

**Minutes of the Recreation & Amenities Committee meeting held on  
Thursday 28<sup>th</sup> September 2017  
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

**Present:** Councillors P Broom (Chair), P Edge, B Grisdale, A Fletcher, M Harrington, G Mavin, J McDougall, S Patience, M Swinbank, A Symmonds and G Watson.

**In attendance:** W Batey, Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.

**RA 17/16 Apologies**  
Councillor Grisdale.

**RA 17/17 Declarations of Interest**  
Councillors Edge, Patience and Swinbank declared a non-pecuniary interest in Item 5a) Play area works and Councillor Watson declared a non-pecuniary interest in Item 5b) Allotments.

**RA 17/18 Minutes of last meeting – matters arising not on the agenda**  
RA 17/11 Councillor Swinbank asked if there was any update on the Robertson's Fountain especially with regard to repair works. The Town Clerk advised that plumbers had been asked to quote the reconnection works. He added that an up to date valuation has been requested from a structural engineer and once this was done quotes will be requested for the repair work.

RA17/12 Bus Shelters – The Town Clerk advised that a reply was still awaited from Cussins about the alternative bus shelter for Willoughby's Bank.

Councillor Swinbank reported that some of the existing bus shelters needed work. The Town Clerk reported that these were on the work schedule to be done before the end of the year. The Assistant to the Town Clerk advised that signs had been designed, to include contact details, which would be stuck on the bus shelters to advise that they are maintained by the Town Council.

Councillor Patience reported that the Out of Service sign need removing from the bus stop outside St Paul's.

RA17/15 Any Other Urgent Business – The Town Clerk advised that the transfer of the Playhouse from NTC to NCC was progressing. Councillor Patience advised that, as the Town Council representative on the Playhouse Board, she was able to advise that NTC would be staying at the Playhouse until after Christmas to deliver their Christmas production. She also reported that the works need to the Playhouse would cost a considerable amount of money.

**RA 17/19 Budget Update 2017/18**  
2017/18 – The Town Clerk circulated a copy of the Recreation & Amenities Committee Income and Expenditure for 2017/18 as at 26<sup>th</sup> September 2017 and highlighted the following lines on the budget:

**EXPENDITURE**

**EVENTS:**

REMEMBRANCE SUNDAY - Invoice for £60 for the hire of the Northumberland Hall on Remembrance Day 2016 has arrived and will be paid out of the 2017/18 budget.

FOOD FESTIVAL – Grant of £600 paid.

MUSIC FESTIVAL – Payment of £4,974.80 made for outside seating and NCC costs. AiMF have been invoiced for the additional amount.

ALNWICK IN BLOOM – Invoices now received from NCC so AiB can now be paid the rest of their grant.

Councillor Swinbank asked if a standard agenda item within the annual cycle when event organisers who receive grants are asked to give feedback to the Town Council.

Councillor Patience advised that representatives could give feedback at the relevant meeting. Councillor Symmonds advised that AiMF had a meeting on Thursday and could be asked for a briefing paper for the Town Council.

Councillor Mavin felt that each group could be invited to a meeting once a year to give formal feedback to the committee.

TOUR OF BRITAIN - £225, for shop window competition winners, spent so far from a budget of £1,500.

### **PROJECTS:**

PETER'S MILL BRIDGE PROJECT – £196 expenditure to date for steel works.

TOWN PROMOTION – so far £200 had been spent on Dutch and Chinese version of the Town Leaflet for the website. These had been sent to the business who were named in the leaflet and had contributed to the cost.

FLAG POLE – Councillor Symmonds felt that this must be progressed as early as possible. The Town Clerk advised that a meeting was being set up with Mark Ketley.

LECTERN MAPS – no expenditure as yet but the new lectern map is due next week.

### **ASSETS & SERVICES:**

WAGES – 4 months expenditure (made up of 50% of the Town Handyman's time and 10% of the Cemetery Superintendent's time).

PLAYGROUND EXPENSES - £2,009.17 includes annual ROSPA and a new basket swing for Swansfield Park (which will be taken out of the endowment) and parts for other play area.

