

Dear Councillors Ryan Cullen, Dee Harrison, Henry Micah, John Newton, Barry Smith, Jim Weale, and Mollie Weale,

You are summoned to attend the next meeting of the Parish Council to be held on Monday 20th February commencing at 7pm. This meet will be held in the small hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS.

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. 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, Fernwood Parish Clerk, Tuesday 14th February, 2023

A G E N D A

19. Declarations of any intentions to record the meeting
20. Apologies for absence
21. Declarations of interest
22. Public Open Forum (15 minutes) - ***Fernwood Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting***
23. Approval of the minutes of Parish Council meeting held on 16th January, 2023
24. Councillors' & Clerk's reports
25. County Councillor's and District Councillors' reports
26. Finance
 - a. Bank reconciliation to be noted
 - b. Items of income to be noted
 - c. Items of expenditure paid by Direct Debit/Standing Order to be noted and items of expenditure approved under delegated powers since the last meeting – to be noted
 - d. Items of expenditure for consideration
 - i. Replacement lids for 2 dog bins, replacement dog bin and new dog bin(s)
 - ii. Emergency lighting repairs
 - iii. Quotes for path repairs in Costall Woods
 - iv. Replacement trees in Costall Woods (planning condition [22/01380/TPO](#))
 - v. Wildlife garden delivery and maintenance
 - vi. Garden waste bins (Increase from 2 to 3)
 - vii. SLCC HR Summit
 - viii. CCTV for over the park/down Rubys Walk
 - e. To discuss disposal of one of the containers (on the village hall back car park)
27. Planning and highways consultations
 - a. To consider the following applications (Fernwood Parish Council is a consultee only; Newark and Sherwood District Council is the planning authority):

23/00137/HOUSE	1 Kenny Close, Fernwood, NG24 3GP	Installation of Air Source Heat Pump (Retrospective)
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28. To consider the Proposed Parking Restrictions ([TRO 3367](#)) on Rubys Avenue (Fernwood Parish Council is a consultee only; Nottinghamshire County Council are proposing this change and will make the final decision)
29. Policy
New documents to be considered:
- a. Updated Complaints Procedure
 - b. Vexatious Complaints Policy
 - c. Updated Communications and Engagement Policy
 - d. Updated Fernwood Parish Council Strategic Plan
- Current Policies to be reviewed:*
- e. [Internet Policy](#)
 - f. [Memorials Policy](#)
 - g. [Personnel Committee terms of reference](#)
 - h. [Equality and Diversity Policy](#)
 - i. [Armed Forces Covenant](#)
30. Formalisation of agreements in place regarding the defibrillators in the parish
31. To discuss the results of the speed survey along Hollowdyke Lane and decide how to proceed
32. To note the notes from the Village Hall Management Group meeting and consider the following:
- a. whether to hold regular coffee mornings like the event held for Village Hall's week last month
 - b. Free Hall Usage request from Gifts from Fairies
33. Village Hall Extension Investigations –to consider the feedback from Nottinghamshire County Council regarding parking requirements and whether to amend the scope for the previously agreed car parking survey
34. To consider the Wildlife Garden consultation results and changes to be made to the design based on feedback from parishioners
35. Administration
- a. To consider moving to 11 Full Council meetings per year
 - b. To note the Fernwood Gazette will be published one month early to avoid the pre-election period
 - c. To consider setting the Annual Parish Meeting date: April 5th, 2023
36. Correspondence
- a. Suggestion from resident regarding protecting the owl carving.
 - b. Email regarding planting purple crocuses – a project helping to rid the world of Poliomyelitis
 - c. Response from Historic England regarding RAF Balderton Marker
 - d. Email regarding results of an online poll regarding having double yellow lines on Rubys Avenue.
 - e. Request for dog bins
 - f. Suggestion regarding elections and getting young people interested
 - g. Response from N&SDC regarding number of seats on Fernwood Parish Council
 - h. Letter from the Secretary of State for Department for Levelling Up, Housing and Communities regarding His Majesty King Charles III's Coronation and covering note from N&SDC
 - i. Open space map from N&SDC

EXEMPT BUSINESS

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972

37. To discuss how to move forward with the legal arrangements for the transfer of Fernwood Central open spaces.

MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 16th January 2023 at 7pm
at Fernwood Village Hall

Present: Parish Councillors: R. Cullen, D. Harrison, J. Newton, B. Smith
(Chairman), J. Weale, M. Weale

Clerk: Marion Fox Goddard

District Councillor I. Walker (left after item 9iv)

Residents/Public 7 people joined the meeting including a representative
from The Newark Advertiser.

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [Agenda pack for this meeting](#)

1. Declaration of intentions to record the meeting

The meeting was not recorded.

2. Apologies for absence

Parish Councillor Micah. District Councillor K. Walker. County Councillor Lee. PCSO Hewerdine.

3. Declarations of Interest

None.

4. PCSO 4885 Hewerdine from Nottinghamshire Police to discuss with the Council the potential for a Public Space Protection Order in Fernwood to tackle Antisocial behaviour effectively. Item postponed due to PCSO Hewerdine being diverted to a job in Warsop. *Clerk to rearrange for a future Parish Council meeting.*

Prior to the commencement of the public forum item, the Clerk read out a statement welcoming attendees to all meetings and referring to the council's standing orders regarding conduct at meetings.

5. Public Forum

- a. A resident asked if there are plans for a doctors' surgery in Fernwood. Feedback from the Council included: i. when the current housing developments were agreed funding was allocated to the health authority (from the developers) and the health authority choose where to allocate this, ii. it is believed that nearby surgeries are expected to take on the extra demand rather than building a surgery in Fernwood. iii. a pharmacy business has been in touch with the Clerk in the past, wanting to know if there are any buildings in Fernwood suitable to open an outlet; she has recently let them know about the unit that is up for sale on Rubys Avenue.
- b. A resident reported that over the weekend she had seen someone in the woods behind Collinson Lane, chopping up wood. Councillor Newton detailed that he had also seen somebody doing this just before Christmas and reported it to John Jeys. It was agreed that

we should let John know about the recent occurrence; the resident will send details of the car to the Clerk so the details can be forwarded to John.

- c. A resident raised concerns regarding scrambling bikes in the woods and asked if anything had been reported. This had not been reported to the Parish Council, but the resident was advised to ring 101 whenever he hears the bikes so the police can build a picture of where this is happening and allocate resources.
- d. A question was raised regarding on whether the Warm Hub sessions at Fernwood Village Hall that have started on Tuesday mornings is being used. The Clerk responded that there have been no attendees so far but there are plans to cover this in the next Fernwood Gazette to reach out to more people; so far it has been promoted on notice boards and online only.

6. Approval of the minutes of the Parish Council meeting on 21st November 2022

The minutes were unanimously approved as an accurate record and Councillor Smith signed them.

7. Councillors' and Clerk's Report

Cllr Cullen - Had attended the Welcome Break liaison meeting and had joined an online Ordnance Survey session on mapping information that could be useful for our understanding of data available.

Cllr Newton – Remarked that the owl tree carving was fantastic.

January Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – In November, N&SDC has again assured me that the lawyers are working on this; I have requested an update.	21/46c
Replacement tree and shrubbery for Dale Crescent planted in December. See Item 17g regarding this.	22/163
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH.	21/87e
Youth Initiative – Review meeting due this month. Youth Club to restart on January 13th.	
Antisocial Behaviour/CCTV – At the November meeting, I reported that N&SDC were currently reviewing their charging structure which has delayed a response, but they should be able to give feedback in the next couple of weeks. I have requested an update.	21/149
Coat of Arms – The artist painting the Coat of Arms has set a target date to complete it by the end of January. Our contact at the College of Arms has said that it will not be written, signed, and sealed by the end of the month though – the whole process normally takes about a year from beginning to end. They expect they will be able to get it completed by the end of March. See item 9d vii regarding framing the Coat of Arms.	21/154
Hollowdyke Lane – The meeting that Councillor Cullen and I were due to have with NCC in December to discuss this and other highways plans in the area was cancelled by NCC. A revised date has been requested and a list of all the highways issues the Parish Council would like to discuss with NCC/Via East Midlands was sent to NCC early in December. A reminder email has been sent and I am awaiting an update. See item 16 – Hollowdyke Lane survey results.	22/24 22/139 22/153
Responsibility for ditches Hollowdyke Lane – a note was sent to NSDC regarding this, and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Request for an Interactive Speed Sign on Dale Way – the design fee has been paid. I will be meeting with Via EM staff on January 17th to move this forward.	22/114

January Clerk's report	Agenda Item
Community Infrastructure Levy/Investments Update – The Parish Council received a further £566,088 of CIL in December. I have invested this with CCLA. Notice has been served on the 95 day term accounts with Nationwide Building Society and Redwood Bank. As soon as the funds are transferred I will arrange consolidation of the 2 Unity accounts.	22/163f
RAF Balderton Marker - we have been in contact with RAF Balderton research group regarding this and they do not think it is protected. I've contacted The Airfield of Britain Conservation Trust and Historic England to see what we can do to protect this. Members of the group have agreed to write articles for the Fernwood Gazette Regarding airbase history	22/161
Coat of Arms Petition – a response was sent early in December. This was published on the Council's website and Facebook page and shared to local social media pages. See item 11 – Petition Policy	22/159
Warm Hub – sessions at the Village Hall commenced in December. So far there have been no attendees, but we are hopeful numbers will pick up now Christmas has passed. We will advertise them in the next Fernwood Gazette. The One Stop shop has kindly agreed to provide refreshments.	22/159
Water Tower - the owner of the building has confirmed that they still plan to develop this into apartments and the application will be submitted to N&SDC shortly.	22/159
<p>Safer Neighbourhoods Group (SNG) – Last month Cllr J. Weale and I met with the Police, N&SDC's antisocial behaviour officer and other local councils. The meeting that was organised by the local Neighbourhood Policing Team from Nottinghamshire Police was held to discuss antisocial behaviour (ASB) issues across Balderton, Fernwood and Middlebeck. From September to November, the Police had 11 incidents reported to them in Fernwood; there were similar numbers in Middlebeck and significantly more in Balderton. They are aware of the 'hotspots' and have behaviour contracts in place with individuals known to have been involved in ASB. Key messages from the meeting were:</p> <ol style="list-style-type: none"> 1. Policing is an evidence led service so it is vital that each time someone witnesses ASB or a crime, we need to report it. 2. They have contacted Welcome Break who have extensive CCTV systems at the new services area. Should there be any issues, the police will be able to obtain CCTV footage to address these 3. They have noted the 2 reports of ASB at the new park on Phoenix Lane and this is now included on their patrol plan. 4. They have visited all the local schools to talk to young people about ASB. 5. They are looking into having a Public Space Protection Order for Fernwood. 6. There will be quarterly meetings of the SNG to address issues, work collaboratively, and help keep communities informed. <p>An officer detailed that they would be able to send an officer for an hour to monitor speed on roads such as Hollowdyke Lane if speeding was deemed to be an issue (This would be useful if the mandatory speed limit was reduced on Hollowdyke Lane).</p>	
Welcome Break - Cllrs Cullen, Harrison and M. Weale and I visited the new services on 6/1/23. They are on schedule to open on March 1st.	
Liaison meetings were held with Allison Homes and Barratt David Wilson Homes in December. Their work should not affect Fernwood residents in coming months. BDWH reported that they will be delivering football pitches, a pavilion, and allotments in 2023. <i>Since this report was published in the agenda pack, BDWH have clarified that this will be a commencement date and they expect it to be a couple of years before they are ready for use by residents.</i>	
<i>Note from Clerk: The amount of business that the Council will need to consider at the January 2023 meeting and the increase in business in general, leads me to question whether we need to consider moving to 11 meetings each year. I suggest the Council considers this at a future meeting.</i>	

8. County Councillor and District Councillors Reports

Councillor Lee – Did not attend the meeting but had sent a report which the Clerk read out.

Key points regarding Fernwood:

- He will try to make sure that Hollowdyke Lane is incorporated in any future planning application conditions so the speed limit can be reduced adequately, pavements installed where suitable and street lighting .
- N&SDC are looking at consultation on glass recycling from the kerbside; hopefully, this will alleviate issues with the recycling bins.
- He has received great feedback from residents, the District Council and the PCSO supporting the yellow lines outside the village hall. NCC officers are confident the scheme would be safe .
- He has received complaints about the traffic lights outside the service station; these have been raised with officers and they are being investigated.

Councillor I. Walker – N&SDC is currently working on budget setting and rent reviews. Regarding NALC¹, with local government elections for parish and district councils in May, he encouraged the Councillors to stand again.

Clerk to enquire whether there will be a change in the number of seats on Fernwood Parish Council with the number of households in the parish growing.

9. Finance

[Bank reconciliation](#) – noted.

Year to date income – noted.

Expenditure since last meeting under delegated powers/previously agreed expenditure was noted

Items of Expenditure considered with unanimous decisions:

Expenditure	Budget Area	Total £	Decision
i. Replacement of smoke/heat sensors in the village hall	Maintenance	1188.20	Unanimously agreed.
Replacement gym equipment on Dale Crescent Green	Individual Items Parish Council (CIL)	4913.64	Unanimously agreed.
Fire Safety training	Training	414.00	Unanimously agreed.
Solar panel maintenance	Maintenance	-	The Council unanimously agreed to not proceed with this work but will keep an eye on the panels' performance.
SLCC Practitioners Conference	Training	288.00	Unanimously agreed.
Speeding Tubes for measurement of speed on Hollowdyke Lane	Individual Items Parish Council (CIL)	375.00	Unanimously agreed.
ii. Frame for Coat of Arms	Individual Items Parish Council (CIL)	605.70	Unanimously agreed.

¹ Nottinghamshire Association of Local Councils

Expenditure	Budget Area	Total £	Decision
iii. Energy Review	Utilities	-	The Council unanimously agreed not to sign a new contract for electricity yet.
iv. Grit bin for Phoenix Lane	Individual Items Parish Council (CIL)	186.00	Unanimously agreed. (Barratt David Wilson Homes has agreed to reimburse the Parish Council for this).

Clerk to organise purchase of items i-iii, v-vii and ix. Clerk to bring follow on tariff for the current electricity contract which ends on 30th June and new contract quotes to the May parish council meeting.

d. Appointment of PKF Littlejohn LLP as the external auditor the five financial years from 2022-23 to 2026-27 – was noted by the Council.

e. Precept request – Budget for 2023/24 and precept required
The Council unanimously agreed to accept the proposed budget and request a precept of £89,112. (Representing no change in charges to council taxpayers - £75.05 per band D property).

Clerk to send the precept request to NSDC and publish budget report on the Council website.

