

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 7 September 2015 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Chairman Cllr P Clarke

Cllrs D Meylan, D. Atkins, P. Bancroft, R. Hunt, T. Norman, N. Hall, T. Hartfield, S Sharma, J Turner,

Also present:

Mrs J Barlow (Clerk)

EMF Temple (Deputy Clerk)

County Cllr K Cutts arrived 8.35pm

Members of the public

Mr G Whitt, Mr S Nicholson from the Sports Club

1. To make Declarations of Interest in any matter on the agenda

Cllr Clarke as an officer of the Bowls Club.

Cllr Atkins on the Community Plan and Springdale Wood.

Cllr Strutt on matters relating to the Academy and the Pre-School Group.

Cllr Hunt on matters relating to the Wharf and the Marina.

Cllr Norman on matters relating to Fraser Brown solicitors.

Cllr Hartfield on matters relating to the Horticultural Society committee and the flower show committee is part of the Horticultural Society.

2 To receive apologies for absence

Cllr T Strutt

Borough Cllr Lawrence

3. To consider the minutes of the meeting held on 3 August 2015 and when approved to sign them as a true record

Resolved:-that the minutes be approved Proposed by Cllr Turner, seconded by Cllr Hunt and all agreed.

4. To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and to answer questions from Councillors

4.1 Loan to the Pre-School Group

The Pre-School Committee has not yet met.

4.2 Gravel extraction at Shelford

It was discussed by Notts CC at a meeting in late February but we do not yet know the outcome. It might be some time yet before a decision is made.

4.3 Donations Policy

This concept was discussed in January and met with general approval in principle.

Action. Clerk will prepare a draft for discussion at the next meeting of the Executive Committee.

4.4 The village website.

The Deputy Clerk had been asked to regulate the position on contracts with VTL and an updating of previous guidance for what goes on the website. Nothing to report yet. To wait until the new system is in place and then take it further.

Further consideration should include implications of putting financial information on the website

5. **To receive public comment** (the meeting was adjourned for the duration of this item)

5.1. Issues relating to the fire at the Sports Pavilion were discussed here but recorded at item 9.

6. **To receive the Chairman's Report**

The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.

7. **To consider and make recommendations on planning applications and receive RBC decisions**

PLANNING APPLICATIONS RECEIVED in August 2015

Where it states "permission granted" it may be approved subject to conditions.

15/01379/FUL

Mr and Mrs B Twomey

Site of former tennis court at the top of Cuttle Hill Gardens.

Erection of 1 new dwelling and garage.

There are two extant planning permissions for this site, both relating to a single dwelling with detached car port/garaging.

Response sent to RBC as below

1 This application does not enhance local identity. Nor is there acknowledgement that it is in the Notts East Bridgford village or that its design has been influenced by the Conservation Area report and Village Plan.

2 It is unclear if the roof has been reduced as Rushcliffe BC suggested in its letter of 15.05.15.

3 it is oversized.

4 The chimneys (only one of which works) do not add to the overall quality and are out of scale.

5. The left hand gable to the SouthWest elevation is asymmetrical.

6 No rainwater pipes are shown and will need careful consideration as they are a significant part of the composition.

7 The car parking area should be absorbent and a quality material agreed with Development Control, as should the roof tiles and bricks.

8 the parked and passing vehicle load on Kneeton Road is already a worrying threat as it is mixed up with a thronged school entrance, parked cars, buses plus large vehicles attempting to pass through. A project with fewer vehicles exiting has been recently rejected.

9 the first floor bathroom window does not line up with the ground floor window.

10 the location plan and ownership red outline at the entrance are unclear.

11 the paving against the vital NorthWest hedge should be permeable (advice needed as to suitable material), A high fence as proposed will lead to the demise of the fine hedge.

12 the Parish Council objected to the application for the above reasons.

15/01720/LBC

Mr D Miles of Danshell Healthcare Ltd, Cedar Vale, 93 Kneeton Road NG13 8PJ

Enlargement of existing window to form new doorway and internal alterations and refurbishment to existing independent mental healthcare hospital.

The PC has no objection.

15/01899/FUL

Mr Marcus Waldram

21 Main Street NG13 8PA

Single storey rear extension

The PC has no objection

15/01826/FUL

Mr and Mrs S, Ross

5 Croft Rise NG13 8PS

Two storey side extension

The PC has no objection

15/01937/FUL

Elaine Pearson

10 Fosters Close NG13 8NZ

Replace rear door and extend rear window

The PC has no objection.

Decisions yet to be made on the following by the planning dept;

14/02554/FUL.

Ms E Robens

East Bridgford Hill, Kirk Hill

Majority change of use of the ground floor of the building and grounds for the holding of specialised celebratory events and functions, including the restricted siting of marquees

Parish council had no objection

15/00973/FUL

Ross Matthews

47 Kneeton Road NG13 8PG

Dropped kerb on to Kneeton Road.

Parish council had no objection

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PLANNING APPLICATIONS GRANTED OR REFUSED

during August 2015

Notts CC Road Traffic Order for 2015 , consultation

ref 2038/01

Changes to speed limits in Butt Lane, near the Medical Centre, and in Kneeton Road / Lammas Lane.

The new speed limits in East Bridgford are now in place. All the signing works are now complete.

Jeff Burton, Senior Improvements Officer, Notts County Council Tel. (0115) 97 72505

15/01345/FUL

Mrs J Higgs

Old Hill Barn 113 Kneeton Road NG13 8LP

Extension to annexe to provide larger bedroom.

Permission granted.

15/01356/FUL

Dr Scaffardi

EB Medical Centre 2 Butt Lane NG13 8NY

Two new single storey extensions to side and rear of existing Medical Centre

Permission granted.

15/01617/TPO

A Park

3 Cuttle Hill Gardens NG13 8RW

Fell Sycamore and fell Oak.

Permission was granted but he then withdrew the application for the Oak and the consent is now for the Sycamore only.

8.0 Finance

8.1 To receive the Statement of Account to 31.08.15 and approve and sign the Schedule of Payments

RESOLVED: To accept the Statement of Account to 31 August 2015 and the Schedule of Payments for September 2015,

Proposed by Cllr Bancroft, seconded by Cllr Atkins and all in favour

Cheques were drawn and signed accordingly.

The Statement of Account and Schedule of Payments is attached as an Appendix to these minutes and had been circulated to Councillors prior to the meeting.

8.2 To receive the RFO's Report

The Clerk reported that she had retained all parish funds on the current account on maturity of the 30 day deposit in case needed in connection with the Sports Pavilion. It was agreed that this should continue .

The RFO passed a copy of the August 2015 bank statement to Cllr Hartfield for checking and signing off.

RESOLVED (after checking):- that this be approved.

Proposed by Cllr Norman, seconded by Cllr Hall and all agreed.

9. To discuss matters relating to the fire at the Sports Pavilion and its refurbishment.

It was borne in mind by the Council that the insurers would be unlikely to pay for "improvements" not required by building regulations and that at least some of the items, however desirable (but not urgent refurbishment) could be dealt with at a later date, when the sources of available funds for improvements are clearer.

Also, there is urgency in getting the planning permissions and building regs approval in place, when it has been decided (after the tender documents are back and decisions can be made by the Council, taking tender costings into account) as to precisely what refurbishment is to be applied for, to Rushcliffe BC Development Control.

Cllr Turner considered that the time needed to re-roof on the existing walls (which are to be kept) would be likely to be fairly quick. Most of the time to be taken will likely to be in internal issues.

The Council was conscious that provision has to be made within the planned refurbishment for facilities to be made available under the Disability Discrimination Act and that advice would be sought on that by the Fire Committee.

The following items were agreed not to be included at this stage as part of the tender documents, but to leave them open for further discussion in the future as being more of a stand-alone nature.

- a) Install picket fence around slabbed area
- b) Glass door fridge(s) in bar to replace the fire-damaged fridge and chiller tray. Not included, contents issue.
- c) A ramp for wheelchair and disabled access into the pavilion up to the verandah.
- d) Solar/photovoltaic roof tiles to supply electricity to the pavilion.

Resolved that the proposition for installation of a wet room should not be adopted.

Proposed by Cllr Atkins, seconded by Cllr Meylan and carried by a majority vote.

