

RUDDINGTON PARISH COUNCIL

DRAFT Minutes of the Amenities Committee meeting

Held at St Peter's Rooms on Tuesday 17th July 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	
A	M Walsh	
	Mrs R Wilson	

Action

PCO =
Parish
Council
Office

PCG =
Parish
Council
Groundstaff

Persons absent are marked 'A'

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

Also in Attendance

Councillor	Mrs S Kaur Samra (from 7.55 p.m.)
Councillor	Mrs M Pell
Councillor	N J Tegerdine
G D Long	Clerk to the Council
Mrs L M Cooke	Deputy Clerk
C Churches	Senior Groundsman
R Shelbourn	Senior Groundsman
1 member of the public	

The Clerk reported that Item 8b had been withdrawn as the report was produced contrary to the requirements of Standing Order 22.

Apologies for Absence

Apologies for absence were received from Councillors K S Piggott and M Walsh, 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 Mrs M Robinson declared an interest in any item relating to the Village Hall. Councillor W A Wood declared an interest in Planning Application 12/01074/FUL.

Minutes

The minutes of the meeting held on 29th May 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

A. 12/973 Action Update

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

Members noted this information.

A. 12/974 Motion for Adjournment

RESOLVED

That the Committee adjourn to allow the members of the public present to make statements on agenda items.

During the adjournment Mr D Hollingworth recommended that the allotments competition should be abandoned due to the continuing bad weather.

Committee in Session

A. 12/975 Development

New Applications

Councillor Mrs B Breakwell took the chair for consideration of Planning Application 12/01074/FUL.

Resolved that: The observations contained in Planning Schedule 678 are adopted

A. 12/976 Request for Use of Sellar's Playing Field

Information regarding a request from Ruddington Colts to hold regular football matches on Sellar's Playing Field had previously been circulated to members.

Members were reminded that regular matches had been discontinued due to the high incidence of waterlogged pitches causing matches to need re-arranging. Since that time the toilets and changing rooms had been closed as they were deemed unfit for purpose in a Fire Risk Assessment.

Resolved that: Ruddington Colts are informed that the Parish Council is unable to let Sellar's Playing Field for match purposes.

A. 12/977 Risk Assessment (See minute C. 12/1605)

A report on the items raised by the annual risk assessment had previously been circulated to members. Details of the report are attached to these minutes.

PCO

The majority of items are being addressed by Parish Council staff; however three items required a decision. These were:

1. The area on the car park adjacent to the veterinary surgery.
2. To demolish or retain the building on Sellors Playing Field.
3. To repair or replace the notice board on the Green.

Resolved that:

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| 1. The area on the car park adjacent to the veterinary surgery will be marked out for motor cycles. | PCO |
| 2. The building on Sellors Playing Field is demolished. | PCO |
| 3. Costs are obtained for both repairing and replacing the notice board on the Green. | PCO |

A. 12/978 Purchase of a chipper

A report on the proposed purchase of a chipper had previously been circulated to members.

The Clerk reported that there would be operational advantages in the Parish Council owning a chipper and that there would be savings in operating costs of renting a chipper and removal of waste which would offset the purchase and maintenance costs.

Resolved that:

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| 1. The Parish Council agrees in principle to purchase a chipper, subject to this being cost effective. | PCO |
| 2. Costs are presented to Finance and Policy Committee in September for approval. | PCO |

A. 12/979 Hiring for commercial sales

Councillor D J Hall had asked that the Parish Council's policy of not hiring out St. Peter's Rooms, the Village Hall and Elms Park Pavilion for one day commercial/retail sales is reviewed. He had been approached by people in the village who wanted to rent the hall out for sales.

Concerns were expressed about the need not to compete with village businesses and the possible reduction of availability for usage by the public. A number of possible restrictions were discussed

Resolved that:

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| 1. Approval in principle is given to hiring out St Peter's Rooms and the Village Hall for commercial sales with restrictions on the potential usage, and | PCO |
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2. The Clerk and Deputy Clerk draw up a detailed proposal, including charges, for approval by Finance and Policy Committee.

