

The Village Centre | New Hill | Farnsfield | Newark | Nottinghamshire | NG22 8JN
Tel: 07483 160909 Email: clerk@farnsfield-pc.uk

NOTICE OF AN EXTRAORDINARY MEETING

Dated: 02nd May 2024

Notice is hereby given that an Extraordinary meeting of the Facilities and Environment committee will be held **at 7.00pm or upon the rise of the Finance and Governance committee on Tuesday 07th May 2024** in the Lower Hall of the Village Centre, New Hill, NG22 8JN for the purpose of transacting the business set out in the attached agenda.

Signed: *Cllr Mike Thompson*

Councillor Mike Thompson - Chair of the Facilities and Environment Committee

Committee Membership [5 Members]	
Cllr Mike Thompson [Chairperson]	Cllr John Cracknell [Vice-Chair]
Cllr Lesley Healy	Cllr Joyce Shakeshaft
Cllr Lindsay Biro-Moore	*Ex-Officio - Chair & Vice Chair of the Full Council with Full Voting Rights

**Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).*

FARNSFIELD PARISH COUNCIL

Extraordinary Meeting: Facilities & Environment Committee Tuesday 07th May 2024

A G E N D A

Minute Item	
2425.01FE	1. Chairmans Opening Remarks To receive the Chairmans opening remarks.
2425.02FE	2. Apologies To receive and approve apologies and reasons for absence.
2425.03FE	3. Declaration of Disclosable Pecuniary and Other Interests To declare any disclosable pecuniary interests or any other interests appertaining to items on the agenda and to consider any dispensation requests in accordance with the Standing Orders.
2425.04FE	4. Minutes To approve the draft minutes of the Facilities and Environment committee meeting held on the 13 th February 2024 (previously circulated).
2425.05FE	5. Public Participation Session To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting. Note: No resolutions can be made under public participation.
2425.06FE	6. April Committee Meeting To note that the committee meeting scheduled for the 09 th April 2024 was deferred at the request of the Chair and meetings summons were not issued by the Clerk. A public notice was placed on the website and Facebook page.
2425.07FE	7. Green Spaces: Football Strategy To consider a football strategy for Farnsfield. Cllr J Shakeshaft report enclosed.
2425.08FE	8. Village Centre Building Compliance Works To consider and resolve the outstanding works required at the village centre inclusive of costs: a) Gas Boiler Service at the Library and Lower Hall. This has previously been carried out by Whittlestones. b) Electrical Testing (due in June) Cllr Cracknell report enclosed.
2425.09FE	9. Street Furniture and Waste Management a) To consider and resolve the purchase of a 'chatty' sign. Cllr Thompson report enclosed. b) To receive an update on the recycling bin and resolve any further actions. Cllr J Shakeshaft to report on this item. c) Repair of the Finger Post. Cllr Thompson report enclosed.
2425.10FE	10. Millenium Wood To consider and resolve the installation and purchase of bat boxes. Cllr Healy report enclosed.
2425.11FE	11. Annual Review of Hire Charges: Village Centre To undertake a review of the hire arrangements and charges and submit any recommendations to the full Parish Council (documents enclosed).

2425.12FE	12. Items for Discussion at a Future Meeting To notify the Clerk of any agenda items for consideration for inclusion at a future meeting. <ul style="list-style-type: none">• Millennium Wood Management Plan• Village Centre LED Lighting• High Winds Policy
2425.13FE	13. Date of the next Meeting To note the date of the next meeting scheduled for Tuesday 11 th June 2024 at 7.00pm



TO:	Members of the Facilities & Environment Committee
MEETING DATE:	07 th May 2024
REPORT AUTHOR:	Councillor Joyce Shakeshaft

Agenda Item 7: Green Spaces: Football Strategy

Football in Farnsfield

Football in Farnsfield currently consists of the following:-

- Farnsfield Villa – 2 adult teams that play on the Acres pitch on Sundays. The pitch is maintained by the Parish Council
- Farnsfield United – junior teams that currently plays on the Edingley cricket ground and train on the Farnsfield cricket ground, during the winter season, when no cricket is played. Next season there will be a U7 and U9 team, which need a 40 x 60 yd pitch.

We have also had an application for an U14 team in the village, which would require a full size pitch and would play on Sunday. There is also interest in establishing a girls team in the village. Additionally, Farnsfield United will require a larger pitch as their teams grow in age.

