

Thursday, 16 November 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Amenities Committee** which will be held on **Tuesday 21st November 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, Mackenzie, 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.	
	Chair's welcome	
AC24/107	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
AC24/108	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
AC24/109	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
AC24/110	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)
AC24/111	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). Paper A – Amenities Committee 3rd October 2023	Local Government Act 1972, Sch 12, p41 (1).
AC24/112	To note the Amenities Committee Revenue Budget for 2023/2024. Paper B	
AC24/113	To note the Clerk's actions update report.	
AC24/114	To receive and note a verbal report on ground staff work.	
AC24/115	To note an update from the Conservation Group. Verbal Report	
AC24/116	To consider Funtopia event and hire charge for grounds. Paper C	Local Government Act 1972, s.145
AC24/117	To consider a Skate Park opening event and agree some dates. Paper D	Local Government Act 1972, s.145
AC24/118	To consider quotes for memorial inspections and choose a contractor. Paper E	Local Government Act 1972, s.214
AC24/119	To receive and consider the football pavilion condition survey and decide on any action to be taken. Paper F	
AC24/120	To receive and consider estimates received for the sealing of the Skatepark Sealing – and allocate the relevant funding.	
AC24/121	To note playground inspection report 04 October and consider quotes to carry out intermediate repairs. Paper G	
AC24/122	To receive and note a verbal update by the Clerk on the Streetwise bin and litter pick contract and consider the purchase of litter pick stations. Paper H	Litter Act 1983, ss.5, 6
AC24/123	To consider quotations received to reduce the Wharf Lane recreation ground hedge and determine the height the hedge should be reduced to.	Public Health Act 1875, s. 164

Agenda no	Agenda Item title	Power/Regulation
	Paper I	
AC24/124	To adopt the Terms of reference for the following working groups (AC24/079): a) Cemetery working group b) Lease hire charge review working group c) The recreation ground working group Paper J	
AC24/125	To note the notes from the Cemetery and Rec Working Groups taken by a member of the groups. Paper K	
AC24/126	To consider a proposal by Cllr Furniss: To approve a revised design and the installation of a new cemetery tap and approve any difference in costs. (AC24/046) Paper L	
AC24/127	To consider a proposal by Cllr Furniss: To approve the installation of three new benches at the Lily Ponds from the nature reserves budget (Option A or B). Paper M	
AC24/128	To consider a proposal by Cllr Furniss: To approve the installation of a new toilet door at Rockley Park. <i>(Quotations needed from Officer. more options needed focusing on getting the toilets open ASAP, though mindful a full refurbishment is proposed next year - suggest a basic wooden door for now then move to metal and electric locks next year as part of the refurb). Deferred from AC24/077</i>	
AC24/129	To consider a proposal by Cllr Furniss: To consider quotations and approve works for: <i>(Quotations needed from Officer)</i> a) The cleaning and repainting of Rockley Park Pavilion building b) The cleaning and [fixing] of Rockley Park Pavilion roof & guttering c) The installation of new lighting on Rockley Park Pavilion (<i>'up' lighters on exterior and interior down lights - meeting 13/6/23</i>). Paper N	
AC24/130	To consider a proposal by Cllr Furniss: To approve the installation of new defibrillators, bleed control kits and the associated costs at the following locations: <i>(Meeting 13/6/23)</i> a) Woodside Stores/Harlequin. <i>(This is the donated defib, already agreed in principle with the owner, need</i>	

Agenda no	Agenda Item title	Power/Regulation
	<p><i>to reconfirm with him and sign the MOU document example sent to you from EMAS. No electricity required - EMAS cabinets do not have electrical supply and c.150 of these are in use so only needs drilling to outside the wall and registering on the Circuit)</i></p> <p>Paper O</p>	
AC24/131	<p>To consider a proposal by Cllr Furniss: To receive quotes for new dog zone signage and approve the installation (<i>from meeting 13/6/23, there may be benefit in contacting the Borough to see what company they used for the one's at Rushcliffe Country Park</i>)</p> <p>Paper P</p>	
AC24/132	<p>To consider a proposal by Cllr Furniss: To consider and approve the application for funding of Valley Road Dog Agility Area (<i>Attached</i>)</p> <p>a) To approve the concept of a dog agility area in the Valley Road space b) To approve the submission of the application below to Rushcliffe Borough Council for UKSPF/REPF funding of £10,000 for dog agility equipment, information board and installation</p> <p>Paper Q</p>	
AC24/133	<p>To consider a proposal by Cllr Furniss: To approve the formation of the following Working Groups. Returning item from Cllr's O Furniss, T Bere, A McKenzie</p> <p>a) Dewberry Hill b) Dog Agility Area (<i>Note: This group will focus on the implementation of the agreed item above</i>).</p> <p>Paper R</p>	
AC24/134	<p>To consider a proposal by Cllr Furniss: To consider and approve revised Cemetery Pricing as recommended by the Cemetery Working Group effective 1st December 2023.</p> <p>a) To approve the pricing strategy outlined below for burials and cremations effective 1st December 2023 b) To approve the pricing strategy outlined below for alternatives to burials/cremations effective 1st December 2023 c) To approve the package layout to simplify costings for purchasers effective 1st December 2023</p> <p>Paper S</p>	
AC24/135	<p>To consider a proposal by Cllr Furniss: To consider and approve revised Cemetery Regulations as recommended by the Cemetery Working Group effective 1st December 2023.</p> <p>Paper T</p>	

Agenda no	Agenda Item title	Power/Regulation
AC24/136	<p>To consider a proposal by Cllr Furniss: To consider and approve the recommendation by The Rec Working Group (<i>Attached</i>)</p> <p>a) To approve the draft plan as recommended by The Rec Working Group of the reimagining of The Rec (Appendix A)</p> <p>b) To approve the working group/Parish Council to action items in phase one</p> <p>c) To approve the working group to have a pre-planning meeting with RBC and The FA for advise only at no cost for phase two plans</p> <p>Paper U</p>	
AC24/137	<p>To consider a proposal by Cllr Furniss: To consider and approve the installation of a storyboard at Wharf Lane Recreation Ground</p> <p>Paper V</p>	
AC24/138	<p>To consider a proposal by Cllr Furniss: To consider a proposal by Cllr O Bere and seconded by Cllr O Furniss to recommend to the F&GP committee for the formation of a Amenities Designated Reserve, to encompass all outstanding accruals approx. £15,000.</p> <p>Verbal report</p>	
AC24/139	<p>To receive and note verbal reports from Councillors</p>	
AC24/140	<p>To receive any items for notification to be included on a future agenda – for information only</p>	
AC24/141	<p>To consider changing the date for the next meeting from the scheduled date of 5th December 2023 at 19.00.</p>	<p>Local Government Act 1972, Sch 12, p10 (2)(a)</p>

PAPER A

DRAFT Minutes of the Amenities Committee meeting held on 3rd October 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 Tracie Bere	Cllr Tracy James	Cllr Matt Douglas
Cllr Anne McLeod		

Members Absent:

Cllr Gillian Dunn	Cllr Alice Tomlinson	Cllr Annie Mackensie
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In attendance:-

Belina Boyer (Clerk)		
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Also present:

Cllr Sue Clegg, and Cllr Phil Thomas, one member of the public

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.		
AC24/057	To note apologies for absence.	The committee noted apologies from Cllrs Dunn, Mackenzie and Tomlinson.		Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
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)
AC24/087	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). Paper A – Amenities Committee 5 September 2023	The committee unanimously resolved to sign the minutes as a true record of the meeting 05 September 2023.	Administrator to post to website	Local Government Act 1972, Sch 12, p41 (1).
AC24/088	To note the Amenities Committee Revenue Budget for 2023/2024. Paper B	The committee resolved to note the Amenities Committee Revenue Budget for 2023/2024.		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/089	To note the Clerks actions update report. Paper C	The committee resolved to note the Clerk's actions update report. The committee agreed to permit geocaching on council property.		
AC24/090	To receive and note a verbal report on ground staff work.	The committee noted the report on ground staff work. It thanked the senior grounds maintenance officer for the creation of the new borders in the Grange grounds.		
AC24/091	To note an update from the Conservation Group. Paper D	The committee noted an update from the Conservation Group.		
AC24/092	To consider 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.	The committee unanimously approved applying for official Commonwealth War Graves signage at no cost to the council.	Clerk to apply and determine position of signage.	
AC24/093	To consider replacing a dog bin on the Cliff Walk with a full sized co-mingled waste bin. Paper E	The committee resolved to approve the replacement of a dog bin on the Cliff Walk with a full sized co-mingled waste bin at a cost of £344.17 .	Clerk to place order with Streetwise.	
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	The committee resolved to replace the locks for the Hunts Close Public toilets with a timed locking mechanism and authorised the required expenditure. The committee chose company to D at a cost of £1738 +VAT.	Clerk to arrange for the installation.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	review current toilet opening times. Paper F	The committee resolved that the opening times should be 8am to 8pm. It was understood that the toilets would be cleaned at some stage during caretaker working hours. The committee thanked the accounts clerk for opening the toilets when the caretakers were not available.		
AC24/095	To consider whether additional winter supplies need to be ordered from VIA. Paper G	The committee resolved to delegate the decision to the clerk.		
AC24/096	To consider installing a new bench in a shaded area of the recreation ground as requested by a member of the public. Paper H	The committee referred this item to the Recreation Ground Working Group. The group would be looking into seating in shaded areas.	Clerk to write to member of the public. Working Group to research and make relevant recommendations to committee.	
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. 1. Full details of the notices squared as anything bigger attracts advertising consent)	The committee referred this item to the cemetery working group to make recommendations.	Cemetery Working Group to research and make relevant recommendations to committee.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	2. What materials will be used 3. How will it be fixed 4. Exact location including photograph Paper I			
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. Paper J	The committee unanimously agreed to obtain a structural survey from company B at a cost of £1,250 + VAT. The service was to be paid for from the "Leisure Hub" designated reserve budget line.	Clerk to place order for survey.	
AC24/099	To consider a quotation for the repair of Dewberry Hill fencing. Paper K	Cllr Douglas-Kirk left the room and returned after the vote had been cast on this item.(19.45-19.50) The committee unanimously approved the quotation received. The cost of £1,215.58 +VAT for this work was to be taken from the "Contractor" budget line.		
AC24/100	To consider an Amenities Asset Management plan proposal submitted by Cllr Furniss. Paper L	The committee resolved adopt the management plan as per Cllr Furniss's proposal.: 1. To adopt the amenities asset maintenance management plan and use this to guide staff in the completion of tasks.	Clerk to communicate to grounds maintenance team.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		2. To receive updates each month as a working document as part of the ground staff report.		
AC24/101	To consider a change in amenities committee budget lines and first budget proposal as submitted by Cllr Furniss. Paper M	The Committee resolved add budget lines to the amenities committee budget as proposed. The committee resolved to submit the	Clerk to draft Working Group Terms of Reference for all approved Working Groups.	
AC24/102	To consider a Cemetery Headstone Report Proposal as submitted by Cllr Furniss. Paper N	The committee unanimously resolved to approve the commissioning of a headstone survey as proposed by Cllr Furniss. This to be funded from cemetery designated reserves.	Accounts Clerk to obtain quotes to undertake the work and report back..	
AC24/103	To note the minute notes from the working groups: <ul style="list-style-type: none"> • Cemetery Working Group • Wharf Lane Recreation Ground Working Group • Playground Working Group Paper O	The committee noted the minute notes from the Cemetery and Wharf Lane Recreation Ground Working Groups. The Playground Working Group notes have not been available.		
AC24/104	To receive and note verbal reports from Councillors	There were none.		
AC24/105	To receive any items for notification to be included on a future agenda – for information only	There were none.		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/106	To consider changing the date for the next meeting from the scheduled date of 07 November to 21 November 2023 at 19.00. Paper P	The committee resolved to change the date of the next meeting to Tuesday, 21 November 2023 at 19.00.		Local Government Act 1972, Sch 12, p10 (2)(a)