PCO

A. 12/980 Vicarage Lane Cemetery – Items in front of headstones
(See minute A. 11/941)

Amenities Committee on 7th February 2012 agreed that the Clerk would write a 'round robin' letter to those people with a Grant of Right of Burial in the six rows with a concrete strip reminding them that any items in addition to the headstones should be kept within the boundary area of the headstone i.e. on the concrete base.

Since the letter had been sent, the situation had much improved and, whilst there are a few graves with items still directly in front of headstones there is only one where these are clearly and prominently projecting. The owner of the Grant of Right of Burial had already had discussions with the Clerk indicating that he was not inclined to move any items.

The Clerk reported that all avenues would be pursued to resolve the situation sensitively, but Amenities Committee should be aware that matters might not be resolved amicably. He wanted to be sure that, in that event, Amenities Committee were supportive of the removal of the offending items.

Resolved that: Amenities Committee would support the need for Parish Council staff to remove any items causing a problem if it proved necessary.

PCO

A. 12/981 Reports on Amenities Matters

St Peter's Churchyard – probation work

The Parish Council are working together with St. Peter's Church and utilizing the services of the Probation Service to undertake some extensive and long overdue work in St Peters Churchyard, and the War Memorial. This has the advantage of improving the look and feel of the area, freeing up staff time and reducing the long term work required for maintenance. There is a cost involved in disposing of the vegetation cleared from the area.

External painting of St. Peter's Rooms

The external painting of St. Peter's Rooms has been arranged for the week commencing 30th July.

Elms Park MUGA

A profile form has been submitted to Rushcliffe Borough Council which is the first step in being able to apply for funding. A response is expected by the end of July.

Land on Pasture Lane

Bellway Homes have informed that Parish Council that a planning application has been submitted for the land on Pasture Lane. Copies of the outline plan had been circulated to members and are available in the Parish Council Office.

Planning Applications during August

There are no formal meetings planned during August. If there are only a few, straightforward planning applications submitted these will be dealt with by circulating to councillors requesting comments. If necessary a Planning Meeting will be called on either 14th or 21st August, as is appropriate.

Ruddington Festival

Councillor Mrs B Breakwell reported that the Ruddington Festival had been cancelled due to the on-going bad weather and the condition of Elms Park. People were still keen for it to happen at some point and the planning had built community links. The insurance premium would be returned so there would be no financial outlay for the Parish Council.

Councillor Mrs B M Venes reported that some of the planned activities had taken place at the Methodist Church where they had gone down well.

The Chairman proposed a vote of thanks to Councillor Mrs B Breakwell and the Ruddington Festival Committee for all their hard work.

Village Hall: Celebration of 100th anniversary

Councillor Mrs M Robinson reported that a dance was being held on Friday 20th July at the Village Hall to celebrate the 100th anniversary of it being built.

Hermitage Wall

The Clerk reported that one of the ground staff had accidentally damaged part of the wall to the Hermitage whilst working on the St Peter's Church yard grounds and it had been repaired.

Survey of Village Amenities

The Clerk reported that surveys were still being returned. The analysis work would be started later in the week.

RoSPA Inspection – Children's Play Equipment

The Clerk reported that annual RoSPA inspection of Children's Play Equipment had been completed and that a detailed report would be presented to the next Amenities Committee.

Ruddington Fun

Councillor Mrs B Breakwell reported that Ruddington Fun was still going ahead over the summer.

Resolved that: The above information is noted.

A. 12/972 Items for inclusion on the next Amenities agenda

1. St. Peter's Churchyard
2. Results of Survey of Village Amenities
3. Elms Park Play Area Phase 3 – Multi-Use Games Area
4. Future plans for the Amenities Committee
5. Improvements to the Play Area on Sellor's Playing Field
6. Building on Sellor's Playing Field
7. Report on Inspection of Childrens' Play Equipment

The meeting closed at 8.25 p.m.

Chairman

Committee Chairman

Annual Risk Assessment

All premises will require a review of the Fire Risk Assessment and Control of Substances Hazardous to Health during the next 12 months. The issue of dog faeces on the open playing fields, etc. continues to be a cause of concern despite the Parish Council taking steps to encourage the use of dog bags, etc.