After surveying various potential locations in the village, the following conclusions were drawn:-

- The existing Acres football pitch can only be used by Farnsfield Villa; this is because historically, other clubs using it led to a poor state of repair and has also led to increased traffic in the area.
- The green space at the top of the Acres is no longer big enough to accommodate a full size pitch because the skatepark was built there by the previous council. It would also need comprehensive treatment to become playable by younger teams.
- Wilson's Field is not big enough to accommodate a full size pitch
- Hadleigh Park is large enough for a full size pitch and there are pros and cons to football being played at this location. For instance, there is a car park in close proximity, but stray balls may be a danger for those using the playgrounds. There are obviously many points to consider before the Council reaches a decision. At present Farnsfield United have been given permission to play U7 football on Hadleigh Park, as pitches are only 40x30 yds, rather than 90x55 yds.
- There may be potential to play on St Michael's school playing fields, but this would have to be negotiated with the school. I believe preliminary discussions have taken place.

It is important for younger teams consisting of local boys and girls to be able to play in the village and not have to travel to Southwell or other places nearby. However, a possible location is an issue which needs to be discussed with a variety of stakeholders.

Additionally, the pitch does need maintenance work, which includes the following treatment, recommended by Ben Stacey, Street Scene Manager from NSDC.

Suggested treatment of pitch – summer 2024

- Selective Herbicide, Liquid Fertilizer & Iron - £700 plus VAT
- Goal Mouths Soil Top Up and Re – Seed £290 plus VAT
Drill Seed Pitch with Sports Seed - £1200.00 plus VAT
- Scarify Rake and Collect - £350 plus VAT

Farnsfield Villa have had an assessment of the pitch by the Football Foundation, with a view to upgrading the pitch in 2025. The Parish Council are currently in discussions with the club re the possibility of a grant for the work.

The A2R group are also party to discussions re football and need to be consulted as part of the decision making process.

Supporting Document

THIS DOCUMENT HAS BEEN CREATED FOR INFORMATIONAL PURPOSES TO ACCOMPANY AN AGENDA ITEM



FARNSFIELD
Parish Council

TO:	Members of the Facilities & Environment Committee
MEETING DATE:	07 th May 2024
REPORT AUTHOR:	Councillor John Cracknell

Agenda Item 8b: Electrical Testing

VILLAGE CENTRE EICR TEST AND CERTIFICATION

The Village Centre electrical installation needs EICR (Electrical Installation Condition Report) testing every 5 years. This was last undertaken June 2019 and is becoming due for the next inspection and certification.

Local electrical contractors have been asked to quote for the work. Prices are for the testing only and any remedial work will be charged as extra. The last inspection had few such corrective actions.

Southwell Electrical Services Ltd £1578 incl VAT

R S Electrical Services Limited £1530 incl VAT

The proposal is to purchase based on best price from R S Electrical Services Limited at £1530 incl VAT

Funding will be from the Village Centre H&S (incl. Inspections) Budget £1700

MTdt240424

Supporting Document

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FARNSFIELD
Parish Council

TO:	Members of the Facilities & Environment Committee
MEETING DATE:	07 th May 2024
REPORT AUTHOR:	Councillor Mike Thompson

Agenda Item 9a:

CHATTY BENCH SIGN

The Men in Sheds benches refurbishment work has received much favourable comment regarding a better place to sit, rest and meet people around the village.

Also, the application to NSDC Community Chest has been successful in principle and with 1-2 new benches to be sourced at no cost to FPC.

A resident has suggested a “Chatty Bench” sign having seen this in use elsewhere in another Parish. Research has shown this to be a scheme promoted by the BBC and Councils nationally to combat loneliness and reduce social isolation amongst the young and old alike. The idea is if you are sitting on such a bench then you are looking to make conversation.

It is proposed to purchase one or two signs with a design typically as the attached quotation graphic. The image is printed onto a metal base size approx. 100x200mm.

A quotation from a local supplier Unwin Print £29.00 excl VAT has been obtained. There may also be the opportunity to purchase within the NSDC Community Chest scheme depending on the final bench costs. Signs are also available online at lower and higher prices

The proposal is to source various Chatty Bench signage to a max £50 incl VAT to trial on MiS refurbished benches or the new NSDC funded benches

Any funding will be from the Minor Village Works Budget £3000

MTdt100424



Supporting Document

THIS DOCUMENT HAS BEEN CREATED FOR INFORMATIONAL PURPOSES TO ACCOMPANY AN AGENDA ITEM



FARNSFIELD
Parish Council

TO:	Members of the Facilities & Environment Committee
MEETING DATE:	07 th May 2024
REPORT AUTHOR:	Councillor Mike Thompson

Agenda Item 9c: Finger Post Repair

REPLACEMENT DAMAGED SIGN ARM

The direction sign located on Main Street outside The Rustic Crust is damaged where one of the arms is missing

The sign is manufactured and supplied by Broxap Newcastle under Lyme. The finger arm is aluminium metal showing "The Lock Up." The design and sign construction are specific to Broxap.

