

## **DRAFT Minutes of the Annual Meeting of the Parish of Woodborough Held on 2<sup>nd</sup> May 2017 at 7pm in the Village Hall, Lingwood Lane**

### **PRESENT**

Cllr Berrisford, Cllr Boot, Cllr Charles-Jones, Cllr Smith, Cllr Starke, Cllr Stone, Cllr Turton, Cllr Wardle, Cllr Woodfield, the Clerk, Cllr Elliott (NCC), Cllr Greensmith (GBC), 25 residents.

### **AGENDA & WELCOME**

Cllr Charles-Jones as chairman welcomed everyone to the meeting and outlined the purpose of the evening.

### **APOLOGIES**

WPC Cllrs Gough and Briggs had sent apologies.

### **MINUTES OF THE 2016 ANNUAL MEETING OF THE PARISH**

The minutes were approved.

### **WOODBOROUGH COMMUNITY ASSOCIATION (Mrs Linda Taylor)**

We continue to organise a range of events throughout the year which we hope will add to the enjoyment and enrichment of life within the village. We also have a duty to discharge our charity responsibilities professionally. Tickets for our Over 60s coach trips last year to Shrewsbury and Coventry were eagerly sought. We have continued to present two cinema nights, one in the autumn and one in the spring. July saw the sun shining brightly as the village turned out in good numbers to enjoy the annual street market and dog show. With a mixture of the traditional and the new we had an excellent selection of stallholders. We also had a good number of entries for the dog show. We must thank Craig and Gaynor at the Four Bells for their continuous support of this event. August 13<sup>th</sup> saw the Annual Hog Roast at the Nag's head Pub. Thank you to Clive and Kim at the Nags Head for hosting this event. Despite maintaining the presentation of our village as we usually do, we didn't make it through to the finals of the Best Kept Village competition. We have sent in our entry for this year's competition and will shortly be organising our regular clean-up of the village. With the support of the Parish Council and the Woodborough in Bloom team we hope to restore the winners post back in the village this year. We attempted to introduce a new band to the Village party in December but ticket sales were disappointing and we had to cancel the event at short notice. Then we were met with stormy weather on December 23<sup>rd</sup> which meant we had to cancel the Annual Carol Singing around the Beacon too. The annual firework event was excellent - the fireworks, weather, and refreshments all combined to make for a fabulous show. Villagers were generous in their donations and with the very welcome donation from the Four Bells the event was well supported. The pancake bell rang out to signal the start of the 2017 pancake races, the sun shone, the children encouraged and cheered each other on and the village turned out in good numbers to enjoy the occasion. Personally I was very grateful for the warming coffee and community spirit enjoyed in the Methodist school room, following the races. Sadly the Methodist Chapel will be closing this summer and they announced that this would be the last time they would be supporting a community event in this way. The issue of access to our storage facility at the Telephone exchange continues unresolved. We have taken legal advice that leads us to believe we do have a legal right of vehicular access but as the church wishes to sell this land the issue of access is ongoing. It is wonderful to have the shop back in business. It is an important focal point for the village and as an Association we had suffered during its closure, as many of our event ticket sales were handled through that facility and, again, we didn't produce our annual calendar this year because of that. We have worked on updating our constitution. Our aims remain the same, but we now have an up to date Constitution of a Charitable Incorporated Organisation. One change this constitution brings is that we have named trustees who have voting rights. There are currently 10 trustees. As chair I still take a vote of all villagers who attend the meetings so that the trustees can make their votes informed by the wishes of the community. We must acknowledge and thank the village businesses; the two pubs who help us host our events, the Spar shop and, the other businesses, Timmermans, Woodborough Hall, TSW, and many others outside the village, who donate

raffle prizes. We also must thank again The Samuel Eden Trust for their support of the Over 65s dinner.

### **WOODBOROUGH WOODS SCHOOL REPORT (Mrs Jenna Frudd)**

The School has enjoyed a successful year. In a period when there has been significant change to the way that children are assessed, the SATS results have been excellent. Children continue to progress under their wise and creative teachers. Excellent extracurricular activities continue to be offered, including sport, music, residential trips and the Christmas and summer performances. The PTA continues to be active in fundraising.

### **WOODBOROUGH GREAT REPORT (Mr Ian Brown)**

The team initially established by Andy Pearson to revive Woodborough's playground started the year by undertaking research into the wants and needs of the village. Several unsuccessful funding applications were made but the team learnt along the way and, having extended the lease on the Governors' Field with the support of the trustees, a £50,000 grant from WREN had been secured using match funding from the Parish Council. The group raised additional funds at the Street Market and at its quiz night in the autumn. £20,000 has been secured from a second application to NCC's SLC fund. A significant grant was also made by the Samuel Eden Trust and several generous donations were received. Many parents have been involved and following a tender process supported by ESPO a fantastic playground has been ordered from HAGS that should be in place for the summer holidays.

### **CHAIRMAN'S ANNUAL REPORT (written by Cllr Andrew Gough, read by the Clerk)**

The last 12 months have been quite challenging for the Parish Council with the opportunity presented by the purchase of the Sam Middup Field, and the play equipment. Full reports are included in the meeting on these projects, but I just wanted to mention a few points prompted by the challenges this year. Please remember that the Parish Council is made up of unpaid volunteers who are all doing their best for the benefit of the village of Woodborough. During some of the challenging times in the past year I have been disappointed and distressed at times to see the tone and content of the often anonymous comments, both on the Internet and via written communications, directed not only at members of the Parish Council, but also at our Parish Clerk, who is a salaried officer of the Council. I do not believe that abuse of this type should be tolerated in our community and I hope you agree.

We have a number of ways of communicating news in Woodborough, and our own Parish Council website is of course a source of news. Can I remind everyone that there is a facility to sign up for updates which will let you know about future agendas and other news. This is a different service from that offered by the Woodborough Web. Whilst I acknowledge that the Parish Council's actions should be open to criticism, I have on occasions been disappointed to see how prominently and promptly negative news items or letters feature on other village websites. In contrast, the fantastic news of the achievement of the GREAT team in securing nearly £70,000 worth of grant funding received no such prominence.

Some weeks ago when walking around the village to deliver leaflets on behalf of the Environment Agency, I was approached by a number of villagers who wished to congratulate the Parish Council on the Sam Middup Field purchase. I strongly believe that in 20 years' time the village will be grateful for the current Parish Council's foresight in purchasing this land and in the fullness of time, transforming it into a significant facility for the village, and protecting it from becoming a site for mass housing development.

The last question at this meeting last year was from a resident wanting to know if we could have some attractive village signs on the entrances to the village. I am pleased to report that this has now been achieved, the signs have been installed some months now and I would like to thank Cllr Charles Wardle for all his hard work and dedication in making this happen for the village.

On a positive note, I would like to thank my fellow councillors for all their hard work and dedication to the village of Woodborough over the last 12 months. We could not have managed to achieve what we have without the incredible support from Averil, our Parish Clerk, and I would like to record my thanks to her for her hard work and knowledge.

## **PLANNING REPORT: NEW HOUSING & CONSERVATION AREA REVIEW (Cllr Patrick Smith)**

Gedling Borough Council have proposed only strictly limited development of housing in our village. The two sites are Ash Grove where now 10 dwellings have permission and this is within the existing development boundary of our village. The second one is an area north of Broad Close which will involve a change in the green belt boundary. 15 dwellings are proposed. These plans are part of the Gedling Borough housing proposals (known as the Local Plan part two) that cover the period from 2011 until 2028. The plans are currently being reviewed at public hearings conducted by a Government appointed Inspector at the Civic Centre. I attended as an observer at the sessions covering Woodborough and have kept close to events to ensure we intervene whenever is appropriate. From attending these sessions, I can report some additional information. The rate of build at Ash Grove will be only 1 or 2 dwellings per year. At the Broad Close site the owners have stated that when approved the site will be sold to a developer who will then put forward detailed plans. A mix of house types is planned with bungalows, detached and attached housing. The build rate will be 10 in 2018 and 5 in 2019. Access will be from Broad Close. (Not Private Road) The Inspector has closely questioned the rate of build for every site in the Borough to ensure that the plans put forward can be achieved given all the issues that can come up during development.

