

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE AMENITIES COMMITTEE MEETING

HELD AT ST. PETER'S ROOMS, CHURCH STREET ON TUESDAY 24th MAY
2011 AT 7.30PM

Membership

	W.A. Wood	Chairman
A	Mrs. B. Breakwell	Vice-Chairman
A	A. Chopra	
	P.F. McGowan	
	Mrs. B.M. Venes	
	M. Walsh	
	Mrs. R. Wilson	

Persons absent are marked 'A'

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

ALSO IN ATTENDANCE

Councillor	M.S. McGowan
Mrs. J.A. Goodbody	Clerk to the Council
Mrs. L.M. Cooke	Deputy Clerk
R. Shelbourn	Senior Groundsman
C. Churches	Qualified Groundsman
1 member of the public	

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. B. Breakwell and A. Chopra.

DECLARATION OF MEMBER'S INTERESTS

Councillors Mrs. B. M. Venes and M. Walsh declared an interest in any item appertaining to the Allotments.

MATTERS ARISING FROM THE REPORTVillage Christmas Tree (Vide Minute A. 11/853)

The Clerk reported that the question of re-instating the lighting to a tree in St. Peter's Churchyard had not been raised with the Vicar as the subject of lighting is contained within the letter from the Vicar which will be discussed later in the meeting. Members noted this information.

MOTION FOR ADJOURNMENTRESOLVED:

That the Committee adjourn to allow the member of the public present to make statements on Agenda items.

During the adjournment the following matter was raised:-

David Hollingworth said he was concerned about the Parish Council taking over more responsibilities in respect of St. Peter's Churchyard as this could incur additional costs which would in turn could incur an increase in the Council Tax. He pointed out that any additional costs to be borne by the Parish Council in respect of St. Peter's Churchyard could offend residents of other faiths.

COMMITTEE IN SESSION

A. 11/861 DEVELOPMENT

New Applications

That the observations contained in Planning Schedule 651 be adopted.

A. 11/862 CRICKET FACILITIES (Vide Minute A. 11/849)

Richard Shelbourn reported that the installation of the cricket training facility had been scheduled to commence on 18th May but the contractor had been delayed on another contract and the project should commence and Wednesday 25th May 2011. It is anticipated that the installation will take three days and therefore should be complete by the weekend.

RESOLVED:

That the above information be noted.

A. 11/863 ST. PETER'S CHURCHYARD (Vide Minute A. 11/850)

Copies of correspondence from the Vicar of St. Peter's Church, together with background papers in respect of the closed churchyard, had previously been circulated to Members.

The Clerk reported that she had contacted Lynda Ogilvie, the Secretary of the Nottinghamshire Association of Local Councils, to ascertain whether she knew of any other Parish Council in Nottinghamshire which had taken over responsibility for a closed churchyard and had been advised that she was not aware of any.

Lynda Ogilvie pointed out that the Parish Council should decide how **it** wishes to maintain the closed churchyard as Parish funds cannot be used to undertake work that should be carried out by the Parochial Church Council. The Parish Council should only commit to work which will benefit the community. With regard to the pathway through the centre of the churchyard, as this is primarily to enable access to the church and the churchyard could be accessed if the path was not in situ, the Parish Council should not consider maintenance of this path.

Lynda Ogilvie mentioned in passing that she knew of no legislation to allow interments in a closed churchyard.

Members were reminded that St. Peter's Churchyard was declared a 'closed churchyard' in 1999 and at that time responsibility was passed to the Parish Council, albeit the Church would continue to be involved with some areas such as pathways, voluntary mowing etc. It was pointed out that the Parish Council could, if it so wished, pass on responsibility for St. Peter's Churchyard to Rushcliffe Borough Council, but this would incur a further Special Charge being included on resident's Council Tax.

Following the closure of the churchyard the Parish Council had agreed to take responsibility for the external boundary walls and fences, the trees, safety in respect of tombstones and monuments and strimming twice a year.

The letter from the Vicar expressed the wish that the Parish Council's responsibility be extended to include the following:-

- The walls/fences separating the churchyard from the Hermitage/Vicarage grounds
- Maintenance of lights, floodlights and drains within the churchyard
- Mowing the grass and tending the flower beds
- Maintenance of the churchyard pathways

The Committee discussed each of the above items in turn, and the following comments were made:-

- Clarification be sought as to which of the above elements St. Peter's Church consider actually relate to a closed churchyard
- A revised diagram showing which walls/fences belong to St. Peter's Church be furnished to the Parish Council
- Clarification as to which drains the Parish Council are being requested to take responsibility ie ground level drains only?
- That the lights/floodlights are not considered to be part of a closed churchyard, and if the church wishes to light-up the church and churchyard, then this remains their responsibility
- The Parish Council is willing to take on the responsibility for mowing the closed churchyard
- The flower beds are considered to be 'cosmetic' and therefore if the Parish Council agreed to take over those areas then they would be grassed over for ease of maintenance. If the Church, however, wishes to retain the flower beds as they are now, then they will remain their responsibility.
- That the Church be requested to identify which particular paths they are asking the Parish Council to take responsibility for

It was agreed that a final decision would not be taken until such time as clarification on the above matters has been received and further discussions have taken place.

