



**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 16th January 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 10<sup>th</sup> January, 2023**

### **A G E N D A**

1. Declarations of any intentions to record the meeting
2. Apologies for absence
3. Declarations of interest
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.
5. 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***
6. Approval of the minutes of Parish Council meeting held on 21st November, 2022
7. Councillors' & Clerk's reports
8. County Councillor's and District Councillors' reports
9. 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 of smoke/heat sensors in the village hall
    - ii. Replacement gym equipment on Dale Crescent Green
    - iii. Fire Safety training
    - iv. Solar panel maintenance
    - v. SLCC Practitioners Conference
    - vi. Speeding Tubes for measurement of speed on Hollowdyke Lane
    - vii. Frame for Coat of Arms
    - viii. Energy review
    - ix. Grit Bin for Phoenix Lane
  - e. To note the appointment of PKF Littlejohn LLP as the external auditor the five financial years from 2022-23 to 2026-27
  - f. Precept request – Agree budgets for 2023/24 and precept required
10. Planning and Licensing

To consider the proposed Claypole Neighbourhood Development Plan and decide on how to respond to South Kesteven District Council's consultation on this.

11. Policy  
*New documents to be considered:*
  - a. Community Infrastructure Levy Policy
  - b. Dignity at Work Policy
  - c. Petitions Policy  
*Current Policies to be 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
12. Grant Application - Council to consider an application from Citizens Advice Sherwood and Newark
13. [Local Council Award Scheme](#) - Council to confirm that all criteria are met to apply for the Foundation Award
14. To note the annual play inspection report for the gym equipment on Dale Crescent Green and consider whether to replace the two items of gym equipment
15. Woodland update to include:
  - a. Tree work update
  - b. Proposal for area behind Marron Court – Council to consider how to consult and next steps
16. To note the results of the Hollowdyke Lane consultation and decide whether:
  - a. to obtain quotes to be consider commissioning work to investigate feasible options on keeping the north end
  - b. to use a private company to obtain data on the speed of traffic on Hollowdyke Lane
  - c. any other action should be taken.
17. Correspondence
  - a. Request for help to petition NCC for the removal of a hump on Dale Way
  - b. Email from resident raising concerns regarding parking on Fernwood and the location of the new service station
  - c. Email regarding the Coronation in 2023 and D-Day commemorations in 2024
  - d. Email from resident concerned regarding icy conditions on Phoenix Lane
  - e. N&SDC consultation on their Planning Application Local Validation Checklist
  - f. N&SDC email regarding UK Shared Prosperity Fund- Applications Open
  - g. Email regarding Dale Crescent

### **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*

18. To note and discuss Nottinghamshire County Council's report regarding communications.

**MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING**  
**held on 21<sup>st</sup> November 2022 at 7pm**  
**at Fernwood Village Hall**

Present: Parish Councillors:	R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith (Chairman), J. Weale, M. Weale
Clerk:	Marion Fox Goddard
County Councillor	J. Lee (left during item 162)
District Councillors	N. Mison (left during item 159), I. Walker (left after item 162), K. Walker (left after item 162)
Residents/Public	11 people joined the meeting. 6 left after item 159. 1 left during item 163 and 4 left after item 170.

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

**155. Declaration of intentions to record the meeting**

The Clerk and Cllr Lee recorded the meeting.

**156. Apologies for absence**

None.

**157. Declarations of Interest**

None.

**158. Public Forum**

1 resident disputed page 9 of the Coat of Arms report<sup>1</sup> regarding why the Council did not provide a play park 4 years ago and work with Barratt David Wilson Homes and FirstPort.

1 resident commented about how people are informed on the estate if they do not have access to the internet, noting that the notice board next to the glass bins is not up to date. The Clerk clarified that this is a Residents Association noticeboard; Parish Council notice boards are on the side of the village hall and on Goldstraw Lane. All agendas and minutes are published as per the law set out for holding Parish Council meetings.

*Clerk to ensure that each gazette covers where the parish council notice boards are.*

**159. Discussion on the Council's previous decision to purchase a Coat of Arms and responses to queries regarding this (including public participation)**

Neill Mison handed in a petition to request that the Parish Council stop spending money on the coat of arms/items related to this, also requesting consultation with residents regarding the coat of arms/Community Infrastructure Levy (CIL) usage. Disagreeing with the Council's policy

<sup>1</sup> [Coat of Arms report including the Council's position on renewing the play park in Fernwood Central](#)

that they do not spend money on land that they do not own.<sup>2</sup> Also, insisting that third party advice is sought on use of CIL and a full consultation process with Fernwood residents.

Cllr Smith accepted the petition and confirmed the Council will provide a response.

Residents raised the following issues/suggestions/comments:

- It is an extreme amount of money; a village sign would have been a better idea. Using the College of Arms was short sighted; a cheaper alternative would have sufficed.
- Residents should have been consulted on options.
- Residents would like lighting on the tennis courts, seats at bus stops, something to be done with the water tower (lottery grants could be investigated), improvements on the playground.
- Concern was raised regarding finances. Are there financial plans for maintenance of the new development? It is not a good idea for the Parish Council to take on maintenance.
- Why has the Council not tried to do something about the 999 year contract with the management company.
- The management company fee would have been cheaper for Fernwood central residents if the management company had been used in the new development.
- Where will the signs go? Was the purchase of arms a good investment/will the Council recoup the money? It is a vanity project.
- Concern regarding what comes next and wanting an opinion where the rest of the money is spent.
- Turn over of residents leads to not enough interest in decisions.
- A warm hub in the village hall.
- Is there co-ordination between the developers on what is provided?
- How often does the gazette go out?
- How much did the Water Tower sell for? Would the Council consider buying it for the community if it were on the market again?
- Will it just be 2 signs?
- Suggestion of a permanent stage if the village hall is extended.

Feedback given by the Parish Council:

- Fernwood Parish Council do not own the water tower. When the tower was for sale, the Parish Council did not have CIL and it was sold at auction. Last time it was auctioned it sold for £145,000. The owner has said he will be submitting a planning application the same as the lapsed one (apartments).
- Floodlights, seats at the bus stop are all possible.
- The Parish Council does not have sight of the 999 year lease at the moment as this is a private document between the Barratt David Wilson Homes and FirstPort. The Parish Council has asked for sight of it.
- The Council:
  - was not involved in the original maintenance arrangements made for Fernwood central

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<sup>2</sup> The Council does not have a policy not to spend money on land they do not own. The Council has commitment that the open spaces in Fernwood are being transferred to the Parish Council and have opted to wait for this to save having to have legal agreements in place with the current landowner.

- believes taking ownership of the open spaces will make it easier/cheaper improving the park in Fernwood central
- did not want residents in new developments to have the same issues as residents who have to pay the management charge in central Fernwood, such as fees when changing their mortgages, fees when selling their homes
- believe they are doing the right thing for the people moving into the new parts of Fernwood.
- Signs will go on the edge of the Parish (either end of the Great North Road) to:
  - mark its boundaries which are not just the housing estates
  - bring cohesion when the parish has 4 housing developments
  - mark/recognise the history of the site and to celebrate the area.
  - (At present, the current administration are planning for 2 but a future administration may choose to have more.)
- The Council is working on a CIL Policy and will have a strategic plan for CIL considering new developments in Fernwood. This will be consulted on with residents. A draft report is planned for January.
- Developer contributions that are planned: Sports pavilion x2, football pitches, allotments(x2 sites), shops, playing fields, a school. There will be a huge number of facilities which will not come from CIL<sup>3</sup>.
- N&SDC and NCC have their vision of what they would like to see in the area, and requirements are laid out in planning agreements.<sup>4</sup> Fernwood Parish Council are a consultee on applications.
- The gazette goes out twice year; the Council could consider doing more issues of the newsletter. A resident (without internet access) was asked to let the Council what people who do not have electronic access would like to see to keep informed. The Clerk also invited residents to come to the Parish Council office if they would like a copy of the meeting agendas.
- The village hall could accommodate a warm hub.
- Regular users of the hall have been consulted about a stage and did not want one. The Council will consult with residents on any plans<sup>5</sup> for the village hall extension so they have an opportunity to feedback on what they want.
- The Council is hopeful that despite being a divisive issue that the debate on the Coat of Arms will promote an interest in the parish council and its work and encourage people to contribute. The Council relies on volunteers. People who want to come to meetings and contribute are always welcome.

*Clerk to:*

- *investigate provision of warm hub sessions at the village hall*
- *work with councillors to provide a response to the petition*
- *contact the owner of the water tower to see if he still plans to convert it to apartments*

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<sup>3</sup> The developers will deliver and pay for these as part of there development.

<sup>4</sup> Section 106 agreements and planning conditions

<sup>5</sup> At present the Council is working out whether an extension is feasible based on pre-application advice that has been received from N&SDC.

Note: The discussion degenerated at one point following the Councillors being called liars and one councillor being told to shut up by a person in the public forum.

**160. Approval of the minutes of the Parish Council meeting on 17<sup>th</sup> October 2022**

The minutes were approved as an accurate record and Councillor Smith signed them. Proposer: R. Cullen, Seconder: J. Newton, RESOLVED unanimously.

**161. Councillors' and Clerk's Report**

*Cllr J. Weale* – Ask for clarification on double yellow lines on Rubys Avenue as he was unsure of what had been agreed previously. Cllr Smith confirmed that the Parish Council had investigated this in the past and been told by Via East Midlands (NCC) that an unobstructed road with no parking may result in vehicle speeds increasing along that length of road, so the Parish Council had not pursued it.

*Cllr Cullen* - Had attended the Remembrance Day service at Balderton on behalf of the parish council.

*Cllr Newton* – Asked for an update on the lamp in the woodland that has still not been upgraded to LED (although is working). The Clerk detailed this has been delayed due to illness and that this has not been paid for. *Clerk to check when this will be installed.*

*Cllr Harrison* – Had attended the RAF Balderton History Group and Air Museum Remembrance Day services on behalf of the parish council.

*Cllr Smith* - Reported he had spoken to the RAF Balderton History Group members regarding the monument which is at the old RAF main gate and detailed he would prefer it to stay in situ. The group would like to put some information out and Cllr Smith has suggested an article in the Fernwood Gazette; they would also like to put up a display board regarding the history.

Expressed concern regarding comments on Facebook directed at specific parish councillors which he had found upsetting and believed was out of order. Requested that if people have concerns about the Parish Council to come to the meeting which is on the same Monday every month<sup>6</sup> and raise concerns in a friendly way.

Double yellow lines on Rubys Avenue – concerned about the potential increase in speed with no cars on the road. (Cllr Lee said that he had requested this because the Parish Council had requested it and he had spoken to the Clerk about this. The Clerk detailed that an email had been sent to Councillor Lee stating that the safety of the B6326 was the key area of concern when Cllr Lee had enquired with the Parish Council regarding the priorities he was due to take back to NCC).

*Clerk to check if the monument is registered as a historical monument and whether it is likely to be able to be moved by the developers.*

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<sup>6</sup> Third Monday of each month. No meetings held in August or December

November 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 – N&SDC has again assured me that the lawyers are working on this.	21/46c
Replacement tree and shrubbery for Dale Crescent – see item 163dix	22/116c 22/92
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH.	21/87e
Youth Initiative – see items 163d and 167. the Youth Services staff and I were due to interview for the youth support worker position on 11 November. Unfortunately, the candidate did not arrive for interview so we will look to review this in the new year.	
Antisocial Behaviour/CCTV – N&SDC has responded to the Council's request to have 2 cameras managed through the partnership that N&SDC are members of. They are currently reviewing their charging structure which has delayed a response, but they should be able to give feedback in the next couple of weeks.	21/149
Coat of Arms – See item 159	21/154
Barratt David Wilson Homes Development: Construction traffic improved directional signage was installed on the last week in October.	22/87
Water Tower, Goldstraw Lane – The owner has fixed the fences. N&SDC's environmental health officer is ensuring the building is being made safe by boarding up the windows.	22/6
Hollowdyke Lane – Councillor Cullen and I will be visiting NCC in December to discuss this and other highways plans in the area. The online survey to confirm if there is support for the lane to be reopened is still live.	22/24
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 – a renewed request was sent to NCC which has led to a quote being sent for the design of this – see item 163d	22/114
Woodland – see item 166	
Two year reinvestment has been arranged with Virgin Money. The interest rate for reinvestments is 2.2% AER. The 3.1% rate detailed in last month's agenda is only open to new customers.	
Request for speeding tubes on Hollowdyke Lane to assess speed of traffic using the lane (sent 28/9/22) – NCC officer has been in touch to confirm receipt of the request but at this stage we do not have a date fixed on when they will go down.	22/139c 22/153

## 162. County Councillor and District Councillors Reports

*Councillor Lee* – Reported that he had met with Lincolnshire County Council regarding road closures; they have open objection for Claypole being used for a diversion route. The previously planned 3 week closure of B6326 (Dale Way to Shire Lane) has been changed to night-time/some weekend closures. Double yellow lines on Rubys Avenue have been approved for delivery next year. Speeding tubes have been requested for next summer at Phoenix Lane, Hunters Road, Cross Lane, Great North Road, Dale Way, Goldstraw Lane and Hollowdyke Lane. Has met with both schools in Fernwood. Looking into safety mechanisms for Restfil Way and extending double yellow lines on Hunters Road. Suthers School want more parking but it is unlikely NCC will be able to help with this. On the crossing improvement scheme at the Tawny Owl, thinks we are going to have to have a look at it again. Southern Link Road archaeological works have started; completion expected September 2024. There has been flooding on Staple Lane and fly tipping on Grange Lane. Cllr Lee also detailed figures for Via/NCC work over the last 4 months for Balderton/Fernwood division. (Cllr Smith expressed concern regarding the way children

are crossing the road at A1 slip road/Tawny Owl and suggested barriers along the roads to ensure crossing at the correct points).

*Clerk/Cllr Cullen to take a diagram to meeting with NCC next month so this can be discussed.*

*Councillor K. Walker* – Thanked the Parish Councillors for their work over the years. Has spoken to Matt Lamb regarding the land transfer and will be in touch as soon as they can be. Clarified that he and Cllr I. Walker were not part of the petition and thought that Cllr Mison was wrong to start a petition having not attended parish council meetings for many months.

*Councillor I. Walker* – Gave information on N&SDC website hits over a week. Thanked Fernwood Parish Council for attending the Nottinghamshire Association of Local Council Annual General Meeting.

## 163. Finance

- a. [Bank reconciliation](#) – noted.
- b. Year to date income – noted.
- c. Expenditure since last meeting under delegated powers/previously agreed expenditure was noted
- d. Items of Expenditure considered with unanimous decisions:

Expenditure	Budget Area	Total £	Decision
Legionella Training Course	Training	90.00	Prop. D. Harrison; Sec.; J. Weale
Grit bin for woodland	Individual Items – Parish Council		Decision deferred.
Tree carving	Individual Items – Parish Council	720.00	Prop. J. Newton; Sec.; J. Weale
Design fee – interactive sign for Dale Way	Individual Items – Parish Council	2192.58	Prop.; R. Cullen, Sec.; J. Newton
Parking Survey	Individual Items – Parish Council	£5725.00	Prop.; H. Micah, Sec.; D. Harrison
Youth Club July 2023 - March 2025	Youth Club	9216.50	*Prop. J. Newton; Sec. R. Cullen
Decommissioning of the showers in the shower block	Village Hall – individual Items	1183.99	Prop. D. Harrison; Sec.; H. Micah
Service of the blow heaters in the main hall	Village Hall - maintenance	345.46	Prop.; R. Cullen, Sec.; J. Newton
Shrubbery on Dale Green	Parish Council – individual items	1980.00	Prop. D. Harrison; Sec.; J. Newton

\* Regarding the Youth Club – the Council agreed to commit to funding for up to 31st March 2024 at this point with a commitment to extend a further year should there continue to be demand for the club)

- e. Discussion on the interim audit report and its recommendations

The Council noted the report and the Council agreed to the recommendations made by the auditor.

- f. Decision on how to proceed regarding consolidation of bank accounts

The Council agreed to consolidate the Unity bank accounts. Also, to give notice on the 95 day term accounts with Nationwide Building Society and Redwood Bank with the funds to be invested in the CCLA investment. No changes to be made to the TSB accounts at this stage. Prop.; H. Micah, Sec.; J. Newton, RESOLVED unanimously.

## 164. Planning and Licensing

The Council noted the following decision made by Newark and Sherwood District Council:

<a href="#">22/01380/TPO</a>	Land to the east of Balderton Hall off Rubys Avenue Fernwood (Costall Woods – behind Fernwood Day Nursery)	Undertake works to trees protected by TPO N302 identified as part of Group 7, Group 9, Group 11, T72, T73, T74 and T75 as detailed in the attached Tree Survey	Grant Works to Tree/s Protected by TPO
<a href="#">22/01545/RMAM</a>	Land North & East of Fernwood West & East of Spring Lane/Hollowdyke Lane South of A1 And West of Railway Line Fernwood	Reserved Matters Submission (Replan) For Footprint Amendments and House Type Amendments (Phase 3) For Plots 597- 598, 600-612 And Plot 527 Following Outline Planning Approval Ref: 14/00465/OUTM and in lieu of reserved matters approval 18/00526/RMAM	Grant Reserved Matters Major
<a href="#">22/01598/S73M</a>	Welcome Break Newark Services Great North Road Fernwood	Application for variation of conditions 5 (Site Access) to allow occupation prior to highway works and to approve details pursuant to condition 20 (Highway Signage) attached to planning permission 20/01177/FULM.	Refuse Section 73 Major Applications
<a href="#">22/01534/LDC</a>	21 Rubys Avenue, Fernwood	Single storey rear extension	Certificate Of Lawful Use or Development Issued

## 165. Discussion on Community Infrastructure Levy

The Clerk detailed that she has begun drafting a CIL policy for consideration at the January meeting. The Council agreed to including a CIL grant awarding policy to enable community applications. Councillor Newton said he would do some research on this, and we can tie it in to the Council's strategy.

## 166. Report on the work in the Woodland behind Fernwood Day Nursery

The Council noted the Clerk's report. The Clerk had met with the designer after the agenda pack was published and there had been the suggestion to have a pond in the area; the Councillors did not think this would be a good idea. The figure of £25,000 for the library gardens had been mentioned when meeting the designer; the Council agreed an indicative figure for the designer have in mind for the work is £10,000.

*Clerk to inform the designer.*

## 167. Youth Club Update

The Council noted the minutes of the Youth Club review meeting. Cllr Smith asked that staff at the club be made aware that there are still some concerns regarding antisocial behaviour.

***The Council noted that the meeting had ran for 3 hours which is the maximum length of meeting according to the Council's standing orders. The Council unanimously resolved to extend the meeting to conduct the remainder of the business.***

## 168. Allison Homes' offer of a defibrillator

The Council agreed to accept the defibrillator.

The Clerk reported that the headteacher of Chuter Ede Fernwood had been in touch to clarify ownership/responsibility for the defibrillator on the school fence. The Clerk will work with the school to clarify this.

#### **169. Policy**

*New Policy : Banner Policy*

The Council agreed to this policy. Prop.; R. Cullen, Sec.; M. Weale, RESOLVED unanimously. (With unkempt added to clause 6)

#### **170. The Civility and Respect Pledge**

The Council agreed to sign the Civility and Respect Pledge. Prop.; J. Newton, Sec.; J. Weale, RESOLVED unanimously. *Clerk to sign up to the pledge on behalf of the Council.*

#### **171. Correspondence**

- a. Email regarding becoming a member of Fernwood Parish Council – noted.
- b. N&SDC offer of training on planning – noted. *Clerk to send a reminder closer to the time.*
- c. Two complaints regarding the coat of arms (in report discussed in item 159) – complaint and the Clerk's responses noted.
- d. Boundaries Commission consultation – noted.

#### **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.

#### **172. The national salary award and its implications on the Council's budget**

The Council noted the increase to the NJC pay scale the implication this will have on the salary budget.

Meeting closed at 10.15 pm

**Next Meeting: Monday 16<sup>th</sup> January 2023, 7pm, Fernwood Village Hall**

January Clerk's report	Item 7	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'll be able to get it completed by the end of March. See item 9d vii for framing quotes.		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/actions for the Council to consider.		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 to move this forward this month.		22/114
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 don't think it is protected. I've contacted <a href="#">The Airfield of Britain Conservation Trust</a> 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 <a href="#">response</a> 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
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:		

January Clerk's report	Item 7	Agenda Item
<p>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.</p> <p>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</p> <p>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.</p> <p>4. They have visited all the local schools to talk to young people about ASB.</p> <p>5.They are looking into having a Public Space Protection Order for Fernwood.</p> <p>6. There will be quarterly meetings of the SNG to address issues, work collaboratively, and help keep communities informed.</p> <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>		
<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 3rd</p>		
<p>Liaison meetings were held with Allison Homes and Barratt David Wilson Homes in December. Their work shouldn't affect Fernwood residents in coming months. BDWH reported that they will be delivering football pitches, a pavilion, and allotments in 2023</p>		
<p><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></p>		

## November Councillor Report from District Councillor Mison

**From:** Neill Mison <Neill.Mison@newark-sherwooddc.gov.uk>

**Sent:** 30 November 2022 12:29

**To:** 'clerk@fernwood-pc.co.uk' <clerk@fernwood-pc.co.uk>

**Subject:** Re: Verbal councilors report - 21/11/202

### OFFICIAL

Hi Marion

Firstly my apologies that I had to leave the meeting before I was able to provide my report. both cllr Walkers have not informed me of anything they reported so I hope I am not duplicating anything.

The main item to report was that the full council on the 9<sup>th</sup> November approved the next stage of the districts Pla Review for amended allocations and development plan.

This is a second refresh of the plan adopted in 2011, and the next stage is the consultation stage, Fernwood Parish Council will be contacted about the consultation, which is about amendments to the plan and not the plan itself as that was adopted 11 years ago and Fernwood Parish Council were involved in the consultation for the plan as well.

I also note and welcome the proposals for yellow lines around the shops, this is an area which has caused many issues over the years and I hope it will help with safety concerns around the parked cars. I note the impact it may have on businesses such as the vets.

Its also pleasing to see the new play park on Phoenix Way being delivered, this and other facilities such as sports fields and allotments were an important part of the hard work done by NSDC planning officers and members during 2017/18 to ensure the development and others in the area have community facilities. As I local member and member of the planning committee at the time I worked hard alongside others.

Kind regards

Cllr Neill Mison

Newark & Sherwood District Council

### Report Councillor Lee:

**From:** John Lee <johnoxlee4@gmail.com>

**Sent:** 08 December 2022 11:25

**To:** Balderton Parish Council <office@baldertonparishcouncil.gov.uk>; clerk@fernwood-pc.co.uk; Coddington Parish Council <coddingtonpc@hotmail.com>; Parish Clerk <parishclerk@barnbyinthewillows.com>

**Subject:** Statement reference Balderton lake

Could this be included in your next meeting

Balderton lake update

myself as the elected councillor at

Newark and Sherwood and Nottinghamshire County Council are not involved in the decision-making about who rents or who leases Balderton lake when it comes to watersports or any other usage as its owned by Balderton parish council.

I'm sending this out to all my parishes to be clear who is reasonable for the decisions on Balderton lake as its owned by Balderton parish council that i do not sit on or influence.

As I also sit on Newark Town Council planning Committee and some of the YMCA site sits in Newark I need to stay impartial, so will not be picking aside when it comes to the application or debates .

I hope this clarifies my position and hope that the Parish Council will include this in the minutes of their next meeting .

**Bank Reconciliation  
Fernwood Parish Council**

**Period Ending 31-Dec-22**

**Prepared by:** *Marion Fox Goddard, Clerk*

**Date:** 03 January 2023

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Balance per bank statement as at 31-December-2022**

	£	Total £
TSB Current Account - Parish Council	£22,680.18	
TSB Reserve Account - Parish Council	£59,021.65	
Unity Trust - Parish Council	£13,579.48	
TSB Current Account - Village Hall	£8,266.82	
TSB Reserve Account - Village Hall	£7,208.79	
Unity Trust - Village Hall	£13,590.37	
Nationwide	£83,928.27	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
CCLA Investment Management Limited	£950,001.00	
Petty Cash	None held	
		<b>1,328,276.56</b>
<b>Less: any unpresented cheques/BACS payments at 31-December-2022</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 31-December-2022</b>		<b>£0.00</b>
<b>Net bank balances as at 31-December-2022</b>		<b><u>£1,328,276.56</u></b>

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

**CASH BOOK**

Opening Balance	£368,022.85
Add: Receipts in the year	£1,086,751.96
Less: Payments in the year	£126,498.26

**Closing balance per cash book as at 31-December-2022** **£1,328,276.56**

**Ringfenced Amounts**

General Reserve	£181,084.95
CIL	£1,147,191.61
	<b><u>£1,328,276.56</u></b>

CCLA investments have been moved into the listed balances.

cllr johno lee

## Agenda Item 9 - Finance

Items 9 b & c

b. Income 2022/23	£
Regular hire	20,486.85
Other hall hire	6307.20
Bar profits	1282.74
Feed in tariff	1465.10
Advertising income	425.00
Interest	4960.79
VAT reimbursement	4,637.06
Grants	1900.00
CIL	964,338.22
Precept	80,949.00
<b>Total</b>	<b>1,086,839.96</b>

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

PARISH COUNCIL					
Payee	Budget Area	Net £	VAT £	Total £	Method
Various	Salaries, HMRC, Pensions (November)			9577.84	BACS
Various	Salaries, HMRC, Pensions (December and January)			13547.06	BACS
Amazon	Clothing	19.99	4.00	23.99	Card
Apogee	Copiers and Copies	76.31	15.26	91.57	BACS
Asda Petrol	Ground Maintenance - Petrol	24.16	4.83	28.99	Card
Community Heartbeat	Defibrillators	14.00	2.80	16.80	BACS
Forest Farm Tree Services	Ground Maintenance	3520.00	704.00	4224.00	BACS
KG Enterprises	Audit Fees	169.00		169.00	BACS
NALC	Individual Items - Parish Council - award scheme registration	50.00	10.00	60.00	BACS
NSDC	Ground Maintenance	1000.00	200.00	1200.00	BACS
NSDC	Annual Play equipment safety check	95.00	19.00	114.00	BACS
Unity Bank Charges	Bank Charges	18.00		18.00	BACS
Via East Midlands LTD	Signage - Various	1827.15	365.43	2192.58	BACS
Zoom	Software/licences	23.98	4.80	28.78	BACS
VILLAGE HALL					
Amazon	Cleaning - Products	18.07	3.61	21.68	Card
Amazon	Stationery	1.66	0.33	1.99	Card
Brighter Bills	Utilities - Mobile Phones	61.16	12.24	73.40	BACS
Crown	Utilities - Gas	348.11	17.41	365.52	BACS
Guardian	Legionella management	174.50	34.90	209.40	BACS
Ionos by 1&1	Subscription - Parish Council emails	15.96	3.20	19.16	BACS
JP Fire	Annual Fire Extinguisher Check	225.00	45.00	270.00	BACS
Lemonfresh	Cleaning Services	75.00		75.00	BACS
Lincoln Security LTD	Annual Automatic doors check	225.00	45.00	270.00	BACS
PHS Group	PHS Waste	89.85	17.97	107.82	BACS
PRS LTD	PRS - Music Licence	192.24	38.45	230.69	BACS
RB Wholesale	Cleaning - Products	202.80	40.57	243.37	BACS
SSE	Utilities - Electricity	645.32	32.26	677.58	BACS
Unity Bank Charges	Bank Charges	18.00		18.00	BACS
Water Plus	Utilities - Water	115.45		115.45	BACS

*d. Items of Expenditure to be considered*

Expenditure	Budget Area	Net £	VAT £	Total £
i. Replacement of smoke/heat sensors in the village hall	Maintenance	Various quotes - Council to discuss		
ii. Replacement gym equipment on Dale Crescent Green	Individual Items Parish Council (CIL)	Various quotes - Council to discuss		
iii. Fire Safety training	Training	345.00	69.00	414.00
iv. Solar panel maintenance	Maintenance	Council to consider whether to check and clean or not		
v. SLCC Practitioners Conference	Training	240.00	48.00	288.00
vi. Speeding Tubes for measurement of speed on Hollowdyke Lane	Individual Items Parish Council (CIL)	Various quotes - Council to discuss		
vii. Frame for Coat of Arms	Individual Items Parish Council (CIL)	Various quotes - Council to discuss		
viii. Energy Review	Utilities	Figures to follow		
ix. Grit bin for Phoenix Lane	Individual Items Parish Council (CIL)	155.00	31.00	186.00





# QUOTATION

Newark Fernwood Community Centre  
Rubys Avenue  
Fernwood  
Newark  
NG24 3RS

**Date**  
21 Nov 2022

**Expiry**  
5 Dec 2022

**Quote Number**  
QU-1194

**Reference**  
DETECTORS - RP

**VAT Number**  
325716700

JP Fire Safety Solutions  
Unit 16  
Beresford Way  
Chesterfield  
S41 9FG

Description	Quantity	Unit Price	VAT	Amount GBP
Detector supply & replacement to BS5839 (Part 1) where recommended x 26	1.00	960.00	20%	960.00
			Subtotal	960.00
			TOTAL VAT 20%	192.00
			<b>TOTAL GBP</b>	<b>1,152.00</b>

## Terms

Thank you for your interest in our services.

If you are happy with our quotation and you would like to proceed please sign and date the below and return to [info@jppfiresafety.co.uk](mailto:info@jppfiresafety.co.uk). We will then be in touch to arrange the next steps.

CUSTOMER ACCEPTANCE:

Customer Name (PRINT): \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Fernwood Parish Council  
NG24 3JT

**Quote Date:** 19/12/2022  
**Project Name:** 2 Piece Removal and  
**Colour:** Green & Beige

## QUOTATION To Supply & Install

Total Equipment	£2,213.00
Equipment discount	-£221.30
Installation	£923.00
Delivery	£180.00
Removal of Existing pieces	£650.00
Skip	£350.00
<b>Sub Total</b>	<b>£4,094.70</b>
VAT @ 20 %	£818.94
<b>TOTAL</b>	<b>£4,913.64</b>

This quote is valid for 3 months.

Delivery time 6-8 weeks from confirmation of order.

Quotations for installation into grass areas are subject to ground being level and soft and having good access.

Maximum 50mtr carry to furthest point. Subject to site survey.

**PLEASE CALL 01483 608860 opt.1  
FOR ANY FURTHER ADVICE**

Price pledge: Fresh-Air Fitness believe this price to be most competitive within the market place.  
However, we will always endeavour to match any written like for like quote.

All orders and quotations are subject to our terms and conditions.

Fernwood Parish Council  
NG24 3JT

**QUOTATION**  
**page 2**

**Quote Date:**  
**Project Name:** 2 Piece Removal and  
**Colour:** Green & Beige

To Supply & Install

QTY		Equipment	Basic	TOTAL
		Cost	Installation	
		PER ITEM		
1	Air Skier.	£854.00	£419.00	£1,273.00
1	Double Air Walker.	£1,299.00	£504.00	£1,803.00
1	Facility Sign (EN16630 compliant)	£60.00		£60.00

The quote includes the supply, delivery and installation of a new Double Air Walker and Air Skier with safety signage and facility sign. Also included is the removal and disposal of the existing 2 pieces.

# HAGS®

Inspiring all generations

## Quotation

HAGS - SMP Playgrounds LTD 01757 293404

Fernwood Parish Council - Fernwood Village Hall NG24 3RS		R10118	DATE:		20/12/2022
DESCRIPTION		QTY	UNIT	RATE	TOTAL

Double Air Walker - Remove and dispose of the unit

Air Walker - Remove and dispose of the unit

Supply and install a Air Walker and Ski Stepper



FS031(002)	1	each	£1,915.00	£1,915.00
FS001N(002)	1	each	£2,020.00	£2,020.00
I&MRFBN(Skip)	1	each	£250.00	£250.00
I&MCONTRACTSN	1	each	£1,475.00	£1,475.00

*This quotation is valid for 30 days*

*Prices based on unrestricted access with vehicle (large transit / tipper) access within 30 mtrs of site entrance*

*Prices given subject to full site survey*

*Errors & Omissions Excluded HAGS-SMP Ltd General Conditions of Sale apply*

*All rates and prices quoted are based on full job specification. If specification alters or quantities change the prices will alter*

PLEASE NOTE THE ABOVE PRICES DO NOT INCLUDE VAT	£5,660.00
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We do not manufacture double fitness units so only singles have been quoted for.

The installation is covered for a year under warranty.

The signage comes on the units themselves to show users the age range etc.

Page 1 of 3

07/12/2022

Our Reference: CLIENT/515088/#/REVO/KAS

Ms Marion Fox Goddard  
 Fernwood Parish Council  
 Fernwood Village Hall  
 Rubys Avenue  
 Fernwood  
 NG24 3JT

Your Tel: 01636 613024

Dear Ms Fox Goddard,

**Project Number: 385990****Project Name: Fernwood Parish Council, NG24 3JT**

We are pleased to enclose our supply and installation proposal for your consideration regarding the above project.

Quote Summary				
Item Code	Item Name	Qty	Unit Price	Total
BX/SG 3008-GG	Double Health Walker - Green/Grey	1	£1,145.00	£1,145.00
BX/SG 3002-GG	Double Slalom Skier - Green/Grey	1	£840.00	£840.00
BX/SG INSTALL	Installation Charge	1	£1,200.00	£1,200.00
BX/SG CARRIAGE	Carriage Charge	1	£150.00	£150.00
<b>Group Total</b>				<b>£3,335.00</b>
BX/SG BSP-SUN	Sunshine Gym Bespoke Product	1	£549.00	£549.00
<b>Group Total</b>				<b>£549.00</b>
<b>Grand Total, exc. V.A.T.</b>				<b>TBC</b>

Delivery dates can be confirmed on placement of order; typical lead-times for the above items may be 4 weeks. Should you require a specific delivery date, we would be happy to discuss these requirements.

We look forward to contacting you shortly to discuss this offer in more detail.

Yours sincerely,

Kate Asher  
 Sport & Play Team Leader  
 Sports Division

Direct Dial: 01782 571697

E-MAIL: [kate.asher@broxap.com](mailto:kate.asher@broxap.com)

## Outdoor Fitness Equipment Specialists

For product maintenance information please visit the Warranty & Maintenance section of our website [www.sunshinegym.co.uk](http://www.sunshinegym.co.uk)

Head Office:  
 Broxap Limited  
 Rowhurst Industrial Estate, Chesterton,  
 Newcastle-under-Lyme, Staffordshire ST5 6BD  
 Tel: +44 (0)1782 56441  
 Fax: +44 (0)1782 565357/562546  
 Email: [sales@broxap.com](mailto:sales@broxap.com) Web: [www.broxap.com](http://www.broxap.com)



Registered in England No. 2583752

07/12/2022

For the attention of: Marion Fox Goddard, Fernwood Parish Council  
 Project Number: 385990  
 Project Name: Fernwood Parish Council, NG24 3JT

**Quotation Reference No:515088/#/REV0/KAS**

Your contact at Broxap is Kate Asher on 01782 571697

**Full Specification Table**

Code	Product	Qty	Unit Price	Total
BX/SG 3008-GG	Double Health Walker - Green/Grey Dimensions (mm) : 1389(h) x 615(w) x 2017(l) Weight = 93kg	1	£1,145.00	£1,145.00
BX/SG 3002-GG	Double Slalom Skier - Green/Grey Dimensions (mm) : 1234h) x 900(w) x 1150(l) Weight = 53kg	1	£840.00	£840.00
BX/SG INSTALL	Installation Charge Installation Category - Green Installed by CRB checked operatives. Installed onto grass surface/concrete pad Price includes for soft-dig excavation of ground with disposal of spoil by Sunshine Gym Top of Foundation to be 75mm - 100mm below finished floor level. Foundation to be finished with a dyed concrete playground patch level with existing surface. Or Foundation to be finish with top soil and re-seeded (pending weather conditions). Access: assumed that safe, un-restricted & consolidated access can be easily achieved immediately next to area of works from the laydown area (please note our delivery vehicle allowances). A ground-bearing pressure of 100kN/m2 is assumed for a concrete delivery vehicle. Following the installation of your product we will remove all plant and packaging. Includes the removal and disposal of existing gym equipment.	1	£1,200.00	£1,200.00
BX/SG CARRIAGE	Carriage Charge Excludes Off Loading unless Hiab vehicle stated below Standard Delivery Various (see text line)	1	£150.00	£150.00
<b>Subtotal</b>	:			<b>£3,335.00</b>

**25**  
Year**Structural Guarantee**

We offer a 25 year structural guarantee on our outdoor fitness equipment.  
Subject to full guarantee and terms and conditions of sale. Details on request.

**5**  
Year**Paint Guarantee**

We offer a 5 year paint guarantee on our outdoor fitness equipment.  
Subject to full guarantee and terms and conditions of sale. Details on request.

**2**  
Year**Moving Parts Guarantee**

We offer a 2 year moving parts guarantee on our outdoor fitness equipment.  
Subject to full guarantee and terms and conditions of sale. Details on request.

## Outdoor Fitness Equipment Specialists

**Subject to Contract**

Subject to account status and final order value, advance payments may be required.

The product images shown may differ in finish or specification to that stated within the item description. These are shown for example only.

Prices shown are net & exclusive of V.A.T. E&OE, prices are estimated to be correct on the date of issue. Should errors in pricing be discovered or should there be an increase in costs of the goods quoted, then we reserve the right to re-cost this offer.

This quotation and any subsequent order shall be based on Broxap Ltd's Terms and Conditions of sale, which are annexed to this offer and are available to view on our website [www.broxap.com](http://www.broxap.com). Posted hard copies or an electronic PDF can be supplied on request, should you require an enlarged-print copy please specify.

Should, for any reason other than a delay by Broxap Ltd, the confirmed delivery date of the goods be delayed, we reserve the right to invoice for goods and services undertaken to date, and payment will become due for the work(s) completed and invoiced.

**Optional Extra for Outdoor Gym Sign**

BX/SG BSP-SUN	Sunshine Gym Bespoke Product Outdoor Safety Sign A2 3mm ACM Panel Print to the face with an anti graffiti laminate Complete with x1 76mm Diameter Post Text TBC by customer Includes installation and delivery	1	£549.00	£549.00
<b>Subtotal</b>	:			<b>£549.00</b>

Prices and availability of raw materials continues to fluctuate; however, we are working hard to continue to offer our Value for Money solutions and remain competitive within the market. Where unavoidable, any adjustments to the prices or lead times stated within this offer, will be confirmed in line with the "Quotations and Price" provisions from Broxap's Terms and Conditions of Sale.

**Payment Terms**

Subject to account status and final order value, advance payments may be required.

<b>Grand Total, exc V.A.T.</b>				<b>TBC</b>
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**Thank you for your enquiry.**

**Please state your Broxap quotation number on all correspondence 515088/#/REVO**

<b>25</b> Year	<b>Structural Guarantee</b> <small>We offer a 25 year structural guarantee on our outdoor fitness equipment. Subject to full guarantee and terms and conditions of sale. Details on request.</small>	<b>5</b> Year	<b>Paint Guarantee</b> <small>We offer a 5 year paint guarantee on our outdoor fitness equipment. Subject to full guarantee and terms and conditions of sale. Details on request.</small>	<b>2</b> Year	<b>Moving Parts Guarantee</b> <small>We offer a 2 year moving parts guarantee on our outdoor fitness equipment. Subject to full guarantee and terms and conditions of sale. Details on request.</small>
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## Outdoor Fitness Equipment Specialists

**Subject to Contract**

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The product images shown may differ in finish or specification to that stated within the item description. These are shown for example only.

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This quotation and any subsequent order shall be based on Broxap Ltd's Terms and Conditions of sale, which are annexed to this offer and are available to view on our website [www.broxap.com](http://www.broxap.com). Posted hard copies or an electronic PDF can be supplied on request, should you require an enlarged-print copy please specify.

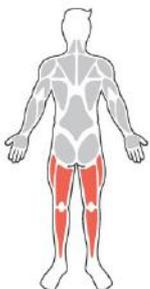
Should, for any reason other than a delay by Broxap Ltd, the confirmed delivery date of the goods be delayed, we reserve the right to invoice for goods and services undertaken to date, and payment will become due for the work(s) completed and invoiced.

## Double Health Walker BX/SG 3008



**Dimensions:**  
1357 x 2017 x 615 mm

### Muscle Groups:



## Product Information

One of our most popular pieces of equipment, the Double Health Walker allows users of various fitness levels to complete a gentle workout. Perfect for both cardiovascular exercise and light muscle-building.

## Specification

- Certified to BS EN 16630:2015 safety standard
- Manufactured from pre-galvanised steel
- Corrosion resistant
- Quality checked by RPII inspector prior to dispatch
- Supplied with Stainless Steel fixings

## Users

- 2** Suitable for up to two (2) users above 140cm / 4'7" in height

## Features

- Gentle cardiovascular workouts.
- Improved balance, coordination and flexibility.
- Low impact on hip and leg joints – perfect for rehabilitation
- A unique "safety stop" system.

Sunshine Gym, Rowhurst Industrial Estate, Chesterton, Newcastle-Under-Lyme, Staffordshire, ST5 6BD T: 01782 571719 E: sales@sunshinegym.co.uk W: www.sunshinegym.co.uk



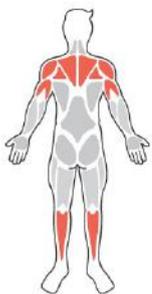
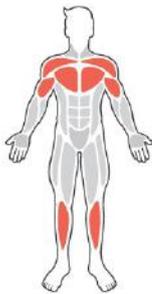
All dimensions are in millimeters, weights in kilograms and capacities in litres, are approximate and do not form any part of the contract. All prices are guide prices only and should be used for estimating purposes only. Broxap Limited reserve the right to change the design, specification or price of any item sold at any time. All prices exclude VAT and delivery. Please Note: All information on this data sheet is subject to orientation (N/E/W) altitude and proximity to buildings, but is sufficient for use as general/preliminary information.

## Double Slalom Skier BX/SG 3002



**Dimensions:**  
1234 x 900 x 1150 mm

### Muscle Groups:



## Product Information

Mimicing the action of winter olympic sport slalom skiing, the Double Slalom Skier works both the upper, lower and core muscles.

This fantastic piece of equipment allows for two users to engage in a workout at the same time. Thus creating a unique way of encouraging social relationships, as well as improving fitness.

## Specification

- Certified to BS EN 16630:2015 safety standard
- Manufactured from pre-galvanised steel
- Corrosion resistant
- Quality checked by RPII inspector prior to dispatch
- Supplied with Stainless Steel fixings

## Users

- 2 Suitable to be used independently or up to two (2) users who are above 140cm / 4'7" in height.

## Features

- Easy to use cardiovascular exercise equipment
- Improved balance and coordination
- A workout for the lower body and core muscles
- Large, plastic edged footplate which is suitable for those with both smaller and larger feet
- A unique safety stop system

Sunshine Gym, Rowhurst Industrial Estate, Chesterton, Newcastle-Under-Lyme, Staffordshire, ST5 8BD T: 01782 571719 E: sales@sunshinegym.co.uk W: www.sunshinegym.co.uk



All dimensions are in millimeters, weights in kilograms and capacities in litres, are approximate and do not form any part of the contract. All prices are guide prices only and should be used for estimating purposes only. Broxap Limited reserve the right to change the design, specification or price of any item sold at any time. All prices exclude VAT and delivery. Please Note: All information on this data sheet is subject to orientation (N,S,E,W) altitude and proximity to buildings, but is sufficient for use as general/prolinary information.



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

## QUOTATION

QUOTE REF: WLLQ5795

Dale Crescent

Quotation from:

Anna Denton

07813 942 393

[adenton@wicksteed.co.uk](mailto:adenton@wicksteed.co.uk)

Date: 05/01/2023

Valid to: 04/02/2023

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

Code	Description	Unit	Qty	Total
Installation	Removal and dispose of 1 x existing Single Air Walker & 1 x existing Double Air Walker	£420.00	1.0	£420.00
<b>FLZ Surfer : Supply &amp; Install Equipment Only</b>				1.0 £3,363.00
6210-095	FLZ Surfer	£2,946.00	1.0	
 6210-095-INST	Installation of FLZ - Surfer	£417.00	1.0	
<b>FLZ Space Walker : Supply &amp; Install Equipment Only</b>				1.0 £3,306.00
6210-087	FLZ Space Walker	£2,889.00	1.0	
 6210-087-INST	Installation of FLZ - Space Walker	£417.00	1.0	
<b>SubTotal</b>				<b>£7,089.00</b>
17.0% Discount				-£1,205.13
Carriage				£350.10
				1.0 £1,107.75
HERAS-001	Heras Fencing Hire		1.0	
STORE-001	Secure Storage on/off site		1.0	
WASTEMANAG	Waste Management	£350.00	1.0	£350.00

Notes: E&oe. Images are indicative. Colours shown are subject to change.

**Total excluding VAT £7,691.72**



Wicksteed is proud of its reputation for quality and uses only the highest quality materials in its equipment. Wicksteed was founded in 1876 and remains Great Britain's leading playground manufacturer, reinforcing our ability to fulfil our promises and obligations arising from our guarantees. Below are the key terms and limitations of each of the guarantees provided by Wicksteed in respect of our equipment and products. If you need any further information or have any questions please contact us at [sales@wicksteed.co.uk](mailto:sales@wicksteed.co.uk).

### ***Our Guarantees***

(See overleaf for specific terms & conditions)

**Lifetime guarantee** against structural failure of steel components manufactured by Wicksteed.

**Lifetime guarantee** against cracking, splitting and delamination on Densetec high density polyethylene panels that form part of the Wicksteed manufactured and supplied products.

**15 year guarantee** against structural failure of stainless steel slides.

**10 year guarantee** against corrosion of Wicksteed manufactured painted steel components.

**5 year guarantee** against corrosion of Wicksteed manufactured Multi Use Games Areas and fencing.

**5 year guarantee** on artificial grass.

**5 year guarantee** against structural failure of bearings and of springs on Spring Mobiles.

**2 year guarantee** against structural failure of consumable parts and components.

**15 year guarantee** against rot and insect infestation of machine rounded structural timber components with steel shoes used on playground equipment.

**10 year guarantee** against rot and insect infestation on laminated pine supports with steel shoes. Also on machine rounded timber installed directly into the ground. These both apply when the timber is used on playground equipment.

**5 year guarantee** against rot and insect infestation on machine rounded timber installed directly into loose fill surfacing and on timber component parts.

**2 year guarantee** against rot and insect infestation on timber used for landscaping purposes including timber used on revetments and mounds.

**5 year guarantee** on Wet Pour surfacing and rubber tiles (including rubber safety grass mats) against faulty materials and workmanship.

**2 year guarantee** on Eco-Tumble surfacing against faulty materials and workmanship.

**1 year guarantee** on Installation works against faulty materials and workmanship.

Signed: *Katherine Perkins*  
Managing Director

Dated: 11th November 2022



# DRAFT QUOTE

Newark Fernwood Community Centre  
Rubys Avenue  
Fernwood  
Newark  
NG24 3RS

**Date**  
17 Nov 2022

**Expiry**  
1 Dec 2022

**Quote Number**  
QU-1185

**Reference**  
FMW - BR

**VAT Number**  
325716700

JP Fire Safety Solutions  
Unit 16  
Beresford Way  
Chesterfield  
S41 9FG

Description	Quantity	Unit Price	VAT	Amount GBP
For JP Fire Safety Solutions to conduct a classroom and practical based Fire Awareness Workshop - Includes external practical exercises	1.00	345.00	20%	345.00
			Subtotal	345.00
			TOTAL VAT 20%	69.00
			<b>TOTAL GBP</b>	<b>414.00</b>

## Terms

Thank you for your interest in our services.

If you are happy with our quotation and you would like to proceed please sign and date the below and return to [info@jpfiresafety.co.uk](mailto:info@jpfiresafety.co.uk). We will then be in touch to arrange the next steps.

### CUSTOMER ACCEPTANCE:

Customer Name (PRINT): \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**From:** R Redfern <business.support@jpfiresafety.co.uk>  
**Sent:** 17 November 2022 10:21  
**To:** clerk@fernwood-pc.co.uk  
**Subject:** Fire Marshal Workshop

Hi Marion

Please find attached a quote for us to carry out a fire marshal workshop for you. The course runs for 2.5hrs. 1.5hrs is a sit down powerpoint discussion session which everyone can be included in, and then for those that want to do the fire marshal element, there is approx 45mins to an hour practical outside using a live fire rig. Each person taking part will receive a certificate at the end. I would need to know how many people will be taking part in the practical so we know how much equipment to carry.

We would require a room suitable to seat everyone and an area outside the size of approximately 4 car parking spaces. We ask for participants to come dressed appropriately for the weather on the day, especially as you are looking for a course in February.

I can offer you any day of the week commencing 13th February 2023.

Arrival would be 9:30am to set up with a 10am start.

Let me know what suits you best.

With kind regards

Becky

## Note to Council regarding the maintenance check on Solar Panels

1. In the Fire Risk Assessment for Fernwood Village Hall that was conducted in November 2022, there was the following recommendation: Solar panels are in place on the roof. It must be noted that the systems for generating or collecting power can be affected by tree debris. A periodic visual inspection is recommended annually and after inclement weather.
2. I have discussed this with the caretaker, and he will be completing visual checks going forward and any issues with debris will be dealt with if found. Checks will be documented as with the other checks that are routinely conducted in the hall.
3. I have investigated checks on solar panels and found a document by [MCS called The Solar PV Guide](#) which contains the following advice on maintenance of solar panels:
  - 7.1 A maintenance schedule including the checks to be undertaken and their frequency is given in Appendix F according to building type/occupancy. *See next page for Appendix F*
  - 7.2 **The maintenance checks suggested along with their frequency are advisory only** and include:
    - Customer checks (visual only)
    - An intermediate maintenance visit by an MCS Contractor
    - A full maintenance visit with more involved tests requiring specialist equipment, again by an MCS Contractor.

*Note: The actual checks required, and how frequent, will be dependent upon system size, the use/occupancy of the building, and ease of roof access along with specific requirements of the customer and any other stakeholders such as insurers.*
4. In November 2022, I contacted 5 MCS registered companies to request full maintenance as per the schedule on the page following this one.
5. At the time of writing this note only 2 companies have responded. One of them suggested the checks may not be necessary and recommended that we investigate installation of batteries to save some of the energy which is sent back to the grid for night-time usage. I will investigate this in due course. He also suggested that we should be able to clean the panels by wiping any moss off the bottom of them.
6. Quotes received.
 

Company 1: Carry out solar pv annual maintenance check £250 + vat  
Clean the solar panels of dirt and debris (this doesn't include stains that cannot be removed) £950 + VAT

Company 2: we can allocate the team for testing works for £1500 per day. Regarding cleaning for this task, you need a local window cleaner.
7. The Council is asked to consider whether they would like to proceed with the checks/cleaning.

# APPENDIX F – MAINTENANCE SCHEDULE

	Customer	MCS Contractor	
		Intermediate	Full
Visual check of modules from ground level (check for slipped modules, damage, soiling etc)	✓	✓	✓
Visual check of inverter where safe access (check for indication of fault or damage)	✓	✓	✓
Recorded generation is increasing	✓	✓	✓
Visual check for signs of structural distress (Particularly after heavy winter snow)	✓	✓	✓
Reduce shading from vegetation growth where possible	✓	✓	✓
AC & DC isolators (Functional check, damage and ingress)		✓	✓
DC junction boxes where present (Damage and ingress)		✓	✓
Integrity of fuses and surge protectors where present		✓	✓
Generation in line with prediction		✓	✓
Inverter(s) mounted securely		✓	✓
Inverter(s) ventilated (Unobstructed airflow, fans operating etc)		✓	✓
Externally mounted inverters free of signs of water ingress		✓	✓
Inverter fault log(s)		✓	✓
AC voltage at inverter(s) and assess risk of overvoltage		✓	✓
DC connectors (Secure, free of damage, supported away from pooling water)		✓	✓
Clean modules (Particularly where shallow pitch and dusty environment)		✓	✓
Test DC circuits (Vsc, Isc, Earth leakage)		✓	✓
Cables adequately supported and free of damage		✓	✓
All labelling & signage present and correct (Including system schematic)		✓	✓
Emergency shutdown procedure visible		✓	✓
Module clamps secure (Check torque of random sample)			✓
Mounting rails secure and free of distortion (Including fixing brackets)			✓
String series resistance test			✓
String insulation resistance test (Riso)			✓
Potential Induced Degredation test			✓
Thermographic survey for faulty components and module cells			✓

Frequency:		10yr	15yr
Domestic Privately Owned	1yr	10yr	15yr
Domestic Rented (Private or Social landlord)	-	5yr	10yr
Public Building (e.g. school, hospital)	6-monthly	1yr	5yr
Commercial and Industrial	monthly	1yr	2yr

Note: the checks above, the categorisation of buildings and systems along with the frequency are advisory only. System size is also a factor such that larger systems may justify an increased frequency and smaller systems a reduced frequency.

Issue: 4.0	COPYRIGHT © The MCS Charitable Foundation 2020	MIS 3002
Date: 16/09/2020		Page 35 of 35

# SLCC

For Local Council Professionals®



## Practitioners' Conference 2023 1 & 2 February

Dear Marion,

A conference designed by clerks for clerks and their councillors; this popular event will be filled with topics chosen by you and will take place in-person at Chesford Grange Hotel, Kenilworth over two days, Wednesday 1 and Thursday 2 February 2023.

The day will feature a blend of workshops with direct practical relevance to parish, town and community councils including:

- How to get your council heard nationally
- Do you run a local market? Get expert advice on how from NABMA
- Look at how you can create an anti-racist council
- As a leader it's crucial that you take care of your well-being - discover the importance of self-care and learn how to control the less helpful thoughts and voices in our minds

- Are you abreast of any government reforms of the planning system? Examine the most significant developments to date
- For those councils who manage cemeteries, it's important to remember memorial safety and your various duties and responsibilities
- Have you ever dealt with a crisis? Learn how to prepare for potential challenges
- Get some helpful tips for completing external funding bids and discover potential sources of funding
- Get some useful advice on managing village halls

#### Delegate Cost

Join us for the Full Conference for £330 + VAT for Members and £430 + VAT for Non Members, or you can come as a Day Delegate for £120 + VAT per day for Members and £170 + VAT for Non Members.

Discover more about just some of your sessions below:



#### Get Your Council Heard Nationally Emotional and Mental Health in Leadership

*Claire Mullin, Senior Education and Engagement Officer for the West Midlands, UK  
Becky Walsh, Personal Power Specialist*

Anything from sleep problems, fatigue, irritability, worry, stress, depression and anxiety can hold you back - look at how our perceptions of ourselves can cause these symptoms and discover the thoughts and voices in our minds and how to control the less helpful ones.



#### How ready are you for a crisis?

*Karen Ainley, Lead Trainer and CEO of Mosaic Media Training*

In this session Karen will help you learn how to recognise a crisis and how you can prepare.

You'll learn the key components of a crisis communications plan, and the skills you need to develop your key messages.

## **Introduction**

In September 2022, Fernwood Parish Council requested that NCC put speeding tubes on Hollowdyke Lane following a resident raising concern over the speed of some vehicles using the lane. This had also been raised by a resident that responded to the crime survey, and feedback on the Hollowdyke Lane survey indicates that many residents have concern regarding the speed of traffic on the lane.

We are aware that Allison Homes will be submitting a planning application for the fields on the east side of Hollowdyke Lane, but we estimate that this development will be done at least 8 years from now based on their projection of numbers of houses to be built per annum.

A response was received from Nottinghamshire County Council in January 2023 detailing that they will not proceed on this occasion (the full email can be read in the Hollowdyke Lane Survey Results report which is included in this agenda pack). The response does not seem to consider the safety concerns that have been raised and appears to indicate that they are prepared to leave the speed limit on the road (60mph) as it is until changes are made as part of the next Allison Homes Development.

## **History**

In 2020 Barratt David Wilson Homes began to use Hollowdyke Road as the access route to their new development and installed 20mph signs in the direction of accessing the site, not leaving. The Parish Council asked BDWH if it would be possible to move some of the existing signs to face in the opposite direction. In May 2021 after many months of no action, a discussion took place with Via East Midlands who advised us that no traffic order was in place to allow the signs and that 'a 20mph speed limit cannot be used in these circumstances, the lowest suitable limit would be a 30mph one'. Two options were put forward, for BDWH to apply for a Temporary Traffic Regulation Order and install 30mph signs, or to put 20mph advisory signs which are not enforceable. Whilst Fernwood Parish council made it clear over a number of emails that their preferred option was for a 30mph limit, the local county councillor preferred advisory signs; so advisory signs were installed in December 2021.

## **Next Steps**

The Council is asked to consider paying for a private company to lay down speeding tubes to assess the speed of traffic on Hollowdyke Lane. If the results indicate that the majority of traffic is travelling at 30-40mph, the Council may be more confident that we can wait until the developer delivers changes to the road (likely to be a planning condition of any new development proposed). If a significant amount of traffic is going 50-60mph, the Council may wish to approach NCC regarding working together to reduce the speed limit sooner.

## **Quote 1**

We are required to notify NCC for a street works permit for which there is normally a fee of £75.00. With yourselves being a PC I guess that figure may be waived but a licence is still necessary.

Our fees to undertake the survey for a period of one week would be £ 250.00 excl VAT.

We can normally undertake a survey within a few days of confirmation to proceed.

## Quote 2

### TRAFFIC SURVEY, FERNWOOD

Thank you for your email dated 21/12/22, we are pleased to provide a quotation to undertake traffic count surveys as specified and detailed below.

#### Automatic traffic count

1 survey location, 7 day survey period, 60 minute survey intervals, Speed/Classified data by direction.

The counter would be checked during the survey period to ensure that any data loss is kept to a minimum.

The survey results will be provided electronically in Excel spreadsheets, a hard copy can be provided if requested. Results would be provided within 2 working days from completion of the survey.

#### Quotation: £250.00 excluding VAT

If appointed, we can currently undertake the survey during January (precise dates to be agreed) subject to receiving a works permit from Nottinghamshire Council.

We have to apply to Leicestershire highway department who then pass the request on to Nottinghamshire, there is a permit fee of £75 if the data is shared with the council or £125 if not to be shared. The permit fee will be paid by NDC add the cost added to the final invoice.

The counters would be installed and removed by experienced personnel and generally during periods of light traffic (off peak hours) with all activities undertaken at the edge of the carriageway. Personnel would have appropriate PPE and use highway/motorway standard vehicle (chevrons/beacons etc.) plus small element of signing (keep left/right & men at work) and coning. *We have not allowed for any other Traffic Management (TM) provision nor associated documentation and should this be required then all services will be provided by an independent TM Contractor at additional costs.*

## Quote 3

Requirement	Survey Period	Price (exc. VAT)
1 x Automatic Traffic Count (ATC) Survey	7 consecutive days 0000-2400 (168 hours total)	£585
Nottinghamshire County Council licences		£75
<b>Grand Total</b>		<b>£660</b>

#### Notes

- Traffic Management required by Local Authorities or Highway Operators are not included.
- Licence fees are based on data being shared with Nottinghamshire County Council. If data is not shared licences are £125.
- Nottinghamshire County Council require 5 days to process licences.

#### Availability and Delivery Timescale

- Assuming the correct permission(s) to proceed with the survey are received from the authorities in good time we are available to complete the survey in late January 2023.
- The data processing time for work of this scope is typically 10-12 working days. Our Operations team will be able to provide a specific date for data delivery once site work has concluded. If you have any questions or would like to discuss delivery timescales, please contact us.

#### Validity

- Our quotation is valid for 30 days from the date of this document.

### Quotes for Coat of Arm Framing<sup>7</sup>

#### 1. Local Company 1:

Thank you for your email, please see the quote below to frame a coat of arms including seals, to the sizes given in your previous email.

- Gold Frame - £212.40
- Inner frame - £39.91
- Museum Glass 99% UV - £147.36
- Layout using Conservation quality materials - £132.52
- Conservation Blue Suedette Mount - £41.65
- Internal Edge Trimming - £25.20
- Backing board - £6.66

Total inc VAT  
£605.70

(£504.75 ex VAT)

I am not sure if the original mount is a suedette mountboard or material, I have found a Conservation quality suedette mountboard in a similar colour, but we can decide on colour choice if you were to go ahead with the order, we can also get in a sample of frame moulding for you too. Please see the attached images for the mount and frame suggestion. Just to clarify, I can mount and frame the coat of arms including the seals and lids without using any glues and will take into consideration any expansion or contraction.

#### 2. Local Company 2:

The cost to frame the coat of Arms would be £756.00. (Not VAT registered)  
That is framed to full conservation standards as requested & Museum glass to provide full UV protection.

#### 3. College of Arms:

Framing has to be done by a specialist using acid free materials, no adhesives and UV glass (to inhibit fading); my man charges £845 for this currently. (Not VAT registered)

#### Initial Brief:

Fernwood Parish Council will be receiving a Coat of Arms shortly and I am tasked with getting quotes to have it framed. We would like it to be framed like the one in the attached photograph. The average vellum measures 54cm wide by 38 long, plus 12 for the seals and ribbons. When framed it is 80 wide and 77 long.

We need a specialist framer as no adhesives can be used - water based will make the skin expand and the paint drop off, and spirit based will stain it permanently. The framing needs to be with acid free materials and UV glass (to inhibit fading); also, vellum expands and contracts up to a couple of mm according to temperature and humidity so this needs to be taken into account. We would like the seals as on the photo attached the coat of arms is framed in a frame within a frame to allow the seals to be included; with a plug for each seal lid. Please could you advise if you would be able to quote for this.

**From:** admin@saaa.co.uk <admin@saaa.co.uk>

**Sent:** 01 December 2022 17:30



<sup>7</sup> VAT will be reclaimed

To: clerk@fernwood-pc.co.uk

Subject: Notification of external auditor appointment

## **Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27**

**Fernwood Parish Council, Nottinghamshire,**

Dear Clerk/RFO/Chairman, Fernwood Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: [www.saaa.co.uk](http://www.saaa.co.uk).

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

### **Exempt authorities**

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

**All** authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

### **Annual Governance and Accountability Return (AGAR)**

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in *'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide'*, and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - [www.nalc.gov.uk](http://www.nalc.gov.uk)

Society of Local Council Clerks - [www.slcc.co.uk](http://www.slcc.co.uk)

Association of Drainage Authorities - [www.ada.org.uk](http://www.ada.org.uk)

Yours faithfully,

**Smaller Authorities' Audit Appointments Ltd**

## Appendix

### **Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27**

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

### **Your Authority's Audit Appointment for 2022-23 to 2026-2027**

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,  
SBA Team,  
15 Westferry Circus,  
Canary Wharf,  
London E14 4HD  
Email: [sba@pkf-l.com](mailto:sba@pkf-l.com)  
Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

### **Scales of Fees 2022-23 to 2026-27**

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

#### **Scales of audit fees**

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

**Table1 - Scale of fees for bodies subject to limited assurance review**

<b>INCOME/EXPENDITURE BAND (£)</b>	<b>FEE FOR LIMITED ASSURANCE REVIEW (£)</b>	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	

50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

**Note:** An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

### Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

### Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

**Table 2 - Maximum hourly rates for additional work at smaller authorities**

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

### Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

**SAAA** – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN [www.saaa.co.uk](http://www.saaa.co.uk)



# **Fernwood Parish Council Budget Proposal for 2023/24**

**Prepared by: Marion Fox Goddard, Parish Clerk and Responsible Financial Officer**

**Date: January 6<sup>th</sup> 2023**

## Introduction

This document outlines the proposed budget for the next financial year and the projected outcome for this year. The budget proposed differs from the previous years' budgets for various reasons; the main ones being receipt and use of Community Infrastructure Levy (CIL) and increased costs due to the current economic situation. There are notes explaining variations from last years figures in detail.

The Parish Council continues to have a significant level of reserves which includes over a million pounds of CIL – (see Appendix 2 for current financial position) which are being kept in anticipation of the Council taking ownership of the open spaces in Fernwood. When this is possible the Council will be in a better position to improve facilities in the village and the funds will be used for this purpose. A proposed CIL Policy will be on the January 16th, 2023, Parish Council agenda for the Council to consider. A consultation with the residents of Fernwood will follow shortly afterwards.

Appendix 3 contains a medium term financial plan.

If you have any questions regarding this budget document, please email the Parish Clerk and Responsible Financial Officer: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

## Payments

Parish Council and Village Hall Payments Budget for 2022/23			Review after 3rd quarter of 2022/23 and Budget Proposal for 2023/4			
Type of Payment	Final Expenditure 2021/22	Budget 2022/23	Agreed 2022/3 Forecast Revisions @ 30/9/22	Expenditure up to 31/12/22	Current Projected Outturn for 2022/23	Proposed Budget for 2023/24
<b>Administration</b>						
Salaries and statutory payments:PAYE, NI and Pension	£ 57,097	£ 68,500	£ 79,000	£ 56,235	£ 76,556	£ 85,139
Training	£ 84	£ 750	£ 750	£ 403	£ 750	£ 788
Copier Rental & Printing	£ 1,493	£ 1,600	£ 1,700	£ 1,216	£ 1,700	£ 1,700
Telephone & Broadband & Website	£ 1,246	£ 1,350	£ 1,350	£ 974	£ 1,350	£ 1,418
Stationery	£ 226	£ 250	£ 350	£ 195	£ 350	£ 368
IT	£ 528	£ 500	£ 500	£ 178	£ 250	£ 263
Licences	£ 880	£ 950	£ 950	£ 568	£ 2,103	£ 2,381
Postage	£ 13	£ 25	£ 25	£ 14	£ 25	£ 26
Expenses & Mileage	£ 203	£ 200	£ 400	£ 335	£ 400	£ 420
Insurance	£ 1,621	£ 1,700	£ 2,241	£ 2,241	£ 2,241	£ 2,577
Bank charges	£ 144	£ 150	£ 150	£ 108	£ 150	£ 75
Legal	£ 6,493	£ 5,000	£ 5,000	£ 1,502	£ 5,000	£ 5,250
Audit Fees	£ 845	£ 900	£ 750	£ 712	£ 900	£ 945
Individual Items	£ 5,083	£ 8,000	£ 21,000	£ 20,237	£ 23,500	£ 8,400
Memberships: NALC, SLCC etc	£ 383	£ 900	£ 1,050	£ 920	£ 1,050	£ 1,103
Election Charges						£ 4,000
<b>Capital Projects</b>						
Signage & Maps		£ 500	£ 500	£ 2,193	£ 12,500	£ 20,000
Woodland purchase	£ 19,000					
Street lamp/path repairs	£ -	£ 18,500	£ 18,500	£ 1,766	£ 18,500	£ 500
Architectural Services/Professional services	£ 1,902	£ 1,800	£ 3,900	£ -	£ 5,700	£ 4,000
Park upgrade	£ -					£ 100,000
<b>Grounds Maintenance</b>						
Play equipment safety checks	£ 186	£ 300	£ 300	£ 114	£ 300	£ 315
Ground Maintenance (Grass & Trees)	£ 95	£ 3,500	£ 3,500	£ 8,494	£ 11,000	£ 15,200
<b>Section 137 Grant</b>	£ 625	£ 3,000	£ 3,000	£ 1,400	£ 3,000	£ 3,000
<b>Promotional Activities</b>						
Publications	£ 730	£ 1,600	£ 1,600	£ 1,140	£ 1,850	£ 1,540
Events	£ 639	£ 3,000	£ 4,929	£ 4,929	£ 4,929	£ 5,422
<b>Village Amenities</b>						
Defibrillators	£ 104	£ 250	£ 350	£ 318	£ 350	£ 368
Dog Bin Emptying	£ 2,402	£ 3,000	£ 3,600	£ 3,634	£ 3,600	£ 3,931
Neighbourhood Watch and CCTV	£ -		£ 20,000		£ 20,000	£ 1,000
<b>Village Hall</b>						
Advertising	£ -	£ 500	£ 540	£ 540	£ 540	£ 567
Waste Removal	£ 932	£ 1,400	£ 1,500	£ 1,127	£ 1,357	£ 1,425
Legionella Testing	£ 628	£ 1,500	£ 1,500	£ 1,312	£ 1,500	£ 1,250
Maintenance including Boiler, CCTV and Intruder Alarms	£ 3,708	£ 3,500	£ 4,500	£ 4,153	£ 4,500	£ 4,725
One off Maintenance Services (e.g. PAT, Fixed electrics)	£ 2,784	£ 2,100	£ 1,300	£ 1,522	£ 1,300	£ 1,365
PHS Hygiene Solutions and Cleaning Products	£ 544	£ 400	£ 400	£ 304	£ 410	£ 431
Cleaning supplies/services	£ 1,790	£ 2,200	£ 2,500	£ 1,952	£ 2,500	£ 2,625
Utilities	£ 4,176	£ 6,000	£ 7,000	£ 4,031	£ 7,000	£ 9,500
Solar Panel maintenance	£ -	£ -	£ -	£ -	£ 1,500	£ 1,575
<b>Youth Project</b>						
Youth Services	£ 14,486	£ 12,000	£ 12,000	£ 1,731	£ 10,948	£ 12,181
<b>Total</b>	£ 131,070	£ 155,825	£ 206,635	£ 126,498	£ 229,609	£ 305,773

Total expenditure budget for 2023/24 £305,773. The table on page 4 shows proposals for how we can fund this expenditure.

<b>Projected Sources for 2023/24 expenditure</b>	
Income Source	Amount
CIL	£ 151,000
Precept	£ 89,112
Village Hall income/feed in tariff	£ 37,250
VAT rebate	£ 6,500
Interest	£ 20,000
Reserves	£ 1,911
<b>Total</b>	<b>£ 305,773</b>

## Receipts

<b>Parish Council and Village Hall Receipts Budget after 3rd quarter of 2022/23 and Budget Proposal for 2023/4</b>						
Income Source	Final Income 2021/22	Original Budget 2022/23	2022/23 Forecast revisions @ 30/9/22	Income up to 31/12/22	Current Projected Outturn 2022/23	Proposed Budget 2023/24
Precept	£ 71,619	£ 80,949	£ 80,949	£ 80,949	£ 80,949	£ 89,112
VAT rebate	£ 1,787	£ 2,500	£ 6,000	£ 4,637	£ 6,500	£ 6,500
CIL	£ 59,616		£ 882,000	£ 964,338	£ 964,338	£ 489,435
Regular Hire	£ 19,187	£ 18,000	£ 26,000	£ 20,487	£ 26,000	£ 26,000
Other Hire / Events	£ 8,165	£ 7,000	£ 7,000	£ 6,307	£ 8,000	£ 8,000
Bar Profits	£ 259	£ 250	£ 250	£ 1,283	£ 1,600	£ 1,750
Feed in Tariff	£ 1,469	£ 1,500	£ 1,500	£ 1,465	£ 1,500	£ 1,500
Grants	£ 10,100	£ 1,000	£ 1,900	£ 1,900	£ 1,900	£ -
Interest	£ 1,710	£ 1,400	£ 3,000	£ 4,961	£ 8,000	£ 20,000
Advertising Income	£ 675	£ 600	£ 600	£ 425	£ 600	£ 600
<b>Total</b>	<b>£ 174,587</b>	<b>£ 113,199</b>	<b>£ 1,009,199</b>	<b>£ 1,086,752</b>	<b>£ 1,099,387</b>	<b>£ 642,897</b>

## Explanations for Significant Increases/Changes between the 2022/23 and 2023/24 Budget

Expenditure	Reason for changes
Salaries and related expenditure	Clerk hours increased permanently from 30 to 37 hours per week from April 2022. Nottinghamshire Local Government Pension employer rate will increase from 20.2% to 21.3% in 2023/24 Administration Assistant recruited and started in October 2022 (15 hours per week) National pay award for 2022/23 higher than originally forecast.
Individual Items	Detail can be found in appendix 1. These are items that do not fall under the other expenditure headings. They tend to be one off purchases, for example dog bins/floor cleaning machine, or items that we do buy each year but do not warrant a budget line of their own due to the relative low expenditure, for example Remembrance Day wreaths. Appendix 1 has details of the individual item expenditure breakdown for the 2022/23 up until the end of December.  CIL has been used for items such as the Coat of Arms and bins/dog bin.
Architectural Services/ Professional Services	The Council is exploring the possibility of having a new large hall on the back car park. A parking survey is planned in the new year for us to access whether an application is feasible. CIL will be used for this project.
CCTV	In August 2022, the Council has requested 2 cameras for increased CCTV provision in Fernwood Central – one on Rubys Walk and one over the playing field.
Election charges	The 2023 May election for Fernwood Parish Council may be a contested election which will mean a cost of £4000-5000 costs to the Parish Council.
Events	Jubilee celebrations in 2022 costed more than originally budgeted but the event was successful. We also arranged play events during the summer holidays which were well received. Propose to do similar events in 2023.
Ground Maintenance	High in 2022/23 and 2023/24 due to work being done in Costall Woods to bring it to acceptable standard (behind Fernwood Day Nursery). A significant amount of tree work was done in 2022/23 and I have allocated £10,000 for the area behind Marron Court which is being designed and will be consulted on early in 2023. CIL has been used for this project.
Licences	Licence fees have increased significantly as the Council has decided to move to an accounting package (Scribe) rather than use Excel for management of the accounts from April 2023 onwards. Use of a package for accounts is something the Clerk has wanted to move to for some time. The subscription will start in February to allow staff to prepare the system for accounting for future financial years.
Park Upgrade	The land transfer of the open spaces in Fernwood central should be finalised in 2023/24 so we will be able to work with FirstPort to renew the current play provision in central Fernwood. CIL will be used for all of this.
Signage and maps	Expenditure on these items will be higher than in previous years due to the planned purchase of: <ul style="list-style-type: none"> <li>• Costall Woods – advisory sign</li> <li>• Interactive speed sign for Dale Way</li> <li>• Welcome to signage for the edges of the parish.</li> </ul> CIL will be used for all of these.
Utilities	We have avoided major energy cost increases due to having fixed price contract for electricity (up to July 2023) and gas (fixed until May 2024). Annual estimate for electricity on new contract £8000 p.a. Estimate for a new gas contract: £17000 p.a. I have factored in the increase in electricity into the overall budget for 2023/24. We will need to keep a close eye on the energy market over the next year and take a decision on how to proceed with new energy contracts.

<b>Income</b>	<b>Reason for changes</b>
Precept	The Council Tax Base has increased due to new properties being built in the village. The proposed precept request is £89,112. This is the same band D rate of £75.05 as last year.
Community Infrastructure Levy (CIL)	We have received a significant amount of CIL in 2022/23 from the Allison Homes and Barratt David Wilson Homes developments. £489,435 further CIL is due in 2023/24 and more is due in future years from Allison Homes and Persimmon. A CIL policy has been drafted and we will consult with residents early in 2023 regarding CIL expenditure
Hall hire	The original budget for 2022/23 was cautious considering the situation with the pandemic when it was set. We are pleased to report that hall hire income is now exceeding pre-Covid 19 levels. The Council will review hire charges in July 2023.
Interest	With significant levels of CIL invested with CCLA and the current economic situation, the Council is receiving significant amounts of interest. As CIL projects are delivered and as interest rates change this will reduce and this is very much dependent on the performance of the Public Sector Deposit fund. That said, the £20,000 forecast is conservative and if returns remain as they are at the time of this budget proposal, the Parish Council will receive significantly more than the forecast.

## Appendix 1: Individual Items bought in 2022/23 up to 31/12/22

### Parish Council

Supplier	Total Cost	Item Bought
College of Arms	£ 14,555	Coat of Arms
Glasdon	£ 1,425	2 bins and dog bin
Jonathan Wild Garden Landscapes	£ 625	Design for area behind Marron Court
Kirk and Bills	£ 526	Bin installation
Balderton Parish Council	£ 340	Contribution to road closure for Remembrance Sunday
Genpower	£ 265	Leaf blower
LexisNexis	£ 132	Book: Local Council Administration
Royal British Legion	£ 68	Wreaths
Amazon	£ 56	Garden dibbers
Amazon EU S.à r.l., UK Branch	£ 29	No ball games sign
Amazon	£ 24	Hi vis jacket
Pa Dowding	£ 16	Geocache containers
<b>Total</b>	<b>£ 18,060</b>	

### Village Hall

Supplier	Total Cost	Item Bought
ESPO	£ 1,457	Numatic Scrubber /Dryer
Intelligent	£ 272	Changing table
Travis Perkins	£ 104	Paint
Newark Locksmiths	£ 100	Spare front door keys
Inspire Tch UK Ltd	£ 92	Urn
County Court Business Centre	£ 35	Claim for unpaid hall fees
Shanghai LeYoung Trade Co LTI	£ 30	Beakers
Invero Ltd	£ 24	Beakers
Garden Ornaments & Accessorie	£ 18	Bird bath
Amazon	£ 17	Decorating items and sellotape dispenser
Amazon	£ 12	Teaspoons
Assured Products ltd	£ 11	Decorating items
Wilko	£ 5	Xmas lights
<b>Total</b>	<b>£ 2,177</b>	

## Appendix 2: Bank Reconciliation from December 31<sup>st</sup>, 2022

### Bank Reconciliation Fernwood Parish Council

Period Ending 31-Dec-22

Prepared by: *Marion Fox Gaddard, Clerk*

Date: 03 January 2023

Approved by:

Date:

#### Balance per bank statement as at 31-December-2022

	£	Total £
TSB Current Account - Parish Council	£22,680.18	
TSB Reserve Account - Parish Council	£59,021.65	
Unity Trust - Parish Council	£13,579.48	
TSB Current Account - Village Hall	£8,266.82	
TSB Reserve Account - Village Hall	£7,208.79	
Unity Trust - Village Hall	£13,590.37	
Nationwide	£83,928.27	
Redwood	£85,000.00	
Virgin Money	£85,000.00	
CCLA Investment Management Limited	£950,001.00	
Petty Cash	None held	
		<b>1,328,276.56</b>
<b>Less: any unpresented cheques/BACS payments at 31-December-2022</b>		<b>£0.00</b>
<b>Add: any unbanked cash / cleared cheques at 31-December-2022</b>		<b>£0.00</b>
<b>Net bank balances as at 31-December-2022</b>		<b><u>£1,328,276.56</u></b>

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

##### CASH BOOK

Opening Balance	£368,022.85
Add: Receipts in the year	£1,086,751.96
Less: Payments in the year	£126,498.26

**Closing balance per cash book as at 31-December-2022** **£1,328,276.56**

##### Ringfenced Amounts

General Reserve	£181,084.95
CIL	£1,147,191.61
	<b><u>£1,328,276.56</u></b>

CCLA investments have been moved into the listed balances.

## Appendix 3: Medium Term Financial Plan

Medium Term Financial Plan - CIL receipts and expenditure included						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Payroll</b>	£ 76,556	£ 85,139	£ 89,396	£ 93,866	£ 98,559	£ 103,487
<b>Other expenditure</b>	£ 141,053	£ 220,631	£ 100,607	£ 102,665	£ 105,951	£ 110,110
<b>Total Expenditure</b>	£ 217,609	£ 305,770	£ 190,003	£ 196,531	£ 204,510	£ 213,597
<b>Income (without precept)</b>	£ 1,018,438	£ 553,785	£ 126,771	£ 64,350	£ 64,350	£ 64,350
<b>Net expenditure</b>	-£ 800,829	-£ 248,015	£ 63,232	£ 132,181	£ 140,160	£ 149,247
<b>Precept</b>	£ 80,949	£ 89,112	£ 98,521	£ 108,300	£ 118,430	£ 128,922
<b>Surplus/Deficit</b>	£ 881,778	£ 337,127	£ 35,289	-£ 23,881	-£ 21,730	-£ 20,325
<b>Balance brought forward</b>	£ 368,023	£ 1,249,801	£ 1,586,928	£ 1,622,218	£ 1,598,337	£ 1,576,607
<b>Balance carried forward</b>	£ 1,249,801	£ 1,586,928	£ 1,622,218	£ 1,598,337	£ 1,576,607	£ 1,556,282
<b>Council Tax Base</b>	1078.60	1187.37	1287	1387	1487	1587
<b>Band D Council Tax Charge</b>	£ 75.05	£ 75.05	£ 76.55	£ 78.08	£ 79.64	£ 81.24
<b>Precept</b>	£ 80,949	£ 89,112	£ 98,521	£ 108,300	£ 118,430	£ 128,922
At this stage, I have estimated that the council tax base increases by 100 each year. However, this is dependent on new build occupations. If the market recovers with Barratt David Wilson Homes, Allison Homes and Persimmon Homes building this figure could be significantly higher. It could be lower though; we will need to monitor this.						
The projected CIL income is from Barratt David Wilson Homes and Allison Homes phase 1 only (a further £278,670 is expected from Allison Homes and over 1 million from Persimmon Homes). As we have no indication of when this will be paid this has not been built into this 5 year plan but some of it is likely to arrive during this period.						
From 2024/25, a 2% increase in precept p.a has been projected to mitigate rising fuel costs/inflation and the impact this has across the expenditure budget. In 2024/25, this represents a £1.50 per annum increase to the band D tax payer.						
In 2023/24 the following projects have been included in CIL expenditure :						
- Signs and maps (Welcome to, Interactive Sign, Costall Woods)						
- Fernwood Central park upgrade						
- Improvement of the area behind Marron Court						
- Youth club						
Costs for other potential projects have not been included in the forecast at this stage although it is likely the Council will consider expenditure on these in the next financial year. The Council will also be consulting on CIL expenditure which could lead to additional projects.						

## Medium Term Financial Plan - CIL receipts and expenditure excluded

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Payroll</b>	£ 76,556	£ 85,139	£ 89,396	£ 93,866	£ 98,559	£ 103,487
<b>Other expenditure</b>	£ 51,053	£ 60,631	£ 75,607	£ 77,665	£ 80,951	£ 85,110
<b>Total Expenditure</b>	£ 127,609	£ 145,770	£ 165,003	£ 171,531	£ 179,510	£ 188,597
<b>Income (without precept)</b>	£ 54,100	£ 64,350	£ 64,350	£ 64,350	£ 64,350	£ 64,350
<b>Net expenditure</b>	£ 73,509	£ 81,420	£ 100,653	£ 107,181	£ 115,160	£ 124,247
<b>Precept</b>	£ 80,949	£ 89,112	£ 98,521	£ 108,300	£ 118,430	£ 128,922
<b>Surplus/Deficit</b>	£ 7,440	£ 7,692	-£ 2,132	£ 1,119	£ 3,270	£ 4,675
<b>Balance brought forward</b>	£ 150,470	£ 157,910	£ 165,602	£ 163,471	£ 164,590	£ 167,860
<b>Balance carried forward</b>	£ 157,910	£ 165,602	£ 163,471	£ 164,590	£ 167,860	£ 172,535
<b>Council Tax Base</b>	1078.6	1187.37	1287	1387	1487	1587
<b>Band D Council Tax Charge</b>	£ 75.05	£ 75.05	£ 76.55	£ 78.08	£ 79.64	£ 81.24
<b>Precept</b>	£ 80,949	£ 89,112	£ 98,521	£ 108,300	£ 118,430	£ 128,922
<b>CIL</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
<b>CIL Expenditure</b>	£ 90,000	£ 160,000	£ 25,000	£ 25,000	£ 25,000	£ 25,000
<b>CIL Income</b>	£ 964,338	£ 489,435	£ 62,421	£ -	£ -	£ -
<b>Balance brought forward</b>	£ 217,553	£ 1,091,891	£ 1,421,326	£ 1,458,747	£ 1,433,747	£ 1,408,747
<b>Balance carried forward</b>	£ 1,091,891	£ 1,421,326	£ 1,458,747	£ 1,433,747	£ 1,408,747	£ 1,383,747
<p>At this stage, I have estimated that the council tax base increases by 100 each year. However, this is dependent on new build occupations. If the market recovers with Barratt David Wilson Homes, Allison Homes and Persimmon Homes building this figure could be significantly higher. It could be lower though; we will need to monitor this.</p>						
<p>The projected CIL income is from Barratt David Wilson Homes and Allison Homes phase 1 only (a further £278,670 is expected from Allison Homes and over 1 million from Persimmon Homes). As we have no indication of when this will be paid this has not been built into this 5 year plan but some of it is likely to arrive during this period.</p>						
<p>From 2024/25, a 2% increase in precept p.a has been projected to mitigate rising fuel costs/inflation and the impact this has across the expenditure budget. In 2024/25, this represents a £1.50 per annum increase to the band D tax payer.</p>						
<p>In 2023/24 the following projects have been included in CIL expenditure :</p> <ul style="list-style-type: none"> <li>- Signs and maps (Welcome to, Interactive Sign, Costall Woods)</li> <li>- Fernwood Central park upgrade</li> <li>- Improvement of the area behind Marron Court</li> <li>- Youth club</li> </ul>						
<p>Costs for other potential projects have not been included in the forecast at this stage although it is likely the Council will consider expenditure on these in the next financial year. The Council will also be consulting on CIL expenditure which could lead to additional projects.</p>						



## **DRAFT Community Infrastructure Levy Policy**

**For consideration on January 16th, 2023**

### 1. Introduction

The Community Infrastructure Levy (CIL) is the way Newark and Sherwood District Council (N&SDC) collect financial contributions from developers to help pay for new and improved infrastructure. It is calculated on a pounds (£) per square metre basis of new development. Section 106 agreements are used for certain site-specific infrastructure such as contributions to education and health provision.

