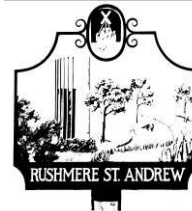




Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 16th JANUARY 2020 at TOWER HALL at 7.30pm

CHAIRMAN: Mr J Wright

COMMITTEE MEMBERS PRESENT: Mr B Ward, Mr C Griggs, Mr P Richings, Mr R Nunn, Mr M Newton, Mr R Whiting, Mr J Wright, Mrs B Richardson-Todd, Mr D Francis, Mr M Newton, Mrs S Todd, Mrs M Brown, Ms C Evans,

OTHER COUNCILLORS PRESENT: None

APOLOGIES: Mr J Westrup (Family 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.

Apologies were noted as detailed above. Mr B Ward proposed acceptance of reasons for councillor absence, seconded by Mr P Richings with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2020

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 with the following amendments:

Page 1, Committee Members Present, duplication of M M Newton.

3. DECLARATIONS OF INTEREST

Mr Whiting stated that as a member of Suffolk County Council he may be asked to reconsider any matter from this meeting at County Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the County level before coming to a decision.

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.

There were no other declarations made.

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 B Richardson-Todd requested a substitute to attend the SALC meeting on 23rd January 2020. Mrs M Brown agreed to attend.

Mr D Francis requested the Assistant Clerk to report the faded white lines on the junction of Arundle Way and Foxhall Road.

Mr D Francis reported that the fence in Bladen Drive had blown down. The Assistant Clerk reported that Guy Chater had been contacted and the fence had been reinstated and made safe.

Mr P Richings requested that the Clerk enquire if East Suffolk has recruited Civil Enforcement Officers and how to report key problem areas to them.

Mr J Wright advised he had reported a worn away footpath at Salehurst Road and Bixley Road as it was a trip hazard.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

The Clerk reported that there were bonfires being lit on the Allotment rather than using the allotted area. This has been addressed with the individuals concerned.

b. To Consider and Agree Renewal of Maintenance Contract from January 2020 to December 2022

The Maintenance Contract for the Allotment Gardens is due for renewal. SCL Landscape management has been asked to quote to quote for a further 3 years. The Assistant Clerk gave a summary of the fees submitted by SCL. No increase in fees is proposed from the previous contract.

SCL Landscape Management's work was of high quality, they have been the contractor for many years and are fully aware of the requirements and appropriate measures when dealing with Allotment holders.

Mr R Nunn proposed acceptance of the new 3 year contract with SCL Landscape Management Ltd, seconded by Mr C Griggs and agreed by ALL.

c. INF Update on Cutting of Overgrown Hedge at Allotment

The hedge on the left of the allotment adjacent to the stables needs attention as it is overgrown, and it is impacting on allotments at this end of the allotment site. Mr Westrup met with the owners of the stables and they have given permission for the hedge to be cut and to allow contractors on their land as it would be best done from their land. The Clerk reported that she received a quote from SCL Landscape Management for £1,550 + VAT to cut the hedge. The Allotment Management Advisory Panel recommended that the hedge be cut to PA&S Committee. Mrs M Brown proposed that SCL Landscape Management Ltd be appointed at a cost of £1,550 + VAT to cut the hedge at the Stable side at the allotments as per their quote, seconded by Mr R Whiting and agreed by ALL.

21/11/19 The Assistant Clerk reported that SCL Landscape Management has been informed that the quotation was approved and met with Mr Westrup at the Allotments. The hedge will be trimmed in January/ February 2020.

16/01/20 SCL Landscape Management Ltd scheduled to start trimming the hedge on Monday 20th January.

6. ENVIRONMENT AND LEISURE

a. INF Update 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.

15/11/18 Mr Baker from Greenways has been in contact with an artist that they use for information boards on the Sandlings/ Mill Stream LNR. He has asked if there is any interesting facts/ history to include on the

noticeboard. Mr Baker will inform the Clerk of dates to meet with the artist. A meeting is to be arranged with interested parties who have any knowledge of the pond. The Assistant Clerk to place an article in InTouch to request information about the pond.

17/01/19 An article was placed in InTouch to request that anyone with information on Chestnut Pond get in touch with the Parish Council. No one has responded. There has been an initial discussion between the artist and Mr J Baker (The Greenways Project) about the board and a further update on the notice board has been requested.

21/03/19 James Baker came into the Parish Office on Wednesday 20th March to discuss the text and pictures for the Wildlife Board with the Clerk and Assistant Clerk. Thanks, were noted to Mr R Whiting for funding. The Clerk reported that 50% of the money has been received and that the balance will be received in May. Consideration will be given to the reallocation of funding from the late Mr A Eaton.

16/05/19 The artist is working on the information board. It was agreed by ALL to recommend to the Parish Council to earmark funding from the late Mr A Eaton for an alternative use/project.

18/07/19 The Clerk reported that the pictures for the board had been completed and that it was expected to be installed within the next 2 months.

