

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 19th July 2018: Start Time 7.30pm.

PRESENT

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

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

Mrs Emma Williams, Assistant to the Clerk.

- 180.18 To Receive Apologies for absence.**
Apologies were received from Cllr Beck, Cllr Hind and Cllr Jones
RESOLVED to note the apologies
- 181.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
 None received
- 182.18 Notification of members questions in compliance with the council's standing orders.**
 None received
- 183.18 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
- 184.18 [Minutes](#): confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 22 May 2018.**

RESOLVED that the minutes of the meeting held on 22 May 2018 be confirmed as a true record.

- 185.18 To receive a progress report on ELR projects**
 Copies of the progress report were circulated as shown in Appendix 1, the Clerk updated members with certain items. Following discussion, it was...

RESOLVED that the report would be emailed to members and that any further queries could be raised directly with the clerk.

- 186.18 To consider replacing the existing Welcome to Raunds signs: To consider the style and design required for the new signage.**

Members briefly reviewed the design of various "welcome to" signs and following discussion it was...

RESOLVED that it be delegated to the Clerk in consultation with members of the committee to finalise the design of the sign.

- 187.18 Community Facilities Fund:** To consider making one or more applications to the community facilities fund.

All councillors had been asked to make suggestions for items that could be funded through the community facilities fund. The Clerk reminded members that only capital items could be funded and that match funding would need to be provided for the bids to be successful.

RESOLVED that funding bids will be submitted for:

- **Staging, Saxon Hall**
- **Film Equipment**
- **Lights going up pathway to St Peter's Church**
- **Lighting on the Square**
- **Sports wall at Amos Lawrence**

- 188.18 Children's Film Afternoons:** To consider putting on a children's film afternoon during the summer holidays

Following the success of the film afternoons it was suggested that a film show could be put on during the summer holidays for younger children. It was felt that this would benefit local families given the cost of visiting the cinema and the lack of facilities in the area.

RESOLVED that a film show will be put on for children during the school summer holidays.

- 189.18 First Aid training:** To consider supporting the Community First Responders in providing First Aid training for local residents.

Members reviewed the proposal as shown in Appendix 2 and following discussion it was....

RESOLVED to support the proposal. It was delegated to the Clerk to finalise the details in consultation with East Northants First Responders.

- 190.18 Improving the Street Scene in Brook Street / High Street Raunds:**

- a. To consider a policy on the use of Raunds Town Council A-frame boards on the High Street.

The Clerk reported that a number of businesses and local organisations had asked if it was possible to obtain an A Frame board such as those used by the Town Council and other local businesses.

It was agreed that it would be positive to have additional boards around the Town, but that these should only be supplied on the proviso that the Town logo is clearly displayed and that they are kept as standard colours so as to create uniformity on the street scene.

Following discussion, it was felt that a formal policy on the use of the boards wasn't required, and it was...

RESOLVED that the Clerk and the Chairman of the Finance and Policy Committee be asked to come up with a set of rules.

- b. To consider the purchase of additional A-Frame boards
The price of additional boards was approximately £100 per board and it was...

RESOLVED to purchase additional A-Frame boards as required.

- c. Hanging baskets -To consider increasing the number of hanging baskets for 2019 and to consider any additional infrastructure needed.

It was agreed that the hanging baskets looked lovely this year, but further baskets were required to maximise the impact on the high street.

The Clerk noted that there was no budget to purchase the baskets in the current financial year, but the purchase could be planned and budgeted for from 1st April 2019.

It was agreed that contractors would be asked to install additional brackets for the baskets well ahead of Spring 2019.

RESOLVED that additional baskets will be budgeted for in the 2019/20 budget and that the brackets will be installed prior to April 2019.

- d. Street Railings: To receive information on the design, cost and style of railings available.

Members considered the report of the Clerk as shown in appendix 3 and it was...

RESOLVED to ask the Finance and Policy Committee to consider a policy on the street scene.

191.18 Investigating how to improve the environmental friendliness of Raunds

- a. To consider the installation of an electric car charging point in Raunds.

The Clerk reported that the cost of installing an electric car charge point in a public car park would be around £3,500-£5,000, additional quotations were being sought.

Members considered the location for a charging point, it was agreed to defer a decision to a future meeting when the full costs were known.

- b. To discuss how the Town Council could support local organisations wanting to improve their environmental friendliness.

Members considered correspondence from a resident which asked if the Town Council could work with local takeaways to promote the use of bio-degradable packaging.

Following discussion, it was agreed by all that a working party should be set up to consider how the Town Council could support any local organisations wanting to improve their environmental friendliness.

RESOLVED that a working party meeting of Cllr Tyman, Cllr Levell and Cllr Wilkes would meet and report to a future meeting of the ELR committee.

- 192.18** [Winter Gritting](#): To receive information on changes to the Winter Gritting Service from Northamptonshire Highways and to consider any action the Town Council may wish to take:

Members considered the report of the Clerk as shown in appendix 4 and each of the items was considered.

- a. [Removal of grit bins](#): To consider taking over grit bins that are being removed by NCC

NCC have assessed and scored all grit bins according to their scoring matrix and, approximately, 500 across the county do not meet the current criteria. It is proposed that these 500 grit bins will either be removed. 3 of these grit bins are in Raunds:

Coleman Street, at bottom
Ashfield Avenue o/s Fairview
Chamberlain Way opp 26

NCC plan to either remove these bins or they may be retained by community organisations.

Following discussion, it was....

RESOLVED that Raunds Town Council will take over the maintenance of the 3 grit bins that would otherwise be removed.

Members considered items b-d and following discussion it was agreed that the matter should be referred to the Full Council for consideration.

- b. [Precautionary / Priority Gritting Routes](#): To note the revised priority gritting routes

Referred to Full Council

- c. [Adverse Gritting Routes](#): To note the revised adverse gritting route

Referred to Full Council

- d. [Gritting routes downgraded to adverse](#): To consider any actions the Town Council are able to take regarding routes that have been downgraded from priority to adverse.

Referred to Full Council

193.18 Replacement tree at Amos Lawrence: To receive information regarding the replacement of a tree at Amos Lawrence.

The Clerk explained that a tree in the hedge line on the Stanwick Road side of Amos Lawrence had had to be removed for safety reasons; however, the tree needed to be replaced to maintain the look of the hedge line.

Local resident Tim Cole had noted that a birch tree was already in the hedge line and that it simply needed to be allowed to grow and not trimmed back as part of the regular maintenance.

RESOLVED that the Clerk liaise with Turneys Landscapes to ensure that the Birch Tree is allowed to grow to take the place of the previous tree.

194.18 Terms of reference: To consider the terms of reference for Environment, Leisure and Recreation Committee.

The committee considered the terms of reference and it was...

RESOLVED that no changes were recommended.

195.18 Playground Inspections: To appoint a contractor to carry out the annual playground inspections.

Members considered the report as shown in appendix 5 and it was...

RESOLVED to appoint contractor 1 to carry out the work.

There being no further business the meeting concluded at 8:40pm

Approved: (Town Mayor)

Meeting date: 11 September 2018..... (Council)

Approved: (Chairman)

Meeting date: (Committee)