The other key issue that the Inspector seems to have a concern about is to satisfy herself that the availability of land can meet the defined housing need in the borough. A further hearing session is scheduled later this month to consider this matter. One outcome may be a request to Gedling Borough to put forward more land - this is important as any additional land would come from the Green Belt. Gedling is looking to have the plan accepted by the summer. The Parish Council will then look to ensure concerns already raised about extra traffic on Roe Hill and on to Main Street are addressed in the detailed planning applications that will follow.

One final point to note as far as Woodborough is concerned is that the eastern half of the village will be taken out of the Green Belt. This changes the rules that apply to gain planning applications. This makes extensions and alterations more straight forward.

This leads into my report on the Conservation Area review. I am pleased to be able to report that after 2/3 years of work Woodborough village now has a professionally drafted Conservation Area plan. The Gedling Borough Cabinet approved the proposals on 6 April 2017. Two documents set out the details. 'A Character Appraisal' highlights the specific qualities of the village that contribute to its character and which are worthy of protection and enhancement. It is well illustrated with many photographs and maps and will become a valuable reference point. The key findings include:

- The importance of key views and vistas for example views south and north of Main Street at the eastern end.
- St Swithun's Church as a prominent landmark in the centre of the village
- Two principal character zones, the western end of Main Street, parts of Bank Hill, Foxwood Lane and Westfield Lane and the eastern end of main Street with Shelt Hill and Lowdham Lane. These characters of these areas are identified in detail
- Open space in the village is important including Taylors Croft, the former parkland associated with Woodborough Hall and the agricultural landscape to the south of Main Street
- The characteristic mature tree cover is exceptional in quality and bears comparison with any village in Nottinghamshire.

A key proposal is for the existing boundary of the Conservation area to be further extended to include the historic parkland area south of Woodborough Hall. The extended area covers all the land from the corner of Bank Hill across east to Lingwood Lane and including Park Avenue. A second area covers the avenue of Lime Trees which were planted between Bank Hill and a service road as part of the Queen Victoria's Golden Jubilee celebrations in 1887.

The second document is the Management Plan which is to inform and manage decisions so that any development that takes place does so without harming the special character and appearance of the

village. It is worth stating that the designation of a Conservation Area is not intended to prevent development taking place but to ensure it preserves or enhances its character and appearance.

For example, development in the Conservation Area should be appropriate in design and scale. The emphasis will be on high quality design. Details in the Management Plan highlight for example roofs, doors, windows, cladding, historically significant boundary walls, protection of important views and advises that unnecessary works to trees in the Conservation area should be generally resisted and new buildings should not be permitted in close proximity to important trees.

The documents are the result of work by Trigpoint but also a significant contribution from many individuals who live in the village and have extensive knowledge. Some special thanks must go to everyone who has taken the time and effort to make the project come to a meaningful conclusion.