19/09/19 Mr James Baker from Greenways reported that he was going to meet the designer to draw up a draft of the board. He will forward this to the PC in due course. It is estimated that the cost for the board will be £1,500. The Parish Council has received grant funding of £2,000. The Clerk reported that she asked Mr Baker for a quote to add a box to the information board where leaflets can be stored about walking routes, wildlife at the pond, etc. Awaiting quotation for this.

21/11/19 The Assistant Clerk circulated copies of the final proof of the Wildlife Board which was well received. The wildlife board will be installed during the next 3 weeks.

16/01/20 The wildlife board frame will be installed week beginning 20th January 2020 and the artwork will be installed soon after.

b. INP Update on Request to Secretary of State Regarding Bixley Lane Claim

The Clerk advised that she contacted Suffolk County Council and was advised that our claim for Bixley Lane to be added to the definitive map remains on the backlog of cases in the high priority category for future investigation. There are currently 9 cases ahead of Bixley Lane.

Since more than 12 months has passed since the formal application was submitted and it has not yet been determined, the parish council does have the right to ask the Secretary of State to direct the County Council to determine this application within a set timescale. The Secretary of State would then ask Suffolk County Council to explain their priorities and why this claim has not yet been determined and would consider their response before deciding whether or not to issue a direction.

The Clerk has looked into submitting an appeal and advised that there is no fee for submitting an appeal to the Secretary of State. Only the original applicant can submit an appeal. It is known as a Schedule 14 appeal and the Clerk has completed a draft application and collated all the supporting information to be submitted with the application should the Council want to proceed with this application. The Parish Council will need to notify Suffolk County Council that they have lodged an appeal.

21/11/19 The Assistant Clerk reported that the application has been submitted to the Planning Inspectorate and was acknowledged. The Planning Inspectorate included a copy of the letter that they have sent to Suffolk County Council regarding the appeal. The Inspectorate has requested more information from SCC about the stage of the application, when they would expect to issue a decision, the authority's statements of priorities, list of outstanding applications and comments on the direction requested. Suffolk County Council has until 23rd December 2019 to reply to the Planning Inspector.

16/01/20 Awaiting decision.

c. To Consider and Agree Renewal of Maintenance Contract at Chestnut and Limes Ponds from January 2020 to December 2022

The Maintenance Contract for Chestnut and Limes ponds is due for renewal. SCL Landscape management has been asked to quote for a further 3 years. The Assistant Clerk gave a summary of the fees submitted by SCL. No increase in fees is proposed from the previous contract.

SCL Landscape Management's work was of high quality, they have been the contractor for many years and are fully aware of the requirements.

Mr R Nunn proposed acceptance of the new 3 year contract with SCL Landscape Management Ltd, seconded by Mr C Griggs and agreed by ALL.

d. INP Update on Sanding and Repainting Lock at Chestnut Pond

The Assistant Clerk reported that the Clerk has asked SCL Landscape Management Ltd, Greenways and Timber Worx for quotes.

Quotes have been received from James Baker for £50 to clean up the existing lock and lay gravel around it and SCL Landscape Management Ltd quoted £285 to replace the bollard. The Assistant Clerk advised there is £50 in this current year's financial budget but not £285 unless we look at general reserves and get approval from the Parish Council.

Mr R Whiting proposed approval of the quote from Greenways to repair the lock at Chestnut Pond at £50, seconded by Mr P Richings and agreed by ALL.

16/01/20 The Assistant Clerk reported that Greenways has completed the work on the lock at Chestnut Pond. The Clerk to purchase a padlock to install.

e. NEW → To Consider the Repositioning of the Wooden Bollards at Chestnut Pond

The Parish Council should not be funding a Highways issue. Mr R Whiting proposed to delete this item from the agenda and it is not raised for another 6 months, seconded by Mr P Richings and agreed by ALL.

7. PLAY SPACES

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

The Assistant Clerk reported that volunteer inspection checks had raised an issue with the closing of the gates at Yew Tree Play Area. This has been reported to PlayQuip to investigate.

Mr J Wright reported that both trees in Chestnut Play Area need pruning. One is virtually touching the play equipment and could be grabbed by someone on the net. The other tree has lots of tangled branches partly overhanging the neighbour's garden. SCL Landscape Management have been asked to complete this work as part of their regular contract.

b. To Report on Anti-Social Behaviour at Kelvedon Drive Play Area

Mr J Wright reported that the severe anti-social behaviour at Kelvedon Play Area had stopped as a result of the cutting out of the hedging and laurel and that the residents are very happy.

c. NEW → To Consider Action on the Poor State of the Chain Link Fence at Beech Road Passageway

Mr J Wright reported that the chain link fence at Beech Road Passageway is in a bad state of repair and needs removing. SCL Landscape Management, who are contracted to keep that area maintained, quoted £110 plus VAT to remove the fence.