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

	to Oct as at 14.11.23							
						2023/24	2023/24	2022/23
AMENITIES								
Cemetery maintenance	258	0	200	1,200		1,658	1,650	1,233
Cemetery audit + kerbs/audit follow up	0	0	0	2,000		2,000	2,000	2,000
Gravedigging	1,370	1,470	1,030	920		4,790	4,230	4,320
Plaques/Memorial Kerbs	0	22	186	180		388	1,070	822
Publicity	0	0	0	200		200	200	455
Rates	368	368	0	0		736	736	0
Trade Waste	190	190	210	190		780	770	883
Water	126	52	79	44		301	250	161
Total Cemetery	2,312	2,102	1,705	4,734		10,853	10,906	9,874
Donated plants/benches	2,380	0	832	0		3,212	0	6,277
In house grounds work	4,252	874	846	4,000		9,972	10,000	9,188
Litter and dog bins and litter picking	0	8,117	0	0		8,117	8,780	3,380
Mowing contractor	6,637	7,322	2,829	2,450		19,237	19,000	14,347
Nature reserves	0	230	685	1,085		2,000	2,000	3,000
Sub contractors	96	2,218	2,000	3,700		8,014	8,000	10,985
Tree Maintenance	1,330	3,840	7,080	0		12,250	4,850	4,645
Utilities at Park/Mess Room	130	774	-365	450		989	1,800	2,093
Street Furniture	0	796	0	700		1,496	1,500	1,500
Grounds Maintenance	12,444	24,171	13,075	12,385		62,075	55,930	49,138
Play Equipment	50	375	1,675	3,525		5,625	5,850	11,568
Skatepark - RBC	0			0		0	0	10,000
Skatepark - inc PWL	615	615	780	1,200		3,210	3,500	2,457
Play Areas	665	990	2,455	4,725		8,835	9,350	24,025
Maintenance	102	0	30	200		332	500	1,876
Utilities	209	136	212	135		693	700	506
Public Toilets (2)	311	136	242	335		1,025	1,200	2,382
Vehicles and Machinery	563	152	597	565		1,877	2,100	1,324
	18,676	27,551	18,907	22,744		87,877	79,486	93,020

PAPER E

Officer Report to
Amenities Committee
Report Author: Belina Boyer
Report Date:16/11/23



Memorial Testing

Introduction

This committee has agreed to carry out further memorial testing in the cemetery. The office approached the test provider it used in 2018 as well as several Nottinghamshire stone masons. The council currently does not employ any staff suitably trained to carry out basic periodic testing. The results of the 2018 tests were largely not acted upon.

Assumption

When the accounts clerk asked for quotations she based it on approximately 1425 memorials in both the closed churchyard and the cemetery.

Cost

Company A quoted £3.45 per memorial providing the following:

- Measuring the memorial for height, width and thickness; identifying the type of material; identifying any joints and cracks; ascertaining current foundation status
- Testing the memorial, resulting in an unsafe/safe result with actions required
- Final report detailing the findings

We would take guidance from yourself as how to immediately rectify any memorials that are in immediate danger of falling i.e. staking/lying down. These would incur an additional cost , if required.

The cost for this would be just short of £5000.

Company B quoted:

Memorial testing for above to include a risk-based assessment of each memorial including a visual check, a hand test and a more detailed inspection if required. A report will be supplied for each memorial that fails, photos can be supplied upon request.

Cost £2.90 + VAT per memorial.

Remedial work to include safe removal and lying flat any memorial identified as unsafe from above testing.

Cost £25 per memorial. *

This would come to just under £4200.

Company C quoted

A full visual inspection of each individual memorial.

A full physical inspection of each individual memorial

A full risk assessment of each individual memorial.

All memorials will be photographed and categorised into Red, Amber and Green categories.

Each memorial that fails the inspection will be given a proposed cause of action. This can be done at the time, or it can be done at a later stage.

The cost to carry out this works is price per memorial and will cost you £ 3.50 per memorial.

Initial Estimate £ 4987.50 Excluding vat

Company D

As discussed, our Memorial Inspection Report would be delivered in the following format ;

- Spiral bound A4 book.
- Photograph of each memorial.
- Excel spreadsheet with
 - a) Name on memorial
 - b) Grave number
 - c) Ground anchor required
 - d) 3in reinforced fixing slab required
 - e) 2in terrazzo foundation base required
 - f) Re-drill and dowel required

Prices will vary depending on what is involved and whether the memorial is a kerb surround or lawn type.

All the above can be also be sent digitally.

We have quoted for 3.5 days' worth of work, rather than the exact amount of memorials to be tested. If you were to place an order with us, we would expect to carry out this work next Spring.

Cost: Under £1500.

Recommendation

- To approve the necessary expenditure to commission company C to carry out the tests.
- To prioritise repairs as to level of risk (contact owners where possible, but this already proved difficult previously)
- To employ staff trained to test smaller memorials in house. This will decrease future testing costs for the more substantial memorials.

Previously Reported Findings Marked Complete During Inspection

None Recorded.

PAPER H

WORKING WITH THE 2 MINUTE FOUNDATION



A SHARED BELIEF IN A WORLD WITHOUT LITTER AND
PLASTIC POLLUTION WHERE NATURE THRIVES

AREAS WITH STATIONS HAVE SHOWN UP TO A
60% REDUCTION IN LITTER

2 MINUTES IS NOTHING, BUT SMALL ACTS
LEAD TO GREAT CHANGE



INTRODUCING OUR STATION

#2MINUTELITTERPICK



- Wall mounted STATION: £450
- Upgrade to A frame: £50
- Own/custom logos: £50
- Starter kit (4 litter pickers, 10 reusable, recycled tent bags): £100.
- PRICES INCLUDE DELIVERY BUT ARE +VAT
(If your organisation is not VAT registered, please get in touch)



WHAT THE STATION WILL BRING TO YOUR COMMUNITY



The stations ENCOURAGE people to:

CLEAN UP

We normalise the simple act of litter picking, helping people care for the places they live, love and visit.

USE OUR 'STATIONS'

We provide communities and organisations with tangible clean up stations that have the pickers and bags they need to take part in a litter pick or beach clean.

CONNECT

We provide a supportive community where people realise that even in just '2 Minutes' they can make a difference and their small actions can add up to a much larger collective change.

STAY POSITIVE

We know that spending time outdoors taking positive action litter picking benefits nature and wellbeing. Caring for our planet in turn takes care of us.

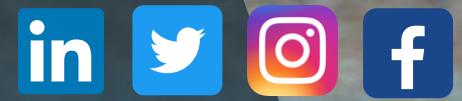


WE ARE PASSIONATE ABOUT CLEANING UP THE PLANET. IF YOU ARE AN ORGANISATION WHO SHARES OUR VALUES, LET'S TALK.



SIMON SHERGOLD
PRODUCT DEVELOPMENT AND SALES MANAGER

Stations@2minute.org
07930 203842



PAPER I

Officer Report to
Amenities Committee
Report Author: Belina Boyer
Report Date:16/11/23



Wharf Lane Hedge Maintenance

Introduction

Along the full length of the Wharf lane Recreation Ground next to the path to the Pavilion is a hedge of ornamental laurel and conifers. It is evergreen. The hedge has not been maintained for many years and is very overgrown. The occupant of the neighbouring property has complaint. They have threatened to take legal action. The hedge – or at least part of it – originates on our land and will therefore be our responsibility. See Nottinghamshire County Council advice on hedges: [Trees and hedges | Nottinghamshire County Council](#)

Maintaining the hedge may give the opportunity to improve its value for biodiversity by interplanting it with flowering species that would offer food for bees and birds as well as shelter. As a local authority and land owner we have a duty to consider improving biodiversity. <https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>

The neighbouring landowner is asking for the hedge to be reduced but also want to retain the privacy it offers their property.

Cost

So far only one contractor has been able to provide a quote. This was not accompanied with any RAMS or proof of insurance. To reduce to around eight feet and also reduce the width and chip all brush, which would allow it to be maintained in the future they estimate the cost of the works would be £2100.00.

Recommendation

- a) To continue to liaise with the home owner.
- b) To reduce the hedge in both height and girth to maintain proportionality
- c) To decide a hedge height and slope that is beneficial to the local wildlife and can reasonably be maintained in the future.
- d) To commission a contractor to carry out the work before the nesting season commences in March.
- e) To ensure the chosen contractor is suitably qualified and provides the necessary risk assessments, method statements and insurance certificates.
- f) To approve the expenditure for reduction and maintenance but also for additional underplanting with local wildlife friendly species.

PAPER J

Cemetery Working Group

Terms of Reference

Introduction

A Parish Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The Cemetery Working Group shall report to the Amenities Committee.

Reports to committee must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of any event - in agreement with their line manager.

Principle objective

The cemetery working group will research cemetery fees and recommend fees to the amenities committee.

The group will consider improvements to the cemetery and its appearance.

The cemetery working group will support officers in attending funerals.

The cemetery working group will support officers in researching and identifying grave owners.

The cemetery working group will assist officers with digitising cemetery maps and fragile historic paper records.

Budgetary matters

The cemetery working group does not have a budget.

For any proposed activity, the cemetery working group will produce a detailed budget including officer time and time line.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget as approved by the amenities committee. .

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

No member of the cemetery working group may meet or liaise with representatives of the county and borough council or their agents or any contactors. No member of the working group may singly or jointly engage in negotiations with any third party.

Lease Hire Charge Working Group

Terms of Reference

Introduction

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The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of any event - in agreement with their line manager.

Principle objective

The lease hire charge working group will research hire charges for football pitch and pavilion provision and make relevant recommendations to the amenities committee.

Budgetary matters

The lease hire charge working group does not have a budget.

For any proposed activity, the lease hire charge working group will produce a detailed budget including officer time and a time line.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget as approved by the amenities committee..

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

No member of the lease hire charge working group may meet or liaise with representatives of the county and borough council or their agents or any contactors. No member of the working group may singly or jointly engage in negotiations with any third party. .

Wharf Lane Recreation Ground Working Group

Terms of Reference

Introduction

A Parish Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The Cemetery Working Group shall report to the Amenities Committee.

Reports to committee must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of any event - in agreement with their line manager.

Principle objective

Wharf Lane Recreation Ground Working Group will research potential changed uses and layouts of the Wharf Lane recreation ground.

Wharf Lane Recreation Ground Working Group will research and make relevant recommendations as to potential hire charges for the use of the recreation ground by third parties and make relevant recommendations to the amenities committee.

Wharf Lane Recreation Ground Working Group will actively liaise with user groups, individual users, schools and general members of the public.

The Wharf Lane Recreation Ground Working Group will conduct quantitative and qualitative surveys that capture a representative cross section of the user community before recommendation to committee..

The group will identify realistic funding options for any larger projects and ensure the criteria are met before recommendation to committee.

Budgetary matters

The Wharf Lane Recreation Ground Working Group does not have a budget.

For any proposed activity, the Wharf Lane Recreation Ground Working Group will produce a detailed budget including officer time and a time line.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget as approved by the amenities committee..

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

No member of the Wharf Lane Recreation Ground Working Group may meet or liaise with representatives of the county and borough council or their agents or any contactors. No member of the working group may singly or jointly engage in negotiations with any third party. .

PAPER K

Cemetery Working Group Meeting - 26th September 2023 18:00hrs

Present: *O.Furniss, O.Bere, M.Caunt, A.Mcleod, J.Maughan, C.Gill*

Apologies: *M.Mills*

- 1) Welcomed. Cllr O Furniss recapped the previous meeting including the ambitions of the Working Group.
- 2) Aims of the session shared – To agree to form recommendations to the next Amenities Committee Meeting regarding Cemetery Regulations and Cemetery Pricing.
- 3) The Group went through each point on the regulations and agreed to changes, made tweaks to the suggested changes based on Cemetery Training and research.
- 4) Final document of Cemetery Regulations agreed by all.
- 5) The Group went through the pricing document and discussed future pricing including how this compares to other areas.
- 6) Final document of Cemetery Pricing agreed by all.
- 7) Next meeting to focus on alternative memorials and a rolling programme of maintenance for the Cemetery.

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

- a) Checking on pre-sold plots
- b) Both documents and recommendations to be shared with Sally and Belina
- c) Recommendations to be send to Amenities Meeting Tuesday 21st November 2023

Next Meeting: Thursday 14th December 18:00hrs (room to be confirmed with Hall Manager).

The Rec Working Group

Wednesday 25th October 2023 in Radcliffe Room at 18:00

Present: O. Furniss, S. Clegg, J. Maughan, J. Lockwood, A.Mcleod, O. Bere, H. Curtis, R. Upton

Absent: F. Seyfert

Focus: What do we want The Rec to look like?

Main Discussion: OF recapped the previous meeting and there was a brief discussion over The Rec at the moment and the issues over flood water.

The Group observed a pre-laid out map of The Rec and briefly commented on how this fit with the previous meetings SWOT analysis.

The Group discussed and moved various pieces of pre-prepared items to work into a succinct plan of what The Rec should look like. All were in agreement of the photo attached.



R. Upton advised that from a RBC/NCC point of view we should investigate over greenbelt building and planning by having an informal meeting with a RBC planning officer and gave details of who to contact.

It was agreed that 'phase one' of the plans could be completed within a year and that all the plans should go to Council for approval and support.

Action:

O. Furniss to submit plans for The Rec plans to Amenities Committee on Tuesday 21st November 2023 on behalf of the Working Group.

Next meeting TBC but will focus on separating roles of phase one and planning meetings for phase two for drafting.

Next Meeting: *TBC until after Council approval of plans (Likely Early December)*

PAPER L

Officer Report to
 Amenities Committee
Report Author: Belina Boyer
Report Date: 16/11/23



Cemetery tap

Introduction

The amenities committee decided the following:

AC24/046	To consider a proposal by Cllr Furniss to repair, replace or cap off a tap in the cemetery. Paper F	Proposed by Cllr Douglas, seconded by Cllr McLeod the committee unanimously resolved to replace the tap with a stainless steel tap and column similar to one already in place elsewhere in the cemetery.
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Since then the council's contractor suggested to remove the existing bib tap. To supply and install a non-concussive bib tap and a lock shield bib tap off the same water supply, together with local pipework modifications. To supply and install thermal insulation to the pipework. To test and leave in working order. This would cost approximately half the amount quoted for the stainless steel solution.

Despite requesting a quotation for a stainless steel solution which would allow staff to connect a hosepipe back in August, no quote has been received.

Cost

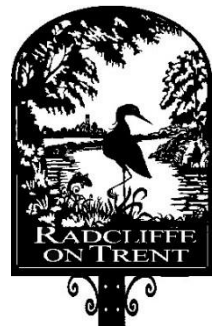
Double tap guard standpipes in stainless steel are available to buy online for just under £600 and then would require fitting by a qualified electrician and probably insulating. The usual contractor has been approached for a renewed quote.

Recommendation

To continue with the installation of a stainless steel column for reasons of aesthetics and longevity and if necessary find a different contractor.

PAPER M

Officer Report to
Amenities Committee
Report Author: Belina Boyer
Report Date:16/11/23



Lily Pond benches

Introduction

At its meeting in July, the clerk was asked to order three benches for the riverside: "Clerk to order the benches with a back rest for the riverside and instruct a contractor to install them." (AC24/042)

At a chair's meeting this item was considered to be neither urgent nor important.

In September the Clerk and Cllr Furniss met with a sales person who demonstrated their recycled plastic benches. A quote for these was not received until October.

The Accounts Clerk had by that time already sourced wooden benches with a back – the same style as used on the Cliff Walk.

Both bench styles can be delivered flat packed to allow for safe transportation on foot down to the riverside.

Both styles can be inscribed.

The council has used the services of both companies before.

Considerations:

The area by the river gets flooded on a regular basis. Flood water contains contaminants that may be detrimental to health.

Wooded benches: Lighter and easier to transport, would float if not secured. Porous and difficult to clean after a flood. May need to be discarded following prolonged exposure to flooding. They are prone to rotting.

Recycled plastic and galvanised steel benches: Heavy with long earth anchors. Heavy to transport on foot. Non-porous, disinfectable. Do not rot.

Cost

Installation

£500 based on estimate day rate for "flatpack" benches

Wooden Bench

Model same as Cliff Walk

Each	for three	delivery	total (Excl.VAT)
439	1317	75	1392
	740	80	820

Recommendation

For this committee to decide which style of bench to install and recommend a source for their funding.

PAPER N

Officer Report to
 Amenities Committee
Report Author: Belina Boyer
Report Date: 16/11/23



Rockley Pavilion

Introduction

At its meeting in June, The committee took the following decision:

AC24/029	<p>To consider a proposal by Cllr Furniss:</p> <ul style="list-style-type: none"> a) To remove the clean the Pavilion thoroughly including the removal of debris from the guttering and the roof tiles, ensuring that they are secure, replacing/fixing any which are not. b) To repaint the Pavilion structure in its original colours. c) To install interior and exterior lighting to the Pavilion to enhance aesthetics and deter vandalism. d) To install new CCTV signage to deter vandalism. <p>Paper E</p>	<p>Thank you to Cllr Oliver Furniss for the photos of the pavilion, Items a, b and d are maintenance requests and should be dealt with by ground staff as instructed by the clerk. It was noted that the centenary is in 2027, it would be good to refurb the pavilion before that. Costs for lights to go onto the 4 year plan.</p>
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At a chair’s meeting this item was considered to be neither urgent nor important.

Items b) and c) had been identified as operational and part of general repair and maintenance. These will be dealt with in due course (where not already done) as and when staff and our usual contractor are available.

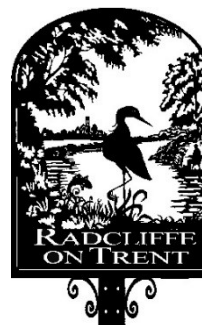
Considerations:

Our usual contractor operates on a day rate basis, therefore we try to “bundle” jobs into a day package.

Installing lighting and CCTV would be considered part of the wider refurbishment of the pavilion under the strategic plan and is anticipated to be in place by 2027. CCTV in particular will need careful consideration and relevant risk assessments and policies. It is a work in progress.

PAPER O

Officer Report to
Amenities Committee
Report Author: Belina Boyer
Report Date: 16/11/23



Defibrillators

Introduction

Radcliffe on Trent is a village that is very well served by Public Access Defibrillators (PADs). Apart from the four owned and operated by the parish council, there are numerous others, including several 24-hour unlimited access ones operated by other owners. Together, they cover most of the population. (Appendix 1).

There are many more devices in shops, schools and sports clubs, that are not 24-hour access.

The proposal had come before the council in June, but in a meeting of chairs of committees was not considered of high priority.

Electrical connection

The council has been gifted a PAD, metal non-insulated case and a bleed kit by a person unknown. The recommended storage temperature of the Lifepak CR 2 defibrillator is 15-30°C. Without additional heat, this temperature range cannot be achieved in Radcliffe between the months of November to March when average daytime temperatures are below 15°C and night temperatures are even lower.

This is why PADs in all but the remotest areas are usually connected to a power supply which will maintain the necessary temperature above 15°C.

There is a risk that 5 months of the year, this model of defibrillator stored in an unheated and uninsulated case could be malfunctioning in an emergency. Our insurance might not support us if we knowingly store our defibrillator in an unsuitable manner.

There are, of course, other models of defibrillator, that operate in a wider temperature range, but the one donated to the council does not.

The unit could be installed on a “stubby” post spurred off a light column, which would provide sufficient power. Installation of such a “stubby” would cost approximately £800 in any location considered suitable by the highways authority/NCC highways.

Alternatively, a local business might be willing to “donate” their electricity to heat the device.

Location

For the donated device the Woodside store exterior wall has been suggested. A verbal agreement by the proprietor had been obtained a few months ago.

The clerk has tried to arrange a meeting with the proprietor, but not yet succeeded.

The woodside store is within 500m of an existing council owned defibrillator. In order to provide coverage for the Harlequin estate and at least partial coverage for the soon to be built estate, a position further away from the village center would be beneficial.

Considerations:

The attached map plotting existing, registered 24hour PADs shows that bothth Cliff Walk and most of the Canadian estate are covered.

The proposed location at the Woodside store is not ideal It had previously been suggested and an electrician had recommended not to install there. This situation may have changed, and with the permission of the premises owner, an lectrical supply for the cabinet could be installed – to be paid for by the council. The store owner would commonly be expected to carry the cost for the electricity.

Altenatively, the council could source an alternative PAD with a temperature range of -5°C upwards. Even in an unheated cabinet, one of these defibrillators would be stored at the correct temperature, particularly when stored next to a heated building.

There are other businesses along the A52 who may be willing to host a PAD. Carparking outside their offices would provide easy access.



The council could install a “stubby” pole fed from a lamp post. The £800 for this could come out of the lengthsman scheme allowance if the scheme were to be approved before January, as it would be work on the public highway.

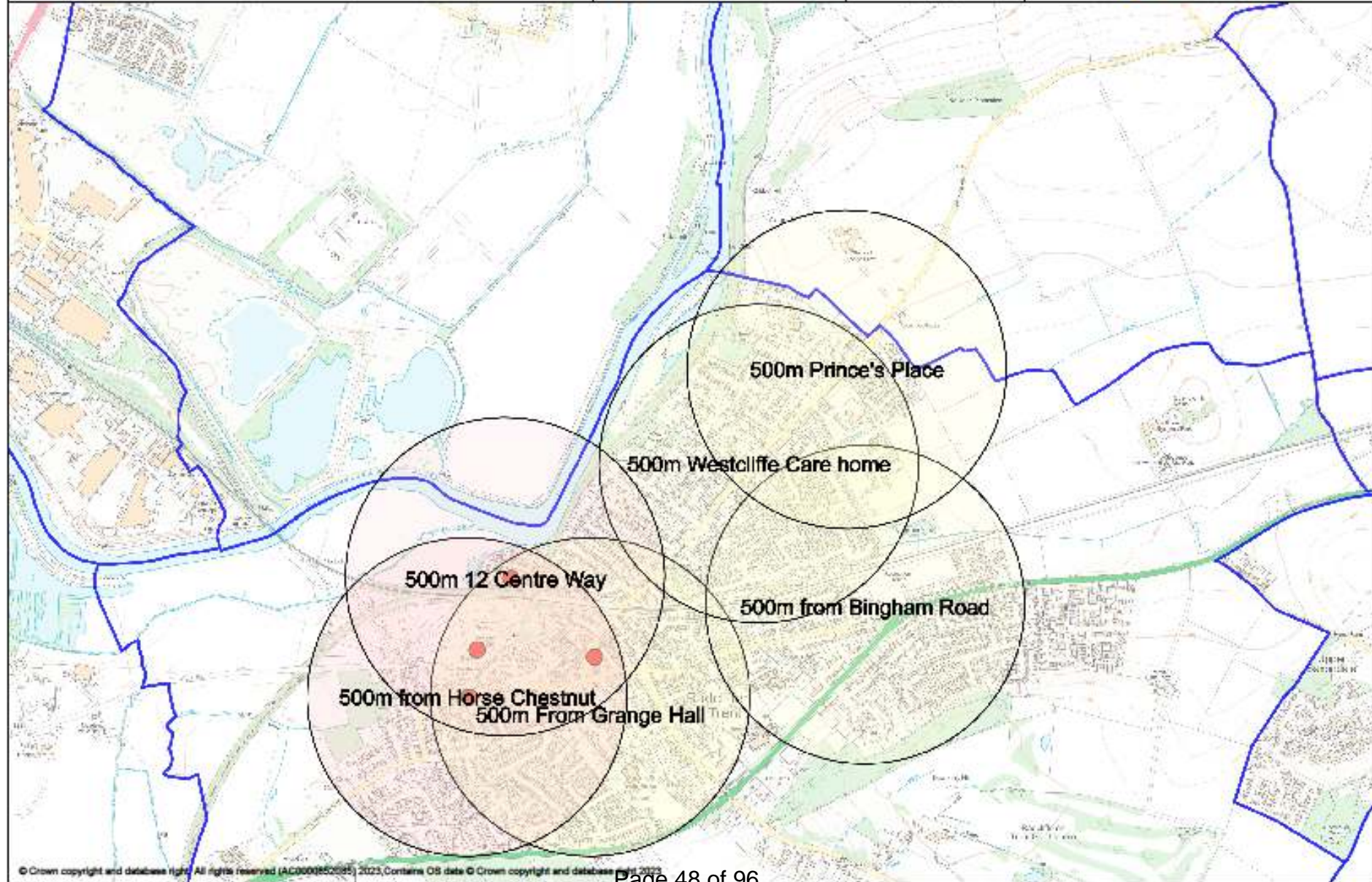
Recommendation

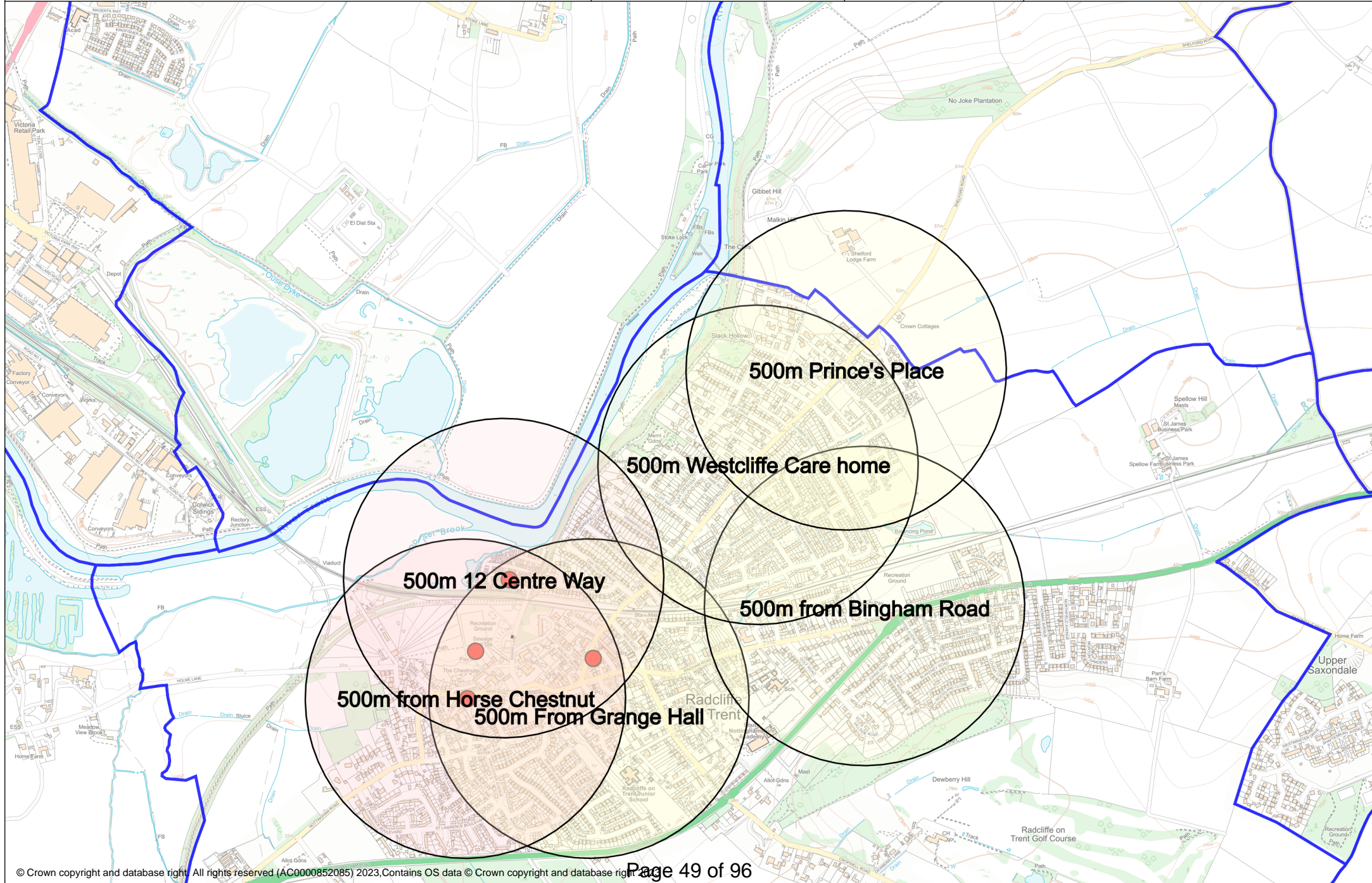
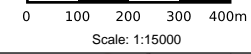
For this committee to determine the number of additional defibrillators it wishes to purchase – given that the parish’s population is largely covered by existing PADs. PADs require monthly recorded checks and replacement pads and batteries every 3-5 years depending on model. These sundries cost between £200 and 500 each, depending on the model.

If the committee wishes to go ahead with the installation of additional PADs, to explore the installation of “stubby” posts at a cost of £500 each to install the PADs in accessible places on the public highway, next to a lamp post.

To not install the gifted defibrillator in an unheated cabinet outdoors. Any decision to the contrary would be against the Clerk’s explicit advice.

PADs coverage	Radcliffe on Trent		
Council and other 24 Hour access	Author: B. Boyer		
	Date: 16/11/2023		





11. If the device has wireless capability, see one of the following to connect the device to your account:
- LIFELINKcentral AED Program Manager (on page 43), or
 - LIFENET System (on page 59) for health care organizations that already have a LIFENET System account.

CAUTION

Possible Reduced Battery Life

After completing an initial inspection, do not open the lid unless necessary. Each time you open the lid, the defibrillator turns on and battery power is reduced.

Where to Locate Your LIFEPAK CR2 Defibrillator

The defibrillator should be placed in a high-visibility, frequently-traveled area. This could include a location near existing emergency equipment, such as fire extinguishers and first-aid kits.

In the workplace, employees should be informed as to the defibrillator location. Placing the defibrillator in a central location will help everyone get used to seeing it so they know where to find it in an emergency.

You can place your defibrillator on a stable surface, or in an AED cabinet (if purchased). If the defibrillator is placed in a surface-mounted cabinet, ensure sufficient space to avoid protruding into the path of travel for anyone walking or in a wheelchair.

When considering location, avoid areas that expose the defibrillator to moisture, dust, or extreme temperatures. The recommended storage temperature is 15° to 35°C (59° to 95°F); however, long-term storage at the higher temperatures in this range may reduce the life of the electrodes.

The defibrillator and electrodes are designed to withstand environmental temperature fluctuations between -30° to 60°C (-22° to 140°F), but storage at these extreme temperatures is limited to one week. If storage at these temperatures exceeds one week, the electrode shelf-life will be reduced. Storage at high temperatures will also reduce the life of the battery.

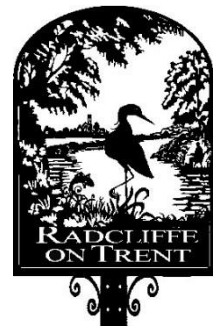
If the defibrillator has wireless capability, it should be placed in a location that has adequate signal strength.

WARNING

Possible Fire or Explosion

Do not store this defibrillator in the presence of flammable gases or in direct contact with flammable material.

PAPER P



Dog Zone

Introduction

At its meeting in June, The committee took the following decision:

AC24/028	<p>To consider a proposal by Cllr Furniss:</p> <ul style="list-style-type: none"> a) To adopt and implement formal Dog Zone mapping for Parish Council owned/operated areas This will comprise of three colour coded areas. No dogs allowed (Red), Dogs on lead (Amber) and Dogs off lead, but must be under control (Green). b) To share information through social media, Parish Council notice boards and on the Parish Council website alongside a brief explanation of why we have created this map. c) To fund and install new Parish Council signage at all key points throughout the village, with 'repeater' signs where appropriate. <p>Paper D</p>	<p>There is some ambiguity about what the rules are with dogs in the village. Rushcliffe Country Park have dog zones. Rushcliffe Borough Council would require consulting. It is noted that dog zoning will not make it enforceable. There is a Public Spaces Protection order on parks from RBC. The cemetery is not on this order, it was suggested that the cemetery be changed to a red zoned area and an PSPO obtained from RBC.</p> <p>Resolved: to adopt dog zones and consult RBC on cemetery for PSPO 6 agreed 1 disagreed. For items b and c of proposal to was a unanimous decision to share information on social media etc and to install new signage.</p>
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At a chair's meeting this item was considered to be neither urgent nor important.

Some clarification had to be sought as to what "zoning" would be enforceable under local bylaws /PSPOs and what not.

The dog zoning signs can only be polite requests and are not enforceable.

The committee needs to consider the type of material it would like to use for the signage: wood, dibond, plastic, corrugated plastic and establish the exact location

for the signs and repeater signs. Once the precise number (plus some replacements) has been established costings inclusive of posts, concrete and labour can be brought to this committee.

The committee will also need to consider whether the dog zones should be supported by notice boards/information boards. There will be additional cost for these.

Considerations:

When this item was first added to the agenda in June, some members of the public voiced their concerns and asked to be consulted on the final plan. Buy -in by residents and dog owners will be a key to the success of the scheme.

PAPER Q

Valley Road Dog Agility Area Proposal

Key Concept

The space behind Valley Road Play Area can be reimagined into a specific Dog Agility Area for residents to use with their pets.

Rational, Background & Scope

Dog ownership within the village of Radcliffe on Trent is high and has increased over the last few years due to several factors including the pandemic. The Parish Council has received several complaints from members of the public regarding dogs off leads within Parish Council owned or operated areas. There have been additional complaints over uncontrolled dogs or dogs off leads on local Facebook groups. There have been similar incidents and complaints around Rushcliffe which led to the implementation of dog zones within areas such as in Rushcliffe Country Park which, subsequently led to a reduction in complaints. (<https://www.nottinghampost.com/news/local-news/council-introduce-dog-zones-park-1553531>). In June 2023, the Amenities Committee approved dog zoning around the village and will be creating and installing new signage over the tenure of the Council.

The Parish Council is very good at telling residents where their dog should not be going or where they should be on leads however, it is not effective in communicating the ways and spaces that dogs can be off lead. Additionally, there is not a specific space for dogs to exercise and socialise within the village. A dog agility park would provide this, alongside an opportunity to educate dog owners about dog-related issues such as vaccinations and behavioural signs etc. There is a distinct opportunity to also work with external organisations such as Radcliffe RSPCA on creating effective information boards and potential future collaboration projects. There are a wide range of benefits to dog agility areas including, but not limited to:

- Healthier and happier animals and owners
- Increased socialisation resulting in better behaviour of dogs
- Dedicated space for dogs to promote positive village impact
- Opportunity to promote education of dog ownership
- Encouragement of responsible ownership

The Parish Council is fortunate to have space behind the Valley Road play area that it could utilise for this purpose. It has a high volume of footfall, especially dog walkers and would help distribute amenities further around the village. Additionally, The Parish Council has the opportunity to utilise access to UKSPF/REPF funding to enable the delivery of this project.

Proposals

1. To approve the concept of a dog agility area in the Valley Road space
2. To approve the submission of the application below to Rushcliffe Borough Council for UKSPF/REPF funding of £10,000 for dog agility equipment, information board and installation
3. To approve the installation and funding of the fence and bench at Valley Road Dog Agility Area from ROTPC at a cost of approximately £4,000



Valley Road Dog Agility Area – Radcliffe on Trent UKSPF/REPF Funding Application

Total requested from UKSPF/REPF funding £10,000

To fund the creation of Valley Road dog agility area within Radcliffe on Trent

Prepared by Cllr Oliver Furniss

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Proposal

To fund the creation of Valley Road dog agility area within Radcliffe on Trent by purchasing dog agility equipment, information board and installation.

Rational, Background & Scope

Dog ownership within the village of Radcliffe on Trent is high and has increased over the last few years due to several factors including the pandemic. In June 2023, Radcliffe on Trent Parish Council approved dog zoning, mirroring that of Rushcliffe Country Park as a concept, around the village and will be creating and installing new signage over the tenure of the Council.

The Parish Council is seeking to further improve the provision of amenities and create a dedicated, positive space for dogs and their owners to enjoy. At present there is no specific space for dogs to exercise and socialise within the village. A dog agility park would provide this, alongside an opportunity to educate dog owners about dog-related issues such as vaccinations and behavioural signs etc. There is a distinct opportunity to also work with external organisations such as Radcliffe RSPCA on creating effective information boards and potential future collaboration projects. There are a wide range of benefits to dog agility areas including, but not limited to:

- Healthier and happier animals and owners
- Increased socialisation resulting in better behaviour of dogs
- Dedicated space for dogs to promote positive village impact
- Opportunity to promote education of dog ownership
- Encouragement of responsible ownership

The Parish Council has identified a space currently underutilised behind the Valley Road play area, it is an ambition to develop this area specifically for dogs. The area has a high volume of footfall, especially dog walkers and this project would help distribute amenities further around the village.

It is hoped that Radcliffe on Trent Parish Council secures the support from Rushcliffe Borough Council in achieving this project.

Link to Funds

The highlighted sections are where The Valley Road Dog Agility Area would meet funding criteria.

UK Shared Prosperity Fund (UKSPF)

The UKSPF will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives:

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
- Spread opportunities and improve public services, especially in those places where they are weakest
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost
- Empower local leaders and communities, especially in those places lacking local agency

Description: this picture shows the communities and place investment priority, its objectives, outputs and outcomes, and how they link together to contribute to the fund's overarching objective. A chain of arrows shows the logic flow.

Investment priority = Communities and place
Objectives

1. Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
2. Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.
3. Nation specific interventions: For example: 'Funding for new, or improvements to existing, community and neighbourhood infrastructure projects'
4. Outputs: For example 'Number of facilities supported/created'
5. Outcomes: For example: 'Increased users of facilities/amenities'
6. Aligned with the Levelling Up White Paper Missions to 'Build pride in place and increase life chances'

Rural England Prosperity Fund (REPF)

The Rural Fund objectives sit within the UKSPF investment priorities for:

- Supporting Local Business
- Community and Place

Rushcliffe Borough Council Growth Fund/Boards

The Radcliffe on Trent Growth Board currently has five areas of focus:

- Main Road Improvements
- Train Station
- Leisure Facilities
- Health Centre Provision
- Responding to Housing Growth

Site Maps

Figures 1 and 2 below show aerial views of the Valley Road Site within the context of Radcliffe on Trent. It is located in the North East of the village on a popular walking route and close to existing and new housing developments.

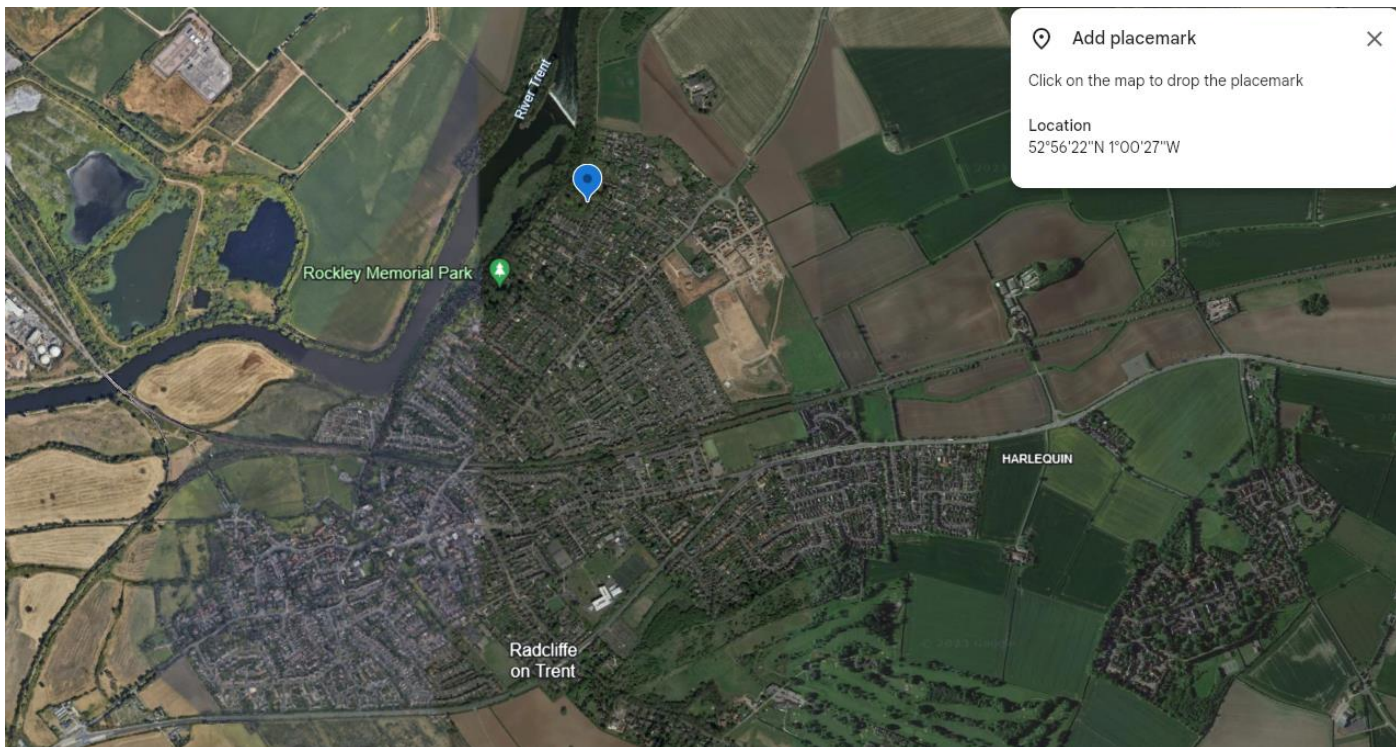


Figure 1: Location of Dog Agility Area Within Radcliffe on Trent

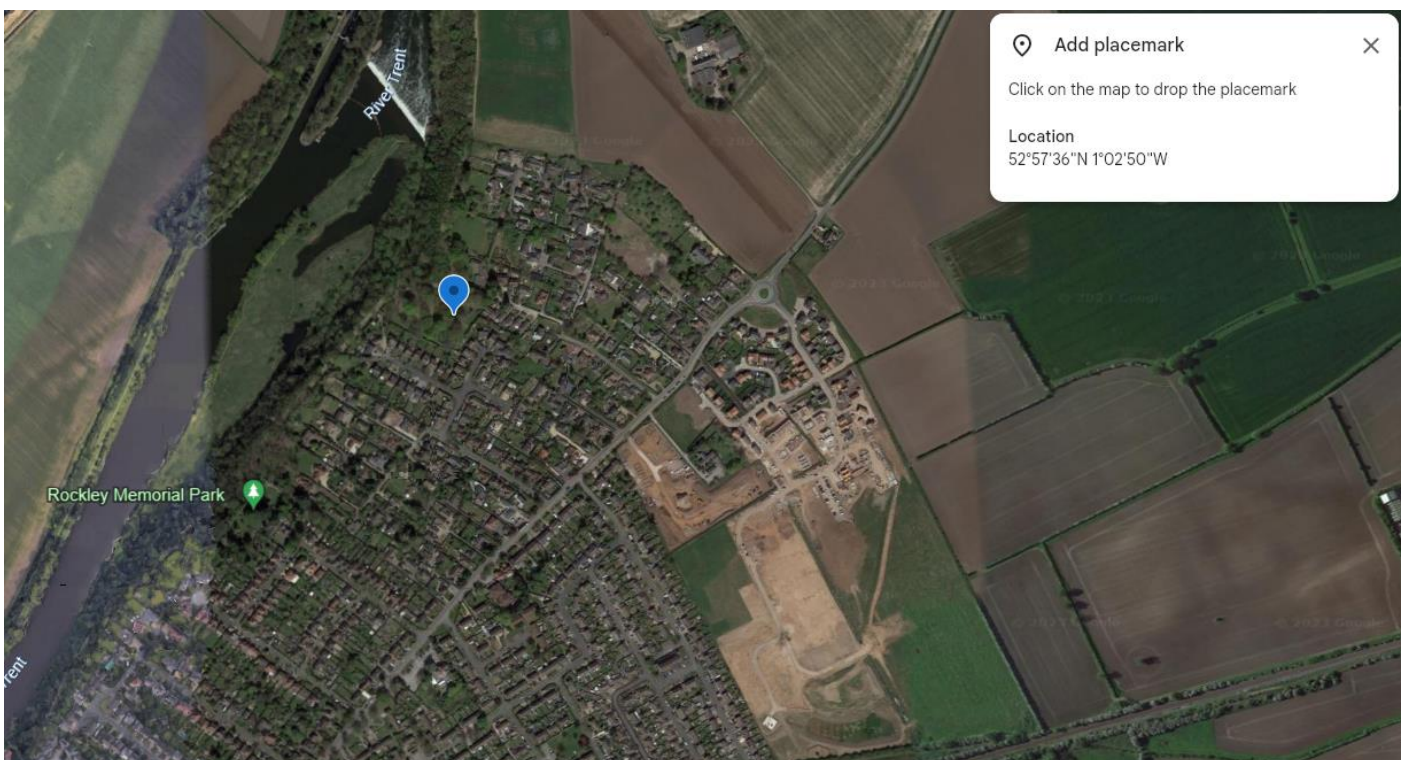


Figure 2: Location of Dog Agility Area within Radcliffe on Trent

The site has access from Cliff Walk, the path shown in the far left of the image and Valley Road show right middle. The site currently contains Valley Road Play Area under the partial Tree Cover to the left of the image and a currently available space under the tree cover to the right of the image.



Figure 3: Aerial Photography of Valley Road Site

The figure below shows the suggested total area of the dog agility area (outlined in orange). A new fence, shown in figure 5 below will separate the two areas to create distinct spaces.

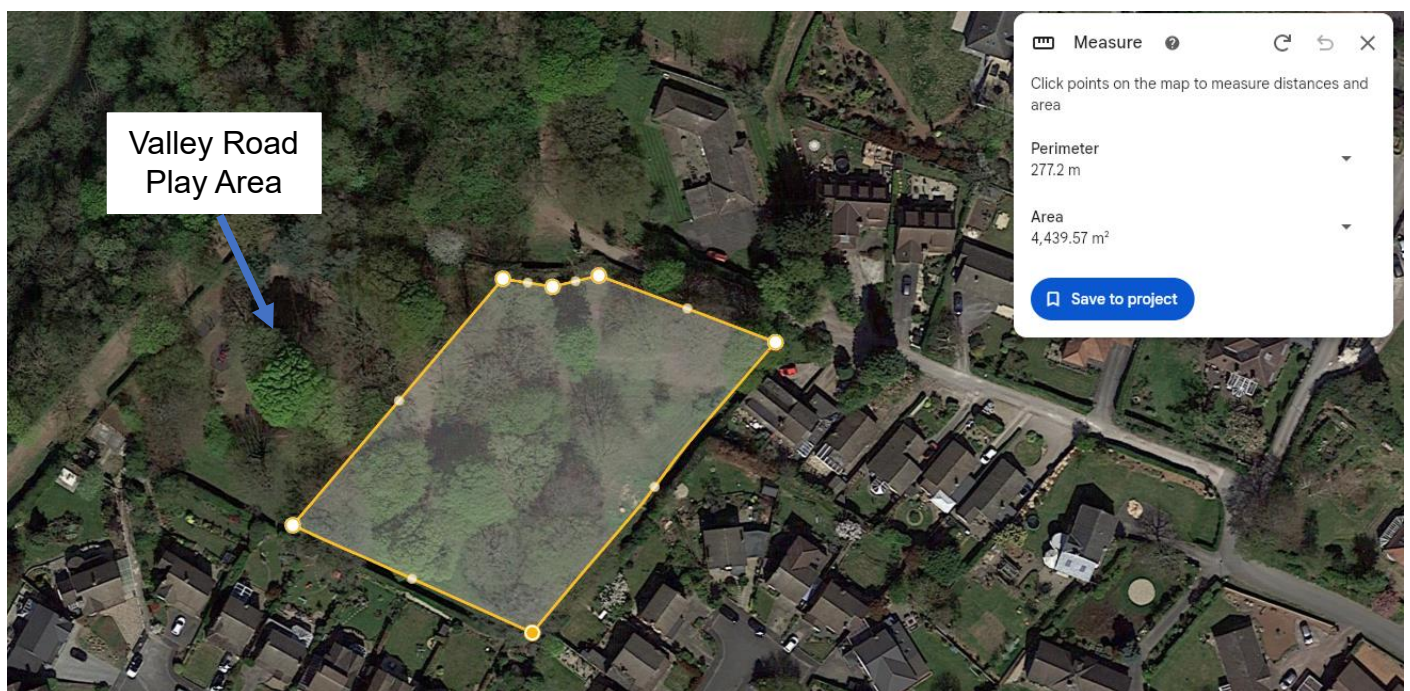


Figure 4: Site Dog Agility Area including perimeter and total area



Figure 5: New fence Line c 70 meters

Site Photography



Figure 6: Photography of entrance from Valley Road Footpath



Figure 7: Location of dog agility equipment



Figure 8: Location of information boards/ signage



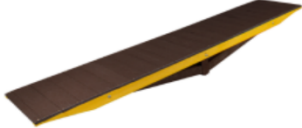
Figure 9: Line of fence which is to be installed

The selection of images above shows the areas which are proposed for the dog agility equipment and information boards to be located. The equipment, shown in the next section, will enable visitors to exercise and socialise their dogs. It is a big enough space for visitors to have the opportunity to also undertake other activities such as catch and freebee etc.

Equipment and Signage

[Dog Agility Archives - Marmax Recycled Plastic Products - Manufactured in the UK \(marmaxproducts.co.uk\)](http://marmaxproducts.co.uk)

The images below show the range of equipment to be purchased that would provide a range of equipment for the dog agility area. It would provide a wide coverage of equipment suitable for dogs of different sizes and abilities.




Dog Agility Seesaw
From: £198.00

Size: Large
Colour: Green & Black

£605.00 (Excluding VAT)
Add to basket

Short Description
The Recycled Plastic Dog Agility See Saw is great for your dog agility training set. Ideal for gardens, dog agility training centres or dog rehoming charities, the see saw is a great source of enrichment for dogs of all sizes. The Dog Agility See Saw provides a great source of exercise and is a way to build confidence as dogs walk or run over it. The see saw is ideal for training dogs and preparing them for more advanced agility. The Dog Agility See Saw saves 3,517 milk containers from landfill because it is made from 100% HDPE recycled plastic.




Dog Agility Cube
From: £198.00

Size: 1000
Colour: Green & Black

£264.00 (Excluding VAT)
Add to basket

Short Description
The Recycled Plastic Dog Agility Cube is a great addition to your dog agility collection. The cubes are available in 3 sizes, 500, 700, and 1,000 and save 830, 1,115 and 1,487 milk containers from going to landfill. An ideal addition to your own garden or dog training centre, the Dog Agility Cube is great for training purposes. Watch as your dog enjoys jumping from one to another or as they run through the centre looking for their favourite toy.




Dog Agility Hoop Jumps
From: £165.00

Size: Small
Colour: Green & Black

£165.00 (Excluding VAT)
Add to basket

Short Description
Our Recycled Plastic Dog Agility Hoop Jump and Recycled Plastic Small Dog Agility Hoop Jump is ideal for any type of rehoming centre, dog agility school or even your own garden. Provides enrichment for dogs as well as keeping them fit and healthy. Made from 100% recycled plastic, maintenance free with a 2½ year construction guarantee and does not rot, corrode or splinter.




Weaving Posts
From: £397.00

Colour: Green & Black

£397.00 (Excluding VAT)
Add to basket

Short Description
The Recycled Plastic Weaving posts are the perfect addition to your dog agility equipment. Guide your dog through the posts and they will be weaving around on their own in no time. Dog agility is a great way to rid of your dog's excess energy and helps strengthen their muscles, improves agility, and keeps them fit by increasing endurance. The Weaving Posts are a fun way for dogs to exercise. 2,231 milk containers have been saved from landfill with the Weaving Posts and they are made from 100% HDPE recycled plastic which is maintenance free. The material will not rot, corrode, or splinter, making them safe for paws of all sizes. The product is a robust addition because they are completely weatherproof and can be left outdoors all year round. The colour will also not fade in the sun, meaning the appearance will be retained year after year.




Balance Ramp
From: £319.00

Colour: Black

£319.00 (Excluding VAT)
Add to basket

Short Description
The Recycled Plastic balance Ramp is suitable for any outdoor space; and also perfect for children and animals to practice their balancing skills. Suitable for gardens and for areas which are restricted in size. Ideal for smaller dogs.






Dog Agility Platform Jumps
From: £429.00

Colour: Clear


- 1 + [Add to basket](#)

Short Description
Suitable for gardens and for areas which are constricted in size. Ideal for smaller dogs. Made from 100% recycled plastic. Maintenance free. Does not rot, corrode or splinter.

Description +
Additional information +
Delivery information +
Reviews (0) +

SKU: Platform Jumps
Category: Dog Agility



Dog Agility Ramps
From: £473.00

Product:

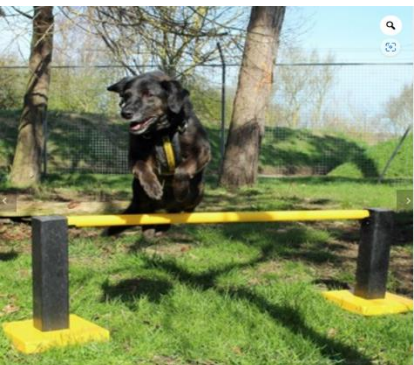
Size:

Colour: Clear

£561.00 (Excluding VAT)

- 1 + [Add to basket](#)

Short Description
Part of our dog agility range, the A Frame and Dog Agility Spider are a great way to rid of your dog's excess energy and it will help strengthen their muscles, improve agility and keep them fit by increasing their endurance. Saving 858 milk containers from landfill, the A Frame is both a practical and environmentally friendly solution to dog training, and the texture provides grip in both dry and wet conditions. The frame is made from 100% HDPE recycled plastic and is completely maintenance free. It will not rot, corrode or splinter making it safe for all paws, big or small. The material is completely weatherproof, meaning that it can be left outdoors all year round for your convenience.



Dog Agility Pole Jump
From: £77.00

Colour: Clear

- 1 + [Add to basket](#)

Short Description
Get your dog Crufts ready with this 100% UK recycled plastic Dog Agility Pole Jump!

Each Pole Jump is made from 100% HDPE recycled UK plastic so will not rot, corrode or splinter so it is safe for paws of all sizes. As it is made out of recycled plastic and is maintenance-free, it can remain outside 365 days of the year without treatment or the need to be covered, and it will still look as good as new years after purchase. The Dog Agility Pole Jump is available in a range of sizes, so contact our team to find out what size will work best for you and your four legged friend.

Description +
Additional information +
Delivery information +



Dog Window
£490.00 (Excluding VAT)

- 1 + [Add to basket](#)

Short Description
Our Recycled Plastic Dog Window is ideal for any type of rehoming centre, dog agility school or canine exercise area. Provides enrichment for dogs as well as keeping them fit and healthy. Made from 100% recycled plastic, maintenance free with a 25 year construction guarantee and does not rot, corrode or splinter.

Description +
Additional information +
Delivery information +
Reviews (0) +













SKU: Dog Window
Category: Dog Agility

The equipment will be made from 100% HDPE recycled plastic and is completely maintenance free. It will not rot, corrode or splinter making it safe for all paws which makes it durable and long lasting. Additionally, the material is completely weatherproof making it suitable for all seasons. Most of these products also come with a 25-year guarantee meaning they will be future-proof for the village. A full breakdown of the items is listed in the funding section below.

Required Funding

Funding of the dog agility products (c. £6,000)

Shopping Basket

	PRODUCT	PRICE	QUANTITY	SUBTOTAL
✕	 Dog Agility Ramps Product: Dog Agility Spider Size: 2 Sided Colour: Green & Black	£561.00	- 1 +	£561.00
✕	 Dog Agility Pole Jump - Green & Black	£77.00	- 3 +	£231.00
✕	 Dog Agility Hoop Jumps - Small, Green & Black	£165.00	- 1 +	£165.00
✕	 Dog Agility Cube - 1000, Green & Black	£264.00	- 1 +	£264.00
✕	 Dog Agility Cube - 500, Green & Black	£198.00	- 1 +	£198.00
✕	 Dog Agility Cube - 700, Green & Black	£231.00	- 1 +	£231.00
✕	 Dog Agility Seesaw - Large, Green & Black	£605.00	- 1 +	£605.00
✕	 Weaving Posts - Green & Black	£397.00	- 1 +	£397.00
✕	 Dog Agility Platform Jumps - Black	£429.00	- 1 +	£429.00
✕	 Balance Ramp - Black	£319.00	- 1 +	£319.00
✕	 ZigZag Balance Beam - Black	£363.00	- 1 +	£363.00
✕	 Dog Window	£490.00	- 1 +	£490.00

Basket totals

Subtotal £4,253.00

Shipping Shipping: £495.00
 Shipping: £405.00
Shipping to NG12
1BB.
[Change address](#)

VAT £949.60

Total £5,697.60


PROCEED TO CHECKOUT

Installation of dog agility equipment (c.£2000)

Purchase and installation information boards (c. £2,000)

Information Boards (see below) are an example of concept however, final designs and information to be provided in consultation with Radcliffe RSPCA a willing partner and supporter of the project.

2000 Post Mounted Double Sided Noticeboard



Price: **£1,260.00**
 (Exc. 20% VAT)
 (£1,512.00 inc. VAT)

Select a Size
 1000 high x 750mm wide (2 x 9 A4)

Select Colour
 Green (RAL 6005)

Buy Optional LED Illumination
 LED Lighting Not Required

Delivery Lead-time ✔ See Lead-time tab below

Add to Basket

PayPal Pay in 3 interest-free payments on purchases from £30-£2,000. [Learn more](#)

Zoom

winlight

ACCEPTS PINS LOCKABLE WEATHER PROOF DOUBLE SIDED INSTALLATION SERVICE MADE IN THE UK

HOW TO SPOT PESKY PARASITES

Parasites can be extremely harmful to your dog and your human family – use our parasite guide to understand the signs to look out for

SIGNS YOUR DOG HAS FLEAS

- Irritation – Itching, scratching, chewing at themselves – leading to hair loss and red/irritated skin
- You can see them – Visible fleas or flea dirt (flea faeces) on your dog
- No signs? – Some dogs show no signs and fleas can be difficult to see, but fleas multiply quickly

SIGNS YOUR DOG HAS WORMS

- Tapeworms: You may notice individual segments of these flat worms that look like grains of rice in your dog's faeces or on their anus, 'scooting' their bottom on the ground, weight loss
- Hookworms: Pale gums, anaemia, weight loss, weakness, bloody diarrhoea, itchy paws, poor growth – can be fatal
- Roundworms: Rice or spaghetti-like worms in faeces, vomiting, diarrhoea, swollen and painful belly, weakness, dull coat, weight loss
- Whipworms: Diarrhoea, bloody stools, anaemia, weight loss
- Lungworms: Weight loss, difficulty breathing, coughing (with blood), lethargy, unexplained bruising and bleeding, seizures, collapse, shock, blindness – can be fatal

SIGNS YOUR DOG HAS BEEN BITTEN BY A TICK

- You can feel it – You may feel a small bump on the skin – check your dog after walks
- Skin irritation – Your dog may scratch, bite, or chew where the tick is
- Signs of Lyme disease: lethargy, appetite loss, fever, lameness, swollen lymph nodes

If you spot any of the signs above get in touch with our team straight away

We can also advise you on the best combination of preventative parasite treatments for your dog



What disorders most commonly affect our dogs?

The study

The Aim - To identify the most common conditions affecting dogs in England and to see if health differed between purebred and crossbred dogs.

The Data - Random sample of 3,884 dogs taken from 148,741 dogs, attending 93 vet practices.

Over 400 different types of health problems were diagnosed in our sample of dogs

Most common diagnoses

Ear canal disease	10.2%
Dental disease	9.3%
Anal sac impaction	7.1%
Overgrown nails	7.1%
Arthritis	6.6%
Diarrhoea	6.4%
Obesity	6.1%
Injuries	5.5%

Proportion of dogs affected

3 of the top 20 disorders were more common in purebred than in crossbred dogs:
 Ear canal problems
 Obesity
 Skin masses

Most common body location affected: **Head & Neck**

Most common organ system affected: **Skin**

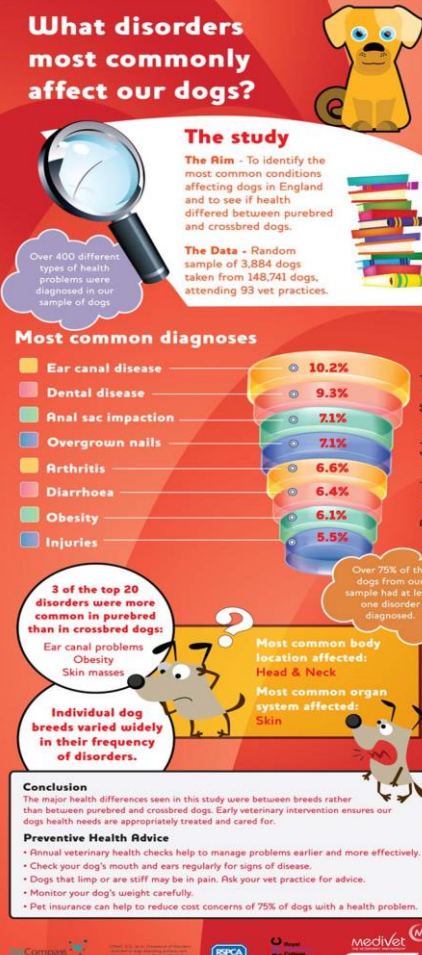
Over 75% of the dogs from our sample had at least one disorder diagnosed.