The CIL regulations require N&SDC to pass a proportion of CIL funds raised in developments in the Fernwood Parish to Fernwood Parish Council. Fernwood has a neighbourhood plan which means the parish council receives a CIL proportion of 25%, uncapped<sup>8</sup>.

### 2. What can CIL be spent on?

Guidance on CIL is available at [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/community-infrastructure-levy)<sup>9</sup>. By law, CIL money must be spent on the provision, improvement, replacement, operation, or maintenance of infrastructure needed to support development<sup>10</sup>.

CIL can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development, below are some examples of what could be funded with CIL:

- educational facilities
- health facilities
- prevention of crime and anti-social behaviour, for example CCTV installations
- public realm enhancements e.g., open spaces improvements, play facilities upgrade
- transport infrastructure, e.g., junction improvements to improve safety
- sports and other recreational facilities
- social and community facilities
- feasibility studies and research to enable the identification of eligible infrastructure projects.

Appendix 1 contains details areas that Fernwood Parish Council has spent CIL funding on up the end of 2022.

<sup>8</sup> The figure passed to parish councils where the parish doesn't have a neighbourhood plan is 15% and subject to an annual cap (equivalent to £100 per dwelling).

<sup>9</sup> <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

<sup>10</sup> [Planning Act 2008 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2008/24/section/106) - 'Infrastructure' is broadly defined in the Town and Country Planning Act 2008

### 3. Annual Reporting and Financial Control

The Council must make proper arrangements for administration of its financial affairs as set out in Section 151 of the Local Government act 1972 and the Accounts and Audit (England) Regulations 2011.

The Council ensures that statutory and regulatory guidance is followed, and that best practice is maintained.

An annual report is published detailing funds received and spent. Example reports are available in appendix 2 . The report sets out the following:

- The total amount of CIL received for the financial year
- The total amount of CIL spent in the financial year
- A summary of expenditure including details of what projects CIL was spent on
- Any CIL that has been handed back to the district council
- The total amount of CIL from the financial year unspent and the total amount of CIL from previous years unspent

Reports are published no later than 31 December following the reported year (e.g., for the financial year 2022/23 the report must be published by 31 December 2023).

The reports are published on our website and sent to N&SDC's Infrastructure and S106 Officer.

The Council will ensure that its procedures for recording CIL are correct as part of the annual internal audit exercise.

### 4. How much CIL does Fernwood have and how much more will we receive and when?

Fernwood Parish Council has received **£1,216,274** of CIL up to 31st December 2022. With thousands more houses due to be built in the parish over the next 10 years, it is projected that the Council will receive over **£600,000** more of CIL from the Barratt David Wilson Homes (BDWH) and Allison Homes (AH) developments. These figures do not consider the CIL that the Parish Council will receive from the Persimmon Homes<sup>11</sup> development.

N&SDC have advised the Parish Council on when receipts are due, but these are dependent on progress of developments and may change. The latest projection from N&SDC can be found in Appendix 3. At this stage we have a projection for CIL payments from the Barratt David Wilson Homes (BDWH) and Allison Homes (AH) development, but we do not have figures for the Persimmon Homes development.

### 5. Community Engagement

The Council will seek community feedback on its CIL expenditure proposals using:

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<sup>11</sup> Persimmon have outline planning permission to build 1800 homes, we understand they are due to submit their reserved matters in the next couple of months so envisage construction will commence in 2023. We have not had projected figures for CIL for this development, but it is likely to exceed the BDWH (1050 homes) and AL (350 homes) figures combined.

- Online consultations promoted on the Parish Council website and on social media pages: Fernwood Parish Council Facebook page posts forwarded to local Facebook groups.
- The Council will publicise surveys on their notice boards to reach out to those residents not online<sup>12</sup>.
- A report to the Parish Council meeting twice a year (all agendas published on notice boards and online).
- An annual report on CIL posted to the Parish website and published in the Fernwood gazette.
- Parish Council meetings (Agendas are published and all residents are welcome to attend).

There are instances when the Council will use CIL without directly consulting with residents.

Examples include relatively low expenditure on existing council assets and projects that the Council has already committed to. For example, we would not consult on spending money on individual purchases for bringing the woodland (behind Fernwood day nursery) up to standard or minor works at Fernwood village hall or on Dale Crescent.

All proposed expenditure is published on parish council agendas though, so residents can see these<sup>13</sup>.

## 6. Grant awarding policy

Grants of up to £5,000 are available to Community Groups and other organisations to enhance their work. For the Council's grant policy and application form – visit [xxxxxx](#)

## Appendix 1: CIL Expenditure up to December 2022 and where CIL expenditure is planned

What CIL has been used for

To date Fernwood Parish Council has used CIL on the following projects:

- Coat of arms
- New/replacement dog bins
- Play session (August 2022)
- Signs (with children's artwork) around the park in Fernwood central
- Village Hall transfer legal costs
- Village Hall improvements
- Woodland purchase and all related costs
- Youth Club provision (up to June 2023)

What we plan to use some of the CIL for

Further expenditure has been earmarked for the following projects:

- CCTV over the Fernwood central park and on Rubys Walk (through the N&SDC CCTV partnership)
- Dale green – shrubbery and replacement of gym equipment

<sup>12</sup> Parish Council notice boards are located on the side of Fernwood Village Hall, in the porch of Fernwood Village Hall and on Goldstraw lane (at the end of Rubys Walk).

<sup>13</sup> Planned expenditure will be listed in the finance section of parish council agendas. Residents are welcome to contact the parish clerk or attend the parish council meetings, should they wish to comment on this.

- c. Interactive speed camera on Dale Way
- d. Legal agreements for the land transfer/maintenance of open spaces/community facilities in new developments.
- e. Maintenance/provisions in the new developments.
- f. Replacement/enhancement of Fernwood central play park
- g. Welcome to signage on the edges of the parish
- h. Village Hall extension<sup>14</sup>
- i. Woodland – maintenance, signage, and development<sup>15</sup> of area behind Marron Court
- j. Youth Club provision (From July 2023)

Other possible uses for CIL

- a. Hollowdyke Lane

The Council will be considering whether to use CIL to pay for feasibility studies and research to enable the council to see whether it would be possible to keep Hollowdyke Lane open at the Balderton end. The Council will consult with residents regarding this.

- b. Parking issues on Goldstraw Lane

The Council could consider using CIL to pay for a study on what can be done to ease parking issues on Goldstraw Lane.

Fernwood Parish Council welcomes suggestions from residents<sup>16</sup>.

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<sup>14</sup> Section 106 funding has been earmarked for the extension; Fernwood Parish Council will work with N&SDC to decide how to fund the extension. To date, we have used CIL for the professional fees on design etc.

<sup>15</sup> Meadow, planting, enhancing the area for nature.

<sup>16</sup> Suggestions can made during the public forum at Parish Council meetings, by email to [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk) or in person – see the [Council's website](#) for office opening times.

## Appendix 2: Example Reporting forms<sup>17</sup>



Parish Clerk and Responsible Financial Officer: Marion Fox Goddard

Fernwood Village Hall  
Rubys Avenue  
Fernwood  
NG24 3RS

01636 613024  
clerk@fernwood-pc.co.uk

### Community Infrastructure Levy

#### Monitoring Report 2020/2021

This report is published pursuant to Regulation 62A of the Community Infrastructure Levy Regulations 2010 and covers the financial year which commenced on 1st April 2020.

#### CIL Receipts

Development Reference	Development	CIL received
18/02304/FUL	Newlands	£4738.99
18/00953/FUL	Denny Close	£4361.65
18/00526/RMAM	Barratts	£183,220.12
<b>Total CIL Received in year</b>		<b>£192,320.76</b>

#### CIL Expenditure

Project	CIL expended
Village Hall Improvements (loft insulation, new work surfaces)	£3190.00
<b>Total CIL Expended in year</b>	<b>£3190.00</b>

#### CIL Reserve Balance

Project	Amount
CIL receipts from previous years (opening balance)	£0.00
CIL expenditure in current years from previous year funds	£0.00
CIL retained from previous years	£0.00
CIL receipts for current year balance	£192,320.76
CIL expenditure in current year from current year funds	£3190.00
CIL retained for current year	£189,130.76
<b>CIL Balance at year end</b>	<b>£189,130.76</b>

<sup>17</sup> All reporting forms can be viewed on the Fernwood Parish Council website: [Financial Information](#)

Parish Clerk and Responsible Financial Officer: Marion Fox Goddard

Fernwood Village Hall  
Rubys Avenue  
Fernwood  
NG24 3RS

01636 613024  
clerk@fernwood-pc.co.uk

[www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk)

## Community Infrastructure Levy

### Monitoring Report 2021/2022

This report is published pursuant to Regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended<sup>1</sup>) and covers the financial year which commenced on 1st April 2021.

#### CIL Receipts

Development Reference	Development	CIL received
18/00526/RMAM	Barratts	£59,615.59
<b>Total CIL Received in year</b>		<b>£59,615.59</b>

#### CIL Expenditure

Project	CIL expended
Replacement/New dog bins	£655.20
Signage for Playpark	£729.60
Village Hall ownership transfer to Fernwood Parish Council	£2695.00
Woodland purchase (land, legal)	£22,727.50
Youth Club	£4386.00
<b>Total CIL Expended in year</b>	<b>£31,193.30</b>

#### CIL Reserve Balance

Project	Amount
CIL receipts from previous years (opening balance)	£189,130.76
CIL expenditure in current years from previous year funds	£31,193.30
CIL retained from previous years	£157,937.46
CIL receipts for current year balance	£59,615.59
CIL expenditure in current year from current year funds	£0.00
CIL retained for current year	£59,615.59
<b>CIL Balance at year end</b>	<b>£217,553.05</b>

## Appendix 3: Projection of CIL receipts from the Barratt David Wilson Homes and Allison Homes Developments

The following information was provided by N&SDC at the beginning of October 2022.<sup>18</sup>

PHASE No. / developer	Planning application No.	Developers Instalment amount	Date payable by developer	Neighbourhood Funding amount	Date payable to Parish	Note
1 - David Wilson and Barratts	18/00526/RMAM			£242,835.71		Paid already
1b - David Wilson	19/02125/RMAM	£263,246.35	05 January 2022	£62,521.00	Apr-22	£63,122.41 paid
		£263,246.35	05 April 2022	£62,521.00	Oct-22	to be paid Oct
		£263,246.35	02 October 2022	£62,521.00	Apr-23	
		£263,246.35	31 March 2023	£62,521.00	Apr-23	
		£1,052,985.40		£250,084.00		
2 - Barratts	18/00526/RMAM	£448,221.11	26 March 2022	£106,452.51	Apr-22	£107,476.50 paid
		£448,221.11	24 June 2022	£106,452.51	Oct-22	to be paid Oct
		£448,221.11	21 December 2022	£106,452.51	Apr-23	
		£448,221.11	19 June 2023	£106,452.51	Oct-23	
		£1,792,884.44		£425,810.04		
3 - Barratts	18/00526/RMAM	£262,824.56	29 September 2022	£62,420.83	Oct-22	to be paid Oct
		£262,824.54	28 December 2022	£62,420.83	Apr-23	
		£262,824.54	26 June 2023	£62,420.83	Oct-23	
		£262,824.54	23 December 2023	£62,420.83	Apr-24	
		£1,051,298.18		£249,683.32		
3b - David Wilson	21/01256/RMAM	£418,600.87	01 June 2021	£99,417.71	Apr-22	£100,374.02 paid
		£418,600.87	30 August 2021	£99,417.71	Apr-22	£100,374.02 paid
		£418,600.87	26 February 2022	£99,417.71	Apr-22	NOT PAID - to be paid Oct
		£418,600.87	25 August 2022	£99,417.71	Oct-22	to be paid Oct
		£1,674,403.48		£397,670.84		
Total still to be Paid to Parish @ 18/3/22				<b>£1,323,248.20</b>		

PHASE No. / developer	Planning Application No.	Developers Instalment amount	Date payable by developer	Neighbourhood Funding amount	Date payable to Parish	Notes
1 - Larkfleet	19/01053/RMAM	£112,196.43	14 December 2021	£26,646.65	Apr-22	£26,902.97 paid
		£112,196.42	14 March 2022	£26,646.65	Apr-22	NOT PAID - to be paid Oct 2022
		£112,196.42	10 September 2022	£26,646.65	Oct-22	
		£112,196.42	09 March 2023	£26,646.65	Apr-23	
		£448,785.69		£106,586.60		
2 - Larkfleet	19/01053/RMAM	£474,295.32	Start date not yet knowr	£112,645.14		dates not yet known
3 - Larkfleet	19/1053/RMAM	£501,045.96	Start date not yet knowr	£118,998.42		dates not yet known
4 - Larkfleet	19/01053/RMAM	£198,009.91	Start date not yet knowr	£47,027.35		dates not yet known
Total still to be Paid to Parish @ 18/3/22				<b>£385,257.51</b>		

<sup>18</sup> N&SDC has advised Fernwood Parish Council that the figures marked for payment in October 2022 will be paid in December 2022.

<sup>19</sup> Larkfleet have now been taken over by Allison Homes

## **Grants Policy**

### **For consideration on January 16th, 2023**

Fernwood Parish Council ('the Council') is committed to encouraging, supporting, and promoting charitable, voluntary and community organisations within Fernwood for the benefit of the village, and makes an annual budget provision for grants for this purpose. This Policy ensures that the awarding of grants is open and transparent.

1. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Council and that will contribute positively to the life of people living, working, and visiting the areas of Fernwood. The Council will only provide funding to assist organisations that are not based in the Parish of Fernwood, pro-rata for local residents using that service.
2. Grants will not be made to:
  - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e., local groups whose fundraising is sent to their central HQ for redistribution.
  - Individuals
  - Political organisations or projects.
3. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
4. The Council will only consider grant applications for more than £2000 and up to £5000 in exceptional circumstances where a significant and wide-ranging Fernwood community benefit are clearly demonstrated in the application form.
5. For applications for more than £1000, the Council will only provide up to 95% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from the applicant's own fundraising.
6. For applications for in excess of £500, evidence of a consultation with the local Fernwood community must be provided in evidence of support.
7. Applications by membership organisations must be able to demonstrate a wider community benefit.
8. The Council will only consider an application if accompanied by the required financial and organisational information:
  - a) Your most recent accounts or bank statements for the last 6 months
  - b) Your constitution
  - c) Details of your organisation's officers/trustees/committee members.
9. The Council may ask for extra information to support your application.

10. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
11. The Council will not make grant funding on a retrospective basis.
12. Applications are reviewed by the Parish Council Clerk and reported formally to Council for a decision. Applicants are encouraged to attend the Council meeting where their grant will be considered to answer any questions which may arise.
13. The application process will be centred upon a bidding round with consideration on a quarterly basis, with submission (preferably by email) of bids by Applicants using the grant application form. The quarterly bid round cycle will be as follows:

Round number	Application deadline	Bids to be validated by	Decision by full council
1	March 5th	April 1st	Third Monday in April
2	June 5th	July 1st	Third Monday in July
3	September 5th	October 1st	Third Monday in October
4	December 5th	January 2nd	Third Monday in January

14. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Council within twelve months of the funding being transferred. **Should the evidence not be received the Council will request the return of the funds.** Where requested by the Council, grants will only be paid following receipt of appropriate invoices.
15. All applications indicate agreement to these Terms and Conditions
  - The grant applied for may not be awarded in full.
  - The grant must be spent in accordance with the application.
  - The Council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.
  - The Council can insist on the repayment of a grant in full if these terms and conditions are breached.
  - The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
  - Any publicity to be agreed jointly in advance. Recipients should acknowledge the Council's financial support in press releases and publicity.
  - Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
  - The Council may apply any additional conditions it deems necessary as part of the grant award.
  - The project will be completed within 12 months of approval.
  - Recipients must complete and submit a grant funding feedback form to the Council within twelve months of receipt of the grant.
  - If an application is deferred, further information may be requested. There is no need to re-apply.

- The Council may use Community Infrastructure Levy (CIL) to fund your application should it meet CIL regulations.
- The Council will handle your data according to our [Privacy Notice](#). The personal information provided when applying for a grant will be treated in accordance with the principles used by the Council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.

## APPLICATION FOR GRANT FUNDING

Thank you for your interest in applying for a grant from Fernwood Parish Council. Please read the Council's grants policy before completing this form.

If you require any advice or guidance, please contact Fernwood Parish Council by calling 01636 613024 or emailing [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk).

Return completed forms to the email address above or post to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

1	Name/Address of organisation	
2	Contact name and position in organisation	
3	Contact telephone number and email address	
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes No <i>please circle</i>
5	Aims and objectives of your <b>organisation</b> ; What does your organisation do and how does it benefit the residents of Fernwood?	
6	Amount of grant requested	£
7	For what purpose is the grant requested? <i>Please continue on a separate sheet if necessary.</i>	
8	What is the total cost of the project?	£
9	Give a breakdown of what the funding will be spent on	
10	Has the project that you want the funding for already happened?	
11	How will the funding benefit the community or residents of Fernwood? <i>Please continue on a separate sheet if necessary.</i>	

12	Approximately how many of those who will benefit are Fernwood parishioners?		
13	Have you consulted with Fernwood residents on whether they support your proposal?	Yes No <i>please circle</i>	
14	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes No <i>please circle</i>	
15	Fernwood Parish Council may request photographs and information so we can promote this in the local media/online.  Are you happy with this?	Yes No <i>please circle</i>	
16	<b>Bank Details</b> (For use if a grant is awarded)	Name of Account ..... Account number ..... Sort Code ..... - ..... - .....	
17	<b>Supporting Documentation</b> *Provide up to date accounts <u>or</u> bank statements for the last 6 months  Please note your application cannot be considered without the supporting documentation	Required	Provided ? <i>please circle</i>
		Your most recent accounts*	Yes No
		Bank statements for the last 6 months*	Yes No
		A copy of your constitution	Yes No
		Details of your organisation's officers/trustees/committee members	Yes No
Consultation results <i>(required for applications for in excess of £500)</i>	Yes No		

*Please use a separate sheet to submit any other information which you feel will support this application.*

**Declaration:** I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I accept the Terms and Conditions set out in Fernwood Parish Council's Grants Policy.

Signed ..... Date .....

## For Office Use Only

Grant applications must be checked against the following criteria.

Check	Yes/No/?
The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working, and visiting the area of Fernwood Parish?	
Does the grant exclude ongoing running costs?	
Is the grant for non-political or non-quasi-political organisations or projects?	
Is the grant application for £1,000 or less?	
For applications in excess of £2000, has the applicant fully detailed the exceptional circumstances?	
For applications in excess of £1000, has the applicant detailed sources for at least 50% of the overall cost of a project?	
Does the application include the required financial and organisational information?	
Is this the only application in this financial year from this group or organisation?	
Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area? (Grants will be pro-rata for residents of Fernwood using that service.)	
Is the application for future funding?	
Evidence of local consultation?	
Supports/mitigates the impact of the development and benefits residents in the parish?	

Assessing officer .....

Date of assessment .....

Could CIL be used.....

Decision (delete as applicable) reject / return for further information / proceed to Council

Outcome at that meeting .....

## GRANT FUNDING FEEDBACK FORM

Recipients of grants from Fernwood Parish Council must complete and submit a grant evaluation form to the Council within twelve months of receipt of the grant.

If you require any advice or guidance, please contact Fernwood Parish Council by calling 01636 613024 or emailing [office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk).

Return completed forms to the email address above or post to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

1	Name of organisation	
2	Date grant approved by Fernwood Parish Council	
3	Amount of grant awarded	£
4	How has the funding benefited the organisation / local community?	
5	Date money was spent	
6	What was the total cost of the project?	£
7	If there was any grant residue, please give details of how this money was spent.	
8	Signature	
9	Position	
10	Date	

## DIGNITY AT WORK POLICY - DRAFT

**For consideration of the Council at the meeting on January 16<sup>th</sup>, 2022**

*Note: this policy replaces the Antibullying and antiharassment policy*

**Fernwood Parish Council believes that civility and respect are important in the working environment, and expect all Fernwood Parish Councillors, officers and the public to be polite and courteous when working for, and with the Fernwood Parish Council.**

### **Purpose**

Fernwood Parish Council is committed to creating a working environment where all Fernwood Parish Council employees, Fernwood Parish Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Fernwood Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by the clerk and all employees engaged to work at Fernwood Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Fernwood Parish Council this should be raised to their nominated contact, manager, or the Chair of the Fernwood Parish Council, in the first instance. Should the complaint be about the chair of the Fernwood Parish Council the complaint should be raised to the vice chair.

Agency staff, or contractors are equally expected to treat Fernwood Parish Council colleagues, and other representatives and stakeholders with dignity and respect, and the Fernwood Parish Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Fernwood Parish Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Fernwood Parish Councillor), however, the Fernwood Parish Council will take appropriate action if any of its employees are bullied or harassed by employees, Fernwood Parish Councillors, members of the public, suppliers or contractors.

## The position on bullying and harassment

All staff and Fernwood Parish Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Fernwood Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Fernwood Parish Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Fernwood Parish Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Fernwood Parish Council's disciplinary procedure.

### Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

### Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

## What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training

- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic ( such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the [Council's equality and diversity Policy](#).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported

someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Fernwood Parish Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## **Reporting Concerns**

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a Fernwood Parish Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a Fernwood Parish Councillor:** If you are being bullied or harassed by a Fernwood Parish Councillor, please raise this with the clerk or the chair of the Fernwood Parish Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Fernwood Parish Councillors Code of Conduct must be investigated by the Monitoring Officer at Newark and Sherwood District Council.

Fernwood Parish Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk or a Fernwood Parish Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Fernwood Parish Council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the Fernwood Parish Council. (If your concern relates to the chair, you should raise it with the vice chair. The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Fernwood Parish Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Fernwood Parish Council's grievance procedure. You should raise your complaint to the clerk or the chair of the Fernwood Parish Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the Fernwood Parish Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Fernwood Parish Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all Council representatives to create workplaces that allow people to maintain their dignity at all times. If your Council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

### **Notes:**

#### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.

- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

## Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

## Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any

concerns and risks are managed, and the Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that Councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the Council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders –Councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (clerk/chief officer/ Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how to deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the

employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council, or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.



## Petitions Policy

### Draft Policy for consideration of the Council on January 16<sup>th</sup>, 2023

#### 1. Introduction

Fernwood Parish Council welcomes feedback from its parishioners. The Council's preferred method is through direct contact by any of the following methods:

- Face to Face at Council meetings
- Through contact with your Parish Councillors
- By phone to the Parish Council office on 01636 613024
- By email – [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

Fernwood Parish Council welcomes petitions and recognises that they are one way in which people can let us know of their concerns. All petitions sent or presented to the Parish Council will receive an acknowledgement which will set out what action we plan to take.

#### 2. What are the guidelines for submitting a petition?

Petitions submitted to the Council must be regarding an issue the Council can potentially action and include:

- A clear and concise statement covering the subject of the petition and what action the petitioners would like the Council to take
- The name and address (including postcode) and written/electronic signature of any person supporting the petition
- In the case of an e-petition, a signature is not required but a valid email address, name, address, and postcode must be supplied by each of the petitioners.
- Only the names of those who live in the Parish will be accepted.
- Have a minimum of 100 valid signatures<sup>20</sup> i.e.: names, signatures, addresses and post codes of people who live in the Parish of Fernwood.
- Petitions should be accompanied by contact details, including a postal address of the petition organiser. This is the person who we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, we will contact the first five signatories to the petition to agree who should act as the petition organiser.

The Council's Parish Clerk and Responsible Financial Officer will decide whether the guidelines referred to above have been met and therefore whether a petition should be

<sup>20</sup> The petition response will include a total signature count and a count of responses believed to be valid. A list of non-valid signatures will be added as an appendix to the survey response.

accepted. If the petition does not meet the guidelines, the Parish Clerk will write to the petition organiser outlining which requirements have not been met.

### **3. How do you create a petition?**

You can create a petition to be submitted by gaining “wet” signatures on a traditional paper petition, or by using an online e-petition platform. There are numerous ready-made petition websites available on the internet, and advice can also be found on <https://campaignbootcamp.org/resources/how-to-set-up-a-petition>.

### **4. How do you submit a petition?**

Petitions can be sent to the Parish Council at the following address:

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

Email: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

Parishioners who are unable to give a wet or electronic signature to the petition may write to the Council in support of the petition, which will be added by the Parish Clerk.

### **5. When to submit a petition**

If you would like to present your petition to the Council and have it discussed at the next meeting, please submit it to the Parish Clerk at least 10 working days before the meeting so it can be included on the agenda.

If your petition is submitted to the Council at a meeting during the Public Forum it will not be discussed at that meeting but deferred to the following meeting’s agenda.

The dates of meetings are published on the Council website: [www.fernwood-pc.co.uk](http://www.fernwood-pc.co.uk)

### **6. What the Council will do when it receives your petition**

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a Council debate then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.

To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed).

## **7. Discussion of a Petition at a Parish Council Meeting**

If a petition contains more than 100 valid signatures it will be scheduled for debate by the Council.

7.1 The following process will take place if the petition is listed on the Council agenda (petitions sent to the Council at least 10 working days before the Parish Council meeting will be on the agenda).

The petition organiser will be invited to speak for not more than 5 minutes. No Parish Councillor shall speak as the petition is presented other than at the discretion of the Chairman.

Following the presentation, the petition will then be discussed by Councillors for a maximum of 15 minutes or longer if the Council agrees to extend the time. The Council will decide how to respond to the petition at this meeting. It may decide:

- To take the action the petition requests
- Not to take the action requested for reasons put forward in the debate
- To commission further investigation into the matter.

The petition organiser will receive written confirmation of the decision of the Council within 21 working days.

7.2 Petitions presented in the public forum and not listed on the agenda will have the following process:

The petition can be handed to the Chairman during the public forum. The Chairman will accept the petition but there will be no discussion regarding its contents until the next Parish Council meeting when the petition will be on the agenda.

The petition will be added to the agenda for the next Parish Council meeting for the Council to discuss as detailed in 7.1 subject to it having 100 valid signatures.

7.3 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. If your petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In this case, we will write to you to explain the reasons.

## **8. What can you do if you feel that your petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, you can complain to the Council, and this will be dealt with in accordance with the Parish Council's Complaints Procedure.

**Current Policies to be reviewed:**

- d. [Code of Conduct](#)
- e. [Communications Policy](#)
- f. Risk Register – see following pages
- g. [Dale Crescent Green Risk Assessment](#)
- h. [Legionella Risk Assessment](#)
- i. [Fire Risk Assessment](#)
- j. [Health and Safety Policy](#)
- k. Village Hall Risk Assessment – see following pages – updates added
- l. [Volunteer Litter Picking Risk Assessment](#)



## Risk Register

Reviewed 17<sup>th</sup> January 2022

### Introduction

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This risk register has been produced to enable Fernwood Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic, and focused approach to managing risk, which:

- Identifies the key risk areas
- Identifies nature of risk
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses, and revises procedures if required.

No.	Risk	Risk Control/Management	Impact	Likelihood	Overall Rating	Review
1	Lack of compliance with insurance thresholds (£85,000 per financial institution) for funds held in financial institutions leading to invalidation of cover.	Funds spread between 2 or more banks not exceeding the insurable limit). Move funds between institutions when required.	Low	Low	Low	Monthly
2	Loss of financial data leading to reputational damage and a legal challenge in light of the new GDPR act".	Electronic records backed up regularly. Systems put in place to ensure restricted access to records and regular back up of data.	Medium	Low	Low	Immediate, Monthly
3	Incorrect recording and payment of mandatory financial	Updated information from HMRC, NCC Pension Fund, SLCC	Medium	Low	Low	Annual internal audit April. Quarterly

No.	Risk	Risk Control/Management	Impact	Likelihood	Overall Rating	Review
	liabilities such as salaries/pensions/taxes leading to regulatory penalties.	Internal Auditor report. Monthly report to council.				internal reviews/checks of financial liabilities.
4	Non-Compliance with VAT regulations leading to regulatory penalties	HMRC VAT regulations adhered to Internal Audit check.	Low	Low	Low	Annually March
5	Risk of financial loss through electronic banking errors.	Two signatories on all payments from Unity. Financial Regulations up to date and complied with in all FPC transactions.	Medium	Low	Low	Financial Regulations annual review – January. Signatories reviewed annually - May
6	Risk of financial loss through internet fraud.	The Clerk has authority to move funds over the internet using TSB internet banking. This puts parish council funds at risk of loss through fraud. Restrict access to banking log in details (Clerk has authority to move funds over internet using TSB internet banking).	High	Low	Medium	Accept the risk. Monthly bank reconciliation presented to Council for scrutiny.
7	Financial loss as a result of theft of cash	Kept in safe. Regular deposits to TSB. Ensure customers know our banking details to maximise electronic payment. Insurance in place – Clerk aware of limits.	Low	Low	Low	Annually May.
8	Financial loss and risk of regulatory penalties resulting from inadequate insurance cover	New Assets added to Asset Register immediately after acquisition & reported to insurer.  Asset register review annually.  An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and Council to ensure the cover is appropriate and conditions are met to ensure compliance.	Medium	Low	Low	Insurance cover reviewed annually May/June.  Asset register review - May.

No.	Risk	Risk Control/Management	Impact	Likelihood	Overall Rating	Review
9	Regulatory penalties as a result of errors on annual returns.	Annual Return examined by Internal Auditor & Councillors prior to submission to External Auditor.	Medium	Low	Low	Annually – May
10	Regulatory penalties and reputational risk arising from non-compliance with legislation (illegal actions) governing council processes.	Ensure all Resolutions are within council's Legal Powers. Clerk and Councillors attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to take further advice and check legality of decision if council is unsure. SLCC / NALC membership is maintained. so, guidance can be sought from NALC/SLCC.	Medium	Low	Low	As required – ongoing.
11	Workforce gaps (i.e. loss of Clerk, to resignation, illness, fraud, failure of council activities or actions) leading to non-achievement of Council objectives	Contingency for locum Clerk to be put in place – refer to Notts SLCC/Notts ALC. Fidelity Guarantee. Ensure Clerk's Contract Terms & Conditions /Training are updated regularly.	Medium	Low	Low	As required. Insurance cover reviewed annually May.  Reviewed annually as part of Budget – February/ during appraisals
12	Weak information management leading to data loss/misuse.	Minutes from 2008 to 2015 to be sent to Nottinghamshire County Council archive. (Only keep last 2 years in the office for easy reference). Current working documents kept by the clerk.  Electronic copies of minutes held and backed up.	Low	Low	Low	Archive Annually April
13	Non-Compliance with General Data Protection Regulation leading to regulatory penalties.	Ensure the council is registered with the information commissioner. Review GDPR policies. Ensure publication scheme is updated and published on the website.	Low	Low	Low	Annual Membership renewal. Annual review/refresher training – June/July.

No.	Risk	Risk Control/Management	Impact	Likelihood	Overall Rating	Review
14	Loss of equipment due to damage (Dale Crescent).	Weekly inspections. Annual safety check.	Low	Low	Low	Annual Safety Check arranged through NSDC
15	Litigation and reputational risks due to accidents occurring (e.g. Dale Crescent Accident)	Public liability insurance in place	Medium	Low	Low	Annual Insurance review - May
16	Risk of injury or damage to property resulting from poor green maintenance (tree management)	Tree Management Plan to be implemented	Medium	Low	Low	Annual check
17	Loss of data due to failure/damage to IT equipment.	Insured. Document saved to Onedrive so accessible online. Use of virus software	Medium	Low	Low	Annually as part of budget – February.
18	Printer – failure or damage resulting in extra printing costs and inconvenience.	Under maintenance agreement	Medium	Low	Low	
19	Litigation and reputational risks arising from accidents. (Health & Safety issues)	Employer's liability insurance in place. Health and Safety Policy. Adequate training & risk assessment	Low	Low	Low	
20	Litigation and reputational risks arising from employee, grievance /dispute.	Employee contracts/Terms & Conditions reviewed annually. Annual appraisals carried out Adequate training provided. Regular monitoring by Clerk/Council as part of good working practice Opportunity for monthly report to council on activities.	Low	Low	Low	
21	Risk of fraud, negative publicity, and reputational damage to FPC as a result of members conflict of interests.	Ensure Register of Interests is updated Ensure Councillors declare interests at meetings.	Medium	Low	Low	Annual Check - May
22	Dog Waste Bins  Physical hazard - Public/ staff injured	6 monthly checks. Stickers on bins so problems can be reported to the Parish Council. Regular emptying.	Medium	Low	Low	6 monthly check – November and May

No.	Risk	Risk Control/Management	Impact	Likelihood	Overall Rating	Review
	Infection hazard - Contact with substances/materials in dog bins	PPE – gloves (biological protection). Disinfectant and washing facilities.				
23	Data Breach – CCTV  Abuse of CCTV system	CCTV policy. Process in place to ensure CCTV not accessed without permission from the Parish Clerk.	Low	Low	Low	CCTV Policy reviewed annually.



# Risk assessment

Name of assessor		Marion Fox Goddard			Date		January 10th, 2023					
Location		Fernwood Village Hall										
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Fire	See separate fire risk assessment – done November 2022									Parish Clerk Caretaker to perform checks	October 2023 Weekly/monthly	
Legionella	See separate legionella risk assessment – done July 2022									Parish Clerk Caretaker to perform checks	July 2024 Weekly/monthly	

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
Slips, trips, and falls E.g., uneven surface of car park, cleaning floors etc.	Users of the hall and car park	Injuries such as fractures or bruising if they slip, e.g., on spillages or trip over objects.	<ul style="list-style-type: none"> <li>Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>Good lighting all rooms and corridors in hall.</li> <li>Mats at entrances to stop rainwater being carried in</li> <li>No storage in corridors No trailing electrical leads/cables</li> </ul>	1	3	3	Add to user agreements: users to clear up spillages immediately	1	3	3	Parish Clerk to monitor and update the user agreement  Caretaker to perform checks	Ongoing  Update user agreements Dec 2020  Daily
Work at height E.g., changing light bulbs, cleaning windows, putting up decorations etc.	Staff Contractors	Could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Caretaker knows how to use the stepladder safely.	1	3	3	Print copies of HSE guidance on safe use of stepladders and make available to the caretaker.  Consider implications for work at height of any future alterations to the hall.	1	3	3	Parish Clerk	Ongoing  HSE guidance copied to Caretaker 25/11/20

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
Hazardous Substances	Staff	Skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	<ul style="list-style-type: none"> <li>Mops, brushes, and strong rubber gloves provided</li> <li>Caretaker trained to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container</li> <li>All hazardous substances/cleaning products stored securely</li> <li>Caretaker has data safety sheets for all substance used</li> </ul>	1	4	4	<p>Caretaker to be reminded to check for dry, red, or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the Parish Clerk</p> <p>Caretaker to be reminder to check the instructions each time product used</p>	1	4	4	Parish Clerk	Ongoing
Electrical Hazard	Hall Users Staff	Electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician, and inspected regularly</li> <li>All repairs by qualified electrician</li> <li>Portable equipment checked for visual signs of damage before us</li> <li>Hall users know they are responsible for any equipment used on site</li> </ul>	1	5	5	All staff to look out for cable damage	1	5	5	Parish Clerk	Fixed installation 5 yearly check due August 2021  PAT testing due January 2022

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Stored Equipment	Users Staff	Injured from collapsing stacks	<ul style="list-style-type: none"> <li>Signage – chairs maximum stack 8</li> <li>Signage – tables picture showing how to put the tables back</li> <li>Caretaker checks chair and table store each weekday and between hires at the weekend</li> </ul>	1	4	4		1	4	4	Caretaker and Maintenance Operative	Daily
Hot water Oven/hob Kettle	Children	Burns/scalds	<ul style="list-style-type: none"> <li>No children allowed in the kitchen</li> <li>Temperature of tap water regulated and tested</li> </ul>	1	5	5		1	5	5	Parish Clerk	Ongoing
Manual Handling	Users Staff	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> <li>Trolleys available to move heavy equipment</li> </ul>	1	4	4	Manual Handling training	1	4	4	Caretaker and Maintenance Operative Clerk to arrange training	Daily January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
Falling branches	Users/ staff	May be hit by a falling branch	Tree Surveys	1	3	3		1	3	3	Parish Clerk	Next tree survey due end Winter 2023/Spring 2024
Lack of clarity about who is responsible for safety during hire periods	Users	Appropriate action not taken in an emergency – leading to injury/death	<ul style="list-style-type: none"> <li>Hand over process in place with ad hoc users, making it clear they are responsible for evacuating the building/taking appropriate action if there is an accident/emergency during their hire period.</li> <li>Regular &amp; ad hoc hire agreements are clear that hirers must take necessary action to manage an emergency when FPC staff aren't present.</li> </ul>	1	5	5	Reminder to regular users every 6 months that they are responsible for managing an emergency/accident in the hall	1	5	5	Parish Clerk	Ongoing/every 6 months
User Activities	<b>Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.</b>											
Review date	<b>January 2024</b>					Signature	<i>Melox goddard</i>					



## APPLICATION FOR GRANT FUNDING

Thank you for your interest in applying for a grant from Fernwood Parish Council. Please read the Council's grants policy before completing this form.

If you require any advice or guidance, please contact Fernwood Parish Council by calling 01636 613024 or emailing [office@fernwood-pc.co.uk](mailto:office@fernwood-pc.co.uk).

Return completed forms to the email address above or post to Fernwood Parish Council, Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS

1	Name/Address of organisation	Citizens Advice Sherwood & Newark 5 Forest Court New Ollerton Notts Postcode NG22 9PL
2	Contact name and position in organisation	Jackie Insley Chief Officer
3	Contact telephone number and email address	01623 861769      07870395457 jackieinsley@sn-ca.org.uk
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes <i>please circle</i>  1112930
5	Aims and objectives of your <b>organisation</b> ; What does your organisation do and how does it benefit the residents of Fernwood?	Citizens Advice is an independent organisation and Charity specialising in free confidential information and advice to assist people with legal, debt, consumer, housing and other problems We deliver an Advice Service to everyone within the community to enhance their quality of life. Our service is open to everyone.
6	Amount of grant requested	£500
7	For what purpose is the grant requested? Please continue on a separate sheet if necessary.	To deliver an Advice Service to everyone within the community to enhance their quality of life. Our service is open to everyone. Citizens Advice Sherwood & Newark have had to work extremely hard this financial year to meet the immediate challenges created by the pandemic and cost of living crisis, ensure that its service users in the greatest need, especially those that have been economically and socially impacted by COVID-19 and the cost of living, can access advice - but the current crisis has provided new challenges for us.

		<p>Currently parishioners in your village location can access our service by calling the local number on 01623 861769 or Individuals can also email at <a href="mailto:admin@sn-ca.org.uk">admin@sn-ca.org.uk</a> for advice.</p> <p>We also offer telephone advice 5 days a week through the main Advice Line on 0800 144 8848 or they can access 24 hour advice through our online website at <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>.</p> <p>We have full face to face services across the District running alongside our digital channels of access. Throughout the year, we have rebuilt our volunteer team back up again to meet client demand. The crisis has highlighted the need to build a stronger and larger team of volunteers to meet existing and future demand.</p> <p>We are governed by our national body Citizens Advice to adhere to our own Equal Opportunities policy. This forms part of our membership with Citizens Advice and our audit process.</p> <p>See attached Annual Report and Accounts ending 31st March 2022.</p>
8	What is the total cost of the project?	£ Total cost of the Core Service in 2022/2023 £163,538
9	Give a breakdown of what the funding will be spent on	<p>A grant from Fernwood Parish Council would contribute essential resources needed to cover the cost of supporting our volunteers who work for no cost. The support they need includes training, supervision, an equipped office and an organisational infrastructure that meets the quality membership requirements of Citizens Advice. This ensures quality of advice and consistency for people in your local area.</p> <p>Additional core funding will enable us to recruit and train new volunteers going forward. Increase in demand We've seen a rise in enquiries around the cost of living crisis and energy. Any increase in our core funding will enable us to build capacity to meet this future demand</p>
10	Has the project that you want the funding for already happened?	We offer ongoing advice throughout the year and any funding received would go towards future services for residents.
11	How will the funding benefit the community or residents of Fernwood?	In 2021/2022 we saw 45 people from the Fernwood area and dealt with 200 new problems.
12	Approximately how many of those who will benefit are Fernwood parishioners?	The funding would support all residents in the Fernwood area who approach us for support and advice
13	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	<p>Yes <i>please circle</i></p> <p>To date, we have the following funding in place or pending approval for 2022/2023:</p>

		NSDC £68,330 - Funding agreed NCC £29,000 - Funding agreed Parish Councils - £1,000 Application submitted awaiting outcome Ollerton & Boughton Town Council £5,300 - Funding agreed Newark Town Council £5,000 - Funding agreed Sir John Eastwood Foundation £3,000 Funding agreed Other donations and small bids. £11,863 Total funding applications agreed/pending £120,493	
14	Fernwood Parish Council may request photographs and information so we can promote this in the local media/online.  Are you happy with this?	Yes No <i>please circle</i>  Yes	
15	<b>Bank Details</b> (for use, if a grant is awarded)	Name of Account Sherwood & Newark CAB  Account number 65733464  Sort Code 08 - 92 -99	
16	<b>Supporting Documentation</b>  *Provide up to date accounts <u>or</u> bank statements for the last 6 months  Please note your application cannot be considered without the supporting documentation	Required	Provided ? <i>please circle</i>
		Your most recent accounts*	Yes
		Bank statements for the last 6 months*	No
		A copy of your constitution	Yes
		Details of your organisation's officers/trustees/committee members (See list in Accounts)	Yes

Please use a separate sheet to submit any other information which you feel will support this application.

**Declaration**

I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I accept the Terms and Conditions set out in Fernwood Parish Council's Grants Policy.

Signed ...Jinsley..... Date .....20/12/2022.....

## For Office Use Only

Grant applications must be checked against the following criteria:

Check	Yes/No/?
The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working and visiting the area of Fernwood Parish?	Y
Does the grant exclude ongoing running costs?	Y
Is the grant for non-political or non-quasi-political organisations or projects?	Y
Is the grant application for £1,000 or less?	Y
For applications in excess of £2000, has the applicant fully detailed the exceptional circumstances?	
For applications in excess of £1000, has the applicant detailed sources for at least 50% of the overall cost of a project?	
Does the application include the required financial and organisational information?	*
Is this the only application in this financial year from this group or organisation?	Y
Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area? (grants will be pro-rata for residents of Fernwood using that service.)	N **
Is the application for future funding?	Y.

Assessing officer ... MARION FOX GODDARD .....

Date of assessment ... 21/12/22 .....

Decision (delete as applicable) reject / return for further information / proceed to Council

Outcome at that meeting .....

\* Articles of Association & Signed Accounts 2021/2

\*\* In 2021/2 they saw 45 people from Fernwood. The service is available to anyone in Fernwood who needs it though.

LGA 1972  
S142(2)(a).



# the play inspection company

## Annual Inspection

Newark & Sherwood District Council

Dale Crescent Play Area

Dale Crescent, Fernwood, NG24 3JT



**API** Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL  
t- 01202 590675 e- info@playinspections.co.uk

[www.playinspections.co.uk](http://www.playinspections.co.uk)

## Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

**BS EN 15312** Free access multi-sports equipment  
**BS EN 14974** Skateparks  
**BS EN 16630** Permanently installed outdoor fitness equipment  
**BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

A full copy of the Play Inspection Company Ltd. Terms & Conditions is available on our website ([www.playinspections.co.uk](http://www.playinspections.co.uk))

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

## Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
<b>Likelihood</b>	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			<b>Severity&gt;&gt;</b>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

**Equipment has been assessed to the following standards where relevant:**

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).



The Play Inspection Company Ltd  
Unit 5 Glenmore Business Park  
Blackhill Road  
Poole  
Dorset  
BH16 6NL  
01202 590675

## Dale Crescent Play Area

Inspection Ref: 1875095

Site Ref: 45907

Inspected: 18-November-2022 - 14:49 by Lyn Williams RPII Annual Inspector

Risk Assessment: 10 Low Risk



**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

**Disabled Access:**

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.



**i** 4 - Very Low Risk

**Item:** Sign  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details - Provide appropriate signage

**i** 4 - Very Low Risk

**Item:** Litter Bin  
**Manufacturer:** Not Identified  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -



**4 - Very Low Risk**

**Item:** Bench  
**Manufacturer:** Not Applicable  
**Surface Type:** Concrete  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A

**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -

**10 - Low Risk**

**Item:** Double Air Walker  
**Manufacturer:** Fresh Air Fitness  
**Surface Type:** Concrete  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A  
**Life Expectancy:** 5 -10 Years  
**Total Findings:** 3



**Finding 1**

This fitness equipment has been scaled down and is not covered by the scope of BS EN 16630 which specifically relates to equipment for users of 140cm and above. We have however used our knowledge of this standard to form the basis of our assessment as it is the closest applicable standard available - Ensure there is a full and sufficient risk assessment in place covering the use of these products in this environment

**Finding 3**

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

**Finding 2**

There are post / end caps missing from the item - Replace missing post caps



 8 - Low Risk

**Item:** Air Walker  
**Manufacturer:** Fresh Air Fitness  
**Surface Type:** Concrete  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes  
**Life Expectancy:** 5 -10 Years  
**Total Findings:** 3



**Finding 1**

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

**Finding 3**

The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630 - Monitor - No remedial work recommended

**Finding 2**

There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630 - Monitor - No remedial work recommended

## Findings information

### 4 - Very Low Risk (Finding 1)

**Item:** Ancillary Items - Sign  
**Manufacturer:** Owner/Operator

**Risk Level:** V - Very Low Risk  
**Surface:** Grass



**Finding:** Signage should be provided for the outdoor fitness equipment in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details  
**Action:** Provide appropriate signage

**10 - Low Risk (Finding 1)**

**Item:** Outdoor Fitness Equipment - Double Air Walker  
**Manufacturer:** Fresh Air Fitness

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** This fitness equipment has been scaled down and is not covered by the scope of BS EN 16630 which specifically relates to equipment for users of 140cm and above. We have however used our knowledge of this standard to form the basis of our assessment as it is the closest applicable standard available

**Action:** Ensure there is a full and sufficient risk assessment in place covering the use of these products in this environment

**6 - Low Risk (Finding 2)**

<b>Item:</b>	Outdoor Fitness Equipment - Double Air Walker	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Fresh Air Fitness	<b>Surface:</b>	Concrete



**Finding:** There are post / end caps missing from the item      **Action:** Replace missing post caps

**6 - Low Risk (Finding 3)**

<b>Item:</b>	Outdoor Fitness Equipment - Double Air Walker	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Fresh Air Fitness	<b>Surface:</b>	Concrete



**Finding:** The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting      **Action:** Treat any rusting components and repaint

**6 - Low Risk (Finding 1)**

<b>Item:</b>	Outdoor Fitness Equipment - Air Walker	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Fresh Air Fitness	<b>Surface:</b>	Concrete




**Finding:** The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

**Action:** Treat any rusting components and repaint

**8 - Low Risk (Finding 2)**

<b>Item:</b>	Outdoor Fitness Equipment - Air Walker	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Fresh Air Fitness	<b>Surface:</b>	Concrete




**Finding:** There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630

**Action:** Monitor - No remedial work recommended

<span style="font-size: 1.2em; font-weight: bold;">i</span> 8 - Low Risk (Finding 3)			
<b>Item:</b>	Outdoor Fitness Equipment - Air Walker	<b>Risk Level:</b>	L - Low Risk
<b>Manufacturer:</b>	Fresh Air Fitness	<b>Surface:</b>	Concrete
			
<b>Finding:</b> The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630		<b>Action:</b> Monitor - No remedial work recommended	

**Action Update****1. Tree Work**

This work was completed in the last week of November/first week of December last year. The tree company were able to do all the work detailed in in the [tree report](#) which was issued in 2020. I draw your attention to the following:

- a. The wood carving on tree 821 is planned on January 13th.
- b. 5 native trees (Oak , Yew, Lime) will be planted around positions of trees 811 and 812 (which were felled). I've requested a quote from our tree specialist for trees proposed to the N&SDC tree officer.
- c. Tree 853 has not been felled yet – we will be having another bat survey next Spring to see how to approach the felling of this tree.

**2. Area behind Marron Court**

Newark and Sherwood District Council have started to prepare this area by cutting back the weeds.

The following pages in the agenda pack contain the proposed design for the area. If the Council is happy with the designs, I propose to consult with residents shortly after the Parish Council meeting to get feedback on the design. I suggest an online consultation, to be open for 10 days.

Ideally, the planting should be done by late March, so we need to consult and find suitable contractor for this work by the next meeting date. I will endeavour to bring quotes to the meeting on February 20<sup>th</sup>.

**3. Lighting/upgrade**

The upgrade to LED on the third lamp that belongs to Fernwood Parish Council has still not been done despite the contractor being reminded. I will continue to remind them. (The light is working, and the contractor has not issued an invoice for this lamp or the ones that have already been upgraded).

4. As per last month, on the sign for the woods to indicate name/map of the area/what species to look out for, I am leaving this until we have a plan of what will be in the area behind Marron Court and the coat of arms has been finished.
5. I am liaising with N&SDC regarding arranging a date for a bat/bird box making community session. I suggest we do this at the end of March/beginning of April so we can advertise the session in the next Fernwood Gazette.
6. I have approached companies to request quotes for repairing the paths. As soon as I have enough quotes, these will be brought to the Council for consideration.

**Decisions Required**

The Council is asked to consider:

- a. Whether to accept the design provided by Jonathan Wild or if any changes are to be made.
- b. Consultation period/method.

**Marion Fox Goddard, Parish Clerk and Responsible Financial Officer**  
January 9<sup>th</sup>, 2023



19<sup>th</sup> December 2022

**Marion Fox Goddard**  
**Parish Clerk and Responsible Financial Officer**  
**Fernwood Parish Council**

**Technical Specification and Methodology for Creation of Wildlife Garden at Fernwood adjacent to Marron Close**

**Background**

The intended Wildlife Garden covers an area of approximately 1,500 m<sup>2</sup> 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.

The site has poor 'connectivity' due to fencing along one side which blocks the safe passage of terrestrial animals in and out of the area.

An ecological survey was completed on 16/08/22 and due consideration is made of the findings and recommendations contained therein.

**Design Approach**

The design has been developed with the 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.
- The site would benefit from a variety of nesting boxes, animal hides and supplementary feeding stations to encourage a wider variety of wildlife into the garden. Domestic pets should be discouraged from entering the site with polite notices and vigilance.

- The garden would require a management plan in order to develop and enhance the initial work with appropriately trained staff and possibly volunteers.

## **Construction Methodology**

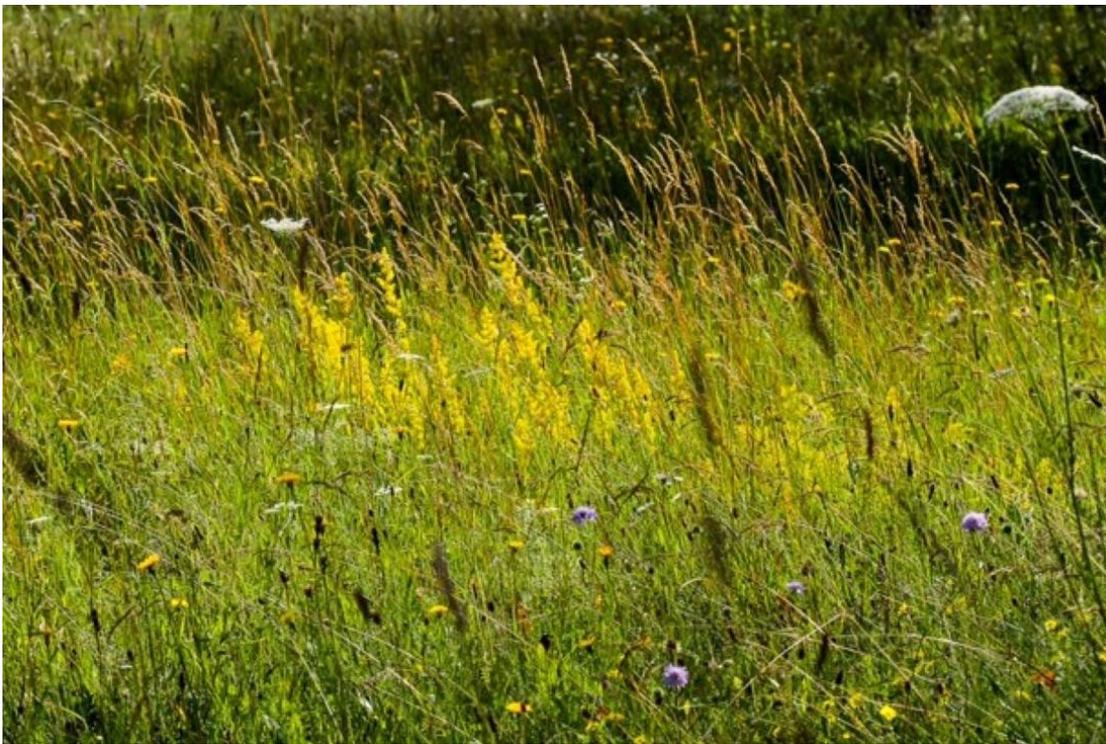
### **Re-Profiling of Site**

- In order to lower the nutrient levels of the site to enable flowering meadow to establish it is necessary to **remove the top layer of soil** and existing roots and other vegetation. This can be achieved by mechanical scraping the top 5 to 6cm of earth and using this to form the two curved mounds shown on the plan.
- The mounds should be compacted and left in a condition to enable them to be planted with trees and shrubs. As the mounds are constructed there should be flexible drainage piping inserted to form wildlife refuges. It is not envisaged that these mounds will be over 1.4m finished height and approximately 24m in length and 10m at their widest point.
- The remaining soil surface should be cultivated to **create a fine tilth suitable for a seed bed**. This can either be achieved by mechanical cultivation or the import of a suitable low nutrient screened soil.

### **Meadow Creation – Flowering Meadow and Grassy Meadow**

The preparation of both meadow areas are the same and are outlined above. The difference is the method of planting and then subsequent management of the areas. The methodology for the two meadow types are as follows:

#### **Grassy Meadow – Seed Sown**



This is a seed sown meadow which can be grown in autumn or spring. The seed required is available from **Emorsgate Seeds** and is their **General Purpose Wildflower Mix EM2** which should be sown at the rate of **4g per m<sup>2</sup>**.

**Total area to be seeded is 1,200m<sup>2</sup> = 4g per m<sup>2</sup> = 4.8Kg of seed required**

The seed bed should be as weed free as possible – existing grass and other ‘weeds’ will outcompete most flowering species in the meadow mixes so it is very important that the seed bed is in the best condition as possible, such as this example:



### **Meadow Seed Sowing**

The seed will need bulking up with sharp sand in order to sow them as evenly as possible. The quantity of sand will depend on the total quantity of mix as well as your experience and confidence. Normally this would be approximately 5 parts of sand to 1 part of seed.

Thoroughly mix the sand and seed and then sow by hand over the marked out area. It is easier to divide the area into 3 or 4 areas and then subdivide the sand/seed mix into 3 or 4 smaller buckets. This way it will cover the area more evenly and any left over can be quickly spread across the whole area.

Once the seed/sand has been sown on the surface the area needs a gentle rake by hand and then the seed should be compacted into the seed bed using either a pedestrian roller or a tractor with a Cambridge roller.

The whole area should be watered once sown and should be kept moist until the seedlings are established. This may involve watering during periods of dry weather.

### **Aftercare**

In year one the idea is to establish a good dense sward by cutting the whole meadow in late August.

Cut to around 100 mm in height. Apart from really strengthening the plants it prevents faster growing species from shading out the slower ones and also helps to discourage annual weed growth which even in the best prepared ground will still be trying to invade. Depending on scale you can use a pedestrian or ride on mower, a hedge trimmer or a strimmer.



The more effort put into year one the easier and better the meadow will be afterwards. Apart from cutting, a close eye should be kept for any perennial weeds or coarse grasses. They are best tackled about a month after the summer cuts – get rid of them by chemical or mechanical means. Once the sward closes over the meadow will be much less vulnerable to invasion but at this stage it needs nurturing. The late summer cut should be left to dry on the surface of the meadow in order to shed its seed and then removed after a week or so and collected into a pile on site.

### **Flowering Meadow**



This is established from a pre-grown meadow turf and laid in the same way that a grass turf is laid.

The requirement is for **90m<sup>2</sup> of Pictorial Meadows Patchwork Quilt (or similar) meadow turf**. This can be obtained from [www.pictorialmeadows.co.uk](http://www.pictorialmeadows.co.uk) and will be delivered to site on a pallet for laying.

### **Laying the Flowering Meadow Turf**

Apart from the much more open structure and the need to handle with some care, laying meadow turf is no different to laying conventional grass turf. Whole turves are laid around the edges and then infilled with interlocking turves to create a seamless planted area. As the meadow will have curved edges it will be necessary to cut the turfs using a large bread knife or similar with the off cuts used elsewhere in the plot.

Once laid the turfs should be compacted to the soil surface using a roller and should be watered in. Watering will be

required if no rain is forecast for the first two weeks – after this it will be OK and should establish quickly.