Resolved that the following items be included in the tender documents, with a request for separately identified costings on each, to enable decisions then to be made by the Council on whether these should be included as part of the proposed rebuilding / refurbishment of the Pavilion with available funds.

Proposed by Cllr Atkins, seconded by Cllr Turner and carried by a majority vote.

- e) Fire exit from the back of the changing rooms area to be created in outside wall within current male toilet area near changing rooms, and converting toilet into unisex cubicle(s). Door will also provide access to a toilet for tennis club if still required.
- f) Convert the existing toilet off the main room into a disabled toilet.
- g) Roller shutters on the windows
- h) Roller shutters right down to floor level on the verandah (alternative to (g) to evaluate cost difference)
- i) Increase size of windows in main meeting room to improve viewing and increase light
- j) Installation of sun-pipes to improve lighting.
- k) Installation of electric showers, to preclude the necessity for a hot water tank (if the water supply pressure would be sufficient for four showers). To be included, subject to water pressure pump if needed. Hot water heaters to every basin also needed. Cost to be compared to replacing water storage/boiler and legionella testing costs.
- l) Larger cricket store cupboard.
- m) CCTV system
- n) Bench seating
- o) Verandah ceilings – some fire resistance needed
- p) Bar size. Perhaps this can be increased or moved slightly as it may need to be relocated in the disabled toilet reconfiguration. Advice to be sought as needed.

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Other issues.

Resolved that the Parish Council pay for Portakabins and Portaloos on behalf of the Sports Club, subject to reimbursement of the net cost.

Proposed by Cllr Hall and seconded by Cllr Sharma and all agreed.

Resolved that as the Council is placing the order with the supplier of the Portakabins and Portaloos, the Clerk contact the Council's insurance brokers to ask if it is possible to add these on to the Council's insurance policy (because the Council is likely to be on risk for loss or damage) and that the Sports Club be instructed not to arrange for delivery until confirmation has been received from the insurers that these are covered by insurance.

Proposed by Cllr Turner and seconded by Cllr Hunt and all agreed.

Resolved that there be a compound created for contractors' cabins and skips in the location identified in plans available for inspection at the meeting.

Proposed by Cllr Hartfield and seconded by Cllr Bancroft and all agreed.

VAT.

The Clerk reported that there could be no recovery of VAT on lost contents (the Council did not own the contents, so the Council suffered no loss) but that confirmation has been received from HMRC that full VAT recovery may be made by the Council for the Council's purchase invoices on the refurbishment and on the costs of the temporary accommodation.

Fuller details of progress on the pavilion repairs etc are to be found in the annexed Chairman's report.

Sports Club lease

a)The Sports Club said that the field is a village facility and is used every day in some form by members of the village. The various clubs use it mainly at weekends (mostly Saturdays) and during the week other villagers use it for a variety of activities. Why should the Sports Club alone pay for re-seeding?

Resolved that the Sports Club should be responsible for rolling and spiking the playing field as may be needed by them but that fundamental repairs such as re-seeding (hopefully many years in the future) would be adopted by the Parish Council. Proposed by Cllr Turner seconded by Cllr Hall and all agreed.

b) The Sports Club raised issues of possible mis-use of the playing field.

Eg quad bikes, motor bikes. Who is to be responsible for keeping these off the field and clearing them off if they come on to the field?

eg horse riding or golf. Who is to be responsible for keeping these off the field and clearing them off if they come on to the field?

eg lads kicking balls about at the pavilion. Anti-social behaviour. Who is to be responsible for keeping these away from the pavilion and clearing them off if they are anti-social, having no connection to a sporting activity. ?

eg Litter. Who is to be responsible for clearing away litter?

Resolved that these issues were a village problem for the village to look after and should not be the exclusive responsibility of the Sports Club every day of the week, and that the lease should reflect this.

Proposed by Cllr Atkins seconded by Cllr Turner and all agreed.

10.0 To receive an update on the proposed Springdale (Millennium) Wood lease

Cllr Atkins reported that no draft lease had yet been received. Nothing yet to report.

11.0 To consider matters arising from the review of Parish Documents

11.1 Bus shelter

The roofing on the bus stop opposite the Royal Oak needs attention and the Clerk has written accordingly to Notts CC and the work has been done. Notts CC asked if the Council had contacted the owner of the wall at the back about necessary wall repairs nearer ground level. Cllr Hartfield to follow up.

11.2 Mowing of the playing field at Butt Close.

This is being done by Notts CC.

12.0 To discuss the water discharge onto the bank above the Marina access track on to Parish Council Land.

Confidential item

13.0 To consider the request from the Village Hall for an East Bridgford.org email address and the future use of the East Bridgford.net addresses.

Resolved that the Council release an East Bridgford.org email address to the Village Hall Committee and that the East Bridgford.net domain and addresses be released to the group of existing East Bridgford.net users. Proposed by Cllr Hartfield , seconded by Cllr Sharma, and carried by the Chairman's casting vote.

14. To discuss Assets of Community Value.

Deferred to next meeting

15.1 To approve quotations for remedial work required at the playground

Resolved to accept the quotations presented to the meeting. £101.36 for repair of the gate by the WI Hut and £160.06 to repair the clatterbridge in Butt Close. Proposed by Cllr Turner, seconded by Cllr Sharma and all in favour.

15.2 To consider whether to extend the trial period for maintenance of playground repairs and inspections.

Resolved to extend the trial period contract and hopefully lead to creating a permanent contract. Proposed by Cllr Bancroft, seconded by Cllr Atkins and all in favour.

16.0 To receive a report on the monthly list of outstanding issues

Double yellow lines round the village, under review.

Kicking goal on Butt Close. Deferred pending completion of pavilion works.

Trim Trail/Fitness Trail. Deferred pending completion of pavilion works.

Wharf lease, ongoing with Fraser Brown.

52 Kneeton Road, replace tree.

Welcome pack for newcomers to the village.

Seats to be re-varnished round the village

Cuttle Hill project, Deferred to 2016

Relocation of Holloway Close grit bin .Ongoing.

Waste bin to fit outside pavilion. Deferred pending completion of pavilion works.

Hedges at 107-109 Main Street.

17.0 To consider whether there are any consultation/ risk assessment issues arising from the agenda.

17.1 The location of the Fitness Trail in Butt Close and the rebuilding of the Pavilion. Consult with Sports Club. The Clerk has written to the Academy re safety issues and the play equipment.

17.2 Community Plan

Cllr Atkins reported that this was progressing well, but nothing particular to report at present.

17.3 The Deputy Clerk reported that he had prepared a template risk assessment proforma to assist in any future risk assessments.

18.0 To consider whether there are any insurance issues arising from the agenda

18.1 The Deputy Clerk will prepare an inspection sheet for land and buildings and other owned /leased assets of the Parish Council that need regular inspection. This will not only list the assets but in a separate column, list the required frequency for inspection. Another separate column will record the date and time of inspection and whether there are any matters needing attention. This will assist with insurances.

18.2 When the list in 18.1 is complete, it may be useful to create a second similar register of trees on Parish Council land, that need regular inspection.

18.3 When the list in 18.2 is complete, it may be useful to create a third similar register of portable electrical assets owned by the Parish Council land that need regular P.A.T. testing.

18.4 The possible acquisition of Springdale Wood by the Parish Council, relying on Friends of Springdale Wood to maintain it. Insurance cover needs to be in place. For risk assessment purposes the Deputy Clerk asked:-

(a) Who is to be responsible for health and safety of the Friends when they are working in the wood on maintenance aspects?

(b) If a member of the public is injured while walking in the wood, who bears liability? Who owes the "duty of care" to the public? The Friends or the PC?

If it is the Friends, will the PC reimburse the insurance premium? When discussing the litter-picking day, at that time, the Friends had no present insurances at all. This is yet to be determined.

18.5 The Bridgford Street track,

Review insurances.

18.6 Wharf Drive at the Marina,

Review insurances. In the meantime the Clerk is to insure the steel plate on the Marina track as part of PC insurances.

18.7 Lease to Sports Club

Action, Insurances and liability position to be checked out when the lease to the Sports Club is in final form. The Parish Council has included the issue of potential squatters in its own legal expenses insurances.

19.0 To receive reports from Committees

Fire Committee reports as in para 9 above.

