



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**Minutes of the Parish Amenities & Services Committee meeting held on 18<sup>th</sup> NOVEMBER 2021 at 7.30pm at Tower Hall**

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr P Richings, Mr B Ward, Mr J Westrup, Mr D Francis, Mr K Driver, Ms C Evans, Mr R Nunn, Mr M Newton, Mrs M Brown
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Mrs B Richardson-Todd (other commitment), Mr C Griggs (family commitment), Mr R Whiting (other commitment)
CLERK:	Mrs S Stannard
ASSISTANT CLERK:	Mrs S Jenkins. Minutes taken by Mrs S Jenkins
ALSO PRESENT:	0 Members of the 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 Councillors of the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Mr J Westrup proposed that the apologies and reasons for absence be accepted, seconded by Mr R Nunn with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> SEPTEMBER 2021

Mr M Newton proposed acceptance of the minutes, seconded by Mr R Nunn with ALL in favour. The minutes were duly signed as a correct record.

## 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of East Suffolk 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

None

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

Ms C Evans raised the issue of the increase in HGV learner driver traffic on Beech Road. Mr J Wright advised this is a test route.

Mr D Francis reported the state of the weeds in Clovelly Close are a long term problem. There is concern that weeds in the parish are not treated sufficiently. The Assistant Clerk to ask East Suffolk to confirm which roads were treated and how many times a year it is done.

Mr D Francis reported that due to calls made to Public Health and Anglian Water by himself the man hole cover in Clovelly Close which was covered by a concrete slab has now been dealt with by Anglian Water and new cover installed.

Mr P Richings reported the arrows on the bollards at the roundabout at Shrubland Drive are pointing in the wrong direction and that the lights are out on one bollard. The Assistant Clerk to report to Suffolk Highways.

## **5. ALLOTMENTS**

### **a. Update and Any Queries from Councillors**

Mr J Westrup reported there is a long waiting list and the bonfire has been burnt.

### **b. To Agree Quote to Spread the Bonfire Ashes at Rushmere Allotment Gardens**

The Assistant Clerk reported that the ashes from the bonfire at the Allotments need spreading and our maintenance contractor SCL Landscape Management Services Ltd have quoted £210 plus VAT. As SCL Landscape Management are the usual Maintenance contractor and do an excellent job no other quotes have been sourced.

Mr R Nunn proposed to accept quote of £210 plus VAT from SCL Landscape Management Ltd to spread the bonfire ashes at the Allotment Gardens, seconded by Ms C Evans and agreed by ALL.

## **6. ENVIRONMENT AND LEISURE**

### **a. NEW → To Agree Fencing Work at Limes Pond**

The Assistant Clerk reported that the iron fence and chain link at Limes Pond are in a poor state of repair.

It was agreed the Assistant Clerk would arrange a date and time for councillors; Mr J Wright, Mr R Whiting, Mr J Westrup and Mr B Ward to meet onsite and bring back recommendations to the next PA&S meeting.

16/09/21 A site meeting was held on Tuesday 10<sup>th</sup> August at Limes Pond with Mr J Wright, Mr P Richings, Mr J Westrup and Mr R Whiting. The fence around the pond and possible options were discussed. The Assistant Clerk will bring quotes to the next PA&S Meeting.

18/11/21 The Assistant Clerk reported 3 quotes have been requested and 2 received for work to the fencing at Limes Pond as follows:

To remove existing old fencing in a poor state of repair on The Limes road side of the Pond and replace with metal pole and chain link fencing as existing and supply and install a 6ft metal gate and install a chain link fence to boundary on the existing gate side of Limes Pond.

SCL Landscape Management Services Ltd £575 plus VAT

KJ Fencing £840 plus VAT

Mr R Nunn proposed to appoint SCL Landscape Management Ltd to do the required fencing work at Limes Pond quoted at £ 575 plus VAT seconded by Mr J Westrup and agreed by ALL.

### **b. INP Update on the Installation of a Fido Bin on the Footpath Adjacent to Ipswich Rugby Club**

A need was identified at the previous PA&S meeting to install an additional fido bin on the opposite side of Tuddenham Lane to the one installed on the footpath running adjacent to Ipswich Rugby Club. The Assistant Clerk reported permission was still outstanding from the landowner. Suffolk Coastal Norse agreed the position and have quoted £ 246.56 plus VAT for the provision of a fido bin and installation.

