

RAUNDS TOWN COUNCIL

ENVIRONMENT RECREATION AND LEISURE COMMITTEE

Minutes: 19 May 2016: Start Time 7.30pm.

PRESENT

Cllr L Wilkes (Chair), Cllr H Howell, Cllr D Allard, Cllr N Beck.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

Mrs Emma Williams, Assistant to the Clerk.

- 26.16 To elect a Chairman of the committee.**
RESOLVED that Cllr Lee Wilkes be elected as Chair of the committee.
- 27.16 To elect a Vice-Chairman of the committee.**
RESOLVED that Cllr R Tyman be elected as Vice-Chairman of the committee in his absence.
- 28.16 To Receive Apologies For Absence.**
Apologies were received from Cllr D Hughes and Cllr R Tyman
- 29.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received.
- 30.16 Notification of members questions in compliance with the council's standing orders.**
None received.
- 31.16 To carry out a site visit of improvements to Saxon Hall Gardens**
Members of the committee reviewed the works at Saxon Hall and were pleased to see the works carried out to date.
RESOLVED to note the progress with the project.
- 32.16 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 LEAVE THE MEETING FOR THAT ITEM
None received
- 33.16 Minutes:** confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 17 March 2016.

RESOLVED that the minutes of the meeting held 17 March 2016 be confirmed as a true record.

34.16 To receive a progress report on ELR projects.

The clerk circulated an updated copy of the progress report (Appendix 1 The following items were noted:

- 1) The probation service had cleared the land at the rear of the cemetery, the fences now just needed to be installed in order to create the dog park.
- 2) A map showing the location of the dog park should be displayed at other open spaces where dog control orders exist.
- 3) Cllr Tyman will be asked if he is still willing to monitor the grounds maintenance contract.
- 4) A "Welcome to Raunds" postcard was being developed which would link to a welcome page on the website. This would be delivered as soon as homes are occupied on new developments.
- 5) A meeting had been held with Karen Williams to discuss tourism signage. Karen would raise the matter with Stanwick Lakes trust.
- 6) It was agreed that samples of artificial hanging baskets would be presented to a future meeting of the ELR Committee.

RESOLVED to note progress with various projects.

- 7) The clerk reported on the scheme for the Webb Road play area. The clerk had worked with suppliers to gain a significant reduction in the costs of installing play equipment at Webb Road bringing the total cost of the project to just over £24,000.

The clerk presented members with a copy of the proposed scheme.

RESOLVED to thank the clerk for the work in reducing the costs of the scheme and to place the order for the play equipment at Webb Road.

35.16 Annual Tour of Inspection: To consider sites for inclusion in the annual tour of inspection.

Members considered the report of the clerk (Appendix 2) and it was...

RESOLVED that:

- a) **All councillors would be invited to join the inspection.**
- b) **Sites to be inspected would include:**
 - **The Delves**
 - **Land at the rear of the cemetery**
 - **St Peter's Churchyard**
 - **Brick Kiln Road**

36.16 Cemetery Regulations: To consider amending the cemetery regulations in line with advice received from the Institute of Cemetery and Crematoria Management and to consider membership of BRAAM British Register of Accredited Memorial Masons.

Members considered the report of the clerk as shown in Appendix 3.

Following discussion it was...

RESOLVED:

- a) not to join BRAAM.
- b) To make owners of memorials aware of guidelines in respect of safe installation of memorials.
- c) that if a memorial fails a safety inspection, the Town Council will suggest to the owners that they have regard to the guidelines when carrying out repair work in order to achieve the best possible outcome.
- d) That the cemetery regulations are amended to say that "Raunds Town Council expects all new memorials to be fitted in compliance with BS8415
- e) That where the Town Council has had to take on responsibility for repairing a memorial this will be done to BS8415 if practicable.
- f) That staff undertake relevant training where appropriate.

37.16 To receive a report on the Service Six Youth Provision in Raunds

Members reviewed the report from Service Six as shown in Appendix 4. It was noted that the service appeared to be working well. It was agreed that members of the council would like to attend one of the sessions to speak to the young people and gain their feedback first hand.

RESOLVED to note the report

38.16 To receive a verbal update on the feasibility study to provide a youth facility in Raunds.

The clerk report that pre-application advice had been sought from Sport England in respect of the Millfield and Bassfords sites.

Pre-application advice had been sought from East Northants Council in respect of the Bassfords site.

A meeting had been arranged with the architect to discuss the design of a possible building. It was noted that 50 hours of architectural support was being supplied free of charge through pro-help.

RESOLVED to note the report.

39.16 Town Centre Events Conference: To consider attending the town centre events conference being run by Future High Street Summit.

RESOLVED that the clerk would attend and that information would be circulated to all councillors.

40.16 Tesco-bags of help scheme: To consider a suitable project to apply for funding from the Tesco Bags of Help Scheme.

Members reviewed the information. Following discussion it was...

RESOLVED to make an application to the scheme for sensory planters to be placed in the town centre.

41.16 Bye-Laws: To consider creating byelaws for parks and open spaces (model document herewith)

RESOLVED that the matter be referred to the Policy and Resources committee for consideration.

42.16 Raunds Market: To consider ways to promote Raunds Market

There being no further business the meeting concluded at 9:36pm

Approved: (Town Mayor)

Meeting date: 14 June 2016 (Council)

Confirmed: (Chairman)

Meeting date:21 July 2016..... (Committee)

APPENDIX 1

Minute	Resolution	Action/Progress	Complete	Notes
241.13 Sept 13	PROVISION OF A PIECE OF PUBLIC ART ADJACENT TO WARTH PARK	Chased D Shaw 11/05/2016		
42.15	Playground Inspections		✓	
45.15	Land at Rear of Cemetery	Creation of Dog Park	✓	Contractor appointed to install fences Probation service have cleared Turneys have cut back hedge with properties.
43.15	Annual tour of inspection		✓	
44.15	Tree Survey	All urgent and p1 WORK COMPLETED.	✓	Quotes being sought for p2 work
46.15	Christmas lights	Successful event (good level of sponsorship)	✓	
47.15	Bench London Road cemetery		✓	
	Memorial Bench in Memorial Gardens		✓	
48.15	Costed schemes for each paly area	Better value obtained at Saxon Hall play area and for Bassfords	✓	
49.15	Webb Road Play Area	Obtained 3 quotes Budget agreed <i>10k grant obtained</i>		Installation costs have reduced by £6k
183.15	Amos Lawrence Entrance re-surfaced		✓	
185.15	Town Square (remove stump / jetwash)		✓	
186.15	Promote use of parks	Through social media and events	✓	
187.15	Cemetery Gates/Childrena Area Picket Fence	New gates installed New fence installed	✓	
189.15	Grounds Maintenance	Set up WP to monitor GM work		
190.15	Youth Facility	Pre-application advice sought Unsuccessful funding bid at this stage Advised ENC support project in principle worth applying again at later stage		Meeting with architect arranged for 8th June 2016. Pre-app advice submitted for Bassfords Pre-app advice submitted to Sport England.
191.15	Hanging Baskets	Information on artificial hanging baskets sought		Information to be presented to meeting on sing artifical baskets

290.15	RPC Open Space Contribution	Saxon Hall Open Space Improvements		Play area complete Improvements to commence end March/April
291.15	Survey of Cemetery Chapel		✓	PRP Civils £750 T:01604 889870 Marric Surveyors T: 460350 £500 Martin pendred &Co T:233920 £500
292.15	Queens 90th Birthday	Events WP to consider events	✓	Lighting of Beacon Clean for the Queen Street Party
293.15	Electrical works to new street lighting columns	Obtain license from NCC	✓	
293.15	Costed schemes for paths at cemetery			
293.15	Improvements to Town Square	Budget approx 45k Suggestions Bandstand/ Electronic noticeboards Floral displays Play equipment		
297.15	Tourism Signage	Meeting with Karen Williams 23/2 Funding bid made in association with ENC		Meeting held with Karen Williams design ideas and costs discussed. Karen will liaise with Stanwick lakes
298.15	Welcome Pack	In progress -"postcard" to be supplied to new houses		Sample to be shown at meeting
432.15	Budget 2016/17		✓	
433.15	Interment Rates	Rates reviewed from Jan 16	✓	
439.15	Youth Work	Service six agenda item later I meeting	✓	
440.15	Street Furniture	Install has been chased	✓	
519.15	CCTV	Working Party set-up date of 1st meeting to be agreed	✓	
520.15	Skate Park	Find more cost effective contractor to carry out minor repairs	✓	
520.15	Skate Park	Write to BAM/B&Q to ask for donations of time/materials	✓	Done but no response.
520.15	Skate Park	Plan for long term regeneration of skate park.		
524.15	McDonalds Love Where you Live	Agreed date of 5th June		
662.15	Official Town Map	Forward amendments to LAP		
664.15	Survey of Cemetery Chapel	Compile and prioritise works and create a schedule		
665.15	Community Enhancements Gang	Submit suggestions to NCC	✓	

APPENDIX 2

1.0	Background	
1.1	<p>Each year the Town Council undertakes an Annual Tour of Inspection to consider improvements and maintenance required to town council land and the town in general.</p> <p>Last year's annual tour of inspection led to a number of schemes for being implemented, including creation of a dog park and improvements to the children's cemetery in Raunds.</p> <p>All members of the town council will be invited to join the inspection, however the ELR committee takes responsibility for arranging the event and implementing the outcomes.</p>	
2.0	Suggestions for areas to review	
	<p>Access to Webb Road Play Area from Nichols Way (following a request from a resident)</p> <p>St Peter's Churchyard (The Town Council is responsible for this area) The church recently undertook the Quinquennial Inspections which identified works to railings and footpaths which are required.</p> <p>London Road Cemetery / Dog Park: To view improvements to the area.</p>	
3.0	Recommendation	
	Members of the committee to suggest other locations that should be visited during the inspection.	
Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications	
	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
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan		
Date: 13 May 2016		

APPENDIX 3

Summary:

Report on suggested amendments to Cemetery Rules.

Attachments:

None.

1.0 Background

1.1 The Town Council are responsible for the maintenance of London Road Cemetery and St Peter's Churchyard.

As part of the annual maintenance and health and safety procedures the council carry out annual checks on the safety of memorials.

Checks on memorials are carried out by a simple hand test as detailed in guidelines from the Ministry of Justice an extract from these is shown below.

The hand check can be carried out by standing to one side of the memorial and applying a firm but steady pressure in different directions to determine to what degree if any the headstone is loose. If some instability is detected following the hand test, a judgment must be made as to whether this movement is limited, or whether there is sufficient movement for the memorial to present a high risk to people's health and safety.

Operators should note that many memorials installed in recent years on independent foundations are fitted with a ground support system. These memorials may move, even rock if the base to foundation joint is broken, but do so within designed tolerance limits and represent no danger as the memorial will lock on the ground anchor.

2.0 The current situation

This year when carrying out the testing it has been noted that a number of headstones all of a similar age and design have failed our health and safety checks. We believe that this may be because headstones installed pre-2005 were not fitted in line with current standards which require a ground anchor (dowels) to be fitted between the plinth and the headstone.

When a memorial fails the safety test a view is taken as to whether it is so unsafe it should be laid flat, or whether a notice on the memorial alerting people to a potential hazard is sufficient. The owners of the memorials are contacted and asked to arrange for the repair of the headstone.

In cases where the headstone is not repaired within in a reasonable timetable then Raunds Town Council have in the past undertaken the repairs themselves using a suitable contractor.

There are a number of factors which the council should consider:

- 1) **Should the council insist that all repairs are undertaken to current standards?** This is recommended by the Institute of Cemeteries and

	<p>Crematoria Management (ICCM). This does however pose an increased cost to the owner of the memorial and it may not be possible to fit the ground anchors to all memorials.</p> <p>2) Should the council continue to repair memorials where these are not repaired by the owner? The risk being that the council is not the owner of the memorial and does not have the consent of the owner to work on the memorial.</p> <p>3) Should staff involved in memorial testing and cemetery management attend additional training on the matter?</p>	
Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications	
	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		
Date: 19 May 2016		

APPENDIX 4

Project Report
to
Raunds Town Council
from
Service 6 May 2016

Between 8th and 26th February we started to promote the project at the following:

- Manor School Student Council
- Manor School Form time
- Various detached sessions
- Windmill Primary Assembly
- Windmill Primary Parents evening

We received a great response and interest from the children and young people aged 4 – 19 years old and their parents, stating that this provision is needed in Raunds.

On 9th March we undertook a planning meeting with children and young people at Saxon Hall with regards to the launch of the youth clubs

Main suggestions for activities during the sessions were:

- Music & Dance
- Talking and Chilling out with friends
- Sports activities such as Football
- Games and Xbox
- Arts & Crafts
- Outdoor activities
- Refreshments including food and Tuck Shop
- Split age ranges - a session for under 11s and a session for over 11s

In total we consulted with 280 children and young people.

On 16th March we launched the youth clubs.

The under 11s session is from 4-6pm and was initially attended by 7 children.

The session for over 11s is 6.30-8.30pm and was initially attended by 11 young people.

Since then we have delivered both sessions on a weekly basis on Wednesdays totaling 12 sessions.

On 4th May we delivered an outdoor sports and fun activities session from 5.30-8pm at Manor school astro turf, joining both groups.

To date we have 48 unique children and young people on the youth club register.

We have a young volunteer/leader supporting the delivery of the sessions as part of his Duke of Edinburgh award.

At all sessions we provide refreshments, such as hot and cold drinks and fresh fruits.

Below I listed a summary for each session:

Under 11s	Over 11s
<i>16th March – Launch</i>	
7 yp attended – circus in town and parents evening at the same time. All yp engaged well in all activities and suggested ideas for the club	11 yp attended – all engaged well and got involved in different activities. More suggestions given
<i>23rd March</i>	
10 yp attended and great engagement with activities and with each other. All received Easter Eggs donated by Faraway Children’s Charity	7 yp attended – great engagement. Arts & Crafts and sports activities seem popular choices. All received Easter Eggs donated by Faraway Children’s Charity
<i>30th March</i>	
5 yp attended – lower number due to some on holiday. All activities enjoyed and engaged well. Some outdoor activities	6 yp attended – lower number due to holiday. All engaged well. Further suggestions received if we are able to use the larger hall
<i>6th April</i>	
9 yp attended – all engaged well including a group game of football at end of the sessions	10 yp attended – well engaged with all activities (currently Arts & Crafts) – enjoyed by all
<i>13th April</i>	
24 yp attended – very exciting youth club and all enjoyed the activities provided and want to return next week	10 yp attended – fantastic engagement with each other and staff. Very enjoyable calm sessions, mainly doing Arts & Crafts. Great feedback from all
<i>20th April</i>	
16 yp attended – most yp engaged in all activities. Some disruptive behaviour but able to solve the issue.	8 yp attended – calm session and all engaged very well
<i>27th April</i>	
16 yp attended – very busy session with Service Six’ Trustee David Culwick attending. Yp well behaved and enjoyed the sessions. 4 boys needed to have a run around and seemed that outdoor would have been more suitable for them. Will be integrated in next sessions.	14 yp attended - very busy session with Service Six’ Trustee David Culwick attending. Trustee spoke to all yp. 5 new yp attended. Some displayed disruptive behaviour at the end of the sessions, testing boundaries.
<i>4th May</i>	
Joined session at Manor School Astro turf due to Saxon Hall not available. Very energetic sessions with fottball and parachute games. Yp felt happy and worn out	

The affiliation with NAYC is in progress, awaiting reply.

The sessions are promoted on a weekly basis via our Facebook page.

As you can see the project is very successful, engaging with a large number of children and young people. The team also started to build relationships with the parents which potentially can lead to individual support if required.

Please let me know if there is any other information you require for the monitoring and reporting purpose.

We would like to welcome Raunds Town Council to join one of our sessions to get to know the children and young people and listen to their views.

I would also be happy to attend one of your meetings to talk about the project if you would find this beneficial.

Should there be anything in particular you would like us to consult with the participants, please can you let me know so we can include this in our sessions.

As always Thank you for all your support.

Kind Regards,

Claudia Slabon MA ILM

Assistant Chief Executive

Service Six – Supporting Children, Young People, Adults & Families

As requested please find below the post codes we have for the young people attending the youth groups. These are taken from the register and some of them are the same for some of the young people. The most common postcodes are 6E's and make up ¼ of the 52 young people on our books. (we had some new ones during the last couple of weeks)

- NN9 6DS
- NN9 6JR
- NN9 6PF
- NN9 6EN
- NN9 6EU
- NN9 6XS
- NN9 6JX
- NN9 6NQ
- NN9 6SD
- NN9 6LB
- NN9 6HH
- NN9 6EL
- NN9 6SB
- NN9 6ER
- NN9 6RX
- NN9 6DF
- NN9 6JS
- NN9 6NW
- NN9 6JY
- NN9 6HQ
- NN9 6EF.