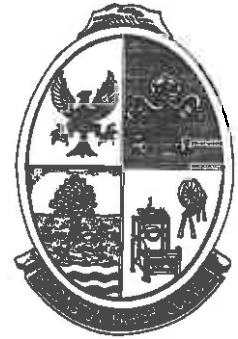


**RUDDINGTON
PARISH COUNCIL**

St. Peter's Rooms, Church Street, Ruddington,
Nottingham, NG11 6HA



ENVIRONMENT & POLICY COMMITTEE

Date: Tuesday 16th January 2018
Commencing at 7.30 p.m.

Venue: St. Peter's Rooms
Church Street

You are requested to attend a meeting of the above Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the agenda below. The order of business may be changed.

Anyone wishing to view planning applications should allow sufficient time to do so before the start of the meeting. **Please note: This meeting will be recorded.**

Clerk to the Council

AGENDA

1. Apologies for absence
2. Declarations of members' interests and dispensations from non-participation
3. To confirm the minutes of the Environment & Policy Committee meeting held on 12th December 2017
4. Election of Deputy Chairman
5. Action List Update (encl.)
6. MOTION FOR ADJOURNMENT – during the adjournment members of the public may make statements on agenda items
7. Development:
 - a. New Applications: To consider Planning Schedule 805 (encl.)
 - b. Decision Notices: To receive Decision Notices (encl.)
8. Advertising Policy – To approve the Advertising Policy
9. Banking Signatories – To approve changes to the Bank Signatories

10. St Peter's Church Christmas Tree – To decide whether to contribute towards an artificial tree for St Peter's Church

Items for Report

11. Highway Matters: To receive any Highways matters for report

12. Ways to Improve the Look and Feel of Ruddington: To consider other ways to 'Improve the Look and Feel of Ruddington'

a. Open Gardens Event

13. Other environmental and policy matters for report

Members wishing to inspect 'Background Papers' on agenda items should contact the Parish Council Office. If members have any questions regarding the detail of any of the items please contact the Parish Council Office by the day before the meeting.

RUDDINGTON PARISH COUNCIL

Minutes of the Environment & Policy Committee meeting

Held at St Peter's Rooms on Tuesday 12th December 2017 at 7.30 p.m.

Membership

	Vacant	Chairman
	P Reedman	Vice-Chairman
	J Hawson	
A	Mrs S Kaur Samra	
	S Kirby	
A	Mrs Y Lishman	
	Mrs M Pell	
A	K S Piggott	

Persons absent are marked 'A'

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

Also in Attendance

Miss C Dorans Clerk to the Council
1 members of the public

E. 17/12/01 Election of Chairman

It was proposed by Cllr J Hawson and seconded by Cllr S Kirby that Cllr P Reedman is Chairman of the Environment & Policy Committee There were no other nominations.

Resolved that: Cllr P Reedman is elected as Chairman

E. 17/12/02 Apologies for Absence

Apologies for absence were received from
Councillor Mrs Y Lishman (family)
Councillor K Piggott (Work)

E. 17/12/03 Declaration of Member's Interests

None

E. 17/12/04 Minutes

The minutes of the meeting held on 12th September 2017 were confirmed as a correct record and signed by the Chairman.

E. 17/12/05 Action List Update

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

Cllr M Pell reported that there was still a dog bag dispenser in St Marys park.

Action

PCO =
Parish
Council
Office

PCG =
Parish
Council
Groundstaff

PCG

Members noted this information.

E. 17/12/06 Motion for Adjournment

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

Martin Brownett spoke on item 12

Committee in Session

E. 17/12/07 Development

New Applications

Resolved that: The observations contained in Planning Schedule 803 are adopted.

Decision Notices

A list of recent decision notices was presented to the Committee and the contents noted.

E. 17/12/08 Grass Cutting

At the meeting held on 12th September 2017 (Minute Ref. E. 17/09/10) The Clerk was to investigate the costs of carrying out the County functions of verge grass cutting within the 30 mile an hour signs of Ruddington and weedspraying and bring a report back to Committee for consideration.

Resolved that: Not to pursue verge cutting due to the cost

E. 17/12/09 Budget Requests

There were no additional budget requests.

E. 17/12/10 Artex Planning Application 17/00043/COU

At the meeting held on 12th September 2017 it was resolved that the Clerk would contact the Borough Council to find out if monitoring for compliance with the planning conditions for application 17/00043/COU was intended due to the retrospective application amongst other things – Minute reference E. 17/09/06.

