



Dear Councillors Bracegirdle, Buxton, Callingham, Elson, Fairbairn, Forde, Hall, Marshall, Moore, and Sellars,

You are summoned to attend the next meeting of the **Amenities Committee** to be held on **Wednesday 10th April 2024, commencing at 7pm**. This meeting will be held in the large hall of Balderton Village Centre, Coronation Street, Balderton, NG24 3BD

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Marion Fox Goddard, Balderton Parish Clerk, Wednesday 3rd April 2024

AGENDA

26. Declarations of any intentions to record the meeting.
27. To receive apologies for absence.
28. Declarations of interest.
29. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting.**
30. To approve the minutes of the Amenities Committee meeting held on February 13th, 2024.
31. To note the clerk's report.
32. To consider how to proceed with requests for more dog bins
33. To consider where to put a new safer streets funding bench following advice from Nottinghamshire Police
34. To consider Newark and Sherwood District Council's Community Planting Project and whether we have sites that would be suitable for this.
35. Coronation Street playing field drainage update
36. No Mow May – consideration of whether to do and which sites/areas.
37. To consider becoming a member of the Institute of Cemetery and Crematorium Management and training regarding memorial inspections
38. Bins at Lakeside Shopping Centre – to consider feedback from Lidl and agree how to proceed
39. To consider moving the next Amenities Committee meeting to June 12th
40. To note the following correspondence
 - a. Email regarding hedgehog highways
 - b. Email regarding sign regarding dogs on Coronation Street Playing Field



Balderton Parish Council Amenities Committee

Minutes of meeting held on Wednesday 14th February 2024 at 7pm

Attendees:

Balderton Parish Councillors: Vanessa Bracegirdle, Jane Buxton, Karen Callingham, Simon Forde, Leigh Marshall (arrived during item 20), Debbie Moore (Vice-chair) and Joy Sellars

Staff: Marion Fox Goddard (Parish Clerk), Jim Brown (Head Groundsman)

Public: 2 Balderton residents

1. Declarations to record the meeting

The clerk recorded the meeting.

2. Apologies for absence

Apologies were received from Councillors Elson, Fairbairn, and Hall.

3. Declarations of interest

Simon Forde – District Councillor.

4. Public Open Forum

The chairman of Grove Angling Club spoke about the history of the barriers (item 24) and let the committee know the club supports the removal of them. He also let the committee know that netting will be carried out on February 26th to assess the fish stock.

Another resident suggested separating part of the lake giving the option of a shorter walk for walkers not able to walk the full distance of the lake.

5. Minutes of the Amenities Committee held on January 10th, 2024

The minutes were approved as an accurate record and Councillor Moore duly signed them.

6. Clerk's update¹

The following report was noted.

	Item	Update
1	New dog bin Staple Lane	The new dog bin on Staple Lane has been installed. <i>Dog bin requests have been received following the council's social media update on them. To be added to March Amenities agenda for discussion.</i>
2	Millennium Clock	No update at this stage.
3	Fencing around Heron Way carpark	Work to replace this had been delayed due to rainfall and the holes being full of water. <i>Following recent rainfall, the water level has increased again. The head groundsman explained they will replace the fence from the left-hand side (near the dyke) and move around to where the temporary fencing is as the conditions improve.</i>

¹ Note: *Italics indicate where report has been updated (verbal during meeting) since agenda pack issued.*