RESOLVED:

That a letter be sent to the Vicar of St. Peter's Church advising of the Parish Council's comments and seeking clarification on the issues raised.

A. 10/864 WAR MEMORIAL (Vide Minute A. 11/852)

The Clerk reported that she had not yet sought further advice in respect of the amount of work considered to be required to the War Memorial or sought an opinion as to why there is such a vast difference in the prices quoted, as all contractors had worked to the same specification.

RESOLVED:

1. That the above information be noted.
2. That an expert opinion be sought with regard to proposed works to the War Memorial and the difference in quoted prices.

JG

A. 11/865 CHURCH STREET CAR PARK (Vide Minute A. 11/854)

The Clerk reported that no further action had been taken on this matter as it had been considered prudent to wait until after the re-instatement works to The Green had been completed to the satisfaction of the Parish Council.

Councillor Mrs. B.M. Venes expressed concern at the lack of parking within the village, and in particular the car park very often being full. It was pointed out that the administrative staff had monitored the car park over a 4-5 week period during 2010 and during that time there had always been at least one space available. The Deputy Clerk volunteered to carry out further monitoring over a period of 3-4 weeks.

RESOLVED

1. That the above information be noted.
2. That further monitoring of the car park be undertaken.

LC

A. 11/866 VILLAGE HALL (Vide Minute A. 11/855)

The Clerk advised Members that she had been contacted by the former Chairman of the Amenities Committee with a request that the Committee be informed of numerous points in respect of the Village Hall. The Clerk had responded that it had previously been agreed that this item would appear as a standard item on the Amenities Agenda and at this stage was designed to set in motion further Forum Meetings to discuss the future of the Village Hall, not specifics.

The Clerk had also advised Mr. Hall that new Members will be furnished with the appropriate information at the Forum Meetings.

RESOLVED

That a Forum Meeting for all Councillors be held on Tuesday 21st June 2011 at St. Peter's Rooms commencing at 7.00pm.

JG

A. 11/867 RISK ASSESSMENTS (Vide Minute A. 11/856)

The Clerk reported that she had received a quotation in the sum of £483.00 for the installation of a fire door in the boiler house at St. Peter's Rooms to separate the boiler area from the storage area. She explained that as the door is not of a standard size it has to be specially constructed. Members agreed that an order be placed for this work to be carried out. The Clerk stated that funding for the installation of the fire door will be from the R & R Premises Fund.

The Deputy Clerk reported that smoke detectors had been purchased and the groundstaff confirmed that these had been installed in Elms Park Pavilion and the Maintenance Unit.

The Senior Groundsman advised that the new bunded tank had not yet been purchased for the storage of agricultural diesel in the Maintenance Unit, but this would be ordered as soon as possible. He advised that the existing tank was fairly full at the moment and as soon as the level drops sufficiently the transfer of diesel will take place. The funding for the purchase and installation of the bunded tank will be taken from the R & R Premises account.

The Clerk advised that no further investigations had been carried out in respect of the use of the Sellors Playing Field Pavilion facilities but this will be carried out when the teams for the new football season become available and it is known whether any team will be using Sellors Playing Field.

The Deputy Clerk reported that signage, log books etc have been purchased following the fire risk assessments but to date, due to time restraints, no further action has been taken.

It was also reported that no further action, again due to time restraints, has been taken in respect of the mezzanine floor area in the Maintenance Unit.

RESOLVED:

1. That the above information be noted.
2. That an order be placed for the installation of a fire door in the boiler house at St. Peter's Rooms. JG
3. That an order be placed for the purchase of a bunded tank for the storage of diesel in the Maintenance Unit. RS
4. That investigations be made with regard to the installation of a guard rail and an access ladder with handrails in the Maintenance Unit. RS/LC
5. That the future usage of Sellors Playing Field Pavilion be ascertained once the new football season commences. JG/LC

A. 11/868 VILLAGE GREEN (Vide Minute A. 11/857)

The Clerk advised that an inspection of The Green had been carried out on 6th April 2011 by herself, the Senior Groundsman and John Hallatt on behalf of Ruddington Medical Centre. At that time it had been agreed by John Hallatt that the site needed further clearing of debris, levelling and turfing (rather than re-seeding), together with work to the paths. He advised that he would contact the contractors who had carried out the initial re-instatement and report back to the Parish Council. To date no further information has been received.

