



## Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808,

Email: clerk@rotpc.com,

Web: www.rotpc.com

Thursday, 28 September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Amenities Committee** which will be held on **Tuesday 3rd October 2023** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Belina Boyer  
Parish Clerk/RFO

Committee Members: Cllrs O Bere (Chair), Furniss, Douglas-Kirk, McLeod, Curtis, James, T Bere, Dunn, Mackensie, Tomlinson

| Agenda no  | Agenda Item title   | Power/Regulation  |
|------------|---|---|
| Open Forum | Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Committee for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details. | Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3 |
|            | Chair's welcome   |   |
| AC24/083   | To note apologies for absence.  | Local Government Act 1972, s85 (1) & Sch 12, p40.   |
| AC24/084   | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.   | Localism Act 2011, s31.   |
| AC24/085   | To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.   | Localism Act 2011, s33.   |

| Agenda no | Agenda Item title  | Power/Regulation                                      |
|-----------|--|---|
| AC24/086  | To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.   | Public Bodies (Admissions to Meetings) Act 1960 1 (2) |
| AC24/087  | To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign these as a true record of the meeting(s).<br><b>Paper A</b> – Amenities Committee 5 September 2023   | Local Government Act 1972, Sch 12, p41 (1).           |
| AC24/088  | To <b>note</b> the Amenities Committee Revenue Budget for 2023/2024.<br><b>Paper B</b>   |   |
| AC24/089  | To <b>note</b> the Clerks actions update report.<br><b>Paper C</b>   |   |
| AC24/090  | To receive and <b>note</b> a verbal report on ground staff work.   |   |
| AC24/091  | To <b>note</b> an update from the Conservation Group.<br><b>Paper D</b>  |   |
| AC24/092  | To <b>consider</b> applying for official Commonwealth War Graves signage at no cost to the council. CWGC will maintain, and replace as required, in perpetuity.. Deferred from AC24/071.   |   |
| AC24/093  | To consider replacing a dog bin on the Cliff Walk with a full sized co-mingled waste bin.<br><b>Paper E</b>  |   |
| AC24/094  | To consider replacing the locks for the Hunts Close Public toilets with a timed locking mechanism, allocating and authorising the required expenditure if approved and review current toilet opening times.<br><b>Paper F</b>  |   |
| AC24/095  | To consider whether additional winter supplies need to be ordered from VIA.<br><b>Paper G</b>  |   |
| AC24/096  | To consider installing a new bench in a shaded area of the recreation ground as requested by a member of the public.<br><b>Paper H</b>   |   |
| AC24/097  | To consider and decide the dimensions, materials and precise locations of the notices suggested under AC24/063 so a relevant faculty can be obtained from the diocese.<br><br>1. Full details of the notices squared as anything bigger attracts advertising consent)<br>2. What materials will be used<br>3. How will it be fixed |   |

| Agenda no | Agenda Item title   | Power/Regulation                                 |
|-----------|---|--|
|           | 4. Exact location including photograph<br><b>Paper I</b>  |  |
| AC24/098  | To consider quotes for the provision of a structural survey and valuation for the Wharf Lane Sports Pavilion and make suitable budgetary arrangements.<br><b>Paper J</b>  |  |
| AC24/099  | To consider a quotation for the repair of Dewberry Hill fencing.<br><b>Paper K</b>  |  |
| AC24/100  | To consider an Amenities Asset Management plan proposal submitted by Cllr Furniss.<br><b>Paper L</b>  |  |
| AC24/101  | To consider a change in amenities committee budget lines and first budget proposal as submitted by Cllr Furniss.<br><b>Paper M</b>  |  |
| AC24/102  | To consider a Cemetery Headstone Report Proposal as submitted by Cllr Furniss.<br><b>Paper N</b>  |  |
| AC24/103  | To note the minute notes from the working groups: <ul style="list-style-type: none"> <li>• Cemetery Working Group</li> <li>• Wharf Lane Recreation Ground Working Group</li> <li>• Playground Working Group</li> </ul> <b>Paper O</b> |  |
| AC24/104  | To <b>receive</b> and <b>note</b> verbal reports from Councillors   |  |
| AC24/105  | To <b>receive</b> any items for notification to be included on a future agenda – for information only   |  |
| AC24/106  | To <b>consider</b> changing the date for the next meeting from the scheduled date of 07 November to 21 November 2023 at 19.00.<br><b>Paper P</b>  | Local Government Act 1972,<br>Sch 12, p10 (2)(a) |

# PAPER A



## Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

185/23

### **DRAFT** Minutes of the Amenities Committee meeting held on 5<sup>th</sup> September 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

#### Members Present:

|                       |                                  |                   |
|-----------------------|----------------------------------|-------------------|
| Cllr Oli Bere (Chair) | Cllr Oliver Furniss (Vice Chair) | Cllr Harry Curtis |
| Cllr Gillian Dunn     | Cllr Tracie Bere                 |                   |
| Cllr Anne McLeod      |                                  |                   |

#### Members Absent:

|                  |                   |  |
|------------------|-------------------|--|
| Cllr Tracy James | Cllr Matt Douglas |  |
|------------------|-------------------|--|

#### In attendance:-

|                              |  |  |
|------------------------------|--|--|
| Hayley Gandy (Administrator) |  |  |
|------------------------------|--|--|

#### Also present:

Cllr Sue Clegg, and Cllr Phil Thomas.

| Agenda No  | Agenda Item  | Resolution   | Action | Power/Regulation  |
|------------|--|--|--------|---|
| Open Forum | Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. | There were none present.   |        | Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3 |
|            | Chair's welcome  | Chair welcomed the committee. This is the first meeting since the portable toilet was placed at Wharf Lane, Thank you to councillors and staff for their help with |        |   |

| Agenda No | Agenda Item  | Resolution   | Action                           | Power/Regulation                                      |
|-----------|--|--|----------------------------------|---|
|           |  | this. We will learn from feedback and hope to do it again. The coffee van hire was good in principle, continue to have open offer to allow stalls at Wharf Lane. The Village Show went very well, thanks to the working group for all their hard work, it was fantastic achievement. |                                  |   |
| AC24/057  | To note apologies for absence.   | Cllr James and Cllr Douglas-Kirk were absent – these were noted by all.  |                                  | Local Government Act 1972, s85 (1) & Sch 12, p40.     |
| AC24/058  | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.  | There were none received.  |                                  | Localism Act 2011, s31.                               |
| AC24/059  | To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.  | There were none received.  |                                  | Localism Act 2011, s33.                               |
| AC24/060  | To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. | N/A  |                                  | Public Bodies (Admissions to Meetings) Act 1960 1 (2) |
| AC24/061  | To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign  | Proposed by Cllr McLeod and seconded by Cllr Dunn the committee unanimously <b>resolved</b> to sign the minutes as a true record of the meeting 11 <sup>th</sup> July 2023.  | Administrator to post to website | Local Government Act 1972, Sch 12, p41 (1).           |

| Agenda No | Agenda Item   | Resolution  | Action   | Power/Regulation |
|-----------|---|---|--|------------------|
|           | these as a true record of the meeting(s).<br><b>Paper A</b> – Amenities Committee<br>11 July 2023 |   |  |                  |
| AC24/062  | To <b>note</b> the Amenities Committee Revenue Budget for 2023/2024.<br><b>Paper B</b>            | The committee <b>resolved</b> to <b>note</b> the Amenities Committee Revenue Budget for 2023/2024.<br>Due to technical issues this was not up to date.  | Budget needs to be followed up by F & GP                         |                  |
| AC24/063  | To receive and <b>note</b> a verbal report on ground staff work.                                  | The committee resolved to note the verbal report on ground staff work, which included hedge cutting, inspection and cleaning of portable toilet after vandalism, replacing fence panels, installing a story board at the Radcliffe pub and tidying the church memorial of weeds.<br>Cllrs requested that signage be put in the church yard to say that "Area maintained by the Parish Council" – clerk to liaise with Church. | Clerk to add Churchyard signage to a future agenda for decision. |                  |
| AC24/064  | To <b>note</b> an update from the Conservation Group.<br><b>Paper C</b>                           | Update received from the conservation group via email to the clerk.<br>The Committee <b>resolved</b> to <b>note</b> the update from the Conservation Group.   |  |                  |
| AC24/065  | To <b>consider</b> an application by the Conservation Group for tree planting.<br><b>Paper D</b>  | Proposed by Cllr McLeod, seconded by Cllr T Bere, the committee unanimously <b>resolved to approve</b> the application by the Conservation Group for tree planting,   | Clerk to submit application on behalf of Conservation Group.     |                  |

| Agenda No | Agenda Item  | Resolution   | Action   | Power/Regulation |
|-----------|--|--|--|------------------|
| AC24/066  | To <b>consider</b> an application by the Council on behalf of the Conservation Group.<br><b>Paper E</b>  | Proposed by Cllr Furniss, seconded by Cllr McLeod the committee unanimously <b>resolved to approve</b> the Council to apply on behalf of the Conservation Group for a Rushcliffe Biodiversity support application, this was with a note to encourage them to ask for more. | Clerk to submit application on behalf of Conservation Group.                       |                  |
| AC24/067  | To <b>note</b> a complaint with regards to damage to a memorial and <b>consider</b> what action – if any – to take.<br><b>Paper F</b>                | The committee <b>resolved to note</b> the complaint.   | Clerk to ensure a reply has been sent.   |                  |
| AC24/068  | To <b>consider</b> adding the requirement for BRAMM/NAMM registration to cemetery rules and forms.<br><b>Paper G</b>                                 | The committee <b>resolved to agree</b> to adding the BRAMM/NAMM registration to cemetery rules and forms. This was proposed by Cllr Furniss, seconded by Cllr McLeod and unanimously agreed.   | Clerk to update cemetery rules.  |                  |
| AC24/070  | To <b>note</b> a report on planting and floral tributes in the lawned cemetery and <b>consider</b> what action – if any – to take.<br><b>Paper H</b> | The committee <b>resolved</b> to support the current policy for the cemetery which prohibits the planting of plants, shrubs and trees in the cemetery. This was proposed by Cllr Dunn, seconded by Cllr Furniss and unanimously approved.                                  | Clerk to write to grave owners to request removal of floral tributes and planting. |                  |
| AC24/071  | To <b>consider</b> applying for official Commonwealth War Graves signage.<br><b>Paper I</b>  | Deferred until the next meeting due to insufficient information given.   | Clerk to provide additional information  |                  |
| AC24/072  | To <b>consider</b> the playground inspection report and any action resulting from it.<br><b>Paper J</b>  | The committee resolved the accept the report and request that Ground staff or a contractor deal with the medium risk at Wharf Lane recreation ground.  | Clerk to speak with Ground staff   |                  |



| Agenda No | Agenda Item   | Resolution  | Action   | Power/Regulation |
|-----------|---|---|--|------------------|
| AC24/076  | To <b>consider</b> the Rockley Park tree survey and <b>authorise</b> expenditure for routine work.<br><b>Paper K</b>  | Proposed by Cllr Furniss seconded by Cllr O Bere, the committee unanimously <b>resolved</b> to <b>authorise</b> the expenditure for the routine work on Rockley Park Cedars to a cost of £6,630 +VAT. and to request the release of necessary funding from reserves by F & GP.  | Clerk to add to F+GP agenda.   |                  |
| AC24/077  | To <b>consider</b> quotes for replacement of Toilet door at Rockley Park following vandalism –<br><b>Paper L papers to follow</b>   | The committee resolved to request for further investigations and quotes, and to ensure that the replacement is vandal proof.<br>It was suggested that contact be made to other council's to ask what they use.  | Clerk to obtain additional quotations.   |                  |
| AC24/078  | To <b>note</b> a complaint with regards the traveller's site on A52.<br><b>Paper M</b>  | The committee <b>noted</b> the complaint which was received regarding the travellers site on the A52. This is a Rushcliffe Borough Council or Nottinghamshire County Council matter and will be sent to the RBC Cllrs.  | Administrator to send letter to RBC Cllrs  |                  |
| AC24/079  | To <b>consider</b> the <b>formation</b> of the following working groups:-<br>a) Cemetery Pricing working group<br>b) Dewberry Hill working group<br>c) Lease Hire Charge review for Wharf Lane Football club working group<br>d) Playground working group<br>e) The Recreation ground working group | The Committee <b>resolved</b> to <b>form</b> the following working groups:-<br>a) Cemetery working group instead of Cemetery Pricing working group so that it can include memorials, and fallen headstones.<br>C) Lease hire charge review working group<br>d) Playground working group<br>e) The recreation ground working group | Clerk to draft Working Group Terms of Reference for all approved Working Groups. |                  |

| Agenda No | Agenda Item  | Resolution  | Action  | Power/Regulation                              |
|-----------|--|---|---|---|
|           | f) Valley Road playground working group<br><b>Paper N</b>  | D and F were not formed as these need to be discussed at the Strategic Plan meeting.  |   |   |
| AC24/080  | To <b>consider</b> a proposal by Cllr Bere for Wireless CCTV at Wharf Lane Recreation ground and Rockley memorial Park<br><b>Paper O</b> | The committee unanimously <b>resolved</b> to approve the purchase of CCTV for Wharf Lane and Rockley Memorial Park at a cost of up to £1,000 with funds to be released from general reserves with the proviso that advice be obtained prior to purchase to ensure that it is fit for purpose. | Clerk to add to F+GP agenda for release of funding. |   |
| AC24/081  | To <b>receive</b> any items for notification to be included on a future agenda – for information only                                    | Reports from Councillors.<br>Cllr O Bere sends apologies.<br>Commonwealth War Graves<br>Toilet at Rockley Park further options<br>Sign for church yard to acknowledge PC maintenance.   |   |   |
| AC24/082  | To <b>note</b> the date and time of the next scheduled Amenities Committee meeting as Tuesday, 03 October 2023 at 19.00.                 |   |   | Local Government Act 1972, Sch 12, p10 (2)(a) |

Cllr McLeod reported that she attended an terrorism prevention training course and that she had had a meeting with PC Sanders regarding crime in the village, which residents had made a complaint about.

The meeting closed at 8.55pm

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_

Presiding chair of approving meeting

# PAPER B

Radcliffe on Trent Parish Council Forecast for 2023/2024

AMENITIES

to 21 September

|                  | apr           | may          | jun          | Quarter 1     | jul        | aug          | sep          | Quarter 2    | oct          | nov          | dec          | Quarter 3    | jan          | feb          | mar        | Quarter 4    | 2023/24 Forecast | 2023/24 Budget |
|------------------|---------------|--------------|--------------|---------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|------------------|----------------|
| <b>INCOME</b>    |               |              |              |               |            |              |              |              |              |              |              |              |              |              |            |              |                  |                |
| Amenities        |               |              |              |               |            |              |              |              |              |              |              |              |              |              |            |              |                  |                |
| B                | 450           | 670          | 2,270        | 3,390         | -          | 1,980        | 1,015        | 2,995        | 980          | 980          | 640          | 2,600        | 980          | 640          | 335        | 1,955        | 10,940           | 8,690          |
| Sa               | 250           | 750          | 1,500        | 2,500         | -          | -            | -            | -            | -            | 250          | 250          | 500          | 250          | 500          | -          | 750          | 3,750            | 2,750          |
| Hea              | -             | 478          | 300          | 778           | 4          | 300          | 397          | 701          | 130          | 130          | -            | 260          | 130          | -            | 130        | 260          | 1,999            | 1,790          |
| Ceme             | 700           | 1,898        | 4,070        | 6,668         | 4          | 2,280        | 1,412        | 3,696        | 1,110        | 1,360        | 890          | 3,360        | 1,360        | 1,140        | 465        | 2,965        | 16,689           | 13,230         |
| Donat            | -             | -            | 1,879        | 1,879         | -          | -            | -            | -            | -            | -            | 1,625        | 1,625        | -            | -            | -          | -            | 3,504            | 1,626          |
| Ground           | -             | -            | 9            | 9             | 412        | -            | -            | 412          | -            | -            | 300          | 300          | 8            | -            | -          | 8            | 729              | 717            |
| Public T         | 15,420        | -            | -            | 15,420        | -          | -            | -            | -            | -            | -            | -            | -            | -            | -            | -          | -            | 15,420           | 15,420         |
| <b>Total Ame</b> | <b>16,120</b> | <b>1,898</b> | <b>5,958</b> | <b>23,976</b> | <b>416</b> | <b>2,280</b> | <b>1,412</b> | <b>4,108</b> | <b>1,110</b> | <b>1,360</b> | <b>2,815</b> | <b>5,285</b> | <b>1,368</b> | <b>1,140</b> | <b>465</b> | <b>2,973</b> | <b>36,342</b>    | <b>30,993</b>  |
|                  |               |              |              |               |            |              |              |              |              |              |              |              |              |              |            |              | 36,342           |                |

E

|                        |              |              |              |               |               |               |              |               |              |              |              |               |              |              |               |               |               |               |
|------------------------|--------------|--------------|--------------|---------------|---------------|---------------|--------------|---------------|--------------|--------------|--------------|---------------|--------------|--------------|---------------|---------------|---------------|---------------|
| nance                  | 240          | 0            | 18           | 258           | 0             | 0             | 0            | 0             | 300          | 0            | 50           | 350           | 50           | 200          | 800           | 1,050         | 1,658         | 1,650         |
| erbs/audit follow up   | 0            | 0            | 0            | 0             | 0             | 0             | 0            | 0             | 0            | 0            | 0            | 0             | 0            | 0            | 2,000         | 2,000         | 2,000         | 2,000         |
| rbs                    | 0            | 590          | 780          | 1,370         | 0             | 980           | 0            | 980           | 460          | 460          | 370          | 1,290         | 460          | 370          | 90            | 920           | 4,560         | 4,230         |
|                        | 0            | 0            | 0            | 0             | 0             | 0             | 22           | 22            | 90           | 60           | 0            | 150           | 60           | 60           | 60            | 180           | 352           | 1,070         |
|                        | 0            | 0            | 0            | 0             | 0             | 0             | 0            | 0             | 0            | 0            | 0            | 0             | 0            | 0            | 200           | 200           | 200           | 200           |
|                        | 368          | 0            | 0            | 368           | 0             | 0             | 368          | 368           | 0            | 0            | 0            | 0             | 0            | 0            | 0             | 0             | 736           | 736           |
|                        | 0            | 0            | 190          | 190           | 0             | 190           | 0            | 190           | 200          | 0            | 0            | 200           | 190          | 0            | 0             | 190           | 770           | 770           |
|                        | 111          | 8            | 8            | 126           | 33            | 9             | 0            | 42            | 30           | 0            | 70           | 100           | 0            | 0            | 44            | 44            | 312           | 250           |
|                        | <b>719</b>   | <b>598</b>   | <b>995</b>   | <b>2,312</b>  | <b>33</b>     | <b>1,179</b>  | <b>390</b>   | <b>1,602</b>  | <b>1,080</b> | <b>520</b>   | <b>490</b>   | <b>2,090</b>  | <b>760</b>   | <b>630</b>   | <b>3,194</b>  | <b>4,584</b>  | <b>10,588</b> | <b>10,906</b> |
|                        | <b>391</b>   | <b>0</b>     | <b>0</b>     | <b>391</b>    | <b>0</b>      | <b>0</b>      | <b>172</b>   | <b>172</b>    | <b>1,000</b> | <b>3,375</b> | <b>3,000</b> | <b>7,375</b>  | <b>1,200</b> | <b>150</b>   | <b>500</b>    | <b>1,850</b>  | <b>9,788</b>  | <b>9,625</b>  |
|                        | <b>0</b>     | <b>2,380</b> | <b>0</b>     | <b>2,380</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>     | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>0</b>      | <b>2,380</b>  | <b>0</b>      |
| king                   | 908          | 715          | 2,629        | 4,252         | 113           | 484           | 44           | 641           | 1,500        | 250          | 250          | 2,000         | 300          | 750          | 2,000         | 3,050         | 9,943         | 10,000        |
|                        | 0            | 0            | 0            | 0             | 8,117         | 0             | 0            | 8,117         | 0            | 0            | 0            | 0             | 0            | 0            | 0             | 0             | 8,117         | 8,780         |
|                        | 1,775        | 2,462        | 2,400        | 6,637         | 2,077         | 2,620         | 0            | 4,697         | 2,000        | 812          | 0            | 2,812         | 0            | 700          | 1,750         | 2,450         | 16,596        | 19,000        |
|                        | 0            | 0            | 0            | 0             | -650          | 0             | 0            | -650          | 300          | 685          | 0            | 985           | 815          | 0            | 300           | 1,115         | 1,450         | 2,000         |
|                        | 0            | 0            | 96           | 96            | 135           | 2,083         | 0            | 2,218         | 500          | 500          | 1,000        | 2,000         | 1,000        | 700          | 1,000         | 2,700         | 7,014         | 8,000         |
|                        | 0            | 1,330        | 0            | 1,330         | 0             | 3,220         | 620          | 3,840         | 0            | 300          | 0            | 300           | 0            | 0            | 0             | 0             | 5,470         | 4,850         |
|                        | 50           | 45           | 35           | 130           | 33            | 23            | 3            | 59            | 50           | 50           | 50           | 150           | 50           | 50           | 350           | 450           | 789           | 1,800         |
|                        | 0            | 0            | 0            | 0             | 796           | 0             | 0            | 796           | 0            | 0            | 0            | 0             | 0            | 0            | 700           | 700           | 1,496         | 1,500         |
|                        | <b>2,733</b> | <b>4,552</b> | <b>5,160</b> | <b>12,444</b> | <b>10,621</b> | <b>8,430</b>  | <b>667</b>   | <b>19,718</b> | <b>4,350</b> | <b>2,597</b> | <b>1,300</b> | <b>8,247</b>  | <b>2,165</b> | <b>2,200</b> | <b>6,100</b>  | <b>10,465</b> | <b>50,874</b> | <b>55,930</b> |
|                        | 0            | 50           | 0            | 50            | 0             | 375           | 0            | 375           | 600          | 1,000        | 300          | 1,900         | 400          | 1,650        | 675           | 2,725         | 5,050         | 5,850         |
|                        | 0            | 0            | 0            | 0             | 0             | 0             | 0            | 0             | 0            | 0            | 0            | 0             | 0            | 0            | 0             | 0             | 0             | 0             |
|                        | 205          | 205          | 205          | 615           | 205           | 205           | 205          | 615           | 350          | 225          | 350          | 925           | 500          | 350          | 350           | 1,200         | 3,355         | 3,500         |
|                        | <b>205</b>   | <b>255</b>   | <b>205</b>   | <b>665</b>    | <b>205</b>    | <b>580</b>    | <b>205</b>   | <b>990</b>    | <b>950</b>   | <b>1,225</b> | <b>650</b>   | <b>2,825</b>  | <b>900</b>   | <b>2,000</b> | <b>1,025</b>  | <b>3,925</b>  | <b>8,405</b>  | <b>9,350</b>  |
|                        | 67           | 35           | 0            | 102           | 0             | 0             | 0            | 0             | 25           | 10           | 20           | 55            | 100          | 50           | 50            | 200           | 357           | 500           |
|                        | 41           | 123          | 45           | 209           | 42            | 45            | 49           | 136           | 45           | 45           | 120          | 210           | 45           | 45           | 45            | 135           | 690           | 700           |
| Public Toilets (2)     | 108          | 158          | 45           | 311           | 42            | 45            | 49           | 136           | 70           | 55           | 140          | 265           | 145          | 95           | 95            | 335           | 1,047         | 1,200         |
| Vehicles and Machinery | 214          | 347          | 2            | 563           | 69            | 2             | 0            | 71            | 400          | 200          | 75           | 675           | 200          | 200          | 165           | 565           | 1,874         | 2,100         |
|                        | <b>4,370</b> | <b>8,289</b> | <b>6,408</b> | <b>19,067</b> | <b>10,970</b> | <b>10,236</b> | <b>1,483</b> | <b>22,689</b> | <b>7,850</b> | <b>7,972</b> | <b>5,655</b> | <b>21,477</b> | <b>5,370</b> | <b>5,275</b> | <b>11,079</b> | <b>21,724</b> | <b>84,956</b> | <b>89,111</b> |
|                        |              |              |              |               |               |               |              |               |              |              |              |               |              |              |               |               | 0             |               |

NETT

|                |         |         |         |         |          |         |         |         |         |         |         |         |         |         |         |         |          |          |
|----------------|---------|---------|---------|---------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|
| Cemetery       | (19)    | 1,300   | 3,075   | 4,356   | (29)     | 1,101   | 1,022   | 2,094   | 30      | 840     | 400     | 1,270   | 600     | 510     | (2,729) | -1,619  | 6,101    | 2,324    |
| Public Toilets | 15,312  | (158)   | (45)    | 15,109  | (42)     | (45)    | (49)    | -136    | (70)    | (55)    | (140)   | -265    | (145)   | (95)    | (95)    | -335    | 14,373   | 14,220   |
| Other          | (3,543) | (7,534) | (3,479) | -14,555 | (10,483) | (9,012) | (1,044) | -20,539 | (6,700) | (7,397) | (3,100) | -17,197 | (4,457) | (4,550) | (7,790) | -16,797 | (69,088) | (74,662) |

Radcliffe on Trent Parish Council Results for September 2023

| Expenditure for 2023- 2024      |                             |                 |               | 2023/24        | 2023/24    | YTD |  |
|---------------------------------|-----------------------------|-----------------|---------------|----------------|------------|-----|--|
|                                 |                             | sep             | YTD           | Annual         | % of       |     |  |
|                                 |                             | £               | £             | Budget         | Budget     |     |  |
| <b>ADMINISTRATION</b>           |                             |                 |               |                |            |     |  |
|                                 | Auditing                    | 1,050.00        | 1,610         | 1,750          | 92%        |     |  |
|                                 | Insurance - ex Grange Hall  | 244.18          | 1,351         | 2,662          | 51%        |     |  |
|                                 | Professional fees           |                 | 12            | 4,000          | 0%         |     |  |
|                                 | Licences                    |                 | 1,054         | 2,608          | 40%        |     |  |
|                                 | Office                      | 177.95          | 2,364         | 6,325          | 37%        |     |  |
|                                 | Subscriptions               |                 | 1,699         | 2,196          | 77%        |     |  |
|                                 | Telephones                  | 113.48          | 674           | 1,440          | 47%        |     |  |
|                                 | Training                    | 203.04          | 1,868         | 2,500          | 75%        |     |  |
|                                 | <b>Administration</b>       | <b>1,788.65</b> | <b>10,632</b> | <b>23,481</b>  | <b>45%</b> |     |  |
|                                 | Annual Parishioners Meeting |                 | -             | 100            | 0%         |     |  |
|                                 | Chairman's Allowance        |                 | -             | 600            | 0%         |     |  |
|                                 | Election fund               |                 | 1,125         | 2,700          | 42%        |     |  |
|                                 | <b>Democracy</b>            | <b>-</b>        | <b>1,125</b>  | <b>3,400</b>   | <b>33%</b> |     |  |
|                                 | <b>Grants</b>               |                 | <b>503</b>    | <b>6,000</b>   | <b>8%</b>  |     |  |
|                                 | Health & Safety and GDPR    | 32.46           | 202           | 2,000          | 10%        |     |  |
|                                 | Neighbourhood plan          |                 | -             | -              |            |     |  |
|                                 | Staff                       | 4,926.91        | 81,109        | 208,497        | 39%        |     |  |
|                                 | Contingency                 |                 | 780           | 9,382          | 8%         |     |  |
|                                 |                             | <b>6,748.02</b> | <b>94,351</b> | <b>252,760</b> | <b>37%</b> |     |  |
| <b>THE BUNGALOW</b>             |                             |                 |               |                |            |     |  |
|                                 | Estate agent fee            | 41.87           | 567           | 1,268          | 45%        |     |  |
|                                 | Maintenance/rates           | 95.00           | 1,165         | 2,300          | 51%        |     |  |
|                                 |                             | <b>136.87</b>   | <b>1,732</b>  | <b>3,568</b>   | <b>49%</b> |     |  |
| <b>PLANNING AND ENVIRONMENT</b> |                             |                 |               |                |            |     |  |
|                                 | Carbon Clever               |                 | -             | 1,000          | 0%         |     |  |

Radcliffe on Trent Parish Council Results for September 2023

| Expenditure for 2023- 2024    |  |                 | 2023/24        | 2023/24        | YTD         |
|-------------------------------|--|-----------------|----------------|----------------|-------------|
|                               |  | sep             | YTD            | Annual         | % of        |
|                               |  | £               | £              | Budget         | Budget      |
| <b>AMENITIES</b>              |  |                 |                |                |             |
|                               | Cemetery maintenance                   |                 | 258            | 1,650          | 16%         |
|                               | Cemetery audit follow up               |                 | -              | 2,000          | 0%          |
|                               | Gravedigging                           |                 | 2,350          | 4,230          | 56%         |
|                               | Plaques/Memorial Kerbs                 | 22.42           | 22             | 1,070          | 2%          |
|                               | Publicity                              |                 | -              | 200            |             |
|                               | Rates - cemetery                       | 368.00          | 736            | 736            | 100%        |
|                               | Trade Waste                            |                 | 380            | 770            | 49%         |
|                               | Water - Cemetery                       |                 | 170            | 250            | 68%         |
|                               | <b>Total cemetery</b>                  | <b>390.42</b>   | <b>3,916</b>   | <b>10,906</b>  | <b>36%</b>  |
|                               | <b>Christmas Decorations</b>           | <b>171.92</b>   | <b>564</b>     | <b>9,625</b>   | <b>6%</b>   |
|                               | <b>Donated plants/benches</b>          |                 | <b>2,380</b>   | -              |             |
|                               | In house grounds work                  | 43.68           | 4,892          | 10,000         | 49%         |
|                               | Litter and dog bins and litter picking |                 | 8,117          | 8,780          | 92%         |
|                               | Mowing contractor                      |                 | 11,334         | 19,000         | 60%         |
|                               | Nature reserves                        |                 | (651)          | 2,000          | -33%        |
|                               | Sub contractors                        |                 | 2,314          | 8,000          | 29%         |
|                               | Tree Maintenance                       | 620.00          | 5,170          | 4,850          | 107%        |
|                               | Utilities at Park/Mess Room            | 3.41            | 190            | 1,800          | 11%         |
|                               | Street Furniture                       |                 | 796            | 1,500          | 53%         |
|                               | <b>Grounds Maintenance</b>             | <b>667.09</b>   | <b>32,162</b>  | <b>55,930</b>  | <b>58%</b>  |
|                               | Play Areas                             |                 | 425            | 5,850          | 7%          |
|                               | Skatepark RBC                          |                 | -              | -              |             |
|                               | Skatepark                              | 205.18          | 1,231          | 3,500          | 35%         |
|                               | <b>Play Areas</b>                      | <b>205.18</b>   | <b>1,656</b>   | <b>9,350</b>   | <b>18%</b>  |
|                               | Maintenance and supplies- PT           |                 | 102            | 500            | 20%         |
|                               | Utilities - PT                         | 48.96           | 345            | 700            | 49%         |
|                               | <b>Total Public Toilets</b>            | <b>48.96</b>    | <b>447</b>     | <b>1,200</b>   | <b>37%</b>  |
|                               | <b>Vehicles and Machinery</b>          |                 | <b>635</b>     | <b>2,100</b>   | <b>30%</b>  |
|                               | <b>Total Amenities</b>                 | <b>1,483.57</b> | <b>41,759</b>  | <b>89,111</b>  | <b>1.84</b> |
| <b>GRANGE AND GRANGE HALL</b> |  |                 |                |                |             |
|                               | Maintenance and supplies- Grange       | 786.10          | 1,437          | 4,200          | 34%         |
|                               | Flat maintenance                       | 10.82           | 838            | 500            | 168%        |
|                               | Rates - Grange                         | 173.00          | 1,037          | 1,729          | 60%         |
|                               | Utilities - Grange                     | 169.95          | 941            | 7,000          | 13%         |
|                               | <b>Total Grange</b>                    | <b>1,139.87</b> | <b>4,252</b>   | <b>13,429</b>  | <b>32%</b>  |
|                               | Enhancements and maintenance           | 322.03          | 6,357          | 16,500         | 39%         |
|                               | Insurance - gh                         | 333.95          | 1,849          | 3,664          | 50%         |
|                               | Licences                               |                 | 602            | 1,525          | 39%         |
|                               | Publicity                              |                 | -              | 800            | 0%          |
|                               | PWL - capital and interest             | 2,116.03        | 12,696         | 22,260         | 57%         |
|                               | Rates - gh                             | 947.00          | 5,681          | 9,468          | 60%         |
|                               | Trade waste                            |                 | 968            | 1,960          | 49%         |
|                               | Utilities - gh                         | 1,283.25        | 4,060          | 17,000         | 24%         |
|                               | <b>Total Grange Hall</b>               | <b>5,002.26</b> | <b>32,213</b>  | <b>73,177</b>  | <b>44%</b>  |
|                               | <b>Total Grange and Grange Hall</b>    | <b>6,142.13</b> | <b>36,465</b>  | <b>86,606</b>  | <b>42%</b>  |
|                               | <b>Events</b>                          | <b>12.48</b>    | <b>1,133</b>   | <b>7,600</b>   | <b>15%</b>  |
|                               | <b>Total</b>                           | <b>14,523</b>   | <b>175,440</b> | <b>440,645</b> | <b>40%</b>  |

# PAPER C





## Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB  
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

### Actions from Amenities Committee meeting held on 5<sup>th</sup> September

Hayley Gandy (Administrator)

| Agenda No | Resolution  | Action   | Status                          |
|-----------|---|--|---------------------------------|
| AC24/061  | Proposed by Cllr McLeod and seconded by Cllr Dunn the committee unanimously <b>resolved</b> to sign the minutes as a true record of the meeting 11 <sup>th</sup> July 2023.   | Administrator to post to website                                 | Posted                          |
| AC24/062  | The committee <b>resolved</b> to <b>note</b> the Amenities Committee Revenue Budget for 2023/2024.<br>Due to technical issues this was not up to date.  | Budget needs to be followed up by F & GP                         |                                 |
| AC24/063  | The committee resolved to note the verbal report on ground staff work, which included hedge cutting, inspection and cleaning of portable toilet after vandalism, replacing fence panels, installing a story board at the Radcliffe pub and tidying the church memorial of weeds.<br>Cllrs requested that signage be put in the church yard to say that "Area maintained | Clerk to add Churchyard signage to a future agenda for decision. | See agenda for 03/10/23 meeting |

| Agenda No | Resolution   | Action   | Status   |
|-----------|--|--|--|
|           | by the Parish Council” – clerk to liaise with Church.  |  |  |
| AC24/065  | Proposed by Cllr McLeod, seconded by Cllr T Bere, the committee unanimously <b>resolved to approve</b> the application by the Conservation Group for tree planting,  | Clerk to submit application on behalf of Conservation Group.                       | Submitted, awaiting reply.   |
| AC24/066  | Proposed by Cllr Furniss, seconded by Cllr McLeod the committee unanimously <b>resolved to approve</b> the Council to apply on behalf of the Conservation Group for a Rushcliffe Biodiversity support application, this was with a note to encourage them to ask for more. | Clerk to submit application on behalf of Conservation Group.                       | Submitted awaiting reply and funding.  |
| AC24/067  | The committee <b>resolved to note</b> the complaint.   | Clerk to ensure a reply has been sent.   | Not yet started. Awaiting contact details.   |
| AC24/068  | The committee <b>resolved to agree</b> to adding the BRAMM/NAMM registration to cemetery rules and forms. This was proposed by Cllr Furniss, seconded by Cllr McLeod and unanimously agreed.   | Clerk to update cemetery rules.  | In progress including update of memorial application forms.<br>Cemetery working group now going to rewrite cemetery rules. |
| AC24/070  | The committee <b>resolved</b> to support the current policy for the cemetery which prohibits the planting of plants, shrubs and trees in the cemetery. This was proposed by Cllr Dunn, seconded by Cllr Furniss and unanimously approved.                                  | Clerk to write to grave owners to request removal of floral tributes and planting. | This item was requested to be amended at Full Council in September and to wait until all cemetery rules had been reviewed. |
| AC24/071  | Deferred until the next meeting due to insufficient information given. (CWGC)  | Clerk to provide additional information  | See this agenda.   |
| AC24/072  | The committee resolved the accept the report and request that Ground staff or a  | Clerk to speak with Ground staff   | Specialist contractor required. Quotes for outstanding work need to be obtained.   |

| Agenda No | Resolution  | Action   | Status  |
|-----------|---|--|---|
|           | contractor deal with the medium risk at Wharf Lane recreation ground.   |  |   |
| AC24/076  | Proposed by Cllr Furniss seconded by Cllr O Bere, the committee unanimously <b>resolved</b> to <b>authorise</b> the expenditure for the routine work on Rockley Park Cedars to a cost of £6,630 +VAT. and to request the release of necessary funding from reserves by F & GP.  | Clerk to add to F+GP agenda.   | Authorised by F+GP Clerk to authorise works to be carried out over the coming months. |
| AC24/077  | The committee resolved to request for further investigations and quotes, and to ensure that the replacement is vandal proof.<br>It was suggested that contact be made to other council's to ask what they use.  | Clerk to obtain additional quotations.   | Awaiting further information  |
| AC24/078  | The committee <b>noted</b> the complaint which was received regarding the travellers site on the A52. This is a Rushcliffe Borough Council or Nottinghamshire County Council matter and will be sent to the RBC Cllrs.  | Administrator to send letter to RBC Cllrs  |   |
| AC24/079  | The Committee <b>resolved</b> to <b>form</b> the following working groups:-<br>a) Cemetery working group instead of Cemetery Pricing working group so that it can include memorials, and fallen headstones.<br>C) Lease hire charge review working group<br>d) Playground working group<br>e) The recreation ground working group | Clerk to draft Working Group Terms of Reference for all approved Working Groups. | See this agenda   |

| Agenda No | Resolution  | Action  | Status   |
|-----------|---|---|--|
|           | D and F were not formed as these need to be discussed at the Strategic Plan meeting.  |   |  |
| AC24/080  | The committee unanimously <b>resolved</b> to approve the purchase of CCTV for Wharf Lane and Rockley Memorial Park at a cost of up to £1,000 with funds to be released from general reserves with the proviso that advice be obtained prior to purchase to ensure that it is fit for purpose. | Clerk to add to F+GP agenda for release of funding. | Authorised by F+GP<br><br>Clerk to draft CCTV policy for approval, verify proposed positions, assess suitability of proposed systems get minimum of two further quotes and quotes for installation, RAMS for installation if carried out by own staff, carry out Data Protection Impact Assessment |

| Priorities from Chairs meeting            | completed | in progress | comment   |
|---|-----------|-------------|---|
| Village Show                              | yes       |             |   |
| Terms of Reference                        | yes       |             | Now working groups need their ToR contract updated and signed.  |
| New bins/emptying contract                |           | yes         | Monitoring potential resiting of various bins. More and different bins needed. Ongoing issue  |
| Temporary toilet for Rec                  | yes       |             | Very time consuming as multiple issues  |
| Cliff walk vegetation                     | yes       |             |   |
| Staff Training                            |           | yes         |   |
| Risk assessments                          |           | yes         |   |
| Fountain Restoration                      |           | yes         | in regular conversation with conservation officer   |
| Graveyard wall                            |           | yes         | faculty required, obtaining quotes, checking insurance  |
| Grange                                    |           | yes         | wall repointing   |
|   |           |             |   |
| Jobs for Contractor:                      |           |             |   |
| Story Board                               | yes       |             |   |
| Picnic Bench Rec                          | yes       |             |   |
| Sand and repair village benches           |           | yes         | All 120 of them as we now know thanks to you, Thank you for putting them on Parish Online. Much appreciated.  |
| Gazebo floor sealing                      |           | yes         | After Holidays  |
| Skatepark sealing – specialist contractor |           |             | After holidays - need to source specialist contractor.  |
| Rockley park toilet door                  |           |             | Original plan had been to paint. Doors since been vandalised beyond repair. Last AC did not make a decision as to replacement so toilets remain closed. |
| Handrail repairs                          | yes       |             |   |
| Lily pond benches                         |           | yes         | RAMS for transport to site and installation, additional costing   |

| Other projects                         |  |     |   |
|--|--|-----|---|
| Cemetery Tap                           |  | yes | new decision needed   |
| Rockley Park Pavillion                 |  |     |   |
| Wharf Lane Pavillion Condition Report  |  | yes | obtaining quotes  |
| Dog Zone signage                       |  |     |   |
| Defibrillator installation             |  | yes | Quotes received for electricity supply. Exact positioning required, costs to be approved from reserves. |
| Cemetery website pricing links         |  | yes |   |
| Radpanto table tennis table 'donation' |  |     | First I have heard of this.   |
| Wireless CCTV                          |  | yes | To F+GP and CCTV policy, RAMS, further research, Suitability report etc                                 |
| Church Cemetery                        |  | yes | Faculty required, further infor needed by committee decision  |
| Tree maintenance                       |  | yes | To F+GP to release funding, then instruct contractors accordingly                                       |

|                          |  |     |   |
|--------------------------|--|-----|---|
| Rockley Park Toilet Door |  | yes | Toilet will need to remain closed until door replaced.          |
| Working Parties          |  | yes | TORs, legal and contractual info, fishing rights river and pond |

|  |
|--|
| <b>Also</b>                            |
| Updating IT provision                  |
| appraisals                             |
| backlog of burial records              |
| GDPR/File management                   |
| H+S audit                              |
| Budget setting                         |
| Finance software                       |
| Strategic Plan Meeting                 |
| New councillors                        |
| RBC liasion                            |
| NottsALC liason                        |
| Councillor training bookings           |
| mandate updates                        |
| flooding of cellar                     |
| damp in flat                           |
| holiday records                        |
| time sheets                            |
| HR software                            |
| finance software                       |
| facilities management                  |
| Christmas Lights                       |
| Christmas Fayre                        |
| complaints and conflict resolution     |
| staff and own training and development |
| Holidays and TOIL                      |

There is more, and new items crop up daily

Amenities Items

## Clerk, ROTPC

---

**From:** [REDACTED]  
**Sent:** 04 September 2023 23:23  
**To:** clerk@rotpc.com  
**Subject:** Requesting permission for a Geocache to be placed on Cliff Walk

Hi – I live in the village and take part in a hobby called Geocaching. Essentially it's a bit like a treasure hunt, using an app on your phone to find small hidden objects in hedgerows, etc. It's a worldwide hobby (see [www.geocaching.com](http://www.geocaching.com) for more details) and it's taken me to some lovely hidden gems of places I would never have found on my own.

A few years ago there were a couple of Geocaches along the cliff walk, but they have since been archived. I would now like to place one behind a fence post at the top of cliff walk, near to the tractor park; I can supply the coordinates if you need them. People would find the location by looking at the dates in the memorial park and on some of the benches along the walk to work out the final coordinates, encouraging them to look around the area, before making their way to the small object containing the log book which needs to be signed to show they have found it. I have titled this one 'Radcliffe Cliff Walk – In Memoriam' and explained a bit about the Memorial Park and Walk on the cache page.

Not many Geocaches are wheelchair friendly due to the nature of the hobby, which is why I would like to place one on Cliff Walk as this is an easily accessible area. The cache would be a 5cm long bison tube attached to a keyring, which I could tie on to a post. No damage would occur to the fencing, as cachers can open it by unscrewing the barrel so don't need to remove the entire cache from the post.

(see <https://www.ebay.co.uk/itm/131361285428?hash=item1e95be2534:g:p80AAOSwT6pVI5bU&amdata=enc%3AAQAI AAAA4MHg92NfWzEv19oo6Q7%2FP0gXpccoLfvDszvrFVbLhBnCclxR7gYKr0JqEKpLpk0tl4FHdHBTszRN2C%2FivU5mACzcRGSQ71YUxAKABdqHyG31FsNAF0HdE2yZvNc12uK32LiB8iqVvj7Cmc2ih0hT%2BBR6pJj0VhDGjAa5uglvtsuT7ZeKFSbyKhG%2F5i43bQo2FYehcgPoiidcd8KtWPLTMrFrGolatinVdjbi1k48x%2Fabjpxv7RT9%2Bd6l7bIL2iHMIvtoygmSSSZSFIotRoZD%2FKuNWdUB99A%2B7xn%2FdRosulO%7Ctkp%3ABk9SR7DGoqTMYg> for an example)

I would be responsible for maintaining the cache and keeping an eye on who is finding it etc – every time someone logs it on their app as either found or not found an email alert comes through to me. I already have several caches around the area, including ten along the Cotgrave to Radcliffe footpath, so have plenty of experience in placing and maintaining them.

It's a fun and cheap hobby for all ages; I have found over 2,000 since starting in 2017 and find it aids my fitness and mental wellbeing. It's great for children and families and really encourages outdoor exploring.

If you need any further information please just ask; my phone number is [REDACTED] happy to attend a Council meeting or chat to anyone who has any questions. I would like your permission please to place this cache, as this is required by the independent reviewer before I submit my proposed cache for acceptance.

Many thanks,

[REDACTED]

## Ground staff report

### Routine ongoing daily/weekly Maintenance

- Cleaning Rockley pavilion
- Cleaning gazebo
- Litter picking
- Playground Inspections
- Defib Checks
- Empty bins

### Additional works

- Jet wash and clean gazebo floor
- Take up uneven slabs and level ground before replacing. Health and safety issue.
- Collect timber and repair damaged fence on cliff top.
- Start to strip out summer bedding.
- De-construct hanging baskets.
- Start planning process for next spring/summer.
  - Identify costs linked to more sustainable planting.
  - Identify initial installation costs.
  - Identify future savings.
  - Identify environmental benefits.
- Repair and replace damaged play equipment at Bingham Road Play Area (Old damaged timbers on pirate ship)
- Cut hedges at Rockley Park

During the past month John has taken 2 weeks annual leave.

Peter is now on annual leave for the next 2 weeks.



# PAPER D

## Clerk, ROTPC

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**From:** [REDACTED]  
**Sent:** 17 September 2023 22:00  
**To:** clerk@rotpc.com  
**Cc:** sally@rotpc.com  
**Subject:** Dewberry Hill - Lower footpaths cut by Conservation Group  
**Attachments:** IMG\_2446.JPG; IMG\_2448.JPG

Hi Belina,

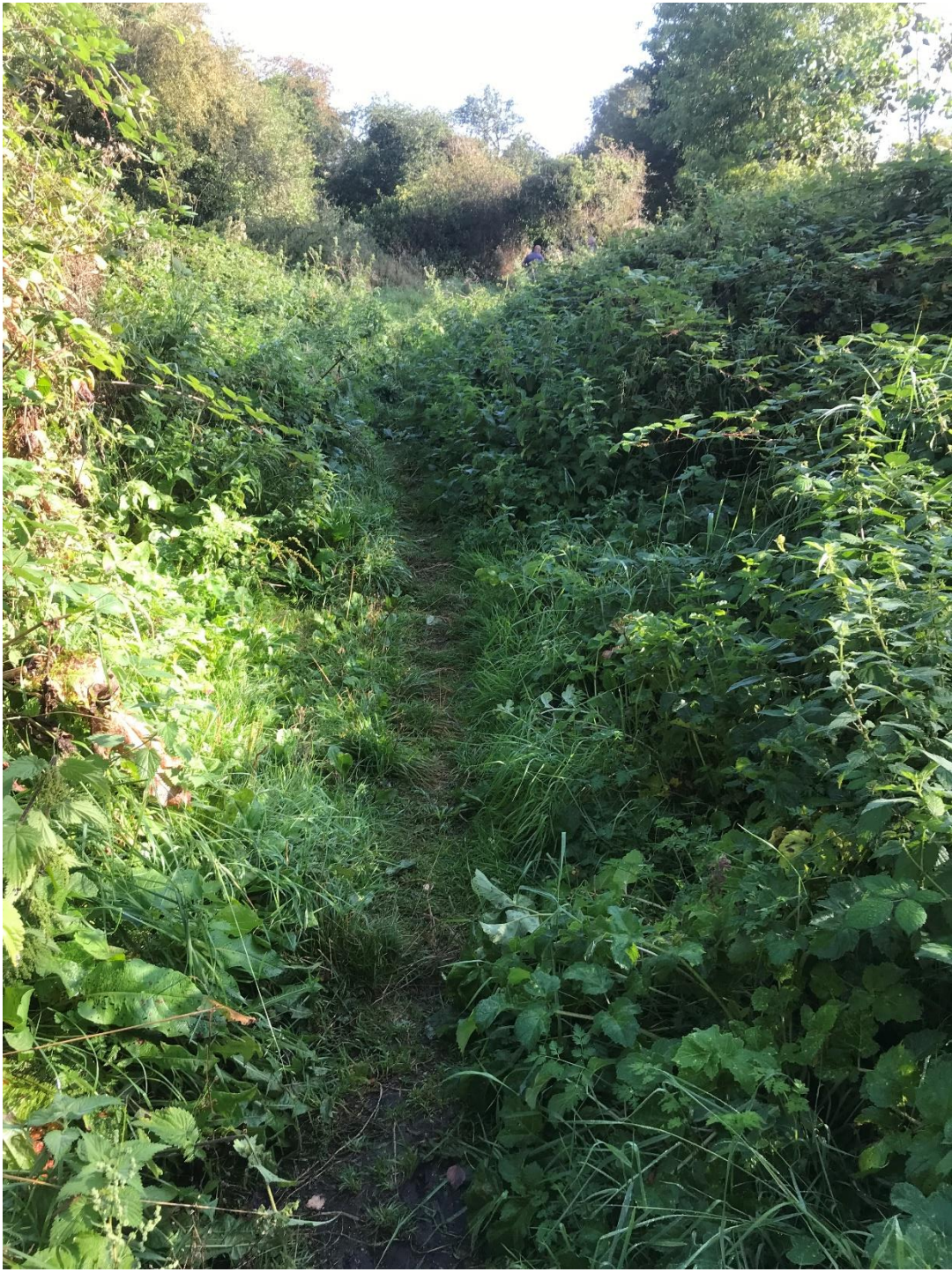
Just to let you know that we did this last Wednesday morning. It was too damp to stain the benches so we cut the lower paths both sides instead as they had grown in so much. Paul Hunt was unable to do the Dewberry Hill footpaths in August (maybe too steep for him higher up?) and we felt they would get worse before 4<sup>th</sup> October when the remote-controlled brushcutter is due on site. Before and after shots are attached.

Kind Regards,

Phil

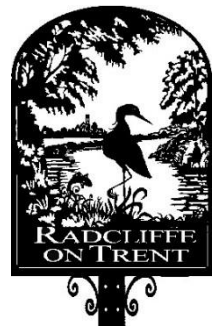






# PAPER E

Officer Report to  
Amenities Committee  
**Report Author:** Belina Boyer  
**Report Date:** 28/09/2023



## StreetWise Dog bin Replacement with "standard" bin

### Background

The council had a total of 5 dog bins on the cliff walk. There are no litter bins. These dog bins are red 40l post mounted bins. Some time ago, one of the posts snapped and streetwise removed the bin.

### Rational

The bin in question is outside the back entrance from Rockley Park. Replacing it with a bin for co-mingled waste, not only would be cheaper to collect, but also would provide a bin for normal waste. A floor standing bin is also easier to empty. The proposed model is less obtrusive in the natural environment than the bright red bins. The bins can be refurbished. There are no moving parts accessible to the public, therefore the likelihood of lids going "missing" is reduced. RBC have been using these bins in their own operations for some time now and are happy. Should a colour other than black be preferred, this could be supplied at additional cost.

There has been no dog bin – or other bin- in that location for the latter part of the summer.

### Cost

Back in August Streetwise quoted £344.17 for the purchase and installation of a new bin in that position.

Streetwise have black bins in stock. Any other colour or specification would incur additional costs.

### Recommendation

To authorise the expenditure to replace the bin as quoted.

# PAPER F



Officer Report to  
 Amenities Committee  
**Report Author:** Belina Boyer  
**Report Date:** 28/09/2023



## Public Toilets – automatic locking

### Background

The public toilets of Hunt Close are currently opened and closed by council staff – on occasion outside their working hours whilst on private business.

They are meant to be opened at 8.00 and close at 16.00 Monday-Sunday. (Timings according to council/committee decision). It is believed that this came about following anti social behaviour in the toilets in the evenings.

Most of the time caretaking staff open, close and clean the toilets. However, the timings do not necessarily coincide well with their other duties.

### Rational

The hall manager has confirmed that the biggest challenge with the public toilets is that the opening and closing is difficult to incorporate into the standard rotas. Caretaking staff already work very fragmented days accommodating the Grange and Grange Hall users. The caretaking team is also currently down on numbers making cover all the more difficult.

The automated locking system will all caretaking staff to undertake their cleaning duties as and when it fits into their working day or in the evenings after the toilets are closed to the public.

The hall manager confirmed that automatic locks would go a long way to help her use her caretaking staff's time more effectively.

### Cost

## Toilet opening/closing/cleaning options

| Supplier | Timed<br>Access | Open<br>+ clean<br>PA | Open/close<br>cleaning<br>pa | Cleaning<br>only pa |
|----------|-----------------|-----------------------|------------------------------|---------------------|
| A        | 1,350           |                       | 13,650                       | 12,200              |
| B        | 2,250           |                       |                              |                     |
| D        | 1,738           |                       |                              |                     |
| C        |                 | 4,008                 |                              |                     |



Quotes have been obtained from 2 nationally operating specialist companies and a Nottinghamshire locksmith. Quotes for toilet cleaning are from a national and a local company.

The timed access systems vary slightly.

All supply timed access systems but emergency access and regular access out of hours are handled differently.

Company A will have an override key box on the front so they can override the timer and gain entry. They would be able to fit within 4 weeks.

Company B did not specify the override.

Company D specified a push button emergency exit from within with automatic lock after. Emergency and out of hours access will be via a key fob (10 supplied) using a stainless steel anti vandal wall readers. Fobs can be reprogrammed. Company B could fit within a week.

Both cleaning companies would clean daily but not necessarily open or close.

### **Recommendation**

To authorise the expenditure install the automatic locking system and choose company D, as their system appears to be the most secure.

# PAPER G



in partnership with



Title, initial, surname  
First line of address  
Second line of address  
Town  
County  
Postcode

**My ref:** Winter Maintenance  
2023 / 2024

**Date:** August 2023

Dear Sir / Madam,

### Winter Service 2023/2024 - Offers to Assistance to Parish Councils

I am pleased to advise that Via East Midlands on behalf of Nottinghamshire County Council (NCC) will be continuing its offer of assistance to Parish Councils in the County as part of its Winter Service. These include:

- 20kg bags of salt to be provided to Parish Councils for use as they see fit in icy or hazardous conditions.
- Bulk bags of salt (nominal tonne) to be provided to Parish Councils for use as they see fit in icy or hazardous conditions.
- The opportunity to purchase blue grit bins.

It is also an intention to continue with the existing arrangements with Snow Wardens and Farmers; and they will be contacted by a separate note.

#### Bagged salt (20kg bags)

Each Parish Council will be entitled to receive up to 5 x 20kg sealed bags as requested and this will be provided free of charge. Further 20kg bags over and above the five free ones can be purchased at the cost of £5 + VAT per bag and should be ordered at the same time as the free bags in order to minimise transport costs.

#### Bulk bags of salt (nominal tonne)

Bulk bags will again be offered at a cost of £55 + VAT per bag which again includes delivery. Bags are of the 'durable' type used by builder's merchants for sand, stone etc and are open at the top so you will need to consider storage when ordering these. It should be noted that the bulk bags are delivered on a large lorry so please ensure that the delivery location is suitable for access by an 18-tonne vehicle.

#### Blue grit bins

Blue grit bins can be purchased at a cost of £155 + VAT. This includes delivery and the initial filling of the bins. These bins will become the property of the Parish Council and NCC holds no responsibility for future maintenance or filling of the bins. The bins can be placed on the highway (locations will be inspected and agreed prior to their placement) or on private land, to serve the needs of the community.

[www.viaem.co.uk](http://www.viaem.co.uk) • Tel: 0115 804 2100

Bilsthorpe Depot, Bilsthorpe Business Park, Bilsthorpe,  
Nottinghamshire NG22 8ST



in partnership with



Should you wish to take advantage of this year's scheme, please find attached / enclosed the order form.

It should be noted that orders received after **2<sup>nd</sup> October 2023** we cannot guarantee a swift turnaround in delivery due to the limited resources available during the winter period.

I would be grateful if you could fully complete the relevant sections to ensure a smooth delivery process and to return the form to **Business Support** (Business Services and Transformation) the following means:

**Email:** [newark.reception@viaem.co.uk](mailto:newark.reception@viaem.co.uk)  
**Post:** **Via East Midlands Limited, Bilsthorpe Business Park, Bilsthorpe, Nottinghamshire, NG22 8ST**  
**Telephone:** **0115 804 2100**

I look forward to your continued support and assistance to help us deliver an effective service this winter.

Kindest regards,

Business Support  
Business Services and Transformation  
On behalf of Kevin Heathcote, Environmental Team Manager, Highway Operations

# PAPER H

## Clerk, ROTPC

---

**From:** [REDACTED]  
**Sent:** 05 September 2023 13:36  
**To:** clerk@rotpc.com  
**Subject:** Bench  
**Attachments:** image0.jpeg; Untitled attachment 00708.txt

Hi Belinda

Could you put to Council to move or install a new bench in the shaded area of the Rec skatepark please. Pic attached.

Thanks

[REDACTED]

# PAPER I

Officer Report to  
 Amenities Committee  
**Report Author:** Belina Boyer  
**Report Date:** 28/09/2023



## Building Survey

### Background

The committee had asked the clerk to obtain a formal building survey for the Wharf Lane Pavilion. All companies approached are

### Rational

The council is looking at developing the site and improving the facilities at Wharf Lane. To inform the council of the options there may be a professional structural survey will need to be undertaken. The existing building may need refurbishing and extending, or it may be in too poor a condition to be saved.

All companies were also asked to value the building for rebuilding and retail value for the council's asset register.

### Cost

| <b>Building Condition Survey Sports Pavilion, Wharf Lane, Radcliffe on Trent, Nottinghamshire, NG12 2AN</b> |      |          |  |                 |
|---|------|----------|--|-----------------|
| Supplier  | Cost |          | Extent   | RICS registered |
| A   | 1495 | No Vat   | Structural Survey and valuation for rebuilt/market value | yes             |
| B   | 1250 | plus Vat | Structural Survey and valuation for rebuilt/market value | yes             |
| C   | 1400 | No Vat   | Structural Survey and valuation for rebuilt/market value | yes             |

It is proposed that the cost will be met by the Restricted Reserve - Leisure Development cost centre, as any development on the site will need to be based on a thorough assessment of what is available.

### Recommendation

To authorise the expenditure to instruct supplier B .



# PAPER J

# **Amenities Asset Maintenance Management Plan Proposal**

## **Key Concept**

The Parish Council needs to improve the overall aesthetics of the village and effectively maintain the Amenities which it has.

## **Rational and Background**

Mapping of the village has been useful in outlining to the Parish Council the assets in which it is responsible for. Alongside the geographical mapping of the assets there is the ability to record the condition and inspection of each individual item. The Parish Council and residents are very much aware that some of the village assets are significantly overdue some maintenance and given the costs of purchasing these items the Council should do all it can to maintain these assets for future generations. Historically, there has been a lack of financial reserves for the replacement/maintenance of amenities in favour of replacing with new. This doesn't demonstrate long term planning or sustainability as when things break it then becomes a sudden, often large, expenditure for example, tree maintenance, replacement of fences and maintenance of assets.

In order to do this effectively, the Parish Council has the opportunity to adopt an asset maintenance management document that would help guide its staff in the completion of tasks (See Appendix A). If it does so, the village would see some instant improvements to all areas which it is responsible for as well as longer-term improvements. The ground staff support the idea of this document in providing them with structured direction of work and feel it would be beneficial for them to have a working document such as this one.

The Parish Council's Amenities Committee should also receive regular updates on the progress of these items in the ground staff report. This will improve the committee's oversight of the assets which it is responsible for and ensure that the maintenance is being completed in a timely manner.

## **Proposals**

1. To adopt the amenities asset maintenance management plan and use this to guide staff in the completion of tasks.
2. To receive updates each month as a working document as part of the ground staff report.

## **Suggested Budget**

N/A

## **Appendix A**

As separate excel document

| Asset/Item                   | Comment   | Condition   | Importance |     |     | Task  | Task Length |     |      | Progress Update | Date Completed | Budget Line         |
|------------------------------|---|-------------|------------|-----|-----|---|-------------|-----|------|-----------------|----------------|---------------------|
|                              |   |             | High       | Med | Low |   | Short       | Med | Long |                 |                |                     |
| <b>Rockley Park</b>          |   |             |            |     |     |   |             |     |      |                 |                |                     |
| Pavilion Roof                | Needs to be cleared of debris and guttering/tiles fixed accordingly                       | Poor        |            |     |     | Appoint <a href="#">contractor</a> to clean debris and fix roof area/guttering as required                        |             |     |      |                 |                | Sub Contractor      |
| Pavilion Building            | Building needs to be cleaned of all cobwebs and completely repainted                      | Poor        |            |     |     | Clean the building throughourly and repaint entirely  |             |     |      |                 |                | Grounds Maintenance |
| Pavilion Light               | Light doesn't work, needs to be fixed to reduce/deter vandalism                           | Unusable    |            |     |     | Fix to deter vandalism and promote safety ( <a href="#">Health and Safety</a> )                                   |             |     |      |                 |                | Grounds Maintenance |
| Grassed Areas                |   | Outstanding |            |     |     |   |             |     |      |                 |                |                     |
| Central Planted Areas        |   | Outstanding |            |     |     |   |             |     |      |                 |                |                     |
| Front Entrance Planted Areas | Seems to be a build up of weeds in the front planted areas. Attention is needed           | Poor        |            |     |     | Weed area throughourly and ensure properly planted for year round interest to create a welcoming first impression |             |     |      |                 |                | Grounds Maintenance |
| Rear Entrance Planted Areas  | Significant build up of weeds in the rear planted areas. Attention is needed              | Poor        |            |     |     | Weed area throughourly and ensure properly planted for year round interest to create a welcoming first impression |             |     |      |                 |                | Grounds Maintenance |
| Toilet Block Roof            | Plants growing in guttering and roof is unclean   | Poor        |            |     |     | Remove build up of plants to avoid long damage to the guttering and roof  |             |     |      |                 |                | RBC Toilet Grant    |
| Toilet Block Inside          |   |             |            |     |     | <a href="#">Requires assessment</a>   |             |     |      |                 |                |                     |
| Area Around Toilet Block     | Plants are significantly overgrown making access difficult                                | Poor        |            |     |     | Cut back to allow for disabled access ( <a href="#">Equalities Act 2010</a> )                                     |             |     |      |                 |                | RBC Toilet Grant    |
| Woodland Walks               |   | Good        |            |     |     |   |             |     |      |                 |                |                     |
| Benches                      | Need to have some attention in terms of sanding, painting and improving condition         | Poor        |            |     |     | Sand back benches and varnish to improve overall look. Paint metal work if appropriate                            |             |     |      |                 |                | Grounds Maintenance |
| Sun Dial                     |   | Outstanding |            |     |     |   |             |     |      |                 |                |                     |
| Bird/Bat Boxes               |   | Outstanding |            |     |     |   |             |     |      |                 |                |                     |
| Front Gates                  | Due a repaint due, wire hook to hold gate open needs attention, poor placement of signage | Average     |            |     |     | Paint metal work and change placement of signage. Install proper gate hook. Make it look good                     |             |     |      |                 |                | Grounds Maintenance |
| Rear Gates                   | Due a repaint, poor placement of signage  | Average     |            |     |     | Paint metal work and change placement of signage. Make it look good   |             |     |      |                 |                | Grounds Maintenance |
| Signage                      | Clean and remove old not fit for purpose signs, install new signage                       | Poor        |            |     |     | Remove any old/faded signage, replace with new same style signs. Put in sensible places e.g. not on open gates    |             |     |      |                 |                | Grounds Maintenance |
| Bins                         |   | Outstanding |            |     |     |   |             |     |      |                 |                |                     |
| Footpaths                    | Footpath leading from bunaglow to pavilion has moss build up which is slippery            | Average     |            |     |     | Remove moss on footpath and jetwash clean all footpaths in general ( <a href="#">Health and Safety</a> )          |             |     |      |                 |                | Grounds Maintenance |
| Woodchippings                |   | Average     |            |     |     | Move woodchippings to end of Valley Road path that leads down to the Weir   |             |     |      |                 |                | Grounds Maintenance |
| Compost Heap                 | Unsihtly especially with fence pannels laid on top  | Poor        |            |     |     | Remove anything which isn't compostable and dispose of correctly. Make area tidy                                  |             |     |      |                 |                | Grounds Maintenance |
| Trees                        | Overgrown and unsafe  | Poor        |            |     |     | With <a href="#">contractor</a> to complete remedial tree works to make safe and maintain                         |             |     |      |                 |                | Tree Maintenance    |

| Cliff Top                           |   |         |  |  |  |  |  |  |  |  |            |                     |
|-------------------------------------|---|---------|--|--|--|--|--|--|--|--|------------|---------------------|
| Steps from Wharf Lane to Cliff Tops | Overgrown and obstructing path  | Poor    |  |  |  | Reported to <a href="#">NCC</a> (owners) for remedial work to take place (VIA) ( <a href="#">Health and Safety</a> )   |  |  |  | NCC contractor cleared overgrown obstruction   | 15/09/2023 | N/A                 |
| Hedge along Cliff Top               | Overgrown and obstructing path  | Poor    |  |  |  | Instruct <a href="#">contractor</a> to cut hedge down, spray weeds and remove debris ( <a href="#">Health and Safety</a> )   |  |  |  | Jl cut back trees and levelled them off at along the Cliff Walk. Weeds have been sprayed and debris cleared. | 02/09/2023 | Tree Maintenance    |
| History Board                       | Needs cleaning of debris  | Average |  |  |  | Clean board  |  |  |  |  |            | Grounds Maintenance |
| Signage                             | Clean and remove old not fit for purpose signs, install new signage               | Good    |  |  |  | Remove any old, poor signage and install new signs once arrived  |  |  |  |  |            | Grounds Maintenance |
| Fence along Cliff Top               |   | Good    |  |  |  |  |  |  |  |  |            |                     |
| Trees                               | Overgrown and obstructing path  | Poor    |  |  |  | Instruct <a href="#">contractor</a> to lift trees once we have the new tree report   |  |  |  |  |            | Tree Maintenance    |
| Benches                             | Need to have some attention in terms of sanding, painting and improving condition | Poor    |  |  |  | Sand back benches and varnish to improve overall look  |  |  |  |  |            | Grounds Maintenance |
| Bins                                |   | Good    |  |  |  | Clean bins   |  |  |  |  |            | Grounds Maintenance |
| Valley Road Hedge                   | Needs to be cut back and weeds spraying   | Poor    |  |  |  | Cut back and clear debris away. Spray weeds  |  |  |  |  |            | Grounds Maintenance |
| Valley Road Path                    | Path needs to be cleaned and cleared  | Poor    |  |  |  | Jet wash path and remove debris ( <a href="#">Health and Safety</a> )  |  |  |  | Jl removed debris during cutting and cleared path  | 02/09/2023 | Grounds Maintenance |
| Valley Road Handrail                | Brash on handrail   | Poor    |  |  |  | Clean brash off handrail ( <a href="#">Health and Safety</a> )   |  |  |  |  |            | Grounds Maintenance |
| Pathways and walkways               | Sweep and clear of debris   | Average |  |  |  | Must be done regularly as approaching winter months to avoid slips/trips ( <a href="#">Health and Safety</a> )   |  |  |  |  |            | Grounds Maintenance |
| Grassed Areas                       | Some areas significantly eroded away and not grassed any longer                   | Poor    |  |  |  | Section areas and replant grass seed to encourage regrowing of grass on cliff tops   |  |  |  |  |            | Grounds Maintenance |
| Lily Ponds                          |   |         |  |  |  |  |  |  |  |  |            |                     |
| Holloway Steps                      |   | Good    |  |  |  |  |  |  |  |  |            |                     |
| Holloway Handrail                   | Repair eroded handrail sections and posts   | Poor    |  |  |  | Instruct <a href="#">contractor</a> to make repairs to post and handrail sections ( <a href="#">Health and Safety</a> )  |  |  |  | Jl repaired identified post and handrail sections to make safe   | 03/09/2023 | Sub Contractor      |
| Footpaths                           |   | Good    |  |  |  |  |  |  |  |  |            |                     |
| Life Rings                          |   | Good    |  |  |  |  |  |  |  |  |            |                     |
| Benches                             | Need to have some attention in terms of sanding, painting and improving condition | Poor    |  |  |  | Sand back benches and varnish to improve overall look. Install new benches   |  |  |  |  |            | Nature Reserves     |
| Valley Road Path                    | Needs to be covered with hardcore to stop slip hazards                            | Poor    |  |  |  | Instruct <a href="#">contractor</a> to place hardcore on path to ensure stable surface for walking on ( <a href="#">Health and Safety</a> )                                  |  |  |  |  |            | Sub Contractor      |
| Valley Road Steps                   | Need repair work now they have been cleaned and improved drainage                 | Poor    |  |  |  | Instruct <a href="#">contractor</a> to repair broken or damaged stone work ( <a href="#">Health and Safety</a> )   |  |  |  |  |            | Sub Contractor      |
| Valley Road Handrail                | Install handrail in missing section, monitor current                              | Poor    |  |  |  | Make ongoing checks and repairs. Instruct <a href="#">contractor</a> to install new handrail on section which is currently missing one ( <a href="#">Health and Safety</a> ) |  |  |  |  |            | Sub Contractor      |
| Valley Road Entrance                | New gate to be installed to allow Conservation group mower access                 | Good    |  |  |  | Instruct <a href="#">contractor</a> to change current fence to allow access to Lily Ponds  |  |  |  |  |            | Sub Contractor      |

| Valley Road Play Area  |   |             |  |  |  |  |  |  |        |                                  |
|------------------------|---|-------------|--|--|--|--|--|--|--------|----------------------------------|
| Hedge/Fence            | Trim and tidy hedge. Repair missing fence/hedgerow                                | Poor        |  |  | Instruct <a href="#">contractors</a> to make repairs to the fence and fill in the gap with a plant to remove 'gap' |  |  |  |        | Tree Maintenance /Sub Contractor |
| Bins                   |   | Good        |  |  | Clean  |  |  |  |        | Grounds Maintenance              |
| Benches                | Need to have some attention in terms of sanding, painting and improving condition | Poor        |  |  | Sand back benches and varnish to improve overall look. Paint mental work if appropriate                            |  |  |  |        | Grounds Maintenance              |
| Play equipment         |   | Good        |  |  |  |  |  |  |        |                                  |
| Trees                  |   | Good        |  |  |  |  |  |  |        |                                  |
| Bingham Road Play Area |   |             |  |  |  |  |  |  |        |                                  |
| Play equipment         |   | Good        |  |  |  |  |  |  |        |                                  |
| Fence                  |   | Outstanding |  |  |  |  |  |  |        |                                  |
| Wood Chippings         | Clear, level and top up if necessary  | Good        |  |  | Level, clear and top up from woodchip supplies if needed   |  |  |  |        | Grounds Maintenance              |
| Bin                    | Clean   | Good        |  |  | Jetwash/clean  |  |  |  |        | Grounds Maintenance              |
| Signage                | Clean and remove old not fit for purpose signs, install new signage               | Good        |  |  | Remove any old, poor signage and install new signs once arrived  |  |  |  |        | Grounds Maintenance              |
| Bench                  | Need to have some attention in terms of sanding, painting and improving condition | Poor        |  |  | Sand back bench and varnish to improve overall look. Paint mental work if appropriate                              |  |  |  |        | Grounds Maintenance              |
| Pathways               | Clean   | Average     |  |  | Jetwash/clean  |  |  |  |        | Grounds Maintenance              |
| Village Center         |   |             |  |  |  |  |  |  |        |                                  |
| Public Toilets         | Paint doors   | Poor        |  |  | Paint toilet doors and replace signage afterwards  |  |  | Doors repainted by groundstaff and signage added | Aug-23 | RBC Toilet Grant                 |
| Notice Boards          | Clean   | Average     |  |  | Clean  |  |  |  |        | Grounds Maintenance              |
| History Boards         | Clean   | Average     |  |  | Clean  |  |  |  |        | Grounds Maintenance              |
| Bins                   |   | Good        |  |  | Clean  |  |  |  |        | Grounds Maintenance              |
| Planters               | Protect for winter by painting and plant perenials moving forwards                | Average     |  |  | Paint to protect and plant new flowers   |  |  |  |        | Grounds Maintenance              |
| Benches                | Need to have some attention in terms of sanding, painting and improving condition | Poor        |  |  | Sand back benches and varnish to improve overall look. Paint mental work if appropriate                            |  |  |  |        | Grounds Maintenance              |
| The Fountain           | Restore to full working use   | Unusable    |  |  | Instruct <a href="#">contractor</a> to repair and restore fountain to working use                                  |  |  |  |        | Sub Contractor                   |
| The Whipping Post      | Clean and paint if necessary  | Average     |  |  | Clean and paint if required  |  |  |  |        | Grounds Maintenance              |

|                          |   |             |  |  |  |  |  |  |  |  |  |                      |
|--------------------------|---|-------------|--|--|--|--|--|--|--|--|--|----------------------|
| Village entrance signs   | Ensure clean and they are up to standard  | Good        |  |  |  |  |  |  |  |  |  | Grounds Maintenance  |
| <b>Church Grounds</b>    |   |             |  |  |  |  |  |  |  |  |  |                      |
| Box Hedging              | Trim  | Average     |  |  |  |  |  |  |  |  |  | Grounds Maintenance  |
| Wall                     | Fix broken wall   | Poor        |  |  |  |  |  |  |  |  |  | Sub Contractor       |
| Memorial                 | Weed and sweep, consider jet washing  | Average     |  |  |  |  |  |  |  |  |  | Grounds Maintenance  |
| Paths                    | Ensure paths are clean and well maintained for Remembrance Services               | Good        |  |  |  |  |  |  |  |  |  | Grounds Maintenance  |
| Sign and notice board    | Clean and remove old not fit for purpose signs, install new signage               | Average     |  |  |  |  |  |  |  |  |  | Grounds Maintenance  |
| <b>Cemetery</b>          |   |             |  |  |  |  |  |  |  |  |  |                      |
| Entrance slate beds      | Plant year round hardy shrubbery  | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Gate                     | Clean and paint   | Average     |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Signage                  | Clean, add War Graves sign, remove and replace dog sign                           | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| History Board            | Clean   | Average     |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Notice Board             | Clean   | Average     |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Benches                  | Need to have some attention in terms of sanding, painting and improving condition | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Tree Avenue              | Trim and shape trees  | Good        |  |  |  |  |  |  |  |  |  | Tree Maintenance     |
| Trees                    | Trim and shape trees  | Good        |  |  |  |  |  |  |  |  |  | Tree Maintenance     |
| Grave weeds              | Remove weeds and spray heavily effected areas. Remove honeysuckle plant.          | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Taps                     | Clean and maintain  | Outstanding |  |  |  |  |  |  |  |  |  |                      |
| Wooden bin shelter       | Cut down overgrown surrounding hedge. Clean and paint shelters                    | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Posts and rope           |   | Outstanding |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |
| Wall of Remembrance Area | Clear brash, sweep, trim mini hedge, clean area                                   | Poor        |  |  |  |  |  |  |  |  |  | Cemetery Maintenance |

|                                       |   |          |  |  |   |  |  |  |  |        |                      |
|---------------------------------------|---|----------|--|--|---|--|--|--|--|--------|----------------------|
| Side hedge                            | Trim completely and cut back  | Poor     |  |  | Instruct <a href="#">contractor</a> to cut hedge back at the end of the growing season  |  |  |  |  |        | Sub Contractor       |
| Side wall                             | Remove ivy plants   | Average  |  |  | Instruct <a href="#">contractor</a> to remove ivy from wall to prevent future damage  |  |  |  |  |        | Sub Contractor       |
| Driveway and paths                    | Clean and ensure they are clear of weeds  | Good     |  |  | Weed and jet wash if necessary  |  |  |  |  |        | Cemetery Maintenance |
| <b>Wharf Lane</b>                     |   |          |  |  |   |  |  |  |  |        |                      |
| Signage                               | Clean and remove old not fit for purpose signs, install new signage                           | Average  |  |  | Remove any old, poor signage and install new signs once arrived   |  |  |  |  |        | Grounds Maintenance  |
| Notice Boards                         | Clean and remove debris   | Average  |  |  | Clean the boards and ensure that they are not covered in leaves and debris  |  |  |  |  |        | Grounds Maintenance  |
| Car Park                              | Large potholes which require attention  | Unusable |  |  | Instruct <a href="#">contractor</a> to fill in potholes as soon as possible   |  |  |  | JI has filled in potholes using hardcore | Aug-23 | Sub Contractor       |
| Boundary Fence                        | Inspect and report on condition   | Average  |  |  | Staff to inspect and report to committee the current condition. Feed into working group                                       |  |  |  |  |        | Grounds Maintenance  |
| Skatepark                             | Re-seal   | Poor     |  |  | Needs to be done before winter in order to protect surface  |  |  |  |  |        | Grounds Maintenance  |
| <b>Dewberry Hill</b>                  |   |          |  |  |   |  |  |  |  |        |                      |
| Notice Boards                         | Clean and remove debris   | Average  |  |  | Clean the boards and ensure that they are not covered in leaves and debris  |  |  |  |  |        | Nature Reserves      |
| Benches                               | Need to have some attention in terms of sanding, painting and improving condition             | Poor     |  |  | Sand back benches and varnish to improve overall look. Paint metal work if appropriate  |  |  |  |  |        | Nature Reserves      |
| Gate                                  | Paint for winter in order to protect the gate   | Average  |  |  | Sand if necessary and paint to protect for winter months  |  |  |  |  |        | Nature Reserves      |
| Signage                               | Clean and remove old not fit for purpose signs, install new signage                           | Average  |  |  | Remove any old, poor signage and install new signs once arrived   |  |  |  |  |        | Nature Reserves      |
| <b>Grange Grounds</b>                 |   |          |  |  |   |  |  |  |  |        |                      |
| Play equipment                        |   | Good     |  |  |   |  |  |  |  |        |                      |
| Trade bins                            | Wash down   | Average  |  |  | Jetwash/clean the bins  |  |  |  |  |        | Grounds Maintenance  |
| Car Park                              | Repaint demarcation lines   | Poor     |  |  | Instruct <a href="#">contractor</a> (VIA) for a quotation and work to be completed  |  |  |  |  |        | Sub Contractor       |
| Pathways and walkways including steps | Sweep and clear of debris   | Average  |  |  | Must be done regularly as approaching winter months to avoid slips/trips ( <a href="#">Health and Safety</a> )                |  |  |  |  |        | Grounds Maintenance  |
| Benches                               | Need to have some attention in terms of sanding, painting and improving condition             | Poor     |  |  | Sand back benches and varnish to improve overall look. Paint metal work if appropriate  |  |  |  |  |        | Grounds Maintenance  |
| Boundary Fence                        | Repair fence and remove weeds   | Poor     |  |  | Instruct <a href="#">contractor</a> to remove weeds and fix the fence to avoid it falling over and needing a full replacement |  |  |  |  |        | Sub Contractor       |
| BBQ                                   | Clean   | Average  |  |  |   |  |  |  |  |        | Grounds Maintenance  |
| Grange Porch Area                     | Clean ceiling, walls, sweep, clean signage, clean and tidy hanging baskets, make winter ready | Poor     |  |  | Improve quickly for first impressions   |  |  |  |  |        | Grounds Maintenance  |
| Hall Entrance Area                    | Clean planters, walls, glass, sweep, remove signage   | Poor     |  |  | Improve quickly for first impressions. Signage to be created into electronic notice board.                                    |  |  |  |  |        | Grounds Maintenance  |

|                      |  |         |    |    |   |    |    |    |  |  |                     |
|----------------------|--|---------|----|----|---|----|----|----|--|--|---------------------|
| Gazebo               | Re-seal and paint floor                                    | Poor    |    |    | Must be done before winter to protect the floor                           |    |    |    |  |  | Grounds Maintenance |
| Boules Court         | Clear debris, rake over, add new material if needed        | Average |    |    | Clear and rake  |    |    |    |  |  | Grounds Maintenance |
| Main Road Gates      | Remove unnecessary signage, clean necessary signage, paint | Poor    |    |    | Improve overall look  |    |    |    |  |  | Grounds Maintenance |
| Hunt Close Gate      | Remove unnecessary signage, clean necessary signage, paint | Poor    |    |    | Improve overall look  |    |    |    |  |  | Grounds Maintenance |
| Grange Hall exterior | Remove unnecessary signage, clean necessary signage        | Poor    |    |    | Improve overall look  |    |    |    |  |  | Grounds Maintenance |
| History Boards       | Clean  | Average |    |    | Clean   |    |    |    |  |  | Grounds Maintenance |
| Hedges               | Cut hedges excluding ones being left to grow               | Average |    |    | Make winter ready by trimming and shaping hedges that require cutting     |    |    |    |  |  | Grounds Maintenance |
| Front boundary wall  | Remove weeds from front, repoint                           | Poor    |    |    | Improve overall look. Instruct <a href="#">contractor</a> to repoint wall |    |    |    |  |  | Sub Contractor      |
|                      |  |         | 29 | 43 | 39  | 56 | 24 | 16 |  |  |                     |
|                      |  |         |    |    |   |    |    |    |  |  |                     |
|                      |  |         |    |    |   |    |    |    |  |  |                     |
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|                      |  |         |    |    |   |    |    |    |  |  |                     |
|                      |  |         |    |    |   |    |    |    |  |  |                     |

| Priorities                  |  |    |
|-----------------------------|--|----|
| High Importance Low Time    |  | 10 |
| Medium Importance Low Time  |  | 16 |
| High Importance Med Time    |  | 11 |
| Medium Importance Med Time  |  | 11 |
| High Importance High Time   |  | 3  |
| Medium Importance High Time |  | 12 |
| Low Importance Low Time     |  | 21 |
| Low Importance Med Time     |  | 2  |
| Low Importance High Time    |  | 1  |



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## Amenities 2024/25 Draft Budget Proposal

| Category                    | Item                      | Budget 23/24   | Budget 24/25   | Change        | % Change     |
|-----------------------------|---------------------------|----------------|----------------|---------------|--------------|
| <b>Income</b>               |                           |                |                |               |              |
| <b>Cemetery</b>             | Burials                   | £8,690         | £10,500        | £1,810        | 17.2%        |
|                             | Sales of Plots            | £2,750         | £3,500         | £750          | 21.4%        |
|                             | Headstones/Plaques/Kerbs  | £1,790         | £2,400         | £610          | 25.4%        |
|                             | Alternative Memorials     | £0             | £1,000         | £1,000        | New          |
| <b>Hire Charges</b>         | Pitch                     |                | £500           |               |              |
|                             | Pavilion                  | £717           |                | -£217         | -43.4%       |
|                             | Lily Ponds                |                | £150           |               |              |
| <b>Public Toilets</b>       | Public Toilets            | £15,420        | £16,000        | £580          | 3.6%         |
| <b>Donations</b>            | Donations                 | £1,626         | £2,000         | £374          | 18.7%        |
| <b>NCC Lengthsman Grant</b> | NCC Lengthsman Grant      | £0             | £1,350         | £1,350        | New          |
| <b>Grants</b>               | NCC/RBC Councillor Grants | £0             | £750           | £750          | New          |
| <b>Total</b>                |                           | <b>£30,993</b> | <b>£38,150</b> | <b>£7,007</b> | <b>18.4%</b> |

| Category  | Item                                  | Budget 23/24   | Budget 24/25   | Change         | % Change     |
|---|---------------------------------------|----------------|----------------|----------------|--------------|
| <b>Expenditure</b>                              |                                       |                |                |                |              |
| <b>Grounds Maintenance</b>                      | Fences, Posts, Walls                  |                | £1,500         |                |              |
|   | Paths, Steps, Walkways                | £10,000        | £1,000         | -£4,000        | -66.7%       |
|   | Benches                               |                | £3,500         |                |              |
|   | Mowing Contract                       | £19,000        | £20,500        | £1,500         | 7.3%         |
|   | Tree Maintenance                      | £4,850         | £10,000        | £5,150         | 51.5%        |
|   | Street Furniture (Notice Boards etc.) | £1,500         | £500           | -£1,000        | -200.0%      |
|   | Lengthsman Work                       | £0             | £1,350         | £1,350         | New          |
|   | Bins and Litter Picking               | £8,780         | £6,500         | -£2,280        | -35.1%       |
| <b>Buildings and Toilets</b>                    | Utilities at Pavilion/Mess Room       | £1,800         | £2,000         | £200           | 10.0%        |
|   | Rockley Park Pavilion                 | £0             | £500           | £500           | New          |
|   | The Rec Pavilion                      | £0             | £2,000         | £2,000         | New          |
|   | Rockley Park Toilets (Refurb)         |                | £10,000        |                |              |
|   | Village Toilets                       | £1,200         | £5,000         | £8,800         | 53.3%        |
| <b>Play Equipment and Skatepark Maintenance</b> | The Rec Toilets (Hire)                |                | £1,500         |                |              |
|   | Bingham Road                          |                | £1,000         |                |              |
|   | Valley Road                           | £5,850         | £750           | -£2,400        | -69.6%       |
|   | The Rec                               |                | £1,200         |                |              |
|   | The Grange                            |                | £500           |                |              |
|   | Skatepark RBC                         | £0             | £5,000         | £5,000         | Continuous   |
|   | Skatepark                             | £0             | £750           | £750           | New          |
| <b>Green Spaces</b>                             | Skatepark PWL                         | £3,500         | £3,850         | £350           | 9.1%         |
|   | Dewberry Hill                         |                | £1,250         |                |              |
|   | Lily Ponds                            | £2,000         | £1,250         | £1,000         | 33.3%        |
|   | Other green spaces                    |                | £500           |                |              |
| <b>Cemetery</b>                                 | Maintenance                           | £1,650         | £2,000         | £350           | 17.5%        |
|   | Audit Follow Up                       | £2,000         | £2,500         | £500           | 20.0%        |
|   | Gravedigging                          | £4,230         | £4,500         | £270           | 6.0%         |
|   | Plaques/Kerbs                         | £1,070         | £1,200         | £130           | 10.8%        |
|   | Alternative Memorials                 | £0             | £800           | £800           | New          |
|   | Publicity                             | £200           | £0             | -£200          | Discontinued |
|   | Cemetery Rates                        | £736           | £800           | £64            | 8.0%         |
|   | Cemetery Water Rates                  | £250           | £350           | £100           | 28.6%        |
| <b>Total</b>                                    |                                       | <b>£69,386</b> | <b>£95,050</b> | <b>£19,164</b> | <b>20.2%</b> |

| Ear Marked Reserves   | Budget 23/24   | Budget 24/25   | Change         | % Change     | 5 Year Plan     |
|---|----------------|----------------|----------------|--------------|-----------------|
| Skatepark   | £20,000        | £25,000        | £5,000         | 20.0%        | £45,000         |
| Gazebo  | £0             | £1,000         | £1,000         | New          | £5,000          |
| Van/Machinery   | £5,000         | £6,000         | £1,000         | 16.7%        | £10,000         |
| Street Furniture/Benches  | £0             | £750           | £750           | New          | £3,750          |
| Paths/Steps/Walkways  | £0             | £500           | £500           | New          | £2,500          |
| Cliff Walk Fencing  | £0             | £2,000         | £2,000         | New          | £10,000         |
| Signage, Storyboards, Noticeboards                              | £0             | £250           | £250           | New          | £1,250          |
| Grange Grounds Boundary   | £0             | £1,500         | £1,500         | New          | £7,500          |
| Rockley Park Pavilion   | £0             | £750           | £750           | New          | £3,750          |
| The Rec Re-development  | £8,000         | £8,000         | £0             | Discontinued | £0              |
| Conservation Group  | £200           | £200           | £0             | 0.0%         | N/A             |
| Play Equipment (Including re-development)                       | £10,000        | £12,500        | £2,500         | New          | £22,500         |
| Assets of Unique Community Value (Fountain, Whipping Post etc.) | £0             | £500           | £500           | New          | £2,500          |
| Cemetery and St Mary's  | £20,500        | £25,000        | £4,500         | 18.0%        | £43,000         |
| <b>Total Amenities Ear Marked Reserves</b>                      | <b>£63,700</b> | <b>£83,950</b> | <b>£20,250</b> | <b>24.1%</b> | <b>£156,750</b> |

**Total additional requested from budget in 2024-25 for Amenities £32,407**

| RoTPC Overall Income and Expenditure Budget 23/24 |          | RoTPC Overall Budget 24/25 | Annual Band "D" Household Change +5% for Amenities | Additional Income from Precept * | Annual Band "D" Household Change +10% for Amenities | Additional Income from Precept * |
|---|----------|----------------------------|--|----------------------------------|---|----------------------------------|
| Income (All Assets)                               | £115,074 | ?                          | ?  | ?                                | ?   | ?                                |
| Expenditure (All Assets & Staff)                  | £450,486 | ?                          | ?  | ?                                | ?   | ?                                |
| To be funded by precept                           | £335,412 | ?                          | £106.72  | £16,771                          | £111.80   | £33,541                          |

\*Based on 2023/24 household figures

## Amenities Budget Lines 2024/25

### Income

#### Cemetery

|                          |                     |
|--------------------------|---------------------|
| Burials                  | [As previous years] |
| Sale of Pots             | [As previous years] |
| Headstones/Plaques/Kerbs | [As previous years] |

#### Hire Charges

|            |                                      |
|------------|--------------------------------------|
| Pitch      | [More in depth break down of income] |
| Pavilion   | [More in depth break down of income] |
| Lily Ponds | [More in depth break down of income] |

|                |                     |
|----------------|---------------------|
| Public Toilets | [As previous years] |
|----------------|---------------------|

### Expenditure (Operational)

#### Grounds Maintenance

|                         |   |
|-------------------------|---|
| Fences, Posts, Walls    | [More defined separation of grounds work] |
| Paths, Steps, Walkways  | [More defined separation of grounds work] |
| Bins and Litter Picking | [As previous years]                       |
| Mowing Contracts        | [As previous years]                       |
| Tree Maintenance        | [As previous years]                       |
| Planting and Flowers    | [More in depth break down]                |
| Street Furniture        | [As previous years]                       |
| Benches                 | [More in depth break down]                |

#### Buildings

|                                 |   |
|---------------------------------|---|
| Utilities at Pavilion/Mess Room | [As previous years]                                   |
| Rockley Park Pavilion           | [More specific for management, centenary planning]    |
| The Recreation Ground Pavilion  | [More specific for creation of new pavilion building] |
| Rockley Park Toilets            | [More specific to track against public toilet income] |
| Village Toilets                 | [More specific to track against public toilet income] |
| The Recreation Ground Toilets   | [More specific to track against public toilet income] |

#### Play Equipment

|             |  |
|-------------|--|
| Maintenance | [More specific to track maintenance]         |
| Supplies    | [More specific to track additional supplies] |
| Utilities   | [As previous years]                          |

#### Cemetery

|                      |   |
|----------------------|---|
| Maintenance          | [More specific on day-to-day maintenance] |
| Audit Follow Up      | [Requirement as per previous year]        |
| Gravedigging         | [As previous years]                       |
| Plaques/Kerbs        | [As previous years]                       |
| Publicity            | [As previous years]                       |
| Cemetery Rates       | [As previous years]                       |
| Cemetery Water Rates | [As previous years]                       |
| Trade Waste          | [As previous years]                       |

## Ear Marked Reserves

|                           |   |
|---------------------------|---|
| Skatepark                 | [As required from RBC]                                |
| Skatepark inc. PWL        | [As previous years]                                   |
| Gazebo                    | [Long term planning for replacement]                  |
| Street Furniture/Benches  | [Long term planning for replacements/new]             |
| Paths/Steps/Walkways      | [Long term planning e.g., Cliff Walk path etc.]       |
| Cliff Walk Fencing        | [Long term planning for replacement as cliff erodes]  |
| Signage                   | [Long term planning for new signage in the village]   |
| Grange Grounds Boundaries | [Long term planning for new walls/fences]             |
| Play Equipment            | [Long term planning for new equipment in the village] |
| Cemetery                  | [As previous years]                                   |

**Radcliffe-on-Trent Parish Council**  
**Minutes of the Amenities Committee Meeting, held in the Radcliffe Room**  
**at The Grange, on Monday 09 March 2020 at 7pm**

|                                 |                      |                        |
|---------------------------------|----------------------|------------------------|
| Cllr Alice Tomlinson(Chair) (A) | Cllr Gillian Dunn    | Cllr Tracy James       |
| Cllr Abby Brennan               | Cllr Diane Farthing  | Cllr Anne Mcleod       |
| Cllr Maggie Clamp               | Cllr Lorraine Foster | Cllr Sonal Modhvadia   |
| Cllr Harry Curtis               | Cllr David Graham    | Cllr Alan R Harvey (A) |
|                                 |                      | Cllr Alan Rybacki (A)  |

Cllr Josephine Spencer (PC Chairman) Cllr Sue Clegg (PC Vice Chairman)

**Also present** Jacki Grice (Parish Clerk), Lisa Simpson (Hall Manager), RBC Cllr Upton and three members of the public.

**1. To Elect a Chair for the Meeting**

In the absence of the Amenities Chair Cllr Tomlinson, it was

**Resolved** "That the P.C Chair Cllr Jo Spencer Chair's tonight's meeting."

**2. Apologies**

Cllr Tomlinson, Cllr Harvey and Cllr Rybacki – Approved.

**3. To Elect a Vice Chair**

Due to the resignation of Cllr Barbara Deavin, the Amenities Vice Chair position is vacant, it was

**Resolved** "That Cllr Maggie Clamp is duly elected as the Amenities Vice Chair"

**4. Declarations of Interest**

There were no declarations of interest.

**5. Chairman's Announcements**

The Radcliffe Room will not be available for the Cllrs Coffee morning this Friday 13 March, the Office in Grange Hall will be available for use instead.

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

**6. Standing Orders were suspended at 7.03pm:**

A representative of Radventures provided members with a full report on the organisation to date including its successful promotion of various entertainment acts during its 16 years of running with the Live and Local Scheme (formerly Village Venturers).

The Live and Local scheme itself is thriving but the membership of Radventures who organise the programme of events is dwindling. The proposal is for the Parish Council to undertake dealing with Live and Local direct for the continued benefit to residents and financially for Grange Hall.

A usual season consists of 3 acts per year and the time needed to facilitate the events was summarised.

The Chair of the Radcliffe Conservation Group provided a brief update to members on recent activities and advised that the Litter Pick event at the Lily Ponds was cancelled on health and safety grounds due to high river levels. This has now been rescheduled for Sunday 5<sup>th</sup> April

**7. Standing Orders were reinstated at 7.13pm**

**8. Minutes of the previous meetings held on 27 January and Extraordinary 10 February 2020 for approval**

**Resolved:** "That both sets of the minutes were approved and signed by the Chairman."

### **Clerk's Report on items arising from these minutes**

9. **M3.** The Open Gardens Event organised by the Nottinghamshire Hospice will take place on 14 June, they have been advertising throughout the village.
10. **M12.** The new Water Dispenser is in place, the old one has yet to be picked up by the previous supplier, a deadline date will be set for this.
11. **M19.** The quotes for the repainting of the Valley Road play area will progress when the office is fully staffed again.
12. **M20.** The orders have been placed for the new and replacement play equipment at the Grange and Wharf Lane.
13. **M21.** The Yew tree has been felled adjacent to the Boules Court in Grange Grounds.
14. **M23.** Radcliffe Olympic and the Skatepark Committee have been asked to provide the text and images for the new History Board funded via the RBC Councillors. When this information is received a proof can be organised prior to placing the order.
15. **M25.** Listed building planning permission has to be obtained before the repair works can be completed on the Water Trough/Fountain.
16. **M26.** The Growth Board Working Group met recently to consider Public Realm in the Village. Recommendations will be put to Full Council.
17. **M27.** The lamp post poppies have been received for the various commemorations happening this year.

### **Grange and Grange Hall**

#### **18. Hall Manager Report**

- The wooden posts along the Grange driveway are constantly being knocked down, four have needed to be replaced in the past few months. Various suggestions were raised, the item would be put on the next Agenda for full consideration
- Positive customer feedback had been received from a very happy customer for a recent Jewish event.

#### **19. Events 2020 & Notes of Meeting Held 25/02**

Various events have needed to be cancelled due to lack of volunteers. However the cinema continues to do well and limited volunteers are needed for these events, so the Hall Manager may put on extra 'selective' showings if the demand is there.  
Cllr Mcleod advised that there may be members of the U3A who are willing to help out at events, she would liaise further with the Hall Manager.

#### **20. Events Financial Forecast Analysis April 2019 – February 2020**

Another excellent year for the Parish Council events resulting in a forecasted year end net figure of plus £3,941 against a budget of minus (-£169). The events including the cinema are very much supported by the community of Radcliffe and volunteers to man the events are essential to the continued success.

#### **21. Grange and Grange Hall Pricing Chart Review**

The Grange and Grange Hall bookings are doing really well. It was  
**Resolved** "Not to introduce any changes to the Grange and Hall pricing chart for 2020"

#### **22. Radventures/Live and Local Proposal**

Members deliberated over the benefits of undertaking a direct relationship with Live and Local and the practicalities of implementing the scheme.  
Realistically the newly formed Events Committee has itself struggled to establish a strongly committed group of people to drive events forward. At the last Working Group meeting events have already been cancelled due to a lack of volunteers and the Office cannot take on any more workload without support. The volunteer attendance at a Live and Local event would need to be 4-6 people minimum and the staff would need a firm commitment that this can be achieved.  
Cllr Clegg advised that the Parish Council cannot be a receptacle for all voluntary groups that no longer operate, it simply does not have the capacity or resources to do so.  
Cllr Mcleod believes that there is an 'up swell' of recent retirees in the village that are looking to get involved in village voluntary work.  
Cllr James suggested that a lot of village groups are formed via social networks and joining established

groups can be difficult. Most groups have mature members and attracting younger members is not always easy.

The amount of time needed when organising events should not be underestimated.

The proposal of joining Live and Local was put to the vote and it was

**Resolved** "That the Parish Council do not undertake joining the Live and Local Scheme due to lack of resource."

The Parish Council would support aiding Radventures by attracting new members by signposting interested individuals.

**23. Resident Caretaker Vacancy - Update**

The current Resident Caretaker leaves on 15 March. Interviews are being conducted on 13 and 16 March.

**24. Grange Hall and Amenities Financial Forecast April 2019 – February 2020**

The Grange and Hall income is currently up by over £20,000 against budget for the year which is a fantastic achievement by the Hall Manager. Thanks go to her and the team for facilitating an excellent year of bookings.

Taking into account the recently allocated net budget expenditure on play equipment and Cemetery designated reserve funds the current anticipated net budget result at year end is £22,000 to go into general reserve (including F&GP Committee).

**25. Cemetery T&C's and Fees Review**

It has been a particularly busy year for the Cemetery. The Office do not recommend any amendments to the terms and conditions. The only recommended changes to the fees are the increases in the grave digger charges to £340 for earthen graves and £80 for cremated remains, these costs are passed on to the customer. It was

**Resolved** "Not to introduce any changes to the Terms and Conditions and to implement the grave digger charge increases only for 2020."

**26. Skate Park Launch Event: Costs Approval**

The Skate Park Committee has drawn up an estimate of costs of £1,500 for the launch event on 18 April including St Johns Ambulance, Insurance, PA System, Portaloos, Prizes for the competitions and sundry items.

It was noted that the criteria of all the major funders was to hold a launch event to enable them to be widely promoted. After the launch costs the remaining contingency balance would be approx. £2,115.

It was noted that the lighting scheme was being refurbished with LED's as part of the project and an unmetered electricity supply would very likely be implemented. The ongoing costs of lighting the Skatepark is yet to be determined based on wattage and timed usage. The SP Committee continues to undertake their own fundraising and this is something that would require discussion with them in the coming weeks.

It was **Resolved** "To approve a launch event budget up to £1,500 contribution from the Parish Council Skatepark Project funds."

**27. Rockley Park (The Bungalow) Update**

The bungalow is still being advertised on Rightmove for letting. Due to anti social behaviour at the Memorial Park that occurred in January an interested family has decided to withdraw their interest.

**Radcliffe Olympic**

**28. Advertising Banners**

Radcliffe Olympic confirmed that the banners would only be displayed during matches and then stored away in the Pavilion. Storage is not an issue as they are very thin boards.



### 29. Report from the Football Liaison Working Group re: Pavilion Lease

The current lease with Radcliffe Olympic expires end of March. The Working Group met with representatives of the Club and agreed that a new lease be drawn up with the following main terms included.

- Period of 3 years
- Fixed rental of £400 p/a for the duration
- Football Club to arrange their own insurance for public liability, contents and floodlights
- The adjacent garage is not included in the formal lease. The use of it by the Football Club is currently an informal arrangement.

Councils Solicitors are currently drafting the new lease.

### 30. Collapsed Culvert

The storm drain appears to have collapsed on the football pitch producing a large dip in the grass. Severn Trent Water have been notified but advise that it is N.C.C responsibility. N.C.C have previously advised that it is Severn Trent. The Clerk therefore continues to liaise between the two organisations to gain clarity on who is responsible so that repair work can be undertaken.

### 31. Leisure Working Group Update

Draft basic internal plans have been drawn up for a proposed Leisure Hub at Wharf Lane, the next stage would be to further engage with the community to obtain views and evidence of need for potential funding. A Facebook page with a survey was thought a good way to engage and also raise it at the forthcoming Annual Parish Meeting. It was noted that ROTSA are no further forward with the Redhill Academy Trust with regards the new lease on the table for the Bingham Road playing fields with a 2 year break clause in it (this means that outside funders would not entertain grant funding the provision under those terms). The future of Leisure facilities in the village is fragile.

The working group wish to launch the Facebook page on 22 March, however the Press and Publicity Working Group have yet to meet to formulate the social media policy. With this in mind Cllr Graham would attend the next Press and Publicity Working Group meeting on 18 March with proposals.

### Radcliffe Conservation Group

### 32. Lily Ponds and Dewberry Hill 5 Year Management Plans: To Consider and Adopt

Thanks given to Phil Taylor of the Radcliffe Conservation Group for his extensive work reviewing the documents and preparing them for the next five year management plans. It was

**Resolved** "To adopt the Lily Ponds and Dewberry Hill Management Plans for the period 2020-2024

### 33. Work Sessions Update

Members were provided with a summary of recent works including the monthly clearance sessions, tree planting (RBC scheme), storm damage, litter picking and a up and coming guided walk.

It was noted that the litter was particularly bad after the storms and the plastic bottles in particular was abundant.

Cllr Foster suggested that residents who carry out adhoc litter picks make arrangements with the Clerk for collection of the bags from Cliff Top/Memorial Park.

### Correspondence

### 34. Angling Society: Rental Review

The Society has been struggling due to the reluctance of members to use the Lily Ponds area due to access problems amongst other things. They have asked for a reduction in the annual agreement fee for the fishing rights. The Clerk advised that the current agreement ends in 2025 and is a fixed fee of £100 p/a.

35. Standing Orders were suspended at 8.03pm to enable the Chair of the Angling Society to speak He advised that the day tickets were priced at £3, but due to the location of the Lily Ponds it was extremely difficult to baliff and members were using the area less and less due to access.

36. Standing Orders resumed

37. It was noted that the Society has carried out extensive grounds maintenance in the Lily Ponds area on a voluntary basis. It was

**Resolved** "To reduce the annual fees to £10 for the duration of the existing agreement."

**38. Methodist Church: 40<sup>th</sup> Anniversary Visit from Christuskirche**

The Methodist Church advised that they have had links with the town of Neustadt an der Weinstrasse, Germany for 40 years and will be hosting for a small visiting group in April.

The Parish Council were asked to arrange a welcome for the group in the afternoon of Thursday 9<sup>th</sup> April upon their arrival. It was

**Resolved** "To organise a welcome and refreshments funded via the Chairman's Allowance, the Hall Manager to confirm room availability." The Clerk will respond accordingly.

**39. Letter from Resident**

A local resident expressed her disappointment on Councils decision to fell the Yew Tree in the Grange Grounds adjacent to the Boules Court. The Chairman was sorry that the resident felt aggrieved but stated it was the right decision to let the light in, open up the area and help nearby trees flourish.

**Councillors' Reports**

40. The Chair advised that people are still being affected by the recent flooding and houses are still damp and proving to be un-habitable in some instances. Some residents of Clumber Drive, Queens Road and Addington Court appear to have suffered due to the blocking of the Syke Drain on the Shelford Road development site. Responsibility needs to be undertaken quickly to help these residents. Cllr Brennan advised that a letter to residents is expected to be received shortly from the County Council. The Clerk shall write to N.C.C. Cllr Kay Cutts seeking clarity and information on what is being done to help. The village Jeffery Dole charity can also be approached by residents for financial support.

41. Cllr Graham would like to thank Cllr Rybacki for his recent endeavours with trying to get the Play Equipment at Wharf Lane repaired rather than replaced. Although his efforts did not come to fruition due to the unsuitability of the existing frame to modify for repairs, the time taken to find out was appreciated.

42. Cllr Mcleod is looking into options for wildlife friendly annual/perennial planting. An item to propose on a future Agenda.

43. Cllr Clegg advised that the Community Plan Steering Group met up recently to review the document. The Parish Council also has representation on this Group.

**44. Date of Next Meeting**

Monday 20 April 2020. There being no further business, the meeting closed at 8.23pm

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

## **Budget 2024 Proposal**

### **Key Concept**

At a half yearly point to the financial year the Amenities Committee need to begin a conversation around the budget for next year.

### **Rational and Background**

Committees have, in the past, not fully engaged with the budget setting process which has left a disconnect between the finances and needs of the committee. In order to try and bring the two together an early conversation around the potential budget lines for next year is something which the committee should be having in order to have something ready to take to the budget setting group. Additionally, the current layout and methodology of budget reporting/forecast is not fit for purpose, is not user friendly and this leads to a lack of engagement and understanding by Councillors.

Currently there are a number of budget lines that group together areas of income and spend that do not offer a level of clear transparency to the specific areas of expenditure. By separating out specific lines there can be greater understanding of where money is/needs to be spent. This also ensures transparency and clarity for specific areas of the village to ensure they receive a proportionate amount of investment. For example, 'grounds maintenance' and 'nature reserves' are very broad pots. Separating out would increase the focus of these specific areas. On the supporting document, the square brackets and italics denote the rationale behind the budget line.

The budget lines attached, are at this stage, suggestions for the committee to reflect upon, discuss and alter as needs be. What is important though is to begin to agree the direction and content of the budget for the next financial year in order to both fully engage with the process and to ensure that the Amenities budget can be more easily spent without the need for going to F&GP for every spend.

Once the committee has decided it's ambitions for next year the budget setting process can begin and numerical figures can start being inputted.

### **Proposals**

1. To agree 2024/25 budget lines to be taken to F&GP for consideration

### **Suggested Budget**

N/A

### **Appendix A**

Separate attachment

# PAPER M

# **Cemetery Headstone Report Proposal**

## **Key Concept**

To meet health and safety requirements in the Cemetery an up-to-date headstone survey needs to be completed.

## **Rational and Background**

The last Cemetery headstone survey was completed in late 2018. It is recommended that Parish Councils complete a report every 5 years. There is still a significant amount of work outstanding from the last report however, a new survey is 'due' and would provide the Council with the holistic view of what work is required in the Cemetery.

It is accepted that there would be a degree of overlap between the two reports however, it appears sensible to have the most up-to-date information rather than trying to complete what we think was relevant from 2018 to find that it is potentially worse than previously reported.

This information would then be provided to the Cemetery Working Group in order for them to come up with a recommended strategy on the maintenance required and inform budget recommendations.

## **Proposals**

To commission a new headstone survey

## **Suggested Budget**

Cemetery designated reserves

# Radcliffe on Trent Cemetery

Some history and recent developments.

The cemetery is the responsibility of the Radcliffe on Trent Parish Council, which it looks after in accordance with its duties as a Cemetery Authority. Until very recently it was possible to buy a plot in advance of death and many residents of the village have bought plots in anticipation of their funeral arrangements. However the impending closure to new burials of some Nottingham cemeteries, and the relatively cheaper cost of a Radcliffe plot, began to make burials in Radcliffe an attractive option for burials of non-Radcliffe people and risked filling it. Therefore the decision was made by the Parish Council to reserve plots in the cemetery for people who are either residents of the Parish of Radcliffe on Trent or can show a significant association with Radcliffe. An example of this might be someone who was resident in Radcliffe for many years until moving to a care home near to a family member elsewhere. It was also decided at that time to discontinue the practice of buying plots in advance of death so a plot can now only be bought by a relative for the purpose of burying their Radcliffe family members. A plot can accommodate two burials. In this way the Parish Council is seeking to preserve the limited number of graves for Radcliffe people.

It is a well established cemetery dating to the early 1800s and over time the style of the cemetery has developed in accordance with custom and for many years the cemetery has been a “lawn cemetery”, i.e. headstones are allowed to be placed on the graves but no surrounds or gardens, or pots/urns have been allowed. This is in part to facilitate the mowing of the cemetery grass, which occurs approximately every two weeks in the growing season, but also to ensure the simple “well kept” style that is beneficial to all visitors to the cemetery. It may be thought surprising but, unfortunately, a significant number of graves become untended after a relatively short period of time and the “lawn” style ensures that these untended graves are effectively “tended” regularly and the cemetery as a whole is kept attractive.

The “lawn” nature of the cemetery and the consequent rules to the upkeep of graves within it are made clear in written documentation to the owners of the burial plots when they are bought. However there are a number of fundamental difficulties that the Parish Council needs to deal with.

A separate issue, not strictly to do with the cemetery but related to it, is that we have occasionally found that members of the public have deposited cremated remains in the Rockley Memorial Park. The Park is not a general memorial park and it is not a cemetery, and any memorials within it such as benches or ornaments are only allowed after discussion with the Clerk and approval by the Amenities Committee. Whereas the scattering of ashes in the Park is not illegal it is not encouraged or approved of by the Parish Council. By contrast the interment of any “definable mass” of cremated remains amounts to a “burial” which requires legal records to be kept and can only be done in the cemetery.

## Management Issues

1. Firstly, the owner of a plot who agreed to these rules when it was purchased is very often the person in the grave and those tending or visiting the grave may not be aware of them although the rules are posted at the watering station in the cemetery. Some visitors may live at a considerable distance and may only visit infrequently. In a large number of cases the Parish Clerk has no record of who, if anyone, is looking after each of the graves and it is not possible to write to them or phone them to inform them of the cemetery rules.

2. Secondly, due to a number of historical reasons, the Parish Council has either let graves be looked after in ways that are contrary to the established lawn cemetery rules without objecting at the time or has even formally agreed to them. These anomalies are difficult to deal with retrospectively but they do raise difficulties for the current staff when trying to ensure consistency in the care of newer graves.

3. Thirdly, we have a large number of old graves, particularly in the middle part of the cemetery that have obviously not been tended for a considerable time. Many headstones have fallen over or have been laid down because they were dangerous; many of the surrounds have become loose or broken off; and many funerary urns have fallen over and in many cases have become separated from their original graves. There is an argument that graves should simply be left to decay untended and that this is part of the romantic charm of a graveyard. The Parish Council accepts a certain degree of validity in that argument but if simply left, in time, the cemetery would become completely overrun. Our priority must be to ensure that the cemetery is accessible, attractive and safe for the general public and this requires good planning, management and maintenance.

4. Fourthly, because of the age of the cemetery and certain inconsistencies in records that have arisen over time there is a lack of clarity as to who is in some of the older graves and exactly where they are.

5. Fifthly, the cremated remains areas present specific issues because they are not lawned areas. Remains are placed in special “kerbs” or plots which have the facility for flowers to be placed. However it has become quite common practice for visitors to leave a range of special items around the purchased kerb or plot. These can deteriorate quite quickly and also, because of the limited space, can intrude onto the areas around other remains.

#### The way forward

a. The Parish Council is committed to maintaining and enhancing the cemetery to ensure that it remains an attractive, restful and safe environment for residents to be buried and for relatives to visit. The management of the cemetery will be in accordance with its responsibilities as a cemetery authority and following the guidance for best practice. This is a long term project.

b. The Parish Council is taking steps to address the difficulties with the cemetery records through the purchase of a new computerised mapping programme for the cemetery. It has also engaged someone with skills in historical research to help us to populate it with a range of information that will help the council to manage the cemetery better and enable it to progress the other problems more effectively.

c. i. Where graves appear to have been untended for years and are in a broken state we will give notice to any relatives who are known to our records or, if we have no records, we will place a notice at such graves, that the grave should be made good within six months. If the grave remains in a broken state we will remove the broken remains and restore the grave site to lawn with a suitable grave marker for its location if no head stone remains. Unsafe headstones will be laid down as at present or, if necessary, will be removed to rest against the cemetery wall. This is common practice in many church graveyards. Funerary urns that have become detached from their graves will be removed to a secure place and after a period of six months may be disposed of.

ii. Any loose, un-named and unidentifiable material appearing to be unconnected with a grave will be removed.

d. Where non-lawn graves, e.g. planted garden graves, have been allowed or have not been challenged previously and have therefore appeared to have been allowed by the Parish Council we

will continue to honour that position. However should such graves fall into disrepair or otherwise appear to be untended we will give appropriate notice, as in c. above, and restore the grave to lawn.

e. We will, as is indicated in the cemetery rules, remove any vases and flowerpots etc. from lawned graves where these interfere with the mowing and they will be removed to a central place in the cemetery for a period of three months for later collection by relatives. A note informing grave visitors of this will be placed at the grave (NB not attached to the headstone).

f. We will increase the number of notice boards in the Cemetery to ensure that visitors may be better able to make themselves familiar with the rules and practice within the Cemetery.

g. We will endeavour to be sensitive about the application of the rules, particularly where graves are recent and there a lot of visitors to them. Also where it is clear that the grave is regularly tended. In such cases, where possible - i.e. where we have a named person whom we can contact - we will try to negotiate a solution to any difficulty or disagreement.

h. In the cremated remains area and the area of kerbs for ashes visitors are welcome to leave flowers and mementos on the specific area of their relatives' kerbs or plots but we reserve the right to remove items that encroach on other plots, particularly if these have degraded. Again a note will be placed at the plot to inform visitors where the items have been taken to. Any items attached to walls or impeding the paths around the plots will similarly be removed.

i. In the older areas of the cemetery it may be necessary for officers to exercise good judgement regarding the interpretation of these policies. It may be necessary for officers to consult with the Chair of the Amenities Committee before making a judgement. In exceptional cases a matter may need to be referred to the Amenities Committee for a policy review. (See point 2 above). In the "new" area of the cemetery, to the left of the path where new graves are being laid, these policies will be made clear to grave purchasers and will be strictly adhered to.

NB. It should be noted that in working in accordance with the Cemetery rules staff are carrying out the instructions of the Parish Council and it is the Council that is responsible for them.

Draft 3 - John Thorn, Chair of Amenities Committee 10.05.18

*Notes for consideration at the next Cemetery Working Group*

1. It is recommended that a strip of lawn in the new extension adjacent to the wall have the turf removed and be replaced with broken slate "gravel". This is to prevent the development of weeds behind headstones close to the wall where the lawn is inaccessible to the mower. This will also deal with requests to plant behind the headstones.

2. We need to agree where we need to locate additional notice boards and what should be on the boards. (E.g. copies of the cemetery rules.) (Funding TBC)

3. We need to ensure that in tidying up the cemetery we do not have "messy" areas left by the grounds work. E.g. (a) the spare top soil needs to be kept in a way that does not grow weeds and become generally unsightly and it is proposed that we purchase some artificial grass matting to cover it. (b) we need to locate a clearly defined area of hard standing for depositing material removed from graves, kerbs and cremated remains plots in a neat and tidy way - not on any of the lawned areas.



4. We need to agree the wording of notices which will be placed at graves and kerbs in accordance with the above policies, and how they can be located in a secure but sensitive way. (See draft notices attached)

5. We need to agree how, following approval of these policies by the Amenities Committee, how we will publicise them.

*Draft Notices*

1. To be located at graves, kerbs and cremated remains areas from which items have been removed.

POLITE NOTICE

In accordance with the published rules of this cemetery any items that have been placed on graves, kerbs or cremated remains plots which:

- Interfere with the mowing of the lawns;
- Have been degraded and unsightly;
- Encroach on adjacent graves, kerbs or cremated remains plots;
- Are placed on walls; or,
- Impede access to paths around the above;

will be removed, or have been removed, to the watering station to be retrieved. Such items will be kept for a period of three months and before disposal if not claimed.

RADCLIFFE ON TERNT PARISH COUNCIL                      EMAIL: clerk@rotpc.com    TEL: 0115 9335808

DATED.....

2. To be located at old graves which appear to be untended and have become broken.

POLITE NOTICE

Please note that this grave appears to be untended and has become broken.

It has been the policy of the Parish Council in recent times for this Cemetery to be laid out as a “Lawn Cemetery”. All new graves have been laid out with headstones only, i.e. without any surrounding kerbs, so that the cemetery can be mown and kept neat and tidy. This is out of respect for those who are interred in it and for the benefit of all visitors.

Over time any old, broken and untended graves will be made into lawns in accordance with this policy. The Parish Council therefore gives notice that unless this grave is tended and returned to a safe and proper state within a period of six months any broken material will be removed to a safe place within the cemetery and will eventually be disposed of. Headstones that remain upright and safe will be retained in place. Headstones that have fallen over or are at risk of falling over and therefore present a safety hazard will be removed to a safe place but will not be disposed of. A record is kept of all locations of burials and this may be referred to in the event of the removal of a headstone.

Please contact the Clerk to the Parish Council if you visit this grave and wish to make arrangements to bring it back into a safe and tidy state.

RADCLIFFE ON TRENT PARISH COUNCIL                      EMAIL: clerk@rotpc.com    TEL: 0115 9335808

DATED.....



# PAPER N

## **Cemetery Working Group Meeting - 25<sup>th</sup> September 2023 18:00hrs**

**Present:** *O.Furniss, O.Bere, S.Clegg, A.Mcleod, J.Moughn, C.Gill*

**Apologies:** *M.Caunt, M.Mills*

- 1) Introductions were made as the new ground initial meeting. Cllr O Furniss is happy to lead the meeting – no objections.
- 2) Aims of the group as agreed by Parish Council shared with Group.
- 3) C. Gill provided background information on a ‘customer perspective’ of how burials process works. Advised that easy pricing as a “at a glance” look was good but should be transparent.
- 4) O.Bere asked about contacting owners of graves, this is normal process to do so and ‘enforcement’ of maintenance is common practice in the industry. Memorials can be moved away if no contact over time and falls into disrepair.
- 5) O.Furniss discussed recent visit to RoT Cemetery by staff and has official NALC training tomorrow.
- 6) Main aims of this meeting to introduce and focus on Policy and Pricing. This will be emailed to all members for review and comment.
- 7) \*Identified it is not easy to identify Cemetery pricing on PC website\* need to review links, wording (called different things) and accessibility.
- 8) Current cemetery regulation (policy) is in need a review. Members to share ideas for next meeting. This should also be an annual undertaking even if no changes.
- 9) Current cemetery fees. O.Furniss shared a document that compares RoT to other cemetery’s ‘market rate’. Some offer ‘non-resident’ option but at significantly higher rate – needs further discussion Generally, RoT is inexpensive overall. Note, Rushcliffe Oaks offer shorter ‘term’ on memorials for increased turnover – need to bare this in mind as an option.
- 10) Overall, cemetery is ‘filling up’ and still has large maintenance needs. Need to think about long term planning options – new land? (For another meeting).
- 11) Alternative memorials briefly discussed. Good idea overall, more thoughts needed. Also identified that no specific ‘markup’ is put on PC sales e.g., 20% margin. Generally, this is ‘rounded up to a nice figure’. Needs more structure agreed.

**\*Action(s)\*** Need to ask Clerk how many plots are remaining in cemetery.

- a) Documents to be sent out to members.
- b) Comments and thoughts done electronically.
- c) Bring back to next meeting for final agreement to send to next meeting. Ideally Amenities on 21<sup>st</sup> November.

**Next Meeting:** Thursday 26<sup>th</sup> October 18:00hrs (room to be confirmed with Hall Manager).

## The Rec Working Group

**Thursday 28<sup>th</sup> September 2023 in Dowson Room at 18:00**

**Present:** O. Furniss, S. Clegg, J. Maughan, J. Lockwood, A. McCloud, O. Bere

**Absent:** F. Seyfert

**Focus:** The Working Group explained to the members present.

|  |
|--|
| The use of the current pavilion              |
| The development of a new pavilion            |
| Parking, walking and cycling facilities      |
| Play equipment and accessible play equipment |
| Toilets and bins                             |
| Communication and social media               |
| Funding and grant research                   |

**Main Discussion:** The group then produced a SWOT analysis of The Recreation Ground at present to inform future choices and plans.

|  |  |
|--|--|
| <p><b>Strengths</b></p> <p>Large space<br/>Play equipment for younger people in a good place<br/>Skatepark<br/>Radfest in The Rec<br/>Central to the village<br/>Wide selection of play equipment for all ages<br/>Owned by The Parish Council</p>   | <p><b>Weakness</b></p> <p>Each area is working in silo rather than cohesively<br/>Placement of the play equipment of older people<br/>Placement of multigym equipment/usage<br/>Car parking/cycle stores<br/>Lack of toilets</p>                                     |
| <p><b>Opportunities</b></p> <p>Ability to move things around<br/>Separating dogs from the football pitch<br/>Improving the knowledge/path of the Trent Valley Way<br/>Access and paths/lighting<br/>Spaces for vendors and events<br/>Engagement of community groups<br/>Accessible play equipment</p> | <p><b>Threats</b></p> <p>Vandalism/Anti-social behaviour<br/>Floodplain/pitch height<br/>Neighbourhood objections<br/>Planning systems<br/>Over-saturating a market e.g., room rentals, play equipment<br/>Unknown hydrology<br/>Financial constraints/budgeting</p> |

**Action:**

O. Furniss to contact Rights of Way Officer at VIA to seek advice/guidance on Trent Valley Way.

Group to come up with ideas of “what you want The Rec to look like” and bring to the next meeting for collection and creation of “The Vision”.

**Next Meeting:** *Wednesday 25<sup>th</sup> October 18:00 (Venue TBC)*

# PAPER O

## **November Meeting Change of Date Proposal**

### **Key Concept**

The meeting schedule calendar has been agreed by full council however, the November Amenities Committee meeting clashes with a pre-planned holiday of key members of the Committee.

### **Rational and Background**

It would be prudent to change the date of the November meeting to 21<sup>st</sup> November 2023 where currently there are no meeting scheduled.

The Chair and Vice Chair work incredibly hard to drive the ambitions of the Committee and seek the Committees support to continue doing so on their return. Given the sensitive time of year with regard to budget decisions and strategic plan implementation, it would be logical to not proceed with the current meeting date in their absence.

### **Proposals**

1. To change the November Amenities Committee Meeting from 07<sup>th</sup> November 2023 to 21<sup>st</sup> November 2023

### **Suggested Budget**

N/A

### **Appendix A**

N/A