

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF THE PROPERTY AND SERVICES COMMITTEE HELD ON
TUESDAY 24TH JANUARY 2023 AT 7.30PM (FOLLOWING PLANNING) AT THE COMMUNITY CENTRE
FETTLLEDINE ROAD NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, C Cross, E Hopkinson, T Walton and J Farrar (Ex Officio)

ALSO PRESENT: 2 members of the public

AGENDA

54. APOLOGIES

No apologies were received

55. 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.

Item 67 TO CONSIDER A REQUEST FROM THE FRUIT & VEG TRADER TO INCREASE WEEKEND TRADING DAYS ON PARSONS GREEN AND THE FEEDBACK FROM A TOWN TRADER.

Councillor J Farrar is a member of an organisation opposed to Sunday trading

56. MINUTES – TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 15TH NOVEMBER 2022.

RESOLVE P&S/01(23)/74 - that the minutes of the Property and Services Committee meeting of Tuesday 15th November 2022 be approved and signed as a correct record of proceedings

57. MATTERS ARISING – TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 15TH NOVEMBER 2022. (UNLESS COVERED BELOW)

Nothing was raised.

58. TO RECEIVE AND NOTE ACTIONS TAKEN AGAINST THE PROPERTY AND SERVICES COMMITTEE RESOLUTIONS UP TO 17TH JANUARY 2023.

Page 5 **RESOLVE P&S/07(22)/20** – that the Clerk writes to the Garden Centre to ask if they would consider undertaking the designing and planting of the shrub bed in Drayton Road as a Community engagement/sponsorship project with their contribution being recognised with the installation of a plaque at the site.

Chairman:

Date:

Councillor C Cross asked for and update.

The Assistant Clerk informed members that because a decision on Bosworth's Planning Application for a Garden Centre in Irthlingborough had been delayed, they were not prepared to consider sponsorship of the project in the town at the moment.

RESOLVE P&S/01(23)/75 - that the actions taken against the Property and Services Committee resolution list up to the 17th January 2023 are received and noted.

59. COMMUNITY CENTRE - UPDATE ON NEW PROMOTION LEAFLET.

The Clerk reminded members of the suggested changes discussed at the November meeting.

RESOLVE P&S/01(23)/76 - that the list of suggested changes below be emailed to Councillor S Boyer to pass onto the design team to incorporate into a new draft and a printed copy be brought back to the next Property and Services Committee meeting scheduled for 21st March 2023.

Changes: -

- i) Reduce the width of the green stripes side of pages 1 (front cover) and page 2
- ii) Remove picture of Champagne glass from page 1 (front cover)– replacing it with a picture of the dressed Main Hall
- iii) Include a picture of the empty main hall in the leaflet on page 2 or 3
- iv) Swap the pictures of the exterior of the Community Centre on page 1 (front cover) and page 4 (back cover) over.
- v) Remove the word “fully equipped” from the top section of text page 3
- vi) Remove first line bold print under 2nd picture of Meeting Room page 3 – ‘Having benefitted from National lottery funding, the newly refurbished’
- vii) Remove the words crow-hill from the https address top of page 4 (Back page)
- viii) replace 1st paragraph of text Page 4 (back page) with the two paragraphs below.

For availability or to make a reservation please visit our website where calendars for our Main Hall or Meeting Room can be found:

<https://www.irthlingborough-tc.gov.uk/community-centre.html>

To book – Please complete the Booking Form found on the website and return via email to finance@irthlingborough-tc.gov.uk

- ix) remove the words crow-hill from the website address bottom line page 4 (back page).
- x) to include a photo of the Community centre in use, permission to be sought from the “bingo” users.

60. TO RECEIVE THE REPORT AS PER **RESOLVE P&S/10(22)/54** – THAT A REPORT IS REQUESTED FROM THE AD-HOC MAINTENANCE CONTRACTOR DETAILING THE CURRENT STATE OF REPAIR WORKS.

The A4 and A3 copies of the report which were included in the pack were incorrect as they did not include the Ad Hoc Maintenance Contractors updates.

The correct ones were tabled at the meeting A3 only.

The Clerk highlighted the key
Red High risk/Unacceptable risk
Yellow reasonable risk

Chairman:

Date:

Councillor C Cross noted that some of the recommendations relating to unacceptable risk/high risk items were shown as action not completed.

The Clerk advised that whilst some items had already been removed/repaired other end of life/limited life items would remain until they were replaced by other equipment.

RESOLVE P&S/01(23)/77 - that the report from the Ad Hoc Maintenance Contractor detailing the current state of repair works at the Councils three play areas following the Annual Inspection is received and noted.

61. TO ACCEPT THE QUOTE FOR A DDA ASSESSMENT ON THE COMMUNITY CENTRE FROM THE COUNCIL'S H&S PROVIDER.

Quote £1155 + VAT

Councillor C Cross asked how the quotation compared to previous quotations.

The Clerk stated this was to be the first DDA Assessment to be carried out at the Community Centre.

RESOLVE P&S/01(23)/78- that the quotation for a DDA assessment on the Community Centre from the Councils Health and Safety provider at a cost of £1155 + VAT is accepted.

62. TO SCOPE THE REQUIREMENT AND AGREE TO TENDER FOR PLAY EQUIPMENT AND MAKE **RECOMMENDATIONS** TO FULL COUNCIL:

The Clerk explained to members that she had gone out for quotations for the new play equipment asking different firms to submit their ideas for replacement equipment. The quotations had been received with all the firms proposing a different selection of equipment. Details of some of those options were included in the pack. However, the prices were over the amount for which the Council is required to undertake the tender process.

