

**Minutes of the Recreation & Amenities Committee meeting held on  
Thursday 27<sup>th</sup> September 2018  
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

**Present:** Councillors P Broom (Chair), M Harrington, G Mavin, M Swinbank, A Waton, Linda Wood-Mitchell, A Symmonds and G Watson.

**In attendance:** W Batey, Town Clerk; J Pibworth, Assistant to the Town Clerk.

**RA 18/19 Apologies**  
Cllrs Edge, Grisdale and Patience.

**RA 18/20 Declarations of Interest**  
Councillors Edge and Swinbank declared a non-pecuniary interest in Item 6b) Update on Play areas. Councillor Watson declared a non-pecuniary interest in item 6a) Update on Allotments.

**RA 18/21 Minutes of last meeting – matters arising not on the agenda**  
RA 18/12 REFILL SCHEME - Councillor Swinbank asked if there was any update on the Refill Scheme. The Assistant to the Town Clerk advised that there had been no further progress since the last meeting.  
RA 18/12 YOU'RE WELCOME SCHEME - The Town Clerk reported that a visit had taken place to Grannies and he had explained the You're Welcome Scheme to one of the owners. He explained that the toilets were accessed down the side of the building, there was a single toilet which was clean and functional but that there was no disabled toilet or baby changing on site.  
Councillor Mavin felt that another location with disabled toilets was needed.  
Councillor Linda Wood-Mitchell advised that Lilburn's had a disabled toilet and was open in the evening.  
Councillor Symmonds said he was not keen on Grannies as a You're Welcome location.  
Councillor Harrington felt that the more You're Welcome Scheme locations there were in town the better.  
The Town Clerk explained that the selection of a new You're Welcome location could wait until the next budget round.  
Councillor Swinbank asked if any other locations had been assessed. The Town Clerk advised that none had. Councillor Swinbank felt that other locations could be looked at around the town before making a decision.

**RESOLVED: To look at other potential You're Welcome Scheme locations and report back to the next meeting.**

RA 18/12 WORKING GROUPS (WWI) – The Assistant to the Town Clerk advised that the agreed actions sheet had been updated and that she would email it to the members of Working Group. A meeting will then be arranged.

RA 18/13 GREAT NORTHUMBERLAND DAY (ALNWICK LIVE) - The Town Clerk reported that the Alnwick Live (Great Northumberland Day event) on August 12<sup>th</sup> had taken place but had been an indoor event due to the weather. Councillor Harrington asked if any money had been paid out by the Town Council. The Town Clerk advised that no costs were involved as they would have been to cover the cost of the outdoor staging.

RA 18/14 ALNWICK BIKE TRACK - Councillor Swinbank asked about the lack of signage from Alnmouth Road. The Town Clerk advised that there was a requirement of the contractor to put in the signage.

Councillor Swinbank reported that there was barbed wire on the top of one of the fences on site that needed removing. He also reported that cyclists were speeding down Fisher Lane and asked if more chicanes could be put in further up the lane. The Town Clerk advised that there was signage at the top of Fisher Lane advising pedestrians about cyclists. Councillor Harrington thought this should be monitored before any further action was taken.

RA 18/16 LITTER CAMPAIGN - The Assistant to the Town Clerk reported that she had spoken to Swansfield Park School and St Paul's School and am awaiting meeting dates with Mr Anderson (Deputy Head at St Paul's and Jenny Smith Headteacher at Swansfield Park).

RA 18/17 c) MEMORIALS (Robertson's Pant) - The Assistant to the Town Clerk reported that the tender document had been prepared based on the Condition Survey. This would be sent out to obtain quotes which would be brought to the next meeting.

## **RA 18/22 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 25<sup>th</sup> July 2018 and highlighted the following:

### **EXPENDITURE**

#### **EVENTS:**

REMEMBRANCE SUNDAY - £50 for wreath and donation.

ARMED FORCES WEEK - £150 for refreshments.

FOOD FESTIVAL - £2,000 grant paid for Food Festival and Taste of the North events.

#### **PROJECTS:**

PUBLIC TOILETS – £1,604 paid (£854 to Initial and £750 for 1<sup>st</sup> You're Welcome Scheme payments).

FLAG POLE PROJECT - £310 paid for site survey. The Town Clerk advised that quotes had been received and that Bannerbox had been selected to supply the flagpole. Awaiting date for site survey but the flagpole will be in situ by Remembrance Sunday to fly the Union Flag.

#### **ASSETS & SERVICES:**

PLAYGROUND EXPENSES – £1,295 (Wetpour £870; replacement parts £425).

BUS SHELTERS – £10 for licence to Northumberland Estates.

REPLACEMENT PLANTERS – £7,318.01 (12 planters purchased £6,242.29; filling and positioning by NCC £1075.72).

FINGERPOSTS / LECTERN MAPS – £421.54. The Town Clerk thanked everyone who had helped paint the bollards black.

Councillor Broom reported that some of the traditional lampposts needed painting and asked if the Town Council could do this. The Town Clerk advised that NCC have an approved contractor and that the costs for painting each lampposts would be £85 and with 40 traditional lampposts the costs would be expensive.

UNALLOCATED - £464.25 (litterpickers £59.25; defib battery £195 and repair to two town signs £210).

BIKE TRACK - The Town Clerk advised that an extra line had been added to the budget sheet showing the associated costs for the Bike Track. He reported that so far £82,899.11 had been spent (off site works £31,122.03; temporary safety signs £91; strimming / grass cutting £128; materials and tools £159.53; construction of track works £51,398.55. He advised that grants were now being claimed to cover the costs. He added that the Town Council had told Sports England that they would set up a sink fund. Councillor Mavin asked if there was an estimate from Groundworks as to the potential costs of the remediation works at present rates. The Town Clerk advised that he would find this out.

Councillor Swinbank asked if there was an update regarding the damage to the Speed Indicator sign on Clayport Bank. The Town Clerk advised that NCC had confirmed that a car had hit the lamppost and that had damaged the solar panel. A new panel had been ordered but could not be fitted as the necessary fixings had not been sent so a replacement would be ordered with the necessary attachments.

**RESOLVED: To accept the 2018/19 budget update.**

## **RA 18/23      Upcoming Events**

Remembrance Sunday – The Town Clerk reported that Remembrance Sunday Service would be held at St Paul’s Church and will be conducted by Reverend Joan Grindrod-Helmn from St James’s and Reverend David Ballam, from RAF Boulmer who are drafting the Order of Service. There is a County Service at Hexham Abbey which has meant that the Fusiliers Band are unavailable and an alternative band is being sourced. He advised that a metal framework was being constructed to accommodate the wreaths.

The Assistant to the Town Clerk reported that St Paul’s had requested that cadets took the collection. She advised that the plan was to have a pipe playing a lament as part of the War Memorial service and that poppies with names and images of each of the men named on the WWI plaque would be attached to the three figures on the War Memorial by cadets from the relevant armed force.

Following the Alnwick Remembrance Sunday service and parade Alnwick Garden are holding an early evening event at 6pm. Entry is £3 for adults and £1 for children with proceeds going to the Royal British Legion.

Lights Switch on – November 23<sup>rd</sup> with the Town Council paying for the staging.

Lantern Parade – November 24<sup>th</sup> with the Town Council paying for the staging.

The Big Sing – December 18<sup>th</sup> with the Town Council paying for the staging.

## **RA 18/24      Updates on:**

### **a) Allotments**

The Town Clerk reported that the trenching and pipework for the new water supply at Ratten Row was done and that the water would be connected shortly