

|        | <p align="center"><b><u>MINUTES OF THE MEETING OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL HELD ON MONDAY 20 NOVEMBER 2017</u></b></p> <p>Present: I Steel, (Chair), M Chapple, M Cocksedge, C Drewienkiewicz, P Langdon, A Poole and A Powell<br/> In attendance: Co Cllr K Soons, Boro Cllr S Mildmay-White, Mr J Harvey (Churchmanor), Mr N Ozier (Planning Consultant, Churchmanor), Mr P White and Mr C Rand, Principal Planning Officers (SEBC) and Mrs D Strong</p>   | <p align="center"><b><u>ACTION</u></b></p> |
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| 17/062 | <b><u>APOLOGIES FOR ABSENCE:</u></b> Cllrs C Lee and C Old.  |  |
| 17/063 | <b><u>DECLARATIONS OF INTEREST:</u></b> Cllr Cocksedge re Item 10(c) Planning Applications DC/17/0762/FUL, DC/17/1468 (OUT), DC/17/1469/FUL and DC/17/2049/FUL.  |  |
| 17/064 | <b><u>APPROVAL OF MINUTES:</u></b> The Minutes of the last PC Meetings held on 25 September and 23 October (Planning) were approved and signed.  |  |
| 17/065 | <b><u>POSSIBLE CO-OPTION:</u></b> It was agreed to bring forward this agenda item. An application for co-option had been received from Mrs Davina Strong, and circulated to Members of the PC, who agreed to her co-option. Having completed a Declaration and Acceptance of Office, Mrs Strong was invited to join Members.   |  |
| 17/066 | <p><b><u>COUNTY COUNCILLOR'S REPORT:</u></b> Cllr Soons had provided the following budget proposals for 2018/19:</p> <p>1.99 per cent council tax increase proposed following seven-year freeze<br/> Band D = £1.14 per week<br/> Band B (majority of properties in Suffolk) = 88p per week<br/> £27 million further savings needed to balance the budget<br/> Proposals to balance SCC's budget in 2018/19 have been published today, including an option to increase the basic rate of council tax for the first time in seven years and a range of savings plans.<br/> The proposals will be discussed at the forthcoming Scrutiny Committee meeting on Thursday 23 November as part of its annual budget setting process.<br/> The proposed budget changes include the following savings from each service:<br/> Adult and Community Services - £12m<br/> Working with care providers to look at how best to manage future pricing structures and working with partners including health to reduce demand.<br/> Health, Wellbeing and Children's Services - £0.25m<br/> Moving towards using digital technology, maximising income and working with Suffolk Libraries to agree a fixed price contract for next four years.<br/> Fire and Public Safety - £0.24m<br/> Savings from 'blue-light' collaboration including sharing facilities with the police and ambulance services. Further efficiencies within Trading Standards and Health &amp; Safety. Reduction in Citizens Advice grants.<br/> Resource Management – £1.71m<br/> Use evidence-based approach to reduce highways maintenance requirements where possible. Continue to make best use of property, saving money by sharing buildings with public sector partners. Review contracts for IT services.<br/> Corporate Services – £9.7m<br/> Re-profiling debt repayment in line with recent guidance, maximising efficiencies in contract management and increasing the returns from Wholly Owned Companies.<br/> At this point the council is proposing to take the option to continue into a second year, as permitted by government, the Adult Social Care Precept at three per cent of Council Tax during 2018/19. This money is ringfenced to support adult care – an area of the council's services where demand continues to grow.<br/> SCC's Cabinet Member for Finance and Transformation, Cllr Richard Smith, said:<br/> "This is the first step of our budget setting process and I believe we are putting forward proposals that offer the best approach possible, given the clear and present challenges we face. Over the last seven years we have fully honoured the council tax freeze but as we continue to face significant financial pressures, we have taken the prudent decision to propose a rise in basic council tax as we seek to address the expected budget gap in the next financial year. This is the first rise in basic council tax from SCC since 2011.<br/> "As part of our budget plans, it is expected that we will use around £3 million from our reserves. We are also making use of the Government's Adult Social Care Precept to support some of the most vulnerable people in our communities as</p> |  |

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|        | <p>Suffolk's population continues to grow older. We will continue to look for new ways to make even better use of the resources we have available to ensure we continue delivering frontline services. There are still tough challenges ahead, but I believe we have the focus and capability to deliver services successfully across Suffolk." All local authorities across the country continue to face significant challenges to meet frontline service requirements in a climate where there is less money and resources available. Since 2011, SCC has saved in excess of £236 million. Once again, SCC has carefully considered financial forecasts and projected demand to ensure the most vulnerable people in society continue to receive the highest level of support possible in the future.</p> <p>The SCC also continues to develop new and innovative ways to deliver services and make further savings. This includes using digital technology to improve efficiency and ensuring health and social care services working better together to improve access for the people, who need help. These programmes will support the authority as it seeks to make savings of £56 million by 2021.</p> <p>These budget proposals have been produced based on figures from SCC's current grant from the Government. It is important to note however that the Chancellor of the Exchequer will present his Autumn budget on 22 November, which may have a bearing on SCC's budget discussions at the Scrutiny meeting, the following day.</p>  |  |
| 17/067 | <p><b><u>BOROUGH COUNCILLOR'S REPORT</u></b></p> <ol style="list-style-type: none"> <li>1. Junction 45, Rougham Relief road and Sow Lane now open. We are now pressing to have signs to Rougham added.</li> <li>2. West Suffolk Operational Hub approved by development control committee. Now with Secretary of State for Communities and Local Government for consideration and decision on whether or not he will be seeking to call it in for his own determination.</li> <li>3. Single Council for West Suffolk. Both councils (St Eds and FH) have agreed to proceed with this plan. The Secretary of State for communities will now study our proposal and issue a decision on whether or not he is minded to agree with the business case. If positive, work will immediately begin on a draft order to be laid before Parliament to create a new council for West Suffolk. The plan being that this will be in place for the 2019 elections.</li> <li>4. Christmas Fayre takes place from 2pm on Thursday 23 November through to Sunday 26 November. Opening events include late night shopping, East Anglia's Children's Hospice carol concert in the cathedral at 6pm followed by a lantern procession and fireworks in the Abbey Gardens. Park and Ride will operate from Friday through to Sunday. Police will be working hard to keep everyone safe but ask that people remain vigilant and report anything suspicious.</li> <li>5. Late night shopping on Thursday evenings commences this week after the lights switch on 16 November. There will be free parking from 4pm on these days in addition the normal Free from 3 on Tuesdays.</li> <li>6. Anglia in bloom. Bury St Edmunds has been chosen to represent East Anglia in the town category of the National Britain in Bloom awards next year.</li> <li>7. Guildhall. Refurbishment of the Guildhall is underway. The Guildhall will be open for visitors to see the plans during the weekend of the Christmas Fayre 25 -26 November from 12-4pm. The Apex will be hosting an exhibition of paintings from the Guildhall from 4<sup>th</sup> December.</li> <li>8. Homelessness. Work is ongoing to provide an emergency winter shelter. We have been in discussion with a provider since the summer to provide winter shelter for rough sleepers but despite our best efforts the provider has just informed us they are unable to go ahead with this service. We are in urgent discussion with an alternative provider, the issue being not the premises but the staffing. I hope to have positive news by the end of the week on options. The cost to the council will be approximately £60,000</li> <li>9. Universal credit. This has commenced in St Edmundsbury with Forest Heath following on in September 2018. So far there have been around 80 applicants in Bury area and 54 in Haverhill.</li> <li>10. Property acquisitions. The Borough council has invested in the purchase of two key properties in the town. The former Crown Post Office in the town centre and the NHS logistics building in Olding Road. Both these properties are key to longer term ambitions for these important areas.</li> </ol> |  |

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| 17/068 | <p><u>Rougham Fete:</u> The transfer to the Rougham Village Fete Committee had been effected; Cllr Chapple is to provide a copy of the Constitution to the Parish Clerk. No bank balances would be provided/recorded in future.</p>  | MC |
| 17/069 | <p><u>ACV - Bennet Arms - Update:</u> the following update had been provided by Sham Burhm of the Friends of the Bennet Arms:<br/> We await Hawthorn Leisure's response to the Highways' concerns highlighted in September (and previously).<br/> I have contacted Borough Cllr Sara Mildmay-White and the Planning Office to clarify the current status of the planning application i.e. is it pending a response from Hawthorn Leisure or rejected? It is not clear from documents on the planning site.<br/> I put the idea of registering the garden as "village green" under Section 15(1) of the Commons Act 2006 to a few villagers. Initial opinion is that we do not believe we would meet the criteria let alone proving it over the 20 years. However, I have suggested we ask the question wider in case longstanding villagers feel otherwise. If so, I would ask that someone volunteers to take it on.<br/> Sean Driscoll is still tenant and the BA is under new management with Nikki and Lee, who seem to be doing a better job of running the place.</p>  |    |
| 17/070 | <p><b><u>PLANNING</u></b><br/> (a) Decisions Received<br/> (b) Withdrawn Applications<br/> (c) New Planning Applications<br/> DC/17/0762/FUL: Site at Suffolk Business Park, A14 East Bound, Bury St Edmunds: Construction of Petrol filling station opening 24 hours - comprising (i) sales building with ATM (ii) fuel forecourt and canopy (iii) underground fuel tanks and vents (iv) access (v) refuse storage (vi) compound parking (vii) associated works and services - as supported by additional and amended information received 29th September 2017 concerning landscaping, layout, adverts, lighting, plant and equipment.<br/> Mr Peter White was invited to provide information – from SEBC's perspective. He advised that the site in question is not part of the Bury St Edmunds Vision 2031, as all land to the East of Sow Lane, Rougham is designated as <i>open countryside</i>; Plot 700 had been the site identified for a petrol filling station and was considered large enough for such a facility whilst also avoiding potential conflict with vehicles. He advised that landscaping is a very important part of such a development in this area and, the proposals submitted, are considered insufficient. Mr N Ozier, on behalf of BP, felt that the highways works to Junction 45 had visually changed the area from that of open countryside. He felt that, with Plot 700, you would not see very much until you were virtually at the junction; the more the development is pushed into the industrial park, the less it would meet the needs of the A14. There will be landscaping between the proposed development and the A14. The proposed Plot 700 would be less visible and less easy to sign. Cllr Steel suggested that both parties should be able, between them, to reach a suitable compromise landscaping scheme. Mr Ozier said more information is being sought from the Environmental Agency in an effort to resolve this issue – as has been done with other developments this side of BSE. Mr White believed that using an 'island' site would force people to walk across Sow Lane, General Castle Way. He brought forward an illustrative layout for Plot 700, which Nigel Ozier cited as being a lot smaller than Plot 800 and would not meet the needs of A14 motorists. Extensive discussions ensued covering such elements as area of each plot, landscaping, pedestrian and vehicular traffic, parking, safety and signing issues etc of both sites. Mr White added that SEBC would like to approve the Survest site (PA DC/17/1460/FUL) but only if PFS is on Plot 700. Cllr Steel recommended that this PA should be submitted to the Development Control Committee for determination and, similarly, the PAs submitted by Messrs Jaynic (re its financial support in this regard). All those attending were asked to leave the Hall whilst the PC considered its formal response to the consultation. Members agreed to support the PA and advise that, it is, however, most unhappy that the determination of such a major PA with its far reaching implications for both the Parish, its environs and the town of Bury St Edmunds, etc. has been delegated to Planners and therefore this decision would be taken without any Democratic input.<br/><br/> DC/17/1468/OUT: Suffolk Business Park, Rougham Tower Avenue: Outline Planning Application (Means of Access and Landscaping to be considered) for Use Classes B1, B8, A3, A4, A5 and C1: As amended by plans and details which</p> |    |

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|               | <p>alter the proposed landscaping and ecology matters. Additionally information submitted relating to transport, an Impact Assessment and LVIA. Members agreed to support this PA, but recommended that this PA should also be referred to the Development Committee for consideration and determination</p> <p>DC/17/1469/FUL: RECONSULTATION: Suffolk Business Park, Rougham Tower Avenue:</p> <p>(i) 2 no three storey office buildings (B1 use) with an associated two storey warehouse building (B8 use), (ii) Single storey coffee shop unit and drive-through facility (A3/A5 use) with car and cycle parking, landscaping and associated works</p> <p>(ii) Construction of new access roads, foot and cycle ways and strategic boundary landscaping – as amended by plans and details which alter the proposed landscaping and ecology matters, increase the amount of car parking for the proposed coffee shop drive thru and submit updated information relating to transport and drainage.</p> <p>Members supported this PA.</p> <p>DC/17/2049/FUL: East Field, Rougham Estates, New Road, Rougham:</p> <p>(i) Construction of concrete base to facilitate siting of 3 no animal feed storage bins and (ii) Provision of new field access (following blocking of existing access):</p> <p>Members supported this PA.</p> <p>DC/17/2395/TPO: MGS Ltd, Maxwell Road, Rougham: (i) 1 no Oak (T1 on plan within A2 on order) reduce branch by up to 3m (ii) 1 no Ash (T2 on plan within A2 on order) remove large branch over factory roofline.</p> <p>Members supported this PA.</p>  |  |
|               | <u>(d) Other Planning Matters</u>   |  |
|               | <p><u>Sow Lane: Cycle Path and Junction:</u> Cllr Steel sought permission to purchase Land Registry details re the four properties in Sow Lane at a cost of approx. £20 each in order to determine whether there is enough room to provide a cycle link; it is hoped to extend the School path down Sow Lane to the bridge. Approval for this expenditure was granted.</p>  | IS                                     |
| <b>17/071</b> | <b>FINANCE &amp; ADMINISTRATION</b>   |  |
|               | <p><u>Income and Payments</u><br/> Bank Balances as at 31.10.17: Current: £1,750.04, Savings: £21,458.60, Total: £23,208.64<br/> Income: None<br/> Updated Income &amp; Expenditure Spreadsheets 2017/18 and Bank Reconciliation as at 31.10.17 had been circulated.<br/> Bank Mandate: Changes confirmed; Removal of J Eden and Addition of P Langdon.<br/> Replacement Simple Servicing Authority: It was discovered that Barclays had lost / not received this completed form. Another form was completed and signed.</p> <p><u>Payments</u><br/> Little &amp; Great Whelnetham: Training: Cllr Powell 4.10.17: £20.00 (Chq 101257)<br/> Mr R Peters: Litter Picking: Oct-Dec: £300.00 + sacks £9.66 = £309.66 (101258)<br/> Clerk's Salary: Oct-Dec: £1,445 + Mileage £59.40 = £1,504.40 (101259)<br/> HMRC: PAYE: Oct-Dec: £350.00 (101260)<br/> Rougham Estate: Half Yearly Playing Field Rent 30.3-29.9.17: £56.14 (101261)<br/> TC Forestry &amp; Fencing: Inv No 70: Two cuts of Mouse Lane Playing Field: £78.30 (101262)<br/> Rougham Playing Field Management Committee: Replacement for uncashed cheque: £20.00 (No 101130 dated 6.2.16) (101263)<br/> The above payments were approved.</p> <p><u>Website Maintenance:</u> Notices had been placed to attract possible interest in this role.