

Radcliffe-on-Trent Parish Council
Minutes of the Amenities Committee Meeting, held in the Radcliffe Room
at The Grange, on Monday 18 April 2018 at 7pm

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

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

Also present Sally Horn (Acting Parish Clerk), Jacquie Earp (Admin Assistant) Jenny Ellis (Groundstaff Team leader) and 5 members of the public.

1. Apologies

Cllrs Keith Agar, Martin Culshaw and Graham Leigh-Browne, Graham Budworth – Approved. The Chairman sent his apologies as he was running late due to traffic problems. In the Chairman's absence Vice Chairman Cllr Pam Thompson chaired tonight's meeting.

2. Declarations of Interest

None received.

3. Chairman's Announcements

For information, the PC has been copied into an email from Frank Seyfert (Chairman of 4Rec) regarding a possible Fun Fair at Bingham Road Site along the same lines as the Keyworth and Cotgrave Show. The decision will be made by ROTSA and the owners of the land, Arnold & Redhill Academy Trust.

4. Minutes of the previous meeting held on 09 April 2018, for approval

Resolved: "That the minutes are approved and signed by the Vice Chairman."

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

M.6: The Clerk will be arranging another meeting with the Chairman of Radcliffe Olympic, regarding the recent Electrical and Legionella Inspections.

M.6: Sport England are looking favourably at the PC funding bid for the new concrete Skatepark, however they require further information regarding Floodlighting, Security of Tenure of the site, Maintenance, eventual replacement of the Facility, and a Child & Vulnerable Adult Protection Policy before confirmation of funding.

M.6: The Clerk is waiting for information from Dart Training with regard to onsite Ride on Mower training for Groundstaff.

M.6: A new Moss Removal machine has been purchased and is very effective.

M.6: The future Christmas Lighting Scheme will be on the next Amenities agenda for the 16th July.

M.10: The PC has received three completed surveys to assess the evidence of need for a Leisure Hub.

M.11: It was previously resolved to approve and adopt the Terms of Reference between the PC and RCG, however in terms of GDPR this still needs finalising.

M.14: The Archaeological Project Group left the Grange Grounds in good order from the previous dig in May.

M.16: The Neighbourhood Watch Logo has now been placed on the back of the Nottingham Road and Bingham Road Village 'Welcome Signs.'

M.18: It was previously **Resolved** "To authorise the Angling Society to install a memorial bench at the Lily Ponds area in principle, subject to the design and precise location to be confirmed": These have now been confirmed and it was therefore **Resolved** "To authorise the Angling Society to install a memorial bench at the grassy 'beach' area of the Lily Ponds, in the style of the memorial benches

currently at the Cliff Top Path.”. Clarification is to be provided as to the exact location and the fate of the backless bench currently on the beach.

6. Financial Update April - May 2018

Noted and accepted. Sally Horn commented that it is too early at this stage to note any trend in the results to affect the year end prediction.

