some of the dropped kerb remains, seconded by Mr R Nunn and agreed by ALL.

9. Beacon Event 11 November 2018 - Update

INP The Beacon Working Group meeting was held on 20 February 2018 at 10.30 am at the Parish Office. Broke Hall School have agreed to be involved in the Bookmark competition for the event. An invitation to all residents of the parish will be sent out in the form of an invitation printed in the Spring Newsletter. The cover of the Newsletter will

also feature the Beacon Event. Invitations to VIP's are to be sent out asap by the Parish Office. It was decided to source a choir for the event. An article has been approved to appear in InTouch Magazine. A legacy was discussed which included planting a hedgerow and/or adding QR codes to the Jubilee Walk. The Assistant Parish Clerk has been asked to contact burger/ice cream vans and to obtain quotes. To obtain tickets for the event email the Parish Office and the tickets can be collected from the Parish Office, and subject to agreement from Rushmere St Andrew's Church and Rushmere Baptist Church. The next meeting of The Beacon Working Party is scheduled for the end of April, Beginning of May 2018. Mr R Whiting offered funding for this event for which he was thanked by the committee.

17/05/18 The Beacon Working Group meeting was held on Tuesday 1st May 2018 at 10 am at the Parish Office. Tickets have been printed and are now available. An invitation to the event will be sent out to all councillors. Parkers Hog Roast will provide the food. The invitation to the parish has gone out in the Parish Newsletter. Broke Hall School have accepted, if funding for the legacy is approved, the planting of a hedgerow (100 plants) to commemorate the end of WWI. A meeting was held at Ipswich School Sports Centre on 11th May between the Assistant Clerk, Mr James Wright, Mr John Westrup and a representative from The Orwell Singers. They have agreed to sing at the event. Roger Osborne, the manager of ISSC has agreed to store the beacon. A meeting has been arranged between the Assistant Clerk and Mandy Camilleri (Administrator at Ipswich School Sports Centre) on 20th June at 10.45 am

19/07/18 The Assistant Clerk reported that a meeting of the Beacon Working Party was held on Tuesday 10th July 2018 at the Parish Office. To date 234 tickets had been given out. St Andrews Church and the Baptist Church have agreed to help with volunteers to assist in the running of the event on the day. A candyfloss stall supplied by Mr Bean Entertainments has been booked in order to provide FREE candyfloss and popcorn at the event. The bells of St Andrews Church are planned to be rung to coincide with the Beacon Event. Exhibitor packs are being sent out to clarify their requirements. A trumpeter has been secured through Mr D Frances. The budget for the event has been agreed and funding proposals from the Enabling Communities Budget Scheme of Councillor M Newton and Councillor D Dean and Councillor R Whiting have been submitted. These proposals have now been approved on the condition that SCDC is acknowledged for the funding of the project.

20/09/18 The Assistant Clerk had a meeting with the exhibitors last week and has a meeting with The Orwell Singers on 21/09/18. The Bookmark Competition forms have been given to Broke Hall School and will be sent

out on 21/09/18. Letters have been given to the local Beavers, Cubs and Scouts to give out on 21/09/18 to order their Beacon tickets. These groups will be helping at the event. First aid will be provided by Gryphon First Aid. To date x 281 tickets have been sent out.

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

a. Offer of Seat for Sandlings Local Nature Reserve

6 b. **CLD** Update Regarding Offer of Seat for Sandlings Local Nature Reserve

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 councillors with the current distribution of benches and bins on the Sandlings near the five-a-side pitch. The need and location of a bench 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 bench 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 bench 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 bench 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 bench and rubbish bin at the five-a-side goal as requested by Mr Ranns, this was seconded by Mr Westrup and ALL in favour. The Assistant Clerk to write to SCDC regarding request.

15/03/18 The Assistant Clerk wrote to Peter Ross at Suffolk Coastal Norse and obtained permission for the bench only as Mr Ranns decided to not go ahead with the rubbish bin. Permission was obtained on 7 February 2018. Mr Ranns was sent an invoice £453.99 on 8th February 2018. Once payment has been received the bench will be ordered and installed in the agreed location. This was noted by ALL.

17/05/18 Payment has been received from Mr. Ranns and the bench has been purchased from The Garden Furniture Centre. Once the bench has been delivered to SCL Landscape Management they will contact Mr Ranns to arrange an installation date.

19/07/18 The bench has been delivered to SCL Landscape Management and there has been a short delay waiting on anchors. The current proposed installation date is 9 am on 24th July with Mr Ranns in attendance. The Assistant Clerk to ask SCL Landscape Management if they can use quick drying cement or to organise another date for the installation outside of the school holidays due to concerns over vandalism while the cement dries.

20/09/18 It was agreed to clear this item.

b. Replacement Signage at the Ponds and Allotments

6 f. **CLD** To Consider Replacement Signage at the Ponds and Allotments

The Assistant Clerk advised that the sign at the Allotment 'Please keep this gate shut at all times' needs replacing with updated details; the sign at the allotment 'No waste to be deposited in this area' needs a proper sign; and the sign at Chestnut pond 'For Amenity Sake No Cars on the grass please' needs replacing.

The Assistant Clerk reported quotes from Signs For You at £190.70 plus vat and from Fusion Signs at £330 plus vat and from Signs Express at £314 plus vat to undertake the work.

It was decided that a sign for 'No Waste...' at the Allotment was not necessary.