The Borough Council does not have any plans to specifically monitor this site, however, if the Parish Council or local residents have any specific concerns then we will investigate.

Resolved that: The report is noted

E. 17/12/11 Highway Matters

- a. Increasingly drivers are turning right from Loughborough Road into Easthorpe Street despite the no right turn restriction. Clerk to PCO

report it to Highways & request that they review the bollard placement.

- b. Increasingly properties request dropped kerbs and convert front gardens to driveways, it had been noticed that on Wilford Road this was having a detrimental effect as parking bays were being 'lost' as the properties needed access to the driveways, preventing parking in the bay. In future Councillors should consider objecting to planning applications that may result in a loss of roadside parking

E. 17/12/12 Ways to improve the Look and Feel of Ruddington

The spiked chains around The Green were removed due to an accident and only the posts remained.

Resolved that: The Clerk to bring a report to a future committee meeting costing the options of replacing the chain with a non-spiked version or removing the posts completely

PCO

E. 17/12/13 Other Environmental and Policy Matters for Report

Cllr Pell requested that policies to be reviewed were to be put to committee in a staggered way to allow time for proper consideration by committee members

PCO

The meeting closed at 8.26 p.m.

Committee Chairman

Actions	Owner	Update
<p><u>E. 16/02/07 & 17 09 10 Grass Verges</u></p> <p>Resolved that:</p> <ol style="list-style-type: none"> 1. Once the apprentice is appointed, the groundstaff will undertake extra cuts as necessary on: 2. The Clerk confirms that Nottinghamshire County Council is happy for this to happen. 3. No other areas receive extra cuts unless agreed by Environment & Policy Committee. 	<p>PCG</p> <p>PCO</p> <p>PCO</p>	<p>Complete <u>E. 17/12/08 Grass Cutting</u></p> <p>Resolved that: Not to pursue verge cutting due to the cost</p>
<p><u>E. 16/02/09 & 17/09/07 Notice Boards</u></p> <p>Resolved that:</p> <ol style="list-style-type: none"> 1. The Parish Council should seek sites for 2 new notice boards one on Ashworth Avenue and one on Clifton Road, near Camelot Street. 2. The Clerk should identify appropriate sites and obtain permission to locate an appropriate notice board and bring a report on costs and locations to Environment & Policy Committee. <ol style="list-style-type: none"> a) The Clerk is to seek permission to site a notice board on the corner of Rufford Road and Ashworth Avenue and to site another on Clifton Road on the wide section of pavement near Churchill Drive b) The Clerk is to investigate funding options 3. Once the sites are agreed by E&P a 'protocol' should be drawn up by the Clerk as to what notices should be given priority on the new and existing notice boards. 	<p>PCO</p> <p>PCO</p>	<p>Complete 12.9.17</p> <p>Advertising Policy on Agenda 16.01.18</p>

Actions	Owner	Update
<p><u>E. 17/06/08 Substitutes in Appointment Panels</u></p> <p>Resolved that:</p> <ol style="list-style-type: none"> 1. A provision is added into the Recruitment and Selection Policy that gives the panel the ability to co-opt an extra member if it is decided that is beneficial. 2. The provision in the Recruitment and Selection Policy that says interview panel is the same as the shortlisting panel is amended to allow for the panel to co-opt an extra member. <p>The Clerk is to bring a paper to a future Environment & Policy Committee on the Recruitment & Selection Policy to ensure provision is made for possible conflicts of interest where the interviewee is known to panel members</p>	<p>PCO</p> <p>PCO</p> <p>PCO</p>	<p>Complete 14.6.17</p> <p>Complete 14.6.17</p>
<p><u>E. 17/06/12 Hanging Basket Scheme</u></p> <p>Resolved that: Businesses are written to asking for expressions of interest and if interested, what level of payment per basket would they be willing to make</p>	<p>PCO</p>	<p>List of Business addresses requested from Rushcliffe Borough Council Aug 2017 Letter drafted Aug 2017 Addresses received October 2017</p>
<p><u>E. 17/12/12 Ways to improve the Look and Feel of Ruddington</u></p> <p>Resolved that: The Clerk to bring a report to a future committee meeting costing the options of replacing the chain with a non-spiked version or removing the posts completely</p>	<p>PCO</p>	

RUDDINGTON PARISH COUNCIL
DEVELOPMENT: New Applications

7a
805

Schedule Date: 16th January 2018

Schedule No.

Comment Date: 24th January 2018

Minute No:

Application
Ref. No.

Proposed Development

Parish Council
Observations

17/02974/FUL

Comments by
24th January 2018

100 Clifton Road, Ruddington
First Floor extension to rear of property and
replacement of remaining flat roof with a
pitched roof to rear and side
Dr & Dr Anand & Angie Patel

17/02994/FUL

Comments by
23rd January 2018

90 Clifton Road, Ruddington
Single storey front porch, single storey rear
extension, pitched roofs in lieu of flat, render in
lieu of stone feature panels
Mr & Ms Katie & John Lahiffe & Howard

Purpose

To consider Decision Notices received.

Background

The following Decision Notices have been received:

17/01995/FUL	Barn Farm, Flawforth Lane, Ruddington
17/02596/FUL	16 Flawforth Avenue, Ruddington
17/02775/FUL	24 Westerham Road, Ruddington

The details follow of any decisions (marked * on above list) where:

- (a) the Parish Council objected and Rushcliffe Borough Council granted permission,
- (b) the Parish Council did not object and the Borough Council refused permission or
- (c) the decision was of significance.

Decisions on Requests for Prior Approval:

17/02809/AGRIC Barn Farm, Flawforth Lane, Ruddington – prior approval not required

Purpose

To consider a report regarding an Advertising Policy.

Background

The Parish Council does not have an Advertising Policy.

Considerations

An Advertising Policy is attached. It is designed to cover all forms of advertising media and situations that may involve advertising such as community events.

Recommendations

The Parish Council adopts the attached Advertising Policy.

ADVERTISING POLICY

1. Statement of Policy

The policy of Ruddington Parish Council is to manage advertising and minimise fly posting within the Parish in accordance with the Town and Country Planning (Control of Advertisements) Regulations 2007 (TCP2007).

2. Village noticeboards

The Parish Council has 2 external noticeboards, one at St Peter's Rooms and one at the Village Hall. There are also noticeboards in the foyer of St Peter's Rooms, as well as a table and 2 racks where flyers and leaflets can be displayed.

The Policy for advertising on these noticeboards and any others that may be installed, and/or the table and racks at St Peter's Rooms, is as follows:

- 2.1 The design and content of all adverts must be approved before they can be displayed.
- 2.2 Adverts can only be put up on the noticeboards by Parish Council staff.
- 2.3 Adverts, leaflets and flyers can be submitted by hand, by post or by email. The Parish Council will print or make up to 3 copies free of charge; additional copies must be paid for in line with current photocopying charges.
- 2.4 All advertising must be for events, activities or services that are either located in Ruddington or aimed at village residents.
- 2.5 No political advertising is allowed, with the exception of information around forthcoming Councillor Surgeries or elections.
- 2.6 Adverts for regular events can remain on the noticeboards, table or leaflet racks, subject to space and Parish Council permission. Organisers are responsible for replenishing leaflet supplies and making sure the information displayed is up to date.
- 2.7 The maximum size of any advert is A4 for posters and A5 for leaflets or flyers. The design must be not contain obscene or offensive languages or images.
- 2.8 Any unauthorised, out of date or inappropriate advertisements will be removed.

3. Banners and A boards

Where events are taking place at Council-owned premises, an A board or banner may be displayed outside the premises or booked room before and during the event. The Policy for displaying these is as follows:

- 3.1 Banners must be fixed in place using string, cable ties, blu-tac or similar and not nails, screws etc.
- 3.2 All advertising materials must be approved by the Parish Council before being displayed.
- 3.3 Banners and A boards must be removed as soon as the event has finished.
- 3.4 Subject to space and Parish Council permission, it may be possible for organisers running regular events to store their banner or A board at the premises where the event takes place. Any such requests must be discussed with the Parish Clerk in advance.

ADVERTISING POLICY

4. Village Newsletter (The Rudd)

No paid advertising whatsoever is permitted in the Rudd. However, the following promotional activities are permitted at the Parish Council's discretion:

- 4.1 Local businesses can sponsor The Rudd for a small fee which contributes towards printing and production costs. In return, the business will be promoted on a banner on the front page of the newsletter. The design and content of the banner must be pre-approved by the Parish Council and would generally include the business name, contact details and logo.
- 4.2 Organisers running events, activities or services in Ruddington can promote these by including listings on the Diary page of The Rudd if appropriate. The listings will also appear on the Diary page of the Parish Council website (see section 5 below).
- 4.3 Organisers can also submit editorial about their event, activity or service, provided that the article is information-based rather than blatant advertising. The Parish Council reserves the right to edit articles or decline to publish them.
- 4.4 To maximise the chances of publication, organisers should submit at least one image with their editorial. Logos are generally permitted.
- 4.5 From time to time, the Parish Council may agree to publish posters promoting events in The Rudd. To be considered, the event must take place in Ruddington or benefit Ruddington residents, be free to attend and/or in aid of a registered charity. Commercial events will not be promoted.
- 4.6 The deadline for submitting editorial or Diary entries for The Rudd is 15th of the previous month.

5. Parish Council website

No paid advertising whatsoever is permitted on the Parish Council website. However, the following promotional activities are permitted at the Parish Council's discretion:

- 5.1 Organisers running events, activities or services in Ruddington can promote these by including listings on the Diary page of the Parish Council website if appropriate. The listings will also appear on the Diary page of The Rudd (see section 4 above).
 - 5.2 In most cases, articles and images that appear in The Rudd will also be published in the News section of the website.
 - 5.3 Business owners in Ruddington can list their details in the Local Businesses directory on the website and/or the appropriate page in the Getting Involved section. Listings are free and will be posted at the Parish Council's discretion. The following details must be provided as a minimum: business name, business type or sector, address and phone number.
 - 5.4 Organisers running regular or ongoing events, activities, groups or clubs can list these on the appropriate page in the Get Involved section of the website. Listings are free and will be posted at the Parish Council's discretion. The following details must be provided as appropriate: activity name or title, description, times and days of the week the activity takes place, contact name and phone number. Email and web addresses and logos can also be included.
-

ADVERTISING POLICY

- 5.5 Business owners and organisers are responsible for informing the Parish Council office if any of the details in their listing are missing, incorrect or need updating. Although every effort is made to ensure the accuracy of the information on the website, the Parish Council cannot accept responsibility for any inaccuracies or omissions and does not endorse any service, business or organisation mentioned on it.

6. Non-Council owned premises

Advertisements placed at other locations within the Parish must comply with the five 'standard conditions' of TCP2007:

- i. Be kept clean and tidy,
- ii. Be kept in a safe condition,
- iii. Have the permission of the owner of the site on which they are displayed (this includes the Highways Authority if the sign is placed on highway land)
- iv. Not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport
- v. Be removed carefully where so required by the planning authority.

Charitable/community events

Although the organisers of some charitable or community events choose to advertise on public highway, this is contrary to the Highways Act 1980. Adverts on the public highway, be they on lamp columns, traffic signs or signals, trees or pedestrian barriers, highway verges, can pose a danger to both pedestrians and motorists, and they also make an area look untidy and create an eyesore.

However, we will not generally take any action to remove such adverts. Although we do ask that organisers observe the following conditions:

- Adverts should only be affixed to lamp columns, and not to traffic signs, traffic signals, trees or pedestrian barriers.
- Adverts should not be placed within 5m of a traffic junction.
- The method of affixing the advert must not damage the lamp column in any way.
- Adverts should not be affixed earlier than seven days before the event, and removed within 24 hours after then event.
- All fixings must be removed when the advert is removed.
- Thought should be given to the size, design and number of adverts.
- The adverts should state the name of the charity that is benefiting from the event.

ADVERTISING POLICY

- Please note that we may remove any adverts that do not observe these conditions, or pose a danger, are offensive, or too numerous.

This Policy does not allow indiscriminate advertising / fly posting on telegraph poles, trees, street furniture, road signs, fences or highway verges etc. Advertising material which contravenes this Policy may be removed by the Parish Council.

If illegal fly-posting that relates to an event taking place at Council-owned premises is brought to the Parish Council's attention, organisers should note that their event and any future bookings may be cancelled without notice.

Purpose

To amend the bank signatories.

Considerations

The on-line banking is set up so that only officers can initiate payments and only councillors can authorise them (one of each is required). The Parish Council internal protocols reflect this for cheque signatories.

With the resignation of John Noble a replacement councillor will be needed. The current councillor signatories/payment authorisers are: Councillors David Hall, Marion Pell, Ken Piggott, Allen Wood, John Noble and John Hawson.

Ideally the signatory would be reasonably computer literate and available during the day (in case an urgent payment needs to be made) – although this is not necessary for all signatories.

It is suggested that an additional councillor signatory is agreed.

Recommendation

1. John Noble is removed from the list of signatories and from the list of councillors who can authorise payments on-line.
2. One new councillor signatory is agreed and also added to the list of councillors who can authorise payments on-line.

Purpose

To decide whether to contribute to the purchase of an artificial Christmas Tree for St Peter's Church.

