

Community proposal for Mill Field, South Clifton

Prepared for Newark & Sherwood District Council
by the Friends of Mill Field community group
October 2022



The Old Mill, Mill Field, South Clifton

Mill Field proposal

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1. Summary

Mill Field is a four acre field in South Clifton, Nottinghamshire. The site takes its name from a windmill which was situated here. It is currently owned by Newark & Sherwood District Council (NSDC) and is classified as agricultural land. NSDC have offered South Clifton Parish Council the opportunity to develop a community proposal for management of the field. A new community group, *the Friends of Mill Field*, has been set up to develop this proposal, which is set out in this document. The proposed management of Mill Field is focussed on the benefit to the local community. It aims to improve:

- **Wellbeing** - providing space to grow food, greater community engagement and increasing access to nature
- **Biodiversity** - improving habitat for local wildlife
- **Community sustainability** - providing a resource which makes the village a more attractive place to live

The Friends of Mill Field have consulted with South Clifton Parish Council, the local community, and members of the group have visited allotments in Collingham and Winthorpe, as well as a community orchard in East Markham, during the research for this proposal. Fundraising bids will be developed to cover the set-up costs. The group would take on all management responsibilities and this proposal requires no ongoing assistance from NSDC.

2. The Friends of Mill Field community group

A new community group - Friends of Mill Field - has been established to develop this proposal, and, subject to approval by NSDC, to manage Mill Field for purposes agreed by the group. A copy of the group's constitution is attached (see Appendix). The group's Chair is Adam Cormack, the Treasurer, Geoff Goring and the Secretary, Maria Wall. In addition, two South Clifton Parish Councillors have been actively involved in developing this proposal. The group's purpose is to manage Mill Field with the aims of helping the local community to become more sustainable, and providing opportunities for local people to enjoy and utilise green space.

3. Community consultation

The views of the local community have been sought through a village meeting in August, emails to residents, the village Facebook group (Cliftonites) and a community drop-in in October. Feedback on the proposals has been positive.

4. Layout plan and details

The proposed layout plan is overleaf. The proposed uses are detailed below under the aims:

a) Wellbeing

Allotments - we will create an area for allotment plots using the half-plot size (120 sqm). These would be in the centre of the field with shared taps to provide a water supply. We have contacted Anglian Water who have provided a quote for a mains water connection. The number of plots will depend on demand. Several residents have expressed an interest so far, and, if this proposal is successful, we will undertake a formal expression of interest process to determine the exact number of plots for the first phase. We will require the services of a local farmer (who has expressed willingness to undertake this if the site can be cleared of all debris beforehand) to help prepare the ground. We envisage a phased approach, preparing one area at the outset, and leaving an additional area for expansion, should demand increase in the future. Allotment holders will be required to pay an annual rent (see Section 7) and sign a terms and conditions document covering their responsibilities as plot holders. This will be based on the T&Cs of Winthorpe Allotment Society.

Community orchard - we will create a small community orchard towards the centre of the site with the objective of providing an annual fruit crop for the village. We will seek expert advice on layout and have spoken to a consultant who has agreed to provide initial set-up advice for a reduced fee. He can also advise on varieties of fruit trees, with an emphasis on making the scale manageable. We will plant local heritage fruit trees as well as other popular cultivars.

Access - public access to the field will be welcome and encouraged. Existing footpaths will be maintained and we will create a seating area/areas for people to spend time at the site.

b) Biodiversity

Meadow area - we will restore an area of land at the front of the site as a meadow. This will create an attractive front to the site and help to promote biodiversity. Management will be through a light touch approach, for example, encouraging the spread of wildflowers that have already colonised this area by scarifying the ground and sowing yellow rattle seed. It is likely the meadow area will have pathways mown through it to enable movement through the site.

Hedge restoration - we would like to restore the hedges around the site, replanting where necessary to fill gaps. It is possible that sections of hedge could be re-laid. This would not only strengthen the boundary of the site, it would also provide valuable habitat for wildlife.

Pond restoration - we would like to restore the pond towards the rear of the site. As well as being an attractive feature, the restored pond would support biodiversity.

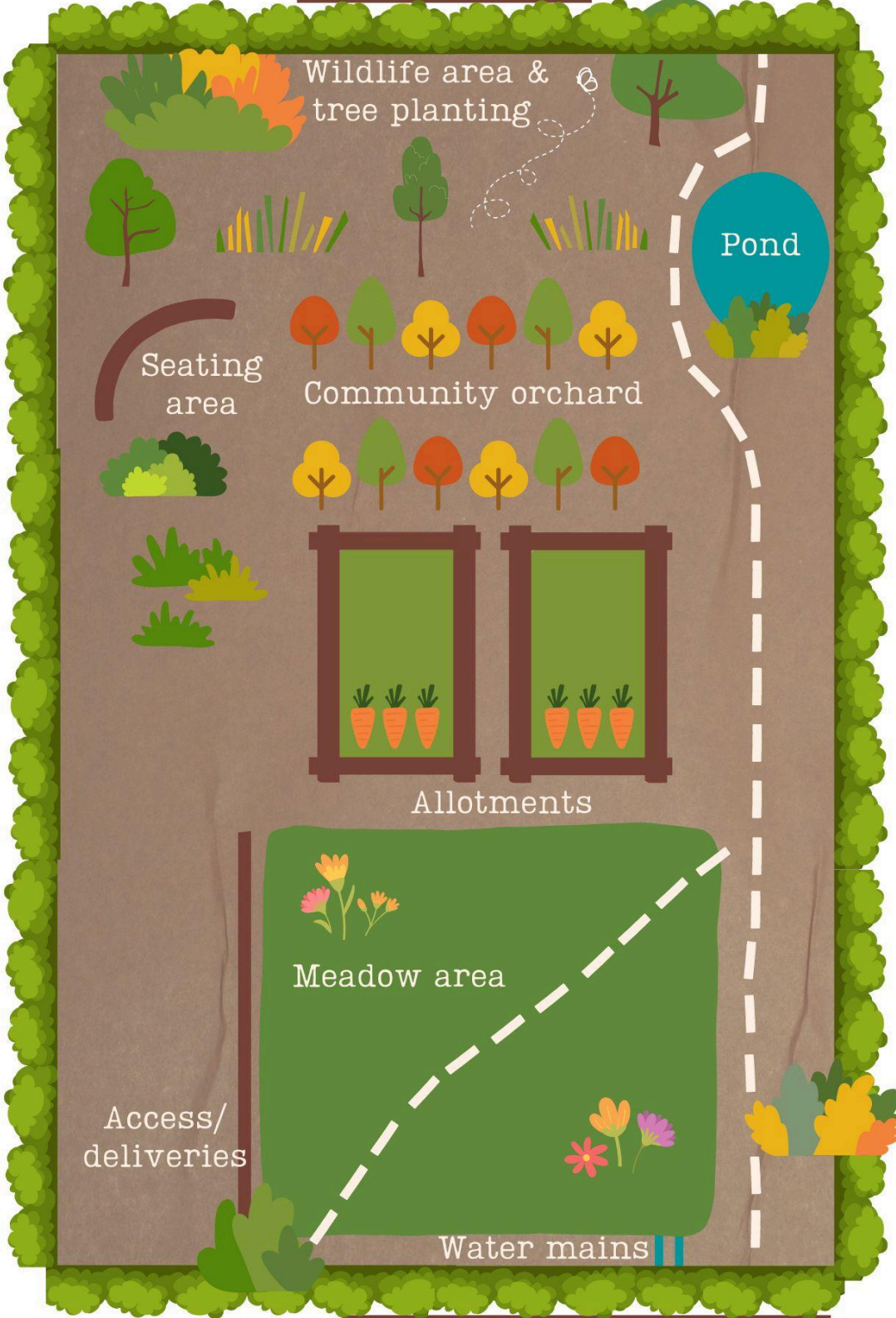
Tree planting area - towards the rear of the field we will plant a few scattered trees and leave areas of long grass to create habitat for wildlife.

c) Community sustainability

The proposed uses of the field will make the village a more attractive place to live - both for existing and future residents. We will develop communication materials to raise awareness about the existence of this community resource and welcome people to make use of it.

See Layout Plan overleaf

MILL FIELD



MILL LANE

— — — existing footpath

5. Costs

a) Set-up costs - based on initial quotes and estimates

	£	Notes
Clean-up	TBC	Any further clean up or making safe required
Fencing	2,000	Replace the rotten fence and install a five bar gate.
Site preparation	TBC	The assistance of a local farmer will be required to prepare areas of the site for their intended use e.g. ploughing areas for allotments and scarification of meadow areas.
Wildflower seed	TBC	Yellow rattle seed to establish meadow area (3400) Grass mix for amenity areas eg paths (
Orchard	1,500	Advice on layout/planting. Purchase of fruit trees
Equipment	150	Petrol strimmer
Water	3,500	Connection to water (2,000) water pipe/fittings (500) mini digger hire x2 days (1000)
Pond	500	Ecological advice on pond restoration
Seating	TBC	Benches
TOTAL	7,650	

b) Annual running costs

	£	Notes
Rent	450	Annual rent charge payable to NSDC
Management	TBC	The assistance of a local farmer will be required for around 1-2 weeks each year, split into roughly a day a month.
Insurance	250	Public liability, volunteer and employers liability
Water rates	TBC	Annual water rates will be charged by Anglian Water and covered by users (allotment holders)
Memberships	30	Allotment Society (annual membership)
TOTAL	Est £900	

7. Funding

a) Set-up costs

If this proposal is accepted by NSDC we intend to develop a funding bid to cover the set up costs to prepare the land for the proposed uses and buy tools and equipment.

Potential funders include:

National Lottery ([Awards For All](#)) - up to £10,000

National Grid ([Community Grant Programme](#)) - up to £10,000

Newark & Sherwood District Council ([Community Grant Scheme](#)) - up to £5,000

Nottinghamshire Community Fund ([Bramley Fund](#)) - up to £100

South Clifton Parish Council may be able to assist with some one-off support with set-up costs.

b) Annual running costs

We will raise funds through renting allotment plots at an annual charge of £50 per plot. We anticipate there will be at least 8-10 plots initially which will raise at least £4-500 per year. There is scope for this to increase. We will also raise funds by other means such as events and subscriptions. These will be explored more fully if the proposal is approved.

8. Questions for NSDC

- a) The contamination report was sent to the Friends of Mill Field on 24 October 2022. Page 4 of the report comments *“Following the screening exercise it is apparent that a number of PAH compounds are present in the soils containing the soily road planings at concentrations above those which would be acceptable in a residential garden with homegrown produce land use”*. Naturally this is of some concern to the group and represents a potential health risk to volunteers and users of the green space. Does NSDC intend to undertake further remediation to make the land safe as we propose?
- b) Can NSDC provide assistance with the final clean-up including removal and disposal of remaining items like oil barrels in the pond, old fencing and metal debris?
- c) The group would need the large stones currently blocking the entrance removed when a secure gate is installed.

9. Contact details

Adam Cormack (Chair, Friends of Mill Field)

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The Old Garage House

High Street

South Clifton

NG23 7AD

APPENDIX - Friends of Mill Field Constitution

The name and purpose of the group

Name: Friends of Mill Field

Purpose: To manage the area of land in South Clifton known as Mill Field. for purposes agreed by the group with the aims of helping the local community to become more sustainable, improve local biodiversity and providing opportunities for local people to enjoy and utilise community green space

The group is defined as: members of the Friends of Mill Field

Manage is defined as: making decisions regarding land usage; making decisions regarding maintenance of the land; raising funds to facilitate said land usage and maintenance; and carrying out associated administrative duties.

What powers the group has.

In order to achieve its aims the Group may:

- a. To raise funds for activities and materials to support this purpose
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- e. Organise courses and events
- f. Work with other groups and exchange information
- g. Do anything that is lawful which will help it to fulfil its aims

Who the members of the group are:-

(Listed alphabetically)

Richard Brown

Adam Cormack

Johanna Cormack

Bindy Dadswell

John Ford

Geoff Goring

Andrew Jackson

Debbie Jackson

Jaci Lott

Emily Mumford

Damian Mumford

Kay Oates

Martin Oates

Ed Swain

Maria Wall

Who can join the group?

Membership

(a) Membership of the Group shall be open to any person over 18 living or located in the local area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexuality, religion or belief.

(c) Every individual member shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the

Management Committee but the member has a right to be heard by the Management

Committee before a final decision is made.

How the committee will work with processes for resolving disputes

Disputes must initially be submitted to the Committee Chair in writing. The Chair will then decide if the matter can be resolved without any further action. If this is not the case the members involved in the dispute will be invited to attend a meeting to put their side of the issue. And following these meetings the committee will either refer the matter for legal advice or make a final decision.

A Committee is being formed from the initial group of volunteers.

Up to seven people will make up the Committee with a quorum of five people. Meetings will be held quarterly and minutes published via a page on the village website.

Who makes the decisions – the Committee members

Management

(a) The Group shall be administered by a Management Committee of the Officers and not more than _____ other members elected at the Group`s Annual General Meeting

(AGM).

(b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.

(c) The Management Committee shall meet at least ____ times a year.

(d) The Chairperson shall Chair all meetings of the Group.

(e) The quorum for Management Committee meetings shall be 5 members.

(f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

(g) The Management Committee may by a two-thirds majority vote of the full committee and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.

(h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as spokesperson for the Group when necessary

(b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

7 Finance

A bank account for the group will be set up. The group needs to raise approximately £500 annually to cover the rent of the field from Newark and Sherwood District Council.

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

Decisions are made by the Committee on a voting basis. There is a quorum of five people.

Designated roles:-

Chair - Adam Cormack

Treasurer - Geoff Goring

Secretary - Maria Wall

Who has responsibility for Health & Safety

Chair

Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of _____.

(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be ____ members.

(c) The business of the A.G.M. shall include:

(i) receiving a report from the Chairperson on the Group's activities over the year

(ii) receiving a report from the Treasurer on the finances of the Group

(iii) electing a new Management Committee and

(iv) considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any _____ members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to South Clifton Parish Council to spend on projects to help the local community. The rental agreement shall be transferred to the Parish Council for the remainder of its term and subsequent renewal or renegotiation with the Council.

This constitution was adopted at a general meeting of the Group on