

RUDDINGTON PARISH COUNCIL

**DRAFT Minutes of the Amenities Committee meeting**

Held at St Peter's Rooms on Tuesday 27<sup>th</sup> November 2012 at 7.30 p.m.

**Membership**

	W A Wood	Chairman
	Mrs B Breakwell	Vice-Chairman
	D J Hall	
	P F McGowan	
A	K S Piggott	
	Mrs M Robinson	
	Mrs B M Venes	
	M Walsh	
A	Mrs R Wilson	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Councillor	Mrs A Auckland
Councillor	Miss H Opie
Councillor	N J Tegerdine
G D Long	Clerk to the Council
Mrs L M Cooke	Deputy Clerk
C Churches	Senior Groundsman
1 member of the public	

Apologies for Absence

Apologies for absence were received from Councillors K S Piggott and Mrs R Wilson and the reasons accepted.

Declaration of Member's Interests

Councillor Mrs B M Venes declared an interest in any item relating to the allotments and Vicarage Lane Cemetery. Councillor M Walsh declared an interest in any item relating to the allotments.

Minutes

The minutes of the meeting held on 2<sup>nd</sup> October 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

A. 12/996 Action Update

An update on actions resulting from recommendations had previously been circulated.

Action

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Groundstaff

Item A. 12/988 Sellors Playing Field. The Deputy Clerk reported that Western Power would not be willing to retain the electricity supply on Sellors Playing Field if the existing building was demolished. Taking into account the change in circumstance, it would be put on the next Amenities agenda for further discussion.

PCO

Members noted this information.

A. 12/997 Motion for Adjournment

**Resolved that:** The Committee adjourns to allow the members of the public present to make statements on agenda items

David Hollingworth expressed concern about the parking on Elms Park if a MUGA was installed on the area. He added that there is already a problem with rainwater runoff.

Councillor Mrs H. Opie expressed concern regarding football teams using Parish Council facilities for training without consent.

**Committee in Session**

A. 12/998 Development

New Applications

There were no new applications to be considered.

A. 12/999 History Society Photographic Exhibition

A request from the Ruddington Local History & Amenity Society for free use of St. Peter's Rooms for a photographic exhibition over the Easter weekend 2013 had been circulated to Members. It was agreed that an occasion of this type could attract a lot of interest from residents at a time when St. Peter's Rooms is generally unavailable for social hire.

**Resolved that:** That Ruddington Local History & Amenity Society is permitted free use of St. Peter's Rooms on 30<sup>th</sup> & 31<sup>st</sup> March and 1<sup>st</sup> April 2013 for an exhibition of historical photographs of Ruddington.

PCO

A. 12/1000 Allotment Security

A report on issues of security at the allotments had previously been circulated. On numerous occasions, the gates had been left unpadlocked and local police were regularly warning about theft from sheds and greenhouses. Members agreed that an additional item be included in the Tenancy Agreements for 2013 to cover this aspect.

**Resolved that:** That the following is included in the allotment Tenancy Agreement for 2013:

Item 1. THE TENANT HEREBY AGREES with the Council as follows:  
(t) To ensure that the allotment site is left secure by way of padlocking the gates and not to allow others use of the gate key without written consent (eg as a registered helper on site).

PCO

A. 12/1001 Provision of MUGA  
(See Minute number A. 12/981)

A report presented by Councillor Mrs B Breakwell had previously been circulated. Councillor Mrs Breakwell reminded members that the Parish Council had been awarded a grant from the Rushcliffe Borough Council Local Improvement Scheme for £27,500 towards a Multi-Use Games Area on Elms Park and that to date the Parish Council had been unable to raise further funding to bring the project to fruition. She explained that there were less funding schemes available and there was a high demand for those that were on-going. However, she had managed to extend the deadline to May 2013 for using the £27,500 granted.

Members discussed in detail the possibilities of whether sufficient funds could be raised to complete the originally proposed scheme within the timescale or whether to apply to the LIS for permission to use the funding elsewhere in the village for a smaller facility.

Councillor D Hall reported that he had located a company willing to provide MUGA equipment along with 2 metre high fencing for £23,534. He recommended that the Parish Council should seek quotations for the preparation of a base and installation of the equipment to keep the costs down and to enable a full sized MUGA installation rather than a reduced size one, and to make full use of the funds available.

Several Members expressed concern about the loss of parking if a full sized MUGA was installed at Elms Park but it was agreed that this is an issue that should be addressed at the appropriate time.

**Resolved that:**

1. Councillor Mrs B Breakwell approaches Rushcliffe Borough Council Local Improvement Scheme for permission to use the funding elsewhere in the village.
2. The Parish Council office obtains quotations for the site preparation and erection/installation of a MUGA and fencing by sub-contractors at a location to be confirmed.

BB

PCO

A. 12/1002 Unofficial Use of Football Facilities

A report advising that it appeared that players from a nearby football club (not Ruddington Village, Ruddington Colts or Fanzines) had been using Elms Park / Carter playing fields for football practice and training sessions during July 2012 had previously been circulated. The groundstaff had previously advised all teams who hold agreements with the Parish Council that the pitches were out of use due to re-seeding

and preparation for the new season and they had complied with this request. The Deputy Clerk advised that she had made numerous attempts to speak to officials of the nearby club on this matter but that they had failed to reply although they acknowledged receipt of the email.

The groundstaff and Parish Council Office had agreed that on this occasion the matter would not be taken further but were asking that the Parish Council supports any action that might be taken in the event of a recurrence by that club or any other club. In that event, the club responsible would be reported to the Football Association for them to approach the team officially.

**Resolved that:** The Parish Council supports the groundstaff and Parish Council Office in taking appropriate action against any football club who uses Parish Council football facilities without prior consent.

PCO

#### A. 12/1003 Review of Badminton Charges for 2013/14

A report had previously been circulated stating that the Badminton Club thought it unfair that some other groups pay less than their club for the same facilities and requesting a reduction in charges for 2013/14. Members noted that there were rates both higher and lower than those applied to the Badminton Club.

The Chairman pointed out that a full review of how charges are made for all Parish Council facilities was under consideration and revised charges were expected for the 2014/15 financial year.

In addition, the Parish Council Office was preparing a process by which groups, organisations and individuals could apply to the Parish Council for a subsidy against hire charges. The process would be presented to the Finance & Policy Committee to coincide with the review of charges for 2014/15.

Members considered the request and agreed to defer a decision for a charge reduction at this time. The charges would remain as proposed in the budget for 2013/14.

**Resolved that:** The Badminton Club is advised that the Parish Council has deferred a decision on reducing the hire charges at this time.

PCO

#### A. 12/1004 Amenities Budget 2013/2014

##### Probable Out-Turn 2012/2013

Copies of the Probable Out-Turn 2012/2013, Proposed Amenities Budget 2013/2014, Renewals and Repairs Funds and Proposed Scale of Charges 2013/2014 had previously been circulated to Members. The Clerk explained that wherever possible, allowances had been made for future known expenditure. The Committee noted the comments and agreed the Probable Out-Turn 2012/2013 as presented.

### Annual Budget 2013/2014

The proposed Annual Budget 2013/2014 was discussed and the Clerk explained that he had been prudent although possibly not as cautious as in previous years. He added that he had researched the preceding ten years of accounts to enable him to present an estimate of the right levels for funding. Members agreed to remove the provision of £15,000 for installing a new fence at Paradise Gardens and that repairs would be made to the existing fence as necessary.

Members were also advised that as the information from Rushcliffe Borough Council in respect of the new Tax Base had not yet been received, the impact on the Council Tax for a Band D property had been based on the previous year's figure.

### Proposed Scale of Charges 2013/2014

Members considered the Proposed Scale of Charges 2013/2014 for the use of facilities which had been increased in line with an earlier resolution, together with the Proposed Scale of Charges 2014/2015 in respect of the Allotments. The Deputy Clerk reminded members that the cost of the Cemetery Mapping and Administration system had been absorbed in the Cemetery Charges as previously resolved. Members agreed the charges.

#### **Resolved that:**

1. That the Probable Out-Turn 2012/2013, a copy of which is appended to these Minutes, be approved.
2. That the Annual Budget 2013/2014, a copy of which is appended to these Minutes, be approved and forwarded to the Finance & Policy Committee for inclusion in the Parish Council's overall budget document. PCO
3. That the Proposed Scale of Charges 2013/2014, a copy of which is appended to these Minutes, be approved and forwarded to the Finance & Policy Committee for inclusion in the Parish Council's overall budget document. PCO
4. That the Proposed Scale of Charges 2014/2015 in respect of the Allotments, a copy of which is appended to these Minutes, be approved and forwarded to the Finance & Policy Committee for inclusion in the Parish Council's overall budget document. PCO

### A. 12/1005 Revision of Charges 2014 onwards

A report had previously been circulated briefly explaining the proposed method used to review the way in which hire charges for venues are calculated. The Deputy Clerk advised that there were currently a large number of different rates for different activities and that a single rate or

smaller range of rates for users would enable the Parish Council to set charges appropriate to the venue. Any revision of charges would provide for the same level of income at this early stage. The target for finalising changes would be by 31<sup>st</sup> July 2013, so that regular hirers could receive notification with their annual renewals agreements.

Members were asked to consider whether this was a process they were happy with in principle and if so, it would be used to review the hire charges over other venues. A report would then be presented for consideration to the Amenities Committee at a later date.

It was agreed that the process of reviewing the way charges are made is rolled out across the venues and presented back to the Amenities Committee for further discussion.

**Resolved that:** The Deputy Clerk continues with the review of hire charges and presents the findings to the Amenities Committee for further discussion.

PCO

#### A. 12/1006 Children's Party Bookings

A report had been circulated detailing concerns by the Parish Council Office in respect of bookings made as 'Children's Parties' and paying the Children's Party Rate of hire but which go on until late in the evening and in some cases even apply for a Temporary Events Notice (TEN) i.e. a licence to sell alcohol. It has already been resolved that Children's Parties are restricted to children up to the age of 11 (school year 6) and there are concerns that in some cases Children's Party bookings are being made when in fact, the booking should be for an adult party at the appropriate adult party rate.

The Deputy Clerk asked members to consider restricting Children's Party bookings to events which finish on or before 6pm, taking in to account the age 11 restrictions already agreed. Also that any event where a TEN is applied for is not eligible for the Children's Party Rate.

Members supported these recommendations.

**Resolved that:**

1. The Children's Party Rate of hire only applies to events that finish on or before 6 p.m.
2. An event where a Temporary Events Notice is applied for (licence to sell alcohol) is not eligible for the Children's Party rate of hire

PCO

PCO

## A. 12/1007 Reports on Amenities Matters

### Floods on Paradise Gardens

During the course of the summer of 2012, there has been an on-going issue with flooding at Paradise Gardens on Wilford Road – the Parish Council's allotment gardens. It is particularly bad in one area where rainwater runs off a neighbouring property.

The Parish Council office has written to the owner of the property and highlighted its concern about rainwater running off the roof via two drainpipes which do not appear to be directed to an adequate drain or soakaway as required in current building regulations. On numerous occasions allotment tenants have reported that water has been seen to be discharging directly on to Parish Council property which subsequently floods the adjacent allotments.

The Clerk & Deputy have offered to meet the resident on site but at this point in time, the Clerk has not received any response. It is hoped that the Parish Council can deal with this matter without legal recourse.

### Letter of thanks

An e-mail has been received from the Colt's Under 9's thanking the new Senior Groundsman and his team. The e-mail included: "I wanted to provide you and your team with some feedback, which I have been meaning to do for a few weeks. All the opposition coaches have complimented the quality of the pitches and also the appropriateness of the size of the pitches. We are very lucky in Ruddington to have this. We have not played anywhere else where this happens."

### Charity Football Match Boxing Day

Ruddington Colts are holding another charity football match on Boxing Day to raise funds for the Air Ambulance Service. They have been granted, as usual, free hire for the event.

### Colts Pictures

Ruddington Colts are getting pictures of each age group. There will be one picture for each team, so 16 pictures in total at this stage. They plan to display these on the walls in the Jubilee Clubhouse.

### Heating: Elms Park and Jubilee

The Parish Council have recently started using a new heating contractor following recurrent difficulties with the heating, especially at the Jubilee Clubhouse. Following an assessment of both venues the contractor has identified a number of urgent and recommended items that need addressing. Orders have been raised for this work.

### Qualified Groundsman vacancy

Following interviews on 19<sup>th</sup> November 2012 the Parish Council has offered the post of Qualified Groundsman.

### Proposed play/recreation area

Councillor Mrs M Robinson reported that she and several other councillors had attended a public meeting at St Peter's School on 15<sup>th</sup> November to discuss the future of a piece of land between St. Mary's Crescent and Lings Crescent belonging to Rushcliffe Borough Council. A working party has been formed and it is proposed that they will be contacting the Parish Council in due course with ideas / proposals for this area.

### Facilities at the Village Hall

The Deputy Clerk reported that work has started on installing the wheelchair accessible toilet facilities and ramp at the Village Hall.

### The Big Switch-On

The Deputy Clerk reported that there will be a formal switching-on of the Christmas lights in St Peter's Churchyard on Wednesday 6<sup>th</sup> December at 6 p.m., followed by 'Mulled wine' and mince pies. Everyone is welcome.

### Suggested items for inclusion on the next Amenities Committee Agenda

The Deputy Clerk reported that with the Action List now in operation, there is no real necessity for members to suggest items at this stage and therefore it would be removed from future agendas. Parish Councillors wishing to have an item included on an agenda in the future should speak to the Clerk or the Committee Chairman in advance of the preparation of the agenda.

**Resolved that:** The above information is noted.

The meeting closed at 8.43 p.m.

Chairman

Committee Chairman