	Item	Update
		<p style="text-align: right;">AM24/6</p> <p><i>The suggestion of planting hedging where we have wooden fencing (across parish owned sites) was made to make a longer-term solution to fencing –indicative quotes will be sought for some areas during 2024/25 so the council can consider trialling this and this will be considered when budgeting for 2025/6 (and future years). Adding hedging to the edge of the Sustrans track was also suggested.</i></p>
4	Lake	The Environment Agency are due to start a monitoring programme with annual visits to monitor macrophytes and phytoplankton etc. and monthly visits for water samples. Draft lease is still being worked on for the angling club.
5	Allotments	Offers for 6 allotments have been made – Two new allotment holders have completed their paperwork and have been issued keys and we are awaiting completion and hand over of keys for the other four. Bonds will be earmarked in the council's accounts and held in the main bank account. We aim to have the remaining 5 allotments let by the end of this month. HI-AB waste removal <i>began</i> on 8/2/24. Waste storage bays are going to be built in February.
6	Safer Streets	<p>Our grounds team have installed:</p> <ul style="list-style-type: none"> • 5 new bins at Balderton Lake (replacing the open metal mesh bins) • 4 new benches in the play area of Coronation Street Park <p>At the time of writing this report, they are installing 2 replacement bins at the need the MUGAs on Coronation Street playing field and a new bin near the boot cleaner.</p> <p><i>The Lawful Development Certificate Application has been approved by planning at N&SDC and we have the youth pod on order. An upgrade of the CCTV at Balderton Village Centre is possible this financial year as the youth pod can be delivered.</i></p> <p>Lockable lifebuoys (3) and lifelines (3) for around Balderton Lake are on order and should be delivered and installed in March. We are liaising with the Fire Authority to ensure the details are registered with their control rooms.</p> <p>We have been able to buy litter picking equipment with the safer streets funding too and 4 additional benches; one will replace a bench at the lake that was beyond repair. We need to decide where the remainder will be sited – clerk to add to full council agenda. I am working closely with officers at N&SDC/Nottinghamshire Police to ensure this project is delivered effectively within the timescales set down by the funding provider.</p>
7	Bin at Cemetery	The bin at the cemetery has been moved and a key to the Belvoir Road gate provided to N&SDC's refuse team. Once the tree next to Ghent House has been pruned we will consider moving it back to its original location.
8	Church Wall	We have been advised by the diocese of an architect we need to liaise with. I have emailed him and am awaiting a response.
9	Memorial safety testing	I am working with the head groundsman to formalise the process for this. We will ensure that the website is up to date and communications are in place to ensure cemetery church yard users are aware before this is done.
10	Village Centre	<p>Quotes for LED lights and required electrical work will be taken to the next full council for consideration. It has been established that the licence does not disallow bouncy castles and door security is not stipulated. Air conditioning units in the main hall have been replaced. The plumbing work recommended by the Legionella Risk Assessment has been completed and the water fountain replaced with a water bottle filler (changing room end).</p> <p>One of the pumps in the packaged underground sewerage pump system has failed and we are obtaining a quote to replace this. Cllr Fairbairn has suggested a service contract may be advisable so I will look into this. Table racks are due for delivery 9/2/24. The methodist church have taken the old black chairs that were not being used. The grounds team are rearranging the store cupboards to make the table/chair store easily accessible/safe for users to help themselves to tables and chairs. I have arranged for a PRS licence for Balderton Village Centre. This will not be backdated.</p>
11	Public Space Protection Orders	Following feedback has been given to N&SDC since last meeting:

	Item	Update
		<p style="text-align: right;">AM24/7</p> <p>a. Check if Balderton Cemetery and St Giles Churchyard (maintained by Balderton Parish Council) have dogs on leads orders and if not request orders for these.</p> <p>b. Request an order for the play area at Stafford Avenue.</p> <p>c. Request an order for the small play area at Clipsham Close.</p> <p>N&SDC have asked if the council wishes to keep the three dispersal orders in place (due to end in June for Coronation Park, Balderton Lakes and Lakeside Shopping). I have confirmed this would be preferable.</p>
12	Littering	<p>Following Cllr Forde contacting N&SDC officers regarding tackling littering in Balderton a meeting has been held with them to discuss this issue. Hotspots were shared so their new contractor, District, can focus on these areas. Regarding the council's request for weekly street cleaning in the conservation area, this can be requested as needed through the district council website. N&SDC are piloting a programme of school visits to promote anti-littering so there may be scope to visit other schools dependent on the outcomes of the pilot. We discussed the safer streets 5 water safety day due to be held in July and the possibility of a school visit on anti-littering as part of this will be investigated. N&SDC officers also suggested that Balderton Parish Council could consider local approaches which may build on the sense of pride in the community as a means to changing behaviour. A suggestion was also made to investigate the current arrangements for verge cutting in the parish to see if alternative arrangements may be beneficial.</p> <p><i>Our contact at Lincolnshire Coop has said that they will hold a community litter pick with Balderton Parish Council.</i></p>