To go out to tender you have to draw up a specification of exactly what you want.

To do this the Clerk needs a list from the Committee of the Councils requirements.

Members felt that they needed more time and information to compose a list.

The Clerk informed them that there were several playground equipment brochures in the office and more information on the quotation proposals.

It was proposed members visited the office to study the range of equipment available. Each member draws up a suggested list which they pass to the Clerk who would amalgamate all the suggestions into a list to be brought to the next meeting for further discussion.

Members felt some assistance from local schools who have a greater knowledge of children's abilities and requirements would be useful.

It was suggested the list be circulated to the town's schools and their experience sought as to the suggested equipment's suitability for their students.

Chairman:

Date:

RESOLVE P&S/01(23)/79 – that committee members visit the office to study the range of equipment available. Each member draws up a suggested list which they pass to the Clerk who will amalgamate all the suggestions into a list to be brought to the next meeting for further discussion.

RESOLVE P&S/01(23)/80 – that once the list is compiled it is sent to Irthlingborough Nursery and Infant School, Irthlingborough Junior School and Huxlow Academy with a request for them to consider the items on the list's suitability for their students.

RESOLVE P&S/01(23)/81 – that a request is made for representatives from the Irthlingborough Nursery and Infant school, Irthlingborough Junior School and Huxlow Academy be to attend the next Property and Services meeting Tuesday 21st March 2023 to offer their experience as to the suitability of the suggested play equipment options to their schools/academy's students or to suggest alternatives.

63. TO CONSIDER ITINERARY FROM THE COUNCIL CHAPEL AND APPROVE CLEARING THE BUILDING.

A copy of the itinerary was included in the pack.

Members asked the Clerk which items she felt were no longer of any use and could be disposed of.

The Clerk indicated 6 of the categories she considered could be disposed of.

Members were keen to see the items resold or recycled where possible.

RESOLVE P&S/01(23)/82 - that the following items currently being stored in the Chapel, Wellingborough Road Cemetery are disposed of - where possible by reselling, or recycling the items.:-

10 x Christmas trees which used to attach to High Street Shops

4 x benches

Green office Chair

Photocopier size printer

Corrugated iron sheets

Basketball hoop

RESOLVE P&S/01(23)/83 – that an item be put onto the February Full Town Council meeting agenda:
- "To consider changing the description of the building at the Wellingborough Road Cemetery currently known as The Chapel"

64. TO RECEIVE AN UPDATE ON COMMUNITY PAYBACK WORKS.

An update was tabled at the meeting.

The Community Payback Team had been working in the St Peter's Cemetery regularly over the last few years tidying the cemetery. This has resulted in a large amount of green waste accumulating at the rear of the cemetery hut.

Several complaints had been received in regard to the green waste pile which is covering some graves and is very untidy and unsightly.

The Assistant Clerk proposed that the Community Payback Team temporarily cease their visits until March to allow the existing pile to be removed by Turney's on a one off order.

Chairman:

Date:

Ideas were sought on how to prevent this problem occurring again when they resumed visits in March.

It would not be usable as mulch/compostable.

Members did not wish to see the area return to its current state and proposed a contract to remove the green waste on a monthly basis.

RESOLVE P&S/01(23)/84 - that the update on the Community Payback Works is received and noted.

RESOLVE P&S/01(23)/85 – that the Community Payback Team visits are temporarily stopped until March 2023.

RESOLVE P&S/01(23)/86 – that the Council raises a contract with Turney’s for the monthly removal of green waste from the Church Street Cemetery.

65. TO CONSIDER THE COSTS FOR REPLACING THE CEMETERY HUT.

One quotation had been sought for a replacement 31 feet by 21 feet hut.
Quotation £20.697 – delivery, installation and VAT were included.

Members did not consider at this time it was a viable to proceed.

The existing hut was beyond economical repair and needed to be removed.

RESOLVE P&S/01(23)/87 – that the Council do not proceed with the replacement of the Cemetery Hut in the Church Street Cemetery.

RESOLVE P&S/01(23)/88 – that the existing Cemetery Hut which is beyond economical repair is removed.

RESOLVE P&S/01(23)/89 – that the Council write to the Carnival Committee who currently lease the Cemetery Hut for storage, advising them that due to the condition of the Cemetery Hut it is to be removed and not replaced.

66. TO AGREE TO REPLACING THE CHRISTMAS LIGHTS IN THE TREES ON PARSONS GREEN AND HIGH STREET TREES FOR 2023.

A quotation had been requested but not received.

RESOLVE P&S/01(23)/90 – that this item is deferred to the next Property and Services Meeting 21st March 2023.

67. TO CONSIDER A REQUEST FROM THE FRUIT & VEG TRADER TO INCREASE WEEKEND TRADING DAYS ON PARSONS GREEN AND THE FEEDBACK FROM A TOWN TRADER.

RESOLVE P&S/01(23)/91 – that permission for the fruit and vegetable trader to increase weekend trading days on Parsons’ Green to two Saturdays (1st and 3rd) and two Sundays (2nd and 4th) is granted.

Chairman:

Date:

Date of next meeting: 21st March 2023 at the Community centre Fettleline Road NN9 5XF

There being no further business the meeting closed at 8.25pm.

Chairman:

Date: