

## SHAPE WITH THORP PARISH COUNCIL

### ANALYSIS OF RESPONSES RECEIVED TO LETTER ON THE POSSIBLE DEVELOPMENT OF THE SOUTH END OF THE PLAYING FIELD

#### 1. Introduction

A two-page survey was attached to the Parish Council newsletter distributed in October. This offered parishioners the opportunity to advise the Parish Council on their view on 5 options for the possible development of the playing field, as follows:

- Option 1 – No change
- Option 2 – Further equipment is added
- Option 3 – A meadow is created
- Option 4 – Enhancement of the area as described by the parishioner
- Option 5 – Other options eg additional allotments, create an area for a Park Run

#### 2. Response rate

182 letters were printed and a copy was delivered/sent to each household in the parish. 30 responses were received by the due date of 8 November. No responses were received after that date, although one individual sent supplementary information. Of the 30 responses 5 came from 2 different houses as the individual occupants wished to suggest separate options. This effectively means that 27 households responded. This is a 15.9% response rate.

#### 3. Analysis

5 options were given on the survey:

Option	Number of responses	% of total	Number of individuals covered by the responses	% of total
1	10	33	15	33
2	0		0	
3	9	30	12	27
3 or 4	4	13	6	13
4	5	17	9	20
5	2	7	3	7
	30	100	45	100

#### 4. Comments

The following comments were included against each of the options:

Option	Comment
1	<p>Although we would not be unhappy with "productive" trees eg orchard. But needs to be LOW MAINTENANCE</p> <p>Any additional increase in parish precept would not be acceptable because Council tax is likely to increase significantly along with further increases in cost of living.</p> <p>No great desire for any of the other options. Prefer to leave as is and incur no additional development costs.</p>
3	<p>See attached letter marked A</p> <p>Would support a fund raising event for option 3.</p> <p>I would prefer option 3 with perhaps 3 or 4 native trees and a lot of wild flower seed scattered. Also perhaps a couple of seats a bit later when wild flowers are settled.</p> <p>See attached note marked B</p>



3 or 4	-
4	-
5	<p>We would like to see <u>all</u> the southern end of the playing field planted up as a “mini arboretum”, with an interesting collection of trees from Copper Beech to Maple, form Rowan to Holly under planted with various shrubs (some flowering) then bluebells, daffodils and other wild flowers. A mowed path wandering through it with 3 randomly placed seats to rest, this would be enjoyed by all for many years to come and once planted this would have minimal costs and would be environmentally appropriate to mark, Queen Elizabeth II Platinum Jubilee with a plaque to say so.</p> <p>Mindful of the fact that the southern end of the field is very wet for several months of the year it would be good to plant this with some “damp” tolerant trees, perhaps as part of the Queen’s Green Canopy tree planting initiative. And to add a couple of pieces of adult exercise equipment (as has been done at Well). There would seem to be space to accomplish this on the eastern side of the playing field, at the end of the run of properties in Beech Close thereby not encroaching on the football pitch. (Without undertaking further drainage work I think the southern end of the field is too wet to accommodate this.)</p>

The comment received after the date was as follows: *I was down at my mother’s last weekend and she lives in a similar village to Snape in the south of the country. We walked across her village green to the post office in which they have a children’s play area which has been there for years and has been modernised in the last decade. However since I was last there earlier this year, they have now put in adult outdoor fitness equipment and also a small wild flower garden. My mother said that she’s never seen anyone using the equipment but has seen the school children and other mothers with toddlers looking and having fun with the wild flower area.*

## 5. Offers of assistance

The survey indicated that the Parish Council would want volunteers to assist with any of the options. The offers of assistance, which totalled 23 are sorted by option.

