

**Radcliffe-on-Trent Parish Council**  
**Minutes of the Amenities Committee Meeting, held in the Radcliffe Room**  
**at The Grange, on Monday 18 September 2017 at 7pm**

Cllr John Thorn (Chairman)	Cllr Pam Thompson (Vice Chairman)	Cllr David Astill
Cllr Rod Brears	Cllr Joe Bailey	Cllr Bill Banner
Cllr Martin Culshaw(A)	Cllr Graham Budworth	Cllr Alice Tomlinson(A)
Cllr Jean Robinson	Cllr Josephine Spencer	Cllr Keith Agar
Cllr Gillian Dunn	Cllr Graham Leigh-Browne (A)	Cllr Sue Clegg

Ex-officio: Cllr David Barton (PC Chairman) Cllr Georgia Moore (PC Vice Chairman) (A)

**Also present** Jacki Grice (Parish Clerk), Jacquie Earp (Admin Assistant) RBC Cllr Roger Upton, Jenny Ellis (Grounds Team Leader) Matt Williams (Grounds Staff) and two members of the public.

**1. Apologies**

Cllr Georgia Moore, Cllr Alice Tomlinson, Cllr Martin Culshaw, Cllr Graham Leigh-Browne – Approved.

**2. Declarations of Interest**

None received.

**3. Chairman's Announcements**

The Chairman and Cllrs introduced themselves and welcomed Matt Williams to the Parish Council who is a new member of the grounds staff team.

**4. Minutes of the previous meeting held on 17 July 2017, for approval**

**M.10: Play Equipment:** The Chairman noted the incorrect Cllr would inspect play equipment and therefore requested that Cllr Spencer be amended to 'Cllr Thorn and Cllr Bailey would inspect the equipment and propose corrective action'

**Resolved:** "That the minutes subject to this amendment are approved as an accurate record and signed by the Chairman".

**5. Clerk's report on items arising from these minutes:**

**M.3** "The Clerk be authorised to sell the trailer, source and locate a metal shed in the cemetery with a financial limit of £500." The Clerk asked for the agreement of three Cllrs to review this decision, as in retrospect it is not the correct decision. The Chairman confirmed that the Clerk was only authorised to do this, and three Cllrs (D. Barton, J, Spencer and J.Thorn) agreed to review the original decision.

**M.4** Carnell Contractors repaired the sink hole and all is well at the moment

**M.5** Has moved the 'Civil Service' notice on the Grange Hall sign and has put soft protective banding round the sign for the U3a Boules users.

**M.6** The funding for the mess room pump was approved at F&GP, and the budget has been increased to accommodate that expenditure.

**M.11** Still waiting to hear from Carnell Contractors regarding the resurfacing and widening of the Cliff Walk path.

**M.13** Health and Safety is priority and will now be looked at this week.

**M.14** F&GP approved the additional expenditure for Dewberry Hill and is now reflected in the budget.

**M.15** Correspondence and update later in the agenda regarding the Archaeological Dig at the Grange.

**6. Financial Update April – August 2017**

Noted and discussed. In the 2<sup>nd</sup> quarter, currently under-budget. Burials had been more than expected, and is difficult to forecast. The results are until August, the rest is forecast. A lot has been spent on unexpected items. Regarding vehicles and machinery a projected figure of £2,600 has been set pending a decision later on in the agenda and a provisional amount has also been set for Leisure in March 2018.

7. **Open Session for members of the public to raise relevant matters**, limited to 15 minutes  
Standing Orders were suspended at 7.08pm

