

RAUNDS TOWN COUNCIL

ENVIRONMENT RECREATION AND LEISURE COMMITTEE

Minutes: 21 July 2016: Start Time 7.30pm.

PRESENT

Cllr L Wilkes (Chair), Cllr H Howell, Cllr D Hughes and Cllr R Tyman

IN ATTENDANCE

Mrs Emma Williams, Assistant to the Clerk (Minutes)

146.16 To Receive Apologies For Absence.

Apologies were received from Cllr D Allard and Cllr N Beck

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

None received.

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

None received.

149.16 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

150.16 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 19 May 2016.

RESOLVED that the minutes of the meeting held 19 May 2016 be confirmed as a true record with the addition of Cllr Levells apologies being recorded.

151.16 To receive a progress report on ELR projects.

Members reviewed an updated copy of the progress report as shown in Appendix 1. Members noted and discussed the wording and design of a sample 'Welcome to Raunds' postcard.

It was decided to take it to a local graphic designer to improve the overall design

RESOLVED to note progress with various projects.

152.16 To consider future youth provision in Raunds:

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

RESOLVED that:

- a) The office would request a breakdown of the ages of the children attending and their postcode area.
- b) A meeting would be arranged with Service Six to discuss their future plans and Raunds town Council requirements. Request that their service can be extended to the end of Oct to allow time for this to be discussed.

- 153.16 Playground Inspections:** To appoint a contract to carry out the annual playground inspections.

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

RESOLVED that members agreed the recommendation at 3.1 of the report. Cllr Levell abstained from voting.

- 154.16 Tree Survey:** To appoint a contractor to carry out the tree works and to note the projected costs of the works required in 2016-18

Members considered the report of the clerk as shown in Appendix 4

RESOLVED to accept Company 2 to carry out all tree work required.

- 155.16 Tree Planting:** To consider the location for the 100 trees donated to the council by the Woodland Trust and to make arrangements for planting the trees.

RESOLVED that a quantity of the trees would be offered to the residents on Furnells Close, some offered to Manor School and the remaining trees be planted at the bottom of Amos Lawrence Playing Field.

- 156.16 Appointment of a gardener:** To consider appointing a contractor to work in the Saxon Hall Gardens and various other town locations for approximately ½ day per week.

RESOLVED that...

- a) No contractor is appointed at this stage;**
- b) A working party is established to create a job list of work required.**

- 157.16 Provision of a Bench:** To consider provision of a bench for the Saxon Hall Gardens.

RESOLVED to obtain quotations for a bench of a certain specification and delegated powers are given to the Clerk to agree the installation.

- 158.16 Hanging Baskets:** To consider provision of hanging baskets within the Town.

RESOLVED that

- a) The office contact other establishments with similar baskets and request samples from their suppliers;**
- b) The Clerk and Mayor to make decision.**

There being no further business the meeting concluded at 9:06pm







Approved: (Town Mayor)

Meeting date: 13 September 2016
(Council)





Confirmed: (Chairman)

Meeting date:22 September 2016.....
(Committee)

APPENDIX 1: Report on projects

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 Chased David Shaw 14/07/2016 Left message and sent email		If satisfactory response not received from D Shaw then, minute at ELR that Raunds has been waiting three years for this.
42.15	Playground Inspections	Now due for 2016		Agenda item for July 2016
45.15	Land at Rear of Cemetery	Creation of Dog Park		Turneys cleared hedge Probation service cleared main area Contractor to install fencing August 2016.
43.15	Annual tour of inspection	Now due for 2016		KH to send Doodle Poll out.
44.15	Tree Survey	P1 work completed Quotes received for P1 and P2 work		Agenda item for July 2016
	Christmas lights 2016	Now commencing work on 2016 event/display		Events working party to meet 14/7/16
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		

