

RAUNDS TOWN COUNCIL

ENVIRONMENT LEISURE AND RECREATION COMMITTEE

Minutes: 17 November 2020 Time 19:30

NB: The meeting was held via Zoom video link. Details of the meeting and a link enabling members of the public to join the meeting were published on the Town Council website. The meeting was held in compliance with Regulation 5 (2) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

PRESENT: Cllr L Wilkes (Chair), Cllr D Hughes, Cllr S Hughes, Cllr R Tyman, Cllr K Harrison and Cllr O Curtis

Also Present:

Ms Kate Houlihan: Town Clerk (Minutes)

390.20 To Receive Apologies for absence.

NONE RECEIVED

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

NONE RECEIVED

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

NONE RECEIVED

393.20 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

394.20 [Minutes:](#) confirm the minutes of the Environment, Leisure and Recreation Committee meeting held 20 October 2020.

RESOLVED that the minutes of the meeting held on 20 October 2020 be confirmed as a true record.

395.20 To receive a progress report on ELR projects

Members reviewed the progress report as shown in Appendix 1

The following items in particular were noted:

- a) The Town Council would like to proceed with offering some targeted youth work to support young people affected by the pandemic. The Clerk will contact Service 6 and other providers to

see what services they can offer. St Peters Enterprise Centre (opposite Spar) was suggested as a venue.

- b) The tap at Cemetery was now working. It may be necessary to switch it off in times of severe frost.
- c) NCC had reviewed the provision of Grits Bins (see table below)– NCC will only install grit bins in locations that score more than 6.

Following discussion, it was....

Location	Town	Sharp Bend (2)	Junction where there is an approach from a gradient from a side road (2)	Steep Gradient (1)	Not in precautionary network (2)	Proximity of other bins (within 150m) (-1)	Community Facilities (1)	Only access road to Community (1)	Total score
Park Road	Raunds	0	2	1	2	0	0	0	5
Langham Road	Raunds	2	2	0	2	0	1	0	7
Chelveston Road	Raunds	0	0	0	0	0	0	0	0
Weighbridge Way	Raunds	0	2	1	2	-1	0	0	4
Miles Close	Raunds	2	0	1	2	-1	0	0	4
Harvey Close	Raunds	0	0	0	2	-1	0	0	1
Streather Court	Raunds	0	0	1	2	0	0	0	3
Windmill Lane	Raunds	2	0	0	2	0	0	0	4
St Crispin Way	Raunds	2	0	0	2	0	0	1	5
Nichols Way	Raunds	0	2	0	2	0	0	1	5
Catlow Close	Raunds	0	2	0	2	0	0	0	4
Holmes Avenue	Raunds	0	2	1	2	-1	0	0	4

RESOLVED That Raunds Town Council will install grit bins in any locations that scored more than 4

- d) CCTV – It was noted that despite numerous attempts it may not be possible to link the cameras back to the town hall as insufficient locations existed where small antennae can be installed (power is required in each location and a clear line of sight) to send the images

RESOLVED to note the report.

396.20 ELR Budget Review and Planning:

a. To review progress against the 2020/21 budget

Members reviewed the budget information as shown in Appendix 2 Progress against budget was noted, the effect of Covid on income streams had been severe, especially at Saxon Hall.

Other projects had had to be put on hold during the pandemic.

General budget areas were in line with expectations and there were no areas of concern.

RESOLVED to note the report.

b. To consider the 2021/22 budget

Members considered revenue the budget for 2021/2022. Particular consideration was given to income at the Saxon Hall. In consideration of this it was...

RESOLVED that for 2021/22

- a) **Nominal Code 1065 – Saxon Hall Hire - Budget £19,500**
- b) **All other nominal codes were to be increased by a suitable inflationary amount as determined by the Finance and Policy Committee.**

Members then considered the project/capital budget for 2021/22.

And following discussion it was..

RESOLVED to allocate the following sums to various projects:

- **£5k Skate Park**
- **£15 Economic Development Digital Signs**
- **£5k Youth Work**

There being no further business the meeting closed at 20:37pm

Approved: (Town Mayor)

Meeting date: 8 December...2020..... (Council)

Approved: (Chairman)

Meeting date:21 January 2021..... (Committee)

Appendix 1: Progress Report

Resolution	Action/Progress	Complete	Date Completed	Notes
Costed schemes for paths at cemetery		pending		Project for 2020?
Turning Raunds Green	Electric car charging points	ongoing	10/03/2020	Ordered, goods received. Install due 11/03/2020 but contractor van broke down! Chasing new date
Wildflower verges	To be completed 2020	ongoing		? Bee Haven on roof of bus shelters
Youth Work		ongoing		Note NAYC closed throughout mid March and April, re-opened May 12 2020 Cllr D Hughes to investigate use of school premises, school premises unavailable. On agenda for this meeting
Bus Shelters	RTC to consider installing additional bus shelters in the town.	ongoing		awaiting information from NCC.
Warth Park Crossing	Residents have complained that the crossing isn't safe. Investigate feasibility of moving crossing	ongoing		information being presented to this meeting. Passed to Full Council - NCC asked to consider funding
VAS Signs	Consider purchase of VAS Sign	ongoing		awaiting info from NCC
Saddlers Park	Consider refurbishment	ongoing		awaiting quotes /schemes from suppliers ON AGENDA FOR THIS MEETING
Turning Raunds Green	Water refill station	ongoing		Order cancelled. Consider installation re Covid
Turning Raunds Green	To consider as part of business working party	ongoing		Car charging point received. Installation delayed due to coronavirus. Query over power available
Bye-laws / (Include provision to deter travellers	KH to prepare amended bylaws to send to DCLG	ongoing		KH to circulate to members of ELR
Public Space Protection Orders	All fenced play areas have dogs on leads orders. No other orders were made for Raunds. ENC to revisit some.	ongoing		KH to chase ENC / Meeting being arranged with Charlotte Tomkins
London Road Opposite ASDA/Highways verge	Hedge has re-grown. But needs to be maintained	ongoing		No action required at this time
Provision of a piece of public art at Warth Park	Has been presented to Full Council	ongoing		revised brief given to Broadbent No action being taken at this time Clerk to give update to this meeting ROXHILL CHASED
Brook Street	ELR to consider how to improve Brook Street / Link to S	ongoing		Ongoing as part of Saxon Hall Project. Turneys asked to weedkill entire street -
St Peters Churchyard	RTC must maintain the area as a closed churchyard under LGA 1972 S215	ongoing		Have been chasing Peterborough Diocese for information Papers sent to Peterborough - should be considered by faculty January 2020. Further information required from diocese September 2020

Woodland Walk	Creation of Woodland Walk	ongoing		Planning permission granted. Benches and fencing installed. Cannot hold community planting day due to coronavirus
Skate Park	Plan required for long term regeneration of skate park. Will be on agenda for September. Quotes being sought for refurbishment.	ongoing		Roxhill to be chased re funding (SEE WRITTEN UPDATE) / Approach Mick George consultation needed (Included in Vision) Skate Park currently closed following serious vandalism
Youth Work / Youth Centre	feedback required from Groundworks following completion of project.	ongoing		
Grit Bins	Locations passed to NCC	ongoing		awaiting confirmation from NCC to see if they will install Feedback from NCC to November meeting
Promoting the High Street	Introduction of Town App Use of digital noticeboards Promote Eat Out to help out Shop front Grants	ongoing		App - 180+ business listed. Data passed to Town App to build dashboard and app App to be launched late November / December 2020 - ?? Lockdown
Heritage Way	Install post and rail fence for security	ongoing		Order placed - work to be carried out late November 2020
Grit Bins	Carry out consultation re possible locations	Ongoing		Feedback from NCC to be presented to November meeting
Isolation Care Packs	Prepare a Christmas care pack	Ongoing		Applied for a grant from Western Power Distribution -7/11/2020
S106	Meadow Lane Works and deed of variation	ongoing		The work to Meadow Lane and in particular, the underpass has been more problematic. The requirements of Highways England and local farmers have meant that the original planned platform and other works through the underpass cannot be delivered. There is therefore an underspend on this budget. Roxhill have suggested that they would be willing to see this underspend used for other community projects such as improvements to the skate park.
Saddlers Play Area	Improve Saddlers play area	ongoing		agreed Full Council 10/11/2020
Promote use of parks	Through social media/ digital noticeboards and events 19/07/2018 Love your park week, we have had a scoail media campaign.	Ongoing		
Cemetery Water	Consider re-installing mains water	DONE	29/10/2020	tap installed. Anglian to carry out final connection. Anglian chased awaiting their impact assessment. BEING CONNECTED BY 31/10/2020 Tap connected - ALL WORKING
New Lighting memorial gardens	Install new floodlight on war memorial	DONE	07/11/2020	
dog bag dispensers	Ticspac to provide free dog bags and dispensers in 5 of our parks	DONE	01/08/2020	Received from Tikspac - to be installed by RTC -
Playground Inspections	Contractor appointed and inspection completed	DONE	01/08/2020	All works carried out

Greenway / Meadow Lane Signage		DONE	01/08/2020	installed - Note location on Delves
Drainage Bassfords	Ditch to ease drainage issues for LOCAL RESIDENTS	DONE	Jul-20	
Lighting public footpaths	Order placed with Zeta lighting	DONE	12-May-20	Installation on RPC footpath May 2020 Installation at Woodpecker carried out in Jan 20
Vision for Raunds	Questionnaire to be produced	DONE	15/03/2020	Questionnaire reviewed by ENC and working party. questionnaire completed awaiting printing / Report to this meeting.
Land at Sheffield Court	Transfer agreed with land owner. Awaiting final transfer deed	DONE	10/03/2020	Land transferred to RTC confirmed
Saxon Hall Accessible parking spaces	Works ordered from specialist contractor	DONE	15/02/2020	Bays and signage installed
Lighting public footpaths	Order placed with Zeta lighting	DONE	05/02/2020	Installation on Woodpecker footpath Jan 2020
cemetery fee	Reviewed and re-issued to funeral directors	DONE	01/02/2020	
Lighting Market Square- Repairs to lighting Raunds Market Square	New uplighters installed and working	DONE	25/11/2019	Additional electrical works to be completed to separate lines to silver birches
Sports Wall- Provision of a sportswall at Amos Lawrence Playing Field	Equipment Installed	DONE	15/11/2019	A grant of £6314 awarded by ENC to cover 50% of cost. Equipment installed (snagging work to be completed)
First Aid Training	Raunds First Responders to provide training	DONE	31/10/2019	40 people booked for 1st session 60 booked for November session.
Film Equipment - The provision of audio visual equipment for Saxon Hall	Equipment Installed	DONE	31/10/2019	A grant of £6996 awarded by ENC to cover 50% of cost. Equipment installed and used in November 2019
Additional A frame boards	Purchase additional A frame boards/user agreement	DONE	31/10/2019	Boards in use by various businesses in the Town.
Amos Lawrence -track leading to Anglian Water etc	new gate installed by Anglian	DONE	31/10/2019	Not RTC responsibility. Land not owned by RTC
Tree Survey 2018	Tree survey completed	DONE	30/10/2019	Works being progressed
Raunds Market	Trial of Saturday market	DONE	30/09/2019	Trial successful. Reported to ELR in September 2019. RESOLUTION: To continue market in 2020
Memorial to Cllr Hind		DONE	30/09/2019	
Official Town Map	history society asked to provide a walking route to be ad	DONE	30/09/2019	Being produced for Autumn 2019

Spring and Autumn Litter Picks and Bulb planting	Dates to be set for 2019	DONE	28/09/2019	Saturday 23rd March - Spring Litter Pick (Part of Keep Britain Tidy-Big Spring Clean) Saturday 28th September - Autumn Litter Pick and Bulb Planting
McDonalds Love Where you Live	2019 project to be considered	DONE	28/09/2019	Part of Autumn litter pick
Cemetery	Remedial works undertaken to shrubs	DONE	01/09/2019	
Tourism Signage including Welcome to Raunds sig	On agenda for this meeting	DONE	31/07/2019	Final design TBC
Grounds Maintenance	to ask ENC to re-instate mowing in all three areas whilst ownership and responsibility for each area is established. The Clerk will write to the district councillors asking for their support.	DONE	30/07/2019	ENC re instated mowing in areas until smooth transition of responsibilities is established.
Staging-Provision of new staging for Saxon Hall	Equipment Installed	DONE	01/05/2019	A grant of £7000 awarded by ENC to cover 50% of cost. Equipment installed and used in May 2019 onwards
Winter Maintenance	RTC to take over 3no grit bins and install 2 additional bins at RPC site	DONE	30/11/2018	3 bins now filled and bin at Ashfield replaced. 1 grit bin delivered 21/1/19, supplier being chased as to location of other bin
Trees (100 trees to be planted in town)	Done	DONE	31/10/2018	Planted at bottom of Amos Lawrence
Ada Salter Tribute	Very successful opening. Tree guards still awaited	DONE	31/08/2018	Tree guards in
Children's Film Afternoon		DONE	30/08/2018	Attendance low
Light at Red Row - to liaise with resident to change	Replacement lamp now ordered to be fitted by JH May	DONE	11/08/2018	
Hanging Baskets	Much larger number of baskets required for 2019. Infrastructure needs to be in place well in advance of Spring 2019.	DONE	30/06/2018	Removed for 2018 - More to be ordered for 2019 /Additional baskets delivered. Gardener working on planting scheme
Bassfords	Repairs to Bassfords recreation Ground / Completion of Dropped kerb	DONE	31/05/2018	Work to grounds completed
Improvements to Town Square	Additional Planters done! Digital noticeboard installed! Some play equipment installed last piece awaited.	DONE	31/05/2018	Benches - Installed! Play Equipment - Received awaiting installation last week October, credit of £650 because of delays (against price of £1854) Additional piece to be installed
Fencing and additional gates at Bassfords Play area		DONE	30/04/2018	
Interment Rates	Rates reviewed from Jan 16	DONE	31/01/2018	

Amos Lawrence Entrance re- surfaced	Entrance re- surfaced	DONE	31/10/2017	
Adult Gym Equipment	Provision of information leaflet ongoing. Some issues have arisen getting replacement parts. This has been flagged with supplier.	DONE	30/10/2017	Part of Raunds Gets Active
Additional seating to be provided in local parks	Benches at Saxon Hall/Dog Park/Webb Road completed 3 Benches ordered can be fitted in various locations	DONE	30/08/2017	
Tackling Social Isolation	ongoing successful launch of coffee afternoons	DONE	11/08/2017	March Film 160 attendees!
Community Facilities Fund (covered seating area)	Completed	DONE	31/05/2017	
Appointment of garden for Saxon Hall/Various site	Done	DONE	30/05/2017	
Noticeboard on Coop railing	Done	DONE	01/01/2017	
Welcome Pack	Done	DONE	30/11/2016	
Webb Road Play Area	Done	DONE	31/08/2016	
Land at Rear of Cemetery	Creation of Dog Park	DONE	31/05/2016	
Costed schemes for each play area	Funding application made for Amos Lawrence	DONE		Funding approved see above Additional equipment installed on The Square, Raunds

Appendix 2: Budget Review 2020-21

12/11/2020		Raunds Town Council			Page 1	
13:16		Detailed Income & Expenditure by Budget Heading 30/09/2020				
Month No: 6		Cost Centre Report				
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
Saxon Hall						
Saxon Hall Hire	846	35,000	34,154			
Saxon Hall :- Income	<u>846</u>	<u>35,000</u>	<u>34,154</u>			
Salaries (Saxon Hall)	12,272	36,050	23,778		23,778	
Pension Costs (Council Cont.)	2,766	7,725	4,959		4,959	
Protective Clothing	128	268	141		141	
Professional Fees	0	268	268		268	
Health & Safety	0	536	536		536	
Janitorial Supplies/Cleaning	10	804	794		794	
Advertising & Marketing	0	1,607	1,607		1,607	
Repairs & Maintenance	1,302	2,101	799		799	
Vandalism	0	536	536		536	
General Grounds Maintenance	0	1,051	1,051		1,051	
Security: General	432	2,143	1,711		1,711	
Security: CCTV	0	788	788		788	
Security: Fire Alarm	250	525	275		275	
Security: Burglar Alarms	0	268	268		268	
Contract Cleaning	265	697	432		432	
Equipment	10	536	526		526	
Performing Rights Society	0	643	643		643	
Utility Bills: Electricity	1,596	4,286	2,690		2,690	
Utility Bills: Gas	1,709	5,358	3,649		3,649	
Utility Bills: Water Rates	23	1,072	1,049		1,049	
Utility Bills: Telephone/Inter	496	536	40		40	
Utility Bills: Mobile Phones	0	107	107		107	
Refuse/Waste Disposal	1,890	2,679	789		789	
Business Rates	1,185	4,500	3,315		3,315	
Piano	0	54	54		54	
Saxon Hall :- Indirect Expenditure	<u>24,334</u>	<u>75,138</u>	<u>50,804</u>	<u>0</u>	<u>50,804</u>	
Net Income over Expenditure	<u>(23,488)</u>	<u>(40,138)</u>	<u>(16,650)</u>			
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Grand Totals:- Income	846	35,000	34,154			
Expenditure	<u>24,334</u>	<u>75,138</u>	<u>50,804</u>	<u>0</u>	<u>50,804</u>	
Net Income over Expenditure	<u>(23,488)</u>	<u>(40,138)</u>	<u>(16,650)</u>			
Movement to/(from) Gen Reserve	<u>(23,488)</u>					
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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
Open Spaces						
Open Spaces Hire	0	723	723			
Verge Mowing Reimbursement	0	2,333	2,333			
Open Spaces :- Income	<u>0</u>	<u>3,056</u>	<u>3,056</u>			
Professional Fees	320	510	190		190	
Health & Safety	0	261	261		261	
Improvements	2,753	4,641	1,888		1,888	
Equipment	181	0	(181)		(181)	
Refuse/Waste Disposal	500	0	(500)		(500)	
Skate Park	750	3,060	2,310		2,310	
Trees	2,570	10,710	8,140		8,140	
Gardening/ Horticulture	3,606	12,750	9,144		9,144	
Grounds Maintenance/Agency	25,736	44,880	19,144		19,144	
Play Equipment	3,089	4,370	1,281		1,281	
GMC Admin/supervision Charge	3,525	10,404	6,879		6,879	
Street Furniture	1,623	4,590	2,967		2,967	
Open Spaces :- Indirect Expenditure	<u>44,653</u>	<u>96,176</u>	<u>51,523</u>	<u>0</u>	<u>51,523</u>	
Net Income over Expenditure	<u>(44,653)</u>	<u>(93,120)</u>	<u>(48,467)</u>			
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Grand Totals:- Income	0	3,056	3,056			
Expenditure	<u>44,653</u>	<u>96,176</u>	<u>51,523</u>	<u>0</u>	<u>51,523</u>	
Net Income over Expenditure	<u>(44,653)</u>	<u>(93,120)</u>	<u>(48,467)</u>			
Movement to/(from) Gen Reserve	<u>(44,653)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Cemeteries & Church Yards</u>					
Fees	1,875	3,000	1,125		
Interments - Income	4,003	6,000	1,998		
Cemeteries & Church Yards :- Income	5,878	9,000	3,123		
Professional Fees	0	273	273		273
Health & Safety	0	273	273		273
Repairs & Maintenance	40	6,426	6,386		6,386
Business Rates	508	1,449	941		941
Interments - Expenditure	2,120	4,370	2,250		2,250
Memorials Testing & Repair	0	2,142	2,142		2,142
Church Wall Maint & Repairs	0	546	546		546
Cemeteries & Church Yards :- Indirect Expenditure	2,668	15,479	12,811	0	12,811
Net Income over Expenditure	3,209	(6,479)	(9,688)		
<u>Market</u>					
Market Rents	240	2,000	1,760		
Market :- Income	240	2,000	1,760		
Utility Bills: Electricity	773	612	(161)		(161)
Utility Bills: Water Rates	133	270	137		137
Market :- Indirect Expenditure	907	882	(25)	0	(25)
Net Income over Expenditure	(667)	1,118	1,785		
<u>Car Parks</u>					
Repairs & Maintenance	40	520	480		480
Car Parks :- Indirect Expenditure	40	520	480	0	480
Net Expenditure	(40)	(520)	(480)		
<u>Public Lighting</u>					
Repairs & Maintenance	0	1,071	1,071		1,071
Utility Bills: Electricity	355	510	155		155
Public Lighting :- Indirect Expenditure	355	1,581	1,226	0	1,226
Net Expenditure	(355)	(1,581)	(1,226)		
<u>Section 137</u>					
Donations - S137	1,540	2,101	561		561
Remembrance Day - S137	0	58	58		58
Section 137 :- Indirect Expenditure	1,540	2,159	619	0	619
Net Expenditure	(1,540)	(2,159)	(619)		
Grand Totals:- Income	6,118	11,000	4,883		
Expenditure	5,510	20,621	15,111	0	15,111
Net Income over Expenditure	608	(9,621)	(10,229)		
Movement to/(from) Gen Reserve	608				