- A resident referred to an upper section of tarmac to the Cliff path that is breaking up. The Clerk confirmed that if agreed by Highways England, all of the Cliff path will be re-widened and re-tarmacked. The authorised tool purchases for the RCV have now been made and are marked up with identification details. A spare key to the shed is available from the Office and a large number of tool donations will also be used by the group. If any Cllrs know of any other donations, such as large rakes, the RCV would be happy to accept them. Attended a one day course at Rushcliffe Country Park regarding invasive species, one plant being Himalayan Balsam. Chris Jackson, who is the Biodiversity officer for N.C.C organised this course and Phil was advised the Himalayan Balsam should be cut back before it flowers earlier on next year. On the 30th September, Rushcliffe Conservation Forum are holding a day dedicated to woodland management techniques at Cotgrave Welfare, and an afternoon session in Cotgrave Woods. The work at Dewberry Hill is now complete, the grass snake mats will be down until mid-October, when they will be collected by EMEC. The intention is to put the mats back down in the spring.
- Cllr Upton noted that STW are working on the sewer at the junction of Golf Road and Bingham Road, and suspect they are relining and not replacing it. Adam Greest from STW to provide an update when he next attends a PC meeting. It was noted the residents who purchased land from Park Homes and erected the metal railings at the bottom of Cliff Walk from Wharf Lane have put in a planning application for a new extension on the new land. Has been speaking to NCC Cllr Cutts and will have a site meeting on the 14<sup>th</sup> October at the joint Cllr Surgery regarding the faded road line markings, particularly on Shelford Road as motorists keep being prosecuted. Options about the weed problem at Sycamore Close and the state of the cemetery path which is under ownership of NCC will also be discussed. Bingham Road Playing Fields car park (possibility of park and ride) will be discussed along with the resurfacing of roads at Shelford Road, Bingham Road, and Cropwell Road.
- A resident spoke in connection with trees that had been chopped down in the cemetery. His daughter's grave is alongside the trees, and nobody had notified him that they were going to be chopped down. He believes that the headstone has been chipped due to the work. The graveside was chosen because of the trees, because it gives protection from the wind. Now the trees have gone, a letter has been submitted to the PC to put up privet hedging 1.2 metres high x 2metres length. The Chairman confirmed his letter will be discussed in detail later in the agenda. The resident also commented that residents brought dogs into the cemetery and had seen the dogs urinating against headstones, which is unacceptable.

Standing Orders were re-instated at 7.21pm

8. **Grounds Staff Update Report & To Arrange a Winter Priority Setting Meeting with Grounds Maintenance Working Group**

Jenny Ellis (Grounds Staff Team Leader) presented a positive report. Jenny has discussed new ideas with Matt Williams, a new member of Grounds Staff and is confident of moving things on improving the village. Problem areas have been addressed and improved with the help of local contractors, and autumn planting and tidying is due in the next month. Plans are to reach high standards and put forward new ideas for next year. Jenny has recently been on a chainsaw course and is awaiting to be assessed. Whilst on the course the trainer, who has 30 years' experience with the National Trust offered free advice on planting trees, particularly on the Cliff Walk, providing enhancement for the future. Jenny is now confident regarding the 'anti-kick back' from a chainsaw, Matt also has 12 years' experience using chainsaws. All certificates are lodged with the Office and copies are available to the Health & safety Working Group. A lady at Rockley Park who (alongside the Radcliffe Conservation Group) offered to form a Park Volunteers Group to weed the park. The Clerk will email the Grounds Maintenance Working Group tomorrow to arrange a winter priority setting meeting.

9. **Van and Trailer Requirements: To Consider Budget and Recommendations to F&GP Committee**

The van is 10 years old and had £1200 worth of welding spent on it at its last MOT. The PC was warned that no heavy loads should be carried. The next MOT is due in December and the recommendation is that the van is replaced. There is £5000 in designated reserves and £2500 in this year's budget. The PC also needs to replace the trailer which would cost from £2500-£3000. The Clerk would therefore like a recommendation to go forward to F&GP to release the extra £5000 to allow the new purchases. The trailer is completely broken and would take £1500 to repair it, therefore is not financially viable. Options for new vans and trailers and different sizes and types was then discussed that are within the PC budget range.

It was **Resolved**: "That the Clerk approach F&GP to release the reserves and an additional £5000 in order to purchase a new PC van and trailer."