Minute	Resolution	Action/Progress	Complete	Notes
49.15	Webb Road Play Area	Equipment being delivered week ending 15/7/16		Work to be carried out last week in July / 1st week of August
183.15	Amos Lawrence Entrance re-surfaced			
185.15	Town Square (remove stump / jet wash)			
186.15	Promote use of parks	Through social media and events		
187.15	Cemetery Gates/Children Area Picket Fence	New gates installed New fence installed		
189.15	Grounds Maintenance	Turneys have struggled this season in part due to weather		Cllr Tyman to be asked to attend consortium meetings.
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. Architects drawings expected by end of July 2016
191.15	Hanging Baskets	Information on artificial hanging baskets sought		"sample" and prices to be presented to meeting.
290.15	RPC Open Space Contribution	Saxon Hall Open Space Improvements		Play area complete Patio area completed Snagging list stone picking and gate
291.15	Survey of Cemetery Chapel	Completed no urgent works		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 for 2016		Events working party may need to consider additional columns.
293.15	Costed schemes for paths at cemetery			

Minute	Resolution	Action/Progress	Complete	Notes
293.15	Improvements to Town Square	Budget approx. 45k Suggestions Bandstand/ Electronic noticeboards Floral displays Play equipment		Application made to Tesco "Bags of Help" for planters. Outcome expected August 2016. Can re-apply October if unsuccessful. Further information about electronic noticeboards required.
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		Samples 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		Agenda item. Meeting with service 6?
440.15	Street Furniture	Install has been chased		
519.15	CCTV	Potential suppliers to be invited to present to working party. Date 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		Awaiting photograph
665.15	Community Enhancements Gang	Submit suggestions to NCC		

Minute	Resolution	Action/Progress	Complete	Notes
	Trees (100 trees to be planted in town)	Agree location / Who to plant		Agenda item agree location
	Bench at Saxon Hall gardens	Wrought iron		Agenda item July meeting
	Noticeboard on Coop railing	Requested permission to site noticeboard on coop railings		Letter sent 14/7/16 Letter sent to Central England co-operative and store manager
	Appointment of gardener for Saxon Hall/Various sites throughout the Town	Quotes being sought		Agenda item for July
	Bye-laws	Members of ELR to feed any comments back to P&R		P&R to consider at future meeting
	Brook Street	ELR to consider how to improve Brook Street		Agenda item for July ELR

APPENDIX 2: Youth Provision

Summary: To consider future requirements for youth work in Raunds.	
Attachments: Session Summary from Service 6.	
1.0	Background
1.1	Raunds Town Council commissioned Service Six to carry out a six month service providing a youth club to young people in Raunds.
1.2	The youth club is open to 4-19 year olds and a summary of the sessions and attendance is attached. (Note this information was presented to ELR in May and an updated project report is expected).
1.3	The project is due to end in August 2016. Therefore the ELR committee will need to make a recommendation to council on whether or not to continue with this service.
2.0	<u>Review of youth services in Raunds</u>
2.0	Items for review when considering future youth services.
2.1	<ul style="list-style-type: none"> a) What are the aims and objectives of providing youth work in Raunds? b) Is the current youth work meeting those aims and objectives?
2.2	If the ELR committee feel that the current service is meeting the aims and objectives, they may wish to consider making a recommendation to the Full Council to continue the service
2.3	If the ELR committee do not feel that the current service is meeting the required aims and objectives they may wish to consider: <ul style="list-style-type: none"> a) discontinuing the service b) Meeting Service Six to discuss how aims and objectives could be better met c) Considering working with other providers of youth services and other partners to meet those aims.