7. Open Session for members of the public to raise relevant matters, limited to 15 minutes

Standing Orders were suspended at 7.19pm

- *A resident confirmed that she has lived in Radcliffe all her life and wanted to raise her concerns about the state of the Cemetery. Quite a few of her relatives are buried there and she visits the Cemetery on a regular basis. Various issues were raised including: grass cuttings left, maintenance of graves and ground levelling, waste bins and she felt a general drop in standards. The Vice- Chairman then thanked the resident for her comments and confirmed this issue would become an item on the Amenities Agenda.*
- *A resident and his father confirmed they have a Family Plot in Radcliffe Cemetery. He has a specific request to place a kerbstone around the family grave and a headstone base outside the current size restrictions in the terms and conditions.*
- *Phil Taylor from the Radcliffe Conservation Volunteers asked if NCC contractors had attended the riverside since last Thursday as the main grass footpaths had not been cut yet and were in a very overgrown state. The Chairman then confirmed that the NCC do two free cuts a year. Phil Taylor asked if NCC could do a cut now and then and in early September, because the grass is now chest high in places and wets through people after rain. Was unsure who had cut back the Cliff Drive twitchell which had been very overgrown, however PC staff had not done this. Asked if the existing bench on the ‘beach’ area of the riverside would remain, if the Angling Society were now going to place a new memorial bench on the site. The Vice Chairman confirmed that a decision would have to be made whether to keep the existing bench in the same site, or move it to a different area. Asked the Cllrs if there would be any objections if a simple board could be attached to the fence at Dewberry Hill to display notices. There had been a suggestion this was put forward to the Signage Group and there had been correspondence regarding having signs at either entrance of Dewberry Hill. As a preliminary step it is requested that a simple sign goes up in the meantime. The Vice-Chairman confirmed this matter would need to be ‘cross-referenced’ with the Signage Working Group. The Chairman also confirmed that after a recent walkabout visit at Dewberry Hill there is a need for signage, and this issue should be discussed with the Clerk and it is for the Signage Working Group to make any decisions about signs.*

Standing Orders were re-instated at 7.29pm.

8. Grounds Staff Update Report

Bird Boxes/Vandalism Bingham Road Play Area/Intruder Incident Wharf Lane Pavilion 19/4/2018
Valley Road Fencing Damage: Replace with Whips

Jenny Ellis presented a Ground Staff Update:

- Had researched bird boxes and come up with different options. Bird boxes could be purchased with a plaque, one company offered a range of different types of plaques for people. This would belong to the person and would stay up, but would be maintained by PC staff for a charge. As well as memorials, celebration plaques are available for sponsored Wildlife boxes for 3-5 years for a fee, which includes bee boxes, and bird feeders. After this period of time the wildlife boxes can be re-sponsored or get taken down and used for a new sponsor. The plaque would not be as expensive as the purchased option for this period of time. It may be useful to conduct a survey to find out preferred options for people and it is a good thing to introduce into the Rockley Park. These options will be referred to the next Grounds Maintenance meeting and for decisions to return to a future Amenities meeting.

- There has been vandalism at the Bingham Road Play Area in previous years and there had been some recent vandalism to the wooden Pirate Ship. The cladding boards had been kicked out from the inside, so Groundstaff built a solid wooden framework inside to try to prevent the same thing from happening.
- There had been a recent incident at Wharf Lane Pavilion resulting in damage to the door. The door has been repaired and secured by Thoresby's today, after a temporary repair to the door made by the Football Club caused the door to drop and split.
- Clearance has been carried out on Valley Road walkway fence as it was overgrown. Jenny is making sure the railings are cleared all the time, as a resident slipped over in this area last winter. Adjacent to the barrier the fence has rotted, so this has been removed. The plan is to plant holly whips in its place, to continue the hedging along this side. This matter will also be raised at a Grounds maintenance meeting.

9. Cemetery: To Consider

Short/Medium/Long Term Planning Strategy/Notes from Walkabout 08 May Report from Sally Horn & Public Consultation (Noting Churchyard inc)

The Chairman referred to the Short/Medium/Long Term Planning Strategy notes that he prepared with the Clerk and Sally Horn. The Chairman concurred with the feelings of the Radcliffe resident that the Cemetery had got into a poor state for various reasons. Cemeteries are a very long term commitment for the PC, change happens very slowly and is full of sensitive issues. There are two parts to the Cemetery and all the new graves purchased are sited in the new extension (lawned area) of the Cemetery. There is however a large part of the older part of the Cemetery that is not lawned and is very clear that a large number of graves in this area have not been tended for a long time. The management of the Cemetery has lapsed over time and a strategy is now needed to deal with this fact i.e. leave it as it is or remove old kerbs as they become un-tended and how to deal with questions raised by the public. This is a 'Work in Progress' document and a 'Priority List' of items to tick off has been drawn up from this. Since this draft, the ICCM has provided further information about headstone safety. The Council has policies covering headstones and kerbs but are happy to take comments from the public about them. Cllrs then discussed this issue raised in the report further and the comments of the resident which included the grass cuttings not being picked up after mowing. The Vice- Chairman suggested that a site visit by the Working Party should now be arranged after tonight's meeting, the Chairman agreed a site visit by an improved working party should take place, as he was the only Cllr who attended the last one.