### **Aftercare**

- Immediate aftercare will depend on the season it is laid. It should always be given a good watering after laying - regardless of weather/season. If laid in late autumn / winter there may be nothing more to do. For turf laid from spring to early autumn then watering for the first 3-4 weeks will be critically important to successful establishment.
- In all cases though once the roots get into the ground and the soil warms up, growth will be rapid and flowering starts almost immediately.
- Within 3 weeks of laying you will see a major difference to the meadow – particularly if it is laid during warmer weather.
- In year one it still pays to be vigilant and any perennial weeds should be removed immediately. A quick survey of the sward a couple of times in the first year will really help the sward to close over.
- The flowering meadow will require one cut per year – normally at the end of the season or in spring. All arisings should be gathered off the meadow.

### **Tree and Shrub Planting**

The plan shows the approximate positions for the major planting requirement in the garden. The planting list is as follows:

### Trees

Acer campestre x 2

Sorbus Cardinal Royal

Prunus Everest

Sorbus vilmorinii

Prunus spinosa x 2

Prunus tai haku

### Shrubs

Buddleia mixed x 4

Rosa rugosa x 6

Viburnum opulus x 3

Corylus (large) x 3

### Plants

Primula veris x 200

### Hedging

Using bare root whips (can be planted up to/including March) plants should be planted in a double row at the rate of 5 plants per metre.

**Total of 82m length of hedge requirement:**

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

(Suitable native substitutions would be acceptable)

All tree, shrub, hedging and plant stock is available from Old Hall Nurseries [www.old-hall.com](http://www.old-hall.com)

Trees and Shrubs:

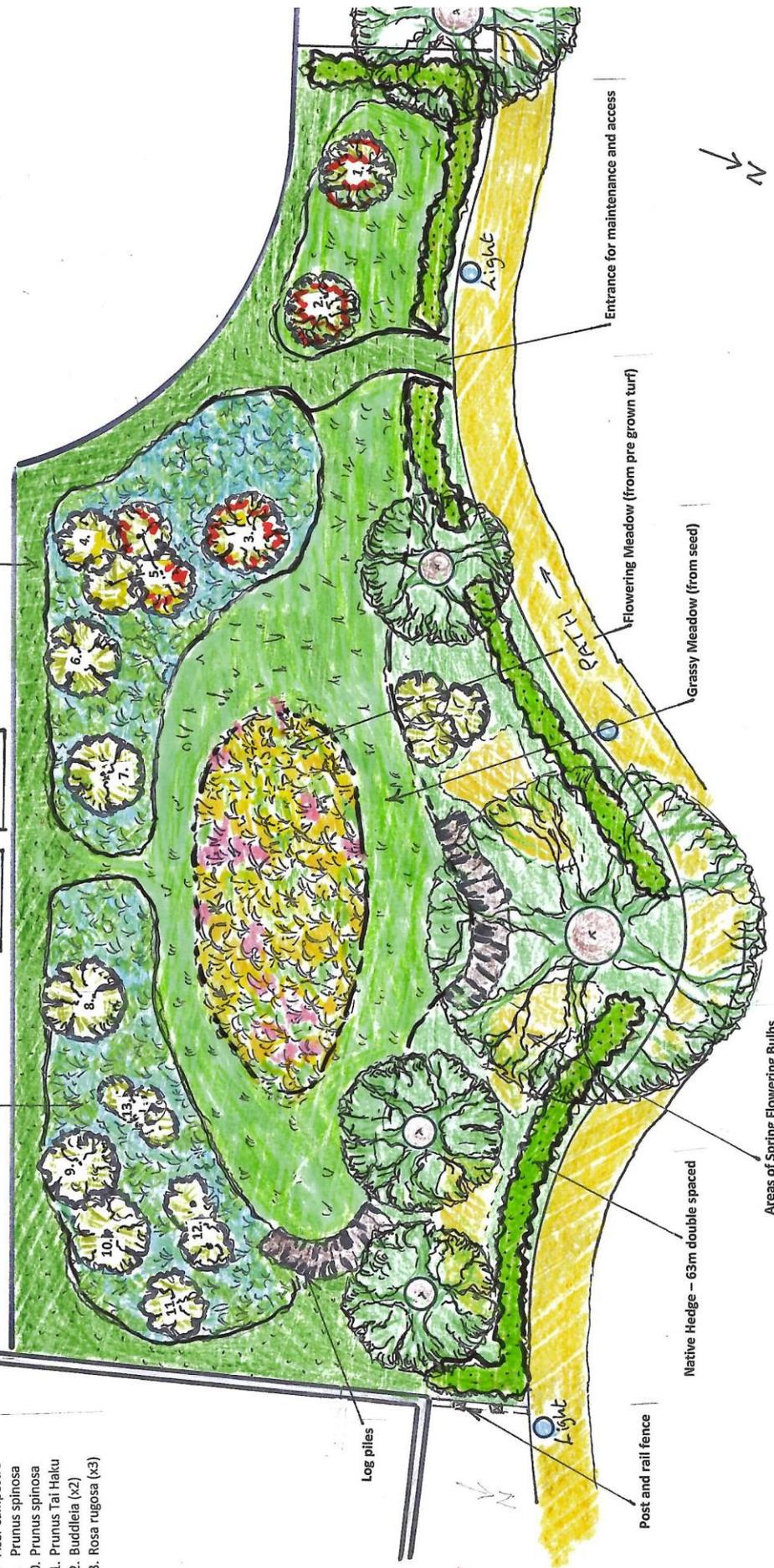
1. Acer campestre
2. Sorbus Cardinal Royal
3. Salix caprea (existing)
4. Buddleia
5. Viburnum opulus (x3)
6. Prunus Everest
7. Sorbus vilmorinii
8. Acer campestre
9. Prunus spinosa
10. Prunus spinosa
11. Prunus Tai Haku
12. Buddleia (x2)
13. Rosa rugosa (x3)

Raised mounds constructed from the soil stripped to create the meadow areas and left to re-wild.

GARAGES

Mown grass strip

**FERNWOOD WILDLIFE GARDEN**  
 Concept Plan  
 Scale 1:200  
 0-----4-----8m



Log piles

Light

Post and rail fence

Native Hedge - 63m double spaced

Areas of Spring Flowering Bulbs

Grassy Meadow (from seed)

Flowering Meadow (from pre grown turf)

Entrance for maintenance and access

Light

PATH



## Log Piles and Habitat Creation....



## Flowering Meadow Turf....



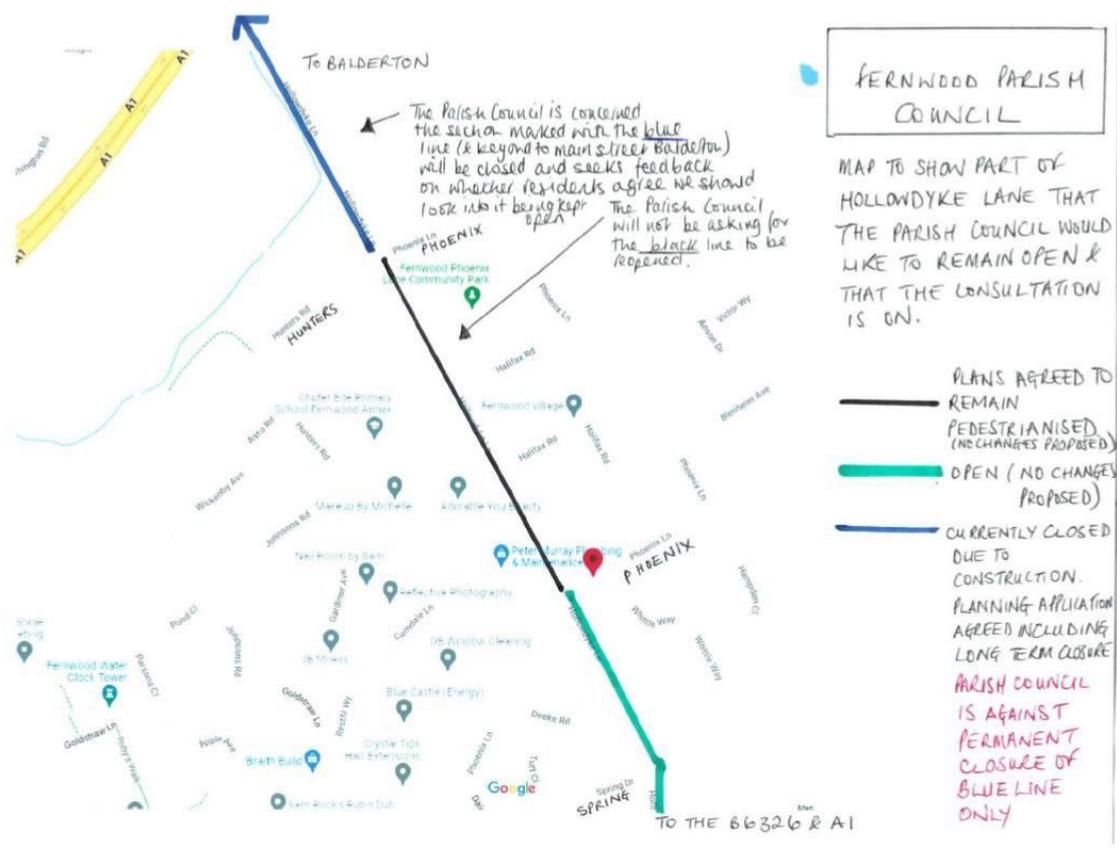


**Grassy Flowering Meadow.....**





# Hollowdyke Lane Survey Results



Prepared by: Marion Fox Goddard, Parish Clerk and Responsible Financial Officer

Date: January 9th 2023

## 1. Introduction

In October 2022, Fernwood Parish Council published an online survey regarding Hollowdyke Lane in Fernwood. The full questions can be found in [Appendix 1 – page 8](#). This was promoted through the Parish Council Facebook page and website and shared to the two local Facebook groups<sup>21</sup>.

The survey was closed on January 4th, 2023, but all responses were received by November 8th, 2022. This document contains the results of the survey. This document will be included in the agenda pack for the Parish Council meeting to be held on January 16th, 2023, and the Council will discuss how to proceed at that meeting.

## 2. Survey results

Results to questions 1 to 8c are on [pages 3 to 6](#) of this document. [Appendix 3](#) contains the results to question 9.

## 3. Other items to note

- a. Following residents raising concerns regarding the speed of traffic using Hollowdyke Lane, Fernwood Parish Council wrote to Nottinghamshire County Council to request speeding tubes on the lane to measure the speed of vehicles using the lane (with details of the location of where the tubes would be most appropriate). NCC has said that this cannot be seen as a justifiable exercise (full response in [Appendix 2](#)). With this in mind, we have obtained quotes from private companies to do this work on behalf of the Parish Council.
- b. Representatives of the Parish Council were due to meet with senior NCC and Via East Midlands officers in December. This meeting was cancelled at short notice by NCC. We have written to NCC to let them know issues that the Parish Council would like to discuss and await their feedback. The Parish Council has made it clear that we want to work with NCC/Via East Midlands to address highways issues in Fernwood.

## 4. How to proceed

Fernwood Parish Council is to consider how they wish to proceed based on the feedback received.

The Council is asked to consider whether

- a. to obtain quotes for commissioning work to investigate feasible options on keeping the north end of Hollowdyke Lane open (linking to Main Street Balderton).
- b. to use a private company to obtain data on the speed of traffic on Hollowdyke Lane to aid the Council in deciding on how to proceed regarding the speed of traffic on Hollowdyke Lane.<sup>22</sup>
- c. any other action should be taken

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<sup>21</sup> MyFernwood Residents Group and Fernwood Village Newark

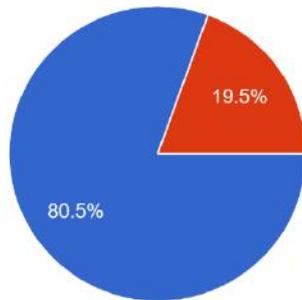
<sup>22</sup> The delivery of any changes related to a second planning application from Allison Homes is estimated to be approximately 10 years away. If the traffic survey indicates that traffic is going significantly above the advisory 20 mph, the council could consider approaching NCC/Via East Midland to suggest using community infrastructure levy funds to do the work necessary to reduce speed limit.

## 5. Results

### Question 1

Did you know that there are plans to permanently close Hollowdyke Lane (from Phoenix Lane to Balderton) to cars after the construction of the new road? (The new road will only be open to push bikes, pedestrians, and buses).

318 responses



● Yes

● No

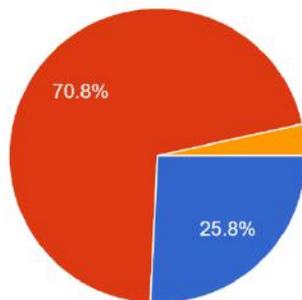
Yes 256

No 62

### Question 2

Are you in favour of the permanent closure?

318 responses



● Yes

● No

● No opinion/don't know

Yes 82

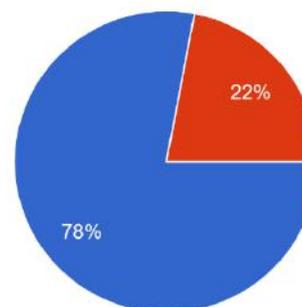
No 225

No opinion/Don't know 11

### Question 3

Before the current closure, did you ever use Hollowdyke Lane (the section of the road that is currently closed, leading to Main Street, Balderton) to access Balderton, Coddington and beyond ?

318 responses



● Yes

● No

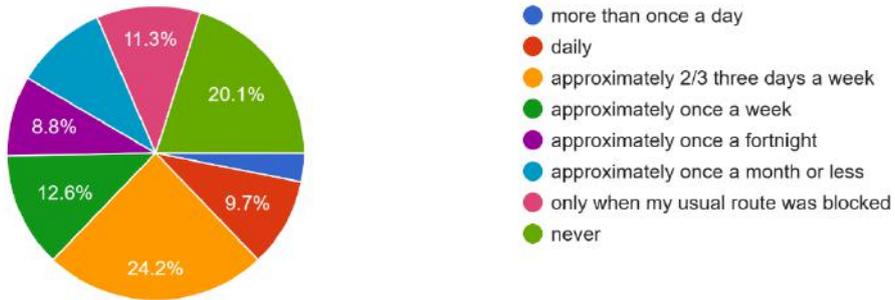
Yes 248

No 70

## Question 4

How often did you use this route?

318 responses

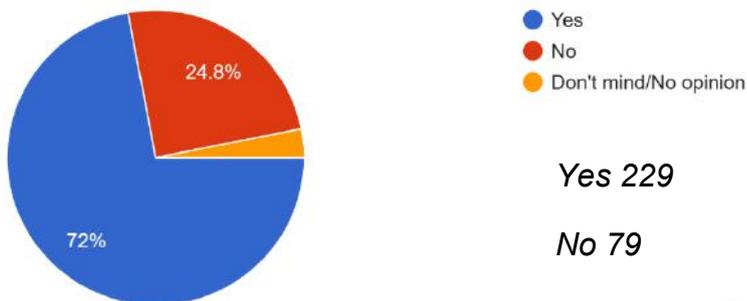


*More than once a day 10, Daily 31, Approx 2/3 days a week 77, Approximately once a week 40, Approximately once a fortnight 28, Approximately once a month or less 32, Only when my usual route was blocked 36, Never 64*

## Question 5

Fernwood Parish Council is against the long term closure of Hollowdyke Lane. Do you support Fernwood Parish Council in its attempts to investigate options to keep this road open to cars/vans?

318 responses



Yes 229

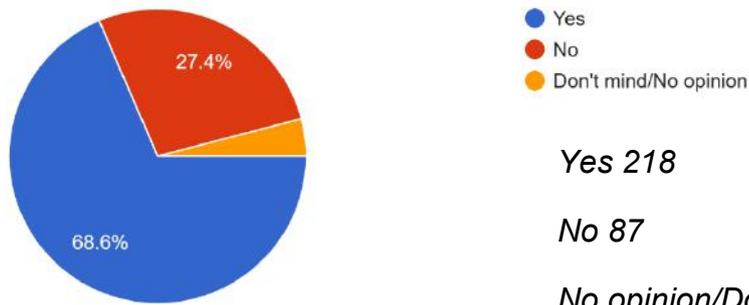
No 79

No opinion/Don't know 10

## Question 6

Will the permanent closure of Hollowdyke Lane be inconvenient to you?

318 responses



Yes 218

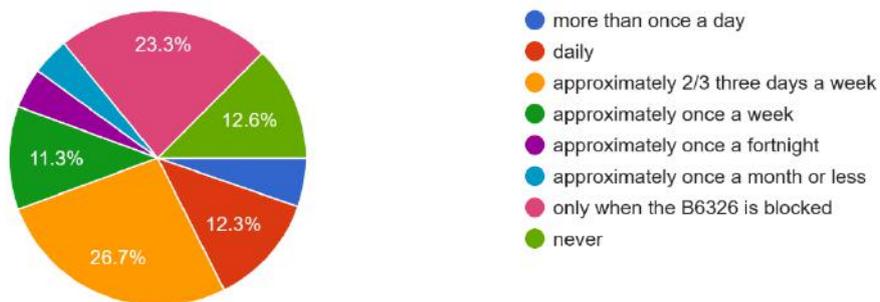
No 87

No opinion/Don't know 13

## Question 7

If Hollowdyke Lane were to reopen, please indicate how much you think you would use it to leave Fernwood in the direction of Main Street Balderton.

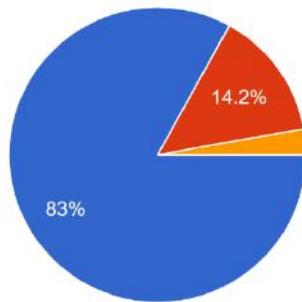
318 responses



*More than once a day 17, Daily 39, Approx 2/3 days a week 85, Approximately once a week 36, Approximately once a fortnight 14, Approximately once a month or less 13, Only when my usual route was blocked 74, Never 40*

## Question 8a

In 2021, advisory 20mph were put up on Hollowdyke Lane. However, the mandatory speed limit is 60mph. a. Would you support the Parish Cou...mpting to get the mandatory speed limit to 30mph?  
318 responses



● Yes  
● No  
● Don't mind/No opinion

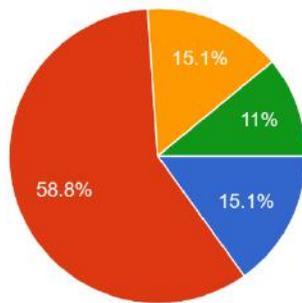
**Yes 264**

**No 45**

**No opinion/Don't know 9**

## Question 8b

b. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are taking notice of the 20mph advisory signs?  
318 responses



● Yes  
● No  
● Don't know  
● I haven't seen traffic on Hollowdyke Lane

**Yes 48**

**No 187**

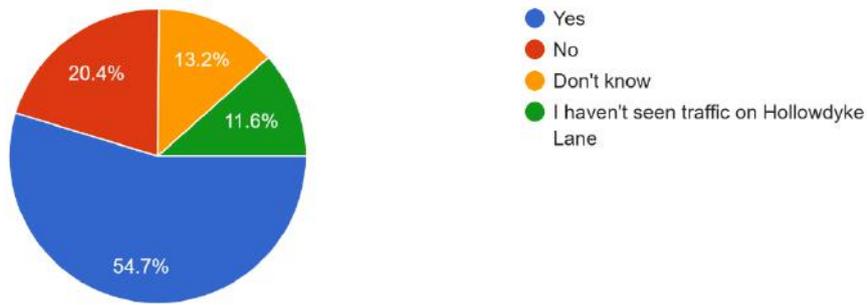
**Don't know 48**

**I haven't seen traffic on Hollowdyke Lane 35**

## Question 8c

c. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are going too fast?

318 responses



*Yes 174*

*No 65*

*Don't know 42*

*I haven't seen traffic on Hollowdyke Lane 37*

## Question 9

The Parish Council would appreciate any other feedback you have in relation to these matters or any other issue you would like to raise.

Full answers to this question are found in Appendix 2.

## Appendix 1: Survey

### Fernwood Parish Council Survey on Hollowdyke Lane, Fernwood

Fernwood Parish Council is gathering data with respect to Hollowdyke Lane in Fernwood. The Parish Council has no powers with respect to highways, however we can lobby other organisations who do make the decisions about roads if we think there is a road safety or other issue that we believe should be addressed.

We would be grateful if you could answer the following questions with respect to Hollowdyke Lane to allow us to assess how many Fernwood residents share the concerns the Parish Council has raised.

Questions 1 to 7 cover the planned permanent closure of Hollowdyke Lane (from Phoenix Lane to Balderton). Question 8 covers the speed of traffic on the stretch of Hollowdyke Lane that is currently open to traffic.

Please note: we also ask for your postcode and house number/name to help us analyse the results and email address to ensure valid responses. Under no circumstances will we share your contact details, and results will be anonymised.

1. Did you know that there are plans to permanently close Hollowdyke Lane (from Phoenix Lane to Balderton) to cars after the construction of the new houses? (This will only be open to push bikes, pedestrians, and buses).

Yes

No

2. Are you in favour of the permanent closure?

Yes

No

No opinion/don't know

3. Before the current closure, did you ever use Hollowdyke Lane (the section of the road that is currently closed, leading to Main Street, Balderton) to access Balderton, Coddington and beyond?

Yes

No

4. How often did you use this route?

More than once a day

Daily

Approx 2/3 days a week

Approximately once a week

Approximately once a fortnight

Approximately once a month or less

Only when my usual route was blocked

5. Fernwood Parish Council is against the long term closure of Hollowdyke Lane. Do you support Fernwood Parish Council in its attempts to investigate options to keep this road open to cars/vans?

Yes

No

No opinion/don't know

6. Will the permanent closure of Hollowdyke Lane be inconvenient to you?

Yes

No

No opinion/don't know

7. If Hollowdyke Lane were to reopen, please indicate how much you think you would use it to leave Fernwood in the direction of Main Street Balderton?

More than once a day

Daily

Approx 2/3 days a week

Approximately once a week

Approximately once a fortnight

Approximately once a month or less

Only when the B6326 is blocked

Never

8. In 2021, advisory 20mph were put up on Hollowdyke Lane. However, the mandatory speed limit is 60mph.

a Would you support the Parish Council in attempting to get the mandatory speed limit to 30mph?

Yes

No

No opinion/don't know

b. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are taking notice of the 20mph advisory signs?

Yes

No

Don't know

I haven't seen traffic on Hollowdyke Lane

c. If you have seen traffic on Hollowdyke Lane recently, do you think vehicles are going too fast?

Yes

No

Don't know

I haven't seen traffic on Hollowdyke Lane

9. The Parish Council would appreciate any other feedback you have in relation to these matters or any other issue you would like to raise.

10. Postcode

11. House number

12. Email address

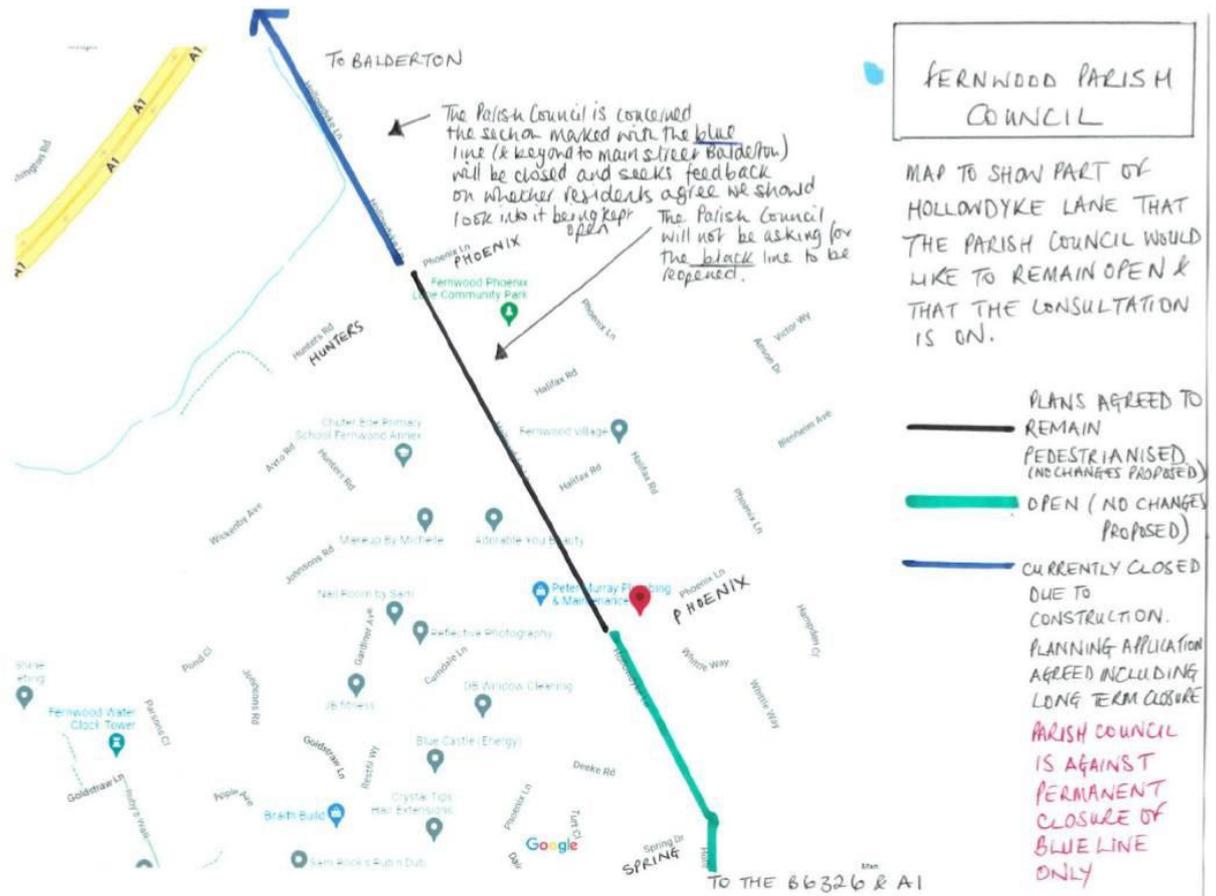
13. Please indicate if you want to be kept up to date by Fernwood Parish Council regarding Hollowdyke Lane.

Keep me informed

Don't contact me.

The survey was published on October 3rd, 2022.

On October 7th, 2022, at 11.13am the following diagram was published.



## Appendix 2: The Parish Council's request for speeding tubes on Hollowdyke Lane and final response from Via Easy Midlands

**From:** REDACTED@viaem.co.uk

**Sent:** 09 January 2023 11:01

**To:** 'clerk@fernwood-pc.co.uk' <clerk@fernwood-pc.co.uk>

**Subject:** HAMS Ref 6265769: Speeding Tube Request - Hollowdyke Lane

Dear Marion,

Further to your recent email with regards to the Speeding Tubes request for Hollowdyke Lane.

We have given this much thought and our conclusion is much in line with the discussion we had, when we last met.

We use speed monitoring in urban zones as a way of measuring speeds against 30/40mph limits. As these limits are not applicable to the stretch in question, and given that ongoing developments mean that there are still changes to layout of the roads and therefore speed limits in that area, we would be gaining nothing from any data collected in terms of future determinations of speed limits.

As we need to manage our resources and costs, this cannot be seen as a justifiable exercise.

For that reason I have to advise that we will not proceed on this occasion.

There will have been discussions with Cllr. Lee and so he may be aware of our consideration.

I offer my apologies if we/I have not formally confirmed our position to you, but I do hope that you understand our reasoning.

Kind regards.

REDACTED

Highways Liaison Coordinator

**Via East Midlands Ltd.**

**From:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk) <[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)>

**Sent:** 28 September 2022 14:04

**To:** 'Customer Service Centre' <[enquiries@nottsc.gov.uk](mailto:enquiries@nottsc.gov.uk)>

**Cc:** Councillor John Lee <[Cllr.John.Lee@nottsc.gov.uk](mailto:Cllr.John.Lee@nottsc.gov.uk)>

**Subject:** HDL speeding tube request - Please respond

Good afternoon,

We have recently been contacted by a resident in our parish who expressed concerns over the speed of traffic on Hollowdyke Lane, Fernwood. This is a 60 mile per hour road with advisory 20 mph signage. This issue was also raised in feedback from a recent Crime Survey that the Council conducted. When Fernwood Parish Council discussed this at their meeting on Monday night, one of our councillors confirmed that he regularly takes his dogs down there and witnesses traffic going very fast.

The Council believes now is the time to look at the speed of the traffic using this road in more detail and see if the 20mph advisory signs are being adhered to at all. We request speeding tubes for at least a week to get firm data on this. I attach a document where I have indicated where the Council thinks the strips would be most beneficial.