SEATS - £402.84 expenditure for material to paint the ornate seats in the Market Place. Stephen Lunn has also carried out repair work to the Dragon seat in the Market Place.

PLANTING FLORAL DISPLAYS – invoice for £10,800 (net) has just been received from NCC for the hanging baskets costs.

Councillor Edge asked what the expenditure was for the Town Hall Lighting – The Town Clerk advised this was for the clock and clock tower lighting.

### **INCOME**

£656.03 made up of allotment rents (£544) and Insurance refund (£112.03).

**RESOLVED: To accept the 2017/18 budget update.**

**RA 17/20**

**Updates on:**

#### **a) Play Area Works**

**BULLFIELD COMMUNITY ORCHARD PLAY AREA** - The Project & Funding Officer reported that an on-site meeting had taken place with Infinite Designs and the final, slightly modified design agreed. The total cost will be £18,370 and £10,000 is to be sought from

Awards for All with the balance coming from SUEZ. The Town Council will need to pay the Third Party Contribution for the SUEZ application which amounts to about £900.

Bullfield Community Orchard have recently obtained the necessary signatures for the surrender of the current lease which has now been passed to NCC Estates for new leases to be drawn up.

The Awards for All Application for £10,000 has been submitted and a decision should be known in about 2 months.

SUEZ application has been prepared ready for submission as soon as the lease is in place. Possible decision in January/February 2018.

Consultation with neighbouring householders and potential users will be done at the Friends Activity Day on October 8<sup>th</sup> and AGM on October 22<sup>nd</sup> as well as through posters, letters, Swansfield Park School and the Gazette.

GLOVERS GREEN - The Town Clerk advised that one of the play area at Glovers Green would need to be removed once the new play area at Bullfield Orchard was in place.

Councillor Edge asked if trees and benches could be put in its place. The Town Clerk advised that residents would be asked what they would like to have there.

Councillor Edge asked how much budget there was for the play areas. The Town Clerk advised that the budget for Play Area replacements was £20.5k.

Councillor Broom reported that the play area at Swansfield Park was becoming very muddy and asked if the grass could be replaced with some other material. The Town Clerk advised that alternative materials would be looked at. Councillor Swinbank thought that a rubber base could be a possible solution.

Councillor Swinbank asked if there was any update on the new equipment for Alnwick North play area. The Town Clerk advised that a supplier had been asked to suggest possible equipment and that Hannah Moeini at Alnwick North Community Centre was setting up a meeting with youngsters.

#### **b) Allotments**

The Town Clerk gave an update:

St James's all plots let and all rents paid for 2017/18. Won a Silver Gilt in Northumbria in Bloom.

St Georges 1 overgrown plot to let and all rents paid for 2017/18.

Cawledge all plots let and all rents paid for 2017/18.

Ratten Row 5 plots to let (3 full / 2 half).  
£97 rent owing. Allotment holder who owed £107 has now paid £50 and will pay the remainder soon.

Councillor Symmonds asked what the plan was with regards to water at Ratten Row. The Town Clerk advised that he was waiting for a price for the new water supply.

Councillor Harrington asked if the lease at Ratten Row was still for 1 year. The Town Clerk advised that it was.

Councillor Mavin asked about the Allotment Association. The Town Clerk advised that this could not be set up whilst there was 1 year leases in place.

Councillor Watson asked how people find out about the vacant allotments. The Town Clerk advised that press releases were sent out about vacant plots and posters put up in the Town Council noticeboard.

Councillor Edge thought that the poster for the vacant allotments in the noticeboard was very good and could be put up elsewhere in the town.

Councillor Watson thought that the vacant plots could also publicised through the Alnwick Spring Show.

### **c) Fingerposts**

The Project & Funding Officer reported Furnitubes had advised of further delay owing to foundry move and that delivery of new fingerposts and map lectern are expected by 6<sup>th</sup> October.

Councillor Swinbank thought that the fingerposts that have been done looked very good but that they made other street furniture look bad.

The Assistant to the Town Clerk advised that she had asked NCC to repair and repaint some of the bollards around the town but had been advised by them that there was not budget for this.

