



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Amenities & Services Committee meeting held on 16<sup>th</sup> SEPTEMBER 2021 at 7.30pm at Tower Hall

CHAIRMAN:	Mr P Richings
COMMITTEE MEMBERS PRESENT:	Mr B Ward, Mr J Westrup, Mr D Francis, Mr K Driver, Ms C Evans, Mr R Nunn, Mr C Griggs, Mr M Newton, Mr P Richings
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Mrs B Richardson-Todd (other commitment), Mr R Whiting (other commitment), Mr J Wright (other commitment), Mrs M Brown (unwell)
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 R Nunn proposed that the apologies and reasons for absence be accepted, seconded by Mr J Westrup with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> JULY 2021

Mr K Driver proposed acceptance of the minutes, seconded by Mr C Griggs 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

Mr M Newton asked for the movement of the posts on roadside by Chestnut Pond be added as an item for a future agenda.

*[Mr D Francis joined the meeting]*

Mr D Francis asked who to contact about the weeds in Clovelly Close. The Clerk advised to report the issue on the Suffolk Highways Reporting Tool.

Mr R Nunn reported that he was impressed with the preparation work Foxhall Stadium has done prior to Speedworth.

Mr C Griggs reported a resident had been in touch about the expansion of a joint in the road at Quantock Close. This was reported to Suffolk Highways who confirmed it was not in need of work. The resident was notified. Should it become an issue escalate to Suffolk County Councillor Stuart Lawson.

Mr P Richings advised that any complaints about Speedworth this weekend to be sent to the Assistant Clerk to pass on to Suffolk County Council.

## **5. ALLOTMENTS**

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

Mr J Westrup reported the Allotments to be in good condition and that a meeting of the Allotment Management Advisory Panel including a walkabout had taken place on 14<sup>th</sup> September 2021.

The Clerk reported an agreed increase in Allotment fees by the Allotment Management Advisory Panel. Mr P Richings proposed to ratify an increase in Allotment fees from £55 to £56.50 for a full plot, from £27.50 to £28.25 for a half plot and from £5.50 to £6 for a manure bin, seconded by Mr K Driver and agreed by ALL.

## **6. ENVIRONMENT AND LEISURE**

### **a. Update on Site Meeting to Discuss Fencing 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.

### **b. To Agree and Approve 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.

### **c. INP Update on the Installation of Two Litter Bins at Playford Road/The Street**

Funding has been secured from District Councillor Mark Newton's Enabling Communities Budget to install litter bins on the diagonally opposite sides next to each bench on the grass areas of the junction of The Street, Playford Road and Bent Lane. Permission has been given by Suffolk County Council Highways Street Furniture Department for a licence to install the bins. The Clerk confirmed that payment has been received. The Assistant Clerk reported the bins will be ordered from and installed by Suffolk Coastal Norse in liaison with Mr J Wright. Thanks were given to Mr M Newton.

15/07/21 Mr J Wright reported that one bin has been successfully installed. Suffolk Coastal Norse are still carrying out the ground scanning for the other bin and once they are satisfied there are no pipes or cables in the area, they will complete works.

16/09/21 The Assistant Clerk reported that Suffolk Coastal Norse are not able to install the outstanding litter bin as there is a telegraph pole and a substation nearby. They have said they will install the litter bin elsewhere at the same price of £225 plus VAT, as the price of litter bins has now gone up to £245 plus VAT.

### **d. To Consider the Relocation of the Litter bin Under Item 6c**

The Assistant Clerk reported Suffolk Coastal Norse suggested the litter bin under 6c be used to replace the melted litter bin on the Sandlings LNR. However, there has now been another Litter bin in this area also melted. This has been reported to Suffolk Police and the PCSO. The PCSO is going to enquire if anywhere else has had a similar incident such as the Golf Club or Kesgrave Town Council.

SCL Landscape Management have been asked to remove the melted bins as they have stuck to the surface. The Assistant Clerk suggested only one litter bin needs replacing as the requirement for an additional litter bin was caused by the COVID-19 lockdown and the increase in footfall on the Sandlings LNR.

Mr P Richings proposed to relocate the litter bin under 6c to replace the melted litter bin by the 5-a-side goals on The Sandlings, seconded by Mr C Griggs and agreed by ALL.

**e. Update on the Repositioning of 5 a-side Goals on 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.

**f. Report on Walkabout of Sandlings and Mill Stream LNRs**

Mr B Ward reported on the walkabout which was attended by: Mr B Ward, Mr K Driver, Mrs S Stannard, Mr J Baker (The Greenways Project) and a Greenways Project local volunteer. This walkabout took place on Monday 16<sup>th</sup> August 2021.

It was noted that the path leading from Broadlands Way to the Sandlings LNR open area needs repair. Several tree roots were exposed. The Officers to contact Chater Land Holdings. A discussion followed about whether the Parish Council and The Greenways Project should see if Chater Land Holdings are willing to transfer the land to East Suffolk Council.

Mr J Baker advised they are establishing a natural barrier in some areas of the Sandlings LNR to ensure eco systems flourish.

The path leading from Ditchingham Grove to Butterfly Gardens needs steps to ensure it is not so slippery and to provide safe access for pedestrians. Mr J Baker to action.

Annual maintenance was discussed including the clearing of ferns in identified areas. Several trees were identified that will need to be looked at from a safety point of view. Mr J Baker to investigate this except for trees on Bixley Lane under the ownership of Chater Land Holdings. Officers to contact them.

The pond will need to be opened up. This will be actioned by Mr J Baker as part of the annual maintenance contract.

Evidence was found of the dumping of garden waste outside the back of houses.

The wooden barriers along the Mill Stream path giving access to Kelvedon Drive will need repair and reinforcement. Mr J Baker to action.

**7. PLAY SPACES**

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

The Assistant Clerk reported the September inspection reports have been received from Eastern Play Services. All items flagged up in the report were low risk. The issue reported with moss in the previous reports is no longer an issue as the play areas were pressured washed by SCL Landscape Services on 16<sup>th</sup> August 2021.

**b. 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.

**c. INP Update on the Installation of Protective Fence and Cultivation Area 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 tress 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 advice volunteers on the rota as the area will need to be closed.

**8. ROADS, VERGES AND FOOTPATHS**

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

None

**b. Update in Speed Indication Devices**

Mr J Wright updated councillors. We are still awaiting confirmation of the sites for Speedwatch from the police before starting.

Clerk to investigate why some ANPRs such as Melton are switched on permanently.

**9. CORRESPONDENCE & ANY OTHER MATTERS**

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

None

**b. Dates to Note**

Planning and Development Meeting, Wednesday 22<sup>nd</sup> September 2021 at 7.30pm, Village Hall

Annual Allotment Holders Meeting, Tuesday 12<sup>th</sup> October 2021 at 7.30pm, Village Hall

General Purpose and Finance Meeting, Thursday 14<sup>th</sup> October at 7.30pm at Tower Hall

**12. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Movement of the posts on roadside at Chestnut Pond.

ANPR

**13. CLOSE OF MEETING**

The Chairman closed the meeting at 8.19 pm