10. Planning and Licensing

The Council noted the proposed Claypole Neighbourhood Development Plan and agreed no feedback was required to be sent South Kesteven District Council. However the Clerk will write to Claypole Parish Council to welcome the plan and wish them good luck with the referendum, on behalf of the Council. *Clerk to action.*

11. Policy

New policies considered:

a. Community Infrastructure Levy Policy – The Council unanimously agreed to adopt the policy, do a consultation on CIL usage, and promote the policy and grants via the Council's website, social media, and Fernwood Gazette.

b. Dignity at Work Policy – The Council unanimously agreed to adopt the policy. Councillor Smith signed the paper copy of the Civility Pledge.

c. Petitions Policy - The Council unanimously agreed to adopt the policy.

Clerk to publish online and organise a consultation and article in the next Fernwood Gazette.

Current document reviewed:

- d. Code of Conduct
- e. Communications Policy
- f. Risk Register
- g. Dale Crescent Green Risk Assessment
- h. Legionella Risk Assessment
- i. Fire Risk Assessment
- j. Health and Safety Policy
- k. Village Hall Risk Assessment
- l. Volunteer Litter Picking Risk Assessment

The Council unanimously agreed that no changes were required to these policies (dates have been updated in Village Hall Risk assessment but otherwise unchanged).

12. Grant Application from Citizens Advice Sherwood and Newark

Councillor Newton declared that he knows the applicant so did not take part in the discussion of this item and did not take part in the following decision:

The Council unanimously agreed to give £500 to this cause under LGA 1972, S 142 (2) (a).

13. Local Council Award Scheme

The Council unanimously resolved to confirm that all documentation and information is in place for the Foundation Award.

14. Annual play inspection report for the gym equipment on Dale Crescent Green decision on whether to replace the two items of gym equipment

The Council noted the report and will be replacing the gym equipment (see item 9dii).

15. Woodland Update

The Council noted the [update report](#) which included a tree work update and proposal for area behind Marron Court. The Council agreed to consult with residents on the proposed design. The Clerk reported that timescales are tight to get this delivered before Spring, but she will endeavour to bring consultation results and quotes to the February Parish Council meeting.

Clerk to set up an online consultation and write to residents backing onto the area to consult with them on the designs.

16. Hollowdyke Lane consultation

The Council noted the results and, based on the 72% of respondents that supported the Council in its attempts to investigate keeping the road open to traffic, unanimously agreed to get quotes for an investigation into feasible options for keeping the north end of Hollowdyke open to traffic.

The Council will use a private company to obtain data on the speed of traffic on Hollowdyke Lane – see item 9dvi.

Clerk to obtain quotes.

17. Correspondence

- a. Request for help to petition NCC for the removal of a hump on Dale Way – noted. Clerk to write to NCC again to raise this issue and ask again for a quote for replacing all three humps with tarmac.
- b. Email from resident raising concerns regarding parking on Fernwood and the location of the new service station - Prior to the meeting the Clerk had sent contact details for the highways and the reference for the services planning application. The issue of parking has been raised in communications with NCC. *Clerk to contact NCC for an update on the meeting that was cancelled in December to address a number of highways issues (including parking) with NCC and Via East Midlands officers.*
- c. Email regarding the Coronation in 2023 and D-Day commemorations in 2024 – Noted. The Council proposes to arrange an event for Sunday 27th August rather than an event for the Coronation considering it being within a week of the elections and Bruno Peek's email about the coronation events having a markedly different look. *Clerk to add note to website and social media.*

- d. Email from resident concerned regarding icy conditions on Phoenix Lane – see item 9dix – A grit bin will be put on Phoenix Lane for residents to use. *Clerk to add article in Fernwood Gazette re grit bins.*
- e. N&SDC consultation on their Planning Application Local Validation Checklist – noted.
- f. N&SDC email regarding UK Shared Prosperity Fund- Applications Open – noted.
- g. Email regarding Dale Crescent – The Council agreed to move the no ball games sign to the area identified. *Clerk to action.*

EXEMPT ITEM

Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972.

The Council unanimously agreed to close the meeting to the press and public.

18. Nottinghamshire County Council's report regarding communications.

The Council noted the report and agreed how to proceed.

Meeting closed at 9.35pm

Next Meeting: Monday 20th February 2023, 7pm, Fernwood Village Hall

February Clerk's report	Agenda Item
Barratt David Wilson Homes (BDWH) transfer of the open spaces in central Fernwood as per the section 106 agreement to NSDC and then Fernwood Parish Council – Our solicitor is liaising with N&SDC's legal representative.	21/46c
Youth Club – Worker in Charge recruitment is ongoing. Youth Club opening time has changed to 6.30-8.30pm. Positive review meeting held in January. The club is now well established	
Safer Neighbourhoods Group (SNG)/ Antisocial Behaviour (ASB)/CCTV –N&SDC have said they will get an update to us by 20/3/23. Next SNG meeting due later this month. An article will be in the Fernwood Gazette re SNG/ASB. PCSO Hewerdine has reported that N&SDC are reviewing the current Public Space Protection Orders (PSPOs); once this has been done, she will come to a Fernwood Parish Council meeting to discuss having a PSPO in Fernwood.	21/149
Hollowdyke Lane – Following the January Parish Council meeting, I wrote to NCC (18/1/23) as agreed. No feedback has been received. Speeding tubes results – see item 30. I still need to get quotes for a feasibility study for keeping the north end of Hollowdyke Lane open – <i>Clerk to action</i> .	22/24 22/139 22/153 23/17
Responsibility for ditches Hollowdyke Lane – a note was sent to NSDC regarding this, and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Interactive Speed Sign on Dale Way –I met with Via EM staff shortly after the last meeting. The sign will be on a separate post. Awaiting full costing and timescales.	22/114
Community Infrastructure Levy – Policy has been published on the Parish Council website . The March issue of the Fernwood Gazette has a consultation article, and an online survey will go live in line with the gazette distribution.	22/163f
RAF Balderton Marker – see item 35b	22/161
Dignity at Work and Petition Policies - have been published on the Council's website	22/159
Warm Hub – sessions are at the Village Hall on Tuesday mornings. Attendance is picking up.	23/5
Welcome Break - Awaiting confirmation that they on schedule to open on March 1st.	
Number of seats on Fernwood Parish Council – Enquiry was sent to N&SDC's Electoral Services Manager – see item 35g for the response	23/8
Gym Equipment on Dale Crescent – This was replaced w/c 30/1/23.	23/9dii
Woodland Update - Costall Woods – N&SDC's Tree and Landscape officer has approved the trees that our tree specialist suggested to replace the felled trees. See item 26div. Once planted, the Parish Council will need to implement a minimum monthly application of 5 litres of water per tree during the summer (to be increased if conditions require). Should any of the trees die within 5 years of planting, the Parish Council will need to replace them. The bat survey on protected tree (853) is booked in for May 2023. Lamp upgrade – awaiting date from contractor. Community bat/bird box making planned for 4/6/23 - full details will be in the gazette. Path repairs – see item 26diii. Wildlife Garden costings - see item 26dv and consultation results - see item 34.	23/15
Grit Bin Phoenix Lane - A new grit bin has been installed for residents to use when it is icy. The developer has reimbursed the Parish Council for this. It is owned and maintained by Fernwood Parish Council – details of grit bins will be in the gazette.	9dix
Rumble Strips Replacement – following the last meeting, one resident contacted the Council with concerns about them being replaced. A consultation has been sent to the homes near the rumble strips to consult residents on whether they are being affected by noise/vibration and whether they would be happy for them to be replaced with tarmac. Once the consultation period has ended, I will collate responses and write to NCC.	

-----Original Message-----

From: Johnno Lee <johnnolee4@gmail.com>

Sent: 16 January 2023 13:35

To: clerk@fernwood-pc.co.uk; Balderton Parish Council
<office@baldertonparishcouncil.gov.uk>

Subject: Just received my January briefing notes for the works that have happened in my division this quarter

Only received this this morning most of it reverts to Balderton .

But the reduction in speed on London Road the staple Lane works that we've already announced And the signs for Fernwood are the three points that probably will impact Fernwood residence the most As well as the pothole repairs were quite a considerable amount of them have been reported in Fernwood and I'm pleased to say they were done considerably fast .

Balderton and Fernwood Parish Council it is a great pleasure in presenting you with this quarters briefing notes

Ward statistics September to January

Pothole repaired 240

Street light repairs 31

Goalies cleanse 529

Enquiries received 173

Schemes delivered 2

Completed inspections 387

Patch repairs 3

Schemes delivered September to January 2023

Location at staple Lane S27 8/q3 3

Fernwood signs q3

Schemes programmed January to April 2023

B6326 London Road 30 mile an hour speed limit (pre-design)

Coddington Lane structural patching

Road master repairs

Christopher Crescent Balderton November 2022

Christopher Crescent Balderton footway Nov 22

London Road Balderton carriageway nov 22

Maintenance activities

Rural grass cutting a and B roads 3 days see an underclass ruses 3 days 11/08/2022

Urban grass cutting urban area for day is 17th of the 10th 2022

Economic growth

Orchard Way to trees planted completed 27th of the eighth 2022

Apple Avenue

Dale way and cross Lane

Persons close

Thomas Road

Shrub beds completed date 31st of the first 2023

Current permitted works nonemergency

Queen Street Balderton One joint hall in tarmac foot way for supply alterations

Main Street balderton traffic light heads only in conjunction with DY6152387317b

Great North Road Balderton widening of the road to allow construction of the right turn line

Bilton close clear blockage and provide service with new duct

Great North Road replacement of defective tarmac

Dale Crescent for signing and guarding only no evacuation all evacuation works is on private land but our barriers may land within the footwear

Great North Road widening of the road to allow construction of right turn lane

Staple Lane new Road and footwear construction to new alignment of staple Lane including two number new roundabouts

Counsellor johno Lee

DISCLAIMER: The information contained in this communication from Johnoxlee4@gmail.com is confidential and may be legally privileged. It is intended solely for use by the recipient and others authorised to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful.

**Bank Reconciliation
Fernwood Parish Council**

Period Ending 31-Jan-23

Prepared by: *Marion Fox Geddard, Clerk*
Date: 02 February 2023

Approved by:

Date:

Balance per bank statement as at 31-January-2023

	£	Total £
TSB Current Account - Parish Council	£19,297.40	
TSB Reserve Account - Parish Council	£59,118.15	
Unity Trust - Parish Council	£11,672.80	
TSB Current Account - Village Hall	£6,563.03	
TSB Reserve Account - Village Hall	£7,214.28	
Unity Trust - Village Hall	£14,560.85	
Nationwide	£83,928.27	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
CCLA Investment Management Limited	£950,001.00	
Petty Cash	None held	
		1,322,355.78
Less: any unrepresented cheques/BACS payments at 31-January-2023		£0.00
Add: any unbanked cash / cleared cheques at 31-January-2023		£0.00
Net bank balances as at 31-January-2023		<u><u>£1,322,355.78</u></u>

The net balances reconcile to the Cash book (receipts and payments)

CASH BOOK

Opening Balance	£368,022.85
Add: Receipts in the year	£1,090,708.71
Less: Payments in the year	£136,375.79
Closing balance per cash book as at 31-January-2023	<u><u>£1,322,355.78</u></u>

Ringfenced Amounts

General Reserve	£175,884.17
CIL	£1,146,471.61
	<u><u>£1,322,355.78</u></u>

CCLA investments have been moved into the listed balances.

Agenda Item 26 - Finance

Item 26
b - c

b. Income 2022/23	£
Regular hire	21,698.10
Other hall hire	7,054.70
Bar profits	1282.74
Feed in tariff	1465.10
Advertising income	480.00
Interest	6,903.79
VAT reimbursement	4,637.06
Grants	1900.00
CIL	964,338.22
Precept	80,949.00
Total	1,090,708.71

c. Expenditure since last meeting under delegated powers/previously agreed expenditure

PARISH COUNCIL					
Payee	Budget Area	Net £	VAT £	Total £	Method
Various	Salaries, HMRC, Pensions (February)			£6,773.53	BACS
Chainsaw Sculpture LTD	Individual Items - Parish Council -Owl	600.00	120.00	720.00	BACS
Framerden Ltd	Stationery	12.99		12.99	CARD
Marion Fox Goddard	Parish Council Staff Expenses - mileage	55.80		55.80	BACS
Microsoft	Software/licences	79.99		79.99	CARD
N&SDC	Premise Licence amendment fee	10.50		10.50	BACS
Nottinghamshire Association of Local Councils	Subscriptions - NALC	548.20		548.20	BACS
Society of Local Council Clerks	Training - Course	120.00	24.00	144.00	CARD
Smiths Timber Merchants	Individual Items - Parish Council - wooden stakes	7.44		7.44	BACS
Via East Midlands LTD	Individual Items - Parish Council- grit bin	155.00	31.00	186.00	BACS
Zoom	Software/licences	11.99	2.40	14.39	BACS
VILLAGE HALL					
BT Business	Utilities - Phone	141.45	28.29	169.74	BACS
Crown	Utilities - Gas	268.55	13.43	281.98	BACS
Hope Lighting Solutions	Individual Items - Village Hall	13.48	2.70	16.18	CARD
Ionos by 1&1	Subscription - Parish Council emails	7.98	1.60	9.58	BACS
Lemonfresh	Cleaning Services	75.00		75.00	BACS
RB Wholesale	Cleaning - Products	71.78	14.36	86.14	BACS
Securetec	Servicing Emergency lighting & Fire Alarm	210.00		210.00	BACS
Securetec	Maintenance Fire Alarm	1188.2		1188.2	BACS
Viking Electrical	Annual PAT testing	157.50	31.50	189.00	BACS
Water Plus	Utilities - Water	44.15		44.15	BACS

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
i. Replacement Lids for 1 or 2 dog bins	Parish Council individual items	See quotes		
ii. Emergency Lighting Repairs	Village Hall – Emergency Lighting	252.00	-	252.00
iii. Path repairs	Costall Woods	Two quotes		
iv. Replacement Trees	Costall Woods	640.00	128.20	768.20
v. Wildlife Delivery & Maintenance		Three quotes		
vi. Garden waste bins	Grounds maintenance	105.00	-	105.00



Note: Pictured is the lid of the bin near Code Fitness which needs to be replaced as it is very rusty. The bin near the noticeboard on Goldstraw Lane is also beginning to rust. Council to consider whether to replace both lids.