Conclusion

The major health differences seen in this study were between breeds rather than between purebred and crossbred dogs. Early veterinary intervention ensures our dogs health needs are appropriately treated and cared for.

Preventive Health Advice

- Annual veterinary health checks help to manage problems earlier and more effectively.
- Check your dog's mouth and ears regularly for signs of disease.
- Dogs that limp or are stiff may be in pain. Ask your vet practice for advice.
- Monitor your dog's weight carefully.
- Pet insurance can help to reduce cost concerns of 75% of dogs with a health problem.



PET SAFETY

Year round pet safety tips you don't want to forget.

Summer

- Use a PDF on Boats
- Watch paws on hot surfaces
- NEVER leave in a car
- Keep hydrated with water
- Some pets can get sunburn!

Autumn

- Keep Halloween candy AWAY from pets. Chocolate especially can be poisonous.
- Keep pets in on Halloween
- No turkey (or any kind) of bones for your pet, they can splinter.

Winter

- Antifreeze is poison, be careful.
- Keep your pets warm with booties or sweaters as needed
- Watch your pets around holiday decorations especially tinsel.
- Don't feed your pet table scraps, especially of candy and goodies.

Spring

- Watch for signs of allergies including skin scratching and ear problems.
- Make sure your pet has proper ID in case he gets lost
- Learn what plants are poisonous
- Get heart-worm medicine from vet.



Created by callistasramblings.com

Total requested from UKSPF/REPF funding £10,000

Funding from Radcliffe on Trent Parish Council

Purchasing and installation of fence to separate play area from dog agility area from Radcliffe on Trent Parish Council (c.£3,000)

Qty	Code	Description	Line Weight	Your Price Each	Line Total	Line VAT
40.00	S15100100	1.5m x 100mm x 100mm Redwood Post UC4	292.00	6.48	259.20	51.84
18.00	S42087038	4.2m x 87mm x 38mm Rail	126.00	4.43	79.70	15.94
60.00	CIP0200000	Coarse Insta Post Mix 20kg	1,200.00	3.50	210.06	42.01
500.00	SRP120075	1.2m x 75mm x 19mm Round Pale	675.00	1.07	535.50	107.10
1.00	TENZ6090PZ50100YP	Tenz 5.0mm x 100mm Woodscrew Qty:100	0.90	8.10	8.10	1.62
10.00	TENZ6090PZ40050YP	Tenz 4.0mm x 50mm Woodscrew Qty:200	6.00	6.48	64.80	12.96

Terms & Conditions: All orders are subject to our Terms & Conditions, as can be found on our website.

E.X.O.E - Quotes are subject to price change.

Total Order Weight: 2,299.90

Payments to be made to the following bank details:

Bank: [REDACTED]
Account No: [REDACTED]
Sort Code: [REDACTED]

Goods Net: 1,157.36
Delivery: 0.00
Order Net: 1,157.36
VAT: 231.47
Total: 1,388.83

Pound sterling

Price for new picket style fence

Materials as quote No 75520

Labour for fence £1500

PLEASE NOTE LABOUR PRICES ARE AN ESTIMATION NOT QUOTES

The cost of labour can come down as well as up depending on ground conditions

Material prices as of quote date, subject to fluctuations

Bench including dog station plus installation (c.£1,000)



Heavy Duty Picnic Bench

From: £252.00

Product: Heavy Duty Picnic Bench
Colour: Green & Black
Gameboard Top: Excluding Gameboard Top

Clear

£428.00 (Excluding VAT)

- 1 + Add to basket

Short Description

Our Recycled Plastic Heavy duty Picnic Bench is suitable for any type of environment, and for adults and children aged 7 years and over. The Heavy Duty Picnic Bench can sit up to 6 people at any one time. Made from 100% recycled plastic, the product is maintenance free, does not rot, corrode or splinter, and comes with a 25 year construction guarantee. There is no staining or varnishing required, and the product can be left outdoors all year round. Our Heavy duty Picnic Bench is available in our full colour range. Our Heavy Duty Picnic Bench has a Junior and Teeny Tot size for kids.



Dog Station

From: £79.90

Dog Bowl

Including

Colour

Black

Clear

£89.90 (Excluding VAT)

Contact us, this product is made to order

Short Description

Ideal for any dog friendly environment. Can be added to our Heavy Duty Picnic Bench as an optional extra. Optional bowls can be included. Made from 100% recycled plastic.

Description

+

Additional information

+

Delivery Information

+

Additional Expenditure

- Staff administration time from Radcliffe on Trent Parish Council
- Councillor time from Radcliffe on Trent Parish Council
- Document preparation and research
- Time and expertise from partners e.g., Radcliffe RSPCA
- Retrieval of quotations
- Concept Meetings
- Site Visits
- Project Management

PAPER R

Dewbury Hill Working Group Proposal

Key Concept

To create a working group specifically aimed at looking at Dewbury Hill for how The Parish Council can improve its functionality and amenities for all residents.

Rational and Background

The working group's main function will look at how Dewbury Hill works for all users and to make recommendations on improving the functionality of the space for residents. These include but are not limited to:

- The current use of Dewbury Hill
- The development of new pathways
- Parking, cycling and walking facilities
- Signage and information
- Accessibility for all residents

The Working Group's timeframe is not limited by an end date and should include how the space can be used by as many users as possible and how it could gain the Parish Council potential income.

Proposals

To create a Dewbury Hill Working Group

Suggested Budget

N/A

Valley Road (Green Space Area) Working Group Proposal

Key Concept

To create a working group specifically aimed at looking at the feasibility and utilisation of the green space behind the Valley Road play area.

Rational, Background & Scope

The working group's main function will look at how the space works for all users and to make recommendations on improving the functionality of the space for residents. These include but are not limited to:

- The development of a dog 'play' area
- Fencing/Access (Green/Red zones)
- Signage and education boards
- Events and publicity
- Creating stronger links with village organisations
- Accessibility for all residents

The Working Group's timeframe is not limited by an end date and should include how the space can be used by as many users as possible and how it could gain the Parish Council potential income.

Proposals

To create a Valley Road area Working Group

Suggested Budget

N/A

PAPER S

Cemetery Pricing Review

Executive Summary

The pricing of the Cemetery has been reviewed on an ad-hoc basis for some time and with the exception of a few administrative fees, has not changed significantly to reflect the true 'market rate' of a burial or cremation interment.

The pricing strategy outlined below echoes an increase to bring burial and cremation fees, along with other forms of remembrance, to a more reflective market rate when we consider that the cemetery is 'filling up' significantly and no other space is currently designated or owned by the Parish Council. Remember when the Cemetery is 'full', we still have to maintain it but will no longer receive income.

The pricing strategy also outlines possible 'packages' for relatives to buy when selecting their preferred option. This is something which already takes place, however, is done in a more complicated way as an 'itemised' process and leads to 'back and forth' enquiries. This is a more streamlined approach, with prices quoted 'all in' and 'at a glance'. Note a 'package' does not constitute a discount but a cumulative price.

In summary, this pricing review and strategy does three things. It reflects the 'true' market rate of interments in this area, is conscious of the space verses need dynamic that is faced and produces streamlined options for purchase.

Executive Summary Recommendations from The Working Group

1. To **adopt** the pricing strategy outlined below for burials and cremations effective 1st December 2023
2. To **adopt** the pricing strategy outlined below for alternatives to burials/cremations effective 1st December 2023
3. To **adopt** the package layout to simplify costings for purchasers effective 1st December 2023

Exclusive Burial Plot (25 years exclusive - Plot Only)

Current Pricing	+10%	+25%	+50%	Recommendation Eff. 1 st Dec '23	Recommendation Year Two -Apr '25
£500	£550	£625	£750	£650	£850

Place	Cost	Verses ROT (+/-)	Cost Recom. Yr 1 (2023)	Cost Recom. Yr 2 (2025)		
Mansfield District Council	£1,478	£978				
Nottingham City Council	£1,400	£900				
Gedling Borough Council	£1,247	£747				
Ashfield District Council	£1,046	£546				
Erewash	£804	£304				
Lowdham	£775	£275				
Bassetlaw	£760	£260				
Ruddington	£510	£10				
Radcliffe On Trent	£500	---			£650	£850
Woodborough	£500	£0				
Edwinstowe	£500	£0				
East Leake	£490	-£10				
Burton Joyce	£413	-£87				
Keyworth	£285.50	£214.50				
Bingham	£200	-£300				
Cropwell Butler	£195	-£305				

Additional Information

Average cost of a burial in the UK is £1,698
 Average cost of a burial in England is £1,863
 Average cost of a burial in East Midlands is £1,249

Cremated Remains (25 years exclusive - Plot Only)

Current Pricing	+10%	+25%	+50%	Recommendation Eff. 1 st Dec '23	Recommendation Year Two -Apr '25
£250	£275	£312.50	£375	£350	£500

Place	Cost	Verses ROT (+/-)	Cost Recom. Yr 1 (2023)	Cost Recom. Yr 2 (2025)
Nottingham City Council	£1,400	£900		
Mansfield District Council	£820	£570		
Ashfield District Council	£581	£331		
Bassetlaw	£555	£305		
Woodborough	£500	£250		
Ruddington	£492	£242		
Burton Joyce	£413	£163		
Edwinstowe	£350	£100		
Radcliffe On Trent	£250	---	£350	£500
Erewash	247	-£3		
Gedling Borough Council	£211	-£39		
Bingham	£200	-£50		
Lowdham	£200	-£50		
Cropwell Butler	£195	-£55		
Keyworth	£116	-£134		
East Leake	£50	-£200		

Additional Information

Average cost of a cremation in the UK is £934

Average cost of a cremation in England is £939

Average cost of a cremation in East Midlands is £922

[Rushcliffe Oaks Crematorium](#) – Cremation Pricing List for Rushcliffe Oaks

Cemetery Fee Packages (New Introduction)

ROT Current Fee – £1,210 (One Internment)
 ROT Current Fee – £1,850 (Two Internments)
 ROT Current Fee - £870 (Cremation Internment)

Remembering That Special Someone

	Eff. 1st Dec '23	Apr '25
Full Burial Grave Purchase	£650.00	£850.00
Grave for ONE Interment	£200.00	£225.00
Rights to Erect a Memorial	£150.00	£165.00
Deed of Exclusive Rights of Burial	£70.00	£75.00
Grave Digging Fee	£390.00	£440.00
Transfers, Searches, Statutory Declarations, Administration	£50.00	£55.00
Total	£1,510	£1,810

Remembering Them Both

	Eff. 1st Dec '23	Apr '25
Full Burial Grave Purchase	£650.00	£850.00
Grave for TWO Interments	£500.00	£550.00
Rights to Erect a Memorial	£200.00	£225.00
Deed of Exclusive Rights of Burial	£70.00	£75.00
Grave Digging Fee	£780.00	£800.00
Transfers, Searches, Statutory Declarations, Administration	£50.00	£55.00
Total	£2,250	£2,555

Memorial To That Special Person

	Eff. 1st Dec '23	Apr '25
Full Cremated Remains Grave Purchase	£350.00	£500.00
Grave for ONE Interment	£250.00	£275.00
Rights to Erect a Memorial	£100.00	£125.00
Deed of Exclusive Rights of Burial	£70.00	£75.00
Grave Digging Fee	£100.00	£110.00
Transfers, Searches, Statutory Declarations, Administration	£50.00	£55.00
Total	£920	£1,140

Remembered and Never Forgotten

The Government Child Funeral Fund (CFF) will cover costs for the plot, interment, gravedigging and memorial inscription permission for a child under 18.

