



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

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

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

Marion Fox Goddard, Fernwood Parish Clerk, Tuesday 14th June 2022

A G E N D A

82. Declarations of any Intentions to Record the Meeting
83. 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***
84. Apologies for absence
85. Declarations of interest
86. Approval of the minutes of the Annual Parish Council meeting and the May Parish Council meeting, both held on 16th May 2022
87. Councillors' & Clerk's reports
88. County Councillor and District Councillors reports
89. Finance
 - a. Bank reconciliation for the year to date 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. Village Hall insurance
 - ii. Additional Youth Support Worker for youth club
 - iii. Tree Survey – Woodland behind nursery
 - iv. Dead Elm Tree removal – Dale Crescent
 - v. Tree work – Crown reduction – Silver Maple – Dale Crescent
 - vi. Arnold Baker on Local Council Administration publication

- vii. Donation to Newark Community First Aid
- viii. Administration Assistant Advert
- ix. Presentation: How to review neighbourhood planning policies

90. Planning and Licensing

a. To consider the following applications:

22/00847/FUL	17 Dale Way Fernwood	Change of use of land to residential. Demolition of existing wall and proposed new 1.8m boundary wall
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91. Policy

a. To review the following documents:

- i. [Village Hall Fire Safety Policy](#)
- ii. [Village Hall Fire Emergency Plan](#)
- iii. [Model Document Publication Scheme](#)

b. To consider the following new document:

- i. Risk assessment for Volunteers – Outdoor work

92. Consideration of correspondence regarding issues on Dale Green and a decision on how to proceed

93. Platinum Jubilee Event Debrief and consideration of the possibility of future events

94. Woodland Update on progress since the Parish Council's purchase of the land and discussion on how to proceed with the community engagement and naming of the area

95. To note the tree surveys for the Village Hall and Dale Crescent and recommended work

96. Discussion on how the Parish Council should proceed regarding Hollowdyke Lane

97. Consideration of a Grant Application from Newark Academy

98. Correspondence

- a. N&SDC Street name confirmations for new developments in Fernwood
- b. Complaint regarding the rubbish after the Youth Club
- c. [Consultation on the Redesign of the Crime Survey for England and Wales](#)
- d. N&SDC: New scheme of delegation and development consultation forums
- e. N&SDC: Green champions volunteering scheme

MINUTES OF THE FERNWOOD ANNUAL PARISH COUNCIL MEETING
held on 16th May 2022 at 6pm
at Fernwood Village Hall

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

Clerk: Marion Fox Goddard

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [FERNWOOD PARISH COUNCIL \(fernwood-pc.co.uk\)](http://fernwood-pc.co.uk)

57. Election of the Chair of the Council and to receive the declaration of acceptance of Office

Nominations were received for Councillor Smith, and he was elected unanimously. (Nominated by: Cllr M. Weale, Seconded by: Cllr J. Weale) The declaration of acceptance of office was duly signed.

58. Declaration of intent to record the meeting

The meeting was not recorded.

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59. Apologies for absence

District Councillors Mison and K. Walker and County Councillor Lee.

60. Declarations of Interest

None.

61. Election of Vice Chairman

Nominations were received for Councillor Cullen, and he was elected unanimously. (Nominated by: Cllr J. Newton, Seconded by: Cllr D. Harrison)

62. Appointment of Councillors

The following appointments were agreed:

Personnel Committee	Dee Harrison Henry Micah John Newton Barry Smith
Village Hall Management Group	Ryan Cullen Jim Weale Mollie Weale

63. Appointment of Representatives on other bodies/ liaison meetings

The following appointments were agreed:

Newark Healthcare Consultative Group (NHCJ) Henry Micah

Bantycock Liaison Meetings

Ryan Cullen

Developer Liaison Meetings

Ryan Cullen, Jim Weale

Barry Smith will continue to be Neighbourhood Watch coordinator, but this is separate to Parish Council business. Dee Harrison and Henry Micah will support.

64. Review and Adopt the Standing Orders of Fernwood Parish Council

The Council resolved unanimously to adopt the standing orders. (Proposer: Cllr D. Harrison, Seconder: Cllr R. Cullen)

65. Review and Adopt the Financial Regulations of Fernwood Parish Council

The Council resolved unanimously to adopt the Financial Regulations (Prop.: J. Newton, Sec.: H. Micah)

66. Review of Bank/Investment Signatories

Current Position	Changes agreed
Nationwide Ryan Cullen John Newton Barry Smith James Weale	.
Redwood Bank Ryan Cullen John Newton Barry Smith Marion Fox Goddard	
TSB Barry Smith James Weale Marion Fox Goddard	
Unity Trust Ryan Cullen Henry Micah Barry Smith James Weale	Take Henry Micah off
Yorkshire Bank Ryan Cullen Dee Harrison John Newton James Weale	
CCLA Investment Management Limited New account to be set up	The following councillors to be set up as signatories: Ryan Cullen Dee Harrison John Newton Mollie Weale

67. Policy Review Schedule.

The following schedule was agreed:

Month	Item for Review
January	<p>Risk Register and Risk Assessments</p> <ul style="list-style-type: none"> • Dale Green • Dog Bins • Legionella • Village Hall • Volunteer Litter Picking • Woodland
February	<p>Personnel Committee terms of reference</p> <p>Equality and Diversity Policy</p> <p>Armed Forces Covenant</p> <p>Fernwood Parish Council Strategic Plan</p> <p>Communications Policy</p>
March	<p>Review this year's action plan, set next year's</p> <p>Planning and Maintenance Strategy</p> <p>Expenses Policy</p> <p>Grants Policy</p> <p>Village Hall Management Group terms of reference</p> <p>Employee contracts/Terms & Conditions/Job Descriptions/Person Specification</p> <p>Employee eye test reimbursements Policy</p> <p>Lone working risk assessment</p> <p>Training and Development Policy (Personnel Committee)</p>
April	<p>Investment Policy</p> <p>Tree Management Policy</p> <p>Village Hall Environmental Policy</p>
May	<p>Standing Orders</p> <p>Financial Regulations</p>
June	<p>Model Document Publication Scheme</p> <p>Village Hall Fire Safety Policy</p> <p>Village Hall Fire Emergency Plan</p> <p>Internal Audit Review</p>
July	<p>General Data Protection Regulation:</p>

Month	Item for Review
	Privacy policy, General Privacy Notice, Consent Form, Privacy Notice – staff, councillors, role holders, Records Retention Policy, Personal Data Retention Schedule, Disclosure Log Criteria, Subject Access Policy, Subject Access Request
September	Regular user agreement Booking Terms and Conditions Village Hall Free Usage Policy Village Hall Charges Sickness Absence Policy Grievance and Disciplinary Policy Bullying and Harassment, Relationships between Councillors and Council Employees Flexible working policy Management of stress in the workplace policy, Capability procedure (Personnel Committee)
October	Safeguarding Policy Health and Safety Policy Fire Risk Assessment Prohibition of Sky Lanterns and Helium Balloons CCTV Policy
November	Complaints Procedure Code of Conduct for Members Internet Policy and Procedure Memorials Policy

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Red font indicates – Personnel Committee Reviews these documents and then makes recommendations to Full Council

68. Asset Register and Insurance Policy Review

The Council noted the current asset register and insurance policies in place. The Clerk detailed that she will be reviewing the asset register to bring it in line with best practice as suggested by the internal auditor.

69. Review of the Council's subscriptions to other bodies

The Councillors unanimously agreed to continue with the following subscriptions:

- NALC – Nottinghamshire Association of Local Councils
- SLCC for Clerk – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)

- RCAN – Rural Community Action Nottinghamshire
- 1&1 – Website Domain names (Village Hall and Parish Council) and Email Hosting
- Parish Online – Mapping software

70. Confirmation of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Council agreed to meet on the third Monday of each month at 7pm (except for August and December when there will be no meeting). The next Annual Parish Council meeting will be held on the same night as the May 2023 Parish Council meeting . All meetings will be held in the small hall of Fernwood Village Hall.

71. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Council noted expenditure under s.137 since the last Annual Parish Council meeting.

72. Review of Standing Orders and Direct Debits

The Council noted expenditure made using these methods of payment and no changes were required.

Meeting closed at 18:35

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MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 16th May 2022 at 7pm
at Fernwood Village Hall

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

Clerk: Marion Fox Goddard

District Councillors: I. Walker and K. Walker

Agenda, reports and accompanying information for this meeting is available on the Council's website here: [FERNWOOD PARISH COUNCIL \(fernwood-pc.co.uk\)](http://fernwood-pc.co.uk)

73. Declaration of intentions to record the meeting

None

74. Public Forum

No members of the public joined the meeting.

75. Apologies for absence

District Councillor Mison and County Councillor Lee.

76. Declarations of Interest

None.

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77. Approval of the minutes of the Parish Council meeting on 25th April 2022

The Parish Council minutes were approved as accurate record and signed by the Chair. Proposer: R. Cullen, Seconder: D. Harrison, RESOLVED unanimously.

78. Councillors & Clerk Reports

Councillor Cullen – Had attended a Bantymock liaison meeting. As the blasting is closer to Fernwood at present, blast strength has been reduced but these have increased to 4 times per week (previously) 3. No complaints from Suthers school. 1 complaint about dust.

Councillor Harrison - Woodland behind the nursery – cow parsley is high and needs cutting down. (Clerk due to meet with NSDC on 19/5/22 to discuss initial work; we need to be mindful of ground nesting birds at this time of year. Advice will be taken to ensure any work required is done at a suitable time of year).

Raised concerns regarding antisocial behaviour that is been described on social media posts and asked if the police and NSDC antisocial behaviour team could be contacted. (Clerk explained that she and Cllr Cullen had spoken with PC Mead and PCSO Hewardine prior to the meeting – they had been in Fernwood investigating a complaint).

Clerk to discuss this issue with NSDC's antisocial behaviour team. Residents are encouraged to report incidents to the police by calling 101 (non-emergency), 999 (emergency)

Councillor Weale – Has not received a bill from FirstPort

Councillor Smith – Now the woodland behind the nursery is Parish Council owned, the paths need clearing.

Councillor Newton – Suggested that before we clear the 'meadow area' we contact residents backing onto this area to let the know of plans. (Clerk said we will just tidy up the edges for now and wait until we have an action group running to discuss ideas such as the meadow).