### **WOODBOROUGH WETLANDS FLOOD MITIGATION SCHEME (Cllr John Charles-Jones)**

A year ago, I reported that the EA continued to show enormous support for the scheme and that they were confident that grant funding would be forthcoming despite EA budgets constantly being cut. During the course of the following few months, optimism turned to pessimism which culminated in a meeting in the middle of August to which John Macdonald (the landowner) and I were called, to be informed that after almost three years work, EA support for the project was likely to be withdrawn. Very frank discussion followed, during which I reminded the EA that following any future flooding within the village, the first question that would be asked would be what flood mitigation measures could be undertaken in the future, and where? The EA were forced to admit that in truth, the location of the proposed scheme and the unwavering willingness of the landowner to engage and support would never be bettered, and that a way forward had to be found as the proposed scheme would remain a major component of any long-term, practical, solution. Luck played a part and a change of EA project manager quickly followed due to staff relocation. Thereafter a complete re-evaluation of the project took place, and a new enthusiasm for the scheme quickly emerged with new faces involved. Since August, progress has been sustained, albeit never as quickly as one might like whilst watching from the sidelines. Many of you will have been amongst the 130 residents that attended the public consultation event that the EA organised in this hall in late January. At the time the EA remained confident that construction work might start as early as this Summer, although the timetable has almost inevitably slipped and only recently the EA made the pragmatic decision to delay the start of construction until early 2018, to allow time to apply for and get planning permission granted alongside the plethora of other consents that also need to be obtained. The expected cost has risen to over £340,000, which perhaps highlights the extent of the many complexities involved. £154k has recently been approved by the finance sub-committee of the Trent regional flood and coastal committee, and the EA remain very confident that this will in turn unlock £190k of match funding from the EA's own flood defence grant aid scheme in due course. A full planning application is not now expected to reach GBC before June, although applications for the removal of certain trees beside the inlet and outlet, and for a footpath diversion around the new ponds have already been made. The footpath running West from Westfield Lane will be closed for the duration of the construction period, which is anticipated will take around four months once work starts. The Parish Council remain especially supportive of this scheme, and would like to thank the hard work and commitment of both the EA and John Macdonald in sticking with the project and finally making it happen. It is important to remember that once completed, the risk of flooding within the village, whilst reduced, will still not be eliminated. Hopefully the scheme will be the catalyst to encourage further ideas to be explored and developed in the future.

### **SAM MIDDUP FIELD (Cllr John Charles-Jones)**

Given the six additional extraordinary meetings that the Parish Council has held in the last year to deal with the purchase and initial actions following the purchase of the field, I don't imagine that anyone here tonight is unaware of the village's recent acquisition. In the middle of June last year, the Parish Council was alerted to the fact that what is now known as the Sam Middup Field, a 9 acre field to the South of Small's Croft, was to be sold by private treaty. Over many years, the congestion of existing Parish Council assets (the Village Hall, car park and the existing playing fields) has become a regular discussion highlight. More recently, thinking has centred on how the PC could help facilitate space for uniformed groups such as the Scouts, with the usual problem of juggling available space.

Consequently, despite the field coming onto the market at very short notice, the Parish Council seized the initiative to appraise the views of the village to purchase the field for the long-term benefit of the village, recommending that the precept was increased to repay long-term loans taken out to purchase and develop the field. Over 70% of those responding to the consultation agreed with the opinions of the Parish Council, allowing us to apply with confidence to the Public Works Loan Board to gain approval for a loan before any bid could be submitted. The timetable was uncomfortably tight and despite requests being made to both the vendor and the vendor's agent, there was no appetite for the timetable to be relaxed to assist the unique hurdles associated with a bid by the Parish Council. Under the guidance of our own professional agents, and after many additional meetings to formulate the approach of the Council and deal with the resulting twists and turns, the Parish Council was ultimately very pleased to complete on the purchase in the middle of December. Clearly, to spend almost £0.25m on something that was never included within last year's budget of the Parish Council, is a very major event. Certainly, during my own time spent on the Council, I have never encountered such strong support from Councillors for any project, and the Council as a whole remains in no doubt whatsoever that our actions have secured a very valuable asset for the long-term benefit of the village. Of course, the difficult discussion lies ahead, to prioritise and agree the way forward as to what the recreational facilities of the village should look like in the future. Doubtless this could provide more disagreement than the purchase itself, but this time around the Council has no need to rush the consultation process, to ensure the best and most cost-effective outcome for all. To aid this process, the field has been re-let on a short-term basis to the agricultural tenant that has farmed the field in recent years, and to allay flooding concerns, a new drainage ditch has been prioritised and dug, that will immediately help protect the adjacent residential properties.

## **PARISH COUNCIL REPORTS**

### **ALLOTMENTS (Cllr Paul Berrisford)**

This year 6 allotments have become vacant and 3 remain so. 2 require attention. The hedge bordering the allotment is also showing sign of needing attention following its annual cut. I am in discussion with the trustees of Woodborough Charities with regards to funding works to be carried out by contractors.

