

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE COMMITTEE RECREATION AND

Minutes: 23 March 2017: Start Time 7.30pm.

PRESENT

Cllr L Wilkes (Chair), Cllr H Howell, Cllr D Hughes, Cllr D Jones, Cllr R Levell, Cllr N Beck and Cllr R Tyman

IN ATTENDANCE

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

- 594.16 To Receive Apologies For Absence.
NONE RECEIVED**
- 595.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
NONE RECEIVED**
- 596.16 Notification of members questions in compliance with the council's standing orders.
NONE RECEIVED**
- 597.16 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
- 598.16 Minutes:** confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 19 January 2017
RESOLVED that the minutes of the meeting held 19 January 2017 be confirmed as a true record.
- 599.16 To consider setting a date for an autumn litter pick.**
- The assistant to the clerk noted that the litter pick on 11th March 2017 had been very successful with over 40 attendees.
Members agreed that it would be good to repeat the event in the autumn.
- RESOLVED that the date for the autumn litter pick be set as 30th September 2017**
- 600.16 Light at Red Row:** To consider removing a lamp from a property in Red Row and moving it to a suitable alternative location.

Members considered the report of the clerk as shown in Appendix 1. The clerk was able to update members to advise that there was currently an issue with anti-social behaviour in the area and removal of the light may impact this.

The clerk had been contacted by the Housing Officer from Spire Homes regarding this matter.

In addition the resident of the property in Red Row had written to the council to advise that they would be happy for the light to remain on their property if it could be replaced with a light more in keeping with the building.

RESOLVED that it be delegated to the clerk to arrange for the replacement of the light in consultation with the resident. It was agreed that the underspend from the 2016/17 budget be carried forward to 2017/18.

601.16 Community and Youth Facility: To consider the next steps required within the feasibility study.

Members considered the requirement to provide such a facility and the potential running costs. Following extended discussion it was...

RESOLVED that face to face consultation with local groups would take place before any decision on how to proceed was made.

602.16 Youth Services: To receive a report on progress made with the JAM in the Hood project and to consider the current contract with Service Six.

Members received the report of the clerk as shown in Appendix 2.

The clerk advised members that she had met with Charmain Taylor Groundworks earlier in the week. Charmain had had a successful meeting with Manor School and the program was now oversubscribed. A taster session would take place within the next couple of weeks and the program would launch after the Easter holidays.

RESOLVED to note that the Jam in the Hood project would commence in April 2017

Members then considered the report from Service Six on the program currently running at Saxon Hall. Following discussion it was...

RESOLVED that:

- a) **A meeting be arranged with Service Six to discuss the content, delivery and promotion of the program.**
- b) **Service Six be asked to attend the Mayors Show with a stand to promote their work.**
- c) **A survey of young people and parents would be carried out to get their feedback on the program.**
- d) **The program be extended for 10 weeks following which a more detailed review would take place.**

603.16 Public Relations: To consider appointing a Public Relations specialist to support the Town Council

Members considered the report of the clerk as shown in Appendix 3. Following detailed discussion and a review of the proposals it was agreed that:

- a) Some of the work could be done in house, if existing staff were trained.
- b) A specialist may only be needed to assist to create a PR strategy and for staff training.
- c) An additional quote for training and creation of a strategy be sought from a local PR specialist.
- d) Pilkington Communications was the preferred supplier from the three reviewed by the committee.

RESOLVED that it be delegated to the clerk to appoint either a local consultant or Pilkington PR to carry out training and create a PR strategy.

A final assessment of the Councils PR requirements will be made after this piece of work has been carried out. If the work is to be carried out in-house then a virement between ELR and staffing budgets may be required.

604.16 Tackling social isolation: To consider a report on holding cinema afternoons and other activities at Saxon Hall.

Members considered the report of the clerk as shown in Appendix 4. It was agreed to run a cinema event through Oundle Cinema. The event will be publicised through the website and social media, but also through care agencies, Dr's surgeries and noticeboards to ensure that those who don't use the internet are aware of the event.

RESOLVED to trial a cinema afternoon in May, a charge of £1 will be made to include refreshments.

605.16 London Road Highways verge: To consider replacing the planting that was on the central reservation at top of London Road from A45 opposite McDonalds.

The clerk explained that Kier were unable to carry out any works as part of their corporate responsibility day. Following discussion it was..

RESOLVED that Turney's the councils groundworks contractors be asked to quote for planting the central reservation and that NCC be asked if they will carry out future maintenance of the area.

606.16 Dog Park: To consider any additional works required at the Dog Park.

The Chairman advised that he had received a number of complaints about Brambles in the dog park. It was also agreed that a bench should be installed.

RESOLVED to arrange for the Brambles to be cut back and removed and that a bench be installed.

607.16 Saxon Hall: To consider a scheme of improvements for the Saxon Hall.

Members considered the report of the Clerk as shown in Appendix 5 and it was...

RESOLVED to form a working party of Cllr Wilkes, Cllr Tyman, Cllr Beck and Cllr Jones to consider the matter in detail and make a recommendation to a future meeting of the ELR committee.

608.16 CCTV project: To receive an update on the current CCTV installation and to consider the need for any additional signage.

Members noted the works that were still to be completed and it was....

RESOLVED that additional signage should be placed around the Town informing people of the new CCTV system.

609.16 To receive a progress report on ELR projects.

Members reviewed the progress report and it was noted that a range of options were available for the Bassfords play area. It was agreed that Cllrs Howell, Jones and Beck would meet to review the proposals.

It was noted that the seating for Saxon Hall and Webb Road play area needed to be purchased.

RESOLVED to note the report.

There being no further business the meeting concluded at 9:32pm

Approved: (Town Mayor)

Meeting date: 11 April 2017... (Council)

Confirmed: (Chairman)

Meeting date: (Committee)

Appendix 1

Summary: A report on street lighting in Raunds
Attachments: Appendix 1 List of street lamps in Raunds owned by RTC

Appendix 2 Quotations from Balfour Beatty for removal of lamp

1.0	<p>Background</p> <p>The majority of street lamps in Raunds are provided by Northamptonshire County Council through their contract with Balfour Beatty.</p> <p>Raunds Town Council has provided a small number of street lamps throughout the Town where historically the Town Council has considered it appropriate to provide additional lighting. (This is in addition to lighting our own land).</p> <p>A list of street lamps provided by Raunds Town Council is attached.</p>
2.0	<p>Current Situation</p> <p>The owner of the property at Red Row has asked that the street lamp attached to their property is removed.</p> <p>They are entitled to do this under the Public Health Act 1961, which stipulates that where a lamp is attached to a householder's property, the householder is entitled to withdraw their permission for the installation at any time.</p>
3.0	<p>Assessment of Options</p> <p>a) The Town Council remove the lamp. In this situation the Town Council may wish to consider if removing the lamp would have any impact on anti-social behaviour in the area. A quote for the removal of the lamp is shown in Appendix 1.</p> <p>b) The lamp is removed from the building and a separate column is installed. A quote for the removal of the lamp is shown in Appendix 2.</p> <p>c) The lamp is removed from the building and is re-installed on nearby gates belonging to Spire Homes Permission has been obtained from Spire for this option, however pricing from Balfour Beatty has not yet been received.</p>
4.0	<p>Budget Information:</p> <p>There is an annual budget of £1,000 for street lighting. The budget for 2016/17 is unspent and could be carried forward.</p>
5.0	<p>Recommendation</p> <p>a) That the ELR committee make a decision on the way forward.</p>

Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Bio-diversity	There are no biodiversity issues	

Crime & disorder	Decisions could impact crime and anti-social behaviour.	
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	
	Decisions may give rise to additional expenditure	x
	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: Town Clerk		
Date: 17 March 2017		

Appendix 2

Summary:

A report on Youth Provision in Raunds

Attachments:

Project report from Service Six

Pricing Proposal from Service Six

1.0 Background

In late 2015 Raunds Town Council identified an increase in low level anti-social behaviour and in the perception of anti-social behaviour. This also coincided with the commencement of work on the feasibility study for a youth facility within the Town.

It was therefore agreed to trial some youth work in order to:

- identify the demand for additional youth services in the town,
- understand the requirements of young people for a youth centre,
- tackle any anti-social behaviour.

Service Six were initially engaged for a six month period from March 2016-August 2016 to carry out this work. This contract was later extended to October 2016.

2.0 Current Situation

In November 2016 the Council agreed to appoint Groundworks to carry out a JAM in the Hood Project, however the project has not commenced.

The Town Council continues to fund Service Six to provide a youth group for younger children (11 and under) this contract ends 31 March 2017. The Service Six provision for children 11+ ended on 30 November 2016.

3.0 Assessment of Options

3.1 Groundwork

The Town Clerk is meeting with Groundworks on Monday 20th March 2017 to understand why there has been such a long delay in launching the project. A verbal report will be made to the meeting and members may wish to consider how to proceed.

3.2 Service Six

A project report is attached for your information.

The Town Council must now consider whether they wish to:

- a. Continue with or expand the service provided by Service Six
or
- b. Consider alternative providers of youth services
or
- c. End the current provision

4.0 Budget Information:

5.0	<p>A budget of £10,000 has been set for youth work. The cost of the JAM in the Hood Project is £7,000 A copy of the previous proposal from Service Six is attached for members for comparative purposes.</p> <p>Recommendation b) That the ELR committee make a decision on the way forward.</p>	
Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Bio-diversity	There are no biodiversity issues	
Crime & disorder	The proposal seeks to reduce anti-social behaviour	
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	
	Decisions may give rise to additional expenditure	x
	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: Town Clerk		
Date: 17 March 2017		

Appendix 3

Summary:	
Public Relations	
<p>Attachments: Proposals from; Pilkington Communications The Mallows Company Raptor Agency</p>	
1.0	<p><u>Overview</u></p> <p>Raunds Town Council agreed to investigate the use of a public relations specialist</p> <p>In November 2016 the Council agreed in principle to appoint a PR specialist to ensure that the council was able to optimise their use of local media in a professional manner.</p> <p>The minute from the November meeting is shown below;</p> <p style="text-align: center;">Public Relations: To consider appointing a Public Relations specialist to support the Town Council.</p>

RESOLVED that: It be delegated to the Clerk, in consultation with the Mayor and Chairman of Environment Leisure and Recreation Committee, to make a recommendation on the appointment of a PR consultant to the ELR committee. This is subject to the provision within the 2017/18 budget. The Council may wish to give preference, if suitable, to appointing through the Raptor agency.

2.0 **Objectives**

The key objectives are to ensure that;

- the activities of the council are publicised,
- Raunds receives coverage in local media commensurate with the size the town,
- press releases are publicised in a timely manner and issued to a wide audience.

In addition a PR consultant can assist the council with;

- the development of a PR strategy,
- media training,
- acting as a media contact for the council.

3.0 **Quotations**

Quotations have been sought from 3 professional PR agencies;

- Pilkington Communications
- The Mallows Company
- Raptor Agency

The Mallows Company have quoted £4,400 per annum to act as the councils media contact and to provide one press release per month. Additional fees would be charged for further press releases, media training and developing a “key messages” strategy.

Pilkington Communications have quoted £9,600 this is an all-inclusive fee covering social media communications and a monthly e-newsletter, as well as acting as the Council’s media contact providing a minimum of one press release per month. (This fee could be reduced if not all elements were provided)

Raptor (an employment agency for staff and graduates of the University of Northampton) have provided a proposal at a cost of £1,495 per month. However this includes management of social media and design of promotional materials. The council may not want to take all of these options so Raptor have been asked to break their quote down, the break down will be presented to the meeting.

4.0 **Financial Implications**

The budget for 2017/18 has included a sum of £4000 for PR services

5.0 **Recommendations**

That the ELR committee make a decision on the appointment of a PR consultant.

Implications:		
Council objectives:	Ensure effective communications with the town through the implementation of the Council's communication strategy	
Good Governance		X
Crime and Disorder	There are no crime and disorder issues	
Biodiversity	There are no bio-diversity issues	
Equalities & Human Rights	There are no equalities and human rights issues	X
Financial	There are no financial implications at this stage	
	There will be financial implications –	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Localism Act 2011: General Power of Competence	
	Other considerations: None	
Risk Management	There are no material risks	X
Person originating this report: Kate Houlihan, Clerk to the Council		
Date: 17 March 2017		

APPENDIX 4

Summary:	
A report on tackling social isolation in Raunds.	
Attachments:	
None	
1.0	<p>Background</p> <p>Through informal consultation with local residents it has become apparent that a number of residents are socially isolated. These are predominantly, but not exclusively, older residents.</p> <p>Through the ELR committee the Council is considering providing a series of events that may be social/informative to support residents who may be socially isolated.</p> <p>Ideas for these events include First Aid, or other training and cinema afternoons.</p>
2.0	<p>Cinema afternoons.</p> <p>The clerk has investigated a number of options for providing cinema afternoons. The most straightforward and cost effective is through Oundle Cinemas outreach program. The cost of each screening would be £110-£130. This includes performing rights licences for the film, hire of the film and equipment.</p> <p>The Saxon Hall is not currently licensed for the showing of films so a temporary event notice or premises license will be required. If the decision is made to</p>

	proceed it may be prudent to use a TENS notice on the first occasion and then assess the success of this.	
3.0	Budget Information: There is no budget set for this expenditure.	
4.0	Recommendation c) That the ELR committee make a decision on the way forward.	
Implications:		
Council objectives:	Innovative uses of council buildings / Increase the number of events held in the Town.	X
Equalities & Human Rights	There are equalities and human rights issues	
Bio-diversity	There are no biodiversity issues	
Crime & disorder	There are no crime and disorder issues	
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	
	Decisions may give rise to additional expenditure	x
	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: Town Clerk		
Date: 17 March 2017		

Appendix 5

Summary: A report on planned improvements to Saxon Hall	
Attachments: None	
1.0	<u>Introduction</u> S106 contributions have been received or are expected from: RPC development £16,793 received Darsdale development: £131,000 awaited Bellway Homes £65,000 received The contributions must be spent on improvements to Saxon Hall and improving the link between Saxon Hall and Brook Street.
2.0	<u>Planned Improvements</u> The council has previously discussed a range of improvements that could be made to the Saxon Hall and these are summarised here. These can be broken down into internal and external works.
2.0	<u>External Works</u>

2.1	<p>The Children's play area (Completed) Improvements have already been made to the children's play area, with new equipment having been installed in December 2015.</p>
2.2	<p>Gardens to the rear of Saxon Hall (completed) 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 is currently being created which will be accessible from the Saxon Hall through newly installed French doors. planned as well as improvements to the soft landscaping of the area.</p>
2.3	<p>Lawned area at the rear of the Hall (planned works) 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.</p>
2.6	<p>Pathway leading to main entrance of Saxon Hall (planned works) The Council plans to improve the landscaping around the pathway leading into the building.</p>
2.7	<p>Bank facing onto Brook Street (part completed) 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.</p>
3.0	<p>Improvements to Saxon Hall Building (Internal Works)</p>
3.1	<p>Installation of French doors (completed) French doors are being installed to Hall 1 leading to the newly formed patio area.</p>
3.2	<p>Porch Area (planned works) The porch area needs to be rebuilt and should incorporate a door entry system</p>
3.3	<p>Lobby (planned works) The lobby needs improvement and the office should be brought to the front of the building.</p>
3.4	<p>Kitchens (planned works) The office area is be moved and the kitchens improved. Suggest that one kitchen is set up as a "domestic" style kitchen for everyday use and second kitchen is kitted out to a higher spec catering kitchen.</p>
3.5	<p>Internal Layout / General (planned works) The internal layout can be improved in rooms 2 and 3 and the coffee bar to increase usage of these rooms. Ceilings and flooring to be replaced.</p>
3.6	<p>Partitions The partitions between the main halls are nearing the end of their useful lives with frequent maintenance visits required. Quotations have been sought for their replacement and the costs are circa £20,000-25,000</p>
4.0	<p>Recommendations</p>

	<ul style="list-style-type: none"> • A working group is formed to initially specify the works. • Existing users are to be consulted. • A final specification is to be agreed. • The clerk to obtain indicative plans and rough estimates from three architects. • The Finance Committee should then appoint an architect to carry out the works and manage the project. • The architect to oversee, with the clerk, obtaining tenders for the works. • All invitations to tender need to be carried out in line with council financial regulations and in accordance with legislation. 	
Implications:		
Council objectives:	Responsible management of Council resources	X
Equalities & Human Rights	There are no equalities and human rights issues	X
Bio-diversity	There are no bio-diversity issues	x
Crime and disorder	There are no crime and disorder issues	x
Financial	There are no financial implications at this stage	
	There will be financial implications – para 4.0	X
	There is provision within the budget	x
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	x
Legal	Power: General Power of Competence, Localism Act 2011	X
	Other considerations: None	
Risk Management	There are no material risks at this stage.	
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan, Clerk to the Council		
Date: 20 March 2017		