Appendix 1: ELR Project Plan

Major / Small	Funding Agreed	Minute	Resolution	Action/Progress	Complete	Notes
M	N	293.15	Costed schemes for paths at cemetery		pending	
		662.15	Official Town Map	history society asked to provide a walking route to be added to the map	Ongoing	
			Land at Sheffield Court	Land cleared but now growing back! not re-instated	Ongoing	
S	Y	43.15	Annual tour of inspection	Completed - Report attached	ongoing	
S	Y	186.15	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.	ongoing	
S	Y	440.15	Street Furniture	On agenda for ELR 20 March 2018. Article was published in round up and suggestions received	ongoing	
S	Y		Additional seating to be provided in local parks	Benches at Saxon Hall/Dog Park/Webb Road completed Benches for Ada Salter Spinney fitted Benches at Bassfords should be completed by meeting Picnic benches at Amos Lawrence to be fitted as soon as ground is drier	ongoing	
S	Y		Bye-laws / (Include provision to deter travellers	KH to prepare amended bylaws to send to DCLG	ongoing	KH to circulate to members of ELR
S	Y		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	
S	Y	439.15	Youth Work	feedback required from Groundworks following completion of project.	ongoing	
S	Y	599.16	Autumn Litter Pick and Bulb planting	Saturday 15th September 2018.	ongoing	
S	Y	605.16	London Road Opposite ASDA/Highways verge	Hedge has re-grown. But needs to be maintained	ongoing	
S	Y	600.16	Light at Red Row - to liaise with resident to change lighting	Replacement lamp now ordered to be fitted by JH May	ongoing	
M	Y	241.13 Sept 13	Provision of a piece of public art at Warth Park	Pre-meeting this evening.	ongoing	
M	Y	44.15	Tree Survey 2018	Quotes have been chased. But not ready to be presented at this meeting.	ongoing	
M	Y	293.15	Improvements to Town Square	Additional planters ordered and installed. Play equipment still on order Digital noticeboard to be installed	ongoing	

M	Y		Ada Salter Tribute	Working with history society regarding information panel. Opening set for 11 August 2018	ongoing	
Major / Small	Funding Agreed	Minute	Resolution	Action/Progress	Complete	Notes
M	Y	187.16	Community Facilities Fund (covered seating area)	Electrics installed. Delay to installing camera as	ongoing	
S	N	191.15	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	
S	N	604.16	Tackling Social Isolation	ongoing successful launch of coffee afternoons	ongoing	
M	N	297.15	Tourism Signage including Welcome to Raunds signs and Twinning	On agenda for this meeting	ongoing	
M	N	48.15	Costed schemes for each play area	Work at Webb Rd, Saxon Hall, Bassfords Completed. Skate Park / Amos Lawrence / Saddlers still to be considered Scheme for Market Square being presented to this meeting.	ongoing	
			Brook Street	ELR to consider how to improve Brook Street / Link to Saxon Hall as part of Saxon Hall project	ongoing	
M	Y	519.15	CCTV	First stage completed Mobile camera installed at Spinney Hill. Can be used at any hotspots 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.	ongoing	
			Saxon Hall Working party	See notes from meeting June 2018	ongoing	
M	N	520.15	Skate Park	Plan required for long term regeneration of skate park. Will be on agenda for September. Quotes being sought for refurbishment.	ongoing	
			Adult Gym Equipment	Provision of information leaflet ongoing. Very positive feedback received from Freedom Leisure regarding the equipment Some issues have arisen getting replacement parts. This has been flagged with supplier.	ongoing	
			Saxon Hall Working party	on agenda for this meeting	Ongoing	
			Nene Valley Festival	Grant application submitted/ outcome awaited	ongoing	
			St Peters Churchyard	Improvements to lighting and steps. Meeting with Balfour Beatty, but no quote supplied. Although this has been chased!	ongoing	

Major / Small	Funding Agreed	Minute	Resolution	Action/Progress	Complete	Notes
S	Y	524.15	McDonalds Love Where you Live	Done	DONE	
		187.15	Cemetery Gates/Childrens Area Picket Fence	New gates installed New fence installed	DONE	
S	Y	42.15	Playground Inspections	Completed for 2017 and all repairs done	DONE	To be arranged for 2018
S	Y	45.15	Land at Rear of Cemetery	Creation of Dog Park	DONE	
S	Y	298.15	Welcome Pack	Done	DONE	
S	Y	432.15	Budget 2018/19	Done	DONE	
S	Y		Trees (100 trees to be planted in town)	Done	DONE	
S	Y		Noticeboard on Coop railing	Done	DONE	
S	Y	665.15	Community Enhancements Gang	Done	DONE	
M	Y	49.15	Webb Road Play Area	Done	DONE	
M	Y	189.15	Grounds Maintenance	Turneys have struggled this season in part due to weather	DONE	
M	Y		Appointment of gardenr for Saxon Hall/Various sites throughout the Town	Done	DONE	
			Fencing and additional gates at Bassfords Play area		DONE	

Appendix 2: 1st Responders 1st Aid Training

Dear Raunds Town Council

I represent a small group of community volunteers, East Northamptonshire Community First Responders (CFR's) who have been providing emergency medical assistance to East Midlands Ambulance Service (EMAS) for the last decade.

CFR's were originally devised in order to reach cardiac arrest patients within a shorter time than ambulances could often arrive (sub 8 minutes), a critical window in which the prognosis for cardiac arrest patients receiving skilled treatment improves dramatically on early intervention. We usually operate within a 3-5 mile radius covering predominantly Raunds but also have members of our group in Ringstead, Denford and Thrapston. We all volunteer at least 100 hours of our own time every year in support of EMAS with many of us putting in considerably more.

We carry Automated External Defibrillators (AED's) alongside oxygen, salbutamol and other equipment for first person on scene treatment of acute emergency cases (999 calls) in order to prepare the patient for transport to hospital or provide emergency life support on site such as CPR.

Whilst CFR's operate through EMAS and attend 999 call emergencies, we are responsible for purchasing all of our medical equipment including AED's, kit bags, blood pressure monitors, blood glucose meters, thermometers and pulse oximeters through fund raising and donations. Over the last few years we have supported the community through first aid provision at town fairs and other public events. We routinely find that people often feel nervous about approaching CPR, either a lack of knowledge or confidence to try if they ever had to. We take CPR dolls and teach basic live preservation and AED use however, we only reach a handful of people at these events.

Our aim for 2019 is to hold basic resuscitation and AED training sessions, free of charge to the general population of Raunds and surrounding areas. These sessions would be approximately an hour's duration with a mix of demonstrations and group practice. We would aim to cover as much of a cross section of Raunds as possible proposing to hold at least two of the four sessions in the evenings, giving people time to get home from work, one on a weekend and the remaining session specifically for retired people in the daytime before or after one of the reducing isolation events. We, and EMAS have a separate method in place to provide training to schoolchildren via restart a heart day etc. as such we will aim this training at adults, however, children will not be excluded from these sessions and will be allowed to attend with an adult.

We would like to ask the council for support with the following:

- 1) Free use of the Saxon Hall and/or covered seating area, provisional dates would be end Jan, Apr, July and Oct 2019, exact dates subject to availability of Saxon hall.
- 2) Support for advertising the events on the council's social media platforms.
- 3) Engagement with the local press to publicise the council's support of local CFR's as well as helping make Raunds a safer and healthier town.
- 4) £50 Donation per session to East Northants Community CRF's to help purchase new equipment.

The CFR group will provide the trainers and all training equipment. If beneficial, we could also run a separate session for council members and staff to gauge the quality of our teaching, we rarely get any feedback and would appreciate some suggestions on what works and what we could do to make training more relevant.

We would very much appreciate the support of Raunds Town Council in holding, promoting and running these events, there are clear benefits to the people of Raunds and some positive publicity for the town council in supporting/co-organising these events with East Northamptonshire CFR's.

We thank the council for their consideration of this proposal and look forward to their reply.

Yours Sincerely



Paul Fowler (On behalf of East Northamptonshire First Responders)

Appendix 3: Street Railings

Summary: A report on the replacement of railings in Brook Street

1.0 Background

The council were previously asked to consider replacement railings for Brook Street. Whilst on the previous occasion the railings were able to be repaired, the Clerk was asked to investigate the costs of railings for future information.

3 styles of railings are shown here for information purposes (the costs are for purchase only and do not include the cost of installation). The clerk will investigate the costs of installation ahead of the meeting.

a) **Windsor cast Iron 2 rail:**

Cost per post = £185

Cost per pole = £50 per 6 metre length.

Standard is to have post every 2 metres

Total cost for 6 metres of railings = 4 poles at £185 + 2 lengths of poles at £50 = £850



b) **Manchester Tall PU Panel Post**

Cost per post = £115

Cost per panel = £129 per 2 metre length.