Mr B Ward proposed to approve the purchase and installation of a fido bin on the footpath adjacent to Ipswich Rugby Club by Suffolk Coastal Norse at £246.56 plus VAT, subject to permission being obtained by the landowner, seconded by Ms C Evans and agreed by ALL

18/11/21 The Assistant Clerk reported that Suffolk Coastal Norse were waiting for stock but now that stock has been received the Fido Bin will be installed in the next 2 weeks.

**c. NEW → To Agree the Installation of a Fido Bin Next to the Parish Council Noticeboard at Limes Pond**

The Assistant Clerk reported the need for a Fido Bin to be installed next to the Parish Council Noticeboard at Limes Pond. The cost to purchase and install a fido bin is £252.09 plus VAT. Mr M Newton offered at the Parish Council Meeting 11/11/21 to consider a funding proposal for this from his Enabling Communities Budget. The Assistant Clerk to submit an application to Mr M Newton for consideration of funding through his Enabling Communities Budget.

Mr R Nunn proposed to agree to install a Fido Bin next to the Parish Council Noticeboard at Limes Pond at £252.09 plus VAT from Suffolk Coastal Norse, seconded by Mr J Westrup and agreed by ALL.

**d. INP To Agree the Reseeding of the Previous Location of the 5 a-side Goals on The Sandlings LNR**

The Assistant Clerk reported that an email had been received by a resident about the poor state of the land around the 5 a-side goals on the Sandlings LNR. The land by the goals is just dust and need reseeding. The goals are usually moved every 3 years and were moved a year ago but due to the weather and usage during lockdowns this needs doing earlier. Permission has been requested from East Suffolk Council and they have been chased several times but with a change in personnel this is taking time.

Mr K Driver to speak to local neighbours to ensure they find the proposal to turn the goals 90 degrees acceptable.

A quote has been received from our usual contractor SCL Landscape Management Ltd to reposition the 5 a-side goals and reseed for £ 394 plus VAT.

Mr R Whiting proposed approval of quote from SCL Landscape Management Services Ltd for £394 plus VAT to reposition the 5 a-side goals at the Sandlings LNR, subject to receiving approval from East Suffolk Council, seconded by Mrs M Brown and agreed by ALL.

16/09/21 The goals have been repositioned at 90 degrees. The grassless area has not been reseeded as it was not possible to do so given the current dry ground. The Assistant Clerk is looking for the best way to reseed this area.

18/11/21 The Assistant Clerk reported SCL Landscape Management Services LTD have advised and quoted on the reseeding of the area where the 5 A-Side goals were. They have quoted £115 plus VAT to deep scarify grass seed and apply pre emerge fertilizer to the worn areas. Mr P Richings mentioned the previous quote from SCL Landscape Management included reseeding and to check why there is an additional quote for the work. The Assistant Clerk to investigate and if found there is a reason the work can go ahead as agreed below.

Mr J Wright proposed to accept quote from SCL Landscape Management Services Ltd to reseed the worn areas of the 5 A-Side Goals on The Sandlings LNR for £115 plus VAT, seconded by Mr K Driver agreed by ALL.

**e. NEW → To Discuss how to Proceed with Investigating the Relocation of the Bollards at Chestnut Pond**

The Assistant Clerk to investigate ownership of the land and report back; underground services

**f. To Agree a 3 Year Maintenance Contract for the Strip of Land Adjacent to The Street**

The Greenways Project have quoted £200 plus VAT pa for a 3 year contract to maintain the strip of land at The Street. The Greenways Project have been doing the maintenance since 2018 and have done an exemplary job.

Mr P Richings proposed to appoint The Greenways Project to a 3 year contract to maintain the strip of land at The Street for 2021-2023 for £200 p.a seconded by Mr R Nunn and agreed by ALL.

## **7. PLAY SPACES**

**a. Update on Play Area Inspection Reports and Other Matters Arising**

The Assistant Clerk reported the next inspection reports were due in December. No issues have been reported.

**b. To Note Changes to Interim Play Area Checks**

The Assistant Clerk reported interim play area checks are carried out by volunteers at Tower Hall, Yew Tree and Broke Hall play areas still but that in addition the Parish Caretaker completes a weekly check of all play areas including Chestnut play area. Along with the quarterly inspections conducted by Eastern Play Services Ltd this is well within the guidelines that require only 1 annual check.

**c. INP Update on Footpath at Broke Hall Play Area**

21/11/19 The Assistant Clerk reported that a quote has been obtained from R Butcher Surfacing for £4,127.57 to construct a tarmac path from the entrance to the All-Inclusive roundabout.

The Assistant Clerk to acquire 2 more quotes and report back at the next meeting.