Sally Horn then confirmed the outstanding Priority items for the Cemetery that had been dealt with off the check list:

- The weeds around the graves. in-between the kerbs and along the back walls have been sprayed with weed killer
- The Memorial Plaques Walled Area has now been jet washed, and the dead plants and the pots have been tidied up
- The low level hedging has been trimmed
- Topping up the graves is a process in hand. There is a need for many tons of top soil to be used for sinkage at the Cemetery, exacerbated by adverse weather conditions.
- The entrance beds at the Cemetery gates now contain slate and a few shrubs
- The avenue of trees have been cut back/ thinned to let sunlight through
- The pruning of various bushes and trees is in hand

Cllrs agreed that most of the priorities have been completed. The Vice-Chairman then suggested that Groundstaff take the bins to the gate for collection last thing Monday evening, instead of taking them down earlier. Cllrs also requested that two extra smaller bins be placed further up the Cemetery for a 'back up.' The Vice-Chairman confirmed a Working Group meeting should be arranged urgently and that a site visit to the Cemetery should be made on a Monday. The report back from the Working Party will be included as an item on the next Amenities Committee Meeting Agenda.

Sally Horn confirmed that she had spoken to the ICCM who had confirmed they run training courses on testing headstones to assess their safety. A decision as to who will be trained will have to be

considered. The ICCM has recommended the PC develops a Strategy for the cemetery including memorial safety which it presents at a Public Meeting. The meeting would give the public a chance to comment and understand the process before it is implemented. The occupied area of the Cemetery and the Churchyard are consecrated ground so fall under the Diocese of Southwell. Sally has therefore contacted the Diocese to ascertain if a Faculty (legal Permission) is required before the PC take any inspections or remedial actions on memorials- she is awaiting a response. The Chairman then suggested it would be useful for a member of St Marys Church to attend a Cemetery Working Group meeting.

10. Report from Local History Society

Cllrs had been sent an email report on the mapping of Radcliffe Cemetery from Marion Caunt on her contracted work in the cemetery on behalf of the PC. The Vice-Chairman read out the report and confirmed that Marion is currently:

- Locating all grave plots
- Confirming their position
- Commenting on the condition of the headstones
- Noting if there is a headstone or not
- Photographing all broken, damaged and illegible headstones
- Checking names with the Burial Register
- Comparing them with the names on the headstone
- Any other notes that are applicable

Also included in the report are suggestions on how to tidy up the Cemetery which include:

- All broken damaged headstones and kerbstones should be removed and grassed over
- Headstones etc. that are repairable are done so by the Parish Council after all attempts at contacting relatives have been exhausted
- They are left as they are but any dangerous hazards removed or filled in (as with holes in the ground)
- Would like to see relevant numbers appearing on the walls etc. to enable people to easily locate the graves

Marion stated that from a Local History point of view the Cemetery should stay as it is, as it is an historical part of the village. However some of the kerbed graves are in a really bad stat and some headstones are leaning and could be repaired but others would need a crane as they are very heavy. The Vice Chairman confirmed this was an ongoing report and that the Cemetery is very old and large. Some years ago people bought a plot and were subsequently interred in it, so the PC has no known living owner to contact. The Vice-Chairman then thanked Marion for her continuing wonderful work in this area.

11. Regulations Review (Bases)

The PC has received 3 requests for headstones all of which have bases wider than current regulations. The PC Regulations state that the headstone base may not be bigger than 2ft x 2ft max for a single headstone or 2ft x 7ft max for a double headstone, allowing up to 3ft in height for both. Two of the requests are 2ft 6" h x 2ft 6" base. The Memorial Stonemasons Associations involved i.e. 'NAMM' & 'BRAMM' recommend that a 2ft 6" headstone be fixed to a 2ft 6" base. Each plot is 4ft with a headstone base of 2ft there is 2ft between each single headstone. Currently a double base is more than 2 singles and the space between them. It is therefore proposed that the single limit of a 2ft base is increased to the recommended 2ft 6" and to reduce the width of the double base to 6ft 6", so that there would be a uniform 1ft 6" between each headstone. Cllr Barton noted that the single headstone base max increase was according to National Guidelines, however requested confirmation of the National Guidelines on double headstone base width.

It was **Resolved**: "That the PC regulations for a max 2ft headstone base be increased to 2ft 6" x 2ft and for the proposed reduction of 6ft 6 for a double base be referred back to the Cemetery working Group."

12. Resident Request (Kerb Surrounds)

Noted and discussed. Cllrs agreed that a Cemetery site visit is required and that the resident request cannot be granted or denied at this meeting.

Standing Orders were suspended at 8.17pm to allow the resident to speak:

- *The resident suggested it would be useful for the PC to have a copy of the T&C's available for the buyer when a plot is purchased, to prevent any future problems. The father of the resident confirmed the motion that has just been carried by the PC, sorted out his current problem with the headstone. The Vice Chairman confirmed it is the policy of the PC to provide written T&C's when plots are purchased, so Cllrs are surprised at the resident's comments. Sally Horn noted that there are three copies of the T&C's in prominent locations in the cemetery and that a copy should be sent out with the plot title deed but this maybe too late. Sally noted that plots are only purchased when they are going to be used, whereas previously pre-purchased plots were allowed.*

Standing Orders were re-instated at 8.20pm

13. Cliff Top – Highways England/Carnell Contractors To Consider: Offer of Top Soil and Seed (£5k)

Noted and discussed. Sally Horn confirmed that although the top soil and seed was offered for the Cliff Top after the laying of the new pathway, the soil would only be dumped in one place. The Clerk had suggested the spreading is done in sections closed to the public using sub-contractors to move the volume required. Cllr Bailey noted that £5k of top soil would equate to 100s of tons of earth. Cllr Moore recalled the grass did not grow well in this area due to the shaded area of trees, so asked what benefit this additional top soil and seed would be and questioned the amount of staff time it would take to put in place, if it didn't work. Cllrs also agreed the Cliff Top was looking fine at the moment. It was suggested that the top soil offered could be used at the Cemetery, however more information is required. Cllrs requested an assessment of any other requirements for topsoil for the PC areas.

14. Fireworks Policy Grange Grounds: To Consider a Recommendation of Policy Change from Grange Hall Committee

Noted and considered. It was **Resolved**: "The Amenities Committee is in agreement and accepts the Recommendation of Policy Change from the Grange Hall Committee for Fireworks to be banned from the Grange Grounds."

15. Dewberry Hill Walkabout: To Consider a Report

Noted and discussed. Cllr Spencer is of the view it is not a sensible idea to cut down invasive sycamores to the border of the Golf Course. It is adjacent to a practice area at the Golf Club, and any protection should be retained.

Standing Orders were suspended at 8.30pm to allow Phil Taylor from the RCV to speak:

- *Phil Taylor confirmed it was the back end of the woodland area, and not down the end where the nets to the Golf Club were. It is not the full length, but where the Sycamores have grown at the North End of the site. Some are currently in a poor state, and are poor quality trees. The report is not talking about taking the border down to the Golf Course, the intention is to try and establish a border. The Vice Chairman re-confirmed it was not on the border and apologised for any confusion with his description content of the report.*

Standing Orders were re-instated at 8.34pm

16. Village Public Toilets: Refurbishment Quotations in Hand: Working Group to Consider a Recommendation for the Next Meeting

The new specifications have been sent out to Contractors and quotes are expected back on the 29th June. The Clerk has requested that Cllrs set up a new Village Public Toilets Working Party to sift

through the submitted quotes, in order to bring back a recommendation to the Amenities Committee. Cllr Spencer, Cllr Thorn and Cllr Bailey all then volunteer to be members of the new Working Group. In his absence, and as he was previously involved in the new specification for the Village toilets, Cllr Budworth was also included in the group of volunteers who will meet after the 29th June.