Background

In lieu of payment of a 'peppercorn' rent for St Peter's Rooms, the Parish Council supplies St Peter's Church with a real Christmas Tree every year for inside the Church. The Church have decided that in future they would like to take a more sustainable approach and purchase a 9 – 10ft artificial tree and have asked whether the Parish Council would be willing to fund 50% of the cost.

Considerations

Normally the cost of an artificial tree of this size ranges from £280 - £580 but there are presently discounts on web sites and in shops therefore the expected maximum cost is £300. The cost of the real tree at present is £42. The artificial tree is expected to have a lifespan of more than 3 years.

Recommendation

It is recommended that the Committee agree to pay 50% of the cost of an artificial Christmas tree for St Peter's Church up to the maximum of £150 in lieu of rent for St Peter's Rooms.

Ruddington Parish Council

From: Laura Trusler <[redacted]>
Sent: 28 December 2017 16:26
To: Ruddington Parish Council
Subject: Illegal Vehicle Manoeuvres - Loughborough Road / Easthorpe Street, Ruddington

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Claire,

Thank you for your recent enquiry as follows:

From Loughborough Road, there is a 'no right turn' into Easthorpe Street which is being ignored with increasing frequency. Please can you install no entry signage and place bollards in the road to prevent it being accessed from Loughborough Road.

The approach to this junction from West Bridgford is well signed, with 3 illuminated 'no right turn' signs supporting the traffic regulation order that enforces this restriction. Therefore any drivers breaching the restriction are doing so in the full knowledge that they are breaking the law. This is a Police matter which I would respectfully suggest that the Parish Council raises with Nottinghamshire Police so that some enforcement work can be carried out.

The Highways Authority cannot install 'No entry' signs at this junction as access is still permitted for vehicles entering Easthorpe Street from the opposite traffic direction. Installing bollards in the carriageway would also not be an option for many reasons, including the fact that it would prevent vehicles legally manoeuvring in and out of this junction.

I am sorry I cannot be of more assistance in this instance.

Kind regards,

Laura

Miss Laura Trusler
Senior Highways Liaison Officer
Via East Midlands Ltd

[redacted] | www.viaem.co.uk

Head Office: Bilsthorpe Highways Depot, Bilsthorpe Business Park,
Eakring Road, Bilsthorpe, Newark NG22 8ST



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Ruddington Parish Council

From: [REDACTED]
Sent: 06 December 2017 16:29
To: Ruddington Parish Council
Subject: Re: Ruddington Open Gardens 2018

Follow Up Flag: Follow up
Flag Status: Completed

Thanks Claire

I actually created and printed my own posters last time but because of volume it was difficult to do programmes. Last time we had 500 programmes printed and they were each 1 sheet of A4 printed on both sides and then folded to make A5 programmes. I can pop one into the Parish Office for you to see the sort of thing I mean, if that would help.

Thanks again
Jane Piggott

Sent from my iPad

On 6 Dec 2017, at 09:01, Ruddington Parish Council <office@ruddingtonparishcouncil.gov.uk> wrote:

Hello Jane,

The Environment Committee will be having a meeting in January so I can put the request on the agenda, approximately how many programmes will you require? I understand that you will need posters etc. as well but the bulk will be the programmes so it would be useful for me to include this in the request.

You are in time for the January edition of The Rudd so I will make sure it goes in, it is perfectly fine to use the Parish Office as an alternative contact, we will just email anything to you.

Kind Regards

Claire

From: Jane [REDACTED]
Sent: 05 December 2017 16:38
To: Ruddington Parish Council
Subject: Ruddington Open Gardens 2018

Hello Claire

My name is Jane Piggott (Ken Piggott's wife) and I am the local volunteer Community Coordinator for Save the Children. I am hoping to organise a second Ruddington Open Gardens event in June 2018 with the help of Mike Davey who runs the Ruddington Gardeners' Association and is a supporter of Action for Children. The first Open Gardens was held in June 2016 and was very successful, raising £1300 for the two charities.

Previously the Parish Office was extremely helpful in printing programmes etc for us, free of charge. I understand that there is currently no Chair of the Environment Committee so I am not sure who to approach about this. Any advice gratefully received.

I would be grateful if you could include the attached article about the event in the next issue of the village newsletter (sorry....now The Rudd). Am I in time for the January edition? Hope it's OK for me to suggest contact through the Parish Office as an alternative to my email.

Many thanks.

Best wishes
Jane Piggott

<image001.jpg> Virus-free. www.avg.com