3.0	<p>Financial Implications</p> <p>There is no budgetary provision to extend the service so any additional costs of youth work would need to be met from general reserves.</p>
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APPENDIX 3: Playground Inspections

<p>Summary: To report and give information on the required inspections.</p>	
<p>Attachments: None.</p>	
1.0	<p>Background</p> <p>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.</p> <p>1.2 Areas include:</p> <ol style="list-style-type: none"> 1) Bassfords Recreation Ground, Marshalls Road (5 items) 2) Webb Road Play area, Webb Road (5 items) 3) Town Square (3 items) 4) Saxon Hall, Thorpe Street (7 items) 5) Amos Lawrence – skate park 6) Saddlers, Weighbridge Way (5 items) <p>1.3 A full report of the findings of the inspection will be provided and reported to ELR in due course.</p>
2.0	<p>Financial Implications</p> <p>2.1 Three quotations for the inspection by qualified contractors have been obtained.</p> <p>2.2 Financial provision has been made in the budget 2016/2017. (Open Spaces, Professional Fees Budget)</p> <p>2.3 Quote 1:</p> <p>Unaccompanied Inspection (can be accompanied if required, free of charge) with a full report: £48 per site.</p> <p><i><u>Total for all sites = £288 + vat</u></i></p> <p>Quote 2:</p> <p>Unaccompanied Inspection with a full report: £45 per site</p> <p><i><u>Total for all 6 sites = £270.00 + vat</u></i></p> <p>Quote 3:</p> <p>Unaccompanied Inspection with a full report: £65 per site</p> <p><i><u>Total for all 6 sites = £390.00 + vat</u></i></p>
3.0	<p>Recommendation</p> <p>3.1 Recommended that ELR resolves to accept quotation 1 at £48 per site to carry out the inspection as they are independent and offer free accompanied inspection if required.</p>

Appendix 4: Tree Quotations

Summary: Quotes received for various tree works required.																																	
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1.0	<p>Background</p> <p>In June 2015 we had our Tree Survey and Priority 1 tree works completed.</p> <p>We now are required to complete Priority 2 tree works before April 2017 and have our priority 3 tree works done after April 2017.</p> <p>We have also been informed that during routine inspections 2 trees at the cemetery (T86 & T105) and 2 trees at Bassfords (T27 & T28) need to be felled.</p> <p>Quotations for all the works required have been obtained from 3 local tree surgeon companies that are qualified to complete the works for the Town Council.</p>																																
2.0	<p>Quotations:</p> <table border="1"> <thead> <tr> <th></th> <th>Company 1</th> <th>Company 2</th> <th>Company 3</th> </tr> </thead> <tbody> <tr> <td colspan="4">2016/17 Works</td> </tr> <tr> <td>Bassfords Recreation T 27 & T28</td> <td>£810.00</td> <td>£528.00</td> <td>£600.00</td> </tr> <tr> <td>Cemetery T 86 & T105</td> <td>£2,340.00</td> <td>£1,700.00</td> <td>£1,750.00</td> </tr> <tr> <td>Priority 2 Trees</td> <td>£16,999.75</td> <td>£5,760.00</td> <td>£8,225.00</td> </tr> <tr> <td>Total for 16/17</td> <td>£20,149.75</td> <td>£7,988.00</td> <td>£10,575</td> </tr> <tr> <td colspan="4">2017/18 Works</td> </tr> <tr> <td>Priority 3 Trees</td> <td>£26,473.75</td> <td>£12,332.00</td> <td>£12,730.00</td> </tr> </tbody> </table>		Company 1	Company 2	Company 3	2016/17 Works				Bassfords Recreation T 27 & T28	£810.00	£528.00	£600.00	Cemetery T 86 & T105	£2,340.00	£1,700.00	£1,750.00	Priority 2 Trees	£16,999.75	£5,760.00	£8,225.00	Total for 16/17	£20,149.75	£7,988.00	£10,575	2017/18 Works				Priority 3 Trees	£26,473.75	£12,332.00	£12,730.00
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3.0	<p>Budget Information:</p> <p>Currently the budget for trees in 2016/17 is £7,000.</p> <p>This budget will need to be increased slightly dependant on which company is chosen.</p> <p>The budget for 2017/18 is yet to be set; however dependant on which company is chosen will depend on the amount that will need to be set for that year.</p>																																
4.0	<p>Recommendation</p> <p>a) That a company is chosen to carry out all works required</p> <p>b) That the budget for 2017/18 is set at the chosen company's price in order to carry out Priority 3 works from April 2017</p>																																