

**RAUNDS TOWN COUNCIL**

**ENVIRONMENT LEISURE AND RECREATION COMMITTEE**

**Minutes: 23<sup>rd</sup> May 2019 Time 19:30**

**PRESENT**

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

Also Present

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

**17.19 To Elect a Chairman of the Environment Leisure and Recreation Committee**

**RESOLVED** that Cllr L Wilkes be elected as Chairman of the Committee

**18.19 To Elect a Vice Chairman of the Environment Leisure and Recreation Committee**

**RESOLVED** that Cllr D Jones be elected as Vice Chairman of the committee.

**19.19 To Receive Apologies for absence.**

Apologies were received from Cllr O Curtis and Cllr D Hughes.

**RESOLVED** to note the apology

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

None received

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

None received

**22.19 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

**23.19 Minutes:** confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 21 March 2019

**RESOLVED** that the minutes of the meeting held on 21<sup>st</sup> March 2019 be confirmed as a true record.

**24.19 To receive a progress report on ELR projects**

Members considered the report of the Clerk as shown in appendix 1 and held a detailed review of all ongoing projects. The following items were noted:

**A Frame Boards** – The Finance and Policy Committee would be asked to create a policy for use of the A frame boards

**Public Art: Warth Park** – The developer Roxhill is paying for a sculpture to be installed at Warth Park. Broadbent Studios who are working on the project will carry out a public consultation exercise in Saxon Hall, date tbc.

**Stone Animals-** Webb Road- The stone Animals that were previously located on the Square are to be re-located to Webb Road play area, Clerk to arrange with contractor.

**Adult Gym Equipment:** A leaflet will be distributed to every house in Raunds promoting the adult gym equipment.

**25.19 Community Facilities Fund: To consider a project for the next round of the Community Facilities Fund**

Members considered the criteria for the fund and the focus on healthy and active lifestyles. Following discussion, it was considered that a funding bid for the Woodland Walk should be made.

The Woodland Walk would be situated at the bottom of Amos Lawrence playing field and would include:

- Trees
- Paths
- Benches – carved and engraved
- Picnic Benches
- Mud Kitchen area

Local schools will be asked to get involved with the planting, the tree and landscape officer at East Northamptonshire Council will assist with planning the scheme.

**RESOLVED that the Clerk will submit a bid to the Community Facilities Fund to support the development of a Woodland Walk.**

**26.19 Raunds Market:** To consider extending the trial of the Saturday Market.

Members considered the feedback received during the ongoing trial. It was noted that feedback from both traders and the public had been very positive.

The number of stalls at each month's market was continuing to grow.

Following discussion, it was...

**RESOLVED to extend the trial of the Saturday Market for July, August and September. The Town Council will continue to provide entertainment at the market.**

- 27.19** [Vision for Raunds II](#): To note progress with the Vision for Raunds II launch.

Members reviewed the report of the Clerk as shown in Appendix 2 and it was...

**RESOLVED to note the report.**

- 28.19** **Tree Policy**: To consider updating Raunds Town Council's tree policy to reflect the policy East Northamptonshire's supplementary planning document "[Tree Management - Guidance and Principles](#)"

Members reviewed the information and following discussion it was...

**RESOLVED to ask the Finance and Policy Committee to review the Town Council's tree policy in order to reflect the policy East Northamptonshire's supplementary planning document "Tree Management - Guidance and Principles"**

- 29.19** **Bus Shelter**: To consider a request from a resident for improved provision of bus shelters within Raunds.

Members considered a request from a local resident to improve the provision of bus shelters in Raunds.

All agreed that the bus shelters needed improving. The residents comments would be passed onto Northamptonshire Highways, who will be asked if they have a budget for this.

If Northamptonshire Highways are unable to improve the shelters, then the Town Council will consider this in more detail.

The Clerk will investigate the cost of bus shelters and bring the information to the next meeting of the ELR committee.

**RESOLVED that the Clerk will discuss the matter with Northamptonshire Highways and will present costs to the next ELR meeting.**

- 30.19** **Raunds Cemetery**: To consider correspondence from a resident regarding Raunds Cemetery.

Members reviewed correspondence from a resident regarding Raunds Cemetery and the points raised were considered.

**RESOLVED that the Clerk will liaise with contractors regarding maintenance of the cemetery.**

**31.19 Parking Advice Notes:** To consider the distribution of Parking Advice Notes to local schools.

The revised parking advice notes have now been printed. It was agreed that local schools would be contacted and asked if they would like to use the notes themselves.

**RESOLVED to distribute the parking advice notes to local schools.**

**32.19 Grounds Maintenance:** To consider information from East Northamptonshire Council regarding the maintenance of certain parcels of land within Raunds.

Members reviewed the report of the Clerk as shown in Appendix 3 and following discussion it was...

**RESOLVED to ask ENC to re-instate mowing in all three areas whilst ownership and responsibility for each area is established. The Clerk will write to the district councillors asking for their support.**

**33.19 Raunds Go Green:** To note that a working party is being formed to consider this initiative and the economic regeneration of the Town and to consider information from a resident regarding teracycle schemes.

**RESOLVED to note that a working parting meeting is being held on Tuesday 18<sup>th</sup> June and that all councillors will be invited.**

There being no further business the meeting concluded at 21:00pm

Approved: ..... (Town Mayor)

Meeting date: ..... 11<sup>th</sup> June 2019..... (Council)

Approved: ..... (Chairman)

Meeting date: .....23<sup>rd</sup> July 2019..... (Committee)

## APPENDIX 1

Resolution	Action/Progress	Complete	Notes
Costed schemes for paths at cemetery		pending	Project for 2019
Community Facilities Fund	Bids submitted: St Peter's Church - pathway lighting; Market Square, replacement lighting; Amos Lawrence, Sports Wall; Film Afternoons, Film Equipment; Saxon Hall Staging	ongoing	The following grants have been awarded: <b>Film Project</b> £6996 - film equipment <b>Lighting Market Square</b> -£10,000 repairs to uplighters and so on <b>Sports Wall Amos Lawrence:</b> £6314 - <b>update needed</b> <b>Staging Saxon Hall:</b> £7000 - <b>COMPLETED</b> All bids are for match funding
First Aid Training	Clerk to liaise with First Responders to set up sessions	ongoing	<b>First Responders have now confirmed that they will do: June (Saturday), August (evening) and October (evening) this year</b>
Land at Sheffield Court	Land cleared. Land ownership issues were raised at the previous meeting	ongoing	In hands of solicitors
Playground Inspections	Contractor appointed and inspection completed	ongoing	<b>remedial works are being actioned</b>
Additional A frame boards	Purchase additional A frame boards/user agreement	ongoing	<b>Boards delivered. Letter to shops, switch old for new and offer old to businesses further out of town</b>
Raunds Market	Trial of Saturday market	ongoing	<b>On agenda for this meeting</b>
Turning Raunds Green	To consider as part of business working party	ongoing	<b>Ddates on calendar</b>
Bye-laws / (Include provision to deter travellers	KH to prepare amended bylaws to send to DCLG	ongoing	KH to circulate to members of ELR
Public Space Protection Orders	All fenced play areas have dogs on leads orders. No other orders were made for Raunds. ENC to revisit some.	ongoing	KH to chase ENC
Youth Work	feedback required from Groundworks following completion of project.	ongoing	KH to chase ENC

London Road Opposite ASDA/Highways verge	Hedge has re-grown. But needs to be maintained	ongoing	No action required at this time
Provision of a piece of public art at Warth Park	Pre-meeting this evening.	ongoing	DATE TO BE SET FOR CONSULTATION MEETING
Tree Survey 2018	Tree survey completed	ongoing	Works being progressed
Improvements to Town Square	Additional Planters done! Digital noticeboard installed! Some play equipment installed last piece awaited.	ongoing	<b>Benches</b> - Installed! <b>Play Equipment</b> - Received awaiting installation last week October, credit of £650 because of delays (against price of £1854) Additional piece to be installed <b>Noticeboard</b> - installed New toddler bench delivered - to be installed week commencing 28/5/19
Ada Salter Tribute	Very successful opening. Tree guards still awaited	ongoing	Work being carried out by Turneys to install tree guards.
Hanging Baskets	Planted and installed along with troughs at Town Hall. Much larger number of baskets required for 2019. Infrastructure needs to be in place well in advance of Spring 2019.	ongoing	Removed for 2018 - More to be ordered for 2019 /Additional baskets delivered. Gardener working on planting scheme
Tackling Social Isolation	ongoing succussful launch of coffee afternoons	ongoing	March Film 160 attendees!
Tourism Signage including Welcome to Raunds signs and Twinning	On agenda for this meeting	ongoing	See proof at meeting
Costed schemes for each play area	Funding application made for Amos Lawrence	ongoing	Funding approved see above Additional equipment to be installed for The Square, Raunds
Brook Street	ELR to consider how to improve Brook Street / Link to Saxon Hall as part of Saxon Hall project	ongoing	Ongoing as part of Saxon Hall Project.

