



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 18th MARCH 2021 via a Virtual Meeting at 7.00pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr B Ward, Mr P Richings, Mr R Nunn, Mr J Westrup, Mr R Whiting, Mr J Wright, Mrs B Richardson-Todd, Mr D Francis, Mrs M Brown, Mr M Newton, Mr K Driver, Mr C Griggs, Ms C Evans
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	None
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. Mrs M Brown apologised after the meeting.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21st JANUARY 2021

Mr J Westrup proposed acceptance of the minutes, seconded by Mr K Driver with ALL in favour. The minutes were duly signed as a correct record.

3. DECLARATIONS OF COUNCILLOR 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.

Mr J Wright made a non-pecuniary interest he had spoken to Eastern Play Services Ltd to clarify details on play inspections.

There were no other declarations made.

4. PUBLIC PARTICIPATION

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

None

[Mrs B Richardson-Todd joined the meeting at 7.05pm]

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

Mr D Francis commented that fence around the Chater Holdings building compound had been painted which improved the appearance.

Mr R Nunn stated that a tree had fallen across the path on the Mill Stream LNR walk. It was reported and the tree cleared but he was not impressed with the way it was left. Mr J Wright agreed to talk to Greenways to discuss making it more wildlife friendly.

Mr C Griggs reported that the generator at Ipswich Town training ground had been removed.

Mr M Newton reported that the adult nappies in the litter bin in the village had not reappeared.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported there was a healthy waiting list for plots. A few tenants were asked if they still required their plots as no work had been done.

b. To Consider and Approve Maintenance Contract for Fencing, Track and Water Supply at The Allotment Gardens 1st April 2021 – 31st March 2022

The Assistant Clerk Reported 3 quotes had been requested in respect of a maintenance contract at the Allotment Gardens from SCL Landscape Management Ltd, K J Fencing and DMC Garden Services. For guidance SCL Landscape Management Services Ltd quoted approximate amounts of £495 plus VAT for fencing, £295 plus VAT for the track and on a per job basis for the water supply. No other quotes were forthcoming. Mr R Whiting suggested if the first year goes well a longer contract of 3 years should be considered at renewal.

Mr R Nunn proposed to approve a maintenance contract for fencing, track and water supply at the Allotment Gardens up to £1000 from 1st April 2021 – 31st March 2022 and appoint SCL Landscape Management Services Ltd as the contractor, seconded by Mr R Whiting and agreed by ALL.

6. ENVIRONMENT AND LEISURE

a. 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.

19/11/20 It was agreed not to clear and to instead follow up.

21/01/21 Mr R Whiting reported he is attending a meeting on 3rd February 2021 when a decision will be made.

18/03/21 Mr R Whiting reported the Planning and Regulatory Committee had agreed it unanimously but that it would be a while before it was implanted due to COVID-19.

b. NEW → Update on the Installation of a Fido Doggie Bin at Tuddenham Lane

Funding has been secured from District Councillor Mark Newton's Enabling Communities Budget to install a Fido doggie bin at Tuddenham Lane where the public footpath comes out alongside Ipswich Rugby Club. Mr J Wright met with the Vice Chairman of House and Grounds at Ipswich Rugby Club to look at the location and permission has been given by Ipswich Rugby Club to go ahead and install a Fido doggie bin. The Clerk confirmed that payment has been received. The Assistant Clerk reported the bin will be ordered from and installed by Suffolk Coastal Norse. Thanks were given to Councillor M Newton.

c. NEW → 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.

d. To Agree and Approve a Contractor to Fell the Cypress Tree at Limes Pond

The Assistant Clerk reported that 3 quotes have been received to fell the Cypress tree at Limes Pond and to remove all arisings as follows:

Acorn Trees (Ben Miller) £980 plus VAT (closure of one lane of traffic using traffic lights)

Tom Lyon Tree Services Ltd £1250 plus VAT (Hazard tape used to clearly denote workspace to the public)

SCL Landscape Services Ltd were not able to quote.

Mr J Wright proposed to accept the quote of £ 980 plus Vat from Acorn Trees to fell the cypress tree at Limes Pond and remove all arisings, seconded by Mr J Westrup and agreed by ALL.

7. PLAY SPACES

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

March inspections from PlayQuip Leisure not due until the end of the month.

b. To Agree to Consider and Approve Contract for 4 Inspections at Play Areas 2021- 22

The current maintenance inspection contract with PlayQuip Leisure for 4 inspections per year ends 31st March 2021. Quotes for providing 4 x maintenance inspections per year in June, September, December and March at the 5 play areas at Broke Hall, Chestnut Close, Kelvedon Drive, Yew Tree Grove and Tower Hall have been received as follows:

PlayQuip Leisure the current Contractor

Inspections £2,820 plus Vat p.a. (last year was £2,419.80 so an increase of £400.20 but there's been no increase for 3 years)

The Assistant Clerk reported that although PlayQUIP Leisure had given good service over the years there was some concern that recent work was not of the quality previously experienced.

Online Playgrounds / Fenland Leisure

Inspections £1,500 plus VAT p.a.

SafePlay (Beckenham, Kent)

Inspections £995 plus Vat p.a.

Notes: Online reporting. Inspection includes replace missing fixings, caps and collect minimal rubbish in addition to standard.

Eastern Play Services (Ashbocking, Ipswich)

Inspections £820 plus Vat p.a.

The Assistant Clerk reported that Eastern Play Services would pass on any discounts for play equipment on to the Parish Council.

Councillors took into account the close proximity of Eastern Play Services to the play areas, the excellent reference supplied by Rockland St Mary with Hellington Parish Council, the lower price and the inspection service being the same as the one currently provided by PlayQuip.

Mr J Westrup proposed to accept the quote of £ 820 plus Vat p.a. from Eastern Play Services and appoint them the contract to provide 4 inspections at the play areas during the period 2021-22, seconded by Mr R Nunn and agreed by ALL.

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.

8. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

Mr D Francis reported that on the Bixley Drive, Gwendoline Close junction there was an issue with loose pebbles and potholes. Mr J Wright to take a look and report back to the Assistant Clerk.

Mr M Newton reported an issue with potholes and flooding due to a blocked pipe near Limes Pond and the road crumbling away on Lamberts Lane. These have been reported to Suffolk Highways. Mr R Whiting commented that any problems with the pipe between Limes Pond and Chestnut Pond the pipe can be accessed near Laburnum Gardens.

9. PARISH AMENITIES & SERVICES PROJECTS 2021 ONWARDS

Mr P Richings proposed to submit a funding proposal to Suffolk County Councillor Stuart Lawson's Locality Budget for £2,070 to plant a hedgerow along the boundary fence of Broke Hall Playing field and Cuckfield Avenue, seconded by Ms C Evans and agreed by ALL

Mr P Richings proposed to submit a funding proposal to Suffolk County Councillor Robert Whiting's Locality Budget for £4,719 to create a local woodland and attractive gateway to the parish of Rushmere St Andrew on Woodbridge Road, seconded by Mr J Westrup and agreed by ALL.

Mr J Wright asked if the Parish Council might in the future consider sponsoring EACH 2022 art trail in 2022.

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

a. CLD Update on Replacement Noticeboard at Limes Pond

The Assistant Clerk reported that Greenbarnes Ltd confirmed the noticeboard will be ready to go out this week and they will arrange delivery with SCL Landscape Management who will then advise when it will be installed and the current noticeboard dismantled.

21/01/21 The Assistant Clerk reported that the noticeboard has been successfully installed and the previous noticeboard stored by SCL Landscape Management with a view to repairing it and using it to replace another notice board, as and when required.

18/03/21 It was agreed by ALL to clear.

b. CLD To Agree and Approve the Trimming Back of Tree Branches along the Boundary of Broke Hall Playing Field and Cuckfield Avenue

The Assistant Clerk reported 3 quotes have been received to trim back the branches along the boundary of Broke Hall Playing Field and Cuckfield Avenue.

SCL Landscape Management Ltd

To remove branches overhanging neighbouring garden on two cherry trees at broke hall and lifting lower branches out of reach of children £425.00 plus VAT

To lift lower branches on the other trees along fence line a total of £295.00 plus VAT

Total Amount £720 plus VAT

Tom Lyon Tree Services

To reduce overhanging branches on two cherry trees and to lift branches on row of trees along chain link fence.

Total Amount £600 plus VAT

Acorn Trees

Reduce cherry Trees by 30% and lift low limbs. Side back 3 field maples from garden in Cuckfield Avenue and remove all arisings. £780 plus VAT. Lift low limbs of 3 field maples and remove all arisings £120 plus VAT.

Total Amount £900 plus VAT.

Mr J Westrup proposed to agree to appoint SCL Landscape Management Ltd to trim back the tree branches along the boundary of Broke Hall Playing Field and Cuckfield Avenue for £720 plus VAT, seconded by Mr R Whiting and Agreed by ALL.

The Assistant Clerk to advise the work on the cherry trees should not be started until after frosts have stopped.

18/03/21 SCL Landscape Ltd confirmed the work will be done on 29th March 2021.

It was agreed by ALL to clear.

c. CLD Update on Installation of Replacement Fence at Beech Road Passageway

19/11/20 The Assistant Clerk reported that as per approval to replace the fence at the Parish Council Meeting on 9th July 2020, SCL Landscape Management has confirmed the fencing at Beech Road has been started and should be completed this week. They are awaiting delivery of materials that didn't arrive with the original order.

21/01/21 Work completed on fence at Beech Road Passageway.

18/03/21 It was agreed by ALL to clear.

d. CLD Update on Additional Litter Bin at Broke Hall Playing Field

Suffolk Coastal Norse have quoted £225 plus VAT to provide and install an additional litter bin next to the bench at Broke Hall Playing Field on the Salehurst Roadside.

Mr R Nunn proposed to accept the quote of £225 plus Vat from Suffolk Coastal Norse to provide and install a litter bin at Broke Hall Playing Field, seconded by Mr P Richings and agreed by ALL. The Assistant Clerk was asked in the first instance to enquire about a litter bin with a flap to prevent wildlife pulling out the litter.

21/01/21 The Assistant Clerk confirmed that a litter bin with a flap at £300 plus VAT has been ordered for Broke Hall Play Area. Suffolk Coastal Norse are awaiting delivery from supplier.

18/03/21 The Chairman confirmed the litter bin has now been installed. It was agreed by ALL to clear.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

None

b. Dates to Note

Virtual Meeting of the GPF Committee on 8th April 2021 at 7pm

End of consultation on summary leaflet for Neighbourhood Plan 16th April

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

To Consider repairing the wooden noticeboard from Limes Pond and replace the metal noticeboard at Chestnut Pond with it.

13. CLOSE OF MEETING

The Chairman closed the meeting at 7.56 pm.