

## IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF THE PROPERTY AND SERVICES COMMITTEE HELD ON  
TUESDAY 21<sup>ST</sup> SEPTEMBER 2021 AT 7.30PM AT THE COMMUNITY CENTRE FETTLINEDINE ROAD NN9  
5XF

---

PRESENT: Councillors J Bragg, (arrived at 7.54pm) C Cross, E Hopkinson, R Powell and P Boyer (Ex Officio)

ALSO PRESENT: Co-opted member John Comont

### AGENDA

As neither the Chairman Councillor T Walton or the Vice Chairman Councillor J Bragg were present Councillor E Hopkinson was elected as Chairman for the meeting.

#### 15.APOLOGIES

Councillor T Walton – Ill Health

**RESOLVE P&S/09(21)/15** – that Councillor T Walton’s apology be accepted.

16.DECLARATIONS OF INTEREST – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST AND OTHER INTERESTS AND THE NATURE OF THOSE INTERESTS RELATING TO ITEMS ON THE AGENDA.

No declarations were made.

17.MINUTES – TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 22<sup>ND</sup> JUNE 2021.

**RESOLVE P&S/09(21)/16-** that the minutes of the Property and Services Committee meeting of Tuesday 22<sup>nd</sup> June 2021 be approved and signed as a correct record of proceedings

18.MATTERS ARISING – TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 22<sup>ND</sup> JUNE 2021 (UNLESS COVERED BELOW)

Page 2 ITEM 78 - TO CONSIDER A REQUEST FROM A RESIDENT TO PUT A BENCH IN THE HIGH STREET BY THE LIBRARY.

**RESOLVE P&S/01(20)/110** – that a quotation be sought from Northamptonshire County Council Highways for the cost of a licence and installation of a bench in the High Street in front of the library.

Chairman:

Date:

**RESOLVE P&S/01(20)/111** – that the possibility of obtaining sponsorship for a bench in the High Street in front of the library be investigated.

Councillor C Cross asked for an update – The Assistant Clerk advised that both **RESOLVES P&S/01(20)/110 and P 7 S/01(20)111** were still to be actioned.

Page 3 10. TO RECEIVE AN EMAIL ABOUT THE SHRUB BED ON DRAYTON ROAD AND AGREE ANY ACTION.

**RESOLVE P&S/07(20)/15** – that nearby residents of the Drayton Road Shrub bed be surveyed for their views on the current condition of the shrub bed and their suggestions for any changes they feel would enhance the shrub bed.

Councillor C Cross asked if the survey of residents had been undertaken yet. - The Assistant Clerk stated that it hadn't as Councillor C Cross had agreed at a previous meeting to action with the Assistant Clerk.

Page 3 54. TO RECEIVE AN UPDATE FROM THE OUTSIDE MAINTENANCE CONTRACTOR ON THE AREA BEHIND THE PAVILION AS PER **RESOLVE P&S/01(21)/77**.

**RESOLVE P&S/03(21)/94** – that a meeting be arranged between the outside maintenance contractor, Assistant Clerk and John Comont at the Central Recreation Ground to clarify the location of the agreed designated environmentally friendly wildflower area and maintenance required.

Councillor C Cross enquired as to whether the meeting had taken place yet. - The Assistant Clerk replied that herself and John Comont had been discussing this earlier today on email but no date had yet been agreed for the meeting.

Page 4 10) TO ACCEPT A QUOTE FOR REPAIRS TO REPLACE MISSING AND BROKEN SLATES ON THE LYNCH GATE ROOF AND REPAIR THE HOLE IN THE LOWER STONEMASONRY WHERE THE RAILINGS WERE REMOVED AT ST PETERS CHURCH.

**RESOLVE P&S/06(21)/08** - that the quotation to supply one slab and 7 red clay tiles and to repair Lynch Gate roof and re bed new and loose slabs on the path at a cost of £220.00 net be accepted

Councillor C Cross asked if the repairs had been carried out. - The Assistant Clerk advised that the work on the slabs had been completed but the repairs to the roof tiles were still to be carried out.

Page 5 11) TO ACCEPT THE PREVIOUS GUIDELINES FOR THE COUNCILS' PUBLIC OPEN SPACES.

**RESOLVE P&S/06(21)/10** – that Councillor R Powell produces a report on open space provision and the recommended minimum area required for the next Property and Services meeting on the 21st September 2021.

Councillor R Powell gave a verbal report of his findings. His report was based on 2 reports the Open Space Assessment Report and the Standards Open Space Assessment Report raised in 2016. The reports classify the open spaces into different categories and set down the minimum standard of land Town and Parish Councils expected to have per 1000 population for each category. Basing the current population of Irthlingborough at approximately 9700 – he informed members that Irthlingborough were pretty much hitting the minimum targets for all the open space categories.

He highlighted a few oddities in some of the areas included/excluded, one of which was Irthlingborough Lakes and Meadows.

Chairman:

Date:

John Comont added that the ENC Open Green Space Strategy classified areas such as Irthlingborough Lakes and Meadows by the accessible space they provided rather than the entire area covered which led to some disparities.

Councillor R Powell brought members attention to Fields in Trust – who had launched a green space index in 2021 giving the ideal green space per resident for the country as a whole and smaller areas such as the Midlands. They had a website if members wished to research further.

Members thanked him for his informative and concise report.

**19.TO RECEIVE AND NOTE ACTIONS TAKEN AGAINST THE PROPERTY AND SERVICES COMMITTEE RESOLUTIONS UP TO 15<sup>TH</sup> SEPTEMBER 2021.**

Councillor queried that there had been no update on items that went to the Full Town Council July meeting.

The Assistant Clerk said that the updates would be on the Full Town Council Resolve Lists.

**RESOLVE P&S/09(21)/17** - that the actions taken against the Property and Services Committee resolution list up to the 15<sup>th</sup> September 2021 are received and noted.

**20.TO CONSIDER THE EXISTING INVENTORY OF THE COMMUNITY CENTRE KITCHEN AND DECIDE IF WE NEED TO ADD TO THIS AS PARTY BOOKINGS INCREASE.**

The existing inventory was very uneven and the provision of mixed designs.

Members felt that as more party bookings were being received and the Council was also putting the Community Centre forward as a wedding reception venue it was desirable to have a large number of complete matching sets.

Plain white which could easily be sourced if items were damaged or broken was proposed for the dinner sets.

**RESOLVE P&S/09(21)/18** – that the Council purchases 100 dinner sets in a robust plain white style, 100 complete sets of cutlery along with sufficient serving spoons and teaspoons within a budget of £750.

**21.TO DISCUSS THE PROBLEM WITH LITTERING IN THE TOWN AND CONSIDER OPTIONS AS PER RESOLVE ITC/07(21)/134. TO CONSIDER THE PLACEMENT OF LITTER POSTERS IN THE TOWN AS PER RESOLVE ITC/07(21)/146 THAT THE PLACEMENT OF LITTER POSTERS IN THE TOWN IS CONSIDERED.**

Members whilst agreeing that a litter campaign was a good idea and should be pursued, they did not consider the campaign adopted by Newark and Sherwood District Council offered for consideration was suitable and an alternative campaign should be investigated.

It was unknown if the newly formed North Northants Unitary Council were using/running a litter campaign and had any posters/ materials that Irthlingborough could use.

It was suggested that a community litter pick be organised to highlight the campaign once agreed.

Chairman:

Date:

**RESOLVE P&S/09(21)/19** – that Unitary Councillor R Powell makes enquiries as to what the North Northants Unitary Councils policy on litter is and if it has any promotional materials available Irthlingborough Town Councils could use.

**RESOLVE P&S/09(21)/20** – that when a litter campaign has been agreed, a litter action day is organised within the town.

22. TO RECEIVE THE ANNUAL PLAY INSPECTIONS AND CONSIDER SUGGESTED REPAIRS/REPLACEMENT OF EQUIPMENT.

**RESOLVE P&S/09(21)/21** – that the Annual Play Inspection Reports for the Crow Hill Recreation Ground play area, Les O’Dell play area and the Central Recreation Ground play areas are received and noted.

The Assistant Clerk brought to members attention the Les O’Dell play area report had classified the Toddler Multiplay Unit as an End of Life Item.

It was proposed quotations be sought to have this item removed and the surface repaired as soon as possible.

**RESOLVE P&S/09(21)/22** – that 3 quotations be sought for the removal and disposal of the Toddler Multiplay Unit and to carry out repairs to the surface at the Les O’Dell play area.

**RESOLVE P&S/09(21)/23** – that the Clerk be given delegated authority to accept the quotation she considered best value for the removal and disposal of the Toddler Multiplay Unit and to carry out repairs to the surface at the Les O’Dell play area rather than bring the quotations back to the Property and Services Committee for consideration.

**RESOLVE P&S/09(21)/24** - that 3 quotations be sought to carry out all the High Risk item repairs/actions as suggested in the Annual Playground Inspection Reports across the towns 3 play areas at the Crow Hill Recreation Ground, Les O’Dell and the Central Recreation Ground.

**RESOLVE P&S/09(21)/25** – that the Clerk be given delegated authority to accept the quotation she considered best value to carry out all the High Risk item repairs/actions as suggested in the Annual Playground Inspection Reports across the towns 3 play areas at the Crow Hill Recreation Ground, Les O’Dell and the Central Recreation Ground rather than bring the quotations back to the Property and Services Committee for consideration.

23. TO CONSIDER REQUIREMENT FOR ADDITIONAL PLAY EQUIPMENT PROVISION.

Councillor D Maxwell had put forward some suggestions for replacement/new equipment at the Crow Hill Recreation Ground.

The Assistant Clerk advised members that the football team who hired the Central Recreation Ground had kindly marked out a pitch between the goal posts at the Crow Hill Recreation Ground for the school summer holidays.

Members agreed that the existing goal nets were in need of replacement.

Before the Council purchased any large piece of new equipment it was proposed that a survey of Crow Hill residents was carried out to establish what sort of new equipment was favoured.

Chairman:

Date:

The survey should include an option for an inclusive piece of play equipment.

Prior to raising a survey, the committee needed to carry out a group visit to the Recreation Ground.

A) CONCRETE TABLE TENNIS TABLE

**RESOLVE P&S/09(21)/26** – that the Property and Services Committee as a whole carry out a site visit to the Crow Hill Recreation Ground. The time and date of the visit to be co-ordinated by Councillor E Hopkinson.

**RESOLVE P&S/09(21)/27** – that a Crow Hill resident survey is drafted for approval, a copy to be delivered to each household, with an option to respond online also provided, to establish what facilities/equipment residents of all age groups would like to see at the Recreation Ground.

B) FOOTBALL NETS FOR THE CROW HILL RECREATION GROUND GOAL POSTS

Cllr D Maxwell had indicated a need for a pair heavy duty football nets and new net clips and metal pegs to fix them.

**RESOLVE P&S/09(21)/28** – that 3 quotations should be sought for a pair of heavy duty football nets along with net clips and metal pegs to replace the existing worn out nets.

24. TO AGREE THE WORDING FOR A PLAQUE FOR A MEMORIAL TREE IN THE REST GARDENS AS PER RESOLVE **RESOLVE ITC/04(21)/442** AND A DATE TO PLANT THE CHERRY TREE.

**RESOLVE P&S/09(21)/29** – that the wording “In memory of all those who lost their lives during the COVID -19 pandemic” should be inscribed on the plaque to go under the new cherry tree in the Rest Gardens.

**RESOLVE P&S/09(21)/30** – that a site visit, to include Councillor J Farrar, be made to establish the location for the planting of the new cherry tree.

**RESOLVE P&S/09(21)/31** – that Councillor J Farrar who had made the original proposal should be invited to plant the tree.

It was noted that the best time to plant a new tree would be between November and the end of February.

**RESOLVE P&S/09(21)/32** – that members bring suggestions for a suitable date and time for the planting of the new cherry tree in memory of those lost to the COVID -19 pandemic to the next Property and Services meeting on 23<sup>rd</sup> November 2021.

25. TO AGREE WINTER PLANTING SCHEME FOR CROSS PLANTERS. (VICTORIA STREET BEING PLANTED BY IRTHLINGBOROUGH FLOWER COMPANY) AND WATERING AGREEMENT.

Councillor E Hopkinson thanked Councillor C Cross for her work in planting and maintaining the planting in the cross planters saying how nice they looked and that he had received several compliments from residents about them.

Chairman:

Date:

It was recalled that it had been resolved for all the flowerbeds and planters in the town to be planted with red white and blue flowers in the spring and summer for the Queens Jubilee.

Members did not have any specific requests for the winter planting.

**RESOLVE P&S/09(21)/33** – that Councillor C Cross continues to plant and maintain the planters at the Cross Memorial. The selection of plants and colours be left to her.

**RESOLVE P&S/09(21)/34** – that the watering agreement remains as it is.

26.TO INVESTIGATE IMPROVEMENTS TO SCARBOROUGH STREET/COLLEGE STREET PAVED SEATING AREA.

The roots of the tree at the site have damaged/lifted the paving making the area hazardous. The area is currently fenced.

More information about the tree needs to be sought before proposals can be put forward for the area.

**RESOLVE P&S/09(21)/35** – that John Comont visits the site to identify the tree and its condition.

27.TO CONSIDER AND AGREE A TREE QUOTE TO REDUCE THE OVERGROWN TREES ALONG THE PATHWAY ON CHURCH WALK FOLLOWING COMPLETION OF PLANNING. (APPLICATION SUBMITTED)

2 Quotations received 3 quotations sought.

A in pack £790.00

B tabled £425.00

The Assistant Clerk confirmed that all firms had been given a copy of the tree work to be carried out as outlined in the planning application.

**RESOLVE P&S/09(21)/36** – that the cheapest quotation B at a cost of £425.00 + VAT be accepted.

Date of next meeting: 23<sup>rd</sup> November 2021 to be held at the Community Centre, Fettleline Road, Irthlingborough, NN9 5XF

There being no further business the meeting closed at 8.50pm.

Chairman:

Date:

Chairman:

Date: