



**Minutes of the Recreation & Amenities Committee meeting held on
Thursday 26th July 2018
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Councillors P Edge (Chair), B Grisdale, M Harrington, G Mavin, S Patience, M Swinbank and G Watson.

In attendance: W Batey, Town Clerk; J Pibworth, Assistant to the Town Clerk; Philip Angier, Local Living.

RA 18/09 Apologies

Cllrs Broom and Symmonds.

RA 18/10 Declarations of Interest

Councillors Patience declared a pecuniary interest in Item 6 and Councillor Grisdale declared a non-pecuniary interest in Item 6. Councillors Edge, Patience and Swinbank declared a non-pecuniary interest in Item 9b) Play area update.

RA 18/11 Update on Alnwick Markets & the NCC Market Strategy – Philip Angier

Philip Angier (PA) reported that trading on the regular markets was still currently tough and whilst the good weather should have bought a change in fortunes it hadn't. He reported that the situation in Alnwick is mirrored elsewhere and that the business model would need a re-think.

PA reported that special events continue to do well. Taste of the North had been successful and interest in the Food Festival is encouraging and that two sponsors have been secured. There is even early interest in the Christmas Markets with the Social Media post of the snowman received 5k registrations of interest.

PA explained that the shortfall in regular markets means that costs would need to be trimmed including the amount of entertainment and promotion budgets.

He advised he had met with Greg Gavin (NCC) to discuss the issues. He explained that other local markets do not pitch the stalls for traders, so cost were less.

He explained that the market will lose out due to the cancellation of the Music Festival. He explained that if the Town Council could allocated some of the funds from the Music Festival budget to Local Living they could use it towards additional seasonal activities in the town centre creating a positive atmosphere in the town and increasing the footfall around the market place.

PA presented indicative budget figures to improve markets.

Councillor Mavin asked if PA felt the market was in the right place in the town. PA felt that with such a fabulous market place in the town it should be used.

Councillor Mavin asked if the Duke would let the markets be advertised on the A1.

Councillor Grisdale felt that the Grimsey report was useful. He felt that the Town Council should support the markets and bring people into the town.

Councillor Mavin agreed with Councillor Grisdale. He reported that students from Northumbria University were looking at Morpeth.

Councillor Edge asked where there were other town centre markets that were thriving and suggested the Town Council speak to Morpeth Town Council about Morpeth markets.

The Town Clerk advised that the Project & Funding Officer was speaking to

Malton in North Yorkshire. The Project & Funding Officer reported that Malton had a food market every two weeks, held a Food Festival with over 100 stalls as well as a Harvest Festival.

Councillor Edge felt that entertainment each week would help to bring more people into the town centre. PA advised that Local Living were adding value during the school holidays in August to increase dwell time.

Councillor Patience felt that dwell time was important and that stalls which highlight issues were useful to help with this.

Councillor Edge asked if charities were invited into the markets. PA advised that there were and had included RSPB and Northumberland College.

Councillor Harrington thought that Amble had a larger mix of stall types including bric-a-brac which helped to bring in more revenue and that Alnwick Round Table make around £5k – £6k a year through their bric-a-brac sales.

Councillor Mavin asked if Local Living had exclusive right to use the Market Place or whether other people could pay to use it.

RA 18/12

Minutes of last meeting – matters arising not on the agenda

RA 18/03 Councillor Swinbank asked if there was an update on the Refill scheme. The Assistant to the Town Clerk advised that she had received the stickers from Northumbrian Water and that she would recommend that suitable locations were chosen and businesses asked if they wanted to participate. She asked if councillors felt a payment should be offered to businesses who take part.

Councillor Swinbank felt that businesses need to be persuaded to take part by showing them the benefits to them and the town.

The Town Clerk advised that businesses who took part could be promoted and that the payments made to businesses under the You're Welcome Scheme were to cover the cost of additional consumables used.

Councillor Mavin felt that the Chamber of Trade should be help promote the scheme.

Councillor Edge suggested discussing at the Town Team meeting to gauge interest.

Councillor Mavin thought that Alnwick Garden should offer water.

The Assistant to the Town Clerk suggested that the cafes in the Market Place be asked to offer the scheme. Many do not have toilet facilities and the Town Council have ensured that the toilets in the Shambles remain open for their customers to use.

RA 18/03 You're Welcome Scheme – Councillor Patience asked if Grannies had been assessed to be part of the You're Welcome Scheme. The Town Clerk advised that this needed to be done and that the You're Welcome budget covered the cost of four businesses.

RA18/04 WORKING GROUPS - Councillor Grisdale reminded everyone that all the Working Groups needed to meet.

RA18/06 FLAGPOLE – The Town Clerk advised that planning approval had been given new quotes were being obtained for the flagpole.

Councilor Mavin felt that the dog bin could detract from the flagpole and should be moved. The Town Clerk advised that although the bin would not detract as it was in a different are of Column Field, the dog bin on the pole could be replaced with a multi-function bin on the ground.

Alnwick Music Festival Grant and the Great Northumberland Day 2018 (12th August)

The Town Clerk explained that there was £4,800 in the budget for the Music Festival, £650 of which was used to pay for the storage costs. He advised that when the Food Festival took a year off the Town Council paid their storage costs.

He advised that NCC were paying £5k to meet some of the cost of 'Alnwick Alive' on August 12th. The Music Festival have asked the Town Council to pay for the cost of the erection of the stage and stalls. He explained that this would need to be done on the Saturday evening, meaning that overtime would need to be paid, and then taken down during working hours in Monday August 14th. The last time this happened the cost was around £3,900 but this year it should be less as the required stage area is smaller.

Councillor Allcroft asked if the Musical Festival were expecting to receive the whole grant amount for Alnwick Alive. The Town Clerk advised that it was only the stage and storage costs.

Councillor Edge asked if there were details of the costs associated with Alnwick Alive. The Town Clerk advised that he had not been given a breakdown of all the costs.

Councillor Edge felt it was a lot of money to be giving out without details of the event.

Councillor Grisdale asked if the Music Festival would go ahead in 2019. The Town Clerk advised that the Music Festival Committee were having an Extraordinary General Meeting the following week to discuss the 2019 event.

Councillor Mavin felt that the grant could be rolled over into the 2019/20 budget to be used if the Music Festival went ahead.

Councillor Swinbank reported that the Town Centre Working Group had looked at a list of events in the town, only three of which were not organised by Local Living. He thought that Local Living could be asked to help with the stage and stalls and give them funding. He felt that it was important that the Town Council support the Alnwick Alive event on August 12th so that it took place.

The Town Clerk explained that he needed guidance on the amount of funding the Town Council would give towards Alnwick Alive.

Councillor Harrington said it was a town event and needed supporting but that the Music Festival should use their own funds.

Councillor Mavin felt that the Music Festival context should be ignored and that the Town Council should cover the cost of any shortfall including the stage and stall costs up to a maximum of 2k and continue to cover the storage costs.

Councillor Swinbank felt that the Town Council could use some of the Music Festival grant to fund extra Local Living events. The Town Clerk advised that Philip Angier had asked for £1000 to cover extra events.

Councillor Harrington felt that Local Living should be offered additional money as their events add value to the town.

RESOLVED: i) That the Town Council agree to cover the cost of any shortfall for the Alnwick Alive event, including the stage and stall costs, up to a maximum of £2k and also continue to cover the Music Festival storage costs; ii) To give Local Living an additional £1k to cover additional events in the town.

The Alnwick Bike Track Project

Councillor Patience reported that Fisher Lane had now been upgraded although one of the gates that had been put in had been broken. She advised that the chicanes were still to be installed. There are two contractors – one upgrading the access and undertaking the groundworks and the other installing in the actual bike track. She explained that young people were already accessing the site, when they should not be.

Councillor Swinbank reported that Alnmouth Road Residents Association (ARRA) were concerned about the lack of chicanes on Fisher Lane which were needed to slow cyclists down.

Councillor Patience advised that these would be installed once the location of the utilities was confirmed. She explained that a number of events would be taking place over the summer, that the landscaping would be done in the autumn and that bins would be needed on the site. She reported that a bike track Facebook page had been set up.

Councillors Patience and Grisdale left the meeting.

Councillor Swinbank advised that the Town Council had pushed for Section 106 funding for the site from a local planning application.

The Town Clerk reminded councillors that the cost of the bike track was £122,400 (£102k + VAT) and that so far grants had been received to the value of £114k and that the Town Council had resolved to provide up to £10k towards the cost of the bike track. The Town Council would recover the VAT of £20,400 for 2018/19 some of which could be put into a sink fund for bike track repairs.

Bins – The Town Clerk reported that there are currently no bins on the site or the access routes and the Town Clerk suggested that 3 x 240l wheelie bins with stands be put onto the site along with additional bins on the access route and that these would cost around £1,500.

Seats – The Town Clerk reported that reported that picnic benches had been requested for the site and that Marmax had an offer at present for 3 Heavy Duty recycled Picnic Benches for around £1k.

Signage – The Town Clerk reported that advised that signs with contacts, health & safety information and user information would be needed and that these could cost around £500.

Councillor Harrington asked if the Town Council would retain ownership of the assets that were purchased. The Town Clerk advised that they would.

Councillor Edge asked if the they could be badged to say they provided by Alnwick Town Council. The Assistant the Town Clerk advised that the Town Council had stickers which it used on new assets it had purchased around the town including the bus shelters.

Councillor Swinbank asked who would look after the site including grass cutting, H&S inspections and litter picking. The Town Clerk advised that he had a meeting the following day with Gallery Youth to go through the management of the site.

Councillor Swinbank proposed funding the assets for the bike track from the unallocated budget line.

RESOLVED: To purchase 3 heavy duty picnic benches, 3 wheelie bins with stands, up to 3 bins for the access routes and the necessary signage for the site.

Councillors Patience and Grisdale re-joined the meeting.

RA 18/15**Budget Update 2018/19**

2018/19 Budget The Town Clerk circulated a copy of the Recreation & Amenities Committee Income and Expenditure for 2018/19 as at 25th July 2018 and highlighted the following:

EXPENDITURE**EVENTS:**

CIVIC AWARDS AND CAROL SERVICE - £50 for refreshments.

PROJECTS:

TOILETS - £854 for the Initial contract

UNALLOCATED (EVENTS/PROJECTS) – £150 for the installation of the Blue Plaque.

He advised that a Flower Festival is being held at St Michael's which included flower arrangements commemorating WWI. The Mayor had suggested paying towards the cost of this arrangement. It was suggested that £40 be paid.

ASSETS & SERVICES:

PLAYGROUND EXPENSES – orders made for Wetpour £870; replacement parts for Swansfield Park tunnel £1,840.94.

DOG BIN/LITTER BINS – an additional six bins had been purchased (10 in total) at a total cost of £3,573.62. Bins have been installed at Willowburn Sports Centre (2), Wagonway Post Office and Clayport bank.

SEATS – a Heritage Seat had been purchased at £921.73 which had been requested by the Lions and which they will pay for.

REPLACEMENT PLANTERS – the 12 new planters purchased for the Cobbles £6,242.00 have been installed and planted up.

FINGERPOSTS / LECTERN MAPS – 2 new fingers £245.00; paint for bollards £176.54.

Councillor Swinbank asked about the replacement basket swing for Alnwick North play area. The Town Clerk advised that the manufacturer would have installed it but the Wetpour under the piece of equipment had been damaged and this will be repaired before the new swing is installed.

Councillor Swinbank asked if the bollards would have gold rings on them. The Town Clerk advised that his was still to be done.

Councillor Grisdale reported that a defibrillator was being installed in Swansfield Park.

RESOLVED: To accept the 2018/19 budget update.

RA 18/16**Update on Possible Litter Campaign**

LITTER POSTER COMPETITION - The Assistant to the Town Clerk reported that she had contacted St Paul's and Swansfield Park Primary and advised that she will contact them at the beginning of the Autumn term to arrange dates etc. She recommended that the Town Council fund the prizes which should be £100 1st prize, a £50 2nd prize and 2 x £25 3rd prizes. (Total £200).

GENERAL LITTER - The Assistant to the Town Clerk received several complaints about litter in recent weeks. Although NCC are responsible for litter it doesn't help with the image it gives visitors of our town. Bill Pringle (NCC) has been asked to supply details of bins which are well used / not used much with a view to reallocating some bins to more

appropriate areas. She made three recommendations regarding projects the Town Council could undertake to reduce litter in Alnwick.

- i. **Cigarette waste bollard bins** – the Town Council purchase two bollard bins as a trial which would be situated where cigarette ends are a major issue or where stubbers get well used on existing bins. The trial locations would be Narrowgate end of Paikes St and Stonewell Lane. An existing bin would also be moved to the bottom of the steps from Dispensary Street to try and eliminate some of the general litter. The Town Handyman would empty the cigarette bins short term so that we can measure their impact before NCC are asked to take over emptying.
- ii. **Posters and stickers** - the Town Council produce and use posters / stickers reminding people about litter. There is little or no information around Alnwick reminding people that littering is an offence with a £80 fine. It was recommended that generic litter stickers for bins and windows are produced and used first.
- iii. **Town Centre businesses** - the Town Council Officers should speak or write to businesses / organisations where litter, especially cigarette ends, are a real problem. The Town Council will provide information on a selection of suitable bins and give posters (and stickers for existing bins) reminding customers that littering is an offence.

NCC could be asked to add a condition in planning approvals for COU or pub/restaurant alterations to ensure that adequate litter collection and removal is provided.

She advised that the overall budget needed would be £800 (poster competition £200, cigarette bins £400 and posters and stickers £200).

RA 18/17

Updates on:

a) Allotments

The Town Clerk reported that 2/3rds of the new water pipes had now been installed at Ratten Row.

He advised that there were currently about half a dozen vacant plots and that he was working through the waiting list, filling them.

b) Play Areas

BULLFIELD COMMUNITY ORCHARD PLAY AREA – The Project & Funding Officer reported that the SUEZ grant application had been unsuccessful. He confirmed that Councillor Moore has agreed to contribute £2,000 to the project, leaving the project £3,247 short.

Funding may be available from NCC Community Chest. There is also funding available from the Travis Perkins' Community Fund. The deadline is Tuesday 31st July and the Community Orchard Group would need to submit the application.

c) Memorials

WAR MEMORIAL

Now the Flagpole outcome is known the LBC Planning Application will be submitted covering all potential works needed in the next 3 years.

Original budget was £4k but after budget transfer to Hotspur Statue £2285.10 remains. This will easily cover the works required this year. Once planning approval is given she will liaise with the contractor to identify the work that will be done on the ground level section of the memorial. This will probably include extra pointing of the dark areas and some pointing work

HOTSPUR STATUE

Work was undertaken by Jonathan from Graciela Ainsworth at the end of June. Budget

provision was transferred from War Memorial budget to cover the cost.

ROBERTSON PANT

Full Condition Survey now received and sent out to councillors.

Summary of report and recommendations:

Report gives detailed breakdown of work which needs doing under the following categories:

I Immediately

U Urgently (works done in the next weeks, months or within a year at most)

N Necessary (required before next 5-yearly inspection)

D Desirable (all works that could be undertaken). Some of these may become Necessary or Urgent as time goes by.

I Immediately	No works identified
U Urgently	£7,820
N Necessary	£3,700
D Desirable	£41,300

Annual fee of £750 to carry out minor repointing / brushing down.

Robertson's Pant is Grade II listed so all work will be LBC approval.

The Assistant to the Town Clerk advised that there were several choices:

- a) To increase the existing budget from £7,500 to £8,500 to cover Urgent work in 2018/19. Condition Survey had used £1,155 of existing £7,500 budget so an additional £935 was needed to cover potential costs.
- b) To go out to tender for 3 quotes for Urgent and Necessary works (detailed and costed separately).
- c) To identify potential grants which might be available and if successful carry out Urgent and Necessary works in 2018/19.

Councillor Edge felt that quotes should be requested and the budget looked at a later date, if grants were not available.

Councillor Swinbank felt it was important to do the upkeep of the Pant as it important to Alnwick. He felt it was worth having pages on the Town Council showing the work the Town Council was undertaking. Councillor Patience agreed and said that the bike track should also be included.

RESOLVED: To accept the updates.

RA 18/18

Any Other Urgent Business

None.

Meeting closed at 9.25pm