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 – Target date for completion: October 2022. Meeting has been held with NSDC to discuss this and joint letter being worked on.	21/46c
Derry's woodland purchase – Has completed. Clerk has ordered bins, instructed contractors to repair the lights, arranged a meeting with the grounds maintenance company. Quote has been requested for full tree survey..	21/30 20/114g 21/125di
Trees – Tree surveys for the Village Hall and Dale Green will be done on 11/5/22. A dead Elm tree will need to be removed from Dale Crescent Green as it is dead.	22/8dii - iv
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.	21/87e
Townhill Square/Cormack Lane adoptions — BDWH have confirmed that Townhill Square has been adopted. NCC confirmed that the footpath at the end of Cormack Lane has been adopted.	21/87h
Youth Initiative – Youth Club has been well attended so far. Some concerns have been raised on local social media and these have been relayed to the Youth Services staff. A meeting has been arranged to see what can be done to help.	21/127
Antisocial Behaviour – Clerk has emailed the Police and Antisocial behaviour officer to see if they will help to build a business case for more CCTV	21/149
Meeting with local MP – has been booked for later this month.	21/154
Request for signage for Fernwood from the Balderton roundabout – NCC has now said they will install some directional signage for Fernwood which will be incorporated into the existing signage on the roundabout – see County Councillor report for further update	21/154
Coat of Arms – Fee has been sent and official request has sent to The Most Noble Edward William Duke of Norfolk Earl Marshal and Hereditary Marshal of England.	21/154
Jubilee Celebrations – Event Management Plan has been written and submitted although a few additions will be required. Leaflet drop to all homes in the Parish will be done w/c 16/5/22.	21/159
Construction traffic improved directional signage – still not in place but a planning application has been submitted. NSDC are awaiting feedback from NCC.	
Water Tower, Goldstraw Lane – broken fencing to the rear of the tower was due to be fixed on 9/10 April but has not been done. The owner has been informed and has said this will be done within a fortnight.	22/6
Scrapyard – NCC has been asked to confirm if it is their responsibility or not and if so what action is being taken.	22/6

NSDC/NCC/National Highways were sent a letter regarding the concerns regarding all the traffic works and the closure of Hollowdyke Lane – When the Council met with NSDC this month, this was briefly discussed and it would appear if the Parish Council work with NSDC and NCC, we may be able to look at alternatives to closing Hollowdyke Lane.	22/24
Ditches responsibility on Hollowdyke Lane – a note has been sent to NSDC regarding this and they have asked their solicitor to investigate this. No further feedback at this stage.	22/16
Help for Ukrainian Refugees – NSDC have been contacted with the Parish Council's offer of assistance and a message has been added to local social media to reach out to families hosting refugees.	22/54
Bantycok Blast concerns – Cllr Cullen attended the latest liaison meeting on May 3 rd . It was reported that blasting is within accepted levels and regular monitoring is taking place. The following email address was given for residents with concerns planning.enforcement@nottscc.gov.uk	22/55b
Since the agenda was published the Council has had meetings with Allison Homes and Welcome Break. They both have significant amounts of road works over the summer months on the B6326. They will be applying to Via East Midlands for road space but there are concerns that their works in addition to the work near the Tawny Owl may lead to delays for drivers with so much being planned at similar times.	

79. County Councillor and District Councillors Reports

District Councillor K. Walker – gave detailed of NSDC's new Cabinet system including how Councillors would need to get items on an agenda.

District Councillor I. Walker – detailed that NSDC is doing very well with the redevelopment of the M&S building, IASTI project, getting funding in place for the southern relief road and plans in place for the reworking of the A46.

Written Report sent by County Councillor Lee:

I'm still looking in for the signs on Fernwood But I'm asking for it to be put forward as part of next year's budget , The cost coming forward is a considerable amount; I'm not comfortable for the Parish Council to be covering this cost as it's something that should be done as part of the county council and signage of new villages .

I have no further update for the scrapyard on Hollowdyke Lane; all I can say is it is being looked at by the county and district Council and no more information can be given at the moment in time.

80. Finance

[Bank reconciliation](#) – noted.

Year to date income – noted.

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

Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. Village Hall Insurance	Insurance	289.68	Prop.; J. Newton, Sec.; M. Weale, Unanimously approved

ii.	Summer Play Sessions	Parish Council individual Items	400.00	Prop.; R. Cullen, Sec.; D. Harrison, Unanimously approved
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e. Financial year end

- i. The Councillors noted the internal auditor's report.
- ii. Annual governance statement 2021/22 - The Council unanimously resolved to accept the annual governance statement, and this was duly signed by the Chairman. Prop.: R. Cullen, Sec.: H. Micah .
- iii. Financial return for the year 2021/22 - – The Council unanimously resolved to accept the financial return, and this was duly signed by the Chairman. Prop.: J. Newton, Sec.: H. Micah.

81. Policy

Current document that was reviewed:

- a. [Strategic Plan](#) – The Council agreed to update item 10 to reflect that the Parish Council owns the Village Hall and update the date of the plan.

New Policy

- b. [Tree Management Policy](#) - The Councillors unanimously adopt this policy. Proposer: J. Weale, Seconder: D. Harrison.

Meeting closed at 19:45

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Next Meeting Monday 20th June, 7pm Fernwood Village Hall

June Clerk's report	Item 87	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 – Target date for completion: October 2022. No further updates at this stage.		21/46c
Woodland behind the nursery – see item 94		21/125di
Trees – Tree surveys for the Village Hall and Dale Green – see item 95 which includes recommendation to fell the dead Elm on Dale Green and do a crown reduction on one of the Silver Maples.		22/8dii - iv
Complaint regarding the grass/dyke maintenance at Hollowdyke Lane/Phoenix Lane - awaiting land transfer plans from BDWH which may help with clarifying who is responsible for the area in front of the substation.		21/87e
Youth Initiative – Interviews for new staff were held on June 10 th . A youth support worker was appointed but we have yet to find a permanent worker in charge. I will be liaising with Nottinghamshire Youth Service to see what can be done to find a permanent worker in charge. A meeting was held last month to talk about how to help with issues outside of the youth club before/during/after the club following complaints. Demand has been unprecedented. Partners discussed ways to help with this including getting partners to come in to deliver sessions, introducing another staff member and the children doing a litter pick. Councillor Cullen and I are being DBS checked so we can help on some weeks. See item 89 di – Parish Council is asked to consider employing another youth support worker.		21/127
Antisocial Behaviour – I have received figures from the Police and I will be attempting to write a business case for more CCTV for consideration at the next meeting.		21/149
A meeting was held with Robert Jenrick MP. Discussion included the continued campaign to change the law on freehold management charges (giving rights to freeholders on managed estates), the delay in the open spaces in central Fernwood being handed over to N&SDC/Fernwood Parish Council and the planned closure of Hollowdyke Lane which Fernwood Parish Council is against.		21/154
Request for signage for Fernwood from the Balderton roundabout – County Councillor Lee has said this will be in next year's budget. I have requested costs so the Council can consider whether to pay for these so the work can be done earlier but the costs have not been disclosed.		21/154
Coat of Arms – A list of ideas for the arms design has been sent to the Research Assistant to the Windsor Herald.		21/154
Jubilee Celebrations – see item 93.		21/159
Construction traffic improved directional signage – still not in place but a planning application was submitted in March. NSDC are still awaiting feedback from NCC.		
Water Tower, Goldstraw Lane – broken fencing to the rear of the tower has still not been fixed. Owner has been informed again.		22/6
Scrapyard – Still awaiting feedback from NCC		22/6
NSDC/NCC/National Highways were sent a letter regarding the concerns regarding all the traffic works and the closure of Hollowdyke Lane – When the Council met with NSDC in May, this was briefly discussed and it would appear if the Parish Council work with NSDC and NCC, we may be able to look at alternatives to closing Hollowdyke Lane. No further updates. Awaiting feedback from NCC.		22/24
Ditches responsibility on Hollowdyke Lane – a note has been sent to NSDC regarding this and they have asked their solicitor to investigate this. No further feedback at this stage.		22/16
Administration Assistant recruitment due to commence again. Quote received for Newark Advertiser advertisements. Personnel Committee will meet to discuss timescales.		

Village Hall extension – the draft plans have been sent to N&SDC for pre-planning application advice. We hope to have feedback for the next meeting.

**Bank Reconciliation
Fernwood Parish Council**

Period Ending 31-May-22

Prepared by: *Marion Fox Goddard, Clerk*
Date: 09 June 2022

Approved by:

Date:

Balance per bank statement as at 31-May-2022

	£	Total £
TSB Current Account - Parish Council	£404,960.91	
TSB Reserve Account - Parish Council	£60,566.53	
Unity Trust - Parish Council	£26,183.18	
TSB Current Account - Village Hall	£6,638.47	
TSB Reserve Account - Village Hall	£7,187.49	
Unity Trust - Village Hall	£17,370.76	
Nationwide	£83,928.27	
Redwood	£85,000.00	
Virgin Money	£85,722.50	
Petty Cash	None held	

777,558.11

Less: any unrepresented cheques/BACS payments at 31-May-2022 **£0.00**

Add: any unbanked cash / cleared cheques at 31-May-2022 **£0.00**

Net bank balances as at 31-May-2022 **£777,558.11**

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

CASH BOOK

Opening Balance	£368,022.85
Add: Receipts in the year	£448,364.52
Less: Payments in the year	£38,829.25

Closing balance per cash book as at 31-May-2022 **£777,558.11**

Ringfenced Amounts

CIL	£537,938.87
	<u>£537,938.87</u>

Agenda Item 89 - Finance

Item
89

b. Income 2022/23	£
Regular Hire	5,141.00
Other Hall Hire	1345.00
CIL	398,249.92
Precept	40,474.50
Interest	139.32
VAT reimbursement	2,614.78
Grants	400.00
Total	448,364.52

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Parish Council					
	Salaries, HMRC, pension (June)			5571.97	BACS
Amazon	Parish Council events	10.50	2.10	12.60	CARD
Ant Macandrew	Parish Council events	50.00		50.00	BACS
Apogee	Copiers and Copies	337.26	57.46	394.72	DD
Asda	Ground Maintenance - Petrol for Mowing	25.72	5.15	30.87	CARD
Belina Boyer	Audit Fees	62.50		62.50	BACS
Brook Ltd	Parish Council events	13.32	2.66	15.98	CARD
Chapter 8 Solutions	Parish Council events	380.00	76.00	456.00	BACS
Farm Foods	Parish Council events	16.00		16.00	CARD
Flo-Gas	Parish Council events	56.74	2.84	59.58	BACS
Frank Berry Office Supplies	Stationery	4.12	0.83	4.95	CARD
GoCableTies Ltd	Parish Council events	6.66	1.33	7.99	CARD
Lidl	Parish Council events	22.69		22.69	CARD
Michael Gulliford	Parish Council events	100.00		100.00	BACS
Monumart Ltd	Parish Council events	165.64	33.13	198.77	CARD
NSDC	Parish Council events	211.60		211.60	BACS
Onestop	Parish Council events	6.25	1.25	7.50	BACS
Pa Dowding	Individual Items - Parish Council	16.21		16.21	BACS
Partytime	Parish Council events	1250.00		1250.00	BACS
Phoenix Power Equipment	Parish Council events	9.58	1.92	11.50	CARD
Primeprint	Parish Council events	150.00		150.00	BACS
RCAN	Subscription - RCAN	95.00	19.00	114.00	BACS
Stationery Wholesale Ltd	Stationery	11.64	2.34	13.98	BACS
Sunbelt	Parish Council Events	559.50	102.00	661.50	BACS
Zoom	Software/licences	11.99	2.40	14.39	CARD

