

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 12th December 2017: Start Time 6.00pm.

PRESENT

Cllr L Wilkes (Chair), Cllr B Tyman, Cllr B Tirebuck, Cllr D Jones, Cllr N Beck and Cllr R Levell.

442.17 To Receive Apologies For Absence.

Apologies were received from Cllr D Hughes

RESOLVED to note the apology

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

NONE RECEIVED

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

NONE RECEIVED

445.17 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

446.17 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 17 October 2017

RESOLVED that subject to amending minute reference 352.17 "Land at Sheffield Court" that the minutes be confirmed as a true record.

447.17 Budget 2018/19: To consider the budget for the Environment Leisure and Recreation Committee for 2018/19.

Members considered the draft budget (Appendix 1) for the committee, following detailed discussion it was...

RESOLVED that the draft budget be presented to the Finance Committee without any further amendment.

448.17 Town Square Improvements:

- a. To make a recommendation to the Full Council on the appointment of a contractor to install a covered seating area on the market square.

Members considered the report of the Clerk as shown in Appendix 2 and following discussion it was...

RESOLVED that an order should be placed with supplier A.

- b. To approve a consultation document to be sent to nearby residents and businesses regarding improvements to The Square.

Members reviewed the consultation document and it was agreed that information on the electronic noticeboards should be included.

RESOLVED that it be delegated to the Clerk to revise the document in consultation with Cllr Wilkes and Cllr Levell.

449.17 Bedding Plants: To consider planting bedding plants at Raunds Cemetery

Members reviewed the report of the Clerk as shown in appendix 3 and it was...

RESOLVED that a budget of up to £250 be set for bedding plants at Raunds Cemetery

450.17 Raunds Cemetery: To consider operational matters at Raunds Cemetery

The Clerk reported on operational matters at Raunds Cemetery and it was...

RESOLVED that it be delegated to the Clerk to sign forms for the Ministry of Justice if presented.

451.17 Saxon Hall Working Party: To confirm a date for the next meeting of the Saxon Hall working party to be held in January 2018

RESOLVED that a meeting be scheduled for Monday 15th January at 6.30pm

452.17 Progress report: To receive a progress report on ELR projects

Members reviewed the report of the Clerk as shown in Appendix 4 and it was...

RESOLVED to note the report.

There being no further business the meeting concluded at 7:20

Approved: (Town Mayor)

Meeting date: 9 January 2017..... (Council)

Approved: (Chairman)

Meeting date:18 January 2017..... (Committee)

APPENDIX 1

Open Spaces			Budget 2017/18	Underspend to carry forward	Budget 2018/19	Comments
4125	Professional Fees		300		306	2% inflationary increase
4135	Health & Safety		250		255	2% inflationary increase
4250	Repairs & Maintenance		1500		1530	2% inflationary increase
4255	Improvements		2500		2550	2% inflationary increase
4605	Skate Park		1500		2500	2% inflationary increase
	Skate Park (future project)				1000	Building a reserve for new skatepark
4620	Trees		14000		10000	Year 1 of tree survey cycle
	Gardener				10000	Seperated from grounds maintenance
4625	Grounds Maintenance/Agency		55000		42000	Reduced to account for expenditure with gardener
4630	Play Equipment		4000		4080	2% inflationary increase
	Play equipment new				5000	Sports wall @ Amos Lawrence / Revamp play area at Market Square
4635	Signs		0		0	
	welcome to raunds signs				4000	New signs at the 4 entrances
	Lighting on Market Square				12000	Lighting at Square
4640	GMC Admin/supervision Charge		10000		10200	2% inflationary increase
4710	Allotment Provision				500	Investigate future allotment provision
4715	Street Furniture		3500		5500	one off hanging baskets/planters 3000
	Expenditure		92550		111421	

1015	Grants		0		0	
1070	Open Spaces Hire		0		0	
1100	Fair		360		367.2	
1105	Sale of Land		0		0	
1130	Verge Mowing Reimbursement		2000		2040	
	Income		2360		2407.2	

180	Cemeteries & Church Yards					
4125	Professional Fees		250		255	2% inflationary increase
4135	Health & Safety		250		255	2% inflationary increase
4250	Repairs & Maintenance		2500		6000	repairs to steps footpaths @ St Peters
4255	Improvements		0		0	2% inflationary increase
4260	Vandalism		0		0	2% inflationary increase
4530	Business Rates		1326		1352.52	2% inflationary increase
4500	Utility Bills: Electricity		0		0	2% inflationary increase
4800	Interments - Expenditure		4000		4080	2% inflationary increase
4810	Memorials Testing & Repair		1000		2000	cleaning the memorial
4815	Church Wall Maint & Repairs		500		510	2% inflationary increase
	Expenditure		9826		14453	

1200	Fees		4000		3000	
1205	Interments - Income		4000		6000	
	Income		8000		9000	

200	Market	
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4500	Utility Bills: Electricity		408		416.16	2% inflationary increase
4510	Utility Bills: Water Rates		255		260.1	2% inflationary increase
	Expenditure		663		676	

1075	Market Rents					
	Income		3000		3060	2% inflationary increase

220	Car Parks					
4250	Repairs & Maintenance		500		510	2% inflationary increase
	Expenditure		500		510	

240	Public Lighting					
4250	Repairs & Maintenance		1000		1020	2% inflationary increase
	Public lighting new at St Peters				5000	New lighting on church steps
4500	Utility Bills: Electricity		450		459	2% inflationary increase
			1450		6479	

300	Public Conveniences					
4530	Business Rates		1275		1301	2% inflationary increase
4500	Utility Bills: Electricity		510		520	2% inflationary increase
4510	Utility Bills: Water Rates		500		510	2% inflationary increase
4950	Healthmatic Lease		10638		10851	2% inflationary increase
	Expenditure		12923		13181	

280	Tourism & Entertainment					
	Equipment		250		250	
4500	Utility Bills: Electricity		500		500	

		750	-	750	

Community Work					
Youth Work		10000		5000	Slightly reduced
Creation of museum				100	
Older people and social isolation		0		4000	
		10000		9100	

Vandalism					
		2500		0	Maintain reserve

Total Expenditure	131862		156570	18.7
Total Income	10360		14467	39.6
Net Expenditure	121502		142103	17.0

APPENDIX 2

Summary:							
A report on improvements to the Square, Raunds.							
Attachments:							
1.0	<p>Background</p> <p>In September 2015 the ELR committee were asked to consider the use of earmarked reserves for improving the Town Square.</p> <p>The minute is shown below:</p> <p style="padding-left: 40px;">293.15 Community Facilities Discussion took place regarding possible improvements to the Square. Suggestions included:</p> <ul style="list-style-type: none"> • A bandstand • Electronic noticeboards • Better play equipment • Floral displays • Town Square clean-up • <p style="padding-left: 40px;">RESOLVED that:</p> <p style="padding-left: 40px;">a) a costed scheme for improvements to the Square be presented to a future meeting.</p> <p style="padding-left: 40px;">b) the cost of “the Square clean-up” (Jet washing and repairs to the step and paving be met from this reserve.)</p> <p style="padding-left: 40px;">c) that a bollard be placed as a temporary measure where the tree stump is to protect the surface.</p> <p>Since September 2015 the Town Council has been working towards developing these projects. A clean-up took place in 2015. The tree stump was removed and a bollard was placed there. Digital noticeboards have now been ordered.</p> <p>In August 2016 the opportunity arose to apply for funding from the community facilities fund towards the cost of the bandstand/pavilion, this was agreed by the council. In February 2017 after two successful funding rounds RTC were awarded £20,000 towards the cost of the project. The progress of the funding bid was reported to council through the regular project updates.</p> <p>The funding bid noted that CCTV within the facility would be included as part of the project.</p> <p>A number of groups, including the Music Festival, have supported the proposal and are keen to see the facility installed.</p>						
2.0	<p>Design</p> <p>The following specification was agreed for the bandstand.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Shape:</td> <td>Round</td> </tr> <tr> <td>Size:</td> <td>14ft diameter (approximately)</td> </tr> <tr> <td>Sides:</td> <td>None</td> </tr> </table>	Shape:	Round	Size:	14ft diameter (approximately)	Sides:	None
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	<p>Materials: Metal/steel Electrics: Y Lighting: N CCTV: Y (to be installed by Raunds Town Council in roof of structure) Seating: Y removable Colour: Black Style of Columns: Smooth Design: Traditional (but not Victorian)</p>	
3.0	<p>Procurement Process</p> <p>The government procurement tool “contracts finder “was used to advertise the opportunity for companies to quote for the bandstand.</p> <p>Only 2 companies were able to meet the design and budget requirements.</p> <p>Supplier A has quoted £35,028 Supplier B has quoted £37,725</p> <p>Designs for both are attached.</p> <p>Both bandstands would require some initial groundworks to be carried out by a local builder. This would be in the region of £3-4k.</p>	
4.0	<p>Recommendation</p> <p>That the ELR committee recommend a supplier to the Full Council for approval so that an order can be placed.</p>	
Implications:		
Council objectives:	The council will refurbish all leisure areas within the lifetime of this plan	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	x
	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: Town Clerk		
Date: 6 December 2017		

APPENDIX 3

Summary:																																
A report on provision of summer bedding plants																																
Attachments: NONE																																
1.0 Bedding Plants at Raunds Cemetery	It has been suggested that the Town Council trial bedding plants at the cemetery for Summer 2018. These can be provided and maintained by Turney's as part of the grounds maintenance contract.																															
2.0 The costs	Please note the prices are last years, and may vary, but will give you some idea.																															
	<table border="1"> <thead> <tr> <th>Variety</th> <th>Pack Size</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Begonia Semperfloren Mixed</td> <td>6 Pack</td> <td>0.20</td> </tr> <tr> <td>French Marigold</td> <td>6 Pack</td> <td>0.20</td> </tr> <tr> <td>Geranium Mixed</td> <td>4 Pack</td> <td>0.28</td> </tr> <tr> <td>Geranium Red</td> <td>4 Pack</td> <td>0.28</td> </tr> <tr> <td>Petunia Blue</td> <td>4 Pack</td> <td>0.24</td> </tr> <tr> <td>Petunia White</td> <td>4 Pack</td> <td>0.24</td> </tr> <tr> <td>Salvia Blue</td> <td>6 Pack</td> <td>0.20</td> </tr> <tr> <td>Single Flowered Hybrid Dahlias (60cm)</td> <td>gf pot</td> <td>0.61</td> </tr> <tr> <td>Trailing Petunia (Blue)</td> <td>6 Pack</td> <td>0.39</td> </tr> </tbody> </table>	Variety	Pack Size	Price	Begonia Semperfloren Mixed	6 Pack	0.20	French Marigold	6 Pack	0.20	Geranium Mixed	4 Pack	0.28	Geranium Red	4 Pack	0.28	Petunia Blue	4 Pack	0.24	Petunia White	4 Pack	0.24	Salvia Blue	6 Pack	0.20	Single Flowered Hybrid Dahlias (60cm)	gf pot	0.61	Trailing Petunia (Blue)	6 Pack	0.39	
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	Turneys will maintain/weed the flower beds as part of the summer programme. (usually 2 visits a month, with 1 visit in the month they set the plants. (base rate for this is.26 per sq mtr)																															
3.0 Recommendation	The ELR committee consider the provision of bedding plants at Raunds Cemetery.																															
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APPENDIX 4

Major / Small	Funding Agreed	Minute	Resolution	Action/Progress	Complete	Notes
S	Y	43.15	Annual tour of inspection	Date set for 2017 Report at this meeting.	Done	Date for 2018 to be set
S	Y	186.15	Promote use of parks	Through social media and events	Ongoing	Ongoing
S	Y	291.15	Survey of Cemetery Chapel	Completed no urgent works	Ongoing	
S	Y	440.15	Street Furniture	Consider replacing bins in town? Poor state of repair	Done	Bins supplied by Kier FOC replaced in High Street to improve street scene.
S	Y		Bench at Saxon Hall gardens / Webb Road and Dog Park	Wooden picnic benches have been ordered x 2	ongoing	
S	Y		Bye-laws / (Include provision to deter travellers	Members of ELR to feed any comments back to P&R	ongoing	KH to circulate to members of ELR
S	Y		Public Space Protection Orders	Information received from ENC too late for this meeting	ONGOING	Fenced play areas at Webb Rd, Bassfords, Saxon Hall and Saddlers all have PSP'S Cemetery, Saxon Hall gdns, St Peters Churchyard to be re-considered Amos Lawrence will consider in future when signage is in place Millfield and Bassfords it is not considered there is a problem
S	Y	45.15	Land at Rear of Cemetery	Creation of Dog Park	ongoing	Becnch installed Issue raised regarding parking

S	Y	439.15	Youth Work	JAM in the Hood to commence soon On agenda for meeting	ongoing	Funding secured for Bespoke work with groupndwork for 2nd JAM in the Hood style project. Will target older teens and anti-social behaviour in Raunds.
S	Y	599.16	Autumn Litter Pick	Date set: 30 September 2017	Done	Should this include daffodil planting
S	Y	605.16	London Road Opposite ASDA/Highways verge	Replanting	ongoing	Clerk to chase Turneys
S	Y	603.16	PR consultant	Considering doing this in-house On agenda for this meeting	ongoing	Training held. PR plan drawn up Revised strategy to P&R Reallocation of staff time required specialist to discuss training.
S	Y	600.16	Light at Red Row - to liaise with resident to change lighting		ongoing	Emailed family with suggestion no response have chased
S	Y	42.15	Playground Inspections	Completed for 2016	Done	To be arranged for 2017
S	Y	298.15	Welcome Pack	In progress - "postcard" to be supplied to new houses	Done	
S	Y	432.15	Budget 2017/8	Done	Done	
S	Y	524.15	McDonalds Love Where you Live	On agenda	Done	
S	Y		Trees (100 trees to be planted in town)	Agree location / Who to plant	Done	Check as part of annual inspection
S	Y		Noticeboard on Coop railing	Requested permission to site noticeboard on coop railings	Done	Done and installed

S	Y	665.15	Community Enhancements Gang	Submit suggestions to NCC	done	Will not exist in 2018
S	N		Market - improving Raunds Market (from Finance committee)		pending	
S	N	191.15	Hanging Baskets	Installed Additional baskets required See agenda item	Ongoing	Review for 2017 adopt a basket
S	N	604.16	Tackling Social Isolation	Link with Oundle Cinema cost £120 per session	ongoing	Huge success being expanded for 2018
M	Y	241.13 Sep-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 Meeting with new sculptor 29/9/16	???	Email from S Williams 20/3/17
M	Y	44.15	Tree Survey Survey for the Delves being circulated at this meeting	P2 and P3 work underway	Done	Works being completed
M	Y	293.15	Improvements to Town Square	Budget approx 45k Suggestions Bandstand/ Electronic noticeboards Floral displays Play equipment	Ongoing	Funding for bandstand part successful Electronic noticeboards ordered

M	Y		Ada Salter Tribute	to consider a tribute to Ada Salter	ongoing	Works nearing completion
M	Y	187.16	Community Facilities Fund (Bandstand/Pavilion	Funding awarded Consider design and next steps	ongoing	On agenda for this meeting
M	Y	49.15	Webb Road Play Area	Equipment being devired week ending 15/7/16	Done	Completed
M	Y	519.15	CCTV	First stage completed Wi-fi link still needed -ongoing	Done	Scorpion appointed Portable camera ordered Spire Homes may be interested in working with RTC on mobile option for hotspots
M	Y	189.15	Grounds Maintenance	Turneys have struggled this season in part due to weather	Done	CLlr Tyman to be asked to attend consortium meetings. RT attended will submit a report
M	Y		Appointment of gardenr for Saxon Hall/Various sites throughout the Town	Quotes being sought	Done	Agenda item for Sep ELR
M	N	293.15	Costed schemes for paths at cemetery		pending	
M	N	297.15	Tourism Signage including Welcome to Raunds signs and Twinning	Meeting with Karen Williams 23/2 Funding bid made in association with ENC	pending	
M	N	48.15	Costed schemes for each play area	Better value obtained at Saxon Hall	Ongoing	Plan can be shown to this meeting

				Update on Bassfords recreation ground Still waiting for S106 money for Bassfords.		
M	N	290.15	RPC Open Space Contribution	Money is held in ear-marked reserves. Proportion was spent on Saxon Hall play area.	Ongoing	Consider what this could be used for.? Spinney Hill
M	N	520.15	Skate Park	Plan for long term regeneration of skate park.	Done	
			Brook Street	ELR to consider how to improve Brook Street	ongoing	Will be considered as part of annual inspection
		662.15	Official Town Map	Done	Done	circulate copies