

**RAUNDS TOWN COUNCIL**

**ENVIRONMENT RECREATION AND LEISURE COMMITTEE**

Minutes: 21 January 2016: Start Time 7.30pm.

**PRESENT**

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

**IN ATTENDANCE**

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

**515.15 To Receive Apologies For Absence.  
None received**

**516.15 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.  
None received**

**517.15 Notification of members questions in compliance with the council's standing orders.  
None received**

**518.15 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**

**519.15 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 19 November 2015**

**RESOLVED that the minutes of the Environment, Leisure and Recreation Committee meeting held 19 November 2015 be confirmed as a true record.**

**520.15 CCTV: To consider the town's future requirements for CCTV.**

The clerk drew members attention to the monies held in reserve for improvements to the towns CCTV. The reserves had no reached a level whereby sufficient budget would be available to make meaningful improvements and additions to the system.

A brief discussion took place regarding:

- the costs and benefits of a monitored system.
- possible locations for additional cameras,
- the need to improve the quality of the images obtained.
- the use of mobile climber cameras
- the accessibility of images (wireless)

Following discussion it was:

**RESOLVED that**

- a) a working party be formed to investigate the matter.
- b) Cllrs; Howell, Wilkes, Beck and Tyman expressed an interest in joining the working party.
- c) All members of the Full Council will be invited to join the working party.
- d) The working party will consult with various stakeholders including; residents, the JAG group, pubwatch, and high street businesses.
- e) Any recommendations will be presented to the ELR committee who will present a proposal to the Full Council.

**521.15 Skate Park: To consider future renovations and remedial work to the skate park.**

A discussion took place regarding the ongoing repairs required to the Skate Park. The following points were raised during the discussion.

The cost of maintaining the current equipment,  
 The cost of resurfacing the current equipment,  
 The cost of replacing the current equipment with equipment requiring less maintenance e.g. concrete or metal ramps.

**Following discussion it was RESOLVED**

- a) to repair the existing equipment in the most cost effective way possible,
- b) to ask local businesses to support the project with volunteer time or donations of materials.

**522.15 Saxon Hall Open Space: To consider quotations for improvements to the Town Hall Gardens and Saxon Hall Open Space.**

Members considered the report of the clerk as shown in Appendix 1 and following discussion it was...

**RESOLVED to appoint supplier C to carry out the works.**

**523.15 Youth facility: To receive updates on the feasibility of providing a dedicated youth facility in Raunds.**

The clerk gave a verbal report on progress being made in assessing the feasibility of a youth facility on the Millfield.

Pro-Bono support was being received from William Asheton of GSS Architecture and correspondence and drawings from Mr Asheton were circulated (as shown in Appendix 2).

Following discussion it was...

**RESOLVED to**

- a) Await pre-planning application advice from East Northants Council for a facility on the Millfield.

- b) Once this has been received a working party consisting of Cllr Hughes, Howell, Allard, Tyman and Beck will meet to discuss the next steps.
- c) All members of council will be invited to join the working party.

**524.15 Beacon: To consider taking part in the Beacon Lighting Ceremony to mark the Queens 90<sup>th</sup> Birthday.**

Details of the Beacon Lighting Ceremony had been circulated following a brief discussion it was...

**RESOLVED that Raunds Town Council should take part and that the matter be passed to the events working party to deal with.**

**525.15 McDonalds: To agree one of the proposed dates for the McDonalds Love Where you Live project to tidy the Cemetery.**

Members considered the proposed dates and it was...

**RESOLVED to ask McDonalds to carry out the project on either the 5<sup>th</sup> or 19<sup>th</sup> Junes so that the event did not clash with Father's Day or other town events.**

**526.15 Street Furniture: To consider additional street furniture for the town.**

A brief discussion took place regarding additional street furniture for the town.

**RESOLVED to:**

- a) Ask a local resident for information regarding the installation of a bench on private land off Thorpe Street.
- b) Promote to the town that the town council were happy to support suggestions for locating memorial benches around the town.

There being no further business the meeting concluded at 9:01pm

Approved: ..... (Town Mayor)

Meeting date: ..... 9 February 2016 ..... (Council)

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Confirmed: ..... (Chairman)

Meeting date: ..... (Committee)



# RAUNDS TOWN COUNCIL

## Report to: Environment Leisure and Recreation Committee Saxon Hall Open Space

### Summary.

A report on planned improvements to Saxon Hall Open Space.

### Attachments:

None

#### 1.0 Introduction

The open space forming the Town Hall and Saxon Hall Gardens is currently underutilised. The Town Council are therefore planning a scheme of improvements to increase usage of the area.

#### 2.0 Planned Improvements

The ELR committee have previously discussed a range of improvements that could be made to the open space at The Hall/Saxon Hall and these are summarised here.

##### 2.1 **The Children's play area**

Improvements have already been made to the children's play area, with new equipment having been installed in December 2015.

##### 2.2 **Pathway leading to main entrance of Saxon Hall**

The Council plans to improve the landscaping around the pathway leading into the building.

##### 2.3 **Bank facing onto Brook Street**

The Council plans to improve landscaping on the bank facing Brook Street. This will incorporate the clearing of weeds and the planting of a range of bulb and shrubs to provide year round colour.

##### 2.4 **Gardens to the rear of Saxon Hall**

In June 2015 a large Monterey Cypress tree had to be removed from the gardens for health and safety reasons. This opened space up and gave the opportunity to redesign this space. A patio area which will be accessible from the Saxon Hall is planned as well as improvements to the soft landscaping of the area.

##### 2.5 **Lawned area at the rear of the Hall**

A suggestion has been made to continue the path that runs through this area to meet the steps that run down to The Hall. Members may wish to consider additional landscaping in this area.

#### 3.0 Finance

The budget for this project has been set at £30,000 this is made up of a s106 contribution of £24,266.67 in respect of the off-site open space contribution for the RPC site. The remainder being set aside from Council reserves.

In addition the Council has created an additional reserve of £27,000 to make

<p>4.0</p> <p>5.0</p> <p>6.0</p>	<p>improvements to the Saxon Hall and site.</p> <p><b>Quotations for works</b></p> <p>Three suppliers have been asked to quote for the works outlined in 2.2, 2.3 and 2.4.</p> <p>Each landscaper was given an outline brief for the works and then asked to come up with a scheme. Each supplier has confirmed that they will be able to commence works in March/ early April.</p> <p><b>Supplier A</b> <b><u>TOTAL COST £27,500</u></b> and a further cost may be incurred to increase the height of the surrounding wall.</p> <p><b>Supplier B</b> <b><u>TOTAL COST £34,480+Vat</u></b></p> <p><b>Supplier C</b> <b><u>TOTAL COST £33,537 +vat (including optional lighting)</u></b></p> <p>It is strongly recommended that a 10% contingency is allowed for given level of the land and unforeseen costs that could result from this.</p> <p><b>Other considerations and links to Saxon Hall development</b></p> <p>The town council also needs to consider a number of other issues in relation to this project:</p> <ul style="list-style-type: none"> <li>• The gardens are currently public open space</li> <li>• The whole area is an alcohol free zone and the order would need to be lifted to enable functions such as wedding receptions to use the patio area.</li> <li>• The gardens would need to be developed once the new rear doors have been fitted in the Saxon Hall so that the building work did not damage the new patio area.</li> <li>• Note that a planning application is being prepared for the works and this has been allowed for in the project timings.</li> <li>• Note that exceptionally poor weather could delay the project.</li> </ul> <p><b>Recommendations</b></p>
<b>Implications:</b>	
Council objectives:	Responsible management of Council resources <span style="float: right;">X</span>
Equalities & Human Rights	There are no equalities and human rights issues <span style="float: right;">X</span>
Financial	There are no financial implications at this stage
	There will be financial implications – para 5.0 /6.0 <span style="float: right;">X</span>
	There is provision within the budget <span style="float: right;">x</span>
	Decisions may give rise to additional expenditure

	Decisions may have potential for income generation	x
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	There are material risks which are shown at para 6.0	
	- Inherent risk score: - Residual risk score:	
<b>Person originating this report:</b> Kate Houlihan, Clerk to the Council		
<b>Date:</b> 21 January 2016		

## Appendix 2

Dear Kate

I was good to meet you and Cllr Dudley Hughes on 12/11/15 at the Town Hall when you explained your aims for the project to provide facilities for the young of Raunds and also other community members. We then went to the site at Millfield where we discussed the subject in situ. Dudley also kindly gave us some marked up sketches which were very helpful.

As requested we have produced two initial ideas Sk01 and 02 which we attach for you to consider based on a Google Earth site plan and my pacing out the site. It is essential that a proper survey of the site is carried out and also that searches are carried out to make sure there are no services, covenants or other restrictions on the site which might influence the layout. In due course contact will also need to be made with Sport England.

I also advised that I would let you know how the Pro Help "pro bono" arrangement works with regards to professional fees for your project. Under Pro Help we normally provide some basic design drawing information pro bono which we cap at 50 hours. This time generally allows us to provide organisations with a project sketch design of their proposed building and site to enable them to then apply for funding from various organisations. We do not generally continue to include the lodging of a planning application within our pro bono fee. We obviously hope that you will be pleased with what we have designed for you and that you will then appoint us to continue working with you to achieve the built out project.

Should this be the case, our fee would then be based on a percentage of the construction cost plus Vat plus out of pocket expenses. If the building were to cost in the order of £500,000 our architectural fee would be approximately 6.25 % of the market rate construction cost plus vat and out of pocket expenses. In this case we suggest you would make an allowance for professional fees for the preparing building regulations application drawings, obtaining tenders and then acting as Contract Administrators during the construction period which would be a total of say 12% of the construction cost. This would include for the whole design team to include architect, quantity surveyor, principal designer ( a health and safety role required by law ) , M and E Services Engineer and Structural Engineer. We would be able to provide all but the last two disciplines but we could help you select the other consultants later in the process.

We work in accordance with the RIBA Standard Form of Agreement and look forward to working with you on this project.

Can I ask please that you review the layout and let us have your comments. You asked for a "two tennis court sized MUGA" but what we have shown is a typical Sport England MUGA which is more commonly what is actually built. The halls are shown in a rectangular form and I know Dudley suggested a right angle and it may well change but the point of the drawing is

to give an idea of the spaces in relation to the site. You will see that a lot of the existing open space is used up and it may be that the layout has the building closest to the western boundary acting as a noise screen and then the car parking and MUGA in a line so that the existing open space is left wider.

We look forward to discussing this with you.

Regards

**William Assheton**

BA(Hons) BArch RIBA AABC

Partner

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