Standard is to have post every 2 metres

Total cost for 6 metres of railings = 4 poles at £115 + 3 lengths of poles at £129 = £847



c) **Cardiff Ductile Iron Post Panel Post**

Cost per post = £110

Cost per panel = £110 per 2 metre length.

Standard is to have post every 2 metres

Total cost for 6 metres of railings = 4 poles at £110 + 3 lengths of poles at £110 = £66



Appendix 4: Winter Gritting

Summary:	
To report and give information on NCC changes to winter maintenance.	
Attachments:	
Details of grit bins to be removed / Gritting Routes.	
1.0	Background
1.1	In 2017 Northamptonshire Highways (NCC) announced that they intended to reduce their winter maintenance programme as part of a programme of cost savings.
1.2	Northamptonshire Highways has now finalised its winter maintenance programme for 2018. The revised programme sees reductions in the in gritting routes and provision of salt bins.
	Gritting Routes
2.0	Essentially there are two gritting routes, one called variously “Precautionary” or “Priority” and the other called “Adverse”.
	The precautionary/priority route is being reduced by 21% from 1,954Km to 1,543Km, but any road that has been taken out of the precautionary/priority route has been added to the adverse route. It means that some roads that would have been gritted as a precaution will now only be gritted if there is a forecast of snow or if the road temperature is not forecast to rise above zero for 48 hours.
	Maps of the revised routes are attached to this report, along with a map showing which routes have been downgraded from priority to adverse.
	Salt Bins
3.0	Of the 1,973 grit bins in the county, 500 will no longer be filled by Northamptonshire Highways. If the Town Councils wants to retain any of these bins and fill them at its own cost it can do so.
	Financial Implications
4.0	The Town Council has a budget for devolved services.
	Recommendations
5.0	That the Town Council considers and investigate* any action it wishes to take to mitigate for the cuts to NCC services.
	<i>(*note The Town Council currently has no powers to carry works on a public highway so could not directly appoint a contractor to carry out gritting.)</i>

Appendix 5: Play Inspection

Summary:	
To report and give information on the required inspections.	
Attachments:	
None.	
1.0	Background
1.1	We must have annual inspections of all our play equipment in the town to ensure the safety of children playing on the equipment.
1.2	Areas include:
	<ol style="list-style-type: none"> 1) Bassfords Recreation Ground, Marshalls Road, Older Children's Area, (5 items) 2) Bassfords Recreation Ground, Marshalls Road, Toddler Area (5 items) 3) Bassfords Recreation Ground, Marshalls Road, Adult Gym Equipment (10 items) 4) Webb Road Play area, Webb Road (5 items) 5) Town Square (3 items) 6) Saxon Hall, Thorpe Street (7 items) 7) Amos Lawrence – skate park 8) Saddlers, Weighbridge Way (5 items)
1.3	<p>A full report of the findings of the inspection will be provided and reported to ELR in due course.</p> <p>Financial Implications</p> <p>Three quotations for the inspection by qualified contractors have been obtained.</p>
2.0	Financial provision has been made in the budget 2018/2019.
2.1	(Open Spaces, Professional Fees Budget)
2.2	Quote 1:
2.3	Unaccompanied Inspection (can be accompanied if required, free of charge) with a full report: £51.50 per site.
	<i><u>Total for all 8 sites = £412.00+ vat</u></i>
	Quote 2:
	Unaccompanied Inspection with a full report: £45 per site. Accompanied Inspection with full report: £71 per site
	<i><u>Total for all 8 sites = £360.00 + 1 additional item @ £15 = £375 or £568 accompanied + vat</u></i>
	Quote 3:
	Unaccompanied Inspection with a full report: £66.50 per site
	<i><u>Total for all 8 sites = £532.00 + vat</u></i>
3.0	Recommendation
3.1	Recommended that ELR resolves to accept quotation 1 at £51.50 per site to carry out the inspection as they are independent and offer free accompanied inspection if required.