

# BOTESDALE PARISH COUNCIL

Minutes of the Meeting held Monday, 4 July 2022  
Botesdale Village Hall

**Present:** Cllr Des Bavington-Lowe (Vice-Chair) Cllr Simon Dickinson  
Cllr Andrew Edwards Cllr William Sargeant (Chair)  
Cllr Jack Stracey

Parish Clerk – Leeann Jackson-Eve

1. **Apologies for absence:** Cllr Greg Russell
2. **Casual Vacancies:** There are still three vacancies.
3. **To confirm the Minutes of the Meeting held 6 June 2022.** The minutes, circulated prior to the meeting, were agreed as a true record.
4. **Members Declarations of Interests and Dispensations:** None.
5. **Public Forum:** There were no members of the public.
6. **Planning:**
  - 6.1 **Planning Applications:**
    - 6.1.1 **20 Rose Lane.** Ref. DC/22/03323. Householder Application - Replacement of all windows, doors, fascias, bargeboards and guttering. It was RESOLVED, with all agreed, to have no objection.
  - 6.2 **Notice of Intent to prune/remove tree(s) in the Conservation Area:** None.
  - 6.3 **Notification of Planning Decisions by Mid Suffolk DC:**
    - 6.3.1 **Chapel House, The Street.** Ref. DC/22/02363. Notification of Works to Trees in a Conservation Area - Remove one lower limb of 1No. False Acacia (T1). NO OBJECTION.
  - 6.4 **Notification of other Planning Matters:** The PC received a response from Bennett Homes which confirmed that future communications with them during the construction phase of the development at Land South of Diss Road should be made through Simon Rolfe, the Operations Director. It was explained that they felt that regular updates would be of limited use, and they would be happy to respond to requests on an ad hoc basis. Concerning the PC's request for a funding contribution to the Recreation Ground Regeneration Project, they asked that parishioners be made aware that Bennett Homes was already contributing nearly £700,000 via scheduled Community Infrastructure Levy payments, which were intended to be spent on improvements to the local infrastructure. However, they felt that the project was "most admirable" and offered a contribution of £1,000 towards the ongoing maintenance of the new facilities.

It was noted that following the use of an unagreed entrance to the site by the groundwork contractors, SCC Highways had placed a one-week embargo on work on the site while the agreed entrance was established.

Diana Maywhort, the Local History Recorder, asked for the PC's support in promoting the locally used "Barley Birch" as the name for the site rather than Skylarks. It was noted that Skylarks was likely to be for promotion only, but the PC agreed to be proactive in suggesting appropriate street names for the site. The Clerk would contact the Street Name Management team at Mid Suffolk District Council.
7. **Correspondence:**
  - 7.1 **SALC:** It was RESOLVED, with all agreed, to nominate Caroline Panter and Sheila Miles for the Suffolk Community Awards for their organisation of the Rickinghall Day Centre, 50 weeks a year for 32 years except during Covid.
  - 7.2 **MSDC:** The PC noted the results of the Peer Challenge Review of MSDC which concluded that MSDC was well run, delivered good core services to residents and had bold aspirations. The Review praised MSDC's "development, skills and innovation" together with its commitment to wellbeing and climate change but felt

that the organisation's laudable ambition required stricter prioritisation to manage delivery within resources and capacity.

## 8. Ongoing Items:

**8.1 Recreation Ground Refurbishment:** The construction works were progressing with the focus on the infrastructure, i.e., paths and mounds, and the first tranche of Miracle Play Equipment had been delivered to Urban Forestry's (UF) off site facilities. Work was in hand to extend the site security to the existing gated access and western perimeter due to signs of continuing use. It was noted that progress was significantly behind that anticipated by UF's Contract Programme. However, contract managers James Blake Associates (JBA) supported assurances from UF that a significant "ramping up" of site activity in the next weeks would ensure achievement of the 14 November 2022 completion date. JBA had requested a revised construction programme from UF to support this assertion. The PC thanked Cllr Stracey as due to his new position as local "drone pilot", regular aerial progress updates were now available and providing an invaluable source of information. An update was given on the summary cost positions in respect of the UF Construction Contract and the JBA Contract for the Construction Administration. Updates were also given on grant funding applications and it was noted that a response was awaited for the MSDC supplementary CIL funding bid for £9,999.99; the Public Works Loan Board borrowing approval application had been approved; and local donations streams were being pursued. With regard to back-up funding, it was noted via item 9.1 that a significant amount of CIL was anticipated in October 2022.

With regard to community engagement, regular Project update features continued to appear in the Parish Magazine. It was noted that the assistance of the whole Council in promoting the Project within the Community and pointing people at the available sources of information (e.g. BPC website) would be of great assistance. Entries for the Community Art Project had closed at the end of June and an exhibition would take place at the Village Hall in September 2022 to display the entries and select the chosen illustrations. Work was progressing to define how the art works would be presented and located in the Recreation Ground. Specific communications regarding the Seat Leaf Dedications (leaf-shaped dedication plaques to be mounted on the Picture Frame Seat) would be launched in the autumn as part of the communications strategy.

**8.2 Recreation Ground Operation and Management:** The PC further considered the draft Operations and Maintenance (O&M) document which outlined the future management needs of the Recreation Ground. One key feature which had emerged from the development of the document was the adoption of the principle of "consistency", i.e., the need for the O&M to be undertaken in such a way as to ensure that the users could always rely on the fitness for purpose, presentation, and availability of all the facilities.

The O&M activities divided broadly into two groups: those that required specialist input (e.g., tree works, mowing etc) and those that could be undertaken by non-specialist resources, e.g., volunteers or paid for resources. It was felt that, in the first years, the volunteering input would not deliver the required consistency and that it would take time for the Community to embrace and adopt the new facilities to the point where they were prepared to take responsibility for defined O&M activities. A case could be made for the creation of a paid part-time post of steward/caretaker, either as single appointment or on a job share basis, with a very clearly defined scope of work. For all specialist input, it was recommended that specialist contractors were engaged to undertake specific activities either with one contractor with overall responsibility or multiple contractors where the PC retained a responsibility for organisation and co-ordination. All activities would need to be clearly defined and allied to specified service level agreements as to performance, deliverables, and outcomes. It was recommended that the PC start putting together a directory of known or recommended specialist contractors that would be able to undertake the necessary O&M activities and noted that JBA might be able to make some recommendations in this regard. It was recognised that Urban Forestry was likely to be one of the recommendations.

Finally, it was agreed that the PC would take on responsibility for consideration of O&M matters, possibly via the Recreation Ground Committee though this might not be necessary if the work was carried out by a single contractor.

- 8.3 **Street Light Replacement Programme:** There was no update.
- 8.4 **Marl Pits:** There was no update.
- 8.5 **Village Assets Refurbishment:** Councillors would be reviewing assets over the next month and hoped to make a report in September.
- 8.6 **Sarah's Wood:** There was no update.

9. **New Items:**

- 9.1 **CIL Update:** The PC received an update on Community Infrastructure Levy funds due to be paid to the Parish Council. The MSDC CIL Developer's Database indicated that the PC was due approximately £52,924 in October 2022 and £54,056 in April 2023. This comprised payments from the developments at Land South of Back Hills and Land South of Diss Road.

10. **Village Status Reports:**

- 10.1 **Chairman's Report:** The Chairman had attended Suffolk Association of Local Councils Board/Exec meetings and it was noted that SALC would be moving to smaller offices with proper video conferencing suite for increased online provision of meetings/training. The Chairman had also attended the Friends of the Botesdale Health Centre AGM.
- 10.2 **Clerk's Report:** None.
- 10.3 **Local Organisations:** None.
- 10.4 **Village Assets:** None.
- 10.5 **Public Rights of Way:** None.
- 10.6 **Highways Issues:** The Clerk would report multiple potholes on Mill Road North.
- 10.7 **Welcome Packs:** None.

11. **Finance**

- 11.1 **Account Balance:** £75,528.92
- Income:** £ 2,000.00 J Fleming SCC Locality Grant for Recreation Ground Project
- 11.2 **Accounts Paid between meetings:**
  - Urban Forestry £ 931.50 Recreation Ground Construction
- 11.3 **Accounts for Payment (July):**
  - Admin Payments £ 1,614.95 Not itemised due to GDPR
  - Street Sweeping etc. £ 220.76 St Clean/Paths July 22
  - Community Workshop Ltd £ 303.60 Botesdale Bugle printing
  - Redgrave Parish Magazine £ 25.00 Botesdale Bugle delivery
  - James Blake Associates £ 2,966.40 Rec Ground Construction Man't Fees
  - Urban Forestry £ 7,116.75 Rec Ground Construction Fees

It was RESOLVED, with all agreed, to approve payment of the accounts above.

- 11.4 **Accounts for Payment (August):**
  - Admin Payments £ 1,265.02 Not itemised due to GDPR
  - Street Sweeping etc. £ 220.76 St Clean/Paths August 22

It was noted that these payments were estimated amounts and the actual amounts would be confirmed by email prior to payment in August. It was RESOLVED, with all agreed, to approve payment of the accounts above

- 11.5 **Budget Report:** The 1<sup>st</sup> quarter report was noted.

12. **Matters for the next meeting of the Council:** None.

13. **Next Meeting:** 1 August 2022 (Planning only) or 5 September 2022

The Chairman closed the meeting at 8.08pm.