



**Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at
7:30 pm on Tuesday 10th May 2022**

Present: Cllrs. Westbury (Chairman), Selby, K Clarke and D Purcicoe

Also Present: V Arkell (Clerk & RFO)

FAC.22.1 To receive any apologies for absence

I Clarke and Cllr Healy sent their apologies - The Committee proposed to accept the apologies

FAC.22.2 To receive any declarations of interest

None

Items to receive or note

FAC.22.3 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

A member of the public shared their interest in the orienteering course, the member of the public was happy to wait to hear what was discussed within the agenda item

FAC.22.4 The most recent unmetered supply bill

The Clerk shared a review of the most recent bill that has been billed by Npower (now owned by EON) in March 2022, compared to the annual bill that was issued by EON in March 2021. The charge from Npower shows 1/3 year billing at 453kwh which over the year would result in a 100kwh increase from the previous year. [The Clerk to investigate further why there is an increase](#)

Items to approve

FAC.22.5 To accept the 8th March Facilities Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

The Committee resolved to accept the meeting minutes as accurate

Items to discuss and agree a course of action:

FAC.22.6 The most recent playground inspections

The Committee reviewed the most recent play inspections. The inspections didn't highlight anything of high risk. [The Clerk to organise for the Caretaker to fix what he can and for any outstanding matters, quotes should be obtained for repair](#)

FAC.22.7 Hadleigh Park Playground renovation and the purchase of new bins for the site

The Committee delegated the decision on what bins to purchase to Cllr K Clarke and the Clerk, with a budget of £1000 exVAT for 2 bins

FAC.22.8 The arrangements for window cleaning at the Village Centre

The Committee agreed for the windows to be cleaned every 6 weeks at a cost of £55

FAC.22.9 Acres football pitch and pavilion rental processes and costs

The Clerk presented an analysis of income and spend for the Acres football pitch and pavilion. The Committee discussed the need to lower the usage and increase the price per session as the pitch is unable to manage the current use and the maintenance required is costly. [Cllr Westbury and the Clerk to work on an annual agreement and costings for the 22-23 football season.](#)

FAC.22.10 To purchase signs to create an orienteering course



The Committee resolved to purchase the signs for orienteering and look at the edition of nature signs to go with them

FAC.22.11 Farnsfield Allotment Association 22-23 Management agreement and the arrangements for billing for water

The Facilities Committee resolved to accept the FAA management agreement and arrangements for billing as presented

FAC.22.12 Donation of a bench from Cllr Puddephatt on Hadleigh Park

The Council resolved to accept the donation of the bench and will add it to their asset register

FAC.22.13 The Jubilee Celebration plans

Cllr Westbury gave an update on the extensive celebration plans and shared that he, along with the Volunteer group were just finalising the small details and a meeting to confirm the plans would be held the following week

FAC.22.14 To confirm the date of the next meeting

The next meeting will be held on 12th July

FAC.22.15 Items for future Agenda

Pavilion and Acres annual agreement and costings for the 22-23 football season



**Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at
7:00 pm on Tuesday 12th July 2022**

Present: Cllrs. Westbury (Chairman), L Selby, K Clarke and D Purcicoe

Also Present: V Arkell (Clerk & RFO)

FAC.22.16 To receive any apologies for absence

Cllr Healy and Cllr I Clarke

FAC.22.17 To receive any declarations of interest

None

Items to receive or note

FAC.22.18 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

The Committee gave the members of the public the opportunity to speak about items on the agenda

Items to approve

FAC.22.19 To accept the 10th May Facilities Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

The Committee resolved to accept the minutes as accurate

Items to discuss and agree a course of action:

FAC.22.20 The Acres football pitches/pavilion rental processes, costs and maintenance
The Committee discussed the acres Pavilion.

The Committee discussed the options for the Acres area. The Clerk outlined a table of proposed fees based on the cost of the maintenance of the pitch. The Clerk explained that the pitch could not continue to sustain “unlimited” play on the 11 a side pitch without a substantial increase in maintenance. The Committee resolved to accept the proposed fee schedule with discounts for block booking.

Cllr Purcicoe proposed to line a 7 a side pitch on the Acres and to fix the 7 a side goal posts for use by resident within the village, with the option of renting the nets and pavilion in a similar way to the 11 a side pitch. The Committee resolved to accept the proposal.

[The Clerk to notify the Football teams of the new pricing structure](#)

FAC.22.21 The report from the annual meeting and inspection held between Farnsfield Parish, the Farnsfield Allotment Association 22-23 Management agreement and the arrangements for billing for water

Cllr Westbury and Cllr Purcicoe gave a short report from their meeting with the Allotment Association. After discussing the water billing extensively with the FAA, Cllr Westbury proposed to purchase a water meter and for the FAA to pay the installation costs. Cllr Westbury explained that this would reduce the man hours required to calculate the water bill. The Committee resolved to purchase a water meter with a budget of up to £150

FAC.22.22 Improvements to Lady Goodwin Park

Cllr K Clarke and the Clerk had carried out an informal inspection of Lady Goodwin Park and worked through the most recent playground inspections from NSDC. They identified some urgent issues for repair as well as areas that would be nice to improve. The Committee supported Cllr K Clarke and the Clerk to obtain quotes for improvements to present to Full Council



FAC.22.23 The provision of a sanitary waste service for the Village Centre

The Committee resolved to accept Quote 3 for 7 bins, 13 visits per year (approx. every 4 weeks) at £141.05 annually on a 3 year contract

FAC.22.24 The purchase of portable fans for the Village Centre

The Committee resolved to purchase more fans to make sure there is 2 fans per hall

FAC.22.25 Painting of the knee rail fence on Parfitt Drive

The Council resolved to allow volunteers to paint the knee rail fence, Cllr Westbury to organise

FAC.22.26 The installation of two concrete table tennis tables on the Acres

The Committee suggested it be added to the strategic meeting to discuss

FAC.22.27 The planting and maintenance of the area around the bug hotels on Hadleigh Park
Cllr Clarke previously issued a proposed planting plan. The Committee resolved to plant the plants for the wildlife under the bug hotels within the bordered bark area as outlined within the plan

FAC.22.28 The approval of Community Spaces activities and changes of their designs to council owned areas

The Committee resolved to request that Community Spaces ask permission before making changes to Council owned or maintained land as now mow signage are confusing contractors employed by the Council. The Committee suggested producing an annual program with Community Spaces that would be agreed by the Council. The Committee agreed that the Clerk ensure that the Grounds Maintenance contract is being followed as agreed and any changes should be instructed only by the Clerk after Council agreement

FAC.22.29 Ideas for an opening event for Hadleigh Park and to discuss is delegation for the spend is required as completion and the opening date could be a short timeframe

The Committee discussed a proposed date for an opening event of the 12th or 13th August with the initial idea of a park picnic with some entertainment. The Committee resolved to match the £250 donated by Proludic and organise an event with a budget of £500. The Committee delegated authority to the Clerk to authorise a spend of up to £500 for the opening event, to allow the event to be organised while the Council is on their August meeting break.

FAC.22.30 Items for future Agenda

None



**Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at
7:15 pm on Tuesday 4th October 2022**

Present: B Westbury (Chairman), I Clarke, Healy, Selby, K Clarke and Purcicoe

Also Present: V Arkell (Clerk & RFO)

FAC.22.31 To receive any apologies for absence

None – Full attendance

FAC.22.32 To receive any declarations of interest

Cllr I Clarke declared an interest as an allotment holder

**Cllr Healy declared an interest as an allotment holder and as an entrant of the TOF Britain
decorate a bike competition**

Items to receive or note

FAC.22.33 10 minutes for the public to comment and ask questions about agenda items or items
to be considered for a future agenda

**Members of the public were given the opportunity to make representation regarding the
agenda items**

FAC.22.34 Introduction of an accident/injuries log to monitor injuries on Council owned
playgrounds

**The Council noted the introduction of the log in order to monitor patterns of injury and act if
necessary**

Items to approve

FAC.22.35 To accept the 12th of July Facilities Committee meeting minutes as accurate and to
update on any outstanding tasks agreed at the previous meeting