### **FOOTPATHS (Cllr Paul Berrisford)**

Bridges on footpath 2 were repaired during the year. Please report any repairs needed. Discussions about diverting bridleway 6 have stagnated due to the Ramblers' objections. Keeping the pavements clear from overgrowth is always an annual battle – please report such problems so that they can be passed to the highways department at NCC.

### **PLAYING FIELD (Cllr Paul Berrisford)**

The pavilion was vandalised with graffiti and on all occasions the Police were informed. Cllr Wardle cleaned up the majority of the graffiti however some has proved difficult to eliminate. Woodborough Utd football club folded during the year, leaving the cricket club, the boot camp fitness club and the school using the field. From September 2017 another football club have expressed an interest in using the field.

### **CEMETERY (Cllr Andrew Gough)**

In the last 12 months there has been a huge amount of work at the cemetery involving the radical pruning of some hedges and shrubs. I believe that the cemetery is now looking better than it has for a number of years and I hope that regular visitors will agree. We have recently added a notice board which gives interesting information on the history of the cemetery.

### **VILLAGE HALL (Cllr Pat Woodfield)**

The Village Hall continues to provide Woodborough with a fantastic resource, a place for community groups, meetings, events and parties. During 2015/16 we invested in replacement windows for the whole building, and our outgoings for the year ending 31 March 2017 have therefore reduced from £34,689.92 in 2016 to £17,281.13. We have plans for this year, and have budgeted, to replace the

back door and also the curtains at the windows throughout the building. We are also intending to refurbish the children's toilets and flooring in the storage area. Our income for y/e 31 March 2017 was £24,364.50 compared to 2016 which was around 10% less (£21,955.91). Our solar income was, however, lower this year than last at £1,713.84 compared to £1,928.52. The majority of our spend was on routine and planned activities: cleaning, cleaning products and consumables, energy, waste, PAT testing, floor and chair cleaning, fire exit signs and extinguishers, repairs to lighting and car park repairs. Additionally we purchased new cutlery, glasses and water jugs. Unplanned expenditure was only experienced when we needed to ensure appropriate repairs to the front doors of the building following damage by vandalism. This amounted to £396. Particular thanks should be given to the VHWP, whose members ensure that the building continues to be cared for and Christine Leafe our Caretaker/Manager.

### **MAINTENANCE (Cllr Charles Wardle)**

Monty Oakley, our Parish Lengthsman, and Tim Tritton, our groundsman, continue to fulfil their duties with expertise and enthusiasm. Indeed Tim Tritton has just been awarded another 3 year contract. These 2 individuals play a vital role in the presentation of our village for which we record our thanks. Another group that deserve our thanks are the small band of volunteers organised by the WCA who put in hours of work with paint brushes, weed killer and hoses prior to the Best Kept Village Competition judging to add those final touches. The ongoing refurbishment of the Governors' Field railings has been the major maintenance project of the year with now all the particularly bad stonework replaced and railings fixed. We were hoping to get the painting done last year but the painter moved away from the area and the new painter will resume work as soon as his dislocated shoulder has healed. The litter bin at the entrance will be included. Other items of maintenance have included: a) Replacing the outside security lights at the Village Hall and putting the car park light on a PIR which means it will now not be left on by mistake. b) Repair of a large pothole in the car park. c) Replacement of various windows following breakage. d) Plumbing repairs in the Pavilion and the Village Hall. e) Removal of graffiti from the Pavilion, adjacent benches and a road sign. Perhaps the most bizarre incident was reported after the first cricket match. A particularly forceful hit of the ball sent it through the open door of the Pavilion and out through the opposite kitchen window. The good news was that there was no one washing up at the time but the bad news was that the window was closed. Our friendly glazier Alan Davis of C&G Glazing affected the repair within 24 hours.