Quote

Marion Fox Goddard
 Fernwood Parish Council
 Fernwood Village Hall
 Rubys Avenue
 Fernwood
 Newark
 Nottinghamshire
 NG24 3RS

23/01/2023
 EQ70080330

Email: adam.pinkowicz@glasdon-uk.co.uk

WhatsApp: 01253 600410

Request a callback

Account Code: 590067566

	Qty	Unit Price	Total Price
 Replacement Retriever 60 Lid Replacement Retriever 60 Lid and Chute with Lock & Fixings in Red Product Code 090/2711 Product Information Product News Product Videos Product Warranty	1	£224.36	£224.36

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 22/02/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to NOTTINGHAMSHIRE	£12.50
Total (excluding VAT)	£236.86



Quote

Marion Fox Goddard
 Fernwood Parish Council
 Fernwood Village Hall
 Rubys Avenue
 Fernwood
 Newark
 Nottinghamshire
 NG24 3RS

11/01/2023
 EQ70079713

Email: kathy.mcgowan@glasdon-uk.co.uk

WhatsApp: 01253 600410

Request a callback

Account Code: 590067566

	Qty	Unit Price	Total Price
 Replacement Retriever 60 Lid Replacement Retriever 60 Lid and Chute with Lock & Fixings in Red Product Code 090/2711 Product Information Product News Product Videos Product Warranty	2	£224.36	£448.72

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 10/02/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to NOTTINGHAMSHIRE	£0.00
Total (excluding VAT)	£448.72

Ideal for external housing estates, parks and other dog fouling areas, the Retriever 60 outdoor dog waste bin is weather resistant and can be wall or post mounted.



£320.20

excluding VAT
£384.24 inc. VAT
Includes free delivery*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote

Quantity:

- 1 +

Colour:

-- Please select --

Fixing Options:

-- Please select --

Ground Lock fixing tool +£36.79

Box of 30 Black Sacks - Sack B - 014/2023 +
£9.45



Price includes delivery*
*Please refer to terms and conditions



Reviews
click to view



Product News
click to view



Product F.A.Q
click to view



Product Videos
click to view



Downloadable Information
click to view



Product Warranty
click to view



Free Waste Management Audit
click to request

You may also be interested in...





INTRUDER - CCTV - FIRE - ACCESS CONTROL

16 West Lane, Edwinstowe, Mansfield, NG21 9QT

QUOTE

Date: 28 Jan 2023
Quote No: SQ2326

Bill To:
Service To:

Fernwood Village Hall
Ruby's Avenue
Fernwood
Newark, NG24 3RS
NG24 1BE

Product ID	Description	QTY	Line Total
EML	Bulk head light for disabled toilet & patio outside	2	£50.00
EML	Battery packs for store room and disabled toilet shower block	2	£40.00
EML	box exit sign for hall	1	£42.00
LAB	LABOR FOR FITTING	1	£120.00

Subtotal	252.00
Discount %	0%
Discount Amount	0.00
TOTAL	252.00
PAID	0.00
TOTAL DUE	252.00

Notes:

Thank you for your valued enquiry
Quotation for the repair to the emergency lighting at Fernwood Village Hall
If you have any further queries please do not hesitate in contacting me

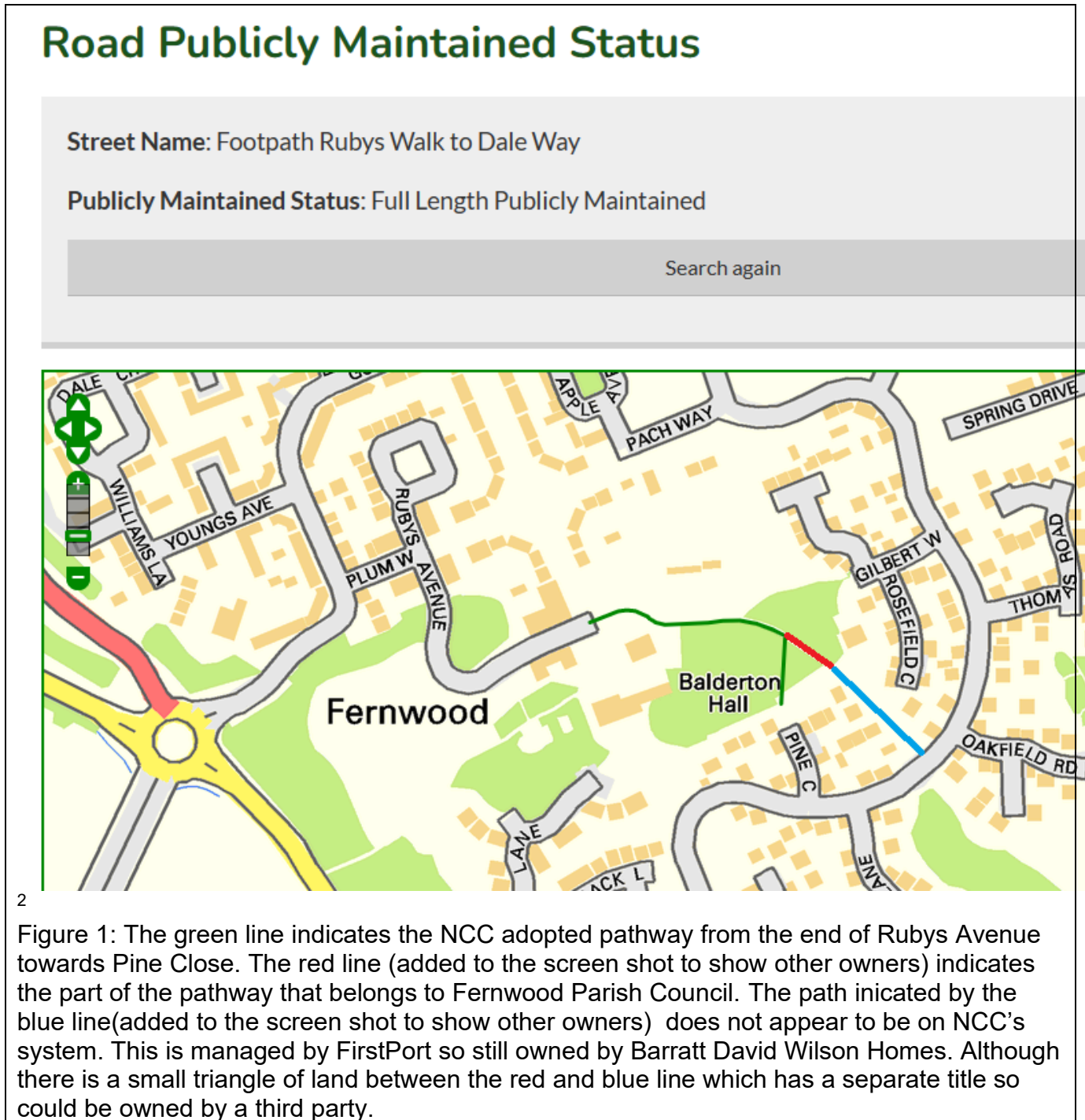
SECURETEC
Intruder - CCTV - Fire - Access Control

TEL: 01636 857536
EMAIL: info@securetec.org.uk
WEB: www.securetec.org.uk

Costall Woods – Path repairs

1. Introduction

The pathways in Costall Woods are partially adopted by Nottinghamshire County Council but the remainder belongs to Fernwood Parish Council. By using NCC’s adopted road search function on their website, I have pieced together the pathways with the woods. The three maps below break down the path ownership. On the first map, I have indicated the part of the path owned by Fernwood Parish Council in red.



² Contains Ordnance Survey data © Crown copyright and database right 2023

Street Name: Footpath at the End of Pine Close

Publicly Maintained Status: Full Length Publicly Maintained

Search again



Contains Ordnance Survey data © Crown copyright and database right 2023

Publicly Maintained - Publicly maintained section of road

Figure 2: Indicates a small section of path at the end of Pine Close – adopted by NCC

Street Name: Footpath off Gilbert Way

Publicly Maintained Status: Full Length Publicly Maintained

Search again



Contains Ordnance Survey data © Crown copyright and database right 2023

Publicly Maintained - Publicly maintained section of road

Figure 3: Indicates the path leading from Gilbert Way towards the heart of the woodland

2. Damage to the paths within Costall Woods

Pictures 1 to 5 show the damaged parts of pathway within Costall Woods. Pictures 1,2,3 and 5 are adopted by NCC. Picture 4 shows the damage on the path owned by Fernwood Parish Council.





3. History

In 2020, when FPC asked NCC to give indicative figures for bringing the path (the part we now own) up to an adoptable standard, they provided an indicative sum of £7000-£10,000. Looking back through the email trail, they were quoting for not only the part of the path that now belongs to FPC, but the remainder of this path leading onto Dale Way (managed by FirstPort, with no lamp columns).

NCC also indicated that it would cost up to £12,000 to attend to the lighting and add further lights.

In September 2022, FPC agreed not to pursue getting the pathway adopted by NCC.



4. Quotes

Five companies were invited to quote for repairing the pathways. Two companies came to look at the site and prepared quotes. The quotes are attached to this report.

The companies originally quoted for repairing the damage shown in all off the pictures 1 to 5.

A second quote for repairing the damage in picture 4 has been requested.

5. The Way Forward

With such a small amount of the pathway being the responsibility of Fernwood Parish Council, I suggest that the Council consider one of the 3 options:

- i. Ask NCC to repair the damage on their paths and provide a quote to repair ours at the same time.
- ii. Suggest to NCC that we jointly have he work done using our chosen contractor.
- iii. Proceed with the repairs for the damage in picture 4 and ask NCC to repair the damage in the remaining pictures.

Prepared by: Marion Fox Goddard

Date: February 10th 2023

Quote 1

Hi Marion,

Good to meet you last week, and many thanks for the opportunity to quote for the works on the woodland path repairs.

As previously mentioned, we have been working locally for over 50 years and have previously done work locally to you on the car park to the hall and also work for Newark Town Council, and many of the local parish councils. We are also registered on the Notts highways and Lincs highways list as a contractor.

Our insurances are valid and will cover all that is needed, may I add that we are a premium member of the CHAS H&S accreditation scheme.

Regarding the works we looked at, I will have to send you a separate quote using our accounting software so please look out for that email. The software doesn't give us the option of attaching photos so I have Attached the relevant areas to cross reference.

The quote is a price to repair all areas we looked at but is not to an exact area, it would be best to let us use the day to improve as much as we can fit in during the day as the bulk of the cost is mobilising ourselves and the machinery, we will be able to deliver more than you expect.

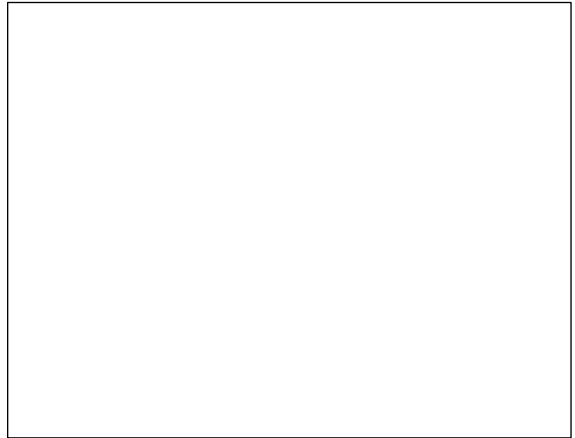
Please look out for the quote, and do give me a call with any questions.

Kind Regards



QUOTE

Fernwood Parish Council
Fernwood Village Hall
Ruby Avenue
NG24 3RS



Tarmac Path Repairs

Repairs to areas as discussed and pictured on separate email.

Area 1 (Around Man Hole lids)

Area 2 (Fire Damage)

Area 3 (Lamp post to 3 bollards)

Area 4 (Brown Bin)

Area 5 (Tree root crack)

Description	Quantity	Unit Price	VAT	Amount GBP
Site Prelims: To provide a full Risk Assessment and produce RAMS where required To provide and set up Protection zones and barriers where required To Provide Health, Safety and supervision of our works together with all plant, machinery and qualified technicians				
Supply planer and operational team to plane out approx depth of 30mm of existing surface, where required. Dispose of all waste at a registered recycling facility				
Sweep areas				
Supply and spray K140 tack coat emulsion				
Supply and lay an average depth of 30mm of AC6 Heavy Surface course 40/60 PEN and roll to consolidate				
Seal all joints with hot bitumen sealant				
Total	1.00	4,350.00	20%	4,350.00
			Subtotal	4,350.00
			TOTAL VAT 20%	870.00
			TOTAL GBP	5,220.00

Just picture 4:

To follow



Quote 2

Description	Quantity	Rate	Amount
Food path repair / surfacing Surveyors report	1	£2,300.00	£2,300.00*
Looking at the footpath's, we recommend			
You have two options			
One is Just repairs and the other is repairs and surfacing of a whole footpath			
All works, would include breaking out previous material, removing of all waste			
Install new hard-core if it's needed			
Make good compaction			
Install six mil surface course Tar Mac			
Good compaction, make good with all the Tar Mac			
Once that is completed, we recommend putting a Flexi tar band on the edges of the new Tar Mac to help seal it up. I'm stop penetration of water/frost			
Option one will cost £2300			
Option two will cost £4250			
All work comes with a five year guarantee			
Prices are subject to VAT			
Prices include labour, transport of materials			
There will be no depositor upfront costs required			
If Street work at licenses I needed please let us know previously			
We have a £5 million liability insurance			
If any risk it, please let us know we will send any documents that is needed that regards, Francis			

Just picture 4:

Option one will cost £1500

Option two will cost £3100

*Indicates non-taxable item

REDACTED Quote 1

Fernwood
Newark
Nottinghamshire
NG24 3RS

QUOTATION

No.	AB1338	Date.	3/2/2023
Tel.	01636 613024	email.	office@fernwood-pc.co.uk

Details	£	P
<p>For the :</p> <p>-Provision and the planting of 5 replacements for the recently removed trees in the woodland at the end of Rubys Avenue, comprising of:</p> <p style="text-align: center;">3x Oak 1x Lime 1x Yew.</p> <p>Price includes, for a single stake and tie per tree.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p>	£640	00
SUB – TOTAL	£640	00
VAT @ 20%	£128	20
TOTAL	£768	20



GARDENS & LANDSCAPES

Customer Fernwood Parish Council	Reference
---	------------------

Number SQ-8	Created 29/01/2023	Expires 28/02/2023
--------------------	---------------------------	---------------------------

Invoice Address Fernwood Village Hall Rubys Avenue Newark Notts NG24 3RS	Delivery Address Fernwood Village Hall Rubys Avenue Newark Notts NG24 3RS
--	---

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
Quotation to provide installation of 'Wildlife Garden behind Marron Court'	1.00	11,930.00	11,930.00	20.00	2,386.00	14,316.00
Price to include all groundworks, supply and planting of plants, wildflower seeding and turfing etc, as per spec.						

Total Net 11,930.00 (£)	Total VAT 2,386.00 (£)	Total 14,316.00 (£)
--------------------------------	-------------------------------	----------------------------

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	11,930.00	2,386.00	14,316.00

Amended quote following consultation feedback

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
Quotation to provide installation of 'Wildlife Garden behind Marron Court' inc amendments	1.00	12,730.00	12,730.00	20.00	2,546.00	15,276.00
Price to include all groundworks, supply and planting of plants, wildflower seeding and turfing etc, as per spec.						