Village Hall					
Ionos by 1&1	Subscription - Parish Council emails	7.98	1.60	9.58	DD
Brighter Bills	Utilities - Mobile Phones	30.58	6.12	36.70	DD
Crown	Utilities - Gas	210.76	10.54	221.30	DD
Crown	Utilities - Gas	163.40	8.17	171.57	DD
Malcolm Dickinson	Cleaning - Products	15.95		15.95	BACS
RB Wholesale	Cleaning - Products	35.43	7.09	42.52	DD
RB Wholesale	Cleaning - Products	89.57	17.92	107.49	DD
Water Plus	Utilities - Water	35.65		35.65	DD
Newark Locksmiths	Individual Items - Village Hall	83.30	16.66	99.96	BACS
Viking Electrical	Electrical Maintenance	430.00	86.00	516.00	BACS

d. Items of Expenditure to be considered

Expenditure	Budget Area	Net £	VAT £	Total £
i. Village Hall Insurance	Insurance	1,415.67	-	1,415.67
ii. Extra staff for Youth Club	Parish Council Individual Items	1731.23		1731.23
iii. Tree Survey	Grounds Maintenance	730.00	146.00	876.00
iv. Tree work – Elm Fell	Grounds Maintenance	260.00	52.00	312.00
v. Tree work – Silver Maple crown reduction	Grounds Maintenance	175.00	35.00	210.00
vi. Arnold Baker Publication	Parish Council Individual Items	139.16		139.16
vii. Newark Community First Aid	Section 137	Council to discuss amount		
viii. Iliffe Media	Advertising	450.00	90.00	540.00
ix. How to review neighbourhood planning policies	Training	32.44	6.49	38.93

@ insurance@alliedwestminster.com

www.alliedwestminster.com
www.villageguard.com

01937 845 245



Allied Westminster
(Insurance Services) Ltd

Allied House
Holgate Lane
Boston Spa
WETHERBY
LS23 6BN

RENEWAL NOTICE

Our Reference:	BS73375
Policy Number:	VH 88/0047440/BS73375
Renewal Date:	01/06/2022

Fernwood Parish Council
C/o Mrs Marion Fox Goddard
Fernwood Village Hall
Rubys Avenue
Fernwood
NEWARK
Nottinghamshire
NG24 3RS

03 May 2022

		Annual Premium Payment	
Insured:	Fernwood Parish Council	Renewal Premium:	£1,415.67
Product:	VILLAGEGUARD (EX-COMMLINCS VILLAGE HALL INSURANCE)	Last Year's Premium:	£1,335.14

Dear Mrs Fox Goddard,

We have pleasure in enclosing herewith your insurance policy renewal documentation. Please check carefully and read fully the enclosed information to ensure that all details are correct and you have adequate cover. Should a claim, or an incident resulting in a future claim happen before renewal date, the renewal terms may be altered or withdrawn. Once you have carefully read and checked the information please call us immediately if anything is untrue, incomplete or out of date. Please ensure all the information you provide is accurate and up to date, as any inaccurate information could impact upon the success of future claims.

We have index linked your buildings sum insured by 10.72% and the contents sum insured by 8.63% this year.

We note you organise an annual fete with potentially a dog show and firework display. Please contact our office with the full details of the event before the date it is planned for as we may need to arrange an extension of cover for these activities.

We would like to bring to your attention the fact that a new endorsement applies to your policy with effect from renewal, and the full wording is listed on your policy schedule under the endorsement headed "**Endorsement – amended Contract of Insurance**". In addition, there have also been updates to your VillageGuard Policy Wording and these updates are confirmed on the Notice to Policyholder document enclosed. Please take time to read this information fully and contact us should you require any further information regarding the changes.

We understand that your hall is open in line with government guidelines. If this is incorrect, you must contact us with details, as your insurer will need to be informed and renewal terms may be affected.

Please also ensure to keep us informed of any future changes, especially if you have to close for any reason or if the hall will not be used at least once per week despite being open.

We are pleased to confirm that there are no changes to our Terms of Business since your last renewal.

We understand you have building works planned for the hall. Please contact our office before any work begins with details of the work planned so we can inform your insurers. Under the duty of fair presentation of risks you must inform your insurer of any changes to the risk insured and building works, other than minor repairs, are one of the changes that your insurer needs to know about.

Please find enclosed:

1. Your Renewal Schedule
2. Statement of Fact
3. Renewal Advice Note
4. Our Terms of Business document

Authorised and regulated by the Financial Conduct Authority (FCA) registration number 308386
Registered Office: Allied House, Holgate Lane, Boston Spa, WETHERBY, LS23 6BN Registered Number: 2375709
Please note that telephone calls may be recorded for training and security purposes.

Page 1 of 4

5. A Summary of Cover

6. Notice to Policyholder - Changes to Your Insurance Policy Terms

We note that the 3 year long term agreement you accepted has now expired. The renewal premium provided assumes your acceptance of a further 3 year long term agreement. We do also have a 5 year long term agreement which if accepted would reduce your premium to £1,386.52. If you preferred a one year agreement, the premium would be: £1,488.53.

If you decide to enter another long term agreement, you will receive a discount each year for agreeing to stay with us for a 3 or 5 year term. If you break the long term agreement, we are at least entitled to recover from you the total amount of the discount allowed for the period of the agreement, up to the date it is broken. Please note that the rates used to calculate your premium may change during this period.

If you have been insured with us and had no claims in the last 3 years, we apply a no claims discount. Should you make a claim you will lose your no claims discount for 3 years.

Your renewal premium includes cover for Trustee Indemnity at £500,000 based on the assumption that your gross annual income is below £25,000 and your accounts have been checked by an independent examiner. If your gross annual income is over £25,000, please contact our office immediately and confirm what your gross annual income for the last financial year was. If your gross annual income is over £50,000 and we don't have the correct information your Trustees Indemnity cover may no longer be valid.

We note that you have loss of revenue cover included at £33,000 with a 12 month indemnity period. You may wish to consider whether the 12 month indemnity period is adequate; if you require a longer indemnity period this can be increased to 24 or 36 months.

Your VillageGuard policy includes £25,000 Employee Dishonesty Cover and we would like to ensure you are aware of the requirements that apply to this section of cover. These are outlined in full on pages 53-64 in your Policy Wording and two of the requirements are summarised below:

1) The hall accounts must be examined by independent professional accountants or auditors at least every 12 months.

2) In the event of a claim under this section, references for all employees involved in the crime will need to be presented to the insurer. Without these references, you cannot benefit from the full limit of indemnity and the maximum that would be paid would be £2,500.

If you do not meet any of the requirements it could mean this section of cover is not valid or is limited. Based on this, if you no longer require this cover please let us know and this can be removed. If you have any queries at all, please don't hesitate to contact us.

We wish to remind you that an annual independent inspection is required for boilers to meet health and safety regulations.

Please let us know if you are no longer exempt from having an Employers Reference Number.

Please ensure that the buildings sums insured represent the full rebuild costs of your property, including all outbuildings and the contents sums insured represent the full replacement costs of all your contents. In order to prevent underinsurance, we recommend that you check the sums insured regularly and arrange a rebuild valuation survey at least once every 3-5 years. If the sums insured are no longer adequate, please contact us and ask for the sums insured to be corrected. Please note that your policy includes a condition of average, which the insurer can apply when you are more than 15% underinsured. As an example, if at the time of a claim the insurer establishes the sums insured were 30% lower than they should be and a claim arises with repair costs of £100,000, the maximum the insurer would pay out for that claim would be £70,000 leaving the hall committee with the shortfall of £30,000 to find. If your sums insured were 50% lower than they should be the insurer would only pay £50,000 instead of the £100,000 claim.

To help you comply with 'fair presentation of risk' to insurer we may ask for more information, if required. Please ensure that you provide all information, including any changes to your business before your renewal date, and where possible as soon as you become aware. Examples of the information your insurer needs to know about is enclosed in the 'Important Notes and Further Information' part of this letter.

We wish to remind you that you need to comply with the Fire Safety rules, including having all electrical circuits at The Premises tested at least once every five years by a qualified electrician and any defects found rectified immediately. The renewal is subject to you fully complying with current Health and Safety Regulations.

Please ensure you fully read the Important Notes and Further Information details that are enclosed.

In order to renew your policy, please send premium payment as per the enclosed Renewal Advice Note.

If you wish to pay monthly by Direct Debit please call us and we will send you details of our Credit Agreement.

It is a condition of renewing your policy that you agree to the information on your application form and any incidents you tell us about being passed to Insurance Database Services Ltd (IDS Ltd). It is also a condition of renewing your policy that

you agree that IDS Ltd may pass us information it has received from other insurers about other incidents involving anyone insured under the policy. (PLEASE ALSO READ THE ENCLOSED IMPORTANT NOTES AND FURTHER INFORMATION THAT WE ARE OBLIGED TO BRING TO YOUR ATTENTION FOR YOUR ADVICE AND PROTECTION).

In the unfortunate event of you having to make a claim, then our personnel will be pleased to provide assistance, simply telephone or write to us.

Finally, once again, thank you for placing your insurance through Allied Westminster, and we hope to provide you with whatever insurance services you may require over the coming years.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Katherine', enclosed within a blue oval scribble.

Katherine Fairbairn
Customer Care Leader

Important Notes and Further Information:

As a preferred customer of Allied Westminster (Insurance Services) Ltd, we want to ensure that you enjoy the best possible service at all times, not least should you need to make a claim.

Please check this information carefully and call us immediately if anything is untrue, incomplete or out of date. Please ensure all the information you provide is accurate and up to date, as any inaccurate information could impact upon the success of future claims.

Accordingly, it is **very important** that you inform us of any changes in circumstances since the last renewal or inception of your policy. Such Factors include:

1. Any building work being carried out at the property.
2. The Property being left unfurnished or unoccupied for more than 30 days.
3. Any incidents recorded in your accident book.
4. Any trustee or committee member having a conviction, pending prosecution or police caution for any offence other than driving offences.
5. Evidence of cracking which may be due to subsidence, heave or landslip.
6. The property no longer being in a good state of repair.
7. Any events with over 1,000 attendees.

Should you have any incidents, which may give rise to a claim, or change of circumstances arise before renewal date, the renewal terms or premium may be revised or withdrawn. Failure to inform us of any changed circumstances could affect the validity of your insurance cover. If you have any doubts as to what facts should be notified, please contact Allied Westminster; we will be happy to offer advice.

The information supplied to us by you may be held on computer and passed to other insurers for underwriting and claims purposes.

Fraud Prevention and Detection - In order to prevent and detect fraud we may at any time: - Share information about you with other organisations and public bodies including the police: Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this. We and other organisations may also search these agencies and databases to: - Help make decisions about the provision and administration of insurance, credit and regulated services for you and members of your household; Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your account or insurance policies; Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity; Undertake credit searches and additional fraud searches. We can supply on request further details of the databases we access or contribute to.

Claims History - Under the conditions of your policy you must tell us about any insurance related incidents (such as fire, water damage, theft or any accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database. We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

It is a condition of renewing your policy that you agree to the information held on the computer and that any incidents you tell us about being passed to the relevant organisation to be included on their database. It is also a condition of renewing your policy that you agree that these organisations may pass to us information that they have received from other incidents involving anyone insured under the policy. You can ask for more information about this.

You should show this notice to anyone who has an interest in the property insured under the policy.

You should keep a record, including any copies of letters, of all the information you supply in connection with the renewal of your policy.