16/01/20 The Assistant Clerk reported that one additional quote had been received for the addition of a path at Broke Hall Playing field following a site meeting between Mr J Wright and Oliver Moyse from Moyse Surfacing. They have quoted £ 2,300 plus Vat to install a footpath to the roundabout and an additional £2,500 plus VAT from the roundabout around the play equipment. We are awaiting a quote from Booth Tarmacadam following a site visit with Mr J Wright. The Assistant Clerk was asked to source other quotes.

19/11/20 The Assistant Clerk reported that further quotes had been sourced as follows:

**Resin Master Ltd** (no loose stones, chippings or gravel, extremely durable, low maintenance (easy to clean), good long-term investment, environmentally friendly, 10-year warranty)

The cost for this area one approx. 17 Sq. mts ££1618.50p plus vat.

Area two as above but 32 sq. mts £2133.75

From Entrance to All Inclusive Roundabout £1618.50 plus Vat

From All Inclusive Roundabout leading around all play equipment £2133.75 plus Vat

To include Picnic bench £286 plus Vat

Total for all **£4,038.25 plus Vat**

**Moyse Surfacing**

From Entrance to All Inclusive Roundabout £2,300 plus Vat

From All Inclusive Roundabout leading around all play equipment £2,500 plus Vat

To include Picnic Bench – No extra charge

**Total for all £4,800**

**R Butcher Surfacing Ltd**

From Entrance to All Inclusive Roundabout £4,127.57 plus Vat

From All Inclusive Roundabout leading around all play equipment £7,663.05 plus Vat

No response received despite chasing twice.

**Wiles Contractors Ltd**

From Entrance to All Inclusive Roundabout leading around all play equipment £6,727 plus Vat

To include Picnic Bench £439 plus Vat

Total for all £7,166 plus Vat

Mr M Newton has kindly offered funding from his Enabling Communities Budget up to £5,500.

Mr J Westrup proposed approval of quote from Resin Master Ltd for £ 4,038.25 plus VAT to lay a footpath from the entrance to the all-Inclusive roundabout and leading around all play including the picnic bench at Broke Hall Playing Field, seconded by Mr R Nunn and Agreed by ALL.

21/01/21 The Assistant Clerk reported approval has been received for funding from Mr M Newton's Enabling Communities Budget and transfer of funds was expected soon. The current expectation from Resin Master Ltd was work will take place end of March beginning of April 2021.

18/03/21 The Assistant Clerk reported funding has been received and we are awaiting Resin Master Ltd to confirm when they are able to start the work. Current estimate April / May.

15/07/21 The Assistant Clerk reported that Resin Master have agreed a date of the week beginning 4<sup>th</sup> October 2021 to start the work on the footpath, subject to the weather. The play area will be closed for that week. The Assistant Clerk to advise volunteers on the Broke Hall Gate Rota.

16/09/21 The Assistant Clerk reported Resin Master has confirmed they expect to install the path week beginning 4<sup>th</sup> October, subject to the weather.

18/11/21 The Assistant Clerk reported that the work has been successfully completed and thanked Mr M Newton for funding from his Enabling Communities Budget. Mr M Newton stated the work on the path is excellent.

**d. INP Update on the Installation of Protective Fence at Broke Hall Play Area**

The Assistant Clerk reported that further to funding received from Suffolk County Councillor Stuart Lawson's Locality Budget of £2070 quotes have been received to erect protective fencing at Broke Hall Play Area ready for the planting of a hedge in 2022.

For material and to install 70 metres of rabbit netting including a 1-metre-wide gate and 1.2 m wooden posts. The fence will run at the back of Broke Hall Play Area along the existing chain link fence. Rather than in a straight line it will dip in and out around the trees and benches.

The company that installed Broke Hall School fencing are DIW Fencing.

Quotes as follows:

- DIW Fencing £1450 (3 inch round posts every 3 m with a 3m wooden rail between them along the top.)
- KJ Fencing £1640 plus VAT (1.2 high green coated chain link on wooden 4x4 posts or round poles. Posts set at 3 m centres with strainer posts where needed.
- SCL Landscape Management Ltd £1,700 plus VAT. SCL are the only contractors quoting for the cultivation of the land inside the protective fencing (inclusive).

Mr J Wright proposed approval of the quote from DIW Fencing for £1450 to install a protective fence at Broke Hall Play Area seconded by Mr J Westrup and agreed by ALL.

Quotes for the cultivation of the land will be agreed at a future meeting.