Total Net 12,730.00 (£)	Total VAT 2,546.00 (£)	Total 15,276.00 (£)
--------------------------------	-------------------------------	----------------------------

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	12,730.00	2,546.00	15,276.00

Marion Fox Goddard
Parish Clerk
Fernwood Parish Council

REDACTED

Quote 2

Quotation

Dear Marion,

Thank you for your enquiry and the opportunity to quote for the landscaping work you require on the wildlife garden at the back of Marron Court. Our quotation is based on the design and advise provided by your landscape design consultant. Please see below for quotation, if you have any questions or changes please let me know.

Job Description – Landscaping of area behind Marron Court

- All brambles, nettles, thistle and other unwanted growth on the site is to be cleared to ground level using hedge cutters, strimmer's and other suitable horticultural equipment to clear the site.
- Along the left side of the area in between the boundary wall and path, a 6ft high post and rail fence will be installed to section this area off.
- Once the site has been cleared of unwanted vegetation, the top layer of soil (5 – 6cm) from the area is to be excavated and top soil I to be used to create the two curved mounds shown on the plan.
- Both mounds are to be compacted with flexible drainage piping installed them to for wildlife refuges.
- Cultivators are then to be brought in and worked over the rest of the areas to create a fine tilth suitable for a seed bed.
- Once all areas have been prepared, all native hedging (5 plants per metre) is to be planted along the curved path allowing for an entrance access point. All trees, shrubs and spring flowering bulbs required are also to be supplied and planted in the correct areas and borders according to the Garden Planting Plan. Tree stakes are to be installed with the trees to create stability and to help anchor the trees while they establish themselves.
- Log piles are to be added to the areas required using logs and debris when clearing the site as well as bringing logs in from suppliers if require. These are to be stacked to section of areas as well as to create habitats.
- Final preparations will then be made to the Meadow areas such as raking out to create a level. Flowering Meadow Turf will then be brought in as rolls of turf and laid to the create the central circular 90m² Flowering Meadow based on the Garden Plan. A roller will then be used over the turf to compact the area and allow the roots of the turf to find the soil. Turf will then be water in.
- General Purpose Wildflower Seed Mix EM2 will then be sown over the rest of the areas surrounding the mounds and the Flowering Meadow area at a rate of 4g per m².
- All areas including all the meadow areas and planted areas are to be well watered in and all waste will be removed from site. Plastic guards will be wrapped around each bare root whips creating the hedging.

Materials needed:

- Timber post and rail fencing supplies
- Flexible drainage piping
- Native bare root hedging and plastic guards:
 - Crataegus Monogyna 100-125 BR x82
 - Prunus Spiniosa 100-125 BR x82
 - Viburnum Opulus 100-125 BR x82
 - Acer Campestre 100-125 BR x82
 - Corylus Avellana 100-125 BR x82

- Trees (Standard 8-10cm Tree Girth):
 - Acer campestre x 2
 - Sorbus Cardinal Royal
 - Prunus Everest
 - Sorbus vilmorinii
 - Prunus spinose x 2
 - Prunus tai haku
- Shrubs (10L pots):
 - Buddleia mixed x 4
 - Rosa rugose x 6
 - Viburnum opulus x 3
 - Corylus (large) x 3
- Plants:
 - Primula veris x 200
- Spring Bulbs:
 - Daffodils
 - Snow drops
 - Tulips
 - Bluebells
 - Snakes Head
 - Lilly of the Valley
- Logs
- Green waste disposal
- Flowering Meadow Turf (Patchwork Quilt) 90m2
- General Purpose Wildflower Seed Mix EM2

Cost excluding VAT: £14,775

Notes:

- **Temporary anti-climb fence panels are to be installed along the path to secure the working area if required.**
- **A water bowser will be brought in to water all required planting areas and meadow areas.**
- **Method Statements and Risk Assessments will be supplied upon request.**
- **Public Liability insurance cover up to £5 million. (Proof to be supplied upon request.)**

REDACTED operatives

All of our operatives are DBS checked with the Disclosure and Barring Service and certificates can be available upon request. All of our operatives are fully trained and carry a basic Health and Safety qualifications and will have full PPE, REDACTED printed clothing, and will be wearing hi-viz workwear when working on your site.

Amended quote following consultation feedback

- Green and soil waste disposal
- Flowering Meadow Turf (Patchwork Quilt) 90m2
- General Purpose Wildflower Seed Mix EM2

Cost excluding VAT: £15,850

**ENVIROMENTAL SERVICES STREET SCENE****Fernwood Parish Council Wildlife Garden Project Quotation;**

The brief of this exiting project;

The intended Wildlife Garden covers an area of approximately 1,500 m2 and consists of mature specimen trees with a dense sward of brambles, nettles and creeping thistle covering the sunnier areas of the site. The area is bounded by residential properties (with no access into the site) and is bounded on one side by a major walkway which is well used by residents. The site is relatively level and consists of reasonably rich topsoil overlying a clay sub soil. The existing large trees provide strong shade during the summer over 20% of the site which would require specific shade-loving woodland planting to be effective.

Our mission is to keep all areas of Newark and Sherwood District Cleaner Safer and Greener. By using our services, we will be able to promote this message together.

The Street Scene service can provide a range of grounds maintenance and street cleansing services. Our operational teams cover a vast array service including the maintenance of sports pitches, planting and maintenance of ornamental flowerbeds, arboriculture services including tree inspections and pruning work, mechanical sweeping of roads and playgrounds and spraying of weeds in addition to advice on aspects of the above. All our services are delivered on site by a team of skilled professionals, in accordance with different levels of service agreement contracts.

Our expertise is reflected by the amount of external recognition that we have received. We are proud to hold four prestigious Green Flag Awards. In 2022, Newark was awarded a Silver Gilt in the East Midlands in Bloom competition.

We are able to work with you to write specific management plans to gain Green Flag Status.

We are lucky to have a number of nature reserves and SSSI sites within our care where the focus is native woodland, heath and acid grassland. We are increasing the areas of grass managed as meadow in all our council owned green spaces, alongside specific Tree Planting Projects that we can share as the focus switches to the Climate Emergency. We are keen to help you promote these within the School as you wish. We can provide at a discounted rate our Countryside Rangers who run Forest School Workshops either at our Parks or at the School. Equally if you decide to visit us at Sconce and Devon Park or Vicar Water Clipstone we can accommodate a School Visit.

We can provide the following,

- An individual schedule of work tailored to the specific maintenance requirements of the location.
- Additional services can be provided as one-off extras
- All staff fully trained and equipped to meet the requirements of the job

- All staff compliant with current Health and Safety standards
- All staff are clearly visible as an operative of the Council by the in-house uniforms, personal identification cards and designation of vehicles and equipment
- All work carried out in compliance with standard horticultural, arboriculture and cleansing procedures as prescribed by the Council and the respective trade associations
- A seven-day service with resources available over a full year to cover any seasonal variations
- A large pool of staff to cover any staff absences, holidays or seasonal variations for service delivery and the ability to provide work at short notice

Street Scene will provide comprehensive grounds maintenance, arboriculture and cleansing service to the council. Inclusive of grass cutting, flower bed / hedge maintenance, sports pitches, weed spraying; tree inspections, advice, planting and maintenance works and mechanical sweeping of playgrounds/car parks. Playground inspections and repairs. Fly Tipping Removal and specialised Cleansing.

Following the Design Brief and Specification I am happy to supply the following price for the works set out in the specification document.

To include;

- **Materials**
- **Plants**
- **Seed**
- **Trees**
- **Machinery**
- **Turf**
- **Sundries**
- **Labour**

£8987.15 plus VAT

Scheme Optional Extras;

- **1 Years Establishment Maintenance to include Mowing and Collecting and Tree Care Maintenance - £250 plus VAT**
- **Watering of Scheme - £65.00 plus VAT per Occasion**

Please contact Ben Stacey NSDC Street Scene Manger if you have any questions.



HR Summit
22 March
The latest advice relating to HR

Dear Marion

Join the one-day, virtual summits for an opportunity to engage with the latest advice and guidance relating to HR, climate change, community building management, planning, finance, and community engagement.

Sector experts will lead the themed sessions encouraging in-depth discussion and debate for a stimulating and vibrant event.

Kicking off with the HR Summit which will take place virtually on Wednesday 22 March, 9:45am - 4pm.

Join us to discover how to:

- Manage and support menopause at work with practical solutions
- Create clear, fair and transparent HR policies to ensure all employees feel valued
- Use your recruitment process to attract the right people
- Handle resignations, dismissals and exit interviews to demonstrate a positive organisational culture



£60 + VAT for members
£120 + VAT for non-members

in partnership with



**Nottinghamshire
County Council**

Your ref:

My ref: H/JW/TRO 3367/2250984

Date: 6th February 2023

Dear

Proposed Parking Restrictions (TRO 3367)

Rubys Avenue, Balderton

PUBLIC ADVERT

Via East Midlands Ltd, is working on behalf of Nottinghamshire County Council to deliver highway services in Nottinghamshire. Concerns have been raised about inconsiderate and obstructive parking adjacent to the park on Rubys Avenue. This reduces visibility and increases the risk for children using the park.

To address this issue, it is therefore proposed to introduce 'No Waiting At Any Time' restrictions (Double Yellow Lines) adjacent to the park, as shown on drawing number H/JW/4214/01. Before proceeding further, I wish to consider the views of residents, businesses and organisations who may be interested in this matter.

Any observations on these proposals should reach me in writing, either by letter or email, **by 10th March 2023**. If your comments are in the form of an objection to the proposals please clearly state this and the reasons for your objection. If the objection cannot be resolved, it will be reported through the County Council's procedures at the appropriate time.

Any details you provide may be shared with Nottinghamshire County Council as appropriate. If you'd like to find out more about how we use your data, please see our Privacy Notice: www.viaem.co.uk/privacy-notice-for-the-public/

Yours

Jo Wilkinson

Joanne Wilkinson
Highway Improvements Co-Ordinator
Tel: 0115 9772947
Email: tmconsultation@viaem.co.uk

www.viaem.co.uk • Tel: 0115 804 2100

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

Via East Midlands Limited. Registered in England no. 09903246

TRO 3367 ADVERT - RUBYS AVENUE, BALDERTON - PROPOSED DOUBLE YELLOW LINES

Overview

Via East Midlands Ltd, is working on behalf of Nottinghamshire County Council to deliver highway services in Nottinghamshire. Concerns have been raised about inconsiderate and obstructive parking adjacent to the park on Rubys Avenue. This reduces visibility and increases the risk for children using the park.

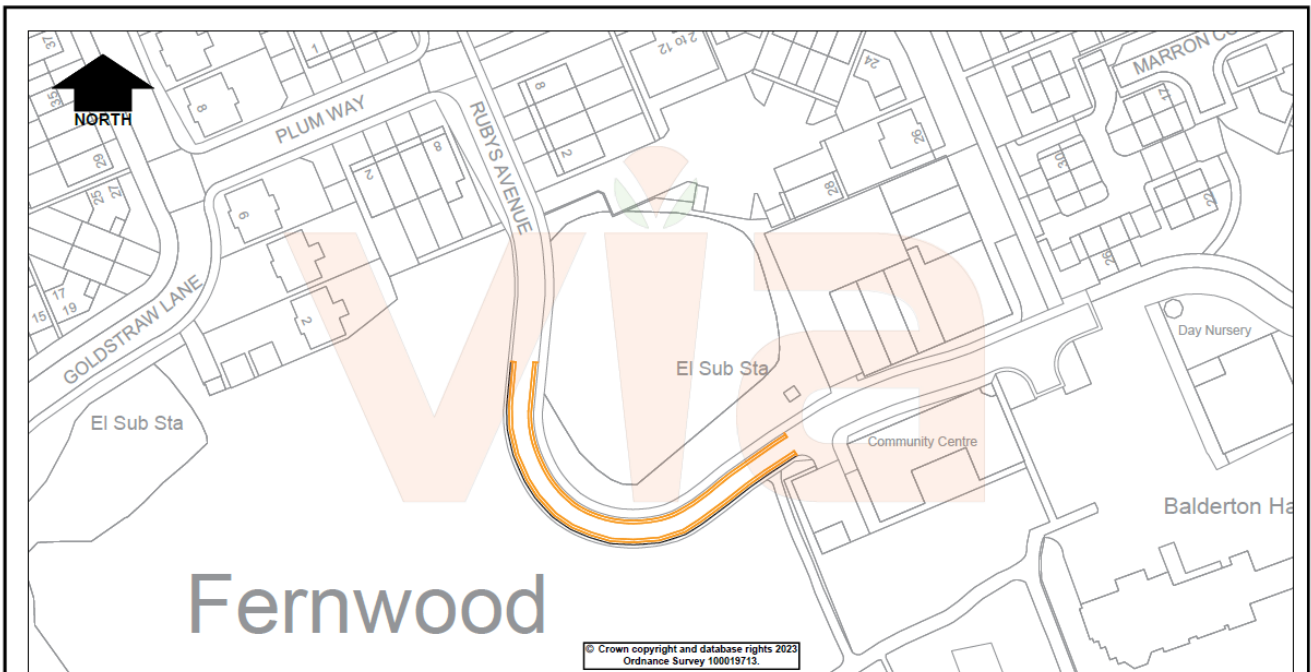
To address this issue, it is therefore proposed to introduce 'No Waiting At Any Time' restrictions (Double Yellow Lines) adjacent to the park, as shown on drawing number H/JW/4214/01. Before proceeding further, I wish to consider the views of residents, businesses and organisations who may be interested in this matter.

Closes 10 Mar 2023

Opened 9 Feb 2023

Contact

Jo Wilkinson
 (Highway Improvements Co-ordinator)
 Major Projects and Improvements
 01159772947
tmconsultation@viaem.co.uk



KEY  Proposed Double Yellow Lines (No Waiting At Any Time)

via in partnership with

 www.viaem.co.uk Tel 0115 804 2100
 Bilsthorpe Depot, Bilsthorpe Business Park, Bilsthorpe,
 Nottinghamshire, NG22 8ST

Rev.	Description	Drawn	Ch'kd	Auth	Date
0		JW			Feb 23
1		SW			Feb 23
2		MN			

Project	Rubys Avenue, Fernwood, Balderton				
Advert	TRO 3367				
Drawing Title	Proposed Double Yellow Lines				
Drawing No.	H/JW/4214/01				

© Via East Midlands Limited. Registered in England no. 09903246

**THE NOTTINGHAMSHIRE COUNTY COUNCIL (RUBYS AVENUE, BALDERTON)
(PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2023 (3367)**

NOTICE IS HEREBY GIVEN that the Nottinghamshire County Council proposes to make an Order under the Road Traffic Regulation Act 1984, as amended, Traffic Management Act 2004, as amended, and The Civil Enforcement of Parking Contraventions (County of Nottinghamshire) Designation Order 2008 (SI 2008 No. 1086), as amended, the effects of which will be, in respects of roads at Balderton in the District of Newark and Sherwood: -

Proposed **prohibition of Waiting At Any Time** along the following length of road: -

Rubys Avenue, Balderton (east, north and north-west side)

- From a point opposite a point 67 metres south of its junction with Plum Way in a southerly then easterly then north-easterly direction for 82 metres.

