

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

PRESENT: Parish Councillors: CLLR SMITH-VINCENT (Chair), CLLR RANKIN, CLLR STEPHENS and CLLR WILKINS.

IN ATTENDANCE: Two members of the public, CLLR J FEILDING (Stratford District Council (SDC)), CLLR C WILLIAMS (Warwickshire County Council (WCC)) and MR I WILSON (Clerk).

1 Apologies

Apologies had been received from Liz Mainwaring (member of the public), who had put forward a grant request for the Thursday Club (See item 9)

2 Declarations of interests and consideration of dispensation requests

There were no declarations of interest or requests for dispensations.

3 Acceptance of Minutes

The minutes of the July OGM (previously circulated) were agreed and accepted by the Council.

4 Public Participation

A resident asked about gritting for the village this coming winter. CLLR WILLIAMS reported that this had previously been raised with County Highways, who reported that the current provision was deemed satisfactory. However, gritting was always under review and this would be raised again this winter.

5 Parish Council Reports

(a) Budget – CLLR SMITH-VINCENT reported no changes in planned income and expenditure from that noted at the last meeting

(b) Parish Plan – CLLR SMITH-VINCENT reported that he along with CLLR WILKINS and the clerk had met with SDC during the summer. SDC were proposing to charge around £1200 to carry out analysis for a plan. However, a Parish Plan wasn't a legal requirement and Parish Councillors felt if there was no planned development this resource could be better used elsewhere in the village. In the meantime the Parish Council could agree a planning policy to ensure transparency and consistency in their decisions. It was **agreed** to report this to the village and then discuss what may be included at the mid-year parish assembly in October.

(c) Car parking – CLLR SMITH-VINCENT reported that two leases had been renegotiated for the parking spaces on the village green used by the two properties at West End. The leases are now for a seven year term as opposed to the previous twenty year terms, as leases over seven years would give the property owners rights to register the spaces with land registry. Both leaseholders had now paid. Councillors had also consulted with villagers around schemes to alleviate parking problems in the villages and ensure these were

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

accessible to all. CLLR WILLIAMS confirmed that his councillor delegated budget was open for parking schemes, indeed the layby at Langdon Lane was extended and accessibility was improved using this fund.

It was **agreed** that residents affected by parking problems should be invited to the mid-year assembly where a consensus over possible action would be sought

- (d) Traffic calming – Councillors and residents had now met with WCC Highways and had taken note of feedback from residents following publicity of possible schemes in the parish newsletter. Suggestions for yellow lines to reduce parking along Langdon Lane hadn't proved popular, as it was also felt that parking in fact reduced the speed cars travelled around the village. It was noted that traffic calming could also be funded in part through the County Councillor delegated budget. The meeting discussed traffic calming and parking options, such as statutory signs, warning signs, road markings, repeater signs and gateways. It was **agreed** to raise this at the mid-year parish assembly to get a sense of what the village wanted before discussing further with County Highways. In the meantime the clerk would contact County Highways to ensure existing signs were in good repair.
- (e) Website – CLLR STEPHENS would ask the host about measuring hits and a mechanism for notifying registered users of updates to such as Parish Council minutes and agendas.
- (f) Playground – CLLR STEPHENS report is attached to these minutes. It was noted that a structural engineer had examined the retaining wall, with £2500 being available to carry out the work required. There would also be consultation with villagers on fencing options before work started. If materials were ordered at the end of September, the contractors could be on site to start in early November
- (g) Trees and Hedges – CLLR WILKINS reported a willow tree in the village requiring attention and he would find out who owned the tree and should arrange any work. Councillors had emailed residents affected by the hedge asking for ideas on replacement, there was no consensus. However, it was **agreed** that the hedge was dangerous and should now be removed, a working party of volunteers would be arranged to do this.
- (h) Street furniture – CLLR WILKINS reported that County Highways had confirmed that the new bench by the cricket club could be sited where the Parish Council choose. CLLR WILKINS had spoken with residents and it was proposed to place this opposite the ground going towards Tysoe. A concrete plinth was needed for the bench and the clerk would arrange a contractor to undertake this work.
- (i) Streetlighting – CLLR WILKINS reported that light emissions could be reduced at cost of £80. However, the residents did not want this for the light in question. He had also contacted the electricity company to enquire as to the feasibility of

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

putting sensors on the light by the Lych Gate.

- (j) Standing Orders – The clerk would update these to indicate where village groups could reclaim VAT through the Parish Council so that each request did not have to be formally considered at a Parish Council meeting. The clerk would also update the process for applying for grants to the Parish Council to ensure ease and consistency for community groups in the village.
- (k) Training – Councillors were advised to attend any relevant WALC courses and reminded that the Parish Council would fund training
- (l) Consultation – .UBUS had asked for the service to be advertised in Radway to increase usage
- (m) New Parish Councillors – It was **agreed** that CLLR RANKIN would take responsibility for reviewing footpaths and rights of way in the village and would also ensure regular playground inspections took place. CLLR GARDNER would be responsible for parish council policies and green issues.

