

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 23rd July 2019 Time 19:30

PRESENT

Cllr L Wilkes (Chair), Cllr B Tyman, Cllr B Tirebuck, Cllr R Levell,

Also Present

Ms Kate Houlihan: Town Clerk (Minutes)
Mrs Emma Williams: Assistant to the Clerk

1 member of the public

157.19 To Receive Apologies for absence.

Apologies were received from Cllr D Jones and Cllr O Curtis

RESOLVED to note the apologies

158.19 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

Tanya Griffiths addressed the meeting and explained that she was on a mission to get "Raunds Active"

Tanya is a qualified Personal Trainer and wants to offer free fitness sessions in Raunds. Her mission is to make Raunds the happiest and healthiest place to live in England!

Her sessions will be adaptable to all fitness levels and she will expand the sessions to include sessions on healthy eating, cooking and so on. She is passionate about fitness and the benefits it can bring mentally and physically.

Tanya is asking the Town Council for support by offering free use of Saxon Hall for 2 hours per week.

159.19 Notification of members questions in compliance with the council's standing orders.

NONE RECEIVED

160.19 Declarations of Interest

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

NONE RECEIVED

161.19 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 23 May 2019

RESOLVED that the minutes of the Environment, Leisure and Recreation Committee meeting held 23 May 2019 be confirmed as a true record.

162.19 To receive a progress report on ELR projects

Members reviewed the progress report as shown in Appendix 1 and the Clerk answered members questions thereon it was...

RESOLVED to note the report.

163.19 [Raunds Goes Green](#): To receive a report from the working party

Members reviewed the report of the working party and the Clerk noted that a budget of £12,000 had been set aside for this project. Following discussion, it was agreed to implement a number of the measures outlined in the report and that the working party would meet to agree a launch plan.

RESOLVED that the working party would agree a launch plan for the initiatives agreed.

164.19 Raunds Market: To consider holding a [Teenage Market](#)

The Chairman gave some background to the Teenage Market Project which encourages and promotes entrepreneurial and business skills in young people.

The Teenage Market is a brand that supports and promotes markets where solely young people can trade.

Following discussion, it was...

RESOLVED that Raunds Town Council should investigate taking part in the Teenage Market and it was delegated to the Clerk to approach the Teenage Market and ask if they would consider running an event in Raunds.

165.19 Woodland Walk: To note that Raunds Town Council have been awarded a grant to develop a Woodland Walk and to consider the next steps.

The Chairman explained that the Council had been awarded £9911 through the Community Facilities Fund to develop an edible Woodland Walk at the bottom of Amos Lawrence Playing Field.

The Woodland Walk would be a community project with lots of opportunities for schools and local groups to be involved.

Local schools had already shown a large amount of interest in the project.

Following discussion, it was...

RESOLVED that it be delegated to the Clerk to liaise with local school and the Tree and Landscape officer at East Northamptonshire Council to progress the project.

166.19 Film Equipment Saxon Hall: To receive a report on the installation of Film Equipment in the Saxon Hall, Raunds.

Members reviewed the report of the Clerk as shown in Appendix 3. Members noted the good response to the call for tenders and following discussion it was....

RESOLVED to recommend to the Full Council that it be delegated to the Clerk in consultation with the Chairman of the Committee to review the quotations and appoint a contractor to carry out the work within the agreed budget. The Clerk will seek any appropriate technical assistance in assessing the quotations.

167.19 Improvements to Footpaths and Lighting in Raunds

a. To consider the use of Solar Lighting to light various path/alleyways in Raunds

Members reviewed the report of the Clerk as shown in Appendix 4.

All suppliers had suggested that low level bollards would not provide sufficient light to light the steps leading from Grove Street to the Rowans estate, nor the alleyway leading from Grombold Avenue to Marshalls Road.

It was also noted that any installation would need to be in direct light for several hours per day in order to fully charge.

Following discussion it was...

RESOLVED to recommend to the Full Council that:

- **standard columns fitted with a solar head are used.**
- **initially 3 columns are installed as a trial.**
- **it is delegated to the Clerk to seek permission from the relevant landowners for 1 solar light to be installed on the steps leading from Grove Street to the Rowans Estate and for 2 solar lights to be installed along the footpath leading from Grombold Avenue to Marshall Road.**
- **that a maximum budget of £7,350 be agreed**
- **it is delegated to the Clerk in consultation with the Chairman of the Committee to appoint a suitable contractor.**

b. To consider repairing and improving the lighting and footpaths at St Peter's Church Raunds.

Lighting

Members reviewed the report of the Clerk as shown in Appendix 5, during discussion it was agreed that the existing columns need to be replaced and a discussion was held as to whether any additional low level lighting should be included in the project.

Following discussion, it was...

**RESOLVED to recommend to the Full Council that the existing columns are replaced with heritage style columns.
But that additional ambient lighting isn't included in the plan.**

RESOLVED to recommend to the Full Council that it be delegated to the Clerk in consultation with the Chairman of the Committee to review the quotations and appoint a contractor to carry out the work within the agreed budget of £25,000 for the project (lighting and footpaths).

Footpaths

The footpaths at St Peter's Church are in a poor state of repair and the following works need to be carried out:

- Tree roots in certain areas need to be cut back and the path/steps relaid.
- Some areas require minor patching.
- All areas need to be surface dressed with golden gravel to ensure a professional finish.
- The Path around the memorial should be extended.

It was noted that both the lighting works and the works to the paths needed to be approved by the Church before they could be carried out and following discussion it was...

RESOLVED:

to recommend to the Full Council that that it be delegated to the Clerk in consultation with the Chairman of the Committee to review the quotations and appoint a contractor to carry out the work within the agreed budget of £25,000 for the project (lighting and footpaths).

that the Clerk would write to the Church with details of the works.

- c. To consider repairing the lighting on the Market Square, Raunds

It was noted that the Clerk was still awaiting final quotations, however it seemed likely that the project would be completed well within the budget for the project.

RESOLVED to note the update.

- 168.19 Fitness for Raunds:** To consider initiatives which support healthy and active lifestyles in Raunds. (a verbal report will be given at the meeting)

Members noted that Tanya Griffiths had spoken earlier the meeting. Everyone agreed this was an excellent initiative and the Clerk reminded members that the promotion of healthy lifestyle choices was included in the council's business plan. Following discussion, it was...

RESOLVED

To offer free use of Saxon Hall for 2 hours per week on a Monday evening.

That the council would support Tanya in promoting the initiative and that the Town Councils support should be noted on any marketing materials.

169.19 Saxon Hall Raunds

- a. To consider increasing the number of accessible parking bays at Saxon Hall.

The Clerk reported that Saxon Hall staff had identified that there isn't enough accessible parking available at Saxon Hall. It was agreed that the spaces opposite the Saxon Hall could be converted to accessible spaces.

RESOLVED that 4 spaces be delegated for accessible parking opposite the Saxon Hall.

- b. To consider repairs to the underfloor heating

Members reviewed the report of the clerk as shown in appendix 6 and following discussion it was...

RESOLVED that it be delegated to the Clerk to arrange for the heating to be repaired ensuring best value for the works.

170.19 Bus Shelters: To receive information regarding the provision of additional bus shelters in Raunds.

This item was deferred as additional information is needed from Northamptonshire County Council in order to proceed.

171.19 Resident correspondence: To consider correspondence from a resident regarding the installation of bins and benches on London Road and concerns regarding the safety of crossing Warth Park Way.

Members reviewed the report of the Clerk as shown in appendix 7 and following discussion it was agreed to await further information from Northamptonshire Highways regarding the possible relocation of the dropped kerbs at Warth Park Way.

It was...

RESOLVED that a litter bin and bench should be placed at a suitable location along London Road.

There being no further business the meeting concluded at 21.23pm

Approved: (Town Mayor)

Meeting date: 15 September 2019..... (Council)

Approved: (Chairman)

Meeting date: (Committee)

Appendix 2

Raunds Goes Green Working Party 11th July 2019

Present: Cllr R Levell, Cllr O Curtis, Mrs Anja Curtis, Ms Gemma Russo, Miss K Houlihan (Town Clerk)

Apologies: Cllr L Wilkes, Cllr H Howell.

Background: The Town Council had previously considered various environmental projects and a number of suggestions had been received from residents.

The ELR committee had therefore proposed to pull all the projects under the umbrella of “Raunds Goes Green” and a budget of £12,000 had been set in the 2019/20 to implement various green initiatives.

Purpose The purpose of the meeting was to record all the suggestions made so far, to brainstorm any new ideas and to begin to form a strategy about how the ideas could be implemented.

Categories: The working party considered that there were a number of different groups of people that could be targeted for the project.

- Education
- Motorists
- Householders
- Shops /Businesses
- Schools
- Restaurants
- The Town Council

Brainstorming

The brainstorming exercise came up with the following suggestions:

- **Green Scheme** – Businesses make a “pledge” to go green and receive recognition from the Town Council e.g. “green sticker”
- **Link to Manor School Shop?** Encourage use of bamboo toilet paper / kitchen roll and other eco-friendly products (The working group believes Manor School may set up a shop in the town to be run by pupils, could RTC support a green product stand within the shop)
- **Refill Revolution**
 - Raunds Goes Green shopping bags / water bottles
 - Solar lighting
 - Street Lighting / Shop Lighting – Low energy/ reduced
 - Cleaning products
- Water stations/ refill stations

- Enterprise Centre – (does it have “green strategy”)
- Electronic meeting packs (software platform)
- Encourage bikes / walking /
- Electric car charging points
- discourage car usage
- Social media / educate residents
- “5 easy swaps”
- schools involvement
- Find sponsors
- Funding – McDonalds/KFC
- Recycling bins at our events and in the town
- What happens to our waste
- [terracycling](#) – (recycling of off beat items crisp packets, cat food pouches etc etc..)
- Reduce Food waste – fruitful abundance, use food after best before dates, make a meal from leftovers.
- takeaway shops recyclable packaging
- Incentives to reuse takeaway containers
- Bag recycling
- Stop using cable ties – use bungees instead
- Recyclable banners

The working party then categorised the ideas based on cost and ease of implementation.

Ease/Cost Matrix of implementing ideas

Enterprise Centre Ideas
Green Scheme
Restaurant Packaging
Bamboo Materials – toilet paper/ kitchen roll
Education in schools

Electric car chargers
Solar / LED lighting
Find sponsors

Refill water bottles
Own coffee cup – for discount
Own bags
Business green pledge
Cable ties/bungee ties
Fruitful abundance
Cleaning products

Out of cars
Plastic bag recycling
Terracycling
Recycling bins / events
Less paper for council meeting
What happens to our waste
Refill stations

COST

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Summary:		
A report on installation of Film Equipment		
1.0	<u>Background</u>	
		<p>The Council has been awarded a grant of £6,996 towards the cost of film equipment in Saxon Hall, this must be match funded by the council giving a total budget of £13,992.</p> <p>Local suppliers have been invited to quote for the project and a invitation to quote has been placed on “contracts finder” a government procurement website.</p>
2.0	<u>Specification</u>	
		<p>No technical information has been provided, but each supplier has been given the following background information:</p> <p>Raunds Town Council is keen to provide high quality sustainable facilities. The provision of audio -visual equipment at Saxon Hall is part of this.</p> <p>The equipment is to be used for professional presentations and by groups and clubs using the Saxon Hall.</p> <p>Importantly the Town Council has monthly film afternoons attended by over 150 residents each month, this is part of a project to tackle social isolation. The equipment must be suitable for this purpose and naturally the sound system is of paramount importance.</p> <p>The equipment should be easy to use so that it is easily accessible to all groups.</p> <p>The screen should be mounted in Hall 3 (see floor plans), Halls 1, 2 and 3 are connected by sliding panels and the space is opened to accommodate the number of users in the space at anyone time.</p> <p>Sound: it must be possible to isolate the sound that it can be used in Hall 3 only or Hall 3 and 2 etc.</p> <p>Audio: Suitable microphones should be provided so that the system can be used as a PA system, microphones should include handheld, radio and goose neck mic to cover a variety of purposes.</p>
3.0	<u>Response</u>	
		<p>The contracts finder invitation has had an overwhelming response with over 25 companies requesting further information and 8 arranging site visits. Although time consuming this has ensured a highly competitive process and suppliers attending site visits have given a lot of useful information, such as suggesting that any new ceiling tiles have acoustic backing, the need for a hearing loop and so on.</p>
4.0	<u>Recommendation</u>	
		<p>That it be delegated to the Clerk and Chairman of the Committee to review the quotations and seek any appropriate technical assistance to evaluate the quotes and make a recommendation to the Full Council regarding the installation..</p>
Implications:		
Council objectives:	To provide high standard sustainable facilities	x
Equalities &		x

Human Rights	There are no equalities and human rights issues	
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	x
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 18 July 2019		

Appendix 4

Summary: A report on lighting various footpaths and alleyways	
1.0	<p><u>Background</u></p> <p>There are a number of poorly lit alleyways and footpaths within the Town. The Town Council is considering how lighting could be provided in these areas.</p> <p>Raunds Town Council as a local authority may be given permission to connect to the mains as a provider of public lighting. However, whilst waiting for confirmation of this solar options have been considered.</p>
2.0	<p><u>Proposal</u></p> <p>The Clerk has met with a number of contractors and 2 locations have been considered initially:</p> <ol style="list-style-type: none"> 1) The footpath from Thorpe Street to RPC site 2) Footpath from Marshalls Road to Grombold Avenue <p>Note: permission has not been sought from the relevant landowners in either case.</p> <p>The initial proposal was for low level lighting bollards to light the areas, however all three contractors have suggested that:</p> <ul style="list-style-type: none"> • this would only give low level ambient lighting insufficient to light steps or a dark alleyway • the proposed locations would not get enough sunlight for the bollards to operate at a reliable level. <p>Both contractors have therefore suggested that a more standard column with a solar head are installed, such as the one shown below</p>

3.0



The costs range from £1700-£2450 per column depending on the specification, , PIR, time switch versions, and different heights of column are available..

Recommendations

That the ELR committee consider the next steps

Implications:		
Council objectives:	To provide high standard sustainable facilities	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	x
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	x
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 18 July 2019		

Appendix 5

Summary:	
A report on lighting and footpath repairs at St Peter’s Church, Raunds	
1.0	<u>Background</u> Raunds Town Council has a statutory duty to maintain the footpaths and site around St Peter’s Church, Raunds. However the site is not owned by the Town Council and permission must still be sought from the church (diocese) before any works can be carried out.
1.1	<u>Pathways</u> The steps leading from the High Street to the Church and around the Church are in need of repair as they have been damaged by tree roots and are in general need of maintenance. In addition it is proposed to extend the path around the Memorial Gardens, (The memorial gardens are owned by the Town Council)

1.2	<p>Lighting</p> <p>It is also proposed to improve the lighting at the Church, the current grey columns are not in keeping with the heritage nature of the site, it is therefore proposed to replace the lighting with something more aesthetic.</p>
2.0	<p><u>Proposal (Lighting)</u></p> <p>The opportunity to quote has been placed on the .gov website contracts finder, to ensure that a wide range of suppliers is contacted.</p> <p>To date site visits have been undertaken by 6 suppliers. The brief they have been given is that:</p> <p>“the council wish to improve the lighting at the site to ensure that it is in keeping with the heritage nature of the site, ideally the council would replace the columns with low level bollards or uplighters, giving the area a more ambient feel”</p> <p>All suppliers have given feedback that if we wish to fully light the steps then it would be best to retain the columns, switching them for heritage style columns and to add low level bollards as an addition for more ambient lighting.</p> <p>All suppliers have also recommended that uplighters such as those on the The Square are not used, due to reliability issues and issues with water getting into the fixings.</p> <p>At the time of writing only 2 suppliers have submitted their quotations for approximately £6,000 to replace the existing columns and to install low level bollards.</p>
3.0	<p><u>Proposal Footpath</u></p> <p>Quotations have previously been received from local suppliers. We have also taken advice from the Tree and Landscape officer at ENC so that we can better protect the path from damage from tree roots in future.</p> <p>1 tree close to the footpath has been removed</p> <p>1 tree will be significantly reduced in size</p> <p>When the path is relaid the tree roots will be cut back and a protective mesh layer installed below the path to stop the tree roots breaking through.</p> <p>The cost of the works is approximately £12,000 for a tarmac path overlaid with golden gravel (such as at Ada Salter Spinney)</p>
3.0	<p>Recommendation</p> <p>That the ELR committee consider the next steps</p>

Implications:		
Council objectives:	To provide high standard sustainable facilities	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	x
	There are no financial implications at this stage	
	There will be financial implications	x

Financial	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 18 July 2019		

Appendix 6

Summary:		
A report repairs to underfloor heating Saxon Hall		
1.0	<u>Background</u>	
	<p>Saxon Hall is heated by radiators in the meeting rooms and communal areas. The Halls 1,2 and 3 are served by underfloor heating.</p> <p>The underfloor heating is currently not working, Colson and Loaring our normal contractor has quoted £1633 to repair the floor.</p> <p>As the cost of this is outside the Clerks remit to order it has been brought to the ELR committee for consideration.</p>	
2.0	<u>Recommendation</u>	
	That it be delegated to the Clerk to seek alternative quotes and best value and to carry out the repairs with a maximum budget of £1650.	
Implications:		
Council objectives:	To provide high standard sustainable facilities	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	X
Financial	There are no financial implications at this stage	
	There will be financial implications	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 18 July 2019		

Summary:		
1.0	<p><u>Background</u></p> <p>The following enquiry has been received from a member of the public:</p> <p>1. The litter being dropped on the London Road pathway leading to ASDA where there are no bins, also fallen branches from the trees on the edge of the ditch. I have mentioned the bins previously but still cannot see their existence.</p> <p>2. The openings to cross Warth Park road to ASDA are placed in a dangerous position, i.e. too close to the roundabout from London Road, where you can't see the vehicles until they are on top of you and some drivers do not indicate as they come round the roundabout, also at the far end, too close to the corner where cars come speeding round from the factories.</p> <p>My suggestion would be to place another opening halfway down the road, where you could safely see the cars/lorries before they get too close and without the fear of being knocked over..</p>	
2.0	<p><u>Recommendation</u></p> <p>To consider any actions the council may be able to take to support the resident and to consider the outcome of a site visit that the Clerk will undertake with NCC Highways on Monday 22nd July.</p>	
Implications:		
Council objectives:	Lobby other tiers of government and partner organisations on issues that affect Raunds To reduce littering in the town	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Biodiversity	There are no bio-diversity implications	
Financial	There are no financial implications at this stage	x
	There will be financial implications	x
	There is provision within the budget	x
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	x
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	x
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 18 July 2019		