

RUDDINGTON PARISH COUNCIL

**DRAFT Minutes of the Amenities Committee meeting**

Held at St Peter's Rooms on Tuesday 2<sup>nd</sup> October 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	
A	Mrs M Robinson	
	Mrs B M Venes	
A	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	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, Mrs M Robinson 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.

Minutes

The minutes of the meeting held on 17<sup>th</sup> July 2012, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

A. 12/983 Action Update

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

Item A. 11/938 Play Area Funding. The Clerk reported that the bid for play equipment at Sellors Playing Field had now been submitted.

Action

PCO =  
Parish  
Council  
Office

PCG =  
Parish  
Council  
Groundstaff

Members noted this information.

A. 12/984 Motion for Adjournment

RESOLVED

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

**Committee in Session**

A. 12/985 Development

New Applications

**Resolved that:** The observations contained in Planning Schedule 683 are adopted

A. 12/986 Parish Council Amenities

Survey analysis (see minute C. 12/1628)

Members considered the analysis of responses of the Village Survey which was undertaken in the summer and which was circulated with the Parish Council booklet for 18<sup>th</sup> September 2012. A number of issues were highlighted including concerns about the quality of facilities available. Members also acknowledged that the returns were only a snapshot of views and that there were many residents who had not responded. It was agreed that the responses should be considered in particular within the context of the future and maintenance of the Village Hall.

**Resolved that:** The analysis of responses of the Village Survey is considered when discussing the future and maintenance of the Village Hall.

The Future & Maintenance of the Village Hall

Members agreed that there were too many issues to be considered within the time restraints of an Amenities Committee meeting and that it would be advantageous to organise a working group which could present its initial findings to the Parish Council meeting on 13<sup>th</sup> November 2012 for further discussion. Members also agreed that the Chairman and Vice Chairman of the Parish Council and each of its Committees would be invited to make up a working party, along with Councillor Mrs M Robinson who had assisted with the survey results and is involved with a group who regularly use the facility. Councillor Mrs B Venes would be a reserve member of the working party. The Clerk to email all working party members with the arrangements for the first meeting.

**Resolved that:**

1. The Chairman and Vice Chairman of the Parish Council and each of its Committees would be invited to make up the Village Hall Working Party, along with Councillor Mrs M Robinson. Councillor Mrs B Venes will be a reserve member of the working party.
2. The Clerk to email all working party members with the arrangements for the first meeting.

PCO

A. 12/987 Ground Staff Vacancy

A report on the possible options for a replacement member of the ground staff had previously been circulated. The Clerk advised that having discussed the vacancy with the Senior Groundsman, it was recommended that an advertisement should be placed for a Qualified Groundsman at the earliest opportunity. Members agreed to the recommendation.

**Resolved that:** The Clerk advertises the vacancy for a Qualified Groundsman at the earliest opportunity.

PCO

The Chairman added that before moving on to the next item, he would like to express his thanks on behalf of the Parish Council to Mick Thorpe of Evergreen Landscapes, who had made himself available for hire at very short notice and on a very flexible basis to assist the Senior Groundsman over the last few weeks.

Councillor D J Hall also asked the Parish Council to thank the Senior Groundsman for the high quality of groundworks he had continued to provide despite being short staffed and under considerable pressure. The Chairman added that all Parish Council staff work for the benefit of the Parish Council and the village as a whole and are appreciated for the work they do.

A. 12/988 'Tyre Park' at Sellors Playing Field

A leaflet detailing the design and costs of a Tyre Park had previously been circulated.

The Clerk reported that although a bid for play equipment on Sellors Playing Field had been submitted, there was no guarantee that the bid would be successful or how long the project might take. He added that taking this in to consideration, members might consider this installation or something similar, which would complement the bid, could be installed without delay and was affordable within the existing budget. The Senior Groundsman added that there were no additional concerns in respect of mowing around this type of installation.

Members agreed that it would be beneficial for someone to visit an installation to review whether it was suitable, what age it was intended for and whether it would be used by that age group. Councillor Mrs B

Breakwell said she would ask a family to join Councillor McGowan to visit a site and would report back to the Amenities Committee with their findings.