</p> <p><u>New General Data Protection Regulations:</u> Following the Clerk's recent attendance at a SALC course on the above, it was noted that a response had been received from NALC that neither the Parish Clerk, nor a Councillor is permitted to undertake the role of DP Officer; it must be an independent person or organisation. (It was mentioned that the Company delivering the course was considering offering this service to Parish Councils at a cost (approx) of £220 for the first year and £120 for the second year (although it is anticipated that these charges will be revised in the light of delegates' comments).)</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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|        | <p><u>Great British Spring Clean</u>: Mr John Drewienkiewicz advised that, since it had not been possible to engender sufficient interest in earlier litter picks, he felt disinclined to take on this task.</p> <p><u>Condition of Village Signs</u>: These had been reported to SEBC/SCC Highways as appropriate for replacement/repair.</p> <p><u>Register of Assets</u>: To be reviewed (reducing by 1 no bus shelter (from 3 to 2) as one at Newthorpe had been replaced by Havebury (or rather Orbit)).</p> <p>It was further agreed to write off the lap tops, which had been provided to the Pre-School as a grant some years ago and, similarly, also write off the Parish Notice Boards.</p>  | Clerk                                     |
| 17/072 | <p><b><u>MOUSE LANE</u></b></p> <p><u>Pavement in front of Ravenwood Hall Hotel – from A14 to Blackthorpe - Overgrown Vegetation</u>: SCC has been asked to revisit this area in light of its condition.</p> <p><u>Play Area: Safety Reports</u>: This item was not covered; to be reported to January meeting. (The broken fence awaits dismantling by Cllr Lee, and Steve Flowers has offered to dispose of it. (It had been suggested that perhaps this could be replaced by a post and rail/wire type.). An update will be provided to the next meeting.)</p> <p><u>Play Area – Grant</u>: Cllr Langdon is arranging a replacement for this lost cheque.</p> <p><u>Potholes – Church and New Roads</u>: Post meeting, it was confirmed that the drainage works on New Road have been successful; completion of work to Church Road re potholes/surface is awaited.</p> <p><u>Field View, Rushbrooke</u>: It was reported that the road surface on the LH fork is to be brought up to a modern day standard (as it had clearly been a navigable section of highway for motorised vehicles for quite some time. A low grade metalled surface is to be provided on some of the grassed triangular section as parking so as to avoid obstruction of traffic. No date for this work could be given by Mr John Clements of SCC.</p> <p><u>Open Reach Cabinet, Orchard Close/Kingshall Street</u>: Messrs Open Reach had been contacted to expedite this matter, but no date could be given as to when this would be effected.</p> <p><u>Bus Shelter: Newthorpe</u>: Messrs Havebury had advised that this area is the responsibility of Orbit Housing, who recommended making contact with the LA and/or local bus companies.</p> | Clerk<br><br>PL<br><br>Clerk<br><br>Clerk |
| 17/073 | <p><b><u>HIGHWAYS</u></b></p> <p><u>Mount Road</u>: Awaiting advice as to when the agreed new speed limit will be implemented.</p> <p><u>Cycle Path linking Mount Road with Rougham Tower Avenue</u>: See Min 17/070 above.</p> <p><u>'Rojanda', High Rougham – Hedge</u>: This has been reported to SCC. They should issue instructions to the resident to cut this back (and to what extent) with work to be completed within 28 days. SCC will monitor this matter.</p> <p><u>Cycle Path</u>: See Min 17/067.</p>  | Clerk<br><br>Clerk                        |
| 17/074 | <p><b><u>COMMUNITY</u></b></p> <p><u>Village Fete</u>: Refer Min 17/068 above.</p> <p><u>Website</u>: Refer 17/071 above</p> <p><u>Public Transport</u>: Nothing to report.</p> <p><u>Emergency Plan</u>: Cllrs Poole and Lee to report to the next meeting re this.</p> <p><u>Dog Litter</u>: Some 6-8 signs have been provided by SEBC and passed to Cllr Langdon. Three new dog litter bins are to be ordered.</p>   | ALL<br>AP<br>AP/CL<br><br>Clerk           |
| 17/075 | <b><u>CORRESPONDENCE</u></b> : Nothing to report.   |   |
| 17/076 | <b><u>MATTERS OF REPORT ONLY</u></b> : None   |   |
| 17/077 | <b><u>MATTERS FOR CONSIDERATION AT NEXT MEETING</u></b> : None  |   |
| 17/078 | <b><u>DATE OF NEXT PC MEETING</u></b> : Monday 22 January 2018 in Rougham Sports Hall.  |   |