Mr R Whiting proposed to accept the quote from SCL Landscape Management of £110 plus VAT to remove the chain link fence at Beech Road Passageway and for the Parish Council to install a Rights of Way sign, seconded by Mr R Nunn and agreed by ALL.

d. INP Update on the Addition of Wheelchair Accessible Picnic Benches at Broke Hall Playing Field and Chestnut Pond

19/09/19 Councillor Mark Newton has suggested placing picnic benches at Broke Hall Playing Field as lots of families use this area. PlayQuip have quoted £701.77 to supply and install a recycled plastic bench (maintenance free) with ground anchors. Length 1.55m x height 0.78m x width 1.42 m Weight 102kg and £785 for a wheelchair accessible bench.

Mr M Newton advised that he would be willing to fund the purchase and installation of a wheelchair accessible bench at Broke Hall Playing Field once the entrance to the Playing Field has been investigated. Mr J Wright, Mr C Griggs and the Assistant Clerk to meet onsite to discuss the entrance and other short, medium and long term plans.

21/11/19 PlayQuip have quoted £701.77 to supply and install a wheelchair accessible recycled plastic bench (maintenance free) with ground anchors. Length 1.55m x height 0.78m x width 1.42 m Weight 102kg and £785 for a wheelchair accessible bench.

Mr J Wright and Mr C Griggs met, as suggested at Broke Hall Playing Field to discuss options to make the area more accessible for wheelchair users. Mr Newton has agreed to it being done before access is sorted.

Mr M Newton also wishes to provide funding to place a wheelchair accessible picnic bench at Chestnut Pond and he also agreed to fund the hard standing for both benches. The Assistant Clerk to obtain a quote.

Mr J Wright proposed that an application be sent to Mr M Newton to fund the installation of a wheelchair accessible bench at Broke Hall Playing Field and Chestnut Pond by PlayQuip at £701.77 (£1403.54) and the hard standing for each bench, seconded by Mr J Westrup and agreed by ALL.

16/01/20 Funding from Councillor Mark Newton's Enabling Communities Budget has been approved. Once payment is received the benches will be ordered and installed at Broke Hall Playing Field and Chestnut Pond by PlayQuip.

e. INP Update on Quotes for Addition of a Path Accessing the Play Equipment at Broke Hall Playing Field

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.

8. ROADS, VERGES AND FOOTPATHS

a. NEW → To Consider the Repair of the Parish Sign on Bladen Drive

Consideration was given to repositioning the Parish sign and at the same time to refurbish it. The Assistant Clerk to check with Highways the utilities positioned in the proposed area of the carpark at Tower Hall, check if planning permission is needed, investigate the company that was used to refurbish the sign at the Village in order to get a quote for its refurbishment and at the appropriate time ask Parish Halls for permission and advise Chater Homes of the Parish Council's intentions and thank them for the use of their land.

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

a. CLD Update on Repair of Kompan Multi Play Unit at Broke Hall Playing Field

The Assistant Clerk reported that the PlayQuip Maintenance Inspection Report for July had increased the risk of the rubber connectors on the Kompan Multi Play Unit at Broke Hall Playing Field from 10 to 12. The rubber connectors have badly deteriorated, with sticky residue transferring like wet paint or tar. They advise consideration being given to either replacing the rubber connectors or putting the equipment out of use.

There is a 1 year warranty on the rubber connectors. They should last 5-6 years. PlayQuip have quoted £3,367.72 to completely dismantle the unit, remove all of the connector balls and replace with 17 new genuine Kompan connectors then reassemble. Mr J Westrup proposed to accept the quote from PlayQuip at £3,367.72 to repair the rubber connectors, seconded by Mr R Whiting and agreed by MAJORITY.

19/09/19 The Assistant Clerk reported his is to be completed once the weather cools down, within the next week.

21/11/19 The Assistant Clerk reported that the repair was completed on 14th November by PlayQuip. Mr J Wright noted that the repair did not look as though it would last long.

It was agreed by ALL to clear.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

The Clerk advised a letter had been received from Julia Caterwell to confirm the discharge of PSPO and the removal of PSPO signs.

The Assistant Clerk confirmed the Neighbourhood Plan flyers had now all been distributed.

Mr R Nunn proposed to note correspondence from Mr Brander, seconded by Mr B Ward and agreed by ALL.

Mr P Richings reported that the bus stop on Mendip Drive was to be moved due to a resident dropping their curb at that proposed location. Councillors agreed that they have no objection if the drop is moved further along Mendip Drive.

b. Dates to Note

Thursday 30th January 2020 Planning and Development Meeting, 7.30pm, Village Hall

Thursday 13th February 2020 GP&F Committee Meeting, 7.30pm, Tower Hall

Saturday 29th February 10.30-12.30 Rushmere Baptist Church

Thursday 12th March 2020 Parish Council Meeting, 7.30pm, Village Hall

Thursday 19th March 2020 PA&S Committee Meeting, 7.30pm Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.20 pm