16/09/21 The Assistant Clerk reported the fencing was due to be installed in October, an exact date to be agreed. The Assistant Clerk will then put up a notice about the work at Broke Hall Play Area and advise volunteers on the rota as the area will need to be closed.

18/11/21 The Clerk advised funding has been received. DIW Fencing are due to start installing the fencing at the beginning of December 2021.

**e. To Agree Quote to Cultivate the Area Marked Out for Tree Planting at Broke Hall Playing Field**

The Assistant Clerk reported SCL Landscape Management Services Ltd have quoted £175 plus VAT to cultivate the land marked out for tree planting at Broke Hall Playing Field. This is the only quote we have received.

Mr M Newton proposed to accept the quote of £175 plus VAT from SCL Landscape Management Services Ltd to cultivate the land marked out for tree planting at Broke Hall Playing Field, seconded by K Driver and agreed by ALL.

**f. NEW → Update on Queen's Platinum Jubilee Event at Broke Hall Playing Field in 2022**

The Assistant Clerk reported that the Parish Council has agreed to hold a small event at Broke Hall Play Area on 14th May 2022 to celebrate the Queen's Platinum Jubilee by planting and dedicating trees and a time capsule with the help of local community groups such as Brownies and Beavers and The Greenways Project. This is a continuation of the project already underway to fence off a portion of the land at the play area and plant a hedge. Mr M Newton offered to fund this event and asked the Assistant Clerk to submit a proposal for funding from his Enabling Communities Budget. The Assistant Clerk is in the process of completing an application form, preparing a budget and contacting community groups for this event.

**g. To Agree Quote to reduce Hawthorn Trees at Kelvedon Play Area**

The Assistant Clerk reported the hawthorn hedge at Kelvedon Play Area needs cutting back 1m from the fence of 11 Ickworth Crescent. Three quotes were requested and 2 were received as follows:

SCL Landscape Management Services Ltd £205 plus VAT

Acorn Trees £190 plus VAT

Mr J Westrup proposed accepting the quote from Acorn Trees for £ 190 plus VAT to cut back the hawthorn hedge at Kelvedon Play Area seconded by Mr K Driver and agreed by ALL.

## **8. ROADS, VERGES AND FOOTPATHS**

### **a. Update and Any Queries from Councillors**

Mr D Francis reported the trees on Broadlands Way do not comply with regulations and are overgrown. The Assistant Clerk to report to Suffolk Highways.

### **b. To Approve Submission of Application of SIDs to Suffolk County Council**

The Clerk reported 9 locations in the parish have been identified that are considered suitable for SID applications, those include 2 in Playford road, 2 Arundel Way, 2 The Street, 1 Foxhall Road, 2 Woodbridge Road. Councillors debated whether SID applications should be submitted for these applications. The Clerk to look at submitting a funding proposal to East Suffolk Council for a SID.

Mr K Driver proposed that SID applications be submitted to East Suffolk Council for the above locations, seconded by Mr J Westrup agreed by ALL.

### **c. INP Update on APNR**

The Clerk advised that ANPR submissions were submitted to SCC for 9 locations. The ANPR locations are the same as identified for SID locations. The Parish Council is awaiting feedback from SCC in respect of these applications.

### **d. INP Update on Community Speedwatch**

The Assistant Clerk advised that letters including forms have been sent out to the 7 volunteers in respect of training. Once these forms have been completed and returned to the Parish Council and forwarded to CSW. Administration Officer trainers will come out to train the volunteers in the practical skills of using Radar device and answer any questions.

## **9. BUDGET BUILD 2022/23 – TO RECOMMEND TO THE GP&F COMMITTEE A BUDGET FOR PA&S AND ALLOTMENTS**

Clerk distributed copies of proposed budget for 2022/23 and explained details.

Mr D Francis proposed recommendation of the budget of £22,500 for the PA&S budget to the GP&F. Seconded by Ms C Evans and all agreed.

Ms C Evans proposed recommendation of the budget of -£748 for the Allotments budget to the GP&F. Seconded by Mr R Nunn and all agreed.

## **10. CORRESPONDENCE & ANY OTHER MATTERS**

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

None

### **b. Dates to Note**

Neighbourhood Plan Working Group Meeting, Tuesday 30<sup>th</sup> November, 7pm via Zoom

General Purpose and Finance Meeting, Thursday 9<sup>th</sup> December at 7.30pm at Tower Hall

Planning and Development Committee Meeting, Thursday 25<sup>th</sup> November, 7.30pm at Village Hall

## **11. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

None

## **12. CLOSE OF MEETING**

The Chairman closed the meeting at 8.47 pm.