17. RBC Tree Scheme: To Consider a Recommendation from the Planning and Environment Committee to Apply for Wharf Lane and the Cliff Bank in the First Instance (10 trees only)

The PC were staggered to find out that the allocation of trees they would receive from RBC to place around the Village was only 10. However every resident can apply for 2 trees. It is hoped that if residents do not want their allocation the PC can place their trees around the Parish. Cllrs are encouraged to apply for 2 trees and for residents to apply even if they have no use for the trees. Application forms are awaited. Residents are encouraged to keep checking the RBC website for application forms.

It was **Resolved**: "The Amenities Committee accept the Recommendation from the Planning and Environment Committee to Apply for Wharf lane and the Cliff Bank in the First Instance (10 trees only)".

18. Correspondence

Local Resident re: Cliff Walk Fence and Hedge

Noted and discussed. The fence was originally erected by NCC on Health & Safety Grounds and Cllrs agreed it would be foolish to reduce the height of the hedge and both should be left. It was noted the hedge is usually cut in August/ September. It was **Resolved**: "It was agreed that the height of the Cliff Walk Fence and the Hedge will remain the same due to Health and Safety reasons"

19. NALC HR Advisor – DBS Checks to Note Clarification

Noted, not necessary. DBS Checks only apply to people employed in specific professions.

20. Upper Saxondale Play Area

The Playground Safety Inspector has found that the wooden beam holding the Large Basket Swing has rotted. Jenny Ellis has cordoned the Swing off today with hazard tape and the seat will be removed tomorrow when there are two Ground Staff available to lift it. Enquiries have already been made with Caledonia into getting a replacement beam. The Vice-Chairman noted that a Playground Working Group meeting will also need to be arranged after tonight's meeting.

21. Councillors' Reports

- Cllr Barton reminded Cllrs that 'Radfest' is taking place this Saturday 23rd June at Wharf Lane Recreation Ground. Tickets are £3 for adults with lower prices for teenagers and under 10's. It was fantastic last year and it is a tremendous community event. Cllrs are encouraged to go if they can. Playdays are helping with 'lost children' but have asked if any Cllrs can cover this for an hour during the evening.
- Cllr Brears confirmed Dewberry Hill was mown last week, but a part was missed. It was mown across the top but not at the bottom, and not along all the Golf Club side of the Hill. Sally Horn confirmed she had spoken to NCC Rights of Way team and explained the issue, she is waiting for feedback.
- Cllr Dunn reported the Litter Pick on the 9th June consisted of 19 members of the public, including Cllr Bailey's 3 children, plus 5 Cllrs and thanked them very much. It was noted there was a very large amount of cigarette ends left on the pavements around the village, particularly outside restaurants on Shelford Road, bus stops and The Manor House. A Trustee of the Manor House has been asked if a bin could be put up outside for smokers. Because of the GDPR rules, Cllr Dunn has also taken the contact details for Litter Pickers.
- Cllr Thorn re-iterated there needs to be Cllr names for the new Cemetery Working Group – confirmed as: Cllr Dunn, Cllr Spencer, Cllr Moore, Cllr Thorn, Cllr Bailey Cllr Barton and Cllr Thompson.

- Cllr Clegg attended a training course last week on S106 and CIL which she said was very interesting. She will write up notes in due course. The Vice- Chairman request this issue should be on the planning agenda for next week.
- The Vice-Chairman noted whilst on the Litter Pick all the grass on the A52 had overgrown onto the pavement, which makes it very awkward for cyclists. The litter on the A52 at the triangle of land at Bingham Road was terrible.

22. Date of Next Meeting

Monday 16 July 2018

There being no further business, the meeting closed at 8.51pm

Signed: ChairmanDate

Draft Unapproved