The Council resolved to accept the minutes as accurate

Items to discuss and agree a course of action:

FAC.22.36 The winner of the “decorate a bike” competition that was held in celebration of the
Tour of Britain 2022

**The Committee declared the winner of the decorate a bike competition as the bike that was
decorated and placed on the Farnsfield Sign – [The Clerk to find the owner of the bike and
award the prize to the group](#)**

FAC.22.37 The Farnsfield Allotment Association 22-23 management agreement and the
arrangements for billing for water

**The Farnsfield Allotment Association haven't yet signed the management agreement that
was issued in May. [The Clerk to reach out the FAA to arrange a sit-down meeting to discuss
the agreement](#)**

FAC.22.38 The Quote for annual Legionella testing

**The Council resolved to accept the quote for professional annual testing of £300 + VAT – [The
Clerk to arrange](#)**

FAC.22.39 Improvements to Lady Goodwin Park

**The Clerk informed the Committee that companies had been reached out to and asked for a
quote to carry out the improvements to Lady Goodwin Park, however companies don't
appear to be interested. The Facilities Committee discussed the options, and it was
suggested to reach out to Lightman who refurbished the MUGA to see if they would**



undertake the works required. **The Clerk to put together the specification to approach Lightmain**

FAC.22.40 Village Centre water usage investigation

The Facilities Committee discussed the previously circulated report. The Facilities Committee resolved to carry out some leak detection investigation. The Facilities Committee resolved to accept the quote from ADI Pro Leak for £990 + VAT as they provide 2 engineers – The Clerk to arrange for the work to be carried out in the October Half Term

FAC.22.41 Quotes received for a tree survey of Millennium Woods

This item was postponed to a future agenda

FAC.22.42 Wheelchair access to Hadleigh Park

The Council resolved to establish a disabled access at the bottom of Hadleigh Park by creating a 11m path through the Copse. A budget of £150 was agreed for the works.

FAC.22.43 To date of next year's outdoor play and its format including ticket selling options
Recommend to Full council

The Facilities Committee resolved to recommend to Council that the outdoor play is organised for next summer at 5pm on Sunday, 23rd July 2023 at a cost of £1800. To be added to the Full Council agenda

FAC.22.44 Items for the future agenda

None



Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at 6:45 pm on Tuesday 22nd November 2022

Present: Cllrs. B Westbury (Chairman), I Clarke, Healy, Selby, K Clarke and Purcicoe
Also Present: V Arkell (Clerk & RFO)

FAC.22.45 To receive any apologies for absence

None – Full attendance

FAC.22.46 To receive any declarations of interest

Cllr Purcicoe and Cllr Westbury declared an interest in item FAC22.50 as a member of the Royal British Legion

Cllr I Clarke declared an interest in item FAC22.51 as an allotment holder

Cllr Healy declared an interest in item FAC22.53 as a member of Community Spaces

Items to receive or note

FAC.22.47 10 minutes for the public to make representation about agenda items

Members of the public were given the opportunity to make representations about agenda items

FAC.22.48 The most recent playground inspections

The Council noted the issues on the most recent playground inspection. All minor playground concerns are being addressed

Items to approve

FAC.22.49 To accept the 4th of October 2022 Facilities Committee meeting minutes as accurate

The Committee resolved to accept the minutes as accurate

Items to discuss and agree a course of action:

FAC.22.50 The request from a hirer to hold an event on News Year Eve at the Village Centre

The Committee discussed the request, the Committee resolved to allow the hirer to go ahead with the event for this year as no Council staff are required to facilitate the event. The Committee requested that the neighbours are personally informed about the event

FAC.22.51 The Farnsfield Allotment Association management agreement and water bill

The Committee resolved to accept the FAA management agreement as drafted and thanked the Allotment Association for receipt of the payment for the water bill

FAC.22.52 The quote received for the improvements to Lady Goodwin Park

Three quotes from two different companies were received to fill the gapping in the wet pour surfacing and the damaged wooden components of the climbing frame. The Committee resolved to accept quote 2 from Lightmain to remove the existing concrete edging stones and repair the wet pour at Lady Goodwin Park.

The Committee resolved to accept the quote from Lightmain to replace the buffalo board and half round stepping logs on the climbing frame



FAC.22.53 The requests received from residents to look after green spaces within the Village that are owned or maintained by Farnsfield Parish Council

The Committee discussed the requests received. Cllr Healy proposed that the Council look at the revised NSDC contract as provided by Community Spaces, and for the groups/individuals who requested to look after the Ridgeway to meet up and agree a way of working together. The Committee agreed to move forward in this manner and the other areas will be addressed with the contract review at the next Full Council meeting – [The Clerk to put the applicants in touch with each other via email](#)

FAC.22.54 Consideration of using the Village Centre as a "warm Space"

Cllr Westbury gave the Committee an overview of the "warm spaces" initiative and the other warm spaces in the area. The program is looking for additional spaces to enable one space per day each week. The Committee resolved to allow 2 hours per week free of charge to provide the lower hall as a warm space and warm drinks

FAC.22.55 Quotes received for a tree survey of Millennium Woods

This item was postponed as not all quotes were received

FAC.22.56 The S106 funding set aside for the provision or maintenance of a village hall, tennis, football, bowls or cricket facilities in the parish and the spend deadline

The Committee reviewed the funding available. The Councils strategic plan includes using some of the funding to facilitate a new pavilion. The Committee members will reach out the Pavilion working party to meet up and present a progress report to the Full Council on the 13th of December

FAC.22.57 An event to celebrate the coronation of King Charles III

The Committee resolved to plan an event for the Coronation, the Committee requested £1000 be added to the events budget to fund the event

FAC.22.58 Items for the future agenda

The notice board at the Tennis Club

Booking system for the Pentanque courts



Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at 7:00pm on Tuesday 10th January 2023

Present: Cllrs. Westbury (Chairman), Healy, Selby, I Clarke, K Clarke and Purcicoe
Also Present: V Arkell (Clerk & RFO)

FAC.22.59 To receive any apologies for absence

None – full attendance

FAC.22.60 To receive any declarations of interest

None

FAC.22.61 Due to the nature of the business to be discussed it is recommended that agenda item FAC22.76 requires the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items

The Committee resolved to exclude the public and press for items FAC22.76

FAC.22.62 10 minutes for the public to make representation about agenda items

The members of the public present were given the opportunity to make representation about agenda items

FAC.22.63 The most recent playground inspections

The Council noted the items highlighted on the playground inspections

FAC.22.64 NSDC planning department response regarding the damage of trees with Tree Protection Orders

The Committee discussed the email received from the NSDC planning team. The Committee shared their disappointed that the complaint wasn't dealt with quicker. The investigation is still ongoing and NSDC have assured the Clerk that they will keep in contact

FAC.22.65 To accept the 22nd of November 2022 Facilities Committee meeting minutes as accurate

The Committee resolved to accept the minutes as accurate

FAC.22.66 The advert for an ad hoc cleaner for the Acres Pavilion and the Village Centre

The Committee resolved to accept the advert but to extend it to up to 5 hours per month. [The Clerk and Cllr Westbury to publish online](#)

FAC.22.67 Tree survey for Millennium woods and the next step in the maintenance of Millennium Wood

The Clerk has been unable to source a contractor to complete a tree survey of the whole of Millennium wood. The Committee resolved to source a Tree survey of high-risk trees that run alongside the footpaths. [The Clerk to seek quotes](#)

FAC.22.68 Quotes received for further improvements at Lady Goodwin playground



The Committee discussed the improvements, the Committee resolved to recommend the works to Full Council. Cllr Westbury to reach out to the contractor to ask about bench shelters for the two benches that are affected by the overhanging trees

FAC.22.69 The quote received to repair the notice board at the Tennis Club
The Committee resolved to accept the quote for £218.50 + VAT. Cllr Purcicoe to organise

FAC.22.70 The high volume of false fire alarms at the Village Centre, the implementation of a call out charge and to update the call out list for the fire alarm
The Committee resolved to implement a £20 call out charge for any false fire alarms. Any call outs will be reported to the Clerk and it will be noted if the group evacuated and the possible cause of the alarm being triggered. The call out list is to be amended to remove Cllr Dennis and Cllr K Clarke in his place. The Clerk to organise

FAC.22.71 The procedure for hirers not following the terms and condition of hire of Council run properties
The Committee resolved for the Clerk to issue a written warning for any hirers contravening the terms and conditions of hire of any Council properties

FAC.22.72 Quotes received for the maintenance of the wooden flooring on the Upper Hall and Lower Hall of the Village Centre
The Committee resolved to have 2 maintenance visits per year at £360 per visit with an annual review of the requirement. The Clerk to organise

FAC.22.73 To implement further, the recommendations outlined in the report on the Copses, specifically to the under storey
The Committee was supportive of further planting however resolved to defer the decision until after the trees have been removed and a full copse plan can be made. The Committee requested a copse plan be put together by the ground's maintenance working party

FAC.22.74 The request from the Library for the Council to fund the hot drinks for their warm space sessions
The Committee resolved to support the warm space session hot drinks. Cllr Purcicoe suggested that the funding can come from the remainder of the 22-23 Chairmans allowance

FAC.22.75 Items for the future agenda
None

FAC.22.76 Library
The Council discussed the library lease, Cllr Westbury to continue from previous correspondence with Inspire



Minutes of meeting of the Facilities Committee of Farnsfield Parish Council held at 7:00pm on Tuesday 14th March 2023

Present: Cllrs. Westbury (Chairman), Selby, I Clarke, K Clarke and Purcicoe

Also Present: V Arkell (Clerk & RFO)

FAC.22.77 To receive any apologies for absence

Cllr Healy sent her apologies – the Committee resolved to accept the apologies

FAC.22.78 To receive any declarations of interest

None

FAC.22.79 Due to the nature of the business to be discussed it is recommended that agenda item FAC22.92 requires the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1(2) and resolve to exclude public and press for these items

The Committee resolved to exclude the public and press from agenda item FAC22.92

Items to receive or note

FAC.22.80 10 minutes for the public to make representation about agenda items

The Committee allowed time for the public time to make representation about agenda items

FAC.22.81 The most recent playground inspections

The Council were unable to view the inspections as they had not been sent over in the correct format. The Clerk to send them out to the Committee by email for Councillors comments

FAC.22.82 Correspondence received

Correspondence were previously circulated. The Committee resolved to look into a professional maintenance plan of the Acres pitch

Items to approve

FAC.22.83 To accept the 10th January 2023 Facilities Committee meeting minutes as accurate

The Council resolved to accept the minutes as accurate

Items to discuss and agree a course of action:

FAC.22.84 Quotes received for tree safety works in Millennium woods

The Council resolved to accept the quote for the safety tree works in Millennium Wood

FAC.22.85 Quotes received to install automatic lighting sensors at the Village Centre

The Council resolved to accept the quote provided to install the automatic lighting sensors and energy saving lighting

FAC.22.86 To purchase tools to maintain the pétanque lanes

The Council resolved to purchase the tools as presented. Cllr I Clarke will take delivery of the tools and build a station for storage



FAC.22.87 To implement works within Copse 2 & 6 as outlined in the Copse management plan
The Council agreed to go ahead with the works as outlined. Cllr Clarke, Cllr Westbury and Cllr Purcicoe along with volunteers will carry out the works

FAC.22.88 To discuss the use of the funding earmarked for the Coronation of His Majesty King Charles III
The Committee resolved to purchase commemorative bookmarks for gifting to any persons within the village. The Committee delegated the organisation and a spend of up to £1000 to the Clerk and Cllr Westbury. Bookmarks to be collected from the library by residents on a first come first serve basis

FAC.22.89 The purchase of temporary event traffic management signage
The Committee resolved to purchase 2 traffic management signs as proposed

FAC.22.90 Replacing the flooring in Attic room of the Village Centre
The Committee resolved to look into the replacement of the flooring and obtain further quotes

FAC.22.91 Items for the future agenda
**Childrens Football
VC Hire Charges
Pavilion**

FAC.22.92 Library
Cllr Westbury updated the Council on the Library lease. The terms of the new lease will be placed on the Full Council agenda in March