We know a lot of residents cross this road and walk down it to exercise their dogs in the fields at the edge of Fernwood and want to ensure the safety of pedestrians on the road and would appreciate your help in assessing the extent of this issue.

Best wishes,

Marion Fox Goddard

## Appendix 3: Full Answers to Question 9

The Parish Council would appreciate any other feedback you have in relation to these matters or any other issue you would like to raise.

1	As a resident whose house is directly next to Hollowdyke Lane, the fact that it wasn't a road was one of the reasons we bought the house. We would certainly not want a busy road that close to the house and would have a lot of concerns about attempting to widen the road and thus encroaching on our property. We like the peace and quiet of our location and would absolutely oppose the road being reopened I'm afraid.		
2	You need to actually concentrate on what you are paid for . wasting Parish Council's money and chasing a project you have already been told will not happen		
3	You are probably aware that there has been increased use of the lane by youths using motorcycles or mini motorcycles as a race track, which is dangerous, noisy and probably illegal as some do not wear helmets and the bikes may not be taxed or insured. A speed restriction would be a good thing.		
4	Without Hollowdyke Lane there is only one route in & out of Fernwood, yet many more houses are being built as well as the new services and the exponential increases in traffic!		
5	With the frequency of the A1 being blocked it is essential that there is another route out		
6	Will be another option to get of fernwood		
7	Whilst I have not previously used Hollowdyke Lane, this is due to being resident for only 1 year and the temporary closure already being in place. I think given the amount of roadworks planned which will potentially cause backlogs on the B6326, and as a result increasing risk of serious harm should emergency access / exit of Fernwood be required. Also the impact on residents needing to take children to school and people needing to go to work who cannot exit Fernwood due to road works or increase in traffic from the ill planned location of the new services.		
8	When we and our neighbours purchased our homes we were told that Hollowdyke Lane would be for footpath use only. To have a busy road within 13 metres of our front door, and 2.5 metres from the driveway is totally unacceptable!! We would contest this most vigorously.		
9	When walking home from school and having the cars speeding down is dangerous!!(from Chuterede ede along Phoenix to new builds) also it doesn't help that the pedestrian crossing that was there (the path on Phoenix lane ) was removed! it is quiet blind, also there is a lot of motorcycles that come speeding down hollowdyke lane from balderton to great north road on a night time opening it up to cars would encourage car racers as it's a straight run And if the cars were not parked on the corner opposite a junction( Phoenix lane -dale way ) the opening of hollowdyke wouldn't be as desirable to avoid a pedestrian or car accident		
10	What'd be great is keeping the road infrastructure from the start to end of Hollowdyke and adding a bike lane. Or more paths.		
11	We should never have only one way in and out of fernwood it's dangerous and I'm concerned the bridge wasn't built for the intent of all this traffic.		
12	We purchased our home at 34 Halifax Road with the understanding that Hollowdyke Lane, from Phoenix Lane to Main Street Balderton would be permanently closed to motorised traffic and would be open to pedestrian traffic only. To have a main road 13 metres from our front door and 2.5 metres from the end of the driveway is totally unacceptable.We would contest any proposal to open Hollowdyke Lane to motorised traffic most vigorously.		
13	We need to keep another route in and out of fernwood.		
14	We need this road opening,when there is any hold up on the A1 we are blocked off from any route other than going over the A1		
15	We need another route out of Fernwood to balderton. Without having to use the A1! If it does re open it needs to be widened and or plenty of passing places.  Also there's going to be a lot of accidents and close calls with the services junction. I'm worried about using it myself. Unless it's a mandatory left turn exit.		
16	We need an emergency exit from the village when the A1 accidents occur.		
17	We need a way out of Fernwood if road blocked		
18	We need a secondary route out of the village		

19	<p>We moved to Fernwood because of its close links to the A1 and the A46 meaning travelling by car is important to us and is our main way of travelling to and from work. The lack of buses travelling into the town centre forces other residents of Fernwood to also be reliant on cars.</p> <p>As soon as there is an accident or roadworks blocking access into Fernwood from Balderton, Fernwood becomes gridlocked, once taking us nearly an hour in peak times during the roundabout roadworks, to leave the street, not just getting out of Fernwood. A second route out of the village, that does not include back tracking the wrong direction down the A1 is needed to minimise traffic. The increase in houses being built is going to make this worse when these are completed.</p>		
20	<p>We have horses at Barnby. We moved here 10 years ago thinking we could access Holodyke Road. It is not convenient for us to drive around and increases the time pressures on our day. Especially if there are problems in A1 or roadworks over the brindle. We are very much against long term closure of Hollodyke Road and believe we should be able to have the option to access our community using this route.</p>		
21	<p>We are new to Fernwood and never knew the road as it was? We use it to cycle and walk to Balderton and Newark, it is too narrow for lots of cars and would welcome a ban on cars, however I feel that motorcycles, mopeds and busses should be able to use it but at 30mph max in my opinion for pedestrian sake. There are other roads that cars can use that have pavements and cycle lanes to keep those safe</p>		
22	<p>We are like at island with 1 way in and out of fernwood, for the thousands of homes built and being built here it is not a good idea to have only 1 road for access for all these homes and people</p>		
23	<p>Traffic turning onto phoenix lane from hollowdyke Lane, especially lorries causes issues due to no give way sign. I live close to this junction and witness it often</p>		
24	<p>This will become a thoroughfare for all of the traffic through Fernwood and a cut through to avoid the new services. They should carry out the roadworks which were originally agreed as part of the planning for the services. It strikes me that this is a cheaper option to ease the traffic problems which anyone with half a brain could see from a mile off. This will affect the residents who have had no say and made no money out of this, please remember who you are meant to represent.</p>		
25	<p>This road needs to be re opened not only for us to safely exit Fernwood when there are problems on the a1 but also because with the new houses there is too much traffic going to come through Fernwood. Phoenix Lane is now dangerous for our school children to cross and it'll only get worse</p>		
26	<p>This road need widening and then can be used to access the main road to reduce traffic through fernwood</p>		
27	<p>This questionnaire has been answered on behalf of myself and my partner from the same address. We highly support this. We think this is a common sense response. We will do anything we can to support the Parish Council in this decision.</p>		
28	<p>This is the only other access from fernwood ,should we not be able to get out of fernwood due to accident, road works etc, which when the last road works were done it caused chaos and in some cases over an hour on people's journeys</p>		
29	<p>This is not the responsibility of the parish council. Why are you spending money from taxpayers' on staff salaries by doing something that isn't in its jurisdiction?</p>		
30	<p>This is giving people false hope</p>		
31	<p>There needs to be another way in and out of Fernwood, currently any problems on A1 bridge then how are we to get in and out of our homes? It is dangerous trying to cross the A1 as an alternative especially for the volume of traffic that would need to do so if the other road is blocked. When I moved here Hollowdyke lane was open then when new development started it was closed off, no warning, I knew of planned new development but not the road closure. With more houses and more cars it's even more important to have the road infrastructure. If the road couldn't be kept open safely then the new development should not have been able to go ahead as where did they expect all the traffic to go and it is residents who suffer from this lack of foresight having difficulties getting to and from their homes. Also how are emergency services supposed to get to Fernwood if this road is not open and the only other way in is blocked, it puts the residents lives at risk in an emergency</p>		
32	<p>There is concern over traffic in front of the nursing home if access through the main street is open. concerned about cars using the road as a rat run . The whole road should be closed at all times.</p>		

33	The whole estate was badly planned. Pheonix and Hunters will be badly affected by overuse of vehicles now if it was to reopen. The stretch from Pheonix to the school is not wide enough to take traffic. The parish has had its priorities wrong with regards on running the estate and how it is planned since I came to Fernwood. Yes investigate it but the wound is to big to be fixed. A whole traffic survey of the estate would be a better idea. How Goldstraw is crammed with parked cars. How pavements are continually blocked. How only one route is going to be used by thousands of cars a day that's Goldstraw and Pheonix. Lots of questions!		
34	The signage at the balderton end needs to be better. Countless times I have encountered vehicles stuck trying to go that way.		
35	The sheer noise level early am of Lorries, vans speeding constantly as Lane is used for all the building site entrances (even weekends) Myself and daughter regularly use this Lane for cycling and have had a number of scary moments due to speeding vehicles Many families use this Lane for cycling, dog walks, running etc surprised no one has been injured		
36	The safety concerns of this road outweigh some residents' requests for easier access/convenience. Please do consider those who live by this road with children, it's simply not safe to reopen and as someone living in the new part - I do not feel it is fair for the new homes to constantly bare the brunt of people's frustrations. This is a new build village - people need to accept development!		
37	The road links to the new fernwood development (Phoenix lane and beyond) are inadequate to support the amount of new homes and new traffic. The existing hollowdyke lane only allows single file traffic which makes no sense. The road needs widening and access each end of hollowdyke to allow us to enter and exit the village which we are only currently able to do via Goldstraw/Dale way which are both so convoluted with parked cars on the road that it is no easy feat whatsoever. It makes us want to consider selling and leaving for a better planned estate and we know many people who have moved from Fernwood for the very reason of the heavy traffic and dangerous parking on the roads. The roads in fernwood have been disastrously planned (which is no doubt the fault of the developer) but once adopted by the council these need urgent attention to rectify. Also, making the black area of hollowdyke pedestrian only will force traffic through phoenix lane via Whittle Way which is not a wide enough road to support the through traffic. It is therefore not sensible to make the black area pedestrian only - traffic needs a means of getting through safely. This means widening the road, having a large pedestrian footpath and speed bumps where necessary. For the amount of new homes, there are no public transport links. If there was a train or bus route it would be much simpler and no doubt increase house value and residents general contentedness living here and remaining here, allowing them to invest and enjoy the village.		
38	The road isn't needed to be open, it should be left for walkers and bikes. It does however need to be set up as an emergency route when the A1 bridge is closed.		
39	The road is too narrow for the construction traffic and the lorries drive along it far too fast. Boy racers in cars and on noisy motorbikes use it at high speeds because they know they won't be caught. It would be better turned into a proper pedestrian and bicycle loop around Fernwood to protect the safety of people using it. A maximum speed of 20mins should be enforced with speed humps placed regularly along the straights. The edges of the road need protecting properly from the heavy traffic using it too. I have lived next to it since 2008 and have noticed the speed of traffic increasing and that the wildlife has decreased dramatically since the construction traffics started in earnest. Birds and wildlife that used to visit our garden never comes any more. It's a real shame.		
40	The road is too narrow for cars so it would be fatal to have it open to traffic. Good for pedestrians etc as they can walk there safely.		
41	The road is predominantly used by pedestrians and cyclists. The road is not wide enough in places for traffic as well.		
42	The road is not suitable for 2 way drive as too narrow. And according to the development schedule, it used to be permanently closed for vehicles except buses, not fair to those who buy the house based on this		
43	The road has become safer for pedestrians and cyclists (it is a favourite running route for me)		
44	The reopening of Hollowdyke Lane would improve access to all parts of Fernwood for emergency vehicles. Developing areas such as Fernwood village should also be fully integrated into the logistical capabilities of older parts of the town, rather than having limiting factors imposed that create a culture of separation and isolation.		
45	The parish council seriously damaged their reputation by bludging one residence against another. The positive aspect of this is that more of the Village seem to be contemplating running as a member of the Council and this will hopefully see a shift in the central Fernwood mindset .		

46	<p>The parish council is absolutely incompetent in such a way that it asks people to say whether the speed is moving fast and then in the other direction this road is open. Opening the road makes you realize that cars will go faster as they will cut off to exit the main road. .</p>		
47	<p>The long term closure of hollowdyke lane gives no alternative safe options in situations where the a1 bridge is closed to traffic accessing fernwood or leaving fernwood without the use of the a1 (with possibility of making legal but unsafe manoevers to cross the carriageway ie drive a1 south to fen lane then do u turn in junction to rejoin a1 northbound, or leave the a1 to access fernwood south of the village (turning left on a1 south past fernwood without a slip road), or alternatively going via claypole, stubton, beckingham into newark; or via long bennington and hawron lane into newark - which would take approx 15 mins extra.</p> <p>The new service station, building on the main road with roundabouts, and further junction work as the village and surrounding areas are further developed leaves us with a massive dependency on the existing road between fernwood and newark. Keeping hollowdyke lane open for a further 10 years or until all the house building was complete would be better than having it closed off, as it is. I am aware that bollards could be lowered in emergwn y situations to allow teaffic from fernwood into newark, but not the other way. This all sounds like it hasn't been fully thought about, nor plicatoons on residents and visitors undersood.</p>		
48	<p>The estate is an island connected to Newark and the A1 by a wholly inadequate B-road (the B6326). The 'service' station has added to the potential for residents to be trapped on the estate without a road on or off when there are problems on the A1. Keeping Hollowdyke Lane as a potential route to and from the estate at least gives an option. Another issue is the narrowing of the road by Allison Homes - HGVs using the 'services' will now have to negotiate FOUR roundabouts and a narrowed road in order to access the southbound A1. The narrowed road ends very abruptly with a distinct corner edge of paving. When an HGV crushes this or bursts a tyre on the sharp edge there will be no means of access or egress to and from Fernwood. There seems to be a distinct lack of communication between the various departments of Newark town council, not least that the construction of the 'services' should not have commenced before the appropriate road infrastructure was in place.</p>		
49	<p>The current plans for Hollowdyke lane are sufficient as it would open for vehicular traffic if other routes were blocked. If it was open all the time there would be traffic accidents at the junction with Main Street.</p>		
50	<p>The closure of hollowdyke Lane to motor vehicles has caused access problems in and out of our village for me, my family and many residents.</p> <p>The A1 is regularly at a standstill many times a week. This causes traffic build up around both entty and exit from the A1 to be blocked, so this then traps us in our village.</p> <p>Before hollowdyke Lane was closed ( against the residents of Fernwoods wishes) we had another route in and out of the village.</p> <p>This was also used daily for patents to get their children to and from chuter ede school.</p> <p>So now when they get stuck in the village with no way out, they are in panic mode with their kids stuck at school.</p> <p>This is also the same for emergency services, they too cannot get in and out of thd village now our access in and out has been taken away with out our consent.</p> <p>The worst of all is, Hollowdyke lane is in the parish of Fernwood where we the parishioners have been engorged.</p> <p>There is a feeling decisions have been made by anti fernwood committees and outside agendas and they have caused distress and a feeling of corruption in the local Authority.</p> <p>The feeling of distrust in its representatives involved in the scandalous decision to leave our village with 1/3 of its access taken away from us causing distress and anger is high.</p>		

51	The closure is a genuine concern. When we bought our house we didn't expect to feel like an island. Fernwood has one of the poorest bus services in the country and no need for a bus only route. Absolutely insane. The bottom of hollowdyke lane also provides the perfect exit out of Fernwood. As a village we are already poorly serviced by one road to enter and exit - with the introduction of the petrol station we are very concerned about being marooned should there be any traffic or incidents. There's a rubbish explanation that it "can" be opened - how long will this take if there's an accident?		
52	The Balderton exit of Hollowdyke Lane would need to be made safer if the road were to open along with wider passing places, like the ones at the top end of the lane. We need another way in and out of the village in case of accidents on the A1 or roadworks on the B6326. We also use Hollowdyke regularly as pedestrians on foot, so would need for it to be safe to continue to walk and/or bike down.		
53	The adherence to the speed limit may be due to the awareness of the high number of contractor vehicles moving to and from the Barrett/David Wilson development. If Hollowdyke Lane was reopened it would ensure that there was an escape route from Fernwood in the event of an emergency. If it can't be opened for all traffic then residents should be reassured that emergency vehicles could use the Lane if necessary. This could be ensured by using rising bollards.		
54	Takes lot if money, time and hard work to build a road. Would be sensible to utilise the resource that is already available rather than blocking it.		
55	Surely traffic lights could be used if the road is too slim. Or mirrors and give way signs? It really would be better to keep access available for local traffic to use. There is so much pressure on the current system and it's only set to increase.		
56	Sue to the public areas to the lane I've witnessed children not stopping when come up to the road		
57	Spend money on the parks in fernwood and do your job		
58	Speeders on Hollowdyke Lane are equally residents and construction workers rather than lorries,in my opinion. Lorries are generally quite considerate.		
59	Since closing the lane I have had to change my driving habits, which is fine, however it does really concern me that we have lost a working escape/entry route into the village when traffic/accidents/road works gridlock the area. This has caused great distress and precious time since its closure		
60	Silly state of affairs, expecting people from hollowdyke end of the estate to have to drive to other end of the estate to get out. All it does is cause more mayhem on the 2 roads (Goldstraw Lane and Dale Way). The problems caused by the beginning of the petrol station build showed how dangerous and inconvenient it was to everyone let alone when they try to do the upcoming works on the bridge and road for the lorries to enter/exit the petrol station. During the "rush hour" it is like a busy main road on Goldstraw, nobody gives way to oncoming traffic either coming/going in either direction. I've sometimes had to wait nearly 5 minutes to cross from one side to the other because no one is willing to stop and let you over they're just intent on getting on/off the estate and "speed" dont get me going on the speed of the vehicles. I certainly didnt move on here to live on a main road. Surely it would make life easier for everyone to have another exit in case of road works or emergencies etc if nothing else.		
61	Should have not been closed at all		
62	Road is dangerous because cars and lorries drive too fast		
63	Risk of Fernwood being cut off if an accident on B6236, increasingly more likely given the new services, the proposed Southern Link Road, future housing developments and the narrowing of the B6236 which has occurred recently with the new road layout for access to Kings Meadow.		
64	please make all of Fernwood 20mph. it can be done!		
65	Please leave it closed we live near by and the noise would be really bad .		
66	Please leave it closed we live near by and the noise would be really bad .		
67	Please concentrate on your own issues instead of Spending money on the coat of arms		
68	Parking opposite junctions is a problem that needs addressing.		
69	Parish Council need to stop sticking their nose into issues that aren't their responsibility .		

70	Opening the road could have a negative impact and increase traffic through Fernwood for traffic wanting to go south towards the A1. If hollowdyke was permanently open, the road would need to be widened to two lanes. In an ideal world the original plans of having the length of hollowdyke as two lanes down to the B6326 would have been best and would have directed estate traffic from greater Fernwood round the outside of Fernwood rather than through the main estate. This would have been safer all round. The plan of bollards at the end provides a good compromise as long as they are easily opened in the event of traffic congestion due to accidents etc		
71	Opening the lane through to Balderton will make it a rat run and encourage drivers to use Phoenix Lane more. With the expected holdups when lorries are turning out of the new service station drivers will be encouraged to take this route if it is opened. It should remain closed with a facility to open it for emergency vehicles during an emergency.		
72	Only use it as a relief road when other road is blocked. Otherwise I use those roads to access the fields for dog walking/running		
73	Once the new Allison homes and persimmon properties are built towards Claypole Hollowdyke Lane will become a rat run for the 1000s of new home owners that live there, pushing a lot more traffic through our village. The road is not designed for that amount of traffic and even with adaptations would still not be suitable.		
74	My Mother lives on fernwood, she is disabled and sometimes requires assistance that aren't the emergency services. My self or my partner have used Hollowdyke to go help her in the past but previously had to travel up to Grantham and back down to access her which has greatly increased the length of time we could assist her		
75	My fears are if/when an accident occurs on the fly-over in Fernwood due to the new services, the residents of Fernwood (myself included) will be trapped in or out of our village. One entry point and one thoroughfare seems like a very bad idea in terms of both access and safety.		
76	My family walk down regular and we have no issues with speed .		
77	My children are at Coddington school. I fear how busy the main route to the A1 will be in the mornings when the new services opens and would rather use Hollodyke Lane to get to Coddington.		
78	Most Drivers on hollowdyke Lane are reckless and ignore the 20mph limit		
79	Maybe you should concentrate on Parish Council remit issues like beans green open spaces and cemeteries . maybe if you had done that you wouldn't have wasted £15,000 on a coat of arms . I hope you read this out in your meetings you will need to resign with immediate effect		
80	Lorries, Van's and cars travel too fast along hollowdyke lane particularly around the entrance to spring drive and the bend which is just past spring drive. in my opinion it is only a matter of time before a serious accident occurs, therefore this area of hollowdyke lane should have a mandatory 20mph speed limit. the rest of hollowdyke lane should have a 30mph mandatory speed limit.		
81	I've seen some cars traveling too fast but obviously not all of them. There wasn't an answer for this.		
82	Its horrendous the speeds that people drive along this road. Many people use it for running, walking their dogs and taking young kids on their bikes. I personally have been nearly hit several times. Dispute wearing hi viz and lights. As the lower part of the road is closed many people use it for exercise and leisure. Maybe it needs to be either open both ends and made into a proper road all permanently closed and used as a track with resident to the new part of fernwood using phoenix Lane		
83	It would be great to have the road accessible (with a footpath alongside ideally)		
84	It would be great to have a convenient connection. From the new builds area it would save good few minutes drive through car-packed streets of Fernwood.		
85	It was dangerous before the closure for pedestrians, dog walkers and and cyclists as car would go at high speed. Many times before I have move quickly out of the way to avoid get hit. It would be better if there are paths for pedestrians, dog walkers and cyclists along the road		
86	It was dangerous before it was closed as it was used as a cut through from Balderton and people drove far to quickly for the narrow road. Unless it is made two lane(widened) it would still be dangerous if used by locals.		
87	It strikes me as very short-sighted that the council don't feel we need an alternate route out of the village. The roadworks that were in place for the new services just went to show how disastrous it can be for the village if the bridge isn't functioning. Not only that but for nervous drivers the A1 can be intimidating - having an alternate option which doesn't involve going miles out of your way would be good in terms of allowing access to the villages and A17/A46. Opening Hollowdyke Lane would also help to reduce the amount of traffic on the bridge, making it safer for the hundreds of schools children having to use it to get to Suthers.		

88	It should remain as a way in and out of the village. When the A1 is congested getting in and out of Fernwood can be tricky		
89	It is not only some contractors that drive too fast. At the weekends particularly there is a very high proportion of residents that drive well above the speed limit.		
90	It is essential to get movable road closure in place as soon as possible to enable access by emergency vehicles if other access is blocked. Lives could be at stake while Hollowdyke Lane is blocked by concrete blocks. Waiting a potential 7 further years for the emergency access is madness.		
91	It is a popular dog walk, a pavement along one side along the whole length would be welcomed		
92	It has caused lots of delays getting in and out if Fernwood since Hollowdyke Lane had been closed We need an alternative route in and out		
93	In the event of the A1 overbridge being closed or roadworks, Fernwood ends up gridlocked and causes residents to be late for work or medical appointments. The only route is going south onto the A1 and risking your life trying to cross 4 lanes of traffic doing 70mph or higher.		
94	In the 18 years I have lived on I have only had to use an alternative route 4 times, hollowdyke lane once, claypole once and down the A1 twice. Also in that time as the village has grown so has the amount of traffic which is to be expected, but never has the sheer volume of traffic been the cause of any blockages, they have either been caused by accidents or dodgy temporary traffic lights when roadworks have been in place. So yes, it can be irritating when it happens, yes it can be an inconvenience but it definitely doesn't justify the road being opened up all the time. As I said at the beginning 4 times in 18 years, so I think the current planning for the lane is the best solution, keep it wildlife, pet, children, cyclist, pedestrian and family friendly because these are what and who are using it the most. And when that once in a blue moon accident or dodgy temporary trafficlight blockage occurs then by all means open it up as an emergency route but lets not spoil it just because you got irritated or inconvenienced by having to wait an extra few minutes or go a different way.		
95	In relation to speed on HDL it is mostly lorry's whose speed feels excessive on such a narrow road.		
96	If we cannot reopen Hollowdyke Lane, another A1 crossing needs to be in place as well as the Great North Road bridge.... 1 crossing point is absolutly unacceptable		
97	If there is an accident on the A1 then Fernwood can become blocked off and we are unable to go in and out. We need another route out!		
98	If there is an accident on the A1 , the impact it has on Fernwood is huge. We are trapped in the village due to traffic being diverted and there is no other way to access Balderton. Three times over the past few weeks my child has been late for Orchard school as his transport bus has been stuck in the traffic.		
99	If the bridge to balderton is blocked and you aren't heading towards Grantham, then the road network for an expanding village is frankly inadequate without Hollodyke Lane access.		
100	I, like many others are constantly frustrated by the regular chaos we are seeing on the roads surrounding fernwood. The roadworks both past and present and even those planned for the future have brought/will bring total disruption to the flow of traffic in and out of the village. These works are not going away any time soon with the completion of the service station, the link road and the impending bridge repairs that will have to carried out eventually. When I go to work the exits of the village are often gridlocked. When I come home from work the entrance to the village is often gridlocked. If there is ever an incident between claypole and balderton, it's gridlocked. Incidents on the A1, gridlocked. This never happened when Hollowdyke was open. We have no choice but to head into the traffic because we have no other way out. The closure of Hollowdyke was a huge mistake. As a regular user I had never witnessed any issues or danger when it was open. If anything was to stop traffic over the bridge my only route north without a significant detour is to cross the A1. I would suggest that this is more dangerous than exiting Hollowdyke into Balderton.		
101	I wish Fernwood Parish Council would concentrate on Parish Council issues and stop turning central Fernwood against the new developments . You should be ashamed .		
102	I use this road to get to my parents house on Spring Drive. It has gotten worse to use, since the newer fernwood has been built. It can feel dangerous turning out of Spring Drive.  Another problem is cyclists and walkers, who walk in the middle of the road, because they have headphones in.		

103	I use hollowdyke everyday to get to work on my bike. There is always cars, vans coming in from the Balderton side thinking they can get up hollowdyke, never doing 20mph. I agree Fernwood needs another exit route, with all the building of houses, and service station the road infrastructure is ridiculous, but I do agree hollowdyke is not wide enough for 2 lane traffic		
104	I think the reopening will ease dangerous through traffic passing the school at peak times		
105	I think the lane works well as is and promotes better access to fernwood and the new estate creating less traffic through the estate. A better finish to the access from the new estate to balderton would be nice as it currently looks appalling. I recognize this might not be allowed for vehicles but it should be considered as it would not be anymore dangerous than any other road and reduce overall traffic and pollution through the estate.		
106	I think that there should be a one way system on Hollowdyke but that it should be open to all traffic		
107	I think people are getting the two halves of the road confused.  Based on the speed the developers are doing down the closed section, I definitely don't want it reopened. There are already many near misses where it intersects with Phoenix lane.  The plan of it being only for emergency use is good until the relief road is built. Once there is the relief road, Fernwood won't be as much an island.		
108	I think it should remain closed but opened when the fly over is closed		
109	I think having 1 way out of Fernwood is poor and this lane has been used for years without problems.		
110	I tend to use Hollowdyke to walk to Balderton and welcome the closure but Hollowdyke should be made available to vehicles very quickly if the other road is blocked or there has been accident on the A1		
111	I strongly support the reopening of the road as it will provide a much needed access route for when the a1 is backed up or closed.		
112	I strongly disagree with opening this road. I purchased my house on the understanding it would not be a road! I will push for court action if this road opens!		
113	I run down hollowdyke lane regularly in a loop around Fernwood. Majority of drivers are going fast but luckily traffic is light. I would be more concerned if the use of the round went up as this would make the faster cars more dangerous.  Opening the road through to Balderton would be great for us personally as we have children in both sites of Chuter Ede school.		
114	I often walk down Hollowdyke Lane and a lot of the building contractors seem to go far too fast especially getting to the junction from the building works to Phoenix Lane!		
115	I moved into Fernwood approximately 6 months ago, after the closure of Hollowdyke Lane, so have not used it. However my child started at Chuter Ede in Balderton in September (we unfortunately did not get a place at Fernwood) and I have already been held up by traffic more than once over the A1 bridge near the new service station (on one occasion it took over half an hour to do a drive that is usually less than 10 minutes making me late to collect him). Access to Balderton for the school run via Hollowdyke would save time as well as money spent on fuel, and more generally would reduce the amount of traffic going through the older part of Fernwood from the newer areas off Phoenix Lane as there is currently no other option to exit the village. Thank you for reading		
116	I live in a house less than 10 meters from the road, having this road open and widened to accommodate two way traffic would encroach within 5 meters of my house and I don't want the thundering of traffic right next to my living room. Hollowdyke lane isn't suitable for two way traffic and was never intended to be used as a regular arterial route in and out of Fernwood. I'm fine with it being used to buses and controlled access for emergency vehicles.		
117	I have seen cyclist using the hollowdyke lane leading to balderton. If it hope to traffic cars vans buses etc I'm concerned about speeding alone the lane. People will us it as a cut through at all hours. However it would be useful to use especially when the new garage opens due to traffic and it would be used if access to Newark is blocked. I can see both sides. It would need to be 20 for speed limit.		
118	I have no issues with increasing the speed limit to 30 but there would need to be a path all the way down first. Regarding permanent closure of Hollowdyke, this is a ridiculous idea. We've been stranded in the village at least twice this year due to accidents and roadworks bringing traffic to a standstill - this will only increase with the increased traffic due to the service station and increase of pupils at Suthers, as well as the significant increase in residents. We need an alternative way out.		