### **FINANCIAL SUMMARY (Clerk)**

The shape of this year's accounts looks very different from years gone by, due to the decision to purchase what is now the Sam Middup Field, using money borrowed from the Public Works Loan Board. A loan of £215,000 has been taken out. The term of the loan is 50 years and there is a fixed rate of 3.13%. It is conventional to borrow money for such a project over a very long period so that the repayments are borne by the many future villagers who will enjoy the asset, as well as by the villagers of today. The purchase price for the field was £225,007.07 and the total expenditure that you see detailed under Payments also includes the professional fees incurred by the PC in the purchase, the vendors' fees, the cost of consultation and expenditure post the purchase, to improve the ditch and cut the hedge. You will observe that the field has generated an income of £650. This has been paid by the agricultural tenant.

I will briefly summarise some of the other key points from this year's accounts. Village Hall income was up by 11% - this reflects the higher hourly charge rather than increased usage. Cemetery receipts were also up. The loss of the football club has meant that the playing field income shrunk. We are grateful to our BC and NCC Cllrs for helping us once again with grants this year.

This year we invested in the cemetery – installing the long awaited notice board and also getting GBC to carry out some pruning and clearance works. We made a contribution of £5,375 match funding to unlock WREN's £50,000 grant to GREAT– effectively they make a £44,625 net contribution. General admin has risen – half of the increment is due to the new requirement to provide a workplace pension, which the Clerk joined in October. The balance of the increment was due to overtime paid to the Clerk, the decision to use third party payroll services, work to improve the website and the reintroduction of bank charges.

On the reverse of the sheet you will see the money that the PC had at year end. The PC had budgeted to make a far more substantial contribution towards new play equipment than is now required, thanks to the grants secured by the GREAT team and their excellent work securing competitive tenders.

#### **COUNTY COUNCIL REPORT (Cllr Boyd Elliott)**

It has been a privilege to represent Woodborough as your County Councillor and thank you to the Parish Council for their support. Potholes continue to be a major issue and Nottinghamshire CC have a significant maintenance backlog. Horse signs are under consideration to help reduce speeds but other traffic calming measures will not be offered due to the large agricultural vehicles which need to use the roads. The NCC Supporting Local Communities fund has helped to pay for the new playground. Funding for the 47 bus service has been withdrawn, so “use it or lose it”.

#### **GEDLING BOROUGH COUNCIL REPORT (Cllr Helen Greensmith)**

I try to help residents, including with confidential items. I support the PC and liaise with GBC officers. I sit on the Audit Committee and the Overview & Scrutiny Committee.

#### **WOODBOROUGH IN BLOOM (Mrs Jan Turton)**

Summer planting was late starting in 2016 due to a cold spring. Hence the barrier baskets, towers and hanging baskets had only been in situ for approximately 2 weeks when the 1<sup>st</sup> round of BKV judging took place. We were bitterly disappointed not to get through the first round. We have learnt from this and purchased extra liners for the barrier baskets so that they can be planted earlier. We have chosen bold vibrant colours this year to give impact. In September a working party from the PC and Robert Hanson and Paul Reed helped us to install the many new planters. It was a long day and the last planter was positioned with the aid of my headlights. Martins Farm made the planters and they are currently making the new troughs to go under the street signs. The PC has given donations for this to be possible, along with a donation from Cllr Boyd Elliott. We offer our sincere thanks. We rely on donations from societies, clubs and individuals to enhance our lovely village and are most grateful. We couldn't manage without our bowser rota led by Paul Reed. We desperately need more help from anyone who has a car with a tow bar who could give a few hours to help with watering during the summer. A sincere thank you to all who help make Woodborough in Bloom a success.

#### **QUESTION & ANSWER/OPEN SESSION**

- When will the draft minutes for this meeting be available? A: Clerk: I hope to have the draft typed for next week's PC meeting.
- The interactive speed signs are not working. A: Cllr Elliott to follow up.
- Where is the speedwatch gun? A: in Lambley, at present Woodborough lacks volunteers to man the gun. Cllr Elliott pledged his support to get the scheme back up and running.
- How far are we down the “pecking order” to get Main Street resurfaced? The patching is ridiculous – who is going to do something about this? A: Cllr Elliott urged to press for action at NCC.

The Chairman closed the meeting at 8.25pm by thanking all in attendance.