

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 18 October 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

336.18 To Receive Apologies for absence.

Apologies were received from Cllr N Beck and Cllr D Jones

RESOLVED to note the apology

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

NONE RECEIVED

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

NONE RECEIVED

339.18 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

340.18 [Minutes:](#) confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 19 September 2018

RESOLVED that the minutes of the meeting held on 19 September 2018 be confirmed as a true record

341.18 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 to note the report

342.18 Community Facilities Fund: To review the outcome of applications to the Community Facilities Fund and to consider any next steps.

The Clerk reported that the following bids had been successful:

- Film Project £6996 - film equipment
- Lighting Market Square-£10,000 repairs to uplighters and so on
- Sports Wall Amos Lawrence: £6314
- Staging Saxon Hall: £7000

All bids are for match funding. It was noted that all projects must be delivered by December 2019.

Members thanked the Clerk for preparing the funding bids and it was noted that the funding would enable the council to move forward with a number of projects.

RESOLVED to note the report.

343.18 ELR Budget Review and Planning:

- a. To review progress against the 2018/2019 budget
Members reviewed the budget report as shown in appendix 2 and the clerk answered members questions thereon. It was noted that there were no areas of concern and it was...

RESOLVED to note the report.

- b. To consider projects to be included in the 2019/2020 budget

A discussion was held about future projects and it was...

RESOLVED that members should email the Clerk with information regarding future projects so that these could be included in the 2019/20 budget which would be considered by the committee in more detail in November 2019.

344.18 Winter Maintenance:

- a. To receive information from Northamptonshire Highways regarding Winter Maintenance and to consider any further action required.

It was noted that the Town Council were unable to appoint their own contractor to carry out gritting on the public highway. The matter would be reviewed if circumstances changed.

RESOLVED to note the information

- b. To receive a quotation for the filling of grit bins

Members noted the prices obtained and it was.....

RESOLVED to appoint Mowerman Garden Machines to fill the grit bins as required.

- c. To receive information regarding professional snow clearance and gritting services for Raunds.

Members reviewed the prices for snow clearance and gritting as shown below and it was felt that these were reasonable and that the contractor could be used on an ad-hoc basis if required.

1. Gritting of Town Council and Saxon Hall Car park and paths.

£75+VAT per visit. Includes rock salt.

2. Town Centre Car parks x 2

£45+VAT per visit. Includes rock salt.

3. Combining both of the above £110+VAT per visit.

Snow Clearance from both sites £250+VAT

RESOLVED to note the information

345.18 Repairs to Bassfords Recreation Ground: To consider repairs to Bassfords Recreation Grounds.

The Clerk explained that damage had been caused by vehicles accessing Bassfords for various events. This had been exacerbated by the dry weather in the summer.

Following discussion, it was...

RESOLVED that it be delegated to the Clerk to arrange for the entire field to be repaired and that the clerk should obtain best value and that the cost would be met from the open spaces reserve.

346.18 Advertising at Town Building and Open Spaces: To consider a draft policy on placement of commercial banners on Town Council land and property'

Members reviewed the draft policy and it was...

RESOLVED that this be passed to the Finance and Policy Committee for further consideration.

347.18 Amos Lawrence Play Field: To consider repairs to the access gate at Amos Lawrence.

It was noted that the access gate to the lane running down to Anglian Water and other businesses was broken. The access lane was not owned by the Town Council and although the Council had repaired the gate in the past it was not the Council's responsibility. Following discussion, it was...

RESOLVED to arrange a meeting with all the relevant land owners to try and come to a solution to secure the land for everyone's benefit.

348.18 Exclusion of press and public Exclusion of the Press and Public
The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

RESOLVED to exclude the press and public

349.18 To receive a verbal update on insurance matters

The Clerk updated members with information regarding insurance matters in respect of Town Council land.

There being no further business the meeting concluded at 20.50pm

Approved: (Town Mayor)

Meeting date: 13 November 2018..... (Council)

Approved: (Chairman)

Meeting date: 15 November 2018..... (Committee)

DRAFT

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: Film Project £6996 - film equipment Lighting Market Square -£10,000 repairs to uplighters and so on Sports Wall Amos Lawrence: £6314 Staging Saxon Hall: £7000 All bids are for match funding
First Aid Training	Clerk to liaise with First Responders to set up sessions	Ongoing	March 2019 -Evening May Coffee Afternoon September - Evening November - Saturday
Land at Sheffield Court	Land cleared. Land ownership issues were raised at the previous meeting	Ongoing	chasing Sue Scott
Playground Inspections	Contractor appointed and inspection completed	ongoing	remedial works are being actioned
Winter Gritting and Maintenance	On agenda for this meeting	ongoing	See email from Richard Woodhouse

Additional A frame boards	Purchase additional A frame boards/user agreement	ongoing	
Turning Raunds Green	To consider as part of business working party	ongoing	Working party meeting 25 October 8pm
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	ongoing	Consider location
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	Presented to Full Council Asked David Shaw if he was happy for some local consultation to take place awaiting an answer

Tree Survey 2018	Quotes have been chased. But not ready to be presented at this meeting.	ongoing	On agenda for this meeting
Improvements to Town Square	Additional Planters done! Digital noticeboard installed! Some play equipment installed last piece awaited.	ongoing	Benches - delivery expected November 2018-Refund of £100 for delay Play Equipment - delivery last week October, credit of £650 because of delays (against price) Noticeboard - (on other side of Electronic noticeboard) re-ordered due 5/11/2018 or sooner
Ada Salter Tribute	Very successful opening. Tree guards still awaited	ongoing	Tree guards now being arranged with Tony (gardener)
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 /
Tackling Social Isolation	ongoing successful launch of coffee afternoons	ongoing	October film afternoon had 144 attendees!!
Tourism Signage including Welcome to Raunds signs and Twinning	On agenda for this meeting	ongoing	Second quotation received for £750 per sign. Therefore all four within budget.