Option	
1	No offers of assistance as not appropriate
3	6
3 or 4	6
4	9
5	2

## 6. Conclusion

- This was a low level of response from the parish.
- Option 1 – had a third of respondees in favour – this was the highest single option.
- Option 2 – no support except in one comment made under option 5.
- Option 3 – this had the second highest response in favour.
- Option 4 – this was the third highest response rate. However, when those who chose option 3 and option 4 as their preferred option are included there is evidence for some level of development on the site.
- Option 5 – only 2 were in favour. However both included a proposal for some planting of trees.
- The survey has revealed support for development of the site although the extent of this is not entirely clear ie meadow only or significant planting on the site.
- There is a clear level of help offered to option 3 or 4 so this would mean the Parish Council would not need to lead on any development should the Council determine it can accept the result from this survey as a mandate for change of the site. The Council may wish to consider that the next stage is to meet with those who have responded and/or those who have offered to help to determine a final plan for the field as ultimately it will be the Council’s responsibility in terms of funding, insurance and ongoing health and safety even if delegated

to a group of parishioners. If this is the direction of travel it is recommended that a Committee is established which runs along the lines of the previous Playing Field Committee with constitution, terms of reference, agreed membership etc. A copy of the previous Playing Field Committee document is attached.

Sarah Lowe, Clerk

November 2021

Dear Chairman. and Members of the Parish Council,

Further Development of the Playing Field

It is a shame that the questionnaire appears somewhat negative. It is appreciated that cost to the parishioners must be taken into account and the organisation and progression of a project is always daunting. But could a stronger lead come from the Parish Council in what promises to be a fairly significant year in 2022?

The Queens Platinum Jubilee will be a major event in all our lives. With 2021 and COP26 focusing on Climate Change and how we can hopefully mitigate against conditions worsening could the Parish Council not use that to call on the village to take some collective action and pursue the Proposal put forward in Para 2 of the Consultation.

Of note;

Two organisations have announced their plans to support the Queens Green Canopy [www.queensgreencanopy.org](http://www.queensgreencanopy.org)

The National Association of Civic Officers already has a project set up to plant trees in 2021/2022 - <https://www.naco.uk.com/platinum-jubilee-arrangements/> or website

The Woodland Trust has a Big Climate Fightback Campaign. Both organisations appear to be making trees freely available to community groups and schools

I am fairly certain that Snape School would be happy to be involved/ support a project of this nature.

I suspect that a number of individual folk and groups in the village will be happy to be involved

Many might be prepared to sponsor a tree or a seat. Perhaps the more recently arrived are not aware of how the young avenue was sponsored some 35 years ago.

Once established it's up keep will be minimal and as an amenity well appreciated.



(B)

I consider that something should be done with the area, to include some trees, and a wildflower meadow, but not on the scale proposed in option 4.

Perhaps half the number of trees as proposed or less, and these being smaller decorative trees such as acers and gleditsia, which provide interesting colour at different times of the year.. These will also not require much maintenance.

A seating area with bench seat, plus an adjacent mowed area and a path mowed through could also be included and the mowing cost would probably be covered under the current contract.

There would obviously be some initial costs, but perhaps funding could be explored for this. A working group to organise funding applications and any maintenance could be formed and I would be pleased to help.

I hope this is seen as constructive and would seek to achieve something extra to what is there now at a relatively small cost outlay.

# **SNAPE WITH THORP PARISH COUNCIL**

## **TERMS OF REFERENCE FOR THE SNAPE PLAYING FIELD ASSOCIATION MANAGEMENT COMMITTEE**

### **STATUTORY POWERS**

1. By virtue of sections 101 and 102 of the Local Government Act 1972 the Council may arrange for the discharge of any of its functions by one or more Committees or Sub-Committees to be appointed by the Council for the purpose, or by its Officers.
2. Whereas the Council or a Committee may lawfully delegate any function to an Officer of the Council, it is not lawful to delegate a function to any individual Member of the Council, including the Chair of Committees.

### **INDEMNITY**

3. The Council shall indemnify Members of Committees and Officer acting bona-fide in the exercise of delegated powers in any case where proceedings may be brought against them in respect of any acts done by them in the proper discharge, or the purported discharge, of functions delegated to them.

### **COMPOSITION AND TERM OF OFFICE**

4. The committee will comprise the Chairman of the Parish Council in ex-officio capacity; 2 x parish councillors; 2 x school members; and 2 representatives from the Snape Village Recreation Ground Preservation and Improvement Group. A member from the Parochial Church Council and Methodist Church Council and interested parishioners (Agreed November 2012).  
(The Council Chairman is not obliged to attend the meeting but when in attendance will have a voting seat).
5. The term of office will last for 12 months (in accordance with the council's Standing Orders) and the committee will be appointed at the Annual Meeting of the Council held in May.

### **QUORUM**

6. The Committee shall not be entitled to act unless a quorum of at least three people are in attendance at a meeting of the Committee.

### **CONVENING OF MEETINGS**

7. The Committee is an arm of the parish council and meetings must be convened and held in accordance with requirements laid down in the Local Government Act 1972. All meetings will be open to members of the press and public (unless the business to be transacted is deemed to be prejudicial to the public interest).

### **MINUTES**

8. Minutes will be kept and will be filed in a separate book.  
The Committee will be responsible for ratification of its own minutes copies of which will then be given to the full council for information only.



## **VOTING POWERS**

9. All members of the committee will be able to vote on all issues concerning management of the Playing Field (non councillors enabled via legislation to do so where the purpose is the management of land or buildings).

## **CODE OF CONDUCT**

10. It is required that where non councillors are appointed to a voting seat on a council committee, they will sign a declaration that they will abide by the Council's current adopted Code of Conduct. A copy of the adopted Code of Conduct will be given to non councillor committee members.

## **CHAIRMAN**

11. At the first meeting of the Committee following the Annual Meeting of the Council in May, the Committee will appoint a Chairman. Where a casual vacancy arises in the office of Committee chairman, the clerk will ensure that the vacancy is considered at the next suitable Committee meeting.

## **TERMS OF DELEGATION**

12. The committee will be delegated to administer and manage the Snape Playing Field in conjunction with the Clerk.
13. The Council is devolving full power to the Committee to do anything that is reasonably and practicably necessary for the safe and efficient administration and management of the facility.
14. The Committee is enabled to manage the Playing Field budget and related spend but will only work within the budget as set by the full council each year.
15. Where expenditure or investment over and above the budget is required, this shall be referred to full council for consideration.
16. Major works outside of the budget shall be referred to full council for consideration.
17. Any applications for grant shall be referred to full council for consideration.
18. Full council shall have responsibility for dealing with the insurance policy renewal each year.
19. Where the Clerk advises that an issue should be put before full council for consideration, this advice will be heeded by the Committee and given due consideration.

## **SECRETARIAT SERVICES**

20. The Clerk will be responsible for secretariat to the Committee as part of her contractual duties.

## **URGENT MATTERS**

21. In the case of matters requiring an immediate or speedy decision in the interests of the efficient and effective discharge of any of the committee's functions the Clerk

shall be authorised, in consultation with the Committee Chairman or in the absence of the chairman, at least two members of the Committee, to exercise or authorise the exercise of that function up to the limit as defined in the Parish Council's Financial Regulations.

22. A report of the action carried out pursuant to the authorisation contained in above shall be made to the next meeting of the Committee for formal endorsement and recording in the minutes.

## **GENERAL**

23. The exercise by the duly appointed Committee of functions of the Council within the terms of reference and delegation arrangements shall be subject to:-

- a) The financial policies of the Council as formulated from time to time;
- b) The Standing Orders of the Council;
- c) Any other direction of the Council in relation to the exercise of delegated functions.

24. A copy of these Terms of Reference will be given to all Councillors and Committee members.

Adopted at a meeting of the Snape with Thorp Parish Council, 20 November 2012