



# Rushmere St. Andrew Parish Council

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Minutes of the Community Engagement Committee meeting held on 27<sup>th</sup> June 2024 at 7.30pm at the Village Hall

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CHAIRMAN: Mr Chris Griggs

PRESENT: Mr Chris Griggs, Mr R Whiting, Mr B Ward, Mrs M Odam, Mr J Wright, Mr M Newton

APOLOGIES: No Apologies received

CLERK: Mr P Massey – Clerk

ALSO PRESENT: 0 Members of the Public

**1. ELECTION OF CHAIRPERSON OF COMMUNITY ENGAGEMENTS COMMITTEE**

Mr C Griggs asked for nominations for Chairperson of the Community Engagement Committee for the forthcoming year.

Mr Whiting nominated Mr C Griggs and this was seconded by Mr Newton. There were no other nominations. Resolved with ALL in favour. Mr C Griggs was duly elected as the Chairperson for the Community Engagement Committee for the forthcoming year.

**2. APOLOGISES AND APPROVAL OF ABSENCE, PROTOCOL AND CONDUCT REMINDERS**

Mr C Griggs 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.

**3. DECLARATIONS OF COUNILLOR INTEREST**

Mrs Odam declared a non-pecuniary interest in Rushmere St Andrew's Church.

**4. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ON 21<sup>ST</sup> SEPTEMBER 2023**

Mr Newton proposed acceptance of the minutes with/without any amendments. This was seconded by Mr Ward with ALL in favour.

The minutes were duly signed as a correct record.

**5. PUBLIC PARTICIPATION**

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

No members of the public present

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

Mr Whiting informed Councillors that the concrete base for the allotment community hut has been poured. The Clerk will let Mrs Barber know who is looking after the project. Mr Whiting also informed Councillors that the hedgerow leading from Humber Doucy Lane to the Church meadow carpark has been trimmed back. Councillors noted this.

Mr Wright informed Councillors that the weeds and overgrowth surrounding the three Oak trees on The Street have been cleared. Councillors noted this.

## **6. UPDATE ON WEBSITE AND SOCIAL MEDIA**

The Clerk reported that followers on Facebook and Instagram are steadily and organically growing. The number of 'friends' on Facebook was 500 at the last meeting and this has now increased to nearly 900 and for Instagram it has remained steady at around 100. There appears to be more presence and growth on Facebook with most interactions with members of the public happening on Facebook. The Clerk informed councillors that Facebook is used regularly for updating the public on various matters and sharing posts and it is generally received well. As well as the social accounts the website is kept up to date with the latest information. From the data we can see that the website is used by an average of 10 users a day.

Councillors Noted this.

## **7. TO DISCUSS AND RECOMMEND MEETING DATES AND VENUE FOR 2025**

The Clerk advised Councillors, since the increase in the hire charges for the hall, the officers have been exploring several different options for 2025 to save money. Options included Ipswich Sports School, The Baptist Church Hall and Rushmere St Andrew's Church Hall. The most viable option is Rushmere St Andrews Church Hall. The Required dates for all council meetings are available at the Church Hall for 2025. The cost of the Church Hall is £30 per meeting. The current cost for 2024 hall hire is £45 per meeting. If the decision to go with the Church Hall is recommended to the Parish Council this would be an approximate saving of £375 per annum. The Clerk informed councillors that this decision can be made by this committee, but equally a recommendation to Full Council can also be made.

Mr Newton proposed agreeing to the change of venue to St Andrews Church Hall with the proposed dates for 2025. Seconded by Mr Wright. Resolved with ALL in favour.

## **8. TO DISCUSS AND AGREE 2024/2025 EVENTS**

The Clerk informed Councillors of two events that the office have been working on for 2025.

1. Remembrance Service 2024. Subject to obtaining funding. The idea behind the event would be to host a thought-provoking display, similar to the light show hosted at the water tower last year at St Andrews Church.

Councillors discussed this

Mr Wright Proposed that £1000 be allocated from Earmark reserves for the remembrance service event for 2024. Officers should in the mean time seek funding and only use the earmarked reserves if no funding is secured. Seconded by Mr Newton. Resolved with MAJORITY in favour.

2. Community Sports Day 2025 . Subject to obtaining funding. The idea behind the event would be to foster community spirit, promote healthy living and encourage participation in various sports. Rushmere St Andrew holds a unique position with being home to several sporting venues. The idea behind the event would be to bring these all together along with residents for a fun filled day for all.

Councillors discussed this.

Mr Wright Proposed that a proposal for the event should be drawn up by the officers and presented back to Full Parish Council and funding for the event should be sought. Seconded by Mr Whiting. Resolved with ALL in favour.

## **9. TO DISCUSS AND AGREE IN TOUCH MAGAZINE BROKEHALL EDITION**

The Clerk informed Councillors that each edition to the Kesgrave and Rushmere InTouch is published, but it has come to the attention of the officers that the Article does not appear in the Brokehall Edition. The Clerk would like to submit the same article each month to the Brokehall edition of InTouch, this way, the whole of the Parish is covered.

Councillors Discussed this.

Mrs Odam proposed submitting the InTouch Article for the Brokehall edition each month, along with the Kesgrave/ Rushmere edition. Seconded by Mr Newton. Resolved with ALL in favour.

## **10. TO DISCUSS AND AGREE MEET YOUR COUNCILLOR INITIATIVE SESSIONS FOR THE COMMUNITY**

The Clerk outlined the idea of hosting an informal meet your councillor initiative, which could be used by the council where the office would facilitate a meeting once a quarter or by appointment. The idea would be to interact with residents in the Parish, allowing them to address any ideas or concerns. These can then be taken to Parish Council for discussion.

Councillors discussed this

Mr Whiting proposed that adequate communication channels are currently available for residents to access and that at this time no such meet your councillor initiatives should be taken up by the Parish Council. Seconded by Mr Wright. Resolved with ALL in favour.

## **11. TO DISCUSS AND AGREE COMMUNITY NEEDS SURVEY**

The clerk explained the concept of the community needs survey and the reasonings behind the project. This included gaining feedback from residents on their thoughts of how we can improve the community. The feedback gained will help council understand what services are most important to residents. Equally as part of development of Kelvedon Play area it would be of benefit to gain input from the local community and their thoughts.

Councillors discussed this.

Mr Wright proposed that the Officers should draw up the proposed survey and be made available to Full Parish Council, to ensure all councillors are in agreement with the content and the reasons for obtaining the data. Seconded by Mr Whiting. Resolved with ALL in favour.

## **12. TO DISCUSS AND RECOMMEND COURSE OF ACTION FOR THE DESIGN PHASE OF KELVEDON PLAY AREA**

The clerk explained that the office have been working on actions to progress with turning Kelvedon play area into a sensory garden. £2,970 grant funding for the design phase has been agreed by Cllr Deborah Dean from the enabling communities budget. The funding has been approved by Easy Suffolk.

- Four quotes were requested for the design phase of the garden. The quotes were as follows:

- o Alex from Heritage Horticultural. Packages start from £2,000 +VAT
- o Westover Landscapes. Unable to quote.
- o Lee-Anne Van Wyk Landscape Architects. £2,300 +VAT for complete package.
- o Katrina at earth designs llp. £250 + VAT for design Consultation then £3,500 +VAT for the design of the garden

After careful consideration and research by the Officers, the preferred supplier would be Lee-Anne Van Wyk Architect

- Three quotes were requested for a topographical survey as this was recommend by all of the landscape architects. The quotes were as follows:

- o JPR Surveys. No quote received back
- o Ipswich Survey Solutions. £395 + VAT
- o EDI Surveyors. £580 +VAT

The quotes were given to the preferred landscape architect Lee-Ann Van Wyk. For the required specification she recommended EDI Surveyors.

Mr Whiting Proposed Lee-Ann Van Wyk Architects be instructed as per the quote of £2,300 + VAT to be funded through Enabling Communities Grant. Seconded by Mr Wright. Resolved with ALL in favour.

Mr Ward Proposed that EDI Surveyors be instructed as per the quote of £580 +VAT funded from the approved Enabling Communities Budget. Mr Whiting, Mr J Wright and both officers to be given delegated authority deal with design and specifications, making recommendations to full Parish Council for appointments on implementation. Seconded By Mrs Odam. Resolved with ALL in favour.

**13. GENERAL PARISH MATTERS & CORRESPONDENCE**

**a. Correspondence Received**

None

**b. Forthcoming Meeting Dates**

Thursday 11<sup>th</sup> July. Parish Council. Tower Hall

Thursday 18<sup>th</sup> July. Environment and Services. Tower Hall

Thursday 15<sup>th</sup> August. Parish Council. Tower Hall

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

None

**12. CLOSE OF MEETING**

The Chairman closed the meeting at 8.30pm