7. Minutes from the Allotment Subcommittee held on February 6th and consideration of the recommendations.

The minutes were noted. Regarding the community plot, it was agreed to clear the shed and heaps there but the decision on whether to let the space to individuals was deferred as the potential for a community plot had been suggested at a health meeting that Cllrs Buxton and Mallard had attended. *Cllr Buxton to seek more details when they next meet (1/3/24) and feedback to the committee/clerk so we can work out how to proceed.*

8. Memorial benches

The Amenities Committee unanimously agreed to the proposal. The clerk will draft a policy for approval by Full Council.

9. Coronation street playing field

a. Updates received regarding the drainage on the playing field

There was discussion on the history of the drainage from the field with the suggestion of there being no drainage away from the field being questionable based on local knowledge

The committee agreed to recommend to Full Council that we should hire the Vertidrain. The head groundsman suggested it would be best to do this later in the year as the ground is currently too waterlogged to bring on heavy machinery.

It was agreed that indicative quotes should be sought from a drainage engineer to find a longer-term solution including the researching of possible grant funding.

b. Proposal for protecting windows of the dance school and Balderton Village Centre from cricket ball damage – The committee unanimously agreed to the proposal.

c. Request to hold Willie Hall Cup matches on the playing field - The committee unanimously agreed to the proposal. The clerk will talk to the bar provider regarding bar provision. Going forward such requests will be delegated to the clerk and head groundsman.

10. Mending Lines Storage

The committee agreed in principle for space in the container to be used for some Mending Lines equipment, subject to it fitting in/being suitable. A key will need to be provided for access for the Mending Lines organiser. The head groundsman will liaise with the organiser to see if this will work and if so, arrange implementation.

11. Barriers between the pump pond and the main lake

The committee unanimously agreed that the barriers should be removed. This will be done soon after the netting which is due to take place on February 26th. A decision regarding what to do with the silt was deferred to late summer. In the meantime, this will improve water flow and stop issues with wildlife getting trapped.

12. Correspondence

- c. Email regarding horse riding around the lake – The email was noted and the need for horse riders to dismount will be added to new signage planned for the Safer Streets 5 project. A note will be prepared for the grounds team to hand to mounted horse riders should they see them around the lake.
- d. Request for a new dog bin on Bullpit road next to the crossing – this bin has been replaced as part of the council's dog bin inspections/replacement process.
- e. Thank you email from Newark Academy for fruit trees funding – noted.

The meeting closed at 8.30pm.

Future parish council meetings – open to the public

- Full Council Meeting: Wednesday 28th February, 7pm
- Amenities Committee Meeting: Wednesday 13th March, 7pm
- Planning Committee Meeting: Monday 18th March, 7pm

	Item	Update
1	Millennium Clock	No further information regarding funding or whether permission has been sought – to be clarified in the meeting.
2	Fencing around Heron Way carpark	Work to replace this had been delayed due to rainfall and the holes being full of water. Head groundsman to provide update during the meeting. Hedging will be looked at in the Autumn.
3	Lake	Awaiting feedback from N&SDC on the covenant. Until this has been received, obtaining quotes for legal work have been put on hold.
4	Allotments	All vacant allotments have now been let. HI-AB waste removal completed. Waste storage bays materials have been purchased. Installation has been delayed as Safer Streets 5 installations took priority.
5	Safer Streets	Youth Pod installed with a temporary base – wood chips. This will be replaced with concrete once the field is dry enough to take a concrete lorry. Bin installed next to pod. Centrally controlled CCTV is in place on the dance school. <i>CCTV at Balderton Village Centre has been upgraded.</i> Lockable lifebuoys (3) and lifelines (3) for around Balderton Lake have been installed and are registered with the emergency service control rooms.
6	Church Wall	Survey on order.
7	Memorial safety testing	See item 36
8	Village Centre	Awaiting installation date for LED lights and required electrical work. Underground sewerage pump system has been fixed. New terms and conditions are being used.
9	Tree Survey	Completed. Grounds team are working through this to see which work they can do and what we will need to get quotes for.
10	Public Toilet (onside of dance school)	Vandalism – flooded. Disabled support ripped off wall – Bank Holiday 1/4/24. Reported to police.

The Head Groundsman and Clerk met Nottinghamshire Police to discuss the proposed place for the new bench (bench 16).

Their feedback was as follows:

The existing bench construction, material, and fixings were observed on site and impressed me and offered good mitigation against theft and damage.

The proposed location of the new bench was shown to me and I can understand why this has been chosen. However, due to the close proximity of the 'fishing peg' I have to advise that there may be a tension between persons congregating, using the bench, and people trying to fish.

Other locations were seen and I would recommend these are considered in preference to the original proposed location.

The lakes would benefit from additional CCTV on the main footpath areas, and as discussed on the site visit, I would recommend a CCTV safety / refuge point which can include a defibrillator and information screen.

Examples of CCTV refuge systems are as follows;

'Safe points' provide a place of refuge where any person can get help in an emergency or if they are being followed. 'Safe points' are easily identifiable and provide an instant link with the CCTV control room and ensure any situation or concerns can be monitored and responded to quickly. It is recommended that the installation of 'safe points' is accompanied by a communications campaign to raise awareness, promote feelings of safety, and ensure everyone knows where they are and how to use them.

A person called REDACTED at Bassetlaw DC has experience of these safety points and may be able to advise



Alternative locations:

1. **Between peg 20 and the point.** Here is a precise what3words address, [//necks.dweller.computers](https://w3w.co/necks.dweller.computers) <https://w3w.co/necks.dweller.computers>
2. **Second bench near the pump pond.**

To consider becoming a member of the ICCM and training regarding Memorial inspections

ICCM Corporate Membership – Working in the best interests of Burial & Cremation Authorities and Companies

In January 2005 the membership of the Institute voted overwhelmingly for the introduction of a Corporate arm. Similarly, the membership of the Confederation of Burial Authorities (CBA) voted to merge into ICCM Corporate. The aim of the new structure of the Institute is to provide a single voice to represent the industry.

In more recent times the Association of Burial Authorities (ABA) also took the decision to merge with the Institute.

Those providing cemeteries and/or crematoria can apply online [here](#).

Manufacturers and suppliers may become members of ICCM Corporate. Download the [Associate Corporate Membership application form](#) here.

The Institute has also formulated a [Code of Practice for Corporate Members](#).

See the [benefits of Corporate Membership here](#).

Corporate Benefits:

A single fee per authority / company and not per crematorium / cemetery – Representing Best Value

Burial and/or Cremation Authority / Company – £455.00 (includes 2 free Professional membership places)

Town or Parish Council – £95.00

Associate Member – £160.00 (Open to suppliers of goods and services to cemeteries and crematoria)

MEMBERSHIP BENEFITS

Representation at Government level providing a single united voice.

Democratically elected Board to serve your interest.

A right to stand for election to the Board.

Ballots of membership prior to change.

Access to support, help and advice from full-time officers (Diploma Qualified).

Reduced rates for the annual Learning Convention.

Best Practice Guidance and information on a vast range of subjects.

4 quarterly copies of The Journal.

Comprehensive website.

*Access to **accredited** training and educational initiatives for your staff.*

Reduced rates for short training events.

Access to branch meetings to discuss common problems with like-minded people. Board reports posted in the Member's area.

An editable entry for your service(s) on the Bereavement Services Portal.

E-Newsletters designed to keep you up to speed.

Recruitment Service.

Authorities and companies now have access to Institute membership benefits and can have a direct say in steering the industry forward. Applications forms for both Corporate members and Associate Corporate members are available as downloads, or by contacting the ICCM National Office.

Corporate members are those authorities and companies that provide burial and/or cremation facilities directly to the bereaved. Associate Corporate members are those companies and organisations that

provide ancillary services such as manufacturers and suppliers. Associate Corporate members have no voting rights and cannot stand for election to the Board of Directors.



MANAGEMENT OF MEMORIALS – INSPECTION WORKSHOPS

Course overview

Scope of the problem

Legal/health & safety issues

Inspection of memorials:

- How to start
- Initial inspection
- Inspection forms
- The inspection – visual and physical
- Actions
- Programme of work
- Consecrated ground (England only)
- Other considerations and guidance (MoJ/HSE guidance)

Codes of practice

Registration schemes

Right to erect a memorial

Unauthorised memorials

Practical inspections

Suitable for: anyone involved in managing or working in a cemetery, or with responsibility for cemeteries

Equipment required: the afternoon session will take place in a cemetery, therefore suitable outdoor clothing must be worn, together with safety boots or shoes

Learning Outcomes

- Knowledge of legal and health & safety issues relating to memorials
- Understanding of sector codes of practice and registration schemes
- Practical skills in testing memorials for safety

Attendance:

£155.00 plus VAT for ICCM members

£195.00 plus VAT for non-members



An ICCM quality onsite training event

Interactive sessions

Learn about the benefits of having a proper system for the management of memorials

Learn new skills

Have your questions answered

Programme

10.00 Introduction, scope of the problem, legal/health & safety issues
11.00 Short break
11.15 Inspection of memorials
12.00 Codes of practice, BRAMM, right to erect a memorial, unauthorised memorials, questions and discussion
12.30 Lunch
13.30 Practical inspections in the cemetery
15.30 Final questions & conclusion
16.00 Finish

Management of Memorials – Inspection workshop
Stamford Town Council – Lincolnshire – Friday, 21st June 2024

Booking Form

I wish to attend/have the following attend the ICCM Management of Memorials – Inspection Workshop training course on Friday, 21st June 2024 at Cemetery Chapel, Stamford Cemetery, Radcliffe Road, Stamford, PE9 1BD

Name 1:	_____	ICCM Member? Y/N
Name 2:	_____	Y/N
Representing:	_____	
Email:	_____	
	<small>Confirmation and joining details will be sent by email</small>	
Phone No:	_____	
Address for invoice:	_____	

Order No:	_____	

The fee for the training covers attendance, documentation, lunch and refreshments. The fee is £150.00 + VAT for ICCM members and £185.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing enquiries@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Darroux at julie.darroux@iccm-uk.com

From: Linda Cook <hedgehogsrus@mail.com>

Sent: Wednesday, March 6, 2024 8:21 PM

Subject: Hedgehog Highway Project

Hi!

I'm writing to tell you about my Hedgehog Highway Project, which over 230 Parish, Town & Community Councils are taking part in. Many more are adding it to their next council meeting agendas.

Please read about the project here: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)

The attached letter & the following video should also tell you all that you need to know: [Highway Video](#)

Please would you be so kind as to add it to the agenda of your next meeting?

I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Follow the project on Facebook: Hedgehogs R Us.

Thank You!

Linda, HRU.



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

From: Redacted

Sent: Sunday, March 10, 2024 9:39 PM

To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>

Subject: Dogs on lead sign

Good evening.

I wondered if it would be possible to have one of these signs up at the playing field, (please see attached) or if this can be discussed at an upcoming meeting please. With the BSL changes recently and following the many experiences I have had and others have had, with dogs running over to dogs on leads and causing panic for that dogs owner for the reasons stated on the sign , I wondered if such a sign could be placed at entrances to the playing field to highlight that unless a dog has voice controlled recall, they should be kept on a long lead. If a bully on a lead was to defend itself from or react to another dog running over harassing it(even if its just playing) , it could mean that the bully breed ends up seized or euthanized through no fault if it's own.

Thankyou for your consideration.

Regards

REDACTED