6 District and County Council Reports

CLLR FEILDING reported that SDC planners had indicated that the application to be considered under item 7 was likely to be refused. SDC had declared a climate change emergency and was now looking at actions that could be taken. He thanked Councillors who had attended the rural policing and crime forum and a report would be produced in due course. SDC are also looking to introduce a community grant scheme, for capital improvement projects. The next council meeting was planned for 25th October and CLLR FIELDING asked to be notified of anything that needed raising. The meeting discussed access via the Jacobs Ladder and removal of trees as a possible issue to consider in future.

CLLR WILLIAMS provided a report on behalf of WCC (attached). CLLR SMITH-VINCENT formally thanked CLLR WILLIAMS for the grant from WCC towards the village sound system, which would be used at the upcoming fete and then set up in the village hall for use by village groups. CLLR WILLIAMS confirmed that the next round of bidding open to Radway Parish Council would be in September 2020.

7 Planning

The following application had been received for comment

<u>Reference</u>	<u>Consultation Expiry Date</u>	<u>Address</u>	<u>Proposal</u>
19/01841/FUL	23/08/2019	Land Off Langdon Lane Radway CV35 0UQ	Demolition of existing dilapidated concrete garage and erection of new detached self-build open market dwelling.

CLLR SMITH-VINCENT had spoken to planners who had explained that they would

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

take into consideration that this was a self-build, though the applicant was not on the self-build register. It was agreed that there wasn't a need for this development in Radway and it went against SDC cores strategy. It was **agreed** that the Parish Council would object to this through SDC e-planning porta.l

8 Mid-Year Parish Assembly

This was planned for Thursday 17th October and would be publicised through the website and flyers to the village. This is an Open Meeting so residents can suggest topics they wish to see discussed.

9 Grant Application

The Parish Council **agreed** to provide a grant of £160 to the Thursday Club. Further grant requests would be considered as part of the 2020/21 budget setting process.

10 Financial Administration

The following accounts were **agreed** for payment:

Village Hall Insurance Grant	£437.41
SDC Contested Election Costs	£530.05
I Wilson Salary and Expenses (July and August)	£378.00
Mr Manwaring (Grass Cutting July and August)	£249.99
Village Sound System	£840.92
Village Sound System	£ 92.27

11 Correspondence

The following were noted as having been received since the last meeting:

Warwickshire Joint Strategic Needs Assessment - Consultation
VASA Community Transport Report – Request for Information
Rural Crime Policing forum – Agenda 4/9/2019
UBUS Service – Request for Support
Community Transport/Volunteer Drivers
SDC; Radway Parish Plan – Survey Information
SDC; Site Allocations Plan - Consultation

12 Any Other Business

Agreed to hold meetings on 21st November 2019, 16th January 2020 and 19th March 2020

MEETING CLOSED 21:45

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

Playground Project Report for 10th September 2019 Meeting

Sophie Stephens

Fundraising

On 30th July 2019 I have successfully secured £7,371 from WALC (initially I applied for £6,000 so this is more than originally anticipated), and Tesco's also confirmed that we had come second in the voting, so we won £2,000 in the Bags of Help Scheme. Thank you to all who voted with their blue tokens. Lastly The Chambers Trust have donated £350 to this project.

Total raised for phase one is: £32,281.

Breakdown:

- £10,000 - Lottery Community Fund - specifically for equipment
- £8,000 - Parish Council 'Match Funding'
- £7,371 - WALC - specifically for surfacing
- £2,000 - Tesco's Bags of Help Scheme
- £1,175 - Wine fundraising evening
- £1,000 - Donation from David and Karen Richards
- £1,000 - Rank Foundation Pebble Grant - specifically for 'inclusive' equipment
- £863 - 100 Women's fundraising event (this includes a £100 donation from Sir Martin and Lady Dunne)
- £350 - Donation from The Chambers Trust
- £200 - Donation from Radway Events Group (REG)
- £182 - Waitrose Green Token Scheme
- £100 - Donation from Donald Grey
- £30 - Donation on Justgiving page
- £10 - Donation from Jane Stewart

Of the £32,281 raised we have spent £654 on the Level Survey and the Planning Application so we have **a total left to spend of - £31,627**

Of which Clare Rankin has transferred £4338 from the Chambers Trust's bank account into the Parish Council's bank account in preparation for the Parish Council to have all the playground project money in one place for when I put the order through. This is money raised by the playground project and the breakdown is as follows:

REG donation	£200
David and Karen Richards donation	£1000
Rank Foundation Grant	£1000
Mr Bampton donation	£100
Wine Tasting Event	£1175
Women's 100 Event	£863

As of Tuesday 3rd September, the £350 donation was agreed by The Chambers Trust. Clare is has also transferred that money from the Chambers Trust into the Parish Council's bank account.

I am not able to withdraw the £30 in the Justgiving online fundraising account until next year. I have therefore agreed with the clerk that I will transfer that money (along with a £10 cash donation) from my own bank account into the Parish Council's bank account and I will claim it back for myself when I can access it. £40 was transferred on 4th September 2019.

Signed _____ Chair 21st November 2019

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

Checks have been made to ensure all grant money offered has now been sent to the Parish Council's bank account.

WALC Grant

When applying to WALC for a grant towards our playground project they asked the question about the size of our project and to consider if the cost associated would take us over the threshold for going to tender (see Legal Topic Note 87 on their website). They wanted to see evidence that Legal Topic Note 87 had been complied with before releasing the funds. In order to comply with full transparency, I would like to submit with this report the detail that I submitted to WALC and for it to be uploaded with the minutes of this meeting onto the website:

In response to WALC we informed them that we have been very careful not to go over the threshold for going to tender. The first phase of our overall long term plan has been split down further into two phases and therefore two separate contracts.

*Part 1 - Surfacing
Part 2 - Equipment*

We sourced three different quotes from three different companies for each part of this phase. All six quotations were sent to WALC from the following companies: Kompan Ltd, RTC Safety Surfaces Ltd, and Play Smart UK Surfacing and Outdoor Play Solutions.

When we place the order, we are proceeding with Kompan for the equipment who's quote is under the £25,000 (net of VAT), and RTC Safety Surfaces Limited for the Mulch Surfacing. Currently the quotes are:

- *RTC Safety Surfaces Limited's quote for the Mulch Surfacing is £7,611 (excluding VAT)*
- *Kompan's quote for the playground equipment and instillation is £23,246.95 (excluding VAT)*

The total project cost of part 1 and part 2 is still an estimate at the moment as the cost of groundworks is still being gathered, and it may change especially when taking into account some considerations that WALC mentioned to us. The cost, however, will not increase.

Planning Application

On 28th August we received the planning approval that we have been waiting for. We have been granted the permission to go ahead with the engineering works to provide a level area for our new toddler play area.

Meeting with Kompan

We met with Kompan on site on Wednesday 4th September with the sales rep and the contract manager who will be in charge when work starts. Here is a summary of what was discussed:

In order to cut cots James Stephens and I have agreed with Kompan that we will arrange for the removal of the following from site:

1. Top Turf

2. Rubber tiles around the existing roundabout – I have contacted the Riding School and Jane Starkey to ask if they could make use of these and in return give a donation to our project. Jane has shown interest.

3. The existing roundabout - Jon Williams from Dugdale House would like this roundabout to put into his garden. He would like to save it and keep it in the village. He will take it apart and remove it from site. We have agreed he will give a donation to our project in return to the sum of what we would get if we were to scrap it.

Kompan have requested structural calculations and a design for the retaining wall required in the corner adjacent to the village hall courtyard before they can complete their final quote for the overall groundworks required. We have instructed Martin Walker, a Structural Engineer from Wellan Ltd who is charging a very minimal fee of £125 to carry

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway, Warwickshire On Tuesday 10th September 2019 At 8.00pm

out this work.

Kompan have asked for a soil test to be carried out to understand what we are dealing with underneath and see if the soil is good enough to move around and be compacted down. If the quality is not good enough more hardcore would need to be brought in. James Stephens is looking into this.

When onsite we noticed that Bernadette Spencer's fence (along the back line of the area we will build up to) was blowing about in the wind and it became obvious it is unsteady due to some new posts being required. I have spoken to Bernadette to make her aware of this before any work is started and she was grateful I had made her aware. I assured her that the groundworks we plan to carry out will not affect any of her fence footings in any way. Kompan advised that some edging is required along this fence line. I have asked for soil to fill in the gap so there is no hazard of feet falling down a gap between the new surfacing and the fence line.

The existing bench does not need to move. We can fit what we need into the area behind it.

A small amount of Green Bow Top Fencing will be included in the final quote from Kompan because we need fencing along the edge of the retaining wall for safety, however it was agreed that now we know the amount of groundworks involved, and what our final budget currently is, it is probably not within our current budget to be able to afford fencing all the way around the play area or at the back of the village hall. It was agreed that in order to hopefully get something implemented this year we would need to address the money required for fencing at a later stage. We obviously want to achieve the goal of installing new equipment for the children to play on with a safe surface, as opposed to spending money on fencing (a nice to have) and then not being able to afford the actual play equipment.

We agreed that the surface area could be changed in shape if it does not increase the cost due to the reduced amount that would then be on order (it does not have to be the exact shape on the current plan). Kompan will investigate this option when doing the final quote. If changing the shape would save any money when ordering the quantity of materials required e.g. type 1, mulch surfacing etc they will suggest this.

In the new area we are aiming to have the following equipment:

1. The multi-unit (preference with tunnel and roof – these are customised modules that can be taken out if further cost saving is required)
2. Fire truck
3. Manipulative panel
4. New roundabout

I was hoping to have the structural calculations that Kompan require for the retaining wall and following on from that the final quote from Kompan before this meeting, but more time is required. We are very close.

When the order is placed the Parish Council are not expected to pay anything until the work is completed.

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway,
Warwickshire On Tuesday 10th September 2019 At 8.00pm

Radway Parish Council

Minutes of an Ordinary Meeting Of Radway Parish Council Held at Radway Village Hall, Radway,
Warwickshire On Tuesday 10th September 2019 At 8.00pm