Data Protection & Privacy - For the purposes of the Data Protection Act 1998, and The General Data Protection Regulation (GDPR) effective from 25 May 2018 onward, the Data Controller in relation to any personal data you supply is Allied Westminster (Insurance Services) Ltd. We've updated our privacy notices to reflect the new and strengthened rights in relation to your personal data, and the legal grounds for using it under GDPR. The notices are effective from 25 May 2018 onwards.

Sensitive Data - In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act and/or GDPR defines as sensitive. By proceeding with this renewal, you will signify your consent to such information being processed by the insurer or its agents. If you give Us consent to using sensitive personal information (e.g. non-spent criminal convictions), you are free to withdraw this at any time by contacting Us. Please note that if consent to use information is withdrawn We may not be able to continue to provide the insurance policy or process claims and We may need to cancel the policy.

Additional Youth Worker

Item
89d ii

The cost of an additional YSW from July to June 23 12 months is **£1731.23**. I have worked this out as a worker starting in July 22 to June 23 not to March 23 as we never started the project in January as planned meaning the projects current funding will take you to June 23

If you can let me know what you the Parish Council feels is the best option due to the numbers of YP attending.

Item
89d iii

QUOTATION

No.	AB1213	Date.	25/5/22
Tel.	01636 613024	email.	office@fernwood-pc.co.uk

Details	£	P
<p>For the :</p> <p>Carrying out of general condition survey to all trees within the woodland/public open space at the end of Rubys Avenue.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p>	£730	00
SUB – TOTAL	£730	00
VAT @ 20%	£146	00
TOTAL	£876	00

QUOTATION

Item
89d iv

No.	AB 1216	Date.	25/05/2022
Tel.	01636 613024	email.	office@fernwood-pc.co.uk

Details	£	P
<p>Site address: Open Space Dale Crescent Fernwood Nottinghamshire NG24 3JT</p> <p>For the :</p> <p>-Felling of T6 (dead Elm) from the open space at Dale Crescent</p> <p>All arisings to be removed from site, stump to be left at 1m to prevent a trip hazard.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p>	£260	00
SUB – TOTAL	£260	00
VAT @ 20%	£52	00
TOTAL	£312	00

QUOTATION

Item
89d v

No.	AB 1217	Date.	25/05/2022
Tel.	01636 613024	email.	office@fernwood-pc.co.uk

Details	£	P
<p>Site address: Open Space Dale Crescent Fernwood Nottinghamshire NG24 3JT</p> <p>For the :</p> <p>-Crown reduction of T1 (Silver Maple) from the open space at Dale Crescent, down to inline with previous pruning points.</p> <p>All arisings to be removed from site.</p> <p>Thank you for your enquiry.</p> <p>A Binks</p>	£175	00
SUB – TOTAL	£175	00
VAT @ 20%	£35	00
TOTAL	£210	00

Item
89d vi

Wed 08/06/2022 13:31

To All Members

You may be aware that the new edition of Arnold Baker is due out later this year and Lexis Nexis have offered the following discount for our members:

Each book will be discounted by 19.9% which works out to £132.16 per book, then there is a £7 postage and packaging fee on top of this. This will bring the total investment amount to £139.16 per copy.

All your members have to do is email / call me on the below details advising how many books they would like to order.

Business Development Executive – Academic | Bar | Public Sector



The Future of Law. Since 1818.

Item
89d viii

Good Morning Marion

We have had a few changes on options this year, so I would like to offer you the same size advert 10 x for Newark along side IM jobs and a social post. I feel this will give you the response you need at a slighter cheaper rate then you paid last time.

Let me know if you wish to proceed, and if you can forward me the text and I will arrange this for you

IM Jobs £450 + vat

- 1 week print advert
- 4 weeks IM jobs online job post
- 1 week Targeted Facebook Campaign (Reach 20km)

Best Wishes

Andrea

Item
89d ix

The screenshot shows an Eventbrite event page. The main header is a red banner with the text "How to review neighbourhood planning policies" in white. To the right of the banner, the event title "HOW TO REVIEW NEIGHBOURHOOD PLANNING POLICIES" is displayed in black, followed by the organizer "National Association of Local Councils" and a "Follow" button. The price is listed as "£38.93 – £64.49". Below the banner, there are icons for sharing and a heart. A green "Tickets" button is visible. The event description states: "Join us to learn more about how your council can develop a neighbourhood plan from scratch and how to review and renew existing plans." The "About this event" section provides more details: "Many of the first waves of neighbourhood plans adopted by local (parish and town) councils since the Localism Act 2011 are now up for renewal and need to be reviewed and refreshed. Over the last 18 months, research published by the University of Reading confirmed that local councils manage around 90% of neighbourhood plans. However, there are concerns that local councils are not renewing plans and councils that previously had no plans are not producing them. Learn more about how your council can develop a neighbourhood plan from scratch and how to review and renew existing plans. Speakers: Tony Burton, free-range consultant at Tony Burton Consulting Ltd and Francis Shaw, neighbourhood planning programme manager at Locality. For more information on NALC's online events visit www.nalc.gov.uk/online-events." The "Date and time" section shows "Wed, 29 June 2022 12:00 – 13:15 BST". The "Location" section indicates "Online event". The "Refund policy" section states "Contact the organiser to request a refund. Eventbrite's fee is nonrefundable." At the bottom of the screenshot, a Windows taskbar is visible with various application icons.



Fernwood Village Hall Fire Safety Policy

This policy applies to all users, hirers, contractors and sub-contractors of Fernwood Village Hall.

Responsibilities of the Village Hall Management Group (VHMG)

1. The VHMG is responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order, 2005. The group conducts/commissions fire risk assessments and takes necessary steps to reduce the risk of fire to being as low as possible.
2. The VHMG will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments.
3. The VHMG has the responsibility to ensure that all users and hirers of the hall are aware of the Fernwood Village Hall Emergency Plan and that each user ensures that someone is responsible for fire safety at each hire event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively.
4. The VHMG will ensure all users are provided with written instructions as to how to comply with fire safety including procedures. A signed copy of these instructions is held by the Parish Council and forms part of our hire agreement.
5. The VHMG will ensure that all firefighting equipment is maintained and serviced and remains in position to be used if required.
6. The VHMG will ensure that electrical testing (annual PAT test and 5-year electrical testing) and annual servicing and maintenance of heating, emergency lighting and fire alarms are completed.
7. The VHMG will ensure that the fire alarm is tested on a weekly basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised.
8. The VHMG ensure that new Councillors and Staff are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors.
9. The VHMG will ensure that all Councillors and Staff are aware of their responsibility for reporting any obstructions to the fire doors or fire evacuation points.

Regular Users

All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks

out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practise these evacuation processes on a regular basis.

The VHMG will reissue the fire safety policy and emergency plan once a year to remind users of the policy and what to do in the event of a fire.

Instructions for any users of the hall in the event of a fire

1. Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm sounding point.
2. Contact the fire brigade by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident.
3. Ensure that anyone using the hall at the time is aware of the emergency.
4. Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.
5. Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point (*the carpark outside of Fernwood Day Nursery*).
6. The person responsible for the event/group needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
7. The person responsible for the event/group needs to notify the Parish Council of the emergency as soon as is reasonably possible: Caretaker 07920124745 or Emergency Contact 07919893589

Fernwood Village Hall Fire Emergency Plan

Last reviewed on 16th June 2021

The aim of the plan is to ensure that in the event of fire everyone is sufficiently familiar with the action they should take to ensure Fernwood Village Hall can be safely evacuated.

(There are no staff in the Village Hall for the majority of the time that it is in use – therefore, in this plan we have assumed that the actions taken in the event of a fire are taken by the hirer/organiser of the party/event/activity).

Section 1: Premises Information	
Site Name	Fernwood Village Hall
Address	Fernwood Village Hall Rubys Avenue Fernwood NG24 3RS
Occupier of the premises	Fernwood Parish Council Councillors and staff. Hirers of the premises.
The use or uses of premises covered by the Fire Emergency Plan	Events, meetings, activities and social gatherings.
Fire Warning/suppression arrangements	<p>Is there an Alarm System fitted? Automated</p> <ul style="list-style-type: none"> • Audible – type of sound Siren • Links to fire brigade No <p>Emergency Lighting Yes</p> <p>Fire suppression</p> <ul style="list-style-type: none"> • Sprinklers No • Gas No auto switch off • Fire Extinguishers Yes
The number of people likely to be present (staff, public etc.) and their location	<p>Up to 3 staff – 2 in office, 1 all areas (office hours: 9.30am – 12.30pm, Monday to Friday)</p> <p>Up to 200 members of the public – main hall, small hall, foyer, kitchen/toilets</p> <p>Up to 5 contractors</p>

Persons who are especially at risk	<p>Is there normally someone onsite who is especially at risk?</p> <p>Sometimes a personal emergency evacuation plan will be needed for disabled people/those with special requirements - Hirers and regular hirers to be asked to consider this in advance of their booking and consult with the Village Hall staff if they do have someone with special requirements.</p>
Ability of people present to escape without assistance	<p>Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within 3 minutes without assistance? Yes</p>
Presence of outside contractors, visitors	<p>All contractors and visitors shall be briefed on the fire arrangements by their host</p> <p>Who is responsible for ensuring they are evacuated – fire wardens/visitors contact? Visitors' contact</p>
Specific arrangements if necessary, for high risk fire areas to the building	<p>List of areas of high fire risk</p> <p>Kitchen</p> <p>Plant room</p>
Section 2: Roles and Responsibilities	
Nominated Fire Officer duties and roles	<p>The site Fire Officer is the Parish Clerk Tel no 01636 613024</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring the fire emergency plan is maintained • Ensuring alarms are tested and records maintained • Ensuring records are maintained • Ensuring fire wardens are appointed (if necessary) for larger events • Ensuring fire safety training for all staff (including bar/cleaners - contractors) and the Village Hall Management Group • Be responsible for coordination in the event of a fire and implementation of this emergency plan (The Parish Clerk is not based at the hall for the majority of the time therefore this responsibility is passed on to the hirer should a fire occur when the Parish Clerk is not on site – the hirer will be briefed about the hall's fire procedure at the beginning of their booking) • Report fires and carry out an investigation • Conduct regular fire safety inspections of the building

	<ul style="list-style-type: none"> • Train VHMGM members to act as fire officers
Nominated Fire Wardens duties and roles:	<p>Persons who hand over the building to hirers:</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring the hirer is aware of the location of all the fire exits • Ensuring the hirer is aware of the fire procedure <p>Hirers responsibilities:</p> <p>In the event of a fire, the Hirer is responsible for:</p> <ul style="list-style-type: none"> • supervising the evacuation of the building; ensuring people report to the fire assembly point(s). • setting off the fire alarm. • calling the emergency services. • contacting the appropriate Fernwood Parish Council Caretaker.
Section 3: Fire Procedure	
If you discover a fire you must	<ul style="list-style-type: none"> • Raise the alarm by operating the nearest fire alarm call point.
If you hear the fire alarm you must	<ul style="list-style-type: none"> • Assist any users/guests who need help. • Leave the premises by the nearest available exit, closing all doors behind you. • Report to one of the assembly points: <i>the carpark outside of Fernwood Day Nursery or the notice board near the bottle banks.</i> • Do not stop to collect personal belongings or allow others to do so. • Do not shout or run – this may cause panic.
Your responsibilities	<ul style="list-style-type: none"> • You must know how to find the escape routes provided • You must know how to operate the fire alarm.
Section 4: Communications	
The following people will be contacted in the event of a fire.	Caretaker 07920124745 or Emergency Contact 07919893589
Procedures for liaising with the Fire Brigade - 999	<p>The Hirer will be responsible for determining whether the fire brigade is required. If they are, they should provide the following information:</p> <ul style="list-style-type: none"> • how many persons are still in the building, if any. • where the seat of the fire is thought to be located.

	<ul style="list-style-type: none"> any additional information which might help the fire brigade.
Turning off services	The shutters automatically switch off when the fire alarm goes off. Gas and electricity need to be turned off in the plant room.
Re-entering the building	Once the fire brigade has completed their investigation, and only after they have declared the building safe to re-enter, the Hirer is responsible for communicating this message to users.
Section 5: Reporting and Investigation	
Reporting	The Nominated Fire Officer is responsible for reporting the fire to the Village Hall Management Group through the Village Hall Management Group meeting.
Investigation	<p>The Nominated Fire Officer is responsible for completing an investigation except where the incident was serious enough to warrant a formal investigation by the Fire Brigade.</p> <p>A copy of the report must be sent to the Village Hall Management Group</p>
Section 6: Fire Alarm Testing/Evacuation Practice	
Fire alarms should be tested as follows:	The Caretaker will be responsible for testing the fire alarm on a weekly basis and maintaining a record of the tests in the logbook and inspections spreadsheet.
Fire evacuations shall be practised as follows:	The Nominated Fire Officer is responsible for arranging a fire evacuation practice every 6 months and recording it.

Information available from Fernwood Parish Council under the Model Document Publication Scheme – Reviewed and readopted 19th July 2021

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> This will be current information only.	All the available information shown below can be obtained from the Parish Clerk	
Who's who on the Council and its Committees	Hard copy, email and village website	10p per page + pp
Contact details for Parish Clerk and Council members: (named contacts where possible with telephone number and email address (if used) Parish Clerk: Marion Fox Goddard tel: 01636 613024 email: Clerk@Fernwood-PC.co.uk	As above	10p per page + pp
Location of main Council office and accessibility details Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS Available for contact in person by prior arrangement, by phone, by email and by post		
Staffing structure - Part-time clerk		
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum Fernwood Parish Accounts	Hard copy and email (for electronically available documents)	10p per page + pp
Annual return form and report by auditor	Hard copy, email and website	10p per page + pp
Finalised budget	Hard copy, email and website	10p per page + pp
Precept – recorded in the minutes	Hard copy, email and website	10p per page + pp
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website or hard copy and email	10p per page + pp
Grants given and received - recorded in the minutes	Hard copy, email and website	10p per page + pp
List of current contracts awarded and value of contract – recorded in the minutes	Hard copy, email and website	

Information to be published	How the information can be obtained	Cost
Members' allowances and expenses – recorded in the minutes	Hard copy, email and website	10p per page + pp
Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum) Strategic Plan	Hard copy, email and website	10p per page + pp
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions <i>Decision making processes and records of decisions</i>		
Current and previous council year as a minimum. Recorded in the minutes.	Hard copy or website	10p per page + pp
Timetable of meetings (Council, planning committee meetings and parish meetings)	Hard copy, email, website	10p per page + pp
Agendas of meetings	As above and notice boards	10p per page + pp
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Website and Village Hall Notice Board	10p per page + pp
Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Refer to minutes of that meeting available on website or hard copy and email	10p per page + pp
Responses to consultation papers	In minutes, as above	10p per page + pp

Information to be published	How the information can be obtained	Cost
Responses to planning applications	In minutes, as above. Also on NSDC planning portal: https://publicaccess.newark-sherwooddc.gov.uk/online-applications/search.do?action=simple&searchType=Application	10p per page + pp
By-laws	Newark and Sherwood District Council website. Hard copy and email.	10p per page + pp
<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy, email and website</p> <p>Hard copy, email and website</p>	10p per page + pp
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy, email and website	10p per page + pp
Information security policy		

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive) – in accordance with NALC Legal Topic Note 40	Hard copy, email and website	10p per page + pp
Data protection policies	As per Data Protection Act requirements	
Schedule of charges (for the publication of information)	As documented in this publication	
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	Hard copy or email	10p per page + pp
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Newark and Sherwood District Council	
Assets Register	Hard copy, email and website	10p per page + pp
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy, email, website and N&SDC website	10p per page + pp
Register of gifts and hospitality	Hard copy and email	10p per page + pp
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only	(Hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Cemetery and closed churchyards	N/A	
Community centres and village halls	Hard copy, email and website	
Parks, playing fields and recreational facilities	Hard copy, email and website	10p per page + pp
Seating, litter bins, clocks, memorials and lighting	Hard copy. email and website	10p per page + pp
Bus shelters	N/A	

Information to be published	How the information can be obtained	Cost
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy. email and website	10p per page + pp
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Marion Fox Goddard, Parish Clerk, Fernwood Village Hall, Rubys Avenue, Fernwood NG24 3RS
Telephone: 01636 613024 email: clerk@fernwood-pc.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage @ 55p or 75p	Actual cost of Royal Mail standard 2 nd class (small or large letter) plus 10p per envelope *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Risk assessment for Volunteers – Outdoor work

Name of assessor		Marion Fox Goddard			Date		May 11th 2022					
Location		Woodland behind the nursery, Village Hall Grounds, Car Park between Village Hall and Fernwood Day Nursery										
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		
General emergency	Volunteers	Injury	<p>Volunteers/Fernwood Parish Council staff to be aware of nearest Accident and Emergency hospital - Kings Mill Mansfield and Minor Injuries Unit – Newark Hospital; A first aid kit must be accessible at the Village Hall at all times; Volunteers to carry their mobile phone should be available at all times (if no/poor signal, nearest landline in village hall office); All incidents and near misses to be reported to the Parish Clerk, recorded in the accident log and reported to Fernwood Parish Council.</p> <p>Volunteers to report to the Parish Clerk/Caretaker on arrival and departure.</p>	1	4	4	Copy and reminder of this risk assessment to be sent to current volunteers annually.				Parish Clerk	June each year
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		
Hand Tools	Volunteers	Injury	<p>Caretaker to ensure all tools are in good/safe condition. Clerk to provide volunteers with tool use and safety information for powered tools; User to</p> <ul style="list-style-type: none"> Inspect tools before and after each use. Use correct tool for the job; Ensure firm and stable stance and wear sturdy footwear; Wear gloves unless using a swinging tool; Not use tools when handles are wet; Maintain safe working distances. 	2	3	6	As above				Parish Clerk	June each year
Arisings	Volunteers	Slips, trips, injury	<p>Volunteers to:</p> <ul style="list-style-type: none"> Wear sensible, sturdy footwear; Ensure safe working distances Ensure arisings and unused tools are left in a safe place Tidy arisings as they are cut. 	1	3	3	As above				Parish Clerk	June each year
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		

Poor housekeeping	Volunteers	Slips, trips, injury	All unused equipment to be stored in the container/caretaker cupboard; Volunteers to use only what is necessary to avoid excess equipment lying arounds.	1	3	3	As above				Parish Clerk	June each year
Traffic	Volunteers	Accident	Wear high visibility clothing when working by roads; Volunteers are not permitted to work on the carriageway or on the roads of the car park. i.e., work from within the flower beds – do not stand where there may be traffic.	2	3	6	As above				Parish Clerk	June each year
The following risk assessments cover more detailed guidance:			Volunteer litter picking and woodland risk assessments to be copied to volunteers conducting these activities.				Copy and reminder of these risk assessments to be sent to current volunteers annually.				Parish Clerk	June each year
<ul style="list-style-type: none"> • Volunteer litter picking • Woodland 												
Review date		June 2023				Signature		<i>M. Hoagood</i>				

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.

Dear Parish,

You have received the following message from XXXXX

I write regarding a group of young people approximately 8-16 years of age who are using the green on Dale Crescent to play football. This group regularly appear evenings and weekends with the majority not actually living in the properties surrounding the green. The following concerns have arisen as a result: ? Damage to the green, large area of bare earth where grass once grew. ? Two new saplings that were planted have been destroyed. ? Branches broken from the established trees. ? Bushes used as a toilet. ? Litter strewn over the green. ? Frequent use of foul language. ? Verbal abuse towards resident of Dale Crescent when challenged regarding damage to the environment. ? Verbal abuse when encouraged to play football on the football pitches a 5-minute walk away. ? Resident's property repeatedly hit by the football. ? Football kicked into resident's driveways frequently. ? Children running into the road to retrieve the ball or kick it back into play at risk of causing a road accident. Please will the Parish Council give consideration to: ? Reinstated the 'No ball games allowed" signs, as these were removed some time ago. ? For the damaged grass area to be re seeded. (A neighbour has volunteered to do this). ? New trees planted as part of the Jubilee tree planting scheme or a flowerbed put in this area to deter the young people from using this part of the green for football. ? The bushes cut back to a low level to prevent them being used as a toilet The green on Dale Crescent is a lovely communal space and has been cared for and used by the neighbours for many occasions over the years. It is an open space for younger children living around the Crescent to play safely, until they are old enough to venture further into Fernwood. However, it is not suitable or safe for football games involving groups of young people with hard leather footballs likely to cause damage or a place to be vandalised. The residents of Dale Crescent respect and value the open green space which many have enjoyed for more than 30 years, generations of children have grown up here, playing in this space and these problems have never before been such an issue. Thank in anticipation for your support.

22/05/2022

Good evening.

I'm not sure if you are the person I need to contact about the children playing football on the Old Dale Crescent green area.

There are a group of children that play football every day on the green, aged from age 8 upwards. They have worn all the grass away and pulled the bushes and branches of the trees till they have broken. They kick the balls constantly into our neighbours gardens and retrieve them without asking , hit the cars that are parked on the road leaving marks and dints and use the bushes as a toilet. Myself and some of my neighbours have tried to talk to the children but we are met with foul language and it's made no difference.

Is it possible to have signs up that state no football games and perhaps reseed the grass so we can use the area again.

Throughout the pandemic we would meet with the neighbours socially on the green when allowed and we planned to have a celebration for The Queens Jubilee but the area is now just dirt. This is having a really negative effect on our corner , not only from abuse but from damage to our property.

One of the neighbours has offered to reseed the grass at our cost but we were unsure if that would be ok or if we need permission.

Thank you

Kind regards

Action Update

1. The paths have been cleared and Fernwood Parish Council's Caretaker and Maintenance Operative is checking the area on a weekly basis.
2. Fortnightly grass cutting around the verges has commenced – N&SDC are doing this work on behalf of Fernwood Parish Council.
3. Lighting repairs are booked in for June 16th.
4. We have received the 2 refuse bins and 1 dog bin and are awaiting an installation date from our contractor.
5. Currently seeking advice from an Environmental Consultancy company recommended by Nottinghamshire Wildlife Trust regarding the tree specialist's recommendation to fell 8 trees in the area.

Volunteer Group

Following recent Facebook posts, 4 individuals and a scout group have been in contact to say that they would like to get involved. This is in addition to the 57 who expressed an interest in getting involved when we conducted a survey in January 2021.

Residents' concerns

Some residents have raised concerns that the Parish Council will not be mindful of the wildlife when looking after the area. There is particular concern regarding the trees that require felling. As detailed above, the Clerk has contacted an environmental consultancy. Their advice will be sought before any trees are felled.

Volunteers' Group

Proposed date to meet with volunteers and discuss ideas: July 6th, 2022, 7.30pm Fernwood Village Hall.

Suggested Agenda:

1. Introduction on work to date and what the Parish Council has planned to look after the area. Reassurance that the Council has bought the area to look after the area and preserve flora and fauna.
2. Tree report recommendations and ecological appraisal plans
3. Open discussion on ideas for community activities (e.g. bat box making, bulb planting, litter picking).
4. Open discussion on ideas for a name for the woods.
5. Any other business

Communications

It is recommended that the Parish Council considers how to communicate its wish to look after the area and preserve flora and fauna.

Marion Fox Goddard, Parish Clerk and Responsible Financial Officer
June 14th, 2022



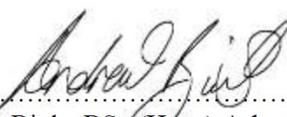
**Arboricultural Condition survey and work
recommendations at:**

Fernwood Village Hall
Rubys Avenue
Fernwood
Newark
Nottinghamshire
NG24 3RS

Report prepared on 18th May 2022

For: Fernwood Parish Council

By Andrew Binks, Forest Farm Tree Services. 102, Kirkby Road, Sutton in Ashfield,
Nottingham.

Signed.....
Andrew Binks BSc (Hons) Arboriculture



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1 Introduction

1.1 Purpose and Scope of the Report

The purpose of the report is to assess the general health & condition of all trees within the curtilage of Fernwood Village Hall grounds in order to maintain a healthy tree stock, this is being undertaken as an update to the last survey undertaken in December 2022. Tree information is included in Appendix 1, and the location maps with the trees plotted onto them are included at Appendix 2.

2 Site Details

2.1 The Fernwood Village Hall site covers approximately 0.8 of an acre and is located in the heart of Fernwood surrounded by a combination of commercial & residential areas and public open space. The garden area containing the trees is situated to the rear of the building. All of the trees included in the report are located in this area.

2.2 The purpose of this report is to re-assess the trees in terms of their structural integrity and their general physiology with a view to maintaining them in a safe condition. Where applicable recommendations have been made in light of this report for both health and safety reasons and other management concerns, for example when in close proximity to structures or overhanging areas.



3 Survey Details

3.1 Measurements

3.1.1 Height

All heights were estimated

3.1.2 Diameter

The diameter was measured at 1.5m unless stated otherwise. The diameter is referred to as **DBH** (Diameter at Breast Height) in the tree descriptions in appendix 1.

3.1.3 Crown Spread

Due to the location of some of the trees, either on the boundary and/or in close proximity to one another it has been impossible to measure all the distances. In these circumstances, some of the crown spreads has been guesstimated.

3.2 Condition Evaluation

3.2.1 Age

Tree age has been categorised as Young, Semi-mature, Mature or Over-mature

3.2.2 Physiological Condition

This relates to the overall health and vitality of a tree (the presence of disease, fungi etc.) and has been given a Good, Fair or Poor rating (G, F or P).



4 Discussion and Conclusions

- 4.1** As previous surveys 11 individual trees have been included in the report. Recommendations have been made in light of the report; this information is included in Appendix 1. The tree location map is included in Appendix 2.
- 4.2** There is a mix of species and ages present. Ages range from young through to mature. There are two significant trees on the site, T8, Turkey Oak and T11, Wellingtonia, these are the most mature trees and is likely that they date back to the establishment of the nearby hall. In total there are 5 different species.
- 4.3** The trees are generally in fair or good condition, no works have been recommended in light of his report.

Fernwood Parish Council
 Fernwood Village Hall
 Rubys Avenue
 Fernwood
 Nottinghamshire
 NG24 3RS

Phone: 01636 613024
 clerk@fernwood-PC.co.uk



Forest Farm Tree Services

102 Kirkby Road
 Sutton in Ashfield
 Nottinghamshire
 NG17 1GH

Phone: 01623 512899
 Mobile: N/A
 N/A

General Tree Assessment (Detailed)

Fernwood Village Hall 2022

Tree ID: T1	Common Yew <i>Taxus baccata</i>					Tag: TPO:			Assessor: Andrew Binks Date: 05-Nov-22		
	Tree Comment:					Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	11 m	4 m	1	528 mm	Semi-mature	No	No	N/A	05-Feb-24	N/A	Good
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Old pruning wounds Tight union		Minor dead wood Old pruning wounds Low hanging branches			Normal		
Work	Category			Action			Priority			Done	
	No action			Unspecified						No	

Tree ID: T2	Common Juniper <i>Juniperus communis</i>					Tag: TPO:			Assessor: Andrew Binks Date: 05-Nov-22		
	Tree Comment:					Survey Comment: Small amount of deadwood but ok to remain in the crown.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	11 m	2 m	1	415 mm	Semi-mature	No	No	N/A	05-Feb-24	N/A	Fair
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Old pruning wounds		Minor dead wood Old pruning wounds			Normal		
Work	Category			Action			Priority			Done	
	No action			Unspecified						No	

General Tree Assessment (Detailed)

Tree ID: T3	Common Yew <i>Taxus baccata</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Young tree with some inclusion in unions but ok at this time, no change from last survey.											
Details	Height 8 m	Spread 3 m	Stems 3	Ø 400 mm	Maturity Young	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Cracked / included bark Tight union		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal					
Work	Category No action	Action Unspecified						Priority	Done No		
Tree ID: T4	Common Juniper <i>Juniperus communis</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: 2 stems from 3.25m.											
Details	Height 11 m	Spread 2 m	Stems 1	Ø 360 mm	Maturity Semi-mature	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal					
Work	Category No action	Action Unspecified						Priority	Done No		

General Tree Assessment (Detailed)

Tree ID: T5	Common Yew <i>Taxus baccata</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: 3 stems from 0.75m eastern stem spits again at 1.2m with a long section of included bark. Other areas of inclusion also present. Ok at this time.											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	9 m	4 m	1	520 mm	Young	No	No	N/A	05-Feb-24	N/A	Fair
Observations	Root		Stem		Branch		Leaf/Bud				
	No visual defects		Old pruning wounds Tight union		Minor dead wood Tight union		Normal				
Work	Category		Action		Priority		Done				
	No action		Unspecified				No				

Tree ID: T6	Common Holly <i>Ilex aquifolium</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: As per last last survey.											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	8 m	3 m	2	360 mm	Young	No	No	N/A	05-Feb-24	N/A	Fair
Observations	Root		Stem		Branch		Leaf/Bud				
	No visual defects		Old pruning wounds		Minor dead wood		Normal				
Work	Category		Action		Priority		Done				
	No action		Unspecified				No				

General Tree Assessment (Detailed)

Tree ID: T7	Common Holly <i>Ilex aquifolium</i>	Tag: TPO: Tree Comment: Survey Comment:	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 3.5 m	Spread 1 m	Stems 1	Ø 100 mm	Maturity Young	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects		Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds			Leaf/Bud Normal			
Work	Category No action		Action Unspecified		Priority					Done No	

Tree ID: T8	Turkey Oak <i>Quercus cerris</i>	Tag: TPO: Tree Comment: Survey Comment: Historice failure wounds in the crown but conditions are ok.	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 22 m	Spread 13 m	Stems 1	Ø 1222 mm	Maturity Mature	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Good
Observations	Root No visual defects		Stem Old pruning wounds		Branch Minor dead wood Major dead wood Old pruning wounds			Leaf/Bud Normal			
Work	Category No action		Action Unspecified		Priority					Done No	

General Tree Assessment (Detailed)

Tree ID: T9	Common Holly <i>Ilex aquifolium</i>	Tag: TPO: Tree Comment: Survey Comment: Stem is touching the fence.	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 4 m	Spread 2 m	Stems 1	Ø 130 mm	Maturity Young	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Good
Observations	Root No visual defects	Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal					
Work	Category No action	Action Unspecified						Priority	Done No		

Tree ID: T10	Common Holly <i>Ilex aquifolium</i>	Tag: TPO: Tree Comment: Survey Comment: Stems in contact from 2.75m, too late to remedy. Ok to remain.	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 4 m	Spread 2 m	Stems 1	Ø 195 mm	Maturity Young	Bat No	Con Area No	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Old pruning wounds Tight union		Branch Minor dead wood Tight union		Leaf/Bud Normal					
Work	Category No action	Action Unspecified						Priority	Done No		

General Tree Assessment (Detailed)

Tree ID: T11

Wellingtonia
Sequoiadendron giganteum

Tag:
TPO:

Assessor: Andrew Binks
Date: 05-Nov-22

Tree Comment:

Survey Comment: Typical in the lower stem but forks at approx 10m into 2 and again a couple of meters above this to make 3 stems. No works required at this time.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	22 m	6 m	1	1450 mm	Mature	No	No	N/A	05-Feb-24	N/A	Fair
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			Old pruning wounds Tight union		Minor dead wood Old pruning wounds Low hanging branches		Normal			
Work	Category			Action		Priority				Done	
	No action			Unspecified						No	



**Arboricultural Condition survey and work
recommendations at:**

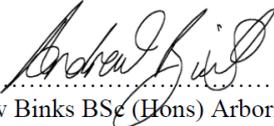
**Public Open Space
Dale Crescent
Fernwood
Newark
Nottinghamshire
NG24 3JU**

Report prepared on 18th May 2022

For:

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

By Andrew Binks, Forest Farm Tree Services. 102, Kirkby Road, Sutton in Ashfield,
Nottingham.

Signed.....
Andrew Binks BSc (Hons) Arboriculture



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1 Introduction

1.1 Purpose and Scope of the Report

The purpose of the report is to assess the general health & condition of all trees within the curtilage of the public open space at Dale Crescent in order to maintain a healthy tree stock, this is an update to the last survey undertaken in December 2022. Tree information is included in Appendix 1, and the location maps with the trees plotted onto them are included at Appendix 2.

2 Site Details

2.1 The public open space is just under half an acre in size it is surrounded on all sides by the road beyond which is residential housing. The area contains a mix of cut grass, shrubbery and trees.

2.2 The purpose of this report is to assess the trees in terms of their structural integrity and their general physiology with a view to maintaining them in a safe condition. Where applicable recommendations have been made in light of this report for both health and safety reasons and other management concerns, for example when in close proximity to structures or overhanging areas.



3 Survey Details

3.1 Measurements

3.1.1 Height

All heights were estimated

3.1.2 Diameter

The diameter was measured at 1.5m unless stated otherwise. The diameter is referred to as **DBH** (Diameter at Breast Height) in the tree descriptions in appendix 1.

3.1.3 Crown Spread

Due to the location of some of the trees, either on the boundary and/or in close proximity to one another it has been impossible to measure all the distances. In these circumstances, some of the crown spreads has been guesstimated.

3.2 Condition Evaluation

3.2.1 Age

Tree age has been categorised as Young, Semi-mature, Mature or Over-mature

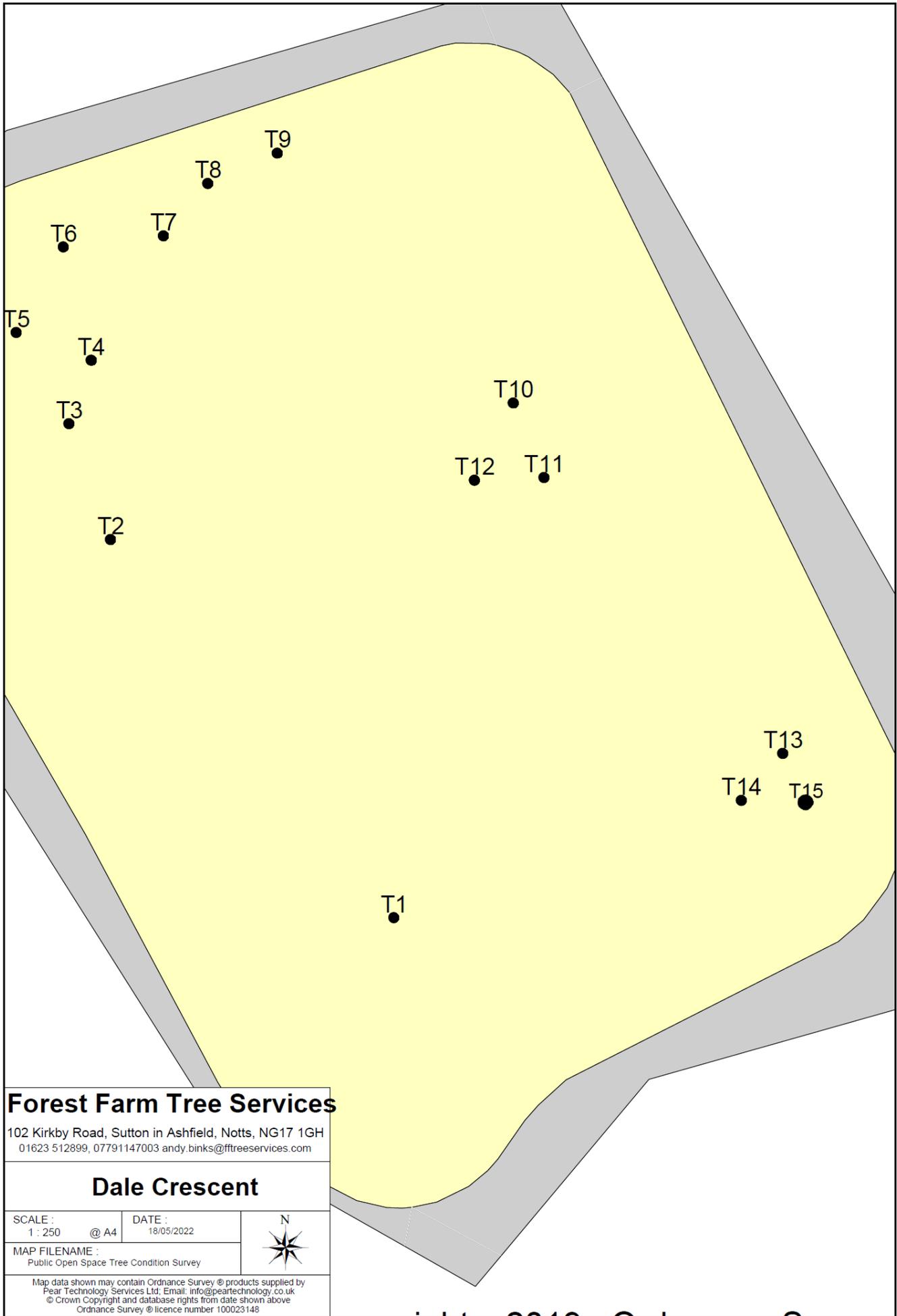
3.2.2 Physiological Condition

This relates to the overall health and vitality of a tree (the presence of disease, fungi etc.) and has been given a Good, Fair or Poor rating (G, F or P).



4 Discussion and Conclusions

- 4.1 15 trees in the open space have been included in the survey; there are some newly planted trees which have not been included. Recommendations have been made in light of the report; this information is included in Appendix 1. The tree location map is included in Appendix 2.
- 4.2 Six different species have been identified and ages range from young through to mature and conditions are generally fair/good.
- 4.3 One Elm has died from Dutch Elm disease since the last survey and has been recommended for removal.
- 4.4 Two of the young Limes (T13 & T14) are showing crown density levels below that expected, a re-visit in mid-summer has been recommended to re-assess condition.



Fernwood Parish Council
 Fernwood Village Hall
 Rubys Avenue
 Fernwood
 Nottinghamshire
 NG24 3RS

Phone: 01636 613024
 clerk@fernwood-PC.co.uk



Forest Farm Tree Services

102 Kirkby Road
 Sutton in Ashfield
 Nottinghamshire
 NG17 1GH

Phone: 01623 512899
 Mobile: N/A
 N/A

General Tree Assessment (Detailed)

Dale Crescent, Fernwood 2022

Tree ID: T1	Silver Maple <i>Acer saccharinum</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Significant included union in the 1st main fork which will only weaken with time, crown was reduced in winter 2019 to reduces stresses on this union. Reduce back to inline with previous cuts in 3 years.											
Details	Height 15 m	Spread 6 m	Stems 1	Ø 420 mm	Maturity Semi-mature	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Cracked / included bark Old pruning wounds Tight union		Branch Minor dead wood Low hanging branches		Leaf/Bud Normal					
Work	Category Reduce crown	Action Unspecified		Priority 3 Years		Done No					

Tree ID: T2	Common Hawthorn <i>Crataegus monogyna</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Typical example of the species.											
Details	Height 4 m	Spread 2 m	Stems 1	Ø 120 mm	Maturity Semi-mature	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Old pruning wounds		Branch Minor dead wood Low hanging branches		Leaf/Bud Normal					
Work	Category No action	Action Unspecified		Priority		Done No					

General Tree Assessment (Detailed)

Tree ID: T3	Silver Birch <i>Betula pendula</i>	Tag: TPO:		Assessor: Andrew Binks Date: 05-Nov-22							
Tree Comment: Survey Comment: Typical of the species.											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	12 m	2 m	1	200 mm	Young	No		N/A	05-Feb-24	N/A	Good
Observations	Root		Stem		Branch			Leaf/Bud			
	No visual defects		Old pruning wounds		Minor dead wood Low hanging branches			Normal			
Work	Category		Action		Priority					Done	
	No action		Unspecified							No	

Tree ID: T4	Bird Cherry <i>Prunus padus</i>	Tag: TPO:		Assessor: Andrew Binks Date: 05-Nov-22							
Tree Comment: Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	7 m	4 m	1	190 mm	Young	No		N/A	05-Feb-24	N/A	Good
Observations	Root		Stem		Branch			Leaf/Bud			
	No visual defects		Old pruning wounds		Old pruning wounds Low hanging branches			Normal			
Work	Category		Action		Priority					Done	
	No action		Unspecified							No	

General Tree Assessment (Detailed)

Tree ID: T5	Sycamore <i>Acer pseudoplatanus</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: 3 stems from the base with contact between them. Slightly sparser crown than expected especially in the upper portion. Ok at this time.											
Details	Height 12 m	Spread 4 m	Stems 3	Ø 460 mm	Maturity Young	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects		Stem Trifurcated Tight union		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal				
Work	Category No action		Action Unspecified						Priority	Done No	

Tree ID: T6	Wych Elm <i>Ulmus glabra</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: The tree is now dead having succumb to Dutch Elm Disease.											
Details	Height 12 m	Spread 6 m	Stems 1	Ø 330 mm	Maturity Young	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects		Stem Old pruning wounds Tight union		Branch Minor dead wood Old pruning wounds Low hanging branches		Leaf/Bud Normal				
Work	Category No action		Action Unspecified						Priority	Done No	

General Tree Assessment (Detailed)

Tree ID: T7	Silver Birch <i>Betula pendula</i>	Tag: TPO: Tree Comment: Survey Comment: Developed with a lean. Otherwise typical.	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 13 m	Spread 2 m	Stems 1	Ø 220 mm	Maturity Semi-mature	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal					
Work	Category No action		Action Unspecified		Priority				Done No		

Tree ID: T8	Silver Birch <i>Betula pendula</i>	Tag: TPO: Tree Comment: Survey Comment:	Assessor: Andrew Binks Date: 05-Nov-22								
Details	Height 15 m	Spread 3 m	Stems 1	Ø 240 mm	Maturity Semi-mature	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects	Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal					
Work	Category No action		Action Unspecified		Priority				Done No		

General Tree Assessment (Detailed)

Tree ID: T9	Silver Birch <i>Betula pendula</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Encroaching on the phonenumber.											
Details	Height 18 m	Spread 4 m	Stems 1	Ø 280 mm	Maturity Semi-mature	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Good
Observations	Root No visual defects		Stem Old pruning wounds		Branch Minor dead wood Old pruning wounds			Leaf/Bud Normal			
Work	Category Prune		Action From building/structure/tree by 2m					Priority		Done No	

Tree ID: T10	Common Lime <i>Tilia europaea</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Tight unions in the main forks and throughout the crown, also there is a lack of defined apical leader.											
Details	Height 12 m	Spread 5 m	Stems 1	Ø 300 mm	Maturity Young	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Varied
Observations	Root No visual defects		Stem Cracked / included bark Old pruning wounds Tight union		Branch Minor dead wood Old pruning wounds Tight union			Leaf/Bud Normal			
Work	Category No action		Action Unspecified					Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T11	Common Lime <i>Tilia europaea</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Tight unions in the crown but all ok at this time.											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	9 m	4 m	1	290 mm	Young	No		N/A	05-Feb-24	N/A	Fair
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			Old pruning wounds Tight union		Minor dead wood Old pruning wounds		Normal			
Work	Category			Action		Priority				Done	
	No action			Unspecified						No	

Tree ID: T12	Common Hawthorn <i>Crataegus monogyna</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	QTRA Score	Condition
	4 m	2 m	2	250 mm	Mature	No		N/A	05-Feb-24	N/A	Fair
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			Old pruning wounds		Minor dead wood Old pruning wounds		Normal			
Work	Category			Action		Priority				Done	
	No action			Unspecified						No	

General Tree Assessment (Detailed)

Tree ID: T13	Common Lime <i>Tilia europaea</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Sparser crown than expected levels, re-examine in August.											
Details	Height 8.5 m	Spread 4 m	Stems 1	Ø 270 mm	Maturity Young	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects		Stem Old pruning wounds Tight union		Branch Minor dead wood Old pruning wounds Tight union		Leaf/Bud Normal				
Work	Category No action		Action Unspecified						Priority	Done No	

Tree ID: T14	Common Lime <i>Tilia europaea</i>	Tag: TPO:	Assessor: Andrew Binks Date: 05-Nov-22								
Tree Comment: Survey Comment: Crown is very sparse, it is less advanced than T15, there is no obvious reason why. Re-examine in August.											
Details	Height 10 m	Spread 4 m	Stems 1	Ø 250 mm	Maturity Young	Bat No	Con Area	Prev Insp N/A	Next Due 05-Feb-24	QTRA Score N/A	Condition Fair
Observations	Root No visual defects		Stem Old pruning wounds Tight union		Branch Minor dead wood Old pruning wounds Tight union		Leaf/Bud Normal				
Work	Category No action		Action Unspecified						Priority	Done No	

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.

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	Newark Academy, London Rd, New Balderton, Newark NG24 3AL
2	Contact name and position in organisation	Carly Williams, MFL Teacher
3	Contact telephone number and email address	CWilliams@newarkacademy.co.uk 07503917805
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes No <i>please circle</i> No
5	Aims and objectives of your organisation ; What does your organisation do and how does it benefit the residents of Fernwood?	We are one of the local Secondary Schools in the area. Newark Academy has a very clear ethos focused on the achievement and well-being of all our students. We believe that a school should be at the very heart of the community and place great value on collaboration, partnership and service alongside a range of core values that compliment academic excellence.
6	Amount of grant requested	£ 450
7	For what purpose is the grant requested? Please continue on a separate sheet if necessary.	We have a cohort of students who have, due to COVID-19, been unable to experience any trips abroad during their secondary education. We would like to give these students a chance to visit an authentic Christmas Market in Aachen, Germany. We depart on Tuesday 13th December and will be travelling by Coach to Aachen, using the Eurotunnel. Students will be staying in a youth hostel for 2 nights. As part of the trip, students will complete an orientation challenge, visit the Christmas Market in small groups, visit to the International Media Museum and experience a guided tour of the Cathedral. We return on Thursday 15th December. The trip is half board with both breakfast and dinner included.
8	What is the total cost of the project?	£ 9,240 as of 12.6.2022
9	Give a breakdown of what the funding will be spent on	The money will be used specifically to subsidise the trip for student(s) who reside in Fernwood who are experiencing financial hardship so that they also have this opportunity. Full names and addresses can be supplied and parents/guardians are aware.

10	Has the project that you want the funding for already happened?	No										
11	How will the funding benefit the community or residents of Fernwood?	Fernwood houses a variety of students at Newark Academy from a range of differing backgrounds. We aim to provide experiences to all students based on excelling them as future citizens, not just academically, and believe they should not be held back by current financial hardship.										
12	Approximately how many of those who will benefit are Fernwood parishioners?	We have one student who is a Fernwood resident who has applied for a full financial hardship grant but of the 36 participants just less than one third are Fernwood residents. Some participants have split addresses due to family separations.										
13	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes No <i>please circle</i> Newark Academy Pupil Premium: £342 of the necessary £792 (Next round of funding Sept 2022, unsecured) Balderton Parish Council: £450 Grant Application also completed. If both applications are granted, Pupil Premium funding will not be requested in September or a decision will be sought to split the total between the two Grants where possible.										
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. photograph permission will be sought via students involved prior.										
15	Bank Details (for use, if a grant is awarded)	Name of Account Account number Sort Code - - I have included this as a separate document attached to the email										
16	Supporting Documentation *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	<table border="1"> <thead> <tr> <th>Required</th> <th>Provided ? <i>please circle</i></th> </tr> </thead> <tbody> <tr> <td>Your most recent accounts*</td> <td>Yes No</td> </tr> <tr> <td>Bank statements for the last 6 months*</td> <td>Yes No</td> </tr> <tr> <td>A copy of your constitution</td> <td>Yes No</td> </tr> <tr> <td>Details of your organisation's officers/trustees/committee members</td> <td>Yes No Attached to email</td> </tr> </tbody> </table>	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 Attached to email
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 Attached to email											

Please use a separate sheet to submit any other information which you feel will support this application. Please be aware, due to the complexities of a Secondary school, I have no access to financial data of the school and can only document the trip. I have included the documents I have produced or have access to within my role. Further information can be sought from LDickens@newarkacademy.co.uk

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 Carly Williams Date 12th June 2022

For Office Use Only

Grant applications must be checked against the following criteria:

Check	Response?
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 Ferrisford Parish?	✓
Does the grant include ongoing running costs?	No
Is the grant for non-political or non-quest political organisations or projects?	Yes
Is the grant application for £1,000 or less?	Yes
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?	at that point
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 Ferrisford using that service.)	None paid out of Council
Is the application for future funding?	No

Assessing officer MARILYN FOX GOODALE

*(10/11/22)
Circumstances*

Date of assessment 13/11/22

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

Outcome at that meeting _____



Newark & Sherwood District Council Street Naming and Numbering – Approved Site Plan

Developer: Barratt Homes
Development Name: Phase 2, Greater Fernwood, Newark
Ref. No. 21/00031/NEWDEV
Planning Application No. 18/00526/RMAM
Approved Date: 13 May 2022



Newark & Sherwood District Council
Street Naming and Numbering – Approved Site Plan

Developer: Barratt Homes
Development Name: Phase 3, Greater Fernwood, Newark
Ref. No. 21/00030/NEWDEV
Planning Application No. 18/00526/RMAM
Approved Date: 13 May 2022



Dear Fernwood PC

Mon 30/05/2022 08:45

Item
98b

I am writing to raise your awareness of the rubbish left outside the Village Hall/Shops following the Youth Club on Friday last week, I was shocked at the wanton disregard by those attending at the manner in which they disposed of their cans, sweet wrappers and associated rubbish, despite the waste bin outside the shop. Cath, from One Stop had spent Friday afternoon sweeping up the area outside the shops, you would not have known that after the youth club attendees had left!

May I suggest that in future, the youth club supervisors monitor the activities of those attending, in particular those who spent most of the evening hanging around outside the village hall entrance and shops, and finally ensure the area is left clean and tidy at the close of activities? Maybe some education is delivered during these sessions on acceptable social skills would not go amiss!

To back up my observations, I am certain that there must be CCTV footage of the activities happening are available given the camera's in place.

Crime survey for England and Wales - redesign consultation

The Office for National Statistics (ONS) and the Centre for Crime and Justice (CCJ) have today launched a consultation on the Crime Survey for England and Wales (CSEW).

Estimates from the CSEW are used by policy makers, the police, academics and many other interested parties on a range of topics covering crime and the criminal justice system in England and Wales. However, we now need to review how well the CSEW meets the needs of the people and organisations using the survey.

This consultation will give users an opportunity to influence the content of the survey and planned methodological changes.

We would very much welcome your feedback to help us determine the best way forward for the CSEW.

Please respond to the consultation at [Office for National Statistics - Citizen Space \(ons.gov.uk\)](https://ons.gov.uk/citizen-space)

The consultation closes at midnight on Sunday 21 August 2022.

Find out more at our webinar

Date: Wednesday 15 June

Time: 10:00am to 11:30am

This is an opportunity to hear about the proposed survey changes, discuss the consultation and ask any questions you may have.

Please register here to attend

If you have any questions about the consultation, please email us at CrimeStatistics@ons.gov.uk.

Tracking the price of the lowest-cost grocery items, UK, experimental analysis: April 2021 to April 2022

Today, the Office for National Statistics (ONS) has published an analysis of how the prices of the lowest-cost grocery items for 30 everyday products have changed since April 2021.

Read the full article at [Tracking the price of the lowest-cost grocery items, UK, experimental analysis - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/articles/economy/price-indexes/2021-04-2022)

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Census 2021 downloadable resources

We recently announced that the first results from Census 2021 are on the way. On 28 June we will publish five datasets containing population and household estimates for England and Wales, at local authority level.

Details of later releases can be viewed on our [proposed outputs and release plans pages](#).

The [downloadable resources page](#) of our census website contains a variety of products that we hope you will find useful in raising awareness of Census 2021.

Some of the promotional resources include:

- A Guide to the Census 2021 results Comms Toolkit
- Website banners
- Social media posts
- Information leaflets and presentation

All products are available in English and Welsh.

We will continue to add more resources so please bookmark the page.

cyfrifiad
census
2021

Dear Town/Parish Clerk

Following the change in the Council's governance arrangements, the Planning Committee adopted, at its meeting on the 9th June, its (a) Scheme of Delegation (SoD) for planning and associated applications and (b) Development Consultation Forums. I would be grateful if you are able to share this email with appropriate councillors within the Town/Parish for me.

The SoD is broadly the same as that previously adopted (Members also approved the Planning Protocol for Members which sets out the standards by which they must work. I have included this document for information as it might be a useful guide for town/parish councillors to consider. The SoD has a couple of nuanced changes which are set out within the accompanying report to [Committee](#). The changes impact on District Councillors rather than Town/Parish Councillors.

The Protocol for Members is broadly the same as the former Protocol. There are changes in respect to the introduction of Development Consultation Forum's (DCF) (guidance attached). The aim of DCFs is to have meetings in an open and transparent manner with Members, Town/Parish Councillors and the public able to attend. Invites and advertisements (via site notice for the public) will be made for such meetings to Members and Parishes/Town Councils whose ward(s) the developments falls within. These meetings will be applicable to large-scale developments and/or contentious schemes and the 'rules' for such meetings are set out within the Protocol and the DCF document. You will be notified of a DCF in your area a few weeks ahead of the meeting so that it can be put in your diaries as well as respond to members of the public should they ask you about it.

I trust that this is clear but if there are any questions, please let me know. However, please note I am on leave from next week for 3-weeks.

Kind regards

Lisa Hughes, MRTPI, PGDip TP, MSc Env. Mgt
Business Manager Planning Development
Planning Development
Newark and Sherwood District Council

Links to documents that accompanied the email above:

[FINAL Appendix 1 - Scheme of Delegation to Officers.pdf \(newark-sherwooddc.gov.uk\)](#)

[FINAL Appendix 2 - Protocol for Members on Dealing with Planning Matters - June 2022.pdf \(newark-sherwooddc.gov.uk\)](#)

[Microsoft Word - 2 - DCF Guidance \(newark-sherwooddc.gov.uk\)](#)

From: Administrative Services <**Sent:** 30 May 2022 16:21

To: Administrative Services <

Subject: Green Champions Volunteering Scheme

Green Champions Volunteering Scheme

Good afternoon everyone. I have attended a Green Champions progress meeting today and have news for you hot off the press 😊

The project has been given the green light and a budget of £15, 000 has been allocated to cover the costs of 400 x new litter grabbers, hoops, branded high viz vests and coloured refuse sacks.

Our IT team are now tasked to construct the online forms and processes so that households can register as Green Champions and request equipment. Also to enable Green Champion volunteers to contact us when bags of litter need collecting.

The scheme should be up and running by the end of the year. Many of you have expressed an interest in storing the coloured bags for us, so that local residents can collect extra bags when needed. Thank you for offering to help.

As the project progresses I would be really grateful if you can promote the scheme within your areas. We already have a wonderful army of volunteers who tidy and litter pick across the district, but we always need more. I'll be back in touch when a launch date is agreed.

In the meantime if you wish to arrange for a local group event and need to borrow any litter picking equipment just contact Sue Stott and I as usual.

Thanks Lynn

Environmental Programme Officer

Newark and Sherwood District Council
Working days Monday to Friday

www.newark-sherwooddc.gov.uk



Visit the new Newark and Sherwood District Council website www.newark-sherwooddc.gov.uk