RESOLVED:

1. That the above information be noted.
2. That John Hallatt be contacted for an update on the current situation with regard to the further re-instatement works required to ensure the Green is restored to the satisfaction of the Parish Council.

LC

A. 11/869 TREES TO REAR OF VILLAGE HALL

Copies of correspondence from a local resident in respect of trees located within the grounds of the Village Hall causing damage to the fence/roadway of the adjacent property had previously been circulated to Members.

A quotation has been obtained from Derwent Treescapes Ltd. in the sum of £855.00 exc. of VAT for the following works deemed necessary to the offending trees:-

- Ash trees causing damage to the parking area - Fell/dismantle to as near ground level as possible
- Hazel which is too close to the garage - Fell/dismantle to as near to ground level as possible, treat stump with brushwood killer to help prevent re-growth
- 2 no. Conifers in poor condition - Fell/dismantle to as near ground level as possible

The Clerk reminded Members that this work would be funded from the R & R Fund for Trees.

RESOLVED:

That an order be placed with Derwent Treescapes Ltd. for the necessary work to the trees to the rear of the Village Hall.

LC

A. 11/870 VICARAGE LANE PLAY AREA

Copies of correspondence from a local resident asking why the gates to the children's play area had not yet been painted had previously been circulated to Members.

The Senior Groundsman explained that there had been a considerable delay between the gates being ordered and them finally being installed which meant that shortly after they were erected the seasonal worker came to the end of his term of employment and therefore there were only two groundstaff on duty. At that time mowing took priority and the painting of the gates was not deemed urgent as they had been coated with oxide paint to offer protection.

The Senior Groundsman also pointed out that the groundstaff had requested at the time the order had been placed that the gates should be delivered ready painted, particularly as problems had been experienced with paint 'bubbling' at the time the swings had been re-painted, but this had not been the case.

The groundstaff took the decision to wait until the Spring to paint the gates in the hope that 'bubbling' could be prevented but unfortunately when the gates were painted last week, within two days the paint had 'bubbled'. The Senior Groundsman stated that he would seek further advice regarding a suitable paint which would bond with the coated surface, but if all else failed then it may be that the gates would have to be sent away to be professionally coated.

RESOLVED:

1. That the above information be noted.
2. That advice be sought regarding the type of paint to be used on the gates.

RS

A. 11/871 ELMS PARK RECREATION GROUND

Copies of correspondence from 2nd Ruddington Rainbow Unit regarding the use of Elms Park for a basic orienteering exercise on 18th May had previously been circulated to Members.

The correspondence advised that the use of Elms Park had been discussed with, and agreed by, the Senior Groundsman. It is not known whether the event did actually take place.

RESOLVED:

That the above information be noted.

A. 11/872 'RUDDINGTON FUN'

Copies of correspondence from 'Ruddington Fun' requesting the use of Parish Council Facilities during the Summer holiday period had previously been circulated to Members.

Members were reminded that in 2010 the Parish Council granted free use of its facilities in order for Summer activities to be organised for the children of the village.

The letter was requesting the use of Parish Council facilities for up to a maximum of 6 sessions between 25th July 2011 and 26th August 2011 for a maximum of 3 hours per session.

The Clerk advised Members that an article about the proposed Summer Holiday Programme had appeared in a local magazine entitled 'Closing the Gap' which highlights examples of good practice with Children, Families and Communities through Nottinghamshire Schools.

RESOLVED:

That 'Ruddington Fun' be granted free use of Parish Council facilities for up to 6 sessions of 3 hours for Summer Holiday Activities for the children of Ruddington.

A. 11/873 ELMS PARK PLAY AREA – PHASE 3 – MULTI-USE GAMES AREA

Copies of correspondence from Nottinghamshire County Council, a resumé of progress to date and notes regarding a telephone call from Carola Jones had previously been circulated to Members.

The Clerk advised that following an application to the NCC Local Improvement Scheme for a grant towards Phase 3 of the refurbishment of Elms Park Play Area the Parish Council has been advised that it has been included in this year's programme.

In the absence of the Vice-Chairman, the Clerk advised that applications for further funding will be made in order to secure sufficient funding for Phase 3 to be completed. It will also be necessary to obtain three quotations for the provision of the Multi-Use Games Area.

The Clerk suggested that a new working group be established to co-ordinate the relevant information and funding applications and the following Members agreed to form this working group:-

Councillors Mrs. B. Breakwell
P.F. McGowan
W.A. Wood
Richard Shelbourn/Chris Churches - Groundstaff

RESOLVED:

1. That the above information be noted.
2. That Councillors Mrs. B. Breakwell, P.F. McGowan and W.A. Wood, together with Richard Shelbourn and/or Chris Churches, constitute the Play Area Working Group.