**Resolved that:**

1. Councillor P McGowan takes a family to visit an installation of a Tyre Park. PMcG
2. Subject to suitability, the Clerk places an order for a Tyre Park at a cost of £3,450 to be sited at Sellors Playing Field. PCO

A. 12/989 Wakes relocation

The Clerk reported that a member of the public had requested the relocation of the annual wakes away from Sellors Playing Field as, in his opinion, it interrupts the normal use of the playing field and causes damage to the playing surface.

Members considered the alternative options including Churchill Open Space, The Green, Vicarage Lane Playing Field and Elms Park/Jubilee Playing Fields.

It was agreed that there was no other site large enough accommodate the fair and accompanying accommodation vehicles and give suitable access for the large trailers, etc. other than Elms Park and Jubilee Playing Fields. Both of these areas had grounds which were prepared and maintained for football and cricket and the loss of use would outweigh any benefit of moving from Sellors Playing Field.

**Resolved that:** Sellors Playing Field remains the venue for the annual wakes.

A. 12/990 War Memorial Repairs and Maintenance

A report confirming that Nottinghamshire County Council (NCC) Local Improvement Scheme (LIS) had agreed to undertake remedial works to the War Memorial had previously been circulated.

The LIS have obtained a condition survey and report, and a structural engineer has been instructed by them to investigate the structural integrity of the memorial and its foundations. NCC's Conservation Office has seen the report and has agreed with its recommendations although the work might be subject to Listed Building Consent which the Parish Council would need to apply for. Quotations for the work will be obtained by NCC.

Members agreed to authorise NCC to go ahead with the work, for the Clerk to obtain Listed Building Consent if required and for the Clerk to complete any other administrative processes that might be required to enable the work to commence.

**Resolved that:** NCC is authorised to go ahead with the work, for the Clerk to obtain Listed Building Consent if required and for the Clerk to complete any other administrative processes that might be required to enable the work to commence.

PCO

A. 12/991 Budget 2013/14

Special Items to be included in the Amenities Budget 2013/14

It was agreed that some provision be considered for the installation of a new fence around Paradise Gardens, the Parish Council allotments on Wilford Road. The Clerk to obtain budget figures for this project for further discussion at the budget meeting.

Members also agreed to increase the amount paid in to the reserve fund for the Village Hall.

**Resolved that:**

1. The cost of installing a new fence around Paradise Gardens, the Parish Council allotments on Wilford Road is included as special expenditure in the 2013/14 budget.
2. That an increase in the amount paid in to the Reserve Fund for the Village Hall is to be agreed.

PCO

PCO

A. 12/992 Cemetery Mapping and Administration

A report on the current system of mapping and administration of cemetery information had previously been circulated. The Clerk expressed concern that whilst the existing system had served the Parish Council well for many years, there was a computerised system available that would not only map the location of each grave but also link the administrative records to the location, raise Deeds of Grant of Right and Burial Registers.

The Deputy Clerk advised that once installed and running, the new system would enable the Parish Council Office to identify graves much quicker and more efficiently and would considerably reduce the amount of time spent on administration and research. It would be a system that is backed up with the office's normal backup procedure.

The cost of installing, setting up and running the system would be around £2,250 over a five year period, and based on grave sales for the 2011/12 period, could be absorbed by increasing the cost of small and standard graves along with ash vaults by 16%. The new charges would still leave the cost of graves in Vicarage Lane Cemetery nearly 50% less than those at Wilford Hill Cemetery.

Members discussed the system in some detail and agreed that it would ultimately be a more secure system than one which is paper based. The Clerk added that eventually, the system can be expanded to include

Parish Council allotment mapping and even trees.

**Resolved that:**

1. The Clerk investigates other systems which might assist with cemetery mapping, etc. PCO
2. The cost of purchasing and maintaining a cemetery mapping and administration system is included in the 2013/14 budget. PCO
3. The Deputy Clerk incorporates a 16% increase in the cost of grave and ash vault sales in addition to the recommended 3% agreed at the Finance & Policy Committee. PCO

A. 12/993 Allotments Competition 2012

Copies of a report prepared by the Clerk in respect of the results of the Allotments Competition which was judged on Thursday 26<sup>th</sup> July (postponed from 10<sup>th</sup> July due to the poor weather conditions) by Mr Alan Peat, had previously been circulated.

**Resolved that:**

1. The awards be made as per the Judge's recommendations
2. That cash prizes be awarded as follows:

Winner	£50
Second	£25
Third	£15
Fourth	£10
3. That prizes be awarded as follows:

<b>WINNER</b>	Mr A Simpson	Paradise Gardens
<b>SECOND</b>	Mr R Smith	Paradise Gardens
<b>THIRD</b>	Mr M Brownnett & Mr P Parker	Hareham Gardens
<b>FOURTH</b>	Mr B Booker	Buttercup Gardens

**Overall winner of the Victor Ludorum Cup (Thorncroft Trophy)**

Mr A Simpson of Paradise Gardens

A. 12/994 RoSPA Inspection Reports

The Clerk reported that the annual RoSPA inspections of Parish Council Play Areas at Elms Park, Sellors and Vicarage Lane had been completed in the summer. The overall rating for each site was "LOW". The rating for every individual piece of equipment and ancillary items was "LOW".

A number of tasks were recommended and the Senior Groundsman advised that these were being dealt with in order of priority and with the

assistance and guidance of Proludic Ltd who had installed the majority of play equipment. All issues are of a minor nature.

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

#### A. 12/995 Reports on Amenities Matters

##### St. Peter's Churchyard - Memorials

St Peter's Church have now reported that the faculty for the work on the memorials in St. Peter's Churchyard has been agreed. We are still waiting for prices on the agreed list of 12 memorials and 3 posts. This will be taken to Finance and Policy Committee for final approval.

##### Sellor's Playing Field – Complaint

An animated and vociferous complaint was received in the Parish Council office at the end of August regarding the lack of cutting, maintenance and play facilities at Sellor's Playing Field from a local resident. The incident has been recorded in the 'events diary' including the individual's name.

Councillors offered their support for members of staff and their rights to be allowed to work without fear of intimidation or being physically or verbally abused.

##### Vicarage Lane Cemetery – Dead Lime Tree

A lime tree in VLC was identified by the ground staff as being dead. It has, therefore, been professionally removed.

##### St. Peter's Churchyard – Skips

The Probation Service has been undertaking regular work in St. Peter's Churchyard. This has had a beneficial effect on the Churchyard and has reduced long term workload for the Parish Council ground staff. However, in the short term the Parish Council has undertaken much of the removal of brash etc. which has involved a significantly increased hiring of skips to remove the waste. To date an estimated 4 extra skips have been ordered at a cost of £142 each. It is expected that the amount of brash for removal will significantly reduce from now on.

##### Thanks from Andy Scott

Andy Scott, General Secretary of Ruddington Colts Football Club, has written to the Parish Council to thank the Parish Council staff for their co-operation and positive attitude. He requested that this be reported to members.

##### SPR Feedback Forms

Whilst bookings at the Village hall have gone up over the last year

those at St. Peter's Rooms have fallen off. The Deputy Clerk has designed some feedback forms for both regular and occasional users at SPR to identify the factors (both positive and negative) affecting decisions regarding booking. There are also a number of people who make provisional bookings and then do not follow through. These will be contacted to find out why they did not go forward at St. Peter's Rooms.

#### Disabled Facilities at the Village Hall

A quote has now been accepted for the provision of disabled facilities at the Village Hall. It may be a number of weeks before the work is scheduled in.

#### Tree at Village Hall

The Sycamore tree at the Village Hall has now been professionally removed.

#### Bid for MUGA funding

Councillor Mrs B Breakwell completed a Project Profile form on behalf of the Parish Council as step one in obtaining some funding for the potential MUGA. This was submitted on 4<sup>th</sup> May 2012. Rushcliffe Borough Council reported back on 25<sup>th</sup> September 2012 that the project was not being supported going to a full application at this time.

Councillor Mrs Breakwell added that this is not the end of this project and that the Parish Council would do whatever is necessary to ensure that the original grant of £27.5k is not lost. She added that she and other councillors were looking in to other ways of securing funding and had approached Jenny Kirkwood, ALCAN's Project Support Worker for suggestions.

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

The meeting closed at 8.40 p.m.

Chairman

Committee Chairman