Rubys Avenue, Balderton (west, south and south-east side)

- From a point 65 metres south of its junction with Plum Way in a southerly then easterly then north-easterly direction for 93 metres.

Relevant documents may be inspected at during opening hours: -

- (a) The Nottinghamshire County Council, County Hall, Loughborough Road, West Bridgford, Nottingham NG2 7QP.
- (b) Balderton Library, Main Street, Balderton, Newark on Trent, NG24 3NP.

Or by visiting the County Council's Website (<https://consult.nottinghamshire.gov.uk>)

Written comments or objections you have may be shared by either by letter or email to tmconsultation@viaem.co.uk (stating grounds and quoting ref: 3367) must be received by **10th March 2023**.

Any details you provide may be shared with Nottinghamshire County Council as appropriate. If you'd like to find out more about how we use your data, please see our Privacy Notice: www.viaem.co.uk/privacy-notice-for-the-public/

The proposals are being introduced to deal with inconsiderate parking at the junction.

**Improvements Manager,
Via East Midlands Ltd,
Major Projects and Improvements
Bilsthorpe Depot,
Bilsthorpe Business Park,
Bilsthorpe,
Nottinghamshire
NG22 8ST**
or by email tmconsultation@viaem.co.uk

For reference only: Previous advice from Via East Midlands

From: Pauline Laughton <pauline.laughton@viaem.co.uk>
Sent: 28 October 2019 10:46
To: Marion Fox Goddard (clerk@fernwood-pc.co.uk) <Clerk@Fernwood-PC.co.uk>
Cc: cllr.keith.walker@nottscc.gov.uk
Subject: Ruby's Avenue, Fernwood - 6134489

Good morning. Further to your recent request for Double Yellow Lines at Ruby's Avenue on the bend between the properties and the shop/village hall and our subsequent telephone conversation. I have now discussed your request with the District Manager and I must advise you that we would not support installation of any parking restrictions at this location.

The reasons for this are, as discussed, mainly concern with where the displaced vehicles would park instead; this would likely be the first available on street parking nearer to the properties or the shop area. Unfortunately drivers will park at the nearest point and not necessarily use the car park by the village hall even if spaces are available.

Also, as discussed, an unobstructed road with no parking may result in vehicle speeds increasing along that length of road adjacent to the playing field and green open space and on the route to the shop, village hall, gym and nursery.

I realise you will be disappointed with this response but hope that the above and our conversation explain the reasons for this decision.

Kind regards
REDACTED
Senior Highways Liaison Officer,
Highways North, Bassetlaw and Newark & Sherwood Districts

Via East Midlands Ltd
REDACTED | www.viaem.co.uk

Head Office: Bilsthorpe Highways Depot, Bilsthorpe Business Park,
Eakring Road, Bilsthorpe, Newark NG22 8ST

Consider the environment, do you really need to print this email?

Let us know if you need any assistance such as help with mobility, vision or hearing, or information in a different format.



Complaints Procedure

To be considered by Full Council on February 20th, 2023

Introduction

1. Fernwood Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. Fernwood Parish Council will not acknowledge or consider, under any circumstances, complaints that are submitted anonymously.
3. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is the opportunity to raise your concerns in the public forum of Fernwood Parish Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

When is our complaints procedure not appropriate?

5. Other bodies have responsibility for certain types of complaint. These are summarised below:

Issue	Refer to
Alleged financial irregularity	Local electors have a statutory right to object to a Council's audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014). The external auditor details are published with Accounts Notices (on the Parish Council's website and noticeboards).
Alleged criminal activity	The police.
Complaints against councillors.	Newark and Sherwood District Council is responsible for handling complaints that relate to a member's failure to comply with the council's code of conduct.

Issue	Refer to
Complaints by one council employee against another council employee, or between a council employee and the council as employer	These matters are dealt with under the council's disciplinary and grievance procedures.

Complaints Against Individual Councillors

6. Complaints about the behaviour of any Councillor must be submitted to: The **Monitoring Officer, Newark & Sherwood District Council, Castle House, Newark, NG24 1BY**.

Informal Complaint

7. You may make an informal complaint about the council's procedures or administration in person, by phone, or by writing to or emailing the Clerk. The contact addresses and numbers are set out at the end of this document.

Formal Complaint

8. Complaints regarding the Parish Council or staff should be sent in writing to the Parish Clerk. The complaint should be addressed to, and will normally be handled by, the Clerk. Most complaints will be dealt with by an investigation, carried out by the Clerk.

9. Complaints must be directed through the Council office, not through individual Councillors. The only exception is when the Clerk is involved (in any way) with the issues causing the complaint: in such a case, the complaint should be addressed directly to the Chairman of the Council's Personnel Committee.

10. Thus, where the following paragraphs refer to actions by the Clerk, they can be interpreted to mean the Chairman of the Personnel Committee.

11. If the issue raised is deemed to be serious, the complaint must be submitted formally in writing – although this may be a follow-up to an initial verbal or e-mail complaint. The complaint should cover as much detail as possible and enclose any relevant supporting documentation or other evidence.

Procedures Following Receipt by the Council of a Complaint

12. On initial receipt of a complaint, the Clerk will determine whether the issue is relatively minor and can be resolved by an informal investigation, or whether it is a serious matter requiring formal investigation. The Clerk will inform the complainant, as soon as possible, of how the complaint will be treated and, if a formal investigation is required, will request that the complainant confirm the details in writing.

13. A complainant may advise a Councillor of the details of a complaint, but individual Councillors are not authorised to resolve complaints, nor to investigate them, unless so tasked by the Personnel Committee or the Full Council. Councillors will not express personal opinions about complaints awaiting investigation, or about the conclusions and results of any investigation.

14. It is expected that most complaints can be resolved through the informal route. However, the Council appreciates that on occasions, if an informal approach has not resolved the complaint to the complainant's satisfaction, or the initial complaint is of a serious nature, then the formal complaints process should be followed.
15. If the investigation is informal, the Clerk will discuss relevant issues with any persons involved and assess the validity of the complaint. The Clerk will take any necessary action which might arise from the investigation and will inform the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed). However, the complainant is not entitled to be told of any actions taken in relation to members of staff.

Formal Investigation Procedures

16. In the case of a formal complaint, the Clerk will acknowledge receipt of the complaint, in writing, within five working days. The Clerk will then carry out a formal investigation into the complaint, recording the results of interviews or other relevant research; the basis of any conclusion or decision reached; and the determination of any resultant action. Within ten working days, the Clerk will provide the complainant with an update on progress, or a suggested resolution. If the complainant is satisfied with the suggested resolution, the complaint will be considered closed. If not, the Clerk will take any necessary steps to investigate further and will seek the support of the Personnel Committee in furthering the investigation and/or reaching a formal decision. In complex cases, the Personnel Committee may nominate one or more Councillors to carry out a detailed investigation.
17. The Clerk will report to the Personnel Committee, and / or to the Full Council, summary details of the complaint and of its resolution. This report will exclude the names of the complainant(s) and those of any Council staff involved. The Clerk will also advise the complainant of the result of their complaint (i.e. whether it has been upheld or dismissed).
18. If the complainant is dissatisfied with the response to their complaint, they may ask for the complaint to be referred to the Full Council; they will be notified in writing of the outcome of the review of the original complaint. This can take up to 8 weeks.

Action Against Council staff

19. A complaint against a member of the Council's staff could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The Council will not, under any circumstances, enter into any correspondence or discussion with any complainant about any action taken, formally or informally, against any member of its staff. This is expressly to protect the employment rights to which all employees of the Council are entitled, and also to comply with privacy legislation.

Repeated or Vexatious Complaints

20. A small percentage of complaints may be persistent or be framed in a way that appears to be obsessive, harassing, or repetitious. Dealing with such complaints – termed “vexatious³” – can consume a disproportionate amount of resources and can sometimes be unacceptably stressful for staff. Although everyone has the right to make a legitimate complaint, they are not entitled to do so in a way that is unreasonable, or which has the effect of intimidating or harassing staff. The responsible investigator may – based on justified evidence - determine that such a complaint should be dismissed without investigation or ignored.
21. For full details of how repeated or vexatious complaints are dealt with, refer to the Council’s Vexatious Complaints Policy.

Contact details:

Email: clerk@fernwood-pc.co.uk

Phone: 01636 613024

Post: Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

³ A vexatious or persistent complaint includes:

- Actions which are obsessive, persistent, harassing, prolific, or repetitious
- Insistence upon pursuing otherwise meritorious complaints in an unreasonable manner
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason



Vexatious Complaints Policy

To be considered by Full Council on February 20th, 2023

1. Introduction

1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.

1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

(1) unreasonable complaints and/or unrealistic outcomes;

and/or

(2) reasonable complaints in an unreasonable manner.

2.2 Prior to considering its implementation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. District/ County /Unitary Councillors for Fernwood Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

3.1 Fernwood Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.

3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. Imposing Restrictions

4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.2 In the first instance the Clerk will consult with the Chairman of the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairman of the Council and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or Persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Chairman of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Chairman of the Council, after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Contact details:

Email: clerk@fernwood-pc.co.uk

Phone: 01636 613024

Post: Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

Communication and Engagement Policy

Updated for consideration on February 20th, 2023

1. The Aims of this Policy

Fernwood Parish Council recognises its overarching role at the heart of the community and values its unique position to be able to provide community leadership. An effective and professional communications strategy will be laid out in this document with the aims of setting a standard for engagement both within the Council and with its community.

The Council recognises that the services it provides must reflect the needs of residents and the locality. As a Council, it wants to ensure that communication is two-way – telling people about the Council, and listening to what people say about the services they would like to see. It will set the framework by which Councillors communicate with each other as well as with the community. The Council is committed to providing open and transparent information about its business.

The Council aims to ensure that the community understands the role of the Parish Council as the first tier of local government, its powers, limitations and its liaison with Newark and Sherwood District Council and Nottinghamshire County Council.

The Council aims to:

- a. Establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.
- b. Provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.
- c. Promote Inclusion - All people, businesses and community groups are welcomed to be involved wherever possible in the work of the Parish Council. The Council supports equality of opportunity for everyone in the Parish.
- d. Listen - The Council will listen to and respond to parishioners to enable their voices to be heard and for them to take an active role in shaping their local area.
- e. Work together - The Council will act to facilitate development of the community recognising and supporting the existing groups in the parish and the wealth of experience and contributions people make.
- f. Build Trust - The Council will work to understand the needs of people, businesses and community groups and to do what it is able to do in order to help where it can. This will be supported by competent actions, keeping to promises and by welcoming feedback in order to continuously improve.

2. Legal requirements and restrictions

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, The Local Government Act

1986, The Freedom of Information Act 2000, the Data Protection Act 2018 and other legislation which may apply to the Council's Standing Orders and Finance Regulations.

The Council cannot disclose confidential information or information, the disclosure of which is prohibited by law. The Council can not disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available on the Council's website: www.fernwood-pc.co.uk. All documents are available on request in hard copy or large print.

3. The main principles for all forms of Communication

The Parish Council will ensure that it communicates with residents in a timely and effective manner, and to inform and consult them about matters which affect the Parish.

All methods of communication should:

- be civil, tasteful and relevant
- be concise
- not disclose information which is confidential
- reflect the views of the Parish Council not the individual
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not promote political parties
- not publicise personal information.

4. Methods of communication that may be used by the Parish Council

- Parish Council meetings
- The Parish Council Office
- Parish Council Noticeboards
- Email
- Post
- Telephone
- Website
- Newsletter
- Social Media
- Public Meetings

5. Parish Council Meetings

The Parish Council meets on the third Monday of every month (except August and December when there is not a meeting). The Parish Council will normally meet in Fernwood Village Hall, from 7pm.

All Parish Council meetings are open to the press and public and there will be a public forum at the beginning of each meeting. Parishioners are encouraged to raise issues during the public forum - this can be relating to agenda items or anything else.

Residents, local organisations, District/County Councillors, the local press and police will be encouraged to attend Parish Council meetings and bring to the Council any proposals or comments they may have. It is expected that all participants in the meeting will abide by the code of conduct.

On occasion it may be necessary for the Council or a Committee to exclude the public if the confidential nature of the business to be discussed means their presence at the meeting may be prejudicial to the public interest.

6. Annual Parish Meeting⁴

The Chairman will convene an Annual Parish Meeting to allow residents to question and review how the elected members help shape the community. The main objective of the annual meeting must be to provide and encourage two-way communication between the community and Councillors.

7. Parish Council Office – The role of the Parish Clerk and Responsible Financial Officer

The Parish Clerk and Responsible Financial Officer forms a pivotal role as a communications link between the Parish Council and its stakeholders. It is therefore essential that all forms of correspondence must go via the Clerk with the minimum requirement of a copy to the Clerk. This will ensure that the Parish Council records are properly kept. The Clerk will provide a list of correspondence to each Committee or to the Parish Council as appropriate at the Parish Council meetings. The Clerk will respond where required to all correspondence within 5 working days, either with a full response or with details of when the Parish Council will consider its response (the exception to this will be during periods of absence).

The Parish Council Office will be open each weekday morning for residents to call in and speak directly to Parish Council staff. At other times and if there is a matter requiring a longer discussion an appointment can be made to meet with the Clerk.

Office Address: Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

Office opening times: Monday and Friday 10am – 12pm
Tuesday, Wednesday, Thursday 10am – 1pm

8. Noticeboards

The following items will be displayed on the Parish Council noticeboard on the side of the village hall, inside the village hall lobby and on Goldstraw Lane:

- Parish Council meeting dates for the year
- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 working days in advance of each meeting
- Parish Council meeting minutes – which will be posted in draft form as soon as is practicable after the meeting.

⁴ All Town and Parish Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1 March and the 1 June (inclusive).

The information displayed on the Parish Notice Board will be kept up-to-date.

9. Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at clerk@fernwood-pc.co.uk or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which can be found on the Parish Council website.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on agenda packs/minutes of meetings unless requested.

Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date. Freedom of Information Requests and responses will be published at www.fernwood-pc.co.uk

10. Email

The Parish Council email account is monitored by the Clerk during office hours. It is recognised that email is a fast and effective form of communication, especially when contacting several people with a single message. It avoids the costs of postage so should be used wherever possible to reduce these costs. However it should not be considered a suitable replacement for face to face meetings or phone calls where issues may be dealt with in a much more effective manner.