20.0 To receive and consider report from the Clerk

20.1 The Clerk reported that the Chairman and the Deputy Clerk had attended a training session on "One Drive" file storage but were waiting for an updated user sheet to be issued by the PCs IT consultant, Bryan Haynes.

20.2 Auto-enrolment. Cllr Strutt to report at the next meeting.

21. To receive matters for report

21.1 Cllr Meylan reported that there was a parade of the British Legion in London on 15 August for Burma Star veterans. He had been invited to join in the parade and is the last surviving member of the village to do so and reported on the Event.

21.2 Cllr Bancroft reported that there will be a Rushcliffe BC Priority Setting Meeting in the Village on 9 September.

21.3 Cllr Hunt reported that he had saved £50 on the purchase of appropriate sand for the play areas. Cllr Hunt had reported at the last meeting that a Notts CC mower had taken out a 12 foot oak tree, he has contacted Jane Baines of Notts CC by phone to notify.

21.4 Cllr Bancroft had reported that at the entrance to the field behind the flats at Holloway Close, some dog walkers picking up dog faeces, putting them quite properly in plastic bags, put those bags in the adjacent blue bins. The Deputy Clerk had been asked to contact the Neighbourhoods Department at Rushcliffe BC with a request for installation of a dedicated dual purpose "city" litterbin for dog faeces in plastic bags, adjacent to the garages on Holloway Close. A reply had been received that such a bin would be installed by Rushcliffe BC on a temporary basis to evaluate whether it was useful.

21.6 Flower Show and allotments prizes

Flower baskets

First prize 1 Holloway Close

Second prize 7 Straws Lane
Third prize 29 Straws Lane

Allotments

First prize allotment 3
Second prize allotment 1
Third prize allotment 9

And the judges wanted to mention a 'Highly Commended' to allotments 16 and 16A.

22 Crime and Disorder Act 1998

The Deputy Clerk reported on the provisions of the Crime and Disorder Act 1998

S.17 Duty to consider crime and disorder implications.

(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

The Deputy Clerk reported that in his view there was nothing that was decided at this meeting that would be likely to have an adverse effect on prevention of crime and disorder in the Parish.

23.0 Correspondence for information only.

24.0 Date of next meeting.

It was noted that the Council needed to discuss the tenders that will come in on refurbishment of the Pavilion. These probably won't be back until after the first Monday in October.

Resolved that as and when the tenders for refurbishment of the pavilion come back and are ready to be reviewed by the Council, a date for the October Council meeting be fixed by the Chairman in conjunction with the Clerk. Proposed by Cllr Turner, seconded by Cllr Atkins and all agreed.

Closure The meeting closed at 10.20pm

Chairman Date:

Chairman's report, September 2015

Sports Pavilion

A planned meeting with the two surveyors from Cunningham Lindsey took place on Tuesday 1st September. Cllrs Clarke & Turner attended, together with the Clerk, to enable the surveyor acting for the Council to finalise his design brief for reinstatement and to incorporate certain improvements based upon requests from the Sports Club in a private client works section so that they can be costed. A few may be cost neutral or covered by long term savings, but most will involve additional costs or have planning implications about which decisions will need to be made.

The clubs within the Sports Club have responded well in that activities have continued as best they can, especially after the area was made safe. The football club is sourcing a portacabin which will be sited on parish land between the hedge and the tennis court. Planning permission is required and an application has been submitted, and with the help of Borough Councillor Lawrence the Borough has accepted the emergency nature of this and will allow it in lieu of the planning process being completed, and subject to permission being granted, at the Sports Club's risk. Cllr. Hall is kindly dealing with an old tree stump to facilitate the cabin being installed, and delivery awaits the completion of the water pipe repair on the entrance drive. The tennis club has also extended the portaloo hire.

Cuttle Hill

The decision to put off the Cuttle Hill project has been communicated to the SLC team, and they have been very understanding. They hope that the Council will be able to submit a revised scheme for next year.

St. Peter's Church

Notice has been given that the church is to undergo refurbishment which is due to start on the 14th September for about 8 weeks, during which time no services will take place there. Arrangements for the Remembrance Service in November should be confirmed by the time of the October Council meeting.