Costed schemes for each play area	Funding application made for Amos Lawrence	ongoing	Funding approved see above
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	First stage completed Mobile camera installed at Spinney Hill. Can be used at any hotspots 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.	ongoing	Clerk will update at meeting
Skate Park	Plan required for long term regeneration of skate park. Will be on agenda for September. Quotes being sought for refurbishment.	ongoing	2019 Project?
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	Broken part supplied free of charge

St Peters Churchyard	Improvements to lighting and steps. Meeting with Balfour Beatty, but no quote supplied. Although this has been chased!	ongoing	
Children's Film Afternoon		DONE	Attendance low
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	
Autumn Litter Pick and Bulb planting	Saturday 15th September 2018.	DONE	Excellent turnout!
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	
Nene Valley Festival	Grant application unsuccessful. Event went ahead	DONE	
McDonalds Love Where you Live	Done	DONE	
Cemetery Gates/Childrena	New gates installed New fence installed	DONE	

Area Picket Fence			
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

DRAFT

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Open Spaces</u>						
Professional Fees	817	306	-511		-511	267.0 %
Health & Safety	0	255	255		255	0.0 %
Repairs & Maintenance	2,000	1,530	-470		-470	130.7 %
Improvements	0	2,550	2,550		2,550	0.0 %
Security: CCTV	0	0	0		0	0.0 %
Equipment	38	0	38		-41	0.0 %
Utility Bills: Electricity	0	0	0		3	0.0 %
Skate Park	1,000	2,500	1,500		1,500	40.0 %
Skate Park (Future)	0	1,000	1,000		1,000	0.0 %
Trees	313	10,000	9,688		9,688	3.1 %
Gardening/ Horticulture	7,485	10,000	2,515		2,515	74.8 %
Grounds Maintenance/Agency	22,028	42,000	19,972		19,972	52.4 %
Play Equipment	336	4,080	3,744		3,744	8.2 %
Play Equipment (new)	0	5,000	5,000		5,000	0.0 %
Signs	330	0	-330		-330	0.0 %
Welcome to Raunds Signs	0	4,000	4,000		4,000	0.0 %
Lighting (Square)	0	12,000	12,000		12,000	0.0 %
GMC Admin/supervision Charge	2,786	10,200	7,414		7,414	27.3 %
Litter Bins	0	0	0		-105	0.0 %
Allotment Provision	0	500	500		500	0.0 %
Street Furniture	5141	5,500	464		464	91.6 %
Open Spaces :- Expenditure	42,274	111,421	69,147	0	69,147	37.9 %
Open Spaces Hire	723	367	356			197.0 %
Verge Mowing Reimbursement	2,333	2,040	293			114.4 %
Open Spaces :- Income	3,057	2,407	650			127.0 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Cemeteries & Church Yards</u>						
Professional Fees	0	255	255		255	0.0 %
Health & Safety	0	255	255		255	0.0 %
Repairs & Maintenance	1,257	6,000	4,743		4,743	20.9 %
Business Rates	488	1,353	865		865	36.1 %
Interments - Expenditure	2,980	4,080	1,100		1,100	73.0 %
Memorials Testing & Repair	0	2,000	2,000		2,000	0.0 %
Church Wall Maint & Repairs	0	510	510		510	0.0 %
Cemeteries & Church Yards :- Expenditure	4,725	14,453	9,728	0	9,728	32.7 %
Fees	4,095	3,000	1,095			136.5 %
Interments - Income	4,175	6,000	-1,825			69.6 %
Cemeteries & Church Yards :- Income	8,270	9,000	-730			91.9 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Market						
Utility Bills: Electricity	171	417	246		246	41.1 %
Utility Bills: Water Rates	25	260	235		235	9.5 %
Market :- Expenditure	196	677	481	0	481	29.0 %
Market Rents	688	3,060	-2,372			22.5 %
Market :- Income	688	3,060	-2,372			22.5 %
Net Expenditure over Income	-492	-2,383	-1,891			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Car Parks						
Repairs & Maintenance	0	510	510		510	0.0 %
Car Parks :- Expenditure	0	510	510	0	510	0.0 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Public Lighting						
Repairs & Maintenance	550	1,020	470		470	53.9 %
Public Lighting St Peters	0	5,000	5,000		5,000	0.0 %
Utility Bills: Electricity	333	459	126		126	72.6 %
Public Lighting :- Expenditure	883	6,479	5,596	0	5,596	13.6 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Section 137						
Donations - S137	1,000	2,000	1,000		1,000	50.0 %
Remembrance Day - S137	0	55	55		55	0.0 %
Section 137 :- Expenditure	1,000	2,055	1,055	0	1,055	48.7 %
Net Expenditure over Income	1,000	2,055	1,055			