Mr J Westrup proposed acceptance of quote from Signs For You to carry out the work on the other signs to a maximum of £150 plus vat. Seconded by Mr R Nunn and agreed by ALL.
20/09/18 It was agreed to clear this item.

c. Berries at Yew Tree Play Area - Removal of the Spindle Berry and Variegated Ivy

7 c. CLD Safety Report on Berries at Yew Tree Play Area

The Assistant Clerk asked for further clarification from PlayQuip regarding the recommendation from their inspection report to remove a hedge that is laden with berries. The report they have sent says:

A general rule within unsupervised play areas is to avoid shrubs and trees that bear fruit, young children are attracted to colourful berries and fruit and can end up putting them in their mouths.

Fortunately, in most cases no harm comes from this, however a child may have a severe reaction to berries and fruit should he or she be allergic to it regardless of its toxicity.

Another consideration is that if fruit bearing bushes are in play area they may be presumed safe, unfortunately this isn't the case in all play areas and for that reason we recommend avoiding this type of planting or controlling the production of the fruit by pruning or removing the fruit as soon as it appears.

It is up to the play provider whether they take action.

The Assistant Clerk and Clerk have spoken to Simon from SCL Landscape Management who says you could prune them back every 2 or 3 years to inhibit the growth. It was decided to ask SCL to cut down the berries and the bush. This was proposed by R Nunn, seconded by J Westrup and agreed by ALL.

17/05/18 The Assistant Clerk went to the Yew Tree Play Area and took photographs. The Inspection reports from PlayQuip no longer show the berries as a risk. The Assistant Clerk confirmed that the land belongs to the Parish Council. Mr J Wright to look at the berries and report back with alternatives.

1) To Consider the Removal of the Spindle Berry and Variegated Ivy

After a site visit to Yew Tree Grove Play Area Mr J Wright reported on the Spindle Berry and Variegated Ivy and recommends both being removed. SCL Landscape Management have quoted £20 plus vat.

Mr P Richings proposed acceptance of quote from SCL Landscape Management to carry out the work. Seconded by Mr B Ward and agreed by ALL.

20/09/18 It was agreed to clear this item.

d. Drug Taking at Tower Hall Play Area

7 e. CLD Drug Taking at Tower Hall Play Area

The Clerk advised that one of the volunteers at Tower Hall Play Area reported he found a 'bong' when he checked the play area. A bong is a filtration device used for smoking cannabis, tobacco, or herbal substances. Most likely Cannabis. Mr Wright subsequently found youths using a bong in the Tower Hall play area. This was reported to Mr Mike Sarbutts. He is aware of some drug activity involving the cars that are still trying to congregate in Broadlands Way. Operation parkland has now launched which is seeing all officers target areas where there are ongoing issues like this. Mr Sarbutts has raised the shopping plaza area to a priority, so it'll get a lot of additional attention. Councillors noted this.

20/09/18 It was agreed to clear this item.

e. District CIL Funding Application for Replacement Play Equipment at Broke Hall Playing Field

7 d. CLD To Consider Match Funding for Replacement Play Equipment at Broke Hall Playing Field

17/05/2018 Mrs M Brown proposed that The Clerk contact SCDC to find out how much the funding is available for and then to use delegated authority to submit a request for funding for either playground equipment for Broke Hall Playing Field and/or Traffic Calming on Playford Road, seconded by Mrs C Evans and agreed by ALL. The first choice for the play equipment was the inclusive roundabout as per the quote received from PlayQuip.

A CIL funding application was submitted for the following play equipment at Broke Hall:

Inclusive roundabout - £10,344 + VAT
Launch Pad Climbing frame - £8,530 + VAT
5 A -side Goals - £4,290 + VAT
Basketball post including backboard - £1,373.90
Total - £24,864.90

19/07/2018 The Planning Policy Officer dealing with the prioritisation of the CIL application contacted the Clerk and indicated that the Parish Council would stand a better chance of receiving CIL funding if the Parish Council (or other sources) provide at least 10% funding for the application. 10% match funding would equate to:

Inclusive roundabout - £1,034.4 + VAT
Launch Pad Climbing frame - £853.0 + VAT
5 A -side Goals - £429.0 + VAT
Basketball post including backboard - £137.39
Total - £2,486.49

Mr P Richings proposed that the Parish Council provide match funding of £5,000 against the cost of all the play equipment and that this be accommodated in the 2018/19 budget should the SCDC CIL application be successful. This was seconded by Mr J Westrup and ALL in favour.

20/09/18 It was agreed to clear this item.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

CLD Mr P Richings reported that the footway link between Fellbrigg Avenue and Barnham Place was overgrown. The Assistant Clerk to report using the Highways tool.

20/09/18 It was agreed to clear this item.

The Clerk made councillors aware that Mr Mike Sarbutts had been confirmed in place as the PCSO in Kesgrave and Rushmere St Andrew. Councillors noted this.

The Clerk reported that SALC is organising CPR/defibrillator training in October.

Mr P Richings and the PA&S Committee noted their thanks to the Clerk and Assistant Clerk for all their hard work.

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

c. Other Dates to Note

Tuesday, 25th September, Beacon Working Party Meeting, 10.00am, Parish Office, Tower Hall
Tuesday, 2nd October, Planning & Development Committee Meeting, 7.30pm, St Andrew's Church Hall
Thursday, 11th October, GP&F Committee Meeting, Village Hall, 7.30pm
Thursday, 18th October, Annual General Meeting of the Allotment Holders, Tower Hall, 7.30pm
Thursday, 1st November 2018, Safer Neighbourhood Team Meeting, 10.30am Woodbridge Police Station

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.57 pm