

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 20th March 2018: Start Time 7.30pm.

PRESENT

Cllr L Wilkes (Chair), Cllr B Tyman, Cllr B Tirebuck, Cllr N Beck and Cllr D Hughes

Also Present

Ms Kate Houlihan: Town Clerk (Minutes)

Mrs Emma Williams : Assistant to the Clerk

Robert Dudley: Chairman

630.17 To Receive Apologies For Absence.

Apologies were received from Cllr D Jones and Cllr R Levell

**631.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
NONE RECEIVED**

**632.17 Notification of members questions in compliance with the council's standing orders.
NONE RECEIVED**

633.17 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

634.17 Minutes: confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 18 January 2018.

RESOLVED that the minutes of the meeting held on 18 January 2018 be confirmed as a true record.

635.17 To receive a progress report on ELR projects

Members reviewed the report of the Clerk as shown in appendix 1 and answered member's queries thereon.

It was agreed that the council should develop a traveller strategy. The clerk will investigate the assistance that is available and a policy will be drafted by the Policy and Resources Committee.

RESOLVED to note the report.

636.17 St Peters Churchyard: To consider works at St Peters Churchyard

a) Repairs to footpath at St Peters Churchyard

The Clerk explained that the contractor carrying out the works at the Church had agreed to make good the area immediately outside the west door when they completed their on-site works. After this the paths could be re-assessed.

RESOLVED to note the report

b) To consider tree works

The Clerk reported that a resident had suggested cutting back the young trees that had grown within the hedge on the footpath from the High Street to the church. This would mean that the view of the church was not masked by self-set trees.

RESOLVED that the Clerk would investigate the costs and any land ownership issues with the proposal.**637.17 Disability Audit:** To receive the disability audit for Raunds play areas

Members received the report of the Clerk and the disability audit as shown in appendix 2

RESOLVED to note the report and refer to the information when purchasing play equipment in future.**638.17 Town Guide:** To consider any revisions required to the town guide

Members reviewed the Town guide and considered any amendments or additions that were required. It was noted that the History Society had been asked to provide a walking route that could be included on the map.

RESOLVED that minor amendments be made to the text and passed to the publisher of the guide.**639.17 Litter and dog bins:** To consider a number of requests for additional litter bins around the Town

Members reviewed the location plan of existing dog and litter bins and the locations requested by members of the public.

It was noted that it was very encouraging that so many people had contacted the Town Council with their suggestions

Following discussion it was...

RESOLVED

- to write and thank each resident who had made a suggestion.
- to agree to place bins in the locations suggested subject to approval by East Northamptonshire Council.

640.17 Raunds Coffee afternoons: To consider the draft program for Raunds coffee afternoons.

Members reviewed the program for the coffee afternoon as shown in appendix 1. Everyone was pleased to see that the success of the film afternoons was being built on.

It was noted that over 100 people had booked in for the next film afternoon.

All agreed that the program was a good mix of activities and it was...

RESOLVED to note the draft program.

641.17 Play Equipment The Square: To consider replacing the play equipment on the Square Raunds.

Members reviewed the report of the clerk as shown in appendix 3 and following discussion it was....

RESOLVED that:

- **supplier b be selected to provide the new equipment**
- **the existing equipment be relocated elsewhere within the town.**
- **It be delegated to the Clerk to purchase the equipment and arrange the installation in the most cost effective manner.**

642.17 To consider the creation of a junior football pitch on Bassfords Recreation Ground. : To consider a request from Raunds Town Youth FC

Members considered the information received from Raunds Youth Town Football Club and Mr Dudley clarified certain aspects of the arrangements.

During discussion members raised the following concerns:

- Whether parking arrangements would affect local residents
- Use of the field for town events and revenue generating events such as the fair.
- Welfare facilities for players.

Mr Dudley was able to clarify that welfare facilities and parking would be available at the cricket club. The football club understood that at times the field may be used for other activities which would take precedence.

Following discussion it was....

RESOLVED to recommend to the Full Council that, subject to comments from the Events Committee, Raunds Town Youth FC may use Bassfords to create additional pitches for the 2018/19 season. The first season would be on a trial basis.

- 643.17 Parking at London Road Cemetery** – To consider information from Northamptonshire County Council regarding parking at London Road Cemetery.

Members considered issues that had been raised regarding parking at the cemetery. It was noted that parking in front of the cemetery can sometimes cause issues for people in mobility scooters or with large pushchairs.

Following careful consideration members were reluctant to remove the hedge in order to widen the pavement.

It was...

RESOLVED that the clerk will ask highways if signage could be installed to indicate that the safe pedestrian route is on the other side of the pavement.

- 644.17 McDonalds Love Where you Live:** To agree a date for the 2018 LWYL event (June 10th 2018)

It was noted that the McDonalds Love Where You Live event would take place on June 10th 2018 and that this would be a cemetery clean-up.

RESOLVED to note the date.

- 645.17 Raunds Market:** To consider management of Raunds Market following the departure of Lloyd Smith.

The Clerk suggested that the market be managed through the office for the foreseeable future as this would give trader more opportunity to engage with town council staff.

RESOLVED that the market be managed through the Town Council office.

- 646.17 Adult Gym Equipment Bassfords Recreation Ground:** To consider the promotion of the adult gym equipment at Bassfords recreation ground.

The Clerk explained that Freedom Leisure had suggested that a leaflet is produced which explains how to use the equipment safely and which promotes use of the equipment.

Following discussion it was...

RESOLVED that the leaflet should be produced, financed by the Town Council and that this will be distributed as widely as possible.

647.17 Exclusion of the Press and Public

RESOLVED that the press and public will be excluded from agenda item 648.17 due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

648.17 Saxon Hall Car Park: To consider arrangements for managing the car park at Saxon Hall.

Following discussion and in consideration of advice from the local PCSO appropriate alterations were made to the security arrangements for the opening and closing the gate at Saxon Hall. The Clerk will monitor and further amendments may be made if required.

RESOLVED to agree the revised arrangements for managing the Saxon Hall car park.

There being no further business the meeting concluded at 21:05

Approved: (Town Mayor)

Meeting date:10th April 2018..... (Council)

Approved: (Chairman)

Meeting date: (Committee)

APPENDIX 1

Major / Small	Funding Agreed	Resolution	Action/Progress	Complete	Notes
M	N	Costed schemes for paths at cemetery		pending	
		Official Town Map	On agenda for meeting	Ongoing	
		Land at Sheffield Court	Land owner has placed order to clear land RTC will take ownership of land once work completed	Ongoing	
S	Y	Annual tour of inspection	date agreed 19 th June 2018 at 6pm	ongoing	
S	Y	Promote use of parks	Through social media/ digital noticeboards and events	ongoing	

S	Y	Survey of Cemetery Chapel	Completed no urgent works	ongoing	
S	Y	Street Furniture	On agenda for ELR 20 March 2018. Article was published in round up and suggestions received	ongoing	
S	Y	Additional seating to be provided in local parks	Benches at Saxon Hall/Dog Park/Webb Road completed Benches for Ada Salter Spinney fitted Benches at Bassfords should be completed by meeting Picnic benches at Amos Lawrence to be fitted as soon as ground is drier	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	KH to speak to Mkie Greenway at ENC	ongoing	
S	Y	Youth Work	Project is ongoing. Groundworks have identified a group of young people and are carrying out a piece of work around drug and alcohol use. Meeting to be arranged with ENC/Groundwors/RTC to discuss next steps.	ongoing	
S	Y	Autumn Litter Pick	Saturday 15th September 2018.	ongoing	Should this include additional bulb planting?
S	Y	London Road Opposite ASDA/Highways verge	Replanting	ongoing	Clerk to chase Turneys
S	Y	PR consultant	This work has been bought in house. Assistant to the Clerk has received training and is developing a PR calendar.	ongoing	Clerk is meeting with local PR specialist to discuss training.
S	Y	Light at Red Row - to liaise with resident to change lighting	Awaiting information from resident	ongoing	

S	Y	McDonalds Love Where you Live	Date proposed as June 10 2018. Will be a cemetery clean up	ongoing	
M	Y	Provision of a piece of public art at 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 Roxhill have meeting with sculptor on 2/2/18. Hve requested a meeting with RTC shortly afterwards Chased David Shaw for a meeting 16/3/18	ongoing	Email from S Williams 20/3/17
M	Y	Tree Survey Works now completed. However survey needs to be carried out in 2018	Quotes will be presented to future meeting,	ongoing	
M	Y	Improvements to Town Square	Electronic noticeboards have been ordered / Planters being ordered/ covered seating area ordered	ongoing	
M	Y	Ada Salter Tribute	Gardens planted.Pathway relaid. Golden gravel will be laid in Spring. Benches and bin now installed Total project budget was £31,000, £29,725 spent /committed History society will be asked to assist in designing interpretation panel Still to be budgeted for are Interpretation panel to be purchased and additional cost of £998 to turf sides of path	ongoing	
M	Y	Community Facilities Fund (covered seating area)	Funding awarded Contractor appointed and site survey has been successfully completed. Project to be completed by end of March SHORT DELAY. Installation will now take place in April. Extension to timesclae for funding now agreed with ENC	ongoing	
S	N	Hanging Baskets	Order placed with Amberol for new baskets and planters Stress testing need	ongoing	
S	N	Tackling Social Isolation	On agenda as separate item	ongoing	

M	N	Tourism Signage including Welcome to Raunds signs and Twinning	Included in budget for 2018/19	ongoing	
M	N	Costed schemes for each play area	Work at Webb Rd, Saxon Hall, Bassfords Completed. Skate Park / Amos Lawrence / Saddlers still to be considered Scheme for Market Square being presented to this meeting.	ongoing	
		Brook Street	ELR to consider how to improve Brook Street	ongoing	Will be considered as part of annual inspection
M	Y	CCTV	First stage completed Mobile camera installed at Spinney Hill. Can be used at any hotspots Wi-fi link still needed -ongoing	ongoing	
M	N	Skate Park	Plan for long term regeneration of skate park.	ongoing	
		Saxon Hall Working party	3 architects seen. 2 quoted. 3rd quote being sought	Ongoing	
S	Y	Playground Inspections	Completed for 2017 and all repairs done	DONE	To be arranged for 2018
S	Y	Land at Rear of Cemetery	Creation of Dog Park	DONE	
S	Y	Welcome Pack	Done	DONE	
S	Y	Budget 2018/19	Done	DONE	
S	Y	Trees (100 trees to be planted in town)	Done	DONE	
S	Y	Noticeboard on Coop railing	Done	DONE	
S	Y	Community Enhancements Gang	Done	DONE	
M	Y	Webb Road Play Area	Done	DONE	
M	Y	Grounds Maintenance	Turneys have struggled this season in part due to weather	DONE	

M	Y	Appointment of gardener for Saxon Hall/Various sites throughout the Town	Done	DONE	
		Fencing and additional gates at Bassfords Play area		DONE	

APPENDIX 2

Summary: A report on the Disability Audit for Raunds Play Areas		
Attachments: a) Disability Audit		
1.0	<p>Background The ELR committee previously asked that a disability audit be carried out on all children's play areas in Raunds.</p> <p>The audit was carried out in December 2017 and is attached to this report. The purpose of the audit is to simply benchmark the current provision. There is no need to alter any of the existing equipment but accessibility of equipment can be a consideration when upgrading play areas in future</p> <p>Recommendation a) That the ELR committee note the report.</p>	
Implications:		
Council objectives:	To provide high standard sustainable facilities.	
Equalities & Human Rights	There are no equalities and human rights issues	
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	
	There is provision within the budget	x
	Decisions may give rise to additional expenditure Decisions may have potential for income generation	
Legal	Power: General Power of Competence	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: 15 March 2018		

Site: Amos Lawrence Skate Park**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List
Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	N/a	N/a
Rocking element	N/a	N/a
Climbing element	N/a	N/a
Social Play element - Sensory items	N/a	N/a
Learning element - Contrast in colours	N/a	N/a
Sliding element	N/a	N/a
Rotating element	N/a	N/a
Balancing element	N/a	N/a
Access Audit		Available on site
Disabled parking bays nearby to access		No
Car park available for visitors?		Yes
Distance from car park to Skate Area accessible		Yes
Car park surfacing acceptable?		No
Are paths 1M wide?		N/a
Path surface level for user?		N/a
Gates easily accessible for visitors and EN compliant?		N/a
Seating provided in the play area?		N/a
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		N/a
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: Unacceptable / **Marginally Acceptable** for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: Partially Acceptable / **Fully Acceptable** for disabled/visually impaired visitors.

Site: Bassford Recreation Ground**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List
Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	Yes	Yes
Rocking element	Yes	Yes
Climbing element	Yes	Yes
Social Play element - Sensory items	Yes	Yes
Learning element - Contrast in colours	Yes	Yes
Sliding element	Yes	Yes
Rotating element	Yes	Yes
Balancing element	Yes	Yes
Access Audit		Available on site
Disabled parking bays nearby to access		No
Car park available for visitors?		No
Distance from car park to play area accessible		N/a
Car park surfacing acceptable?		N/a
Are paths 1M wide?		Yes
Path surface level for user?		Yes
Gates easily accessible for visitors and EN compliant?		Yes
Seating provided in the play area?		Yes
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		Yes
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: Unacceptable / **Marginally Acceptable** for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: Partially Acceptable / **Fully Acceptable** for disabled/visually impaired visitors.

Site: Saddlers Play Area**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List****Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	Yes	No
Rocking element	No	No
Climbing element	Yes	No
Social Play element - Sensory items	No	No
Learning element - Contrast in colours	No	No
Sliding element	Yes	No
Rotating element	Yes	No
Balancing element	Yes	No
Access Audit		Available on site
Disabled parking bays nearby to access		No
Car park available for visitors?		No
Distance from car park to play area accessible		N/a
Car park surfacing acceptable?		N/a
Are paths 1M wide?		Yes
Path surface level for user?		Yes
Gates easily accessible for visitors and EN compliant?		Yes
Seating provided in the play area?		Yes
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		Yes
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: Unacceptable / **Marginally Acceptable** for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: **Partially Acceptable** / Fully Acceptable for disabled/visually impaired visitors.

Site: Saxon Hall Play Area**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List****Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	Yes	No
Rocking element	No	No
Climbing element	Yes	Yes
Social Play element - Sensory items	Yes	Yes
Learning element - Contrast in colours	Yes	Yes
Sliding element	Yes	Yes
Rotating element	Yes	Yes
Balancing element	Yes	No
Access Audit		Available on site
Disabled parking bays nearby to access		Yes
Car park available for visitors?		Yes
Distance from car park to play area accessible		Yes
Car park surfacing acceptable?		Yes
Are paths 1M wide?		Yes
Path surface level for user?		Yes
Gates easily accessible for visitors and EN compliant?		No
Seating provided in the play area?		Yes
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		Yes
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: Unacceptable / **Partially Acceptable** for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: Partially Acceptable / **Fully Acceptable** for disabled/visually impaired visitors.

Site: Town Square Area**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List****Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	No	No
Rocking element	No	No
Climbing element	No	No
Social Play element - Sensory items	Yes	No
Learning element - Contrast in colours	Yes	Yes
Sliding element	No	No
Rotating element	No	No
Balancing element	No	No
Access Audit		Available on site
Disabled parking bays nearby to access		No
Car park available for visitors?		Yes
Distance from car park to play area accessible		Yes
Car park surfacing acceptable?		Yes
Are paths 1M wide?		Yes
Path surface level for user?		Yes
Gates easily accessible for visitors and EN compliant?		No
Seating provided in the play area?		Yes
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		Yes
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: **Unacceptable** / Marginally Acceptable for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: **Marginally Acceptable** / Fully Acceptable for disabled/visually impaired visitors.

Site: Webb Road Play Area**Date:** 2nd December 2017**Carried out by:** Peter Briggs**Seagrave Inspection Services Ltd - DDA Check List****Audit**

Suitability of equipment for disabled/visually impaired visitors	Available on site	DDA Suitability
Swing element	No	No
Rocking element	Yes	Yes
Climbing element	Yes	Yes
Social Play element - Sensory items	No	No
Learning element - Contrast in colours	No	No
Sliding element	Yes	No
Rotating element	Yes	Yes
Balancing element	Yes	Yes
Access Audit		Available on site
Disabled parking bays nearby to access		No
Car park available for visitors?		No
Distance from car park to play area accessible		N/a
Car park surfacing acceptable?		N/a
Are paths 1M wide?		Yes
Path surface level for user?		Yes
Gates easily accessible for visitors and EN compliant?		N/a
Seating provided in the play area?		Yes
Play surface suitable for wheelchair and visually impaired visitors to allow free movement?		Yes
Play surfacing with loose fill areas providing ramps for visitors?		N/a

Site at present in the Inspectors opinion is: Unacceptable / **Marginally Acceptable** for disabled/visually impaired visitors.

If additional work were to be carried out then the site could be improved to: **Partially Acceptable** / Fully Acceptable for disabled/visually impaired visitors.

APPENDIX 3

Summary:									
A report on play equipment at The Square, Raunds									
Attachments:									
b) Quotations for play equipment									
1.0	<p>Background</p> <p>The Council's business plan made a commitment to "refurbish all leisure areas within the lifetime of this council". The 2018/2019 budget included £5,000 to provide a sports wall at Amos Lawrence and to improve the children's play area on The Square.</p>								
2.0	<p>Play Equipment at The Square</p> <p>The play equipment at the Square has limited play value, consisting only of 3 static concrete animals. Whilst space is limited it will be possible to install some play panels on the fence and a single piece of equipment that will encourage imaginative play.</p> <p>The existing equipment could be relocated to Bassfords with the animals sitting along the fence line of the existing children's play area. Here they can add to the existing provision rather than being the sole item.</p>								
3.0	<p>Quotations</p> <p>2 quotations have been received a 3rd will be presented to the meeting.</p> <table> <tr> <td>supplier a)</td> <td>£3,300</td> <td>Buddy Bus and play panels</td> <td>(attached)</td> </tr> <tr> <td>supplier b)</td> <td>£3,399</td> <td>Play House and panels</td> <td>(attached)</td> </tr> </table> <p>The quotes are for supply of the equipment only, installation of the equipment can be provided by a 3rd party.</p>	supplier a)	£3,300	Buddy Bus and play panels	(attached)	supplier b)	£3,399	Play House and panels	(attached)
supplier a)	£3,300	Buddy Bus and play panels	(attached)						
supplier b)	£3,399	Play House and panels	(attached)						
4.0	<p>Recommendation</p> <p>a) That it be delegated to the clerk to arrange installation of the chosen equipment. b) That the clerk investigate external funding for the sports wall at Amos Lawrence.</p>								