119	I have made various comments on this via email to the council and Mr Lee to no avail. HgVs and concrete lorries speeding down the Lane Also traffic since the additon of the footpath are actually driving though, the estate. Companies such as View Civils, Central Gas Services , Landscapers, Scaffolding etc		
120	I have lived on Fernwood since late 2003 and used to use Hollowdyke Lane regularly, most weeks. It has been an inconvenience on many occasions since it's closure. I have never been made aware about any closure, temporary or permanent and only recently heard from a neighbour that it may close permanently. I was utterly shocked and dismayed at this news. If there were ever to be an accident on the road crossing the A1 into Balderton there would be chaos as gridlock to hundreds of homes and all the surrounding roads. I'm utterly dismayed that closing it is even a consideration.		
121	I have lived in Fernwood for many years and have experienced complete gridlock on several occasions. Most often this is as a result of accidents on the A1, but also due to roadworks in the B6326. It is inevitable that the perfect storm will eventually occur in which both the northbound and southbound A1 is closed due to separate accidents and we'll all be trapped. It is essential that Hollowdyke Lane remains open as an alternative access route in these circumstances at the very least.		
122	I have lived in balderton and fernwood all my life and have frequently used this road for walking, biking and also driving when the a1 has blocked our access over the bridge. There are many pros and cons to keeping the road open, some of which I have listed below:  Pros - helping motorists find a way around when accidents and congestion has happened  Cons: - now the other side from balderton is blocked and new houses have been built people including and not limited to spring drive travel at stupid speeds down that road something that did not happen before the houses were built. - there is no consideration to allow pedestrians to stand in and cars make no attempt to slow down either, accident waiting to happen in my opinion. - genuinely believe that children will be able to safely use the lane especially for accessing balderton given the new lorry turning and service station the other way. - families and dog walkers will be able to enjoy a small part of the country side left around here I hope this helps give an opinion on the lane and how a local has seen this land before the houses were built.		
123	I have been a resident on Fernwood for 18 years. I would use this route several times a week to avoid congestion going to or from work. Since living here the volume of traffic has increased immensely and there is an increasing risk of Fernwood being blocked in if Hollowdyke Lane is closed, due to any accidents that happen on the bridge. The risk is ever increasing, especially with the very poorly placed Welcome Break services ans the imminent link road. It would be a complete travesty if it were to close and disastrous decision of it goes ahead.		
124	I feel this would reduce some of the traffic coming in and out of Fernwood from the Balderton side which also would lessen the risk to the school children walking to and from school which is a worry of mine, especially with the welcome break going to attract more traffic. I also feel this would be a more convenient way to access the estate without having to travel via the A1 but I would prefer a lesser speed limit as I do feel this may pose a problem if remains 60mph		
125	I feel that a permanent closure and more houses being built, increases risk. Currently we only have one route out of Fernwood to the North. The new petrol station will contribute to increased traffic.  If the one route becomes blocked for any reason, emergency services, may not be able to access residents in Fernwood in a timely manner, therefore lives may be at risk.  If vehicles could travel to Balderton, Newark and Coddington via Hollowdyke Lane this would reduce traffic flow on the alternative route, therefore reducing risk to Pedestrians & Cyclists ar busy times.  However, an appropriate, safe, Pedestrian and Cycle route should be made available along Hollowdyke Lane.  Thank you.		

126	I don't want more traffic around the area/corner of Johnson's Road/Phoenix lane. It's already dangerous as people speed around. Providing further access will increase cars and potential accidents. A "cross roads" at that point will surely result in dangerous accidents for pedestrians and cyclists. It's already a danger with the construction traffic.		
127	I do not support your suggestion to open just the lower portion of the road instead of the entire thing (as indicated on your map by a blue line). Opening just the blue portion would divert traffic down Hunters Road past the school, which makes it more dangerous for the children. Either the entirety of Hollowdyke Ln should be opened or the end should be closed to traffic from the current phoenix lane junction as the current plans dictate. We should not be creating a rat run for commuters past the school.		
128	I do not support the closure of HDL adjacent to Allison Homes as it creates yet another impediment to access to and from the existing houses. I also consider the Phoenix Lane to Balderton to be a critical link to making Fernwood an integral part of Newark rather than an isolated community.		
129	I believe the lane need to reopen to give the other roads in fernwood some respite from traffic. A lot more houses are going to be built towards the back of fernwood and I think there needs to be other routes into fernwood. At the moment too many cars are blocking the roads and you can tell residents toward the front part of the estate are getting annoyed with all the cars coming in and out as road safety and correct driving practices are not being adhered too and road safety is becoming an issue. For the safety of residents there should be another route in and out, not only for the residents but for emergency vehicles, when driving through some days emergency vehicles would struggle.		
130	I appreciate that Fernwood PC are against the 'permanent closure' but our understanding is that it won't be permanently closed. It will be used for buses, pedestrians, cycles and emergency services whilst also being open for access to all traffic when required in the event of an accident. Your survey questions are designed either to support your narrative or suggest that respondents do not care about the outcome, as such no matter what the response it will feed your assertion that permanent closure is a 'bad thing'. As a resident who lives along Hollowdyke Lane we were provided with assurances that it would remain majoratively a pedestrianised road, reopening it to traffic would likely encourage further speeding on narrow roads whilst providing fernwood residents a 'fast' cut through out of the estate onto a sharp, unmanaged bend at the Balderton end or a poor visibility turning at the Claypole end. Its difficult to see how safety arguments stack up and I would humbly suggest the only problem is inconvenience for a few isolated instances a year.  To confirm, I wish to object to your objection.		
131	I am living in the new build in the Fernwood Village. The reason I bought that house is that it's stated one part of Hollowdyke Lane will be used for Buses, Cyclists and Pedestrians only and another part will be for Cyclists and Pedestrians only according to the development plan. It will be unfair to those residents who moved to there if Hollowdyke is re-opened after the construction.		
132	I am concerned that any closer of the A1 and any accident at the new welcome break will lead to Fernwood residents attempting to cross the A1 at the clay pole junction and cause more traffic which will affect my way to Work and my child's access to school. I am also concerned that my children will be involved in an accident at the new welcome break as there is no provision for crossing the road on the Fernwood side of the welcome break apart from an extended middle point?? These are children who Are being endangered every day by the complete lack of commen sense		
133	How do we get in or out of fernwood when the road near the new petrol station is blocked ie due to accidents.?		
134	Hollowdyke should be used as an emergency route. It is not a wide road and is an ideal route for walkers and cyclists who would be at risk from motorists. I don't think the introduction of speed limits would slow down vehicles		
135	Hollowdyke needs to stay open as when there is traffic issues, which there is regularly, the residents of fernwood are stuck as there is only one way in and one way out, for the thousands that live there and the thousands more that will live there once the new house estates are built it is ridiculous to have only one road. Whoever passed the thousands of new homes to be built with no infrastructure wants their head testing.		
136	Hollowdyke Lane needs to stay open to Fernwood residents as it's the only other way off the estate! Given the traffic congestion caused by other builders.		
137	Hollowdyke lane needs to be accessible for car and all other vechiles as otherwise Fernwood has no other route out and very quickly becomes gridlocked.		

138	Hollowdyke Lane is a public highway and should remain so. If there is a problem on the A1/B6326 or the like we have no escape route from Fernwood. It makes no sense to close the road to cars but allow buses.		
139	Hollowdyke Lane has an advisory 20mph limit, therefore the road is still 60 mph and because of its nature, I believe it would be impossible to speed on there, as it would mean going above 60mph. It would be better for it to be an enforceable 30 mph.		
140	Having an alternate way in/out of the community would be very beneficial when A1 or B6326 traffic is gridlocked several times each year. I have heard Balderton believes that having the road open causes too much traffic for their residents, but disagree as that route is not offering roadway access anywhere other than into residential Balderton or towards Coddington. I think that Fernwood residents traveling into Newark would mostly continue to use B6326 for convenience. There would probably need to be a light or roundabout where Hollowdyke exits near the bridge in Balderton for safety.		
141	Having a pedestrian / bus only lane would be wonderful but when there is only one road exit from Fernwood, it is a luxury we cannot afford. There needs to be another vehicle exit from the village.		
142	Goldstraw lane is too busy with lots of cars parked making it difficult and dangerous for large amounts of cars to be using it.		
143	FYI - I didn't use the stretch of road that's closed because it was already closed when I moved to Fernwood.		
144	For those of us that live along the lane and moved in to houses under the pretence that it would be shut it would be ludicrous for it to open. The lorries and cars fly up and down there as it is, many of us along the lane have small children. We would then be subject to constant use by vehicles which will undoubtedly speed as they already do. Me and my husband would not hesitate to seek advice from a solicitor should it reopen when we were sold the house under the plans that it would remain shut. For those that want it reopened for the very few times the A1 is shut to argue this will have a huge impact on them is ridiculous.		
145	For the safety reason, please don't open because the road is next to the school, the route is a common path for children to walk across,		
146	For emergency access we can't wait for the highways agency to open a barrier. We are having blocked roads once or twice a week now. We are being islanded with a growing population		
147	Ex Fernwood residence ,reopening Onto main street would be an accident waiting to happen . Rethink your plans		
148	Even though the junction at Main Street / Hollowdyke is assumed to be inadequate there will not be a full stream of cars entering or exiting the junction as the majority would likely head north or south on the A1 or to the southern link road near the roundabout when it is completed. It's also not fair on the original fernwood development to have the extra traffic heading down Phoenix and out Dale Way or Goldstraw lane. Heading out at the Allison homes end is not ideal due to the bend and trees blocking the view but it can alleviate some traffic through the original development.		
149	Entry via other routes is restricted already, given the limited parking in areas such as Goldstraw Lane, please don't limit this even further. Thanks		
150	Dog walkers , runners and cyclist use the lane alot , so we're there is no traffic other users of the lane are safe . We're there is traffic there is no pavement and so not safe . People have to go into the grass verge to stop getting run over . I think it would be better to close the hole lane 😞		
151	Definitely need it open to avoid chaos caused by construction and roadworks traffic. And a way to avoid A1		
152	Daft to close it permanently. Fernwood has been a complete standstill when works competed at tawny owl around about, there is only one way in and out! Very inconvenient, late on several occasions due to the works and will only be worse with the welcome break development. This road obviously needs to be open for access. A bit more thought in to developments in fernwood and being less anti car would be very important. There is not the road infrastructure to support the sprawling site. Completely daft to close hollowdyke.		

153	<p>Construction workers are speeding on the lane as I have to cross it daily with my children on the school run</p> <p>Also I have had a major car accident so I am very worried about the a1 and the constant lorry's which will now be encouraged to use the bridge near the new petrol station so the re opening of the lane would not only help me, but would be a preference for me to travel to work</p> <p>Also I fully support it as a second route to use in emergencies as the bridge would be the only way out for us residents, should there be an accident I. The bridge</p> <p>We feel like we are being cut off from commuting out of fernwood and this is not fair on residents of fernwood</p>		
154	Construction traffic, especially tradesmen drive to fast going to an from the work.		
155	<p>Concerned that The Parish Council have made the situation worse .</p> <p>Nobody knew it was only advisor before the Parish Council told every one .</p>		
156	Concerned that are-opening Hollowdyke will create a much-used short-cut to the A1 rather than another entrance. Also those of us who have purchased properties along the lane did so on the understanding that it wasn't in use. Perhaps the lane can be re-opened from Main Street to the junction of the new roads that will cross it, which will create a new entrance to the village but minimise the likelihood of it becoming a short cut or rat run.		
157	Concerned about increase traffic in B6326 when A1 closed		
158	Concentrate on Parish Council issues		
159	Closure means essentially only one exit from Fernwood (onto the Great North Road) which is already congested and with the narrowing, service station plus Fernwood expansion, will only get worse.		
160	Cars and lorries go far too fast along Hollowdyke and get dangerously close to the many pedestrians along there		
161	<p>Cars and all of the construction vehicles travel down hollowdyke much faster than 20mph. We used to walk the dog along it as a family with our 3 year old. We haven't walked down it at all for volume of traffic together since our son was born - he's 14 months now. It's just too dangerous and full of rubbish sadly.</p> <p>If it were to be turned into a proper 2 lane road or a better road with passing places it would ease a lot of the 'idiots' who drive ridiculously fast down Phoenix lane. I have lived on Tutt close for 10years and in the past 2 years the speed and obviously volume of traffic has increased dramatically. Added to that the people who now regularly park at the bottom of Phoenix lane and on dale way make it a real accident hot spot</p>		
162	By closing Hollowdyke we have become an island if there are any traffic issues on the A1 or old great north road. By leaving it open we can at least get off Fernwood. I saw the letter that Balderton Parish Council wrote to Newark not wanting Hollowdyke to stay open because of increased traffic through Balderton. What rubbish the traffic through Balderton now has to go through the whole of Balderton to get to Coddington or the back way to Newark. Their argument never did stand up but no one listened.		
163	Burger King drive thru - if this attracts the same amount of custom like its competitors (MacDonalds & KFC) at the Roman Way complex. I can foresee queues entering from the Balderton roundabout causing tail backs and the residents of Fernwood unable to get home at a reasonable time/speed. This will also become problematic should there be a serious incident blocking the A1 Fernwood needs an alternative route in and out, both for residents and emergency services		
164	As a resident of spring drive the closure of Hollowdyke lane has significantly impacted the access to our homes (which previously was only via Hollowdyke lane). However, we do not support its full reopening as it will become a "cut through" for significantly more vehicles than prior the new development making it difficult for us to turn from our road as we have poor visibility to the road in front of Horsa close. We have already had an accident when pulling out due to a car speeding from the development passed Spring drive. The root cause of the issue is poor planning and cars parked along Goldstraw lane meaning cars prefer the ease of using Hollowdyke lane. Double yellows along Goldstraw lane would allow for improved traffic flow throughout Fernwood. The turning from Phoenix lane onto Goldstraw is dangerous and is only a matter of time before someone is seriously hurt.		
165	An alternative route should be available to residents particularly with the new services opening which will increase traffic on the B6326		

166	According to the plan, the road will be opened for emergency use only and will be bus lane and cycling lane in normal situations. I think this is good enough as emergency plan as the road is too narrow for two way traffic and it will be a danger to the cyclists.		
167	40 would be a better speed limit rather than 30		
168	20mph question feels like a trick question when I don't support the reopening of the road. Main Street in balderton is not fit for purpose to take the amount of traffic opening Hollowdyke would create. We are trying to promote cycling and walking as well as a tranquil environment let's not spoil it by having cars speeding past a school and park area. We have only had a few instances when we have been stuck on/out of the estate and this was mainly caused by the works at the Welcome Break site which will be completed soon so why spoil our beautiful estate because of a handful of instances.		
169	20mph is way to low, if pedestrians want to use the lane they should also be aware of the traffic that is on it they already have right of way and everyone slows down for them I think 40 is a comfortable speed for a distance driven		
170	<ol style="list-style-type: none"> <li>1. Widen the current open end of hollowdyke road to allow better and encourage more usage. This would bring the same alleviation as opening the currently closed end.</li> <li>2. Main Street couldn't manage the traffic and more traffic would be encouraged through/around fernwood from coddington/balderton if it were to be reopened.</li> <li>3. Put Double yellow lines on Dale way, Goldstraw lane &amp; Phoenix Lane so that traffic easily flows and eases potential dangerous congestion/collisions and accidents etc.</li> </ol>		

**From:** clerk@fernwood-pc.co.uk <clerk@fernwood-pc.co.uk>  
**Sent:** 24 November 2022 12:28  
**To:** REDACTED  
**Subject:** RE: Building work traffic

Hello REDACTED,

Thank you for your message. The traffic should be able to use Hollowdyke Lane despite the roadworks. My understanding is that Allison Homes and Barratt David Wilson Homes have agreed this. I have just emailed both companies to clarify this and ask them to tell their contractors not to come through the village. If you could send me any company names or registration numbers that you see with a note of the date/time will help them target specific offenders (a photo would be very helpful). I keep a log of this and send it to N&SDC when there are numerous lorries.

Regarding the speed bump have you contacted [cllr.johnno.lee@nottsc.gov.uk](mailto:cllr.johnno.lee@nottsc.gov.uk) ? He told the parish council he was looking at these on a case-by-case basis and he has asked for such requests to be directed to him.

The Council is not due to meet again until January 16<sup>th</sup>, 2023. I will add this to the agenda for then, so the Council know that you have requested this and to see if they agree to write to NCC/Via to support you. In the meantime, I suggest you contact Cllr Lee or NCC/Via East Midlands customer services and hopefully they will address this for you. If they agree to remove the bump, let me know.

Regarding the construction traffic coming through the village, you could also raise this with planning enforcement at N&SDC – email [customerservices@newark-sherwooddc.gov.uk](mailto:customerservices@newark-sherwooddc.gov.uk) and ask it to be forwarded to planning enforcement. I will email them too to let them know this is an issue again.

To help me discuss this with the Parish Council, please could you let me know at what point it is on Dale Way (near which house numbers).

Best wishes,

Marion Fox Goddard  
Parish Clerk and Responsible Financial Officer  
Fernwood Parish Council  
Email: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

*Note from Clerk: In December, I asked NCC to provide a quote to change the remaining rumble strips (as other ones has been – still a hump but smooth tarmac so this does not cause a noise disturbance to houses nearby). Still awaiting feedback.*

**From:** REDACTED  
**Sent:** 24 November 2022 12:09  
**To:** Marion Fox Goddard ([clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)) <[clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)>  
**Subject:** Building work traffic

Just a polite heads up that all building work traffic is now coming down Dale way to avoid the roadworks. This morning alone there has been cement , earth and giant skip trucks.  
All of which again are shaking my house.

This will obviously be a long term problem again for me and was hoping the council would again help me with highways to petition for the speed bump to be removed.  
I could only get this done if they agree to vibration monitoring on my home.

Any help would be appreciated.

REDACTED

**From:** REDACTED

**Sent:** 02 December 2022 13:37

to get rid of all the remaining rumble strips

**To:** office@fernwood-pc.co.uk

**Subject:** Fernwood Estate Parking | Garage Access

Hi,

I wanted to get in touch to make a complaint with regards to the parking in Fernwood.

Cars are parked all over the place, parked on the pavement blocking the pedestrian walkway, blocking access for pushchairs. Which in turn pushes pedestrians and pram users out into the road which is ridiculously dangerous and a position we should not need to be in.

Cars are parked either side of the road, which doesn't allow cars to pass each other, changing the road into a one-way system, with limited visibility which in turn will cause an accident.

Cars are parked either side of the road on a crossing, up on both sides of the pavement which reduces the view to cross safely.

Something really does need to be done about these issues before an accident happens. With Hollowdyke Lane closed, more and more vehicles will be driving through the middle of Fernwood again increasing the risks of an accident.

The logistical plan for the garage is absurd, can you please send me the proposed plan as it stands, so I can submit a formal complaint. If large vehicles are coming off the A1 they will start blocking the roundabout, causing further issues to local residents.

I look forward to your reply.

Thanks

REDACTED

**From:**

**Sent:** 08 December 2022 13:30

**To:** clerk@fernwood-pc.co.uk

**Subject:** IMPORTANT URGENT CORRESPONDENCE - CORONATION OF HIS MAJESTY THE KING, CHARLES III



Dear previous participant,

**RE: FORTHCOMING CORONATION OF HIS MAJESTY KING CHARLES III.**

I do hope you are well, and enjoyed your involvement in the celebration of our late Queen Elizabeth II Platinum Jubilee.

I am sure you would have seen through the media, our past, most gracious Queen Elizabeth undertook the lighting of her Principal Beacon at Windsor Castle on 2nd June this year, an honour we will all never forget, especially as it was one of her last official engagements before her sad passing.

However, the important reasons for contacting you are as follows.

(1) To thank you, your City, Borough, Town, Parish or local community, and the many, many thousands of others that supported you again, in taking part in the lighting of the Beacons and associated events, including the Commonwealth Song, Proclamation, Bugle Call and those Pipers and others around the world who took part in this celebration. We will not see another Platinum Jubilee for many generations to come, so your involvement was even more important, and is now part of history.

(2) We have received so many calls and emails from previous participants, asking if Beacons are being planned to be lit in celebration of the forthcoming Coronation of King Charles III, in June next year. The answer from Buckingham Palace is NO, the reason being, they are conscious that the Coronation will take place less than a year after The Queen's Platinum Jubilee Beacons were lit, and are therefore anxious to ensure that the events planned for May 2023 have a markedly different look to those of June 2022.

(3) **IMPORTANT HOWEVER**, it has been agreed that Beacons should be lit on **6th June 2024**, as the **PRINCIPAL LEADING** event led by our communities and organisations etc, in the celebration/commemoration/tribute to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy.

D-Day as you know, was the the largest Naval, Air and Land operation in history, so we need to undertake this 80th Anniversary opportunity with great enthusiasm, saying thank you through respect/remembrance/tribute to many hundreds of thousands of souls who sacrificed so much to ensure the freedom/peace we all enjoy today.

With this in mind therefore, I will be sending you the official Guide To Taking Part in D-Day 80 in the New Year, enabling us all to start our planning for this special occasion, involving all areas of our local communities and organisations throughout the UK, Channel Islands, and the Isle of Man, many of which, would have had relatives and loved ones involved 80 years ago.

The above logo, developed for D-Day 80 will be available for free use as soon as the Guide To Taking Part has been produced and published in the new year, includes the flags of the Nations involved in the landings on 6th June 1944. This will ensure they receive the correct acknowledgement for the amazing, selfless and important part they played, along with providing the opportunity to become involved in the celebrations/commemorations/tribute in 2024, if they so wish.

May I also take this opportunity to thank you once again for the amazing role you and your community/organisation, played in the great success of the Platinum Jubilee Beacons and its associated events this year, and to wish you and your family a very Happy Christmas and New Year.

My warmest regards,

*Bruno Peek*

Bruno Peek LVO OBE OPR  
Pageantmaster  
D-Day 80  
6th June 2024



From: office@fernwood-pc.co.uk <office@fernwood-pc.co.uk>  
Sent: 19 December 2022 08:00  
To: REDACTED  
Subject: RE: Phoenix Lane

Item 17d

Also see item 9 dix

Good morning REDACTED,

Thank you for your email. I'm sorry to hear that there have been collisions.

Nottinghamshire County Council is responsible for adopted roads in Fernwood. I have checked their website and it has this search facility for gritting: <https://www.nottinghamshire.gov.uk/transport/gritting/map>  
There is also a link on the following page to request a gritting:  
<https://www.nottinghamshire.gov.uk/transport/gritting/about> My understanding is that they only grit Goldstraw Lane and Dale Way.

I will raise this with Barratt David Wilson Homes as I don't think the new part of Phoenix Lane has been adopted yet. I will ask whether they will consider gritting it.

If you'd like to raise this directly with NCC their customer services email address is [enquiries@nottscc.gov.uk](mailto:enquiries@nottscc.gov.uk)

Fernwood Parish Council will next meet on January 16th at 7pm at Fernwood Village Hall. I will add a redacted version of your email to the agenda pack, so the Council is aware that this issue has been raised. You are most welcome to join the meeting to discuss this issue during the public forum at the beginning of the meeting.

Best wishes,

Marion Fox Goddard  
Parish Clerk and Responsible Financial Officer Fernwood Parish Council

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

From: REDACTED  
Sent: 17 December 2022 13:46  
To: office@fernwood-pc.co.uk  
Subject: Phoenix Lane

Good Afternoon,

I would like to express a major concern that I have with Fernwood roads.

As a rapidly expanding community the roads have become extremely busy. However the resources for following this rapid progression seem to have some what been missed.

There has been a number of collisions this week alone due to icy roads. There has been no gritting of any form all week with temperatures being sub zero all week long. I ask myself how many more incidents need to take place until something is done. Luckily at this point no one has been seriously injured however I'm sure if no action is taken soon, it won't be long until either someone driving or a pedestrian is seriously hurt.

I understand this time of year must be extremely hard for additional services, however I don't believe the level of neglect that has been shown to this issue is in any way a solution.

I write this email in hope that action is taken immediately on my points raised.

I look forward to your response with clear points on how you are going to resolve this inexplicable lack of safety measures in and around our community.

Regards,

REDACTED

**From:** Administrative Services <Administrativeservices@newark-sherwooddc.gov.uk>  
**Sent:** 19 December 2022 12:18  
**To:** Administrative Services <Administrativeservices@newark-sherwooddc.gov.uk>  
**Subject:** Planning Application Local Validation Checklist Consultation

Dear Clerk

We are currently asking for public comments on our draft Planning Application Local Validation Checklist. The Checklist provides the basis on which we validate all planning applications. Simply, it is a tick list to help individuals make sure they have submitted everything necessary to make a planning application and is intended to make the process of submitting a planning application easier for everyone.

We are required, by Government, to review and consult on our Local Validation Checklist for Planning applications every two years. This will ensure our Checklist is up to date and reflect current planning policies in accordance with Local and National Guidance. Our draft Local Validation Checklist is open to public consultation for eight weeks from 19<sup>th</sup> December 2022 to 13<sup>th</sup> February 2023. You can find out more, including how to submit your comments, by visiting [www.newark-sherwooddc.gov.uk/validationchecklists](http://www.newark-sherwooddc.gov.uk/validationchecklists)

Yours sincerely

**REDACTED**

**Planning Technical Support Manager**

**Planning Development**

Newark and Sherwood District Council

01636 650000

[planning@newark-sherwooddc.gov.uk](mailto:planning@newark-sherwooddc.gov.uk)

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**From:** REDACTED  
**Sent:** 23 December 2022 11:25  
**Cc:** REDACTED  
**Subject:** UK Shared Prosperity Fund- Applications Open

Good morning,

NSDC successfully secured an allocation of £3.29m of UK Shared Prosperity Funding (UKSPF) to support the delivery of a number of projects and programmes over the next 3 years. The overarching objective of UKSPF is to 'build pride in place and increase life chances', with 3 core investment priorities of Communities and Place, People and Skills and Supporting Local Businesses.

We are now accepting applications from organisations for funding to deliver initiatives that align to the objectives of UKPSF and our local priorities. For more information and to apply, please visit: [UK Shared Prosperity Fund | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk).

Please share this detail with any local organisations that may be interested. The deadline for applications is 5pm Friday 17<sup>th</sup> February 2023.

If you have any questions, please contact REDACTED

Thank you

REDACTED

**Shared Prosperity Fund Programme Manager**

**Economic Growth and Visitor Economy**

Newark and Sherwood District Council

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)



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

**Sent:** 06 January 2023 09:17

**To:** REDACTED

**Subject:** RE: Dale Crescent

Good morning REDACTED,

Thanks for your email. I'm glad you like the new shrubbery – I'm looking forward to seeing, it when it has had a chance to grow/flower.

Thank you for letting me know about the safety issue. Is there a particular time/day they are there? I could ask if the community protection officers could talk to the boys and suggest they use the playing field where it'd be safer.

I'll raise this with the Parish Council to discuss another sign when they meet on 16/1/23.

Best wishes,

Marion Fox Goddard

Parish Clerk and Responsible Financial Officer

Fernwood Parish Council

Email: [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**From:** REDACTED

**Sent:** 05 January 2023 20:38

**To:** [clerk@fernwood-pc.co.uk](mailto:clerk@fernwood-pc.co.uk)

**Subject:** Dale Crescent

Hi FYI .

The new shrubbery in the area on the Crescent where the footballers had churned up the grass area is very much appreciated thank you.

However over the Christmas holidays a group of boys have returned to the green to play football but now on another area.

There is again around 9 boys now playing very near the edge of the road on the corner facing Williams Lane. The ball is once again all over the road in the path of cars. Im concerned that this is an accident waiting to happen once again and isnt safe or appropriate area for groups of children to be playing football. Its a small area and already the grass area is being churned near the keepfit equipment and bench.

May I ask that someone from the grounds team/parish Council pop to look at this area and possibly consider additional no balls games signs on the green in this area. There is already a no ball games sign on the other end of the green but it seems the boys seem to think it only applies to this area. I can only see this matter escalating as it did previously if not addressed early on.

I do not wish to spoil any children's fun but the boys are oblivious to the danger of playing in this area right on the corner once engrossed in their games.

Kind regards REDACTED

*Note from Clerk: 6/1/23 N&SDC's Antisocial Behaviour Officer has agreed to ask the CPOs to pay attention to this area when on patrol in Fernwood.*