

**RAUNDS TOWN COUNCIL**

**ENVIRONMENT LEISURE AND RECREATION COMMITTEE**

Minutes: 18 January 2018: Start Time 7.30pm.

**PRESENT**

Cllr R Levell (Chair), Cllr B Tyman, Cllr B Tirebuck, and Cllr D Hughes (arrived item 498.17)

**492.17 To Receive Apologies For Absence.**

Apologies were received from Cllr L Wilkes, Cllr D Jones and Cllr N Beck.

**RESOLVED** to note the apologies.

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

**NONE RECEIVED**

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

**NONE RECEIVED**

**495.17 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**

**496.17 Minutes:** confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 12 December 2017.

**RESOLVED** that the minutes of the meeting held on 12 December 2017 be confirmed as a true record.

**497.17 To receive a progress report on ELR projects**

The clerk presented the report as shown in appendix 1 and answered member's questions thereon. It was agreed that turf should be laid at the Ada Salter gardens to complete the sides of the path.

**RESOLVED** to note the report.

**498.17 Hanging Baskets:** To consider a scheme of hanging baskets for the Town.

Members reviewed the report of the clerk as shown in Appendix 2 and following discussion it was...

**RESOLVED** to appoint contractor A Amberol to supply the planters. The town gardener will be asked to arrange the planting of the baskets and planters.

**499.17 Saxon Hall Working Party:** To consider a report from the Saxon Hall working party.

The clerk gave members a verbal report from the Saxon Hall working party. S106 money totally £234,000 had been received or was due to be received to fund the project. The following improvements were planned:

| <b>Saxon Hall Internal Works</b>            | <b>Improving Link from Saxon Hall/Brook Street</b> |
|---|--|
| new flooring throughout                     | remodel steps close to millennium gate             |
| new ceilings throughout                     | remodel Evelyn walk archway                        |
| Replace partitions with acoustic partitions | lighting to steps on Evelyn walk                   |
| "curtain rail"/poles for drapes in halls    | external paths                                     |
| remodel kitchens / remove current office    | <b>Saxon Hall External Works</b>                   |
| remodel coffee bar rooms 2 and 3            | Rebuild Porch and create new entrance              |
| redecorating throughout                     | new office space at front of building              |
| toilets (new partitions)                    |  |
| new internal doors                          |  |
| new lighting throughout                     |  |
| IT - Projector/Audio                        |  |
| new windows? (not s106 funds)               |  |
| install windows in hall 2                   |  |

In addition the group will investigate the feasibility of creating a "community hub" in the basement which could be used as a library, children's centre or youth club.

The next step will be for the town council to appoint an architect and the working group hope to be able to make a recommendation to the Town Council in March 2017.

**500.17 To agree dates for the following ELR events:**

- a. The Spring Clean  
**RESOLVED that the date would be 24<sup>th</sup> March 2018**
- b. The Annual Tour of Inspection,  
**RESOLVED that the date should be 19<sup>th</sup> June 2018 at 6pm**
- c. The Autumn Litter Pick and Bulb planting  
**RESOLVED that the date would be Saturday 15<sup>th</sup> September 2018.**

**501.17 Community Work:**

- a. To consider building on the Film Afternoons and launching additional events in 2018/2019.

Members noted that the film afternoons had proved to be extremely successful. It was clear that the afternoons met with the needs of local people. It was agreed that the success of this could be built on with a range of other activities being offered.

Following discussion it was agreed that the Clerk and Assistant to the Clerk would ask all councillors for suggestions of activities they would then build a program for approval at the next ELR meeting.

**RESOLVED that a draft program of activities will be presented to the next meeting of the ELR committee.**

- b. To consider the logistics of managing the film afternoons including the provision of the equipment and licensing.

The Clerk explained the difficulties of collecting / returning the equipment to Oundle. Consideration was given to purchasing the councils own equipment or hiring from an alternative source.

**RESOLVED that:**

- a) **projection equipment be included in the specification for improvements to Saxon Hall.**  
 b) **that in the short term (12-18 months) equipment is hired from a local supplier at a cost of £95 per film who will allow the equipment to be stored at Saxon Hall.**

**502.17 Fencing at Bassfords Recreation Ground:** To consider installing a fence between the new younger children's play area and the older children's equipment.

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

**RESOLVED to place an order for the supply and installation of the fencing with supplier A. Subject to a maximum budget of £4,000 the supplier will be asked to supply the fence in green and repaint existing fence to match.**

**503.17 Electric Car Charging Point:** To consider a request from a resident to provide an electric car charging point in Raunds.

Members considered correspondence from a local resident suggesting that an electric car charging point should be installed within Raunds. Following discussion it was.....

**RESOLVED that the Clerk and Chairman of ELR would investigate the matter, including any funding that would be available for the project and report back to a future meeting of the committee.**

There being no further business the meeting concluded at 8:40pm

Approved: ..... (Town Mayor)

Meeting date: ..... 13 February 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  |                                   |
| S             | Y              | Annual tour of inspection                         | Date to be set for 2018  | ongoing  |                                   |
| S             | Y              | Promote use of parks                              | Through social media and events  | ongoing  | Ongoing                           |
| S             | Y              | Survey of Cemetery Chapel                         | Completed no urgent works  | ongoing  |                                   |
| S             | Y              | Street Furniture                                  | A number of bins have been replaced throughout the Town. These were provided free of charge by Kier. Fitted by S Pell.<br>Raunds Round Up have been asked to publish an article in March issue calling for suggestions for locations for additional bins | ongoing  | quotes received                   |
| S             | Y              | Additional seating to be provided in local parks  | Benches at Saxon Hall/Dog Park/Webb Road completed<br>Benches for Ada Salter Spinney/Bassfords being fitted<br>Picnic benches for Amos Lawrence purchased, location needs to be agreed   | 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  |                                   |

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| S | Y | Youth Work   | One JAM in the Hood project has been completed. Funding has been secured through ENC for a second project. This work will be a bespoke piece of work (based on JAM in the Hood). Groundworks are currently undertaking outreach work and will then design program around their findings | ongoing |  |
| S | Y | Autumn Litter Pick   | Date to be set at this meeting  | ongoing | Should this include daffodil 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                      |   | ongoing |  |
| S | Y | Playground Inspections   | Completed for 2017<br>Some repairs still to be carried out.   | ongoing | To be arranged for 2018  |
| S | Y | McDonalds Love Where you Live  | Work at Saddlers and Bassfords completed in 2017.<br>Projects needed for 2018   | ongoing |  |
| M | Y | Provision of a piece of public art at Warth Park                                   | Chased D Shaw 11/05/2016<br>Chased David Shaw 14/07/2016 Left message and sent email. Meeting with new sculptor 29/9/16<br>Roxhill have meeting with sculptor on 2/2/18. Hve requested a meeting with RTC shortly afterwards  | ongoing | Email from S Williams 20/3/17                                  |
| M | Y | Tree Survey<br>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 |  |

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|---|---|--|--|---------|---|
| M | Y | Ada Salter Tribute   | Gardens planted.Pathway relaid. Golden gravel will be laid in Spring. Benches being installed wk comm 15/1/18<br>Total project budget was £31,000, £29,725 spent /committed<br>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<br>Contractor appointed and site survey has been successfully completed.<br>Project to be completed by end of March  | ongoing |   |
| S | N | Hanging Baskets  | On agenda as separate item   | ongoing | Review for 2018                                     |
| 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.<br>Skate Park / Amos Lawrence / Saddlers still to be considered  | ongoing |   |
| M | N | RPC Open Space Contribution                                    | Money is held in ear-marked reserves.<br>Proportion was spent on Saxon Hall play area.   | ongoing | Consider what this could be used for.? Spinney Hill |
|   |   | 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<br>Mobile camera installed at Spinney Hill. Can be used at any hotspots<br>Wi-fi link still needed -ongoing  | ongoing |   |

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|---|---|---|---|---------|---|
| M | N | Skate Park  | Plan for long term regeneration of skate park.            | ongoing |   |
| S | Y | Land at Rear of Cemetery  | Creation of Dog Park                                      | DONE    | Brambles to be removed. Bench has been ordered. Consider water trough |
| 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    | Done and installed  |
| S | Y | Community Enhancements Gang   | Done  | DONE    | No longer in operation  |
| M | Y | Webb Road Play Area   | Done  | DONE    | Completed   |
| M | Y | Grounds Maintenance   | Turneys have struggled this season in part due to weather | DONE    | Regular meetings now being held                                       |
| M | Y | Appointment of gardenr for Saxon Hall/Various sites throughout the Town | Done  | DONE    |   |
|   |   | Official Town Map   | Done  | DONE    |   |

## Appendix 2

|  |  |
|--|--|
| <b>Summary:</b><br>A report on the provision of Hanging Baskets in Brooks Street/High Street |  |
| <b>Attachments:</b><br>a) Quotations from suppliers<br>b) Examples of Hanging Basket options |  |
| <b>1.0</b>   | <p><b>Hanging Baskets</b></p> <p>In the summer of 2017 hanging baskets were installed along Brook Street/High Street. Unfortunately whilst the hanging baskets were excellent quality and would have been highly suitable in a domestic setting they did not have enough impact on the high street.</p> <p>Consideration has therefore been given to ensuring that this year's floral displays have more impact.</p> <p>Commercial suppliers have been sourced to provide:</p> <p>4 large planters 1200 mm diameter (Town Square)<br/>20 Hanging baskets – 410mm in diameter (Brook Street/ High Street)</p> |

|  |  |
|--|--|
|  | <p>6 barrier baskets-900-1200mm in diameter (Town Hall)</p> <p>Supplier A has quoted £2716.76<br/>Supplier B has quoted £2579.70</p> <p>£3,000 has been included in the 2018/19 budget for the purchase of the planters.</p> <p>The costs above are for supply of the planters only, the town gardener would need to source plants and water the baskets.</p> <p>The cost of plants is £tbc. The cost of watering would be approximately £250 per month. The cost of watering / plants would be met from the grounds maintenance budget</p> <p>Alternatively hanging baskets can be sourced through Turney's Landscapes and installed and maintained by them. We are still awaiting confirmation of the costs of this. (This service is used by Rushden Town Council).</p> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>a) That the ELR committee agree a supplier for the hanging baskets</li> <li>b) That the ELR committee delegated the purchase of the agreed hanging baskets to the Clerk and Chairman of ELR.</li> </ul> |
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### Appendix 3

|   |   |
|---|---|
| <b>Summary:</b>   |   |
| A report on the provision of a fence to separate the new toddler area from older children's equipment at Bassfords Recreation Ground. |   |
| <b>Attachments:</b>   |   |
| c) Location Plan  |   |
| <b>1.0</b>  | <p><b>Background</b></p> <p>In October 2017 a new toddler play area was installed at Bassfords Recreation Ground. This has already proved to be hugely popular. Although not part of the original specification it has been agreed that a fence should be installed to separate the new toddler area from the older children's equipment.</p> <p>2 gates will be installed one leading from the field to the play area and the other linking the toddler area to the older children's area.</p> |
| <b>2.0</b>  | <p><b>Quotations</b></p> <p>Quotations have been sought from a number of suppliers:</p> <p>Supplier A (Installer of play area) £3,716 (includes making good wetpour area)<br/>Supplier B (fencing specialist) £3,798 (fencing only)<br/>Supplier C (fencing company) Has not responded to sales enquiry</p>   |
| <b>3.0</b>  | <p><b>Budget</b></p> <p>There is no budget for this item and the S106 money from Enterprise Road has been used. However there are underspends from other items in the ELR budget which can be vired to cover the cost of this.</p>  |
| <b>4.0</b>  | <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>c) That the ELR committee appoint supplier A to carry out the works.</li> </ul>   |