In order to manage the proliferation of emails the following guidelines will be followed:

- The Clerk will decide on the appropriateness of forwarding emails sent to the Parish Council
- Some emails which are of general information to the community will be posted on the Council and local Facebook pages in addition to being forwarded to the Councillors

- The 'Reply All' option without forethought and should think about what is being said and if it is really relevant to everyone on the distribution list.
- When forwarding emails caution should be exercised particularly if there is a long email chain involved. What information is being forwarded and to whom?
- It is not appropriate for draft documents circulated by email to be forwarded outside the Parish Council unless it is to an individual directly involved with the project.

11. Post

All post is received by the Clerk or Administration Assistant. They will ensure that it is opened promptly and dealt with in an appropriate manner.

12. Telephone

The Parish Council office telephone will be answered during office hours by the Clerk/Administration Assistant who will be expected to deal in a professional manner with all incoming calls. An answer machine is installed to receive messages when the Clerk is not available or the office is closed. The staff will check for messages each day and return calls promptly where a number has been left.

13. Website – www.fernwood-pc.co.uk

The Parish Clerk will maintain an up to date website which will include the following information:

- Details of Parish Council Meetings – Schedule, Agendas and Minutes
- All policies
- Details of each Committee and its responsibilities
- Contact details for the Councillors and the Clerk
- Finance Information including Annual reports and audit reports
- Details of any significant on going projects with up date reports
- Details of Parish Council services

The Parish Clerk will arrange for the agenda and associated papers to be posted on the Parish Council Website at least three clear days before the meeting and for the draft minutes to be posted as soon as possible after the meeting.

14. Newsletter – The Fernwood Gazette

The Parish Council will publish a 6 monthly newsletter the content of which will be determined by the Council and will include articles written by the Councillors and other local organisations. This will be part funded by the inclusion of advertising by local businesses.

15. Social Media

The Parish Council may consider using social media sites on occasion where it feels this will benefit the public. The Clerk/administration assistant are responsible for posting anything relating to Parish Council business on social media sites. Parish Council business will not be posted by individual Councillors. This forum will only be used for the dissemination of

information and the Parish Council will not engage in online 'chat'⁵. All correspondence with the Parish Council will be directed to the Clerk via email, phone or letter.

Any Parish Councillor who has their own social media accounts whilst free to express their views should use them with caution and always make it clear that their opinions are their own and not those of the Parish Council when commenting on issues relating to Fernwood or Parish Council business.

Social media may be used to

- Advertise Parish Council meeting dates, agendas and minutes
- Encourage Parishioners to attend Parish Council meetings
- Raise awareness of Parish Council decisions
- Advertise events and activities in which the Parish Council is involved
- Publicise important meetings such as public consultations
- Raise awareness of important local issues
- Advertise vacancies

The Clerk will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, libellous nature. Such post will also be reported to the Hosts (i.e. Facebook)

16. Consultations

The Council will arrange consultations and surveys when appropriate and results will be made available on the Council's website. Methods of consultation will be dependent on the topic and timescales. The Fernwood Gazette will be used to consult when possible but online consultation will be the main conduit for consultations. Notices regarding online consultations will be posted on the Council's noticeboards giving details of how to receive a paper copy for parishioners who are not online. Topics the Council are considering will be on Council agendas and minutes to encourage parishioners to get in contact if there is an area they would like to give their view on.

17. Press

The press is invited to attend all meetings of the Parish Council and will be provided with an agenda and minutes of previous meetings. The Clerk will be the main point of contact for the press and may contact the media if the Council wants to provide information or make a statement relating to its business. The Clerk will consult with the Chairman, Vice-Chairman or Chairman of the relevant Committee regarding the content of any press release. It is important that all information shared with the press is accurate and represents policies and views of the Parish Council. If a Councillor is interviewed the views expressed should be those of the Parish Council and the Council's code of conduct followed. Information of a confidential or slanderous nature must never be disclosed.

⁵ As the Parish Council not only posts on it's on pages but also shares to the local Facebook groups, it becomes time consuming to monitor/find all comments. Parishioners are asked to email the Council office if they have any queries that require a direct answer or feedback that they wish to be drawn to the attention of the Parish Council.

18. **What Fernwood Parish Council asks of Parishioners**

- To actively review the notice boards and/or the Parish Council website and/or the local newspaper and/or the Fernwood Gazette for information about meetings and events on a regular basis.
- To recognise engagement opportunities and utilise them by responding to surveys, letters, questionnaires etc.
- To address comments, suggestions or complaints in writing by letter; or by email; or by telephone, using contact information available on the Parish Council website and displayed on the village notice boards. Alternatively to attend the monthly Parish Council meeting and make use of the public forum.

Strategic Plan

Update to be considered on February 20th, 2023

MISSION STATEMENT

Fernwood Parish Council is fully committed to protect and enhance the community within the parish. As members of the National Association of Local Councils, we will seek professional advice and guidance where necessary so ensuring that as a Council we provide the best possible service to our community.

Fernwood Parish Council pledges to:

1. Work with residents and organisations to enhance the life of our community and improve facilities in our area.
2. Work closely with Nottinghamshire County Council, Newark and Sherwood District Council and any other agencies making plans for the area, on all plans for the Parish; Carefully monitor applications/plans to ensure that they reflect the principles contained within the Parish Neighbourhood Plan and Adopted Core Strategy and the safety of people in the Parish is being considered.
3. Actively pursue and widely promote the Parish Council's plan to have ownership of the open spaces in Fernwood.
4. Encouraging appropriate development within the settlement boundary that enhances our community and economic vibrancy.
5. Actively challenge all planning applications made by development companies that include the implementation or use of management companies and work with the District Council and developers to make alternative arrangements on agreed developments.
6. Campaign for the rights of Freeholders to have the same rights under the Law as Leaseholders on a managed estate.
7. Actively engage with all stakeholders to understand their views, their needs and their aspirations for the Fernwood Parish.
8. Work with Fernwood parish residents, local businesses and the police to ensure the village is safe and all threats to public safety identified and acted upon thus promoting a safer community.
9. Continue to develop good working relationships with Parish Councils in neighbouring communities with a view to sharing of information and liaising on matters of mutual concern.
10. Develop Fernwood village hall as a community hub of the Parish.
11. Effectively communicate Parish Council work through the Fernwood Gazette, Parish Council webpage and social media.

12. Use Community Infrastructure Levy receipts to enhance facilities for the Fernwood community.

Community Infrastructure Levy (CIL)

Due to the number of residential properties increasing from just over 1000 to more than 4000 through the three housing developers, Fernwood Parish Council will receive approximately three million pounds worth of Community Infrastructure Levy. Fernwood Parish Council's CIL Policy can be found on our website here: [Community Infrastructure Levy Policy](#)

Fernwood Parish Council has committed to use Community Infrastructure Levy for the following projects:

1. CCTV Provision for crime prevention.
2. Contributions to maintenance costs of new developments.
3. Dale Crescent improvements.⁶
4. Fernwood Village Hall Improvements.
5. Interactive speed signage on Dale Way.
6. Procurement and management of the woodland behind Fernwood Day Nursery – Costall Woods.
7. Professional and consultancy fees.⁷
8. Replacement of the play park in central Fernwood.⁸
9. Youth Club provision.

⁶ Shrubbery and gym equipment replacements.

⁷ Legal work and specialist work such as architectural services will also need to be procured. Sometimes we will need to use consultants to advise on the feasibility of a project. For example, before we submit a planning application to extend the village hall, we need to access usage levels of the car park to ascertain whether there is capacity to meet the parking requirements an extension would lead to.

⁸ Work on this will commence when the transfer of Fernwood Central open spaces to Fernwood Parish Council has been completed. Barratt David Wilson Homes and Newark and Sherwood District Council have been working on this and we are hopeful this will be completed early in 2023.

To reduce the number of pages in the agenda pack, hyperlinks are provided to existing policies:

Current Policies to be reviewed:

- e. [Internet Policy](#)
- f. [Memorials Policy](#)
- g. [Personnel Committee terms of reference](#)
- h. [Equality and Diversity Policy](#)
- i. [Armed Forces Covenant](#)

Defibrillators in Fernwood

Introduction

Fernwood has 2 defibrillators: one at the entrance to Fernwood Village Hall and one on the fencing a Chuter Ede School, Fernwood.

These were purchased by Fernwood Resident’s Association. Who has conducted/paid for the maintenance on them has varied over the years.

We have an informal arrangement with the school, that Fernwood Parish pays for any supplies for the defibrillator on their fence and they do the maintenance checks.

Following a discussion with the Head Teacher of Chuter Ede Fernwood, we are documenting responsibilities for clarity. Councillors are asked to confirm, they are happy for me to send the following for agreement with Chuter Ede.

Proposed Agreement

Fernwood Parish Council and Chuter Ede Fernwood share the ownership/maintenance of defibrillators as detailed in the table below:

	Defibrillator at Chuter Ede School, Fernwood	Defibrillator at Fernwood Village Hall
Location	School Fence	Next to entrance doors
Owner	Fernwood Parish Council	Fernwood Parish Council
Who performs checks and updates the Webnos system?	Chuter Ede School	Fernwood Parish Council
Who orders supplies	Chuter Ede School	Fernwood Parish Council
Who pays for supplies	Fernwood Parish Council	Fernwood Parish Council
Should the defibrillator need replacing who would pay for it?	Fernwood Parish Council	Fernwood Parish Council

Contact Details:

Chuter Ede Fernwood, Rachel Revill Tel: 01636 700915, Email: headofschool@chuterede.notts.sch.uk

Fernwood Parish Council, Marion Fox Goddard, Tel: 01636 613024 Email clerk@fernwood-pc.co.uk

Should any of the details in the above agreement need to be changed, this will be agreed in writing.

Name		Marion Fox Goddard
Signed on behalf of	Chuter Ede School	Fernwood Parish Council
Signature		
Date		



Hollowdyke Lane Speed Survey

In October, Fernwood Parish Council (FPC) conducted an online survey regarding Hollowdyke Lane. Due to respondents concerns regarding the speed of traffic using the lane, FPC asked Nottinghamshire County Council (NCC) to install speed tubes. The request was refused so FPC commissioned speed measuring tubes in January 2023 to assess speed of traffic. With school children and dog walkers crossing/walking up the road, the Parish Council are now in an informed position when considering how to ask NCC to work with FPC regarding this issue.



The results are now available and the full data set can be viewed on the Parish Council website: [Hollowdyke Lane page - speeding data link at the bottom of this page.](#)

Key findings

- During the 1 week survey period 88% of traffic was recorded travelling in excess of the 20 miles per hour advisory speed limit.
- The 85th percentile⁹ speed was 38.6 miles per hour.
- Over the 1 week survey period 162 vehicles were recorded travelling at 40 miles per hour or over.



13697 / Fernwood
 JANUARY 2023
 AUTOMATIC TRAFFIC COUNT

Site No.	Location.	Direction.	Speed Limit - PSL (mph)	Start Date.	End Date.	Total Vehicles.	5 Day Ave.	7 Day Ave.	No. > Speed Limit.	% > Speed Limit.	No. > ACPO Limit.	% > ACPO Limit.	No. > DFT Limit.	% > DFT Limit.	Mean Speed	85%ile Speed
1	Hollowdyke Lane, Att - signpost, OSGR: SK 82992 50491	North bound	20	24 January 2023	30 January 2023	706	113	101	626	88.7	534	75.6	203	28.8	30.4	39.1
		South bound	20	24 January 2023	30 January 2023	670	111	96	587	87.6	521	77.8	190	28.4	30.1	38.4
		Two Way	20	24 January 2023	30 January 2023	1376	224	197	1213	88.2	1055	76.7	393	28.6	30.2	38.6

⁹ The 85th percentile speed defines the speed that 85 percent of drivers will drive at or below under free-flowing conditions

	Issue	By whom	By when
4	<p>Policy</p> <p>Marion has been reviewing the ACRE policy for hire of the hall and comparing it to what we have in place. She feels that the ACRE policy is too detailed for use for the ad-hoc users and there is a concern the key pieces of information will be missed if the terms and conditions are too lengthy. It will be beneficial to use it for the regular users with some additional things added.</p> <p>Action to be taken – Marion to discuss with the Parish Council</p>	MFG	20/02
5	<p>Risk Assessments</p> <p>Legionella update – Guardian Legionella Services are carrying out regular water testing and there is no danger of legionella. The taps are ok, but the TMV needs adjusting on one of them. There is an issue with the temperature of water as it leaves the Vitavalor leaving the boiler and DCR will be looking into this.</p> <p>Action to be taken – Marion to chase DCR for a date for work to be carried out.</p> <p>Fire Actions – update Fire training has been arranged and all regular users have been invited to attend.</p> <p>The fire risk assessment has been completed but Marion has asked for the report to be updated regarding the comment relating evidence of illicit smoking taking place on site. Marion has also taken advice regarding the cleaning of the cooker hood and how often this should be carried out.</p>	MFG	ASAP
6	<p>AOB</p> <p>Insectecutor – The end caps have deteriorated and can be replaced, and Marion recommends that they aren't replaced unless we there is an issue. Carl asked if there is a requirement to have them installed. Marion confirmed that she has spoken to Environmental Health, who have confirmed they are not essential unless there is an issue with flying insects.</p> <p>Projector - There was an issue recently with an ad-hoc user being unable to find the remote for the projector in the main hall. To avoid a similar situation in the future, the remotes have been placed into an orange pencil case, which will be kept in the top box of the Church's storage cage.</p> <p>Carl mentioned that the church is almost running out of chairs for their Sunday sessions and asked what the capacity for the hall was? Marion confirmed that the main hall holds 150 and the small hall holds 56. The hall has 156 chairs. Some are stored in the changing room block and can be got out of Carl needs them.</p> <p>A community coffee morning is being held on Friday 27th January as part of Village Halls Week. Local businesses have been invited and will be setting up stands. Carl confirmed he will be attending and having a stand for the church.</p>		
	Next Meeting 11am 19th April 2023, Fernwood Village Hall		



3 Cameron Lane
Fernwood
Newark
Nottinghamshire
NG24 3GE

8th February 2023

Fernwood Parish Council
Fernwood Village Hall
Fernwood
Newark
Nottinghamshire

Dear Sir/Madam

Re: Free Use Policy of the Village Hall

We have made a provisional booking of the Village Hall for our fundraising event on 30th September 2023. We hope that the event will become an annual fundraiser for our not for profit organisation, *Gifts from Fairies* Ltd, designed to help young children in need or who are in looked after care with presents and gifts and our mission is to spread a little happiness to children who need it the most.

As a mum, I see the joy that my little boy has when opening presents, but there are 3.9 million children living in poverty right now and Nottinghamshire has one the highest rates of child poverty (Newark and Sherwood is ranked 4th highest with over 3900 children). I would like to spread a little happiness to those children. We started the organisation as I see my son is growing out of toys and clothes so quickly that I want to create an outlet where I can pass on those items to someone else who really needs them, to people who can't afford £5 for a new coat at the charity shop. I am creating a team of fairies who are willing to give their time to support with fund raising, collecting and cleaning donated items in order to provide presents and gifts for birthdays, Christmas, special occasions, working with children who are looked after, homeless or parents are in poverty. All items through *Gifts from Fairies* will be FREE of charge and even postage free (subject to funds).

In order to cover the cost of the event, I intend to raise sponsorship, so that ticket sales can purely be for funds for *Gifts from Fairies*. It costs between £12-15 per box to send, excluding time and overheads and I hope to raise @ £2500 in ticket sales alone which would support over 170 boxes for Christmas.

I think we will need the full hall space and including set up time, will probably need it from 3pm on Saturday 30th September through to close. I understand and fully appreciate the cleaning and bar hire costs, however, if there is any support with the hire of the hall, that would be greatly appreciated.

We look forward to hearing from you.

Kind regards

Emma Shipstone
Chief Fairy Officer

Gifts from Fairies Ltd
Company number 14602053

From: REDACTED@nottsc.gov.uk>
Sent: 30 January 2023 07:10

To: REDACTED

Cc: REDACTED

Subject: RE: Discussion of Parking Surveys for Fernwood Community Centre Extension
[PREAPP/00163/22]

Dear all,

I have now received further information from VIA EM Ltd regarding the double yellow lines on Rubys Avenue, which are proposed to be on a bend, and not outside the existing shops. This is to ensure all vehicles can access the site without the carriageway being obstructed by parked vehicles. As per an email from Via EM Ltd, attached, it was confirmed that the works to install the double yellow lines should be completed by the end of April 2023. I was also advised by the Senior District Highways Manager, Aidan O'Connor, that one of the reasons for installing the double yellow lines on both sides of the corner on Rubys Avenue and not near the shops, was that the parking for current facilities and services is of a premium and advised that local businesses pointed out that the car park adjacent to parish building is often at capacity. We were also contacted by Cllr Johnno Lee, Elected Member for the area, raising his concerns regarding additional traffic along Rubys Avenue and the limited off-street parking.

Due to the ongoing issues of lack of off-street parking witnessed by local residents and business owners, the Highway Authority would not like to see these issues being exacerbated by any extension or new development in the area and a proposal that does not comply with current off-street parking provision requirements would not be supported by the Highway Authority on highway safety reasons.

To enable the proposed development, we would encourage the applicant to look into providing further off-street parking and not reducing it. This can be done by either using currently owned land, or purchasing land from third party owners to allow for expansion of the Village Hall, or possibly looking for an alternative location for a larger Village Hall?

If, despite the above advice, the applicant would still like to carry out a parking survey, please note that surveys should not be undertaken:

- in weeks that include Public Holidays and school holidays, and it is advised that weeks preceding and following holidays should also be avoided;
- on or close to a date when a local event is taking place locally since this may impact the results of the survey.

The applicant should assess how much off-street parking they currently require and how much of these they accommodate within the off-street parking they have a right to use. The applicant should then assess the parking requirement of the proposed facility, based on this.

The information provided, as part of the survey, should also include a separate manual count of people attending the Community Centre ~~events advising with a survey~~ of detailing the number of attendees who arrived on foot and who arrived by car. This should be supported by a photographic evidence of the car park from the time of the event.

The survey should also provide information about other businesses and services currently using the adjacent public car park. It should advise of the required and currently used off-street parking and who has rights to use the available parking.

Please note that current policy in the Highway Design Guide for Nottinghamshire advises that where a lower level of parking provision is proposed this must be justified within a Transport Assessment or Statement. Commercial developments will not be supported should they be likely to result in excessive on street parking that would:

- impair road safety;
- obstruct access for vehicles, including for service vehicles, the emergency services and buses; and
- obstruct footways and be a hazard to cyclists and pedestrians, including those with mobility or visual impairments.

Please be advised that off-street parking for motorcycles and cycles will have to be taken into consideration in line with current policy for commercial off-street parking.

Regards,

REDACTED

Development Control Officer | Highways Development Control

Place Department | Nottinghamshire County Council

County Hall | Loughborough Road | West Bridgford | Nottingham | NG2 7QP

From: REDACTED

Sent: 24 January 2023 17:58

To: REDACTED@nottsc.gov.uk>

Cc: REDACTED

Subject: Discussion of Parking Surveys for Fernwood Community Centre Extension [PREAPP/00163/22]

Dear REDACTED,

I write on behalf of Fernwood Parish Council [FPC], and in relation to their proposal to extend the Community Centre at Ruby Avenue. The proposal has previously been discussed with NSDC under ref **PREAPP/00163/22**, and I attached the response that FPC received from NSDC.

I believe there was some confusion regarding a pre-application consultation between **REDACTED** at NSDC and NCC Highways, and that the attached letter does not necessarily reflect the view of NCC Highways. Nonetheless, I believe that that **REDACTED** is now aware of the proposal.

Parking – Background Info

In brief, we understand that there is a pressing need for additional space at the Community Centre, but that the only viable way in which this might be extended is by use of a land currently occupied by a small (6 space) car park to the immediate west of the Centre. This has, at various times, been partially obstructed by the use of some containers for temporary storage, so as to provide more internal space within the Centre.

It is understood that the 6-space car park has always been far smaller than the national parking requirements associated with the Community Centre. However, HAS further understand that consent for the Centre (dating from around 2007) was originally granted on the basis that visitors could use a larger public car park (with around 42 spaces) to the east of the Centre.

We understand that NSDC do not necessarily oppose this arrangement, but have concerns over a larger Centre with no dedicated parking relying on the public car park. To that end, they will require a Transport Statement [TS] in support of any future applications. This TS should include suitable parking surveys, conducted over a suitable period of time, and cross-referenced against an events calendar for the Community Centre.

Potential ‘Double Yellow Lines’ in Ruby Avenue

Based on discussion with FPC, we understand that double yellow line parking restrictions may be implemented at Ruby Avenue in the coming months. These had originally been requested by FPC in around 2019, however Via East Midlands indicated at that time that such marking would be unsuitable, as they could lead to increased vehicular speeds. FPC accepted this and the matter was dropped.

It is also understood that Councillor Lee has since requested a similar scheme of restrictions, and that these may shortly be approved / implemented (see attached email). This request may have been based on the previous FPC request, and/or on local concerns about service vehicles (especially large vehicles) struggling to negotiate the bend at Rubys Avenue when on-street parking is present.

FPC have no agreed position on the latest proposal for parking restrictions, and do not believe they have been consulted regarding these. However, FPC do understand that any changes to local parking restrictions in the immediate future could potentially invalidate any parking survey undertaken prior to the restrictions being put in place. As such, there is a pressing need to understand the status of any proposal for new parking restrictions, and its implications for any survey work FPC may wish to commission.

Parking Survey Requirements / Timing

In accordance with best practice, HAS normally recommend that our Clients only carry out parking surveys in neutral months (March, April, May, June, October and November). We also advise our Clients

to avoid any school holiday period and/or Bank Holidays, unless inclusion of such periods is expressly requested by the LPA / LHA.

In the case of this project, it is understood that the LPA / LHA will require at least one week of survey data, during a period when the Community Centre has a normal range of events.

For FPC to obtain this via beat surveys would be unreasonably expensive. Our survey supplier (Tracsis) have therefore recommend that the 6-space and 42-space car parks be surveyed by means of mounted camera units. Such an approach would also ensure that private parking at the nearby Day Nursery and to the south of the public car park are excluded from any survey.

By default, HAS would recommend a survey in early March 2023. However, if such survey data would be immediately invalidated by the introduction of new restrictions, we may recommend that FPC delay any commission a suitable parking survey. However, we cannot ask that they unreasonably delay an application simply based on the possibility that new restrictions might be brought into force at some future point.

Queries for LPA / LHA Response

With the above matters in mind, HAS would like to engage with both the LPA and LHA to agree that any survey work in support of a forthcoming TS is mutually agreeable.

The surveys program is likely to cost several thousand pounds, and will be funded by FPC. It is therefore crucial that they can reasonably demonstrate that all due care has been taken to ensure that any survey is appropriate, and that it will be accepted as part of the evidence base for a TS. To that end, please can we clarify:

- Is the overall survey methodology discussed above (mounted cameras operated for one week) acceptable?
- For what months would survey data be accepted?
- Will term-time data be acceptable?
- When will FPC be consulted regarding any new parking restrictions at Rubys Avenue?
- When might new parking restrictions at Rubys Avenue be introduced?
- Accepting that any Community Centre cannot be unreasonably delayed IS there a need to delay any survey work until after restrictions are introduced?

A written reply from each of the parties involved would be greatly appreciated. However, we appreciate that this is a somewhat complex matter. To that end, if it would instead be preferable to convene a meeting attend by representatives of FPC, NSDC, NCC, HAS and Verve Architecture, we would be pleased to help arrange this.

If any Officer(s) would like to discuss matters on an initial, informal basis, I can be reached on REDACTED

I trust the above provides sufficient information, and therefore look forward to hearing from you.

Best regards

REDACTED

Highway Access Solutions



Results of Wildlife Garden Consultation

Consultation Date	January 19 th – 31 st , 2023
Consultation method	<ul style="list-style-type: none"> • Online form – shared on the Parish Council Facebook page and the 2 local Facebook Pages and a press release on Fernwood Parish Council website. • Hand delivered letter to residents backing on to the area where the wildlife garden is planned.
Number of Responses	<p>Total 24</p> <ul style="list-style-type: none"> • 2 emails from residents backing on to the area. • 21 responses via the online form. • 1 email from resident not backing on to the area.
Results compiled by	Marion Fox Goddard
Parish Council meeting when the Council will decide how to proceed	February 20 th , 2023

Introduction

Fernwood Parish Council bought the woodland behind Fernwood Day Nursery in May 2022. In July 2022, the Council held an open meeting for anyone wanting to get involved with the woodland. The idea of improving the area behind Marron Court was discussed and thought to be a good idea.

A designer was commissioned to produce plans for delivering a wildlife garden in the area. The Council considered the plans at the Parish Council meeting in January and agreed to conduct a consultation on them.

With the aim to plant hedges/trees for the garden before Spring 2023, the Council need consider the responses to consultation and decide how to proceed at the February Parish Council meeting.

Principles and Aims

The design for a wildlife garden was produced based on following broad principles and aims:

- Re-modelling of the site profile to create areas of higher ground that will create new habitat and enable all spoil from site to be used on-site rather than disposed of externally.
-
- A good balance of tree planting in line with recommendations for more wildlife-friendly species such as rowan, cherries, hazel, and sloe.

- Creation of a better understory planting of shrubs to give areas suitable for bird nesting sites which will also provide food and shelter for most of the year.
- Utilising the sunnier and more open area to create both a high impact flowering meadow for maximum benefit for pollinators and less floriferous meadow to give a species-rich habitat for invertebrates.
- A dense native hedge would be created along the length of the pedestrian pathway to give security from trespass into the site. The hedge would allow access for maintenance but should provide a screen to the garden and a great habitat for wildlife.

Feedback Summary

Subject	Detail	Number of respondents	% of respondents
Generally Positive	<ul style="list-style-type: none"> • Great idea • Lovely idea 	20	83
Benches	<ul style="list-style-type: none"> • It would be nice to have seating 	3	12
Anti Social behaviour	<ul style="list-style-type: none"> • Needs to be vandal proof/protect against ASB • High hedges make us feel unsafe. 	5	21
Mounds too high, fences should be shielded.	<ul style="list-style-type: none"> • Loss of privacy for homes behind • Potential nuisance behaviour 	2	8
Generally Negative	<ul style="list-style-type: none"> • Too complicated and expensive • Not needed, nothing wrong with natural open space 	4	17

A clear majority of respondents were in favour of the plans. A handful referred to the potential for antisocial behaviour and a handful suggested having seating in the area.

Detailed concerns were raised by residents backing on to the area and a meeting was held to discuss these issues and a way forward.

Changes to the specification following meeting with residents who back on to the area

Due to the tight timescales for delivery of the garden this winter, a meeting the meeting was held with concerned residents, soon after the consultation ended so the specification could be updated in order for contractors to quote based on the amended design. The following changes have been made to the specification:

- i. Mounds - The finished height of the mounds is to be no more than 0.7m and they are to be pulled forward from the fence line to give a clear gap of approximately 4m from fence to mound. This may mean that excess spoil from the scrape of the meadow areas would need to be removed from site.
- ii. Extended Grassy Meadow Areas - The area to the rear of the mounds is to be planted with a grassy meadow seed mix to match the other areas on site.
- iii. Disguised Entrance to Site Using Overlapping Hedges - to keep the site as secure as possible from trespass it is necessary to create a concealed entrance using overlapping lengths of hedge line.
- iv. Tree Planting - The positioning of the trees will require verification at the time of planting – the *Acer campestre* should be a minimum of 6m from the fence line.
- v. Log Piles -The log piles should be constructed from brash branches and cut wood from the adjoining woodland area. They are not to be used as seating and should be constructed with this in mind.