CCTV	<p>First stage completed</p> <p>Second camera also Wi-fi link still needed -ongoing Mayor has written to Central England Co-operative and the landlord of Krumbs to try and facilitate the installation of the wi-fi link.</p>	ongoing	New survey booked with Rapier Scoprion will also provide a quotation Flag pole could be used if power can reach top?
Skate Park	<p>Plan required for long term regeneration of skate park. Will be on agenda for September. Quotes being sought for refurbishment.</p>	ongoing	2019 Project?
Adult Gym Equipment	<p>Provision of information leaflet ongoing. Some issues have arisen getting replacement parts. This has been flagged with supplier.</p>	ongoing	Broken part supplied free of charge Proof of information leaflet to be supplied at meeting
St Peters Churchyard	<p>RTC must maintain the area as a closed churchyard under LGA 1972 S215</p>	ongoing	
Lighting public footpaths	<p>Investigate solar lighting</p>	ongoing	
Bassfords	<p>Repairs to Bassfords recreation Ground / Completion of Dropped kerb</p>	ongoing	Work to grounds completed
Winter Maintenance	<p>RTC to take over 3no grit bins and install 2 additional bins at RPC site</p>	ongoing	3 bins now filled and bin at Ashfield replaced. 1 grit bin delivered 21/1/19, supplier being chased as to location of other bin
Amos Lawrence -track leading to Anglian Water etc	<p>Gate/Lock damaged</p>	ongoing	Not RTC responsibility. Land not owned by RTC meeting to be arranged with land owners.
Spring and Autumn Litter Picks and Bulb planting	<p>Dates to be set for 2019</p>	ongoing	Saturday 23rd March - Spring Litter Pick (Part of Keep Britain Tidy-Big Spring Clean) Saturday 28th September - Autumn Litter Pick and Bulb Planting
Nene Valley Festival	<p>ELR/ Council to consider does RTC want to take part in 2019?</p>	ongoing	KH to apply for funding

Woodland Walk	Creation of Woodland Walk	ongoing	Chase Henry Pearson / CFF Project
McDonalds Love Where you Live	2019 project to be considered	ongoing	Cemetery 4/08/2019
Greenway Signage	Interpretation panels to be purchased	ongoing	Final design to be agreed can include RTC logo and twitter facebook information.
Cemetery Gates	old cemetery gates to be installed at top of pathway to dog park, London Road entrance	ongoing	
Additional seating to be provided in local parks	Benches at Saxon Hall/Dog Park/Webb Road completed 3 Benches ordered can be fitted in various locations	DONE	
Children's Film Afternoon		DONE	<b>Attendance low</b>
Official Town Map	history society asked to provide a walking route to be added to the map	DONE	Being produced for Autumn 2019
Annual tour of inspection	Completed - Report attached	DONE	
Promote use of parks	Through social media/ digital noticeboards and events 19/07/2018 Love your park week, we have had a scoail media campaign.	DONE	
Street Furniture	On agenda for ELR 20 March 2018. Article was published in round up and suggestions received	DONE	
Light at Red Row - to liaise with resident to change lighting	Replacement lamp now ordered to be fitted by JH May	DONE	
Community Facilities Fund (covered seating area)	Completed	DONE	
Playground Inspections	Completed for 2017 and all repairs done	DONE	To be arranged for 2018

Land at Rear of Cemetery	Creation of Dog Park	DONE	
Welcome Pack	Done	DONE	
Budget 2018/19	Done	DONE	
Trees (100 trees to be planted in town)	Done	DONE	
Noticeboard on Coop railing	Done	DONE	
Community Enhancements Gang	Done	DONE	
Webb Road Play Area	Done	DONE	
Grounds Maintenance	Turneys have struggled this season in part due to weather	DONE	
Appointment of gardenr for Saxon Hall/Various sites throughout the Town	Done	DONE	
Fencing and additional gates at Bassfords Play area		DONE	

## APPENDIX 2

<b>Summary:</b> To note the outcome of the public meeting held on 2 May 2019 To note the outcome of the meeting with Lucy Hawes 22 May 2019	
<b>Attachments: NONE</b>	
<b>1.0</b>	<b>Background</b>
<b>1.1</b>	<b>The Vision for Raunds</b> In 2013 Raunds Town Council supported the community in the preparation of a community plan. "The Vision for Raunds". The plan saw questionnaires distributed to households, businesses and schools. The findings from this were presented in the community plan which was adopted by the Town Council in June 2014. The Vision for Raunds was later used to form the evidence base for the Raunds Neighbourhood Plan and later the Town Councils Business Plan.  In December 2018 the council approved the development of a Vision for Raunds 2 community plan. A budget of £5,000 was set for the project and a working party was formed to develop the <a href="#">project plan</a> .  A launch meeting was held on March 28th and notes from this meeting have been circulated previously.  A further meeting was held on 2 <sup>nd</sup> May
<b>2.0</b>	<b>Vision 2 Meeting 2<sup>nd</sup> May</b> A round table discussion meeting was held on 2 May 2019 attended by 4 residents 6 councillors and the Clerk.  The format for the evening was as follows: Review of outcome of brainstorming exercise held on 28 March 2019 Round table discussion

During the round table discussion the following observations were made:

- Younger people are less likely than ever to attend meetings, they will want to engage through social media.
- We need to engage with people especially hard to reach groups where they are e.g.
  - Film afternoons
  - Schools
  - Carers -young carers
  - Use library
- Consideration was also given as to how to generate questions, it was suggested that a call to action be put in the Raunds Round-Up with reply slips being collected at the library.
- It was noted that parking was a high priority issue, it was agreed that it may not be possible for the council to increase the number of parking spaces in the town, but the availability of parking at Saxon Hall could be better advertised through use of the digital boards and signage.
- It was noted that intergenerational work such as community garden could support community cohesion and the integration of new people into the Town.
- A discussion was held around how to tackle issues where Raunds Town Council had no direct control e.g health services. It was agreed that RTC could only lobby on behalf of residents, but perhaps should look at being more involved in local health boards and patient forums. Consideration was also given to delivery of projects previously promised by developers and how to ensure their obligations are met. (E.g Roxhill BMX track and access from Meadow Lane to Amos Lawrence)
- A discussion was held about the format of the questionnaire and the difficulty of analysing open-ended questions.

The meeting closed with the group agreeing to meet again in early July and that in the meantime further consideration would be given to all the issues raised.

3.0

Meeting with Lucy Hawes 23/02/2019

Lucy Hawes is a community development officer, East Northamptonshire Council. Lucy met with the Clerk to catch up on work on the Vision and other projects:

During the discussion the following were suggested:

- Use social media as call for themes?  
E.g. "We're working on questions for the Vision questionnaire and today we are focusing on litter....."  
Facebook can provide a good straw poll of opinion to inform questionnaire
- Ask people to identify solutions, not just the issue –
- Tell people what we have done – "last time you said litter was an issue.. so we have done xyz...what else should we do.."
- Make it clear that some things will cost more. E.g. we could contract the dog warden to come to Raunds but this will cost xxx
- Use Maps – top three areas where dog waste is a problem
- Use instagram – dog poo, time date place!! Could also be a deterrent if people know we are recording this...
- ENC can give a tutorial in using Instagram, best way to engage with younger people.
- Create stickers with our instagram tag and put them in places where we know young people will be

**APPENDIX 3**

<b>Summary:</b> A report on Grounds Maintenance in Raunds	
<b>Attachments:</b> a) Map of areas not being maintained.	
<b>1.0</b>	<p><b><u>Background</u></b></p> <p>It has come to the attention of the Town Council that a number of areas of open space are no longer being maintained.</p> <p>These areas are not owned by the Town Council and have never been maintained by RTC.</p> <p>2 areas were previously maintained by ENC but have been removed from their contract for 2019/20 (see map 1)</p> <p>We are trying to establish who maintained the 3<sup>rd</sup> area, this may have been Spire Homes or ENC, but is no longer being maintained (map 2)</p>
<b>2.0</b>	<p><b><u>Recommendation</u></b></p> <p>The ELR committee consider what to do about the future maintenance of these areas.</p>