A quotation from Broxap dt131023 updated dt180424 is £323 incl transport excl VAT. Only one offer has been possible as this is a Broxap proprietary item.

The proposal is to purchase a replacement from Broxap at £323.00 excl VAT

Funding will be from the Minor Village Works Budget £3000

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Supporting Document

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FARNSFIELD
Parish Council

TO:	Members of the Facilities & Environment Committee
MEETING DATE:	07 th May 2024
REPORT AUTHOR:	Councillor Healy

Agenda Item 10: Millenium Wood

The Millenium Wood is host to bats in Farnsfield.

Nottinghamshire Bat Group recently visited to check out the colonisation and identify any improvements that could be made. A report by Clare Ward dt270324 is attached

It is proposed to purchase an additional 7 Kent Boxes to enable 3 groups of 5 boxes (currently 1 group of 5 boxes and 1 group of 3 boxes) along the southern perimeter of the Millenium Wood. This is the best location having direct sunlight-warmth, water and ease of flight access.

Any branches obstructing access to the existing boxes have been cut back.

Nottinghamshire Bat Group have offered to supply 7 Kent boxes at £25 incl VAT total £175. Wildcare sell this box for £29.95 excl VAT online. Amazon best seller Bat House £29.99.

Nottinghamshire Bat Group are selected based on competitive pricing and advice on locations, installation and best practice.

Funding will be from the Trees and Woodland Budget £6000

MTdt240424

TO:	Members of the Parish Council F&E Committee
MEETING DATE:	7 th May 2024
SUBJECT:	Annual Review of Hire Charges
REPORT AUTHOR:	Locum Clerk & Suggested Proposals from Cllr Mike Thompson

Agenda Item 11: Annual Review of Hire Charges: Village Centre

To undertake a review of the hire arrangements and charges and submit any recommendations to the full Parish Council (documents enclosed).

Purpose of the Report: To provide members with a summary of the review of hire charges. In accordance with the requirements of Financial Regulation 9.3, the council is required to review all fees and charges annually, following a report from the Clerk. This committee may consider submitting recommendations to the full council.

RECOMMENDATION:

- 1) That the committee considers the contents of the report and the suggested proposals from Cllr Mike Thompson. Any proposed changes would have to be formally recommended to the full council.**

Background

Each financial year, the council is required to review hire charges in accordance with the requirements of the Financial Regulations. The last review was agreed at F&E 13th June 2023.

Chargeable Areas

Currently the council's chargeable areas relate to:

- The Village Centre [see appendix B of current charges]
 - Lower Hall
 - Upper Hall
 - Attic Room
 - Lower Hall Kitchen
 - Upper Hall Kitchen
- The Pavilion at The Acres
 - Hire of the Pavilion includes the football pitch

Non-Chargeable Areas

There are currently no charges applicable for the following areas:

- Wilsons Field. This is for external companies to use a community space
- Reynolds Field. This is for external companies to use a community space

- Other Areas as may be considered for external hosting organisations

The proposals from Cllr Mike Thompson suggest that charges be introduced.

Financial Implications including Budget Provision

- The Hire Income budget for the Village Centre and the Pavilion / The Acres for the 2023-2024 financial year has been set at £25,000. This assumes a price increase and maintenance of existing booking levels

Legal Implications

Consideration will need to be given to the effective date of the new prices and agreements (if any) and the impact on existing bookings/agreements with user groups.

Supporting Documents & Background Papers

- Appendix A – Proposals on changes to Hire Agreement and new charges
- Appendix B – Proposed Hire Charge Analysis
- Appendix C – Current Hire Charges 2024 for the Village Centre
- Appendix D – Revised Hire Arrangements of the Village Centre

Proposals on changes to Hire Agreement and new charges - Appendix A

Village Centre Hire Arrangements (Part 1) and Hire Charges (Part 2). Also The Acres Pavilion and Other Open Spaces.

Overall Proposals summarised:

- a. That the temporary arrangement made at Full Council regarding the festive period, is amended following the review and accepted by Council. Subject to the additional terms of hire outlined in the report for one off usage and events.
- b. That the hire charges for 2025 should be increased by between 2.5-5.0% for regular community service users and by between 5.00-7.50% for others. Additionally a new Event Rate will be introduced. Also the Acres/Pavilion Hire Charges will be increased by the % for Other Users.
- c. That the increase in hire charges for one off bookings, the Event Rate, comes into force immediately to redress an imbalance in hire charges.
- d. Additionally that charges will be applied to use of Parish Open Spaces (ie Wilsons Field, Reynolds Field etc) for external or host companies seeking to use community spaces for events.

Part 1 Hire Arrangements

A revised Hire Agreement 2024 for the Festive Period document has been proposed. The key and new aspects of this agreement for 2024 onwards is that it is recommended the hire period for users and user groups is extended to include more days and nights of the year. That the centre is open at any time except Christmas Day, Boxing Day and New Years Day.

As long as the additional terms of hire (which relate specifically to Bank Holidays, weekends and Festive period generally from 24th December through to the 2nd January) are met by hirers there will also be an obligation for the Farnsfield Parish Council and its staff, who will aim to facilitate bookings wherever possible.

Part 2 Hire Charge Analysis

Benchmarking of similar venues for hire suggest the Village Centre hire charges are at the lower end, 4th quartile, of rates locally and regionally and in some cases significantly so. The regional comparison has been made possible by discussion with the new Clerk and out of county experience

An analysis of current charges and three possible options 1, 2 and 3 for new 2025 rates (there is also the option to maintain the exiting rates without change). Option 1 is 2.50-5.00%. Option 2 is 5.00%. Option 3 is 5.00-7.50%.

A one off bookings Event Rate is proposed at £20.00phr (was £10.00phr) with an advance 50% deposit required and a cleaning charge applied. Events are a relatively low part of the Village Centre usage and initiatives to promote these more widely will be considered

A new charge is proposed for the use of Parish Open Spaces (ie Wilson Field, Reynolds Field) for external or host companies seeking to use community spaces for events or other uses.

The Acres / Pavilion charge is proposed to increase by the % for Other Users.

Cost increases salaries and wages +8% and Energy x2 will erode the hire income value available to the Council which in turn reduces the funding available for other works. Considerable investment has taken place in recent years and with more in the pipeline to improve the facilities available to users (ie Village Centre air conditioning, Football Pavilion refurbishment).

Consideration might be given to a review of the annual charges more frequently perhaps in early 2025 for mid that year

Revised Hire Arrangements

At the Full Council meeting 28th November 2023 it was agreed that the Village Centre would be available for hire under specific arrangements. The Village Centre has historically closed over the Christmas period but has occasionally been opened and hired on New Years Eve.

In November the Council determined that whilst it was willing to open up the centre across the festive period, there needed to be some additional terms and conditions applied to ensure the Centre was checked, and clean and ready for regular user groups when they returned on 2nd January. Although the system worked relatively well there were a few exceptions

The temporary arrangement has been reviewed and amended which should be made a permanent change so this enables the Village Centre to be open across the year. However it is suggested as this is a new approach, that the terms of conditions of hire, will be reviewed regularly to ensure these work for service users, staff and local residents alike.

It is noted that the Hire Agreement will require changing from a temporary agreement. And within this, additional conditions added and applied to one off use, parties and hirers using the centre for events. A deposit 50% will need to be collected for all occasional use events, a £150 deposit taken for the Festive Period and a requirement to utilise cleaning materials when cleaning up after an event, returning all items to their cupboards/racks and chairs stacked correctly and waste properly disposed of. (Cleaning materials and bin bags will be supplied by the Village Centre). A copy of the revised hire arrangements is attached.