Appendix 1: Raw Data – Online survey responses

	Timestamp	Please give us your feedback on the plans for the Wildlife Garden behind Marron Court
1	1/19/2023 13:16:06	I'm in favour of anything that will enhance the area for the existing squirrels and hedgehogs that live there.
2	1/19/2023 14:16:01	I like the plans but think it would be a shame to be hidden away
3	1/19/2023 14:24:23	I think it would be more natural sited near the woods on the meadow.
4	1/19/2023 16:24:53	A lovely idea. Just needs to be vandal Proof, low maintenance and not too expensive for future maintenance costs
5	1/19/2023 17:35:16	Looks great
6	1/19/2023 21:30:24	Great idea! Lots of birds etc already in the area would really benefit and encourage more
7	1/20/2023 9:10:45	I think this a great idea, would be nice to have some seating as well
8	1/21/2023 20:07:07	Excellent idea. Please make sure you protect against ASB. Consider CCTV.
9	1/22/2023 23:19:29	The plan for the wildlife garden looks very nice and pretty but it seems to be missing the most important element, a wildlife pond. every naturalist, conservationist or wildlife enthusiast knows that a wildlife pond is essential in every wildlife garden so why has one not been included. The pond could be fenced off to stop toddlers falling in and supervised pond dipping would give young children some hands on experience of the natural world which could set them on a path of being more understanding and sympathetic of the natural world in the future. a wildlife pond will benefit both humans and wildlife alike ...
10	1/23/2023 9:56:48	Good idea
11	1/23/2023 11:13:48	Great idea. Lovely addition to Fernwood and great for local wildlife and conservation.
12	1/23/2023 12:30:38	This is a great idea and really looking forward to seeing it. My only improvement to the plan is to have a nice water feature in the middle of the flower meadow where you can have sound of tricking water. A couple of benches would be nice close by so people can sit and look at it which is good for well being.
13	1/23/2023 15:47:19	Great idea as long as its maintained
14	1/23/2023 17:21:15	I think this is a lovely idea and would be welcomed.
15	1/23/2023 19:10:15	Too much too complicated and expensive. Some nice new trees and bushes so it's cheaper and easier to maintain. Who will be maintaining it. A sub contractor or volunteers
16	1/24/2023 8:04:41	Yes that sounds like a great idea
17	1/24/2023 10:53:13	I think it all seems like it'll be glorious. I would say I think it would be really lovely to have a bench or two either at the wildlife garden or further along the path somewhere where the woods are. I don't drive, and bring my two young children along here for a walk most days. And to be able to have a sit on a bench and have a cuppa would be amazing. I find that section with its nature and birdsong etc is so beneficial for my mental health, and is my favourite part of Fernwood. To be able to sit down and enjoy some time to stop here would be amazing.
18	1/25/2023 14:07:00	Excellent idea, we need more spaces for wildlife.
19	1/25/2023 21:04:04	I don't think any of this is necessary, there is nothing wrong with natural open space. Also, the high hedges around fernwood make my wife and daughter feel very unsafe when they can't see who is around at night so please do not plant any more. Planting new trees to replace the ones cut down is a good idea.
20	1/30/2023 16:42:34	Brilliant idea
21	1/31/2023 10:50:46	I really like the plans put forward, putting wildlife at the heart of it but also making it attractive to the local human residents some of whom wont be interested in the wildlife so need some persuading.
22	19/01/2023 Emailed response	I am liking the garden design but I would like to suggest adding some Corylus avellana (Hazel) for the squirrels and possibly an oak and/or pine tree, the squirrels have lost a lot of food trees and we have a good growing population of squirrels, also I would like to see some log piles/hedgehog houses over to the outer sides instead of in the middle with a bit of Bush for hiding. I'm looking forward to the finished article

From: REDACTED
Sent: 16 January 2023 22:04
To: Marion Fox-Goddard <office@fernwood-pc.co.uk>
Subject: Owl carving

Hi Marion

On a different subject can a tree cage be put round the beautiful owl carving to protect it - I would have asked John at FP but as it's parish land maybe PC can before it's damaged ?

REDACTED

Sent from my iPhone=

From: team@hugofox.com <team@hugofox.com>
Sent: 19 January 2023 15:43
To: office@Fernwood-pc.co.uk
Subject: Contact via HugoFox

HugoFox

Contact from HugoFox.com

Dear Parish,

You have received the following message from REDACTED

Rotary in Long Bennington and surrounding villages has for the past few years involved our local Primary Schools in helping to rid the world of Poliomyelitis. We work with the World Health Organisation and are in sight of eliminating the globe of this crippling and deadly disease and at the same time bring beauty to the villages involved. The project caught the imagination of the pupils and they have planted purple crocus corms in their villages already. I would welcome the opportunity of speaking to the Parish Council and showing what the project entails. I would be grateful if we could talk about it or, better still, I can give a presentation to the next meeting of the council. Can you please let me know if you and the council would wish to know more by phoning or email REDACTED I look forward to hearing from you. REDACTED Rotary in Long Bennington and surrounding villages

For info: [Poliomyelitis](#)

From: Heritage List Enquiries <heritagelistenquiries@historicensland.org.uk>

Item 36c

Sent: 11 January 2023 09:37

To: clerk@fernwood-pc.co.uk

Subject: RE: Marker - RAF Balderton - query

Dear Marion

Thank you for your email.

Based on the photograph alone, this marker in particular looks recently built. Normally, buildings younger than 30 years will not be considered for listing as they are yet to stand the test of time. The overarching criteria for statutory listing is published by the Department for Digital, Culture, Media and Sport and can be read here: <https://www.gov.uk/government/publications/principles-of-selection-for-listing-buildings>

Nonetheless, if such markers are of sufficient architectural and historic interest they may be good candidates for listing. Anybody can apply for listing; you don't have to be the owner or from the local authority. For further guidance, or to start an application, please visit our website: <https://historicensland.org.uk/listing/apply-for-listing/>

It may also be worthwhile contacting your local planning authority (LPA) to find out what protections apply locally to such monuments. You can find out how to contact your LPA here: <https://www.planningportal.co.uk/find-your-local-planning-authority>

I hope this information is helpful, but if you have any questions please let me know.

Kind regards,

Brook Bishop (He/Him) BA(Hons) AAHI

Information Services Officer (part-time)

Historic England

Heritage List Enquiries: 01793 414883

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>

Sent: 09 January 2023 12:34

To: Heritage List Enquiries <heritagelistenquiries@historicensland.org.uk>

Cc: Barry Smith <Cllr.Barry.Smith@Fernwood-PC.co.uk>

Subject: Marker - RAF Balderton - query

Good afternoon,

I have been asked to investigate if there is any way of protecting markers such as the one photographed in attachment. Please could you let me know if you are involved with listing these or giving them any protection from potential developers of land.

Best wishes,

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

22 January 2023

Dear Councillors,

Proposed Parking Restrictions in front of Rubys Avenue Shops

Councillors may have seen that, having become aware of considerable strength of feeling both for and against having parking restrictions in the form of double yellow lines on Rubys Avenue, from the bend to car park in front of the shops, I started a Facebook poll to gauge the strength of opinion in Fernwood. I considered that Councillors would wish to be informed of the outcome.

The poll ran from noon on 15th January 2023 until noon on 22nd January 2023. The options were:

If you would like double yellow lines to be installed from the corner prior to the shops down to the car park, vote YES.

If you do NOT want double yellow lines to be installed from the corner prior to the shops down to the car park, vote NO

The results were as follows:

Responses – 402

For having double yellow lines outside our shops - 95 votes

Against having double yellow lines outside our shops – 307 votes

This equates to 23.6% in favour and 76.4% against

I believe that this is one of the highest number of responses that there have been to a poll in Fernwood.

Yours faithfully,

REDACTED

Sent: 30 January 2023 12:33
To: office@Fernwood-pc.co.uk
Subject: Contact via HugoFox

Item 36e

HugoFox

Contact from HugoFox.com

Dear Parish,

You have received the following message from REDACTED

Could I please request that there are some (ideally 2) dog waste bins placed on the meadow between Carnell Lane and Hollowdyke Lane? I walk my dog daily in this area, and there are an increasing number of used dog poo bags left on the paths, in hedgerows, and in the wooded area hung on trees, which suggests that there is a need for additional bins, as well as potential signs that ask for dog owners to place their bags in them. The majority of dog owners are responsible, but we are becoming plagued with owners that do not clean up after themselves, making these green spaces unusable by local children, as well as encouraging them to also discard their litter. If the Parish council could consider this request it would be much appreciated. Kind regards REDACTED

From: REDACTED

Item 36f

Sent: 30 January 2023 13:44

To: clerk@fernwood-pc.co.uk

Subject: Suggestion...

Hi Marion,

It was good to see you on Friday and to meet Claire. It was a nice little event, shame more residents weren't able to come.

I'm writing with a suggestion as the parish elections are due this year.

There has not been a ballot all the time I've lived on Fernwood because not enough people put themselves forward.

But my time with the residents' association taught me that people generally don't understand the machinations and how it works, I was the same when I first moved here.

My suggestion would be to run a little PR campaign on the village Facebook page, also in the magazine if not too late, letting residents know the seven positions will be up for election in May and how individuals could put their names forward. It could also say what participation might achieve e.g. influencing improvements to amenities and having a say on things that affect our daily lives such as the yellow lines proposal. It would also be useful to explain the time commitment, that it's just the one meeting a month. The piece could perhaps point out that there are increasing numbers of young families in the village who might benefit with representation from voices who understood matters close to their hearts, i.e. young parents. Younger people don't tend to put themselves forward for such things, most are too busy juggling family commitments, but it might be worth trying to sow the seed and see what it brings forth. If there's time before the cut off date for nominations, you could perhaps arrange a "Meet a Parish Councillor" session to give interested parties the chance to find out what's involved. It's just a suggestion, do with it as you wish!

REDACTED

From: REDACTED@newark-sherwooddc.gov.uk>
Sent: 30 January 2023 09:39
To: 'clerk@fernwood-pc.co.uk' <clerk@fernwood-pc.co.uk>
Cc: REDACTED@newark-sherwooddc.gov.uk>
Subject: RE: Number of seats at Fernwood Parish Council

OFFICIAL

Marion,

Further to your email below and our recent telephone conversation, I can confirm that there is no prescribed formula for the number of members a Parish may have to the number of properties (or electors). Given the next full parish council elections are being held on Thursday 4 May 2023, there would not be sufficient time to conduct a community governance review (CGR) to adjust the number of Members should this be requested by the parish council.

However, we would suggest that due to the expected growth in the parish and subsequent increase in the number of electors, this is considered at future a meeting(s). A CGR could consider dividing the parish into wards and allocate a number of seats for each based on the electorate (or estimated electorate at a given date). As the electoral arrangements are likely to change following the outcome of a CGR, a fresh election may be required, or the arrangements may be effective from the next Parish elections in 2027. This would depend on when a review may be requested and therefore it would be appropriate to consult with us along the way before any decision is made by members.

If you have any queries or require further information, please contact me on the details below, or alternatively contact at REDACTED

Thanks, REDACTED.

REDACTED
Electoral Services Manager
Elections & Democratic Services
Newark & Sherwood District Council

From: clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>
Sent: 17 January 2023 09:38
To: REDACTED
Subject: Number of seats at Fernwood Parish Council

Good morning REDACTED,

I hope all is well with you.

At our parish council meeting last night the question was raised as to whether there will be an increase in the number of seats on Fernwood Parish Council as the population is growing.

Could you let me know if there will be an increase from the current 7 seats in this May election, please? If not, what number of houses would trigger more seats?

Best wishes,

Marion Fox Goddard
Parish Clerk and Responsible Financial Officer

From: REDACTED@newark-sherwooddc.gov.uk

Sent: 03 February 2023 15:07

To: REDACTED@newark-sherwooddc.gov.uk

Subject: A letter from the Secretary of State for DLUHC regarding His Majesty King Charles III's Coronation

Item 36h

Dear Town and Parish Clerk

Please see attached letter regarding His Majesty King Charles III'S Coronation. You will be aware that the District Council made available a grant scheme to support the late Queen's Platinum Jubilee last year and I am pleased to advise you that proposals are being developed, subject to budget approval, to repeat this approach for the Coronation Weekend. Last year over 60 local community events were held and these were either directly delivered or facilitated and enabled by yourselves with some additional financial support from the District Council.

The letter is a request to consider what you might be willing and able to deliver locally to celebrate this historic event across Newark and Sherwood in May.

I will update you shortly when I am in a position to share what support will be available but I wanted to make sure that you were given an early indication of what we are proposing.

Should you require further information please contact REDACTED

I trust this meets with your approval and many thanks in anticipation of your ongoing support.

REDACTED

Sports, Community Facilities and Events Manager

Newark and Sherwood District Council



Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP

*Secretary of State for Levelling Up, Housing and
Communities*

Minister for Intergovernmental Relations

**Department for Levelling Up, Housing and
Communities**

2 Marsham Street
London SW1P 4DF

To all local authorities in England

26 January 2023

Dear colleague,

HIS MAJESTY KING CHARLES III'S CORONATION

The Coronation ceremony for His Majesty King Charles III will take place on Saturday 6 May 2023 at Westminster Abbey. His Majesty's Government, led by the Department for Digital, Culture, Media and Sport (DCMS), is delighted to be supporting Buckingham Palace in planning and delivering celebrations to mark this historic occasion.

The Coronation will see people across the UK and the Commonwealth come together to celebrate. The Coronation programme will include the procession and service at Westminster Abbey on 6 May, the 'Coronation Big Lunch' across the country on 7 May (with a concert taking place in Windsor in the evening), and 'The Big Help Out' community activity on the bank holiday, Monday 8 May.

I know that efforts by you and your local communities will be central to making this a momentous weekend of UK-wide celebration. I would ask you all to take every possible action to help your communities in their preparations - making processes cost-free for residents, cutting red tape, and being completely flexible when receiving applications for road closures. I know that your work in doing so for the Platinum Jubilee celebrations in 2022 contributed greatly to such memorable community events for so many.

I set out further opportunities for councils and communities to plan local events below:

Street Parties

Street parties should be encouraged, and you can support residents who want to organise parties for their neighbours, for example, by relaxing road closure rules to enable street parties to take place as easily as possible. Your residents should be made aware of all the support that is available and no one should be put off by needless red tape. [Guidance for residents on how to organise a street party can be found here](#). You can also highlight [guidance on 'Street Meets'](#), which offer an even easier way to bring neighbours together.

The Coronation Big Lunch

The Coronation Big Lunch, on 7 May, will encourage communities to come together, celebrate their connections and get to know each other better. It will bring the Coronation festivities into the heart of every community. [More detail on getting involved is available on the Coronation Big Lunch website](#).

The Big Help Out

The Big Help Out, on 8 May, will provide an opportunity to reflect on the legacy of His Majesty's service and showcase the impact of volunteering within communities. People across the UK will be able to get involved and [more detail is available on The Big Help Out website](#).

Coronation events and projects organised by council-owned civic amenities

Civic amenities, including libraries, museums, leisure centres and heritage sites, are welcome to host their own events and projects to mark the Coronation. This could include exhibitions, concerts or special talks.

Council-led events

Councils are welcome to organise Coronation events and celebrations within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Coronation Party".

Public broadcasts

Large screens in public places can be used to show television coverage of the Coronation, which could include the Ceremony and Procession on 6 May and the Coronation Concert on 7 May. These screenings could be complemented or enhanced by being a part of a wider local event.

National Lottery funding

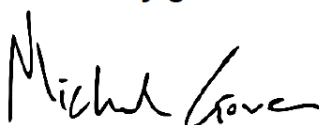
Funding is available of up to £10,000 for events and activities through the National Lottery Awards for All programme and you can encourage community groups to apply.

National Lottery Awards for All does not have a deadline, but it can take up to 12 weeks from the point of application submission to receiving funding, which means applications for the Coronation weekend should be made before the middle of February. [All funding criteria and terms and conditions are here](#).

As with the Platinum Jubilee celebrations in 2022, DCMS will be launching a Coronation website with resources and an interactive map. This will be publicised in our local government bulletin once available. [You can subscribe to the bulletin here](#).

I look forward to seeing the exciting and creative ways in which you and your communities choose to mark the Coronation of His Majesty King Charles III.

With every good wish,



Rt Hon Michael Gove MP

Secretary of State for Levelling Up, Housing and Communities
Minister for Intergovernmental Relations

Fernwood Open Space (SP8) Plan

Item 36i



Thank you to Newark and Sherwood District Council for providing this map of designated public open spaces in Fernwood.

Note: Chuter Ede school playing field is also on the map as it is protected under Spatial Policy 8 alongside open space. This is not for public use.