A. 11/874 VILLAGE HALL, ST. PETER'S ROOMS, ELMS PARK PAVILION,
JUBILEE CLUBHOUSE

Copies of a report prepared by the Deputy Clerk in respect of returnable deposits for hirers of the above venues had previously been circulated to Members.

The current deposit arrangements are as follows:-

1. Children's parties pay a £5 key deposit which is effectively only the cost of replacing the key.
2. Charity events, coffee mornings etc also pay a £5 key deposit as above.
3. Adult parties, dances and social events pay a £50 returnable deposit.
4. Wedding packages pay a £100 returnable deposit.

The Deputy Clerk explained that following a variety of events which have left premises in a less than acceptable condition resulting in additional cleaning, repairs etc. she felt that the current arrangements with regard to key deposits and returnable deposits should be re-examined.

Unfortunately, as usual, a few hirers make it very difficult for the rest and only recently a charity fund raising event left a catalogue of problems for staff to deal with including a broken toilet seat; damage to the main hall floor and a table; all of the chairs in the Committee Room requiring brushing; signage, posters etc being removed from the premises. In addition, they failed to clean the premises other than pick up litter and all the floors, chairs and tables needed cleaning before further users could be allowed to use the premises.

The Deputy Clerk recommended that revised deposit arrangements be adopted and suggested that in order to claim against these deposits it would be appropriate to detail the issues found and make a note of the costs incurred for actual damages etc along with a set hourly rate for additional cleaning required. This rate should be advertised as part of the hire agreement.

The proposals were fully discussed and the following agreed.

RESOLVED:

1. That Children's parties pay a £25 returnable deposit on collection of the key.
2. That Charity events, coffee mornings etc. pay a £50 returnable deposit on collection of the key.
3. That Adult parties, dances and social events remain unchanged.
4. That Wedding packages remain unchanged.

5. That the new deposit arrangements be applied to any new bookings taken from 1st June 2011.

LC/AJ

A. 11/875 REPORTS ON AMENITIES MATTERS

Elms Park Play Area

Councillor Mrs. B.M. Venes reported that she had received a complaint from a local resident regarding youngsters using the new play area causing noise and disturbance up to as late as 10.30pm.

Seat adjacent to Carter Football Pitch

The Senior Groundsman advised that this seat was very old and was now damaged beyond repair. He suggested that a new seat be installed to complement the new play area and the footpath/cycle path being installed by Rushcliffe Borough Council. The Clerk reminded Members that there is Budget provision for the purchase of seats.

Allotments Competition 2011

The Clerk advised that the Allotment judging would take place on the evening of Tuesday 5th July 2011 commencing at 6.30pm.

ALL

Football Pitch

The Clerk reported that a telephone call to the Parish Council Office and the following text message to Richard Shelbourn had recently been received:

“Richard – I had the pleasure of refereeing on Elms Park Main Pitch tonight; it is in excellent condition and looked great! Well done to you and your team. David Baxter”.

Members noted the above information and congratulated the groundstaff on their achievements.

New Footpath/Cycle Path through Elms Park/Jubilee Field

The Clerk advised that she had been contacted by Tom Pettit, the designer of the scheme proposed by Rushcliffe Borough Council, regarding a request he had received from a member of Pedals. Apparently the barriers proposed along the new footpath/cycle path are the type which do not permit easy passage for cycles with trailers, tag-alongs and child seats. The question is being asked by Pedals via Tom Pettit as to whether the Parish Council would consider having a trial period without barriers.

The Clerk had advised Tom Pettit that the Parish Council is keen to limit access by mopeds/motorbikes to the playing fields and she was therefore of the opinion that the Council would not agree to the request from Pedals.

Members noted the above information and re-iterated the comments made by the Clerk. The Clerk said she would pass on this information to Tom Pettit.

A. 11/876 ITEMS FOR INCLUSION ON THE NEXT AMENITIES AGENDA

1. Cricket Training Facilities
2. St. Peter's Churchyard
3. War Memorial
4. Church Street Car Park
5. Village Hall
6. Risk Assessments
7. Village Green
8. Elms Park Play Area Phase 3 – Multi-Use Games Area
9. Allotments Competition 2011

A. 11/877 EXCLUSION OF PRESS & PUBLIC

RESOLVED:

That in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded from the meeting during consideration of the following item in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they be asked to withdraw.

A. 11/878 ST. PETER'S ROOMS

Copies of correspondence from Nottinghamshire Police had previously been circulated to Members and the matter was fully discussed.

RESOLVED:

1. That the request be agreed in principle.
2. That this matter be referred to the Finance & Policy Committee scheduled to take place on 14th June 2011.

The meeting closed at 9.30pm

Chairman

Committee Chairman