

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 18th July 2017: Start Time 7.30pm.

PRESENT

Cllr L Wilkes (Chair), Cllr D Jones, Cllr B Tirebuck, Cllr Tyman, Cllr Levell.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

Mrs Emma Williams, Assistant to the Clerk.

173.17 To Receive Apologies For Absence.

Apologies were received from Cllr N Beck, Cllr D Hughes

RESOLVED to note the apologies

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

NONE RECEIVED

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

NONE RECEIVED

176.17 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

177.17 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 18 May 2017.

RESOLVED that the minutes of the meeting held 18 May 2017 be confirmed as a true record.

178.17 To receive a progress report on ELR projects.

The following items were noted:

- "Love your Park" week was to be highlighted on social media.
- The clerk will find out if the RPC s106 contribution can be used to purchase an electronic noticeboard for the Saxon Hall grounds.
- It was agreed that planters and electronic noticeboard should be installed on Square at the same time as the pavilion.
- It was agreed that a number of bins in the High Street need to be replaced.
- It was agreed that a plan for bulb planting during the autumn litter pick needed to be put in place.
- The ELR committee reviewed options for new equipment at Bassfords Recreation Ground and recommendations were to be made to an extraordinary Full Council meeting.

RESOLVED to note the report.**179.17 Youth Provision:** To receive a report on Youth Provision in Raunds.

Members received the report of the Clerk as shown in appendix 1. Following discussion it was...

RESOLVED to defer any decision until an end of project report is received from JAM in the Hood. Feedback will also be sought from young people, parents and the school on the success of the project.

180.17 Annual Tour of Inspection: To receive a report on the Annual Tour of Inspection and to consider any further actions required.

Members received the report of the Clerk as shown in Appendix 2. The contents of the report were noted and the following actions were agreed:

a) Saddlers: Weighbridge Way

The play equipment needs painting and some equipment needs to be repaired.

b) UG19 Footpath from Saddlers play area to Wellington Road

The footpath is blocked and needs to be reported to the Rights of Way team.

c) Amos Lawrence Playing Field**Skate Park.**

A formal quotation is to be sought for refurbishing the skate park. A price comparison will be made between the cost of refurbishing the skate park in steel or in concrete. Ongoing maintenance costs will also be considered.

The Clerk will speak to a local contact who may be able to offer advice on design and funding.

The Clerk is to ask ENC for advice on possible funding sources for the skate park.

d) The Delves

A tree survey has been carried out and works are required to a number of trees in the area.

e) Land grabs

Potential land grabs on London Road and Brick Kiln Road were viewed.

The Clerk is to follow this up with Northamptonshire County Council Highways.

f) Cemetery

NCC Highways have asked the Town Council to consider if parking can be improved at London Road cemetery, so that parked cars do not obstruct people using the pavement.

Various alternatives were considered by those present. The Clerk is to contact NCC with suggestions.

There was a lot of litter at the rear of the cemetery which Turneys will be asked to clear.

g) St Peters Churchyard

It was agreed that trees overhanging one property should be cut back.

A tree from one property was overhanging the cemetery and needed to be cut back.

It was agreed that sufficient work had been undertaken to a tree adjacent to another property.

It was agreed that the clerk should investigate the costs of improving lighting on the steps leading to the churchyard and improving the pathways throughout the churchyard.

RESOLVED that the actions detailed above should be carried out.

- 181.17 To consider the purchase of a PA system:** To consider the purchase of a PA system, in particular to support events held in line with the councils flag flying policy.

Members considered the purchase of a PA system for use at Town events and it was...

RESOLVED that a PA system should be purchased at a maximum cost of £500, the Clerk will seek advice from one of the council's electrical contractors.

- 182.17 Hanging Baskets:** To consider adding additional hanging baskets to the display in the Town.

Members considered the report of the Clerk as shown in appendix 3 and following discussion it was agreed that additional hanging baskets should be purchased from a local supplier.

The Clerk will liaise with the gardener to ensure that a suitable safe watering system is in place.

RESOLVED to purchase additional hanging baskets to be displayed within the Town.

- 183.17 Dog Park:** To consider the installation of a bench and water trough at Raunds Dog Park.

The Clerk advised that having discussed the matter with ENC it would not be advisable to install a water trough at the dog park as the site does not have mains water and so the safety of the water could not be guaranteed.

It was agreed to install a bench at the site.

RESOLVED that a bench be installed at the dog park.

184.17 Public Relations: To consider additional training on public relations for Town Council staff.

Members considered the report of the Clerk as shown in Appendix 4. Following detailed discussion it was...

RESOLVED that.....

- **the ELR committee delegate to the clerk to spend a maximum of £1,000 on training in PR skills for staff.**
- **the ELR committee delegate to the clerk to produce a draft PR strategy for the council’s approval and that it be delegated to the clerk to spend a maximum of £1,000 on professional fees to support this.**
- **the ELR committee note that the Council are also updating their internet policy which will incorporate social media guideline.**
- **the Personnel committee will consider any issues regarding staffing that may arise from increasing the resources available for PR activities.**

185.17 Electronic Noticeboard: To receive information regarding the purchase of an electronic noticeboard for the town centre.

The Clerk supplied updated information regarding Electronic Noticeboards to the committee. It was agreed that the Clerk would obtain formal quotations for 2 noticeboards and that she would investigate other suppliers.

RESOLVED that formal quotations would be supplied to the next ELR committee meeting.

There being no further business the meeting concluded at 8.35pm

Approved: (Town Mayor)

Meeting date: 12 September 2017..... (Council)

Approved: (Chairman)

Meeting date:21st September 2017..... (Committee)

APPENDIX 1

<p>Summary: A report on Youth Provision in Raunds</p>	
<p>Attachments: a) Proposal from Clubs for Young People Northampton CYPN</p>	
1.0	<p>Background</p> <p>In November 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.</p> <p>It was therefore agreed to trial some youth work in order to:</p> <ul style="list-style-type: none"> • 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. <p>Service Six <u>March 2016 –June 2017:</u> Service Six were engaged to provide youth services in Raunds. The project was centre-based youth provision at Saxon Hall. Sessions have run for younger (5-11) and older (11+) children. This provision ended in June 2017.</p> <p>Groundworks <u>November 2016:</u> The Council appointed Groundworks to carry out a “JAM in the Hood” project. This 13 week project targets young people at risk of engaging in, or who are already engaged in anti-social behaviour. It was felt that this project would better meet the council’s objective of targeting anti-social behaviour. This project started in May 2017 and the following feedback has been received from Groundworks.</p> <p style="padding-left: 40px;"><i>“The Jam In The Hood project is going extremely well. The project has so far covered team building, equality and diversity, drug and alcohol awareness, healthy relationships and gang culture. These topics link in to local and national identified issues and within them have covered issues such as cyber safety, online grooming, decision making, choices and behaviour.</i></p> <p style="padding-left: 40px;"><i>We are working with PC Nadia Norman to provide the Policing element to the project. The young people have extremely high attendance and are all on track to achieving their ASDAN accreditation in Leadership and Volunteering.</i></p> <p style="padding-left: 40px;"><i>Over the next few weeks the young people will be looking to identify issues within their local community, and develop social action projects which look to provide solutions”.</i></p> <p>A representative from Groundworks has been invited to the meeting.</p>
2.0	<p>Assessment of Options</p> <p>As the contract with Service Six has ended and the JAM in the Hood project will end soon the ELR committee needs to review the service to date and consider the next steps. Prior to giving consideration to future providers it is important that the committee is clear about what the primary objectives of providing youth services are.</p> <p style="padding-left: 40px;">The alternatives are:</p> <p style="padding-left: 40px;">a) Continuing with the service provided by Service Six/JAM in the Hood or</p> <p style="padding-left: 40px;">b) Considering alternative providers of youth services or</p> <p style="padding-left: 40px;">c) End the current provision</p> <p>Cllr Helen Howell and Cllr Lee Wilkes, along with the clerk met with Clubs for Young People Northampton (CYPN), an alternative provider and their proposal is attached here.</p>
3.0	<p>Budget Information: A budget has been set for youth work.</p>

4.0	<p>Recommendation</p> <ol style="list-style-type: none"> a) That the ELR committee agree objectives and outcomes for youth provision. b) That the ELR committee consider the appropriate provider, if any, to meet the desired objectives. c) That the ELR committee agree how progress against objectives and outcomes will be measured.
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APPENDIX 2

Summary:	
A report on the actions from the annual tour inspection.	
Attachments:	
<ol style="list-style-type: none"> 1) Information on concrete skate ramps 2) Tree Survey for The Delves 3) Correspondence from NCC regarding parking at London Road Cemetery. 	
1.0	<p>Background</p> <p>The Annual Tour of Inspection took place on 4th July 2017. This year the main purpose of the inspections was to focus on council owned land and look at improvements and maintenance that may be required across the sites. This report updates the committee on various items from the inspection.</p>
2.0	<p><u>Sites Visited</u></p>
2.1	<p><u>RPC Site</u></p> <p>The site was viewed and it was noted that this site was a private playground. Residents of the RPC site pay a fee to a management company to maintain the play area and other public open space within the site.</p> <p>No further action is required.</p>
2.2	<p><u>Saddlers: Weighbridge Way</u></p> <p>The following items were noted:</p> <ul style="list-style-type: none"> • The equipment needs painting • Swing seat needs replacing • The chain walk needs repairing as chain is lying on ground
2.3	<p><u>UG19 Footpath from Saddlers play area to Wellington Road</u></p> <p>In one stretch the footpath is blocked by rubble which has fallen from a property that backs onto the footpath. This has been reported to rights of way team at NCC.</p>
2.4	<p><u>Amos Lawrence Playing Field</u></p> <p><u>Skate park.</u> It was noted that the skate park was well used, but the surface meant that regular maintenance is required. It was suggested that a policy of repair and maintain be implemented. The Clerk will obtain a quotation to replace the skate park with a concrete design. (see attached)</p> <p><u>Woodland Walk</u> The trees that will form the woodland walk were viewed and most were doing well.</p> <p><u>Public Space Protection Order</u> It was agreed that the dogs on leads order should be maintained throughout the field.</p> <p><u>Electricity Box</u> Repairs had been carried out to the electricity box that was damaged.</p>
2.5	<p><u>The Delves</u></p> <p>It was noted that trees were overhanging the footpath and needed to be cut back. The trees on The Delves had not been included in the previous tree survey and so would be surveyed separately. (see attached) It was agreed that no additional fencing was required.</p>

2.6	<p><u>Land grabs</u> Land grabs at London Road and Brick Kiln Road were viewed. The Clerk is to follow this up with Highways.</p>
2.7	<p><u>Cemetery</u> NCC Highways had raised the issue of parking at the cemetery (see attached information). Various alternatives were considered by those present. There was a lot of litter at the rear of the cemetery which Turneys will be asked to clear.</p>
2.8	<p><u>St Peters Churchyard</u> It was agreed that trees overhanging one property should be cut back. A tree from one property was overhanging the cemetery. It was agreed that sufficient work had been undertaken to the tree adjacent to another property. Lighting needed to be improved on the steps.</p>
3.0	<p><u>Recommendation</u> Recommended that ELR review the report of the annual tour of inspection and considers any further works required.</p>

APPENDIX 3

<p>Summary: A report on Improvements to Bassfords Recreation Ground</p>	
<p>Attachments: a) Layout Plans for Toddler Equipment b) Layout plans for Outdoor Gym Equipment</p>	
1.0	<p><u>Bassfords Recreation Ground</u> Raunds Town Council have received the sum of £47,010 in respect of a S106 agreement for Enterprise Road. The money is to be used towards making improvements to Bassfords Recreation Ground, the improvements are to include provision of toddler equipment and outdoor gym equipment. A number of quotations have been sought for both elements:</p>
2.0	<p><u>Children's Play Area</u> 3 quotations have been received: supplier a) £26,059: Layout plan attached supplier b) £28,776: Layout plan attached supplier c) £37,825: Layout plan attached Supplier B has included "talking flowers" in their layout and has offered to include an additional set for use at another site.</p>
2.1	<p><u>Recommendation</u> The ELR committee recommend that supplier B is selected, but that A minor amendment is made with the lorry multi-unit being switched for something similar to item SB6041 from supplier A.</p>
3.0	<p><u>Outdoor Fitness Equipment</u> 3 quotations have been received: supplier a) £19,995: Layout plan attached supplier b) £11,708: Layout plan attached supplier c) £37,825: Layout plan attached</p>
3.1	<p><u>Recommendation</u> The ELR committee recommend that supplier A is chosen subject to any feedback being received from a local fitness expert.</p>

APPENDIX 4

Summary:	
Public Relations	
Attachments: Information on PR training.	
1.0	<p><u>Background</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. The matter was delegated to the ELR committee to consider and the minute is shown below:</p> <p>603.16 Public Relations: To consider appointing a Public Relations specialist to support the Town Council</p> <p>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:</p> <ol style="list-style-type: none"> Some of the work could be done in house, if existing staff were trained. A specialist may only be needed to assist to create a PR strategy and for staff training. An additional quote for training and creation of a strategy be sought from a local PR specialist. Pilkington Communications was the preferred supplier from the three reviewed by the committee. <p>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.</p> <p>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.</p>
2.0	<p><u>Current Situation</u></p> <p>The Clerk and Assistant to the Clerk have met with a local PR specialist and have received a number of useful tips and pointers.</p> <p>However it has become apparent that targeted training on writing press releases will be of great benefit to the staff, who will then be able to undertake much of this work in house. Attached are suggestions of writing courses that the staff could attend.</p> <p>In addition the Clerk will still need support in producing a PR strategy, this could be done by Pilkington PR or locally.</p>
3.0	<p><u>Financial Implications</u></p> <p>The budget for 2017/18 has included a sum of £4000 for PR services. It is suggested that the cost of training is met from the PR budget (rather than the general training budget)</p>
4.0	<p><u>Recommendations</u></p> <ul style="list-style-type: none"> That the ELR committee delegate to the clerk to spend a maximum of £1,000 on training in PR skills for staff. That the ELR committee delegate to the clerk to produce a draft PR strategy for the council's approval and that it be delegated to the clerk to spend a maximum of £1,000 on professional fees to support this. That the ELR committee note that the Council are also updating their internet policy which will incorporate social media guideline.