#### **10. Christmas Tree Lights: To Consider Correspondence from Radcliffe Business Forum**

The Clerk asked for an update from Cllrs who attended the last Christmas Tree Lights Working Group, as there is confusion for the way forward with the shops this year. The PC has no additional funds in the budget, only £400 that would perhaps pay for the trees. There is no funding for electrical sockets in this year's budget. Cllr Budworth confirmed that he and Cllr Moore attended the last Working Group and that Cllr Moore was looking into the lighting issues further with the Business Forum and that no firm decisions had been made. The Clerk noted that the RBC agreed the 50% match funding for the shop frontage scheme to extend to the Christmas lights, and the cost was estimated at £100-£125 per shop to install electrical sockets. As it is September, the Clerk needs to be clear to inform the Business Forum of the exact amount the PC is willing to donate, and that the electrical socket installation is down to individual shops. Cllr Barton considered there is a number of unknown costs involved and the shops should make a proper contribution to the lights and trees as the PC are already spending over £5,000 a year on Christmas lights. A survey carried out last year hi-lighted the need to bring the shops up to safety standards, i.e.: to connect the lights to a main power supply, so trees cannot be lit as they have been done previously. Battery lights were also discussed, which may be an option and reduce costs. Cllr Clegg agreed to speak to Harry Hughes at the Business Forum to discuss the issues.

It was **Resolved**: "That the PC agree to limit the amount to £400 as a contribution to the Business Forum for this year's Christmas Lights."

#### **11. Wharf Lane**

##### **Composting Toilets: To Consider Issues & Future Action**

The Composting Toilets have had to be closed again. The PC was hopeful that the existing cleanliness problems could be resolved by means of the RBC Septic Tank Waste Removal Van. The problem is that a bucket liner cannot be used as the tanker deals with waste only. The residue therefore remains in the bucket, never gets cleaned and bacteria keeps growing. The toilets are not being used properly, and are being vandalised. Hard bucket liners and cess pit style options are being looked into. The Chairman agreed that the current system is not working on a number of levels, and is happy to do more work with the Clerk to come up with alternatives. Cllr Budworth also agreed to help.

#### **12. SkatePark Update**

Cllr Barton confirmed there had been a full discussion at the recent Full Council meeting. At the moment the PC is working with the Skatepark users and Jenny Kirkwood from RCAN in putting a Business Case bid to the RBC for a grant towards the cost of a new concrete Skatepark. It is very important this grant is obtained as this would be a substantial sum of money in place, so that the PC can then apply to other grant awarding bodies. Coming up at the next F&GP will be options for PC contributions to the scheme, to demonstrate PC financial commitment. There are two meetings taking place this Thursday, one for the team submitting the Business case to RBC and also a meeting for the Skatepark users. A bid had previously been submitted by the PC to the RBC so Cllrs were frustrated the process was having to start again. It was understood the new Business Case would be considered at a RBC Cabinet meeting on the 10<sup>th</sup> October. The PC is asking for immediate funding for Radcliffe, as the Skatepark is deteriorating daily.

**13. Rockley Park: To Consider Policy and signage on Plant Donations**

The Clerk made Cllrs aware that people are planting inappropriate plants in inappropriate places at Rockley Park. It was therefore suggested that a permanent sign be placed at the Rockley Park Pavilion stating that all donations of plants should be approved by the PC. 'In Memoriam' signs and the burying of ashes was then discussed. Cllr Dunn requested the sign should have positive slant to it, agreed by the committee.

**14. Play Areas: Annual Inspection Report and Repair Quotes**

Following the Annual Inspection Report, Valley Road Baby swings were identified as 'High Risk.' Companies have been approached for quotes, but all will only make repairs on their own equipment. An independent local company namely Jon Walker was therefore contacted and supplied a quote for the repairs at Valley Road of £475 and also for timber repairs to the bridge on the Multi-Play equipment at Upper Saxondale, which were also considered a moderate risk. Caledonia also supplied a quote for the bridge as it is their own equipment. Both quotes for the bridge equated to £600. At a Play Equipment Working Group meeting Cllr Bailey noted the Valley Road swings failed the Inspection Report on several levels and not just the rotted godfather posts. Cllr Bailey requested that the PC should look at pricing a new set of swings, however it is lot less to renew the existing ones. It was advised that all play equipment should be treated with Sadolin on an yearly basis.

It was **Resolved:** "That immediate repairs are made by Jon Walker to the Valley Road baby swings and investigate whether it can be reduced to one swing only and to approach F&GP with a view to replace the swings at a later date."

**15. Cemetery**

**To Consider Request for Privet Hedge Adjacent to Plot**

Noted and discussed. Concerning the damage to his daughter's headstone the PC would be happy to meet him to look and assess any damage. It is PC policy that Radcliffe cemetery be a lawned area, free of any hedges. The resident's proposals were discussed and considered, however his proposals are not in keeping with PC policy, and therefore not supported by the Cllrs.

**16. To Note Cemetery Gate Wall and Pillar be Considered at F&GP Mid Year Financial Review**

The left hand side of the cemetery entrance wall has been damaged which is unexpected and un-budgeted for. It was suspected a lorry reversed into it, although this cannot be proved. The Clerk noted that staff may have checked this in her absence, but will now check again with the PC Insurers. In the meantime quotes have been requested from local builders.

**17. Lily Ponds Pollarding: To Arrange Site Visit for Further Quotations**

The Canal and River Trust previously advised the PC of the high cost of pollarding from the river side. A site visit will now be arranged on a Wednesday morning in a few weeks' time to discuss this with EMEC. Those attending are: Greg Chapman, (Chairman of the Angling Society) Phil Taylor, (Radcliffe Conservation Volunteers), Cllr Thorn, Cllr Thompson and Cllr Jo Spencer.

**18. Leisure Working Group: Update**

No update available.

**19. Positive Futures: To Consider Community Project and note Celebration Event**

There will be a Celebration evening on the 11<sup>th</sup> October held by Positive Futures. Cllr Thompson will be representing the PC at the Celebration. The PC requested that Jenny Ellis and Matt Williams be involved in deciding the type of Community Project that Positive Futures can be involved in. There would have to be no costs involved in the project, and Cllrs were also asked for their ideas.

**20. Budget 2018/19: To Consider Suggestions**

The Clerk asked the committee to consider suggestions for 2018/19 capital budget expenditure. One suggestion is for the village public toilets as they are now 12 years old and are due a refit. The sanitary fittings are all obsolete. Cllr Agar also suggested that a better quality cloth flag be purchased for the Grange Grounds. All capital expenditure proposals should be directed to the PC Clerk.

**21. Correspondence**

**Radcliffe Archaeological Project Letter of Thanks**

Noted. The Radcliffe WW1 Research Group and Friends of Rockley Park have created a Volunteers Group to do extra gardening work at Rockley Park. Jenny will direct the work, instruct and liaise with the volunteers at every stage. An initial meeting will be organised between the Clerk, Jenny and the volunteers.

**22. Via – Bus Stop Bench Grange Hall Boundary**

Noted and discussed. The PC agree to the move of the bus shelter as when sitting on the bench near to the water trough it is very difficult to see the bus approaching. Before moving the shelter, Cllr Spencer asked for investigations to be made as to whether it would obstruct vehicles sight line when leaving the Grange.

**23. Councillors Reports**

- Cllr Agar discussed the promotion of the Neighbourhood Plan and confirmed leaflets have been posted through Radcliffe residents letter boxes, there had been an insert in the Rushcliffe News and information available on the PC website. He noted that the Referendum document had become lost within other website documents and asked the Clerk to tidy this up and make it so the draft stands out. There will be a Saturday morning campaign in the village centre from 10am – 1pm, and Cllrs were asked to be there with him. The Steering Committee can promote a positive message to residents, and an amended version of the neighbourhood plan will be on the PC website. Three hard copies will be available at the Library and a copy for residents to read at the PC Office. It was agreed that the timing of the Neighbourhood Plan referendum and the Local Plan consultation is bad as this is causing Radcliffe Residents confusion. Cllr Clegg confirmed that she had attended the RBC Cabinet Meeting when the Local Part 2 Housing Allocation was considered and also reported that Investment in Growth was also on the Agenda.
- Cllr Barton confirmed he had sent out personal invitations to all members of the PC, but has received very few replies. He reminds all Cllrs to respond as soon as possible with regard to the Rockley Park Commemoration Event in October.
- Cllr Budworth recently spoke to a resident who commented what a wonderful gardening job the staff are making of Rockley Park. Cllr Budworth also requested that a letter be sent to the owner of the metal railings at the bottom of Cliff Path at Wharf Lane to paint them a nicer colour such as green to fit in more with the natural surroundings of the area.

**24. Date of Next Meeting**

23 October 2017

There being no further business, the meeting closed at 9pm

Signed: Chairman .....Date .....