A Child up to age 18	Covered by CFF
<u>Special Circumstances</u>	

Exhumation of Remains	Price on request
------------------------------	-------------------------

Carved in Memory

Item	Current Price	Eff. 1st Dec '23	Eff. Apr '25
Memorial Plaque	£120	£150	£200
Cremation Tablet	£120	£200	£250

PAPER T

Please read these regulations carefully, it is important that you understand your responsibilities. You are required to sign this document below to confirm this. In addition, please initial all statements in **bold** separately.

Purchasing of Grave Space

1. The pre-purchasing of grave spaces is not permitted in this cemetery.
2. Any resident of Radcliffe on Trent Parish, at time of death, may be buried in Radcliffe Cemetery.
3. Any person who does not reside in the village but wished (or family wishes for them) to be buried in Radcliffe Cemetery at time of death, the family must provide evidence of a **significant connection** to Radcliffe on Trent. In these circumstances, the decision shall be delegated to the Clerk to the Council with consultation of the Amenities Committee members.
4. Appeals to any decision may be submitted through the Councils Complaints Procedure.
5. The **maximum** number of grave owners permitted per plot is **one**. This person must be listed on the Deed of Grant on the Exclusive Right of Burial.

Burial Rights & Memorials

6. The person named in the Deed of Grant has the Exclusive Right of Burial. No grave may be opened, or memorial erected, without that person's **written permission** to The Clerk of The Parish Council. The Deed of Grant must be kept safe, as it may be required for any alternations to the grave.
7. If the person named in the Deed of Grant passes away, transfer or ownership of the Exclusive Right of Burial must pass, a **successor** be identified, and their details must be passed to The Clerk of the Parish Council.
8. **The person named in the Deed of Grant must notify The Clerk of the Parish Council in writing of any changes in their address and/or contact details within the time period of the Exclusive Right of Burial. [Initial: Date: / /]**
9. Exclusive Rights of Burial are for a **25-year period only**. Before the end of this period the person named in the Deed of Grant on the Exclusive Right of Burial may be allowed to extend the grant for another 25-years at the cost at the time of renewal.
10. The Clerk to The Parish Council will use the most up-to-date contact information for person named on the Deed of Grant on the Exclusive Right of Burial in order to arrange this. If the Clerk cannot contact due to incorrect details, or the person does not want to pay for another 25-year Exclusive Right of Burial, the plot will become a Common Grave.
11. Prior to the erection or alteration of any memorial, the details including size, inscription and materials, must be forwarded to the Clerk of the Parish Council for approval. The **only** person allowed to submit this is the named person on the Deed of Grant on the Exclusive Right of Burial.
12. Memorials must comply with BS 8415:2018 standards from a professional survey.
13. The Council reserves the right to withhold such consent for any reason whatsoever, but in particular as to height, width or inscription. (Guidance is provided on the fees listing.)
14. The Stonemason used must be BRAMM or NAMM Registered. Proof of this must be sent to The Clerk of the Parish Council for approval.
15. If the grave is for cremated remains, a memorial may be placed on the grave as soon as you wish. However, if the grave is for full burial the ground must be given time to settle and memorials may not be erected until **after nine-months**. However, a temporary memorial e.g., a wooden cross may be placed at any time. The choice of this must be sent to The Clerk of the Parish Council for approval.
16. **The person named in the Deed of Grant must maintain the memorial on the grave. This includes maintenance of memorials and their associated costs. [Initial: Date: / /]**
17. Memorial Kerbs to be purchased in strict order and Earthen Graves within a specified area.

Interments

18. Interment forms must be completed prior to the funeral and **submitted in writing** to The Clerk of the Parish Council by the named person on the Deed of Grant on the Exclusive Rights of Burial.
19. If the interment is of the original owner, the person requesting the interment must be the identified successor, as detailed in these regulations.
20. All earthen interments, including ashes shall be carried out by Councils contracted grave digger **only**.

21. The Memorial Garden is not to be used for the burial or scattering of cremated remains under any circumstances.
22. Caskets should be made of bio-degradable materials.

Lawned Cemetery & Maintenance

23. No kerb stones or other form of enclosure of the purchased plot shall be permitted in the interests of the Council's responsibility to regularly mow the grass throughout the cemetery.
24. **The Council will remove any memorial erected or altered, including artificial additions to plots without approval, or a memorial that does not meet the criteria outlined in these regulations. [Initial: Date: / /]**
25. The Council will level the grass and surface the grave to match the surrounding grass area. Under no circumstance shall the plot be edged or planted to form a garden. The planting of trees, shrubs, plants or flowers in the Cemetery ground is not permitted.
26. All memorials must fit on to the gravestone. Any items which are placed on the lawned area of the cemetery which affect the mowing of the area will be removed and can be collected from The Parish Clerk. The Clerk to The Parish Council will write to the named person on The Deed of Grant on the Exclusive Right of Burial, asking for these items to be removed within **four weeks** of the dated correspondence. Items not collected within **twelve weeks** will be donated to charity or disposed of.
27. No glass, china or other ornaments are allowed. These will be removed immediately due to health and safety. The Clerk to The Parish Council will write to the named person on The Deed of Grant on the Exclusive Right of Burial asking for these items to be collected. Items not collected within **twelve weeks** will be donated to charity or disposed of.
28. The Council has the right to remove any dead and decaying flowers or wreaths, including deteriorated artificial flowers. Christmas wreaths will be removed by the **end of February** if not done so by the named person on the Deed of Grant on the Exclusive Right of Burial.
29. The Parish Council will undertake a Headstone Safety Survey at least every 5-years. Notification of this will be sent to the named person on The Deed of Grant of Exclusive Right of Burial from The Clerk to The Parish Council and displayed on the Cemetery Entrance.
30. If the resulting professional survey shows any monument has fallen into a decayed state, or has become unsafe, then, due notice will be served on the person named in the Deed of Grant and the defect must be remedied within **six-months** of such notice, or sooner in the case of a serious safety hazard.
31. Remedial works must be carried out by a BRAM or NAMM accredited organisation/individual.
32. In the interim, The Parish Council may temporarily make safe the headstone, by methods including but not limited to, adding a stake and tying the stone, safety/warning tape or covering the stone.
33. **If unsafe headstones are not made safe in the six-month notice, The Parish Council will take steps as it deems necessary, including the repair/removal of the monument and will seek to recover the costs of any such action from the relevant person(s). [Initial: Date: / /]**
34. Please note that it may be occasionally necessary to dig or reopen a grave in close proximity to existing graves. Should this need arise, all possible effort will be made to minimise any inconvenience to the owners of neighbouring graves. This may be done without prior notification.
35. Please refer any questions regarding the cemetery to The Clerk to the Parish Council.

I confirm that I have read fully and understand these regulations and will comply with my obligations as outlined above.

NAME:

SIGNATURE:

DATE:

FULL ADDRESS:

POST CODE:

E-MAIL:

CONTACT NUMBER:

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Crest or Logo

ICCM Sample

Name of Council

Burial Ground Regulations

1. Introduction

- 1.1. These regulations apply to all burial grounds owned and/or managed by the Council.
- 1.2. Currently the sites include:

List name of sites

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemeteries should be directed to:

Contact details of Clerk or other person

The offices are open from 09.00 to 15.00 Monday to Friday.

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. There are no opening and closing times. Cemetery gates will not be locked.
- 3.2. The Cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the sites are welcome, but please respect the special nature of the sites, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments, trees or other items within the cemetery.

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- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of the Parish Clerk.
- 3.6. Vehicles are permitted in the cemetery but must not exceed the speed limit of 5 mph and must obey any instructions given to them by an officer of the Council. Vehicles must stick to the main driveways and avoid parking so as to cause a nuisance or damage to any graves or grassed areas. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery.
- 3.7. Visitors with disabilities or other special requirements should contact the Parish Clerk who will be pleased to assist.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 24 months before their death.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted. The Council will only permit burials in public graves in exceptional circumstances.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 25 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

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- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.
- 5.5. In public graves, the Council undertakes to leave 20 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 20 years. The Council may also allow the Exclusive Right of Burial to be purchased by a family member before the expiration of the 20 year period.
- 5.6. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.7. The scattering of ashes is not permitted anywhere in the cemetery or elsewhere on parish council land.
- 5.8. The types of graves available are Lawn Graves, Cremated Remains Graves, Cremated Remains plot under "kerbs" and Children's Graves. Lawn Graves are laid to lawn and a headstone only is allowed with a small space at the head of the grave available for floral tributes; Cremated Remains Graves are for the burial of cremated remains only; Kerbs are for the burial of cremated remains only, Children's Graves are reserved for the burial of children under 16.
- 5.9. All graves will be excavated and prepared for interment by the Council or their appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Parish Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.10. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

6. Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

7. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone to the Council Offices.

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- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Parish Council) to the Council Offices at least 72 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. The **exact size** of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking but at least two clear working days prior to the interment, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc). The Council will subsequently add a suitably amount to the given size in order to determine the dimensions of grave to be excavated.
- 7.4. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, eg large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 7.5. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given on the council's form for this purpose.
- 7.6. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.7. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 7.8. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

8. Interments

- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Parish Clerk if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the Chapel and/or grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

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- 8.4. It is the responsibility of the person making the funeral arrangements to organize a Minister or Officiant for the funeral if one is required.
- 8.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).

9. Memorials

- 9.1. The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy.
- 9.2. All memorials fixed in the cemetery must comply with British Standard 8415.
- 9.3. Only those memorial masons businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM or NAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM or NAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM or NAMM Fixer Licence.
- 9.4. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.5. Memorials other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined in any other way. On lawn sections floral tributes must be confined to the head of the grave and no objects must be placed on the length of the grave.
- 9.6. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Parish Clerk on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.
- 9.7. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 9.8. The maximum height of lawn memorials is 3', the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick. The Council will consider applications for

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larger memorials subject to them being satisfied that the installation is compliant with current recognized industry standards and no part of the memorial exceeds the plot boundaries. On cremated remains and children's graves the maximum height of a memorial is 2' and the maximum width 18".

9.9. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.

9.10. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

10. Care of Graves and Memorials

10.1. All memorials erected are the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

10.2. The Council recommends that grave owners take out an insurance plan for their memorial.

10.3. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

10.4. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any theft or damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.

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10.5. No trees, flowers, shrubs or other plants may be planted on graves. The Council may remove any floral tributes that infringe on other grave spaces or interfere with the Council's maintenance work.

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'Reimagining The Rec Phase One' Proposal (On behalf of the Working Group)

Key Concept

The Rec Working Group is looking for Council to support it's plans for the reimagining of The Rec and action its phase one plans

Abbreviations

WG (Working Group)

FA (Football Association)

PC (Parish Council)

RBC (Rushcliffe Borough Council)

SE (Sport England)

CO (Contractor)

Rational and Background

The Rec Working Group has formulated a workable plan of what is believed to be the best plan to reinvent the space to work holistically. The whole plan is outlined in appendix one which shows the ambition of what the site might look like. The redevelopment will work in three phases.

Phase One (*Within the next 9-12 months*)

- Remove the mound at the entrance of The Rec (PC)*
- Move the play equipment for older users up and next to the play equipment for younger users (PC)*
- Cut back the laurel bushes back (CO)
- Resurface the driveway and created lined parking spaces (Other funding sources)
- Installation of the shade structures over the picnic benches and step which users sit on (CIL/S106)
- Installation of a forth picnic bench (PC)
- Meetings with RBC and FA to discuss phase two plans (WG)
- Community consultation on phase two and three (WG)
- Submission of planning application (WG)

*WG will source companies, request The Clerk to get quotations for items and then make a recommendation to the PC

Phase Two (*Within the next 24-36 months*)

- Construction of new pavilion building (RBC, FA, Other funding sources) (Style suggested Appendix B)
- Raising of football pitch (To be confirmed)

Phase Three (*Within the next 36-48 months*)

- Removal of old pavilion building (Other funding sources)
- Installation of multipurpose court (SE)
- Installation of running track (SE)

In order to complete these actions in a timely manner the Working Group would like the Committees support and approval in taking this plan forwards by agreeing to the proposals below.

Proposals

1. To approve the draft plan as recommended by The Rec Working Group of the reimagining of The Rec (Appendix A)
2. To approve the working group/Parish Council to action items in phase one
3. To approve the working group to have a pre-planning meeting with RBC and The FA for advise only at no cost for phase two plans

Suggested Budget

PC budget lines – Contractor, Ground maintenance, street furniture, play equipment
Various other sources of funding

Appendix A