The Town Clerk advised that if NCC would repair them the Town Council would paint them.

Councillor Broom thought that the person who had painted the fingerposts be asked to paint the bollards.

Councillor Symmonds felt that the Town Council should not adopt the bollards and that when NCC have repaired them the Town Council would paint them.

### **d) Seat and bins replacements**

The Town Clerk gave an update:

Seats – The Chamber of Trade want a new heritage seat in Column Field facing towards the Garden.

Bins – installed at Willowburn Avenue and Upper Barresdale. Four new bins have been ordered and are now in stock.

He advised that a 6 requests for bins had been received at the following locations:

- i. Willowburn Sports Centre
- ii. Taylor Drive (dog bin) close to the bus stops
- iii. Bottom of Percy Street / Green Batt
- iv. Wagonway Road / Proudlocks
- v. Opposite Cemetery gates
- vi. Opposite Alnwick War Memorial

To facilitate these budget he suggested that £800 be moved from seats to bins in the budget.

**RESOLVED: i) To move £800 from seats to bins in the 2017/18 budget; ii) To order 2 new bins and a heritage seat for Column Field.**

### **e) Remembrance Sunday arrangements**

The Assistant to the Town Clerk reported that the service is on Sunday November 12<sup>th</sup> at St Paul's Church followed by a parade to the War Memorial to lay wreaths and refreshments in Northumberland Hall.

Service will be led by David Archer, Alnwick Baptist Church. Draft Order of Service has been done and I have a meeting with David Archer at the beginning of October to go through the details.

Duke has confirmed his attendance as has the current High Sheriff of Northumberland, John Dickinson. Ann Marie Trevelyan will also attend and NCC's current Civic Head has been invited (Councillor Moore will attend and lay wreath on behalf of NCC).

She had also added the Chamber of Trade and the Ladies Circle to list of invitees and wreath layers.

The Band of the Royal Regiment of Fusiliers was requested in June and confirmation has now been received that the band of the Royal Fusiliers will be playing. RAF Boulmer have been asked to provide a Parade Commander and the Royal Regiment of Fusiliers to provide a Parade Marshal

Event Notification Form has been submitted to NCC and a meeting regarding road closures has been held with NCC and Police.

**RESOLVED: To accept the updates**

**RA 17/21 Feedback from Working Groups**

- a) **Allotment Working Group** – The Town Clerk reported that the Working Group had visited all the allotment sites over the summer. Councillor Swinbank reported that he had been very impressed with what some people had done with their allotments.

The working group had discussed a number of areas and had recommended:

- i. Offering allotments to out of parish residents but only at the Ratten Row site and only if no there are no local residents on the waiting list at the time they enquire.
- ii. Allotment rents at all sites should not be increased for 2017/18.
- iii. That ¼ plots be made available at Ratten Row at a cost of £20 per year.

Councillor Harrington felt that a 10% should be set as the maximum number of out of parish allotment holders.

**RESOLVED: i) To allocate plot(s) at Ratten Row for ¼ plots; ii) To update the publicity materials to include out of parish information and circulate to local Parish Councils.**

**RECOMMENDED: To recommend to Full Council that the allotment rents in 2017/18 be the same as 2016/17 and that some quarter plots be made available at Ratten Row at a cost of £20.**

**RA 17/22 Any Other Urgent Business**

Councillor Edge asked if the Your Welcome sign had been put was back in the window of the Queens Head. The Town Clerk confirmed that they were on the doors.

Councillor Patience reported that the toilets were in a very poor state. Councillor Broom advised that he had visited the toilets on the previous Monday and they had not been too bad.

Councillor Patience wondered if the Town Council were getting value for money. Councillor Broom advised that Initial were doing a good job but that NCC were not with the regular cleaning.

Councillor Harrington felt that photos should be taken and sent to NCC to show exactly what the issues are.

The Town Clerk advised that he would speak to Bill Pringle and Bob Hodgson from NCC.

Councillor McDougall said she had received complaints about the toilets not staying open late when there were events in the town.

Councillor Symmonds advised that in previous years Alnwick International Music Festival had paid to have the toilets closed later.

Meeting closed at 8.30pm