PROPERTY 1 ST PETER'S ROOMS

All outstanding issues have now been addressed except for files being stored at height. A review of workstations will be required in the next 12 months.

PROPERTY 2 VILLAGE HALL

Outstanding issues include wheelchair access/egress which is severely restricted and toilet facilities for wheelchair users which are inadequate. These issues are being addressed by the Parish Council and the Clerk is awaiting a final quotation before a contractor can be appointed by the working party

The following additional issues were identified as requiring attention:

Trade waste – Once the above work is completed, there should be adequate space to keep a trade waste container at the Village Hall adjacent to the side access gate which is currently required for disabled access/egress.

Main hall - The floor requires stripping and re-polishing and work is scheduled for August 2012 when the hall will be taken out of hire with the least amount of disruption. The casing for the noise limiter in the main hall has been damaged but the equipment is still working. The box is simply a visual signal that the equipment is operational and will be replaced during the refurbishment work.

Kitchen – Cupboards on the sink side of the kitchen will have doors fitted to enable crockery to be kept clean and tidy. The damaged section of worktop will be removed. The kitchen walls will be cleaned of damp mould, have a protective solution applied to help prevent recurrence and plaster will be repaired where it is damaged/flaking. All walls and woodwork, including the new wood which was replaced after recent damp works were completed, will be painted. The extractor fan will have an automatic sensor fitted to it so that it will continue to run until all steam has cleared. Although the cooker, fridge and microwave in the kitchen are electrically sound, they are rusty, old and in some cases, damaged and will be replaced once the remedial work is complete. The damaged floor covering will be removed and replaced although the contractor has warned that if there is a serious damp problem underneath the existing floor covering, this might require attention before he can refit. Parish Council kitchens are not catering kitchens and should not be used for food preparation. This information is included on booking forms and in the terms and conditions of hire. However, users can use the kitchen to serve their own prepared foodstuffs, etc.

Committee Room – The committee room will have light strips replaced, the broken fan removed, damaged plaster and plasterboard repaired and all paintwork done.

The toilet adjacent to the kitchen area will not be refurbished and will remain padlocked shut. The chair store will similarly be closed off and chairs/tables stored in the committee room once it has been repainted. Both of these areas require considerable work and need to be included in the long term plan for the future of the Village Hall. In the short term, it is felt that for public safety they are removed from use. Once the tree to the rear of the property has been removed, the Parish Council will organise a drain scan to ascertain whether there are any additional problems with the drains.

PROPERTY 5 MAINTENANCE UNIT

Mezzanine floor – This area still requires a board to prevent items falling off of the mezzanine and on to the floor below which could cause injury.

PROPERTY 6 VICARAGE LANE CEMETERY

The area around the trade waste container is sloping and is therefore sometimes slippery when wet.

PROPERTY 9 SELLORS PLAYING FIELD

The brick store is in poor condition with mortar flaking from between brickwork and bricks working loose. There is foliage growing up the sides and on to the roof which could be used to climb on to the roof. This building is unsuitable to be used for changing or toilet facilities under the Fire Risk Assessment. It is recommended that it is demolished, the water supply retained underground with a secure tap and the electricity supply is retained.

PROPERTY 10 CHURCH STREET CAR PARK

The entrance and exit of the car park require marking out on the slopes in addition to the existing signage. At the same time, it has been suggested that some consideration is given to the area adjacent to the veterinary surgery. Large vehicles/vans park here which causes considerable problems for cars parked in the 4 spaces opposite. It is suggested that either the area is marked with double yellow lines to prevent parking or a narrow strip is marked up for motorcycles, etc. to park.

PROPERTY 11 PARADISE GARDEN ALLOTMENTS

Gate – the gate from Fairham Close is too heavy for many tenants to open and close. Its weight is also pulling the metal support over. The gate will be split in to two halves to make two smaller gates similar to the gates at the Wilford Road entrance.

PROPERTY 16 THE GREEN

The glazing on the notice board is extremely poor and users cannot read any safety notices that might be put in there.