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Proposed Hire Charge Analysis – Appendix B

Farnsfield Village Centre 2025 Hire Charges Analysis

	Current	Proposed #1	Proposed #2	Proposed #3		
	£ phr 2024	£ phr 2025	£ phr 2025	£ phr 2025		
					Option #1	% increase
Lower Hall	9.50	9.98	9.98	10.21	Uniform, Non Profit	2.50
					Others	5.00
Upper Hall	10.25	10.76	10.76	11.02		
					Option #2	
Attic Room	6.00	6.30	6.30	6.45	Uniform, Non Profit	5.00
					Others	5.00
Non profit community group - Lower Hall	5.50	5.64	5.78	5.78		
					Option #3	
Non profit community group - Upper Hall	6.50	6.66	6.83	6.83	Uniform, Non Profit	5.00
					Others	7.50
Uniform Groups (Attic Room only)	4.00	4.10	4.20	4.20		
Lower Hall Kitchen	10.00	10.00	10.00	10.00		
Upper Hall Kitchen	10.00	10.00	10.00	10.00		
Event Rate (New - was Standard Rate)	10.00	20.00	20.00	20.00		
/						
Open Spaces (New / rate per day)	0.00	80.00	80.00	80.00		
MTdt030424						

Farnsfield Village Centre 2024 Hire Fees	
Lower Hall	£9.50
Upper Hall	£10.25
Attic Room	£6.00
Non-profit community group* room hire - Lower Hall	£5.50
Non-profit community group* room hire - Upper Hall	£6.50
Uniform groups** (attic room only)	£4.00
Lower hall kitchen for events	£10.00 per event (£25 for full cooking facilities)
Upper hall kitchen for events	£10.00 per event
Booking fee (applicable to new and one-off bookings)	£10.00 (Payable to confirm the booking and non-refundable)

***Non – profit community group rate** – these are groups who are from the village, or for the village, who are providing a service back to the community where there is no profit made or any profit/funds raised are invested back into the community group. This does not apply to charitable events.

****Uniform group rate** – these are from the village groups such as Scouting, Girl Guiding, Boys Brigade groups and only applicable to the Attic Room

Standard rate – This is for all other bookings that don't qualify for either of the above

Appendix D – Revised Hire Arrangements of the Village Centre

HIRE ARRANGEMENTS OF THE VILLAGE CENTRE FOR THE FESTIVE PERIOD 2024/25

Farnsfield Parish Council have agreed alternative hire arrangements that covered the festive period 23rd December 2024 to 1st January (inclusive) 2025.

Booking requests will be considered during the festive period if the following conditions can be met:

HIRER RESPONSIBILITIES:

1. The hirer must personally inform residents local to the Village Centre of any planned events which may cause additional noise etc during this period; they must seek to minimise any disturbances/inconveniences and they must ensure that any complaints are dealt with proactively with residents
2. The hirer must secure commitment from two councillors to volunteer as the primary councillor co-ordinator for the event and a secondary councillor co-ordinator (details of the expectations of the co-ordinator role are set out below).
- 3.a The hirer must commit to cleaning the facilities which are hired, thoroughly. Further to the general hire terms this will include vacuuming and mopping the floors - in all areas hired.
Or
- 3.b The hirer commits to cover the cost of external cleaners used to clean the facilities which have been hired. This must be arranged in advance with the council on a case-by-case basis.
4. £150 refundable deposit will be required to cover the costs of any additional cleaning required should this be deemed necessary. However, the conditions set out above have been designed to try and ensure that there are no cleaning issues and deposits can be returned.

PRIMARY AND SECONDARY COUNCILLOR ROLES

FPC staff are entitled to and may well be on annual leave during this period. It is the view of the Staffing Committee that annual leave requests must not be blocked to facilitate venue hire.

For venue hire to take place there are some practical matters that need to be completed, and with staff on leave it has been agreed that two councillors are identified to complete these tasks instead.

One Councillor will need to be identified as a primary co-ordinator to undertake the following tasks and, in the event, that they are unwell, or, for some other reason become unavailable to co-ordinate the event nearer the time, a second Councillor will step in as co-ordinator to complete these tasks.

COUNCILLOR TASKS:

- Ensure in advance that the hired rooms are in a suitable state for the event to take place
- Turn on the heating in the required rooms in advance of the event
- Open the VC for the event period
- Provide Fire Alarm cover for the period of the hire
- Following the event - switch off the heating and secure the building
- Check to ensure that the hirer has cleaned the VC to a satisfactory standard (see hirer condition 3 above) – the onus for cleaning the venue after use is on the hirer not the councillor. At the latest, the VC must be considered fit to hire again by 12 noon on 2nd January 2025.

Administration of booking requests

To book the Village Centre please email bookingclerk@farnsfield-pc.uk or call 07483 161711 or 01623 882884.

In your booking request you should state which councillors have made themselves available to support your event and which arrangements you will have in place for cleaning all the areas hired after use (this includes the toilets). The rest of the usual hire terms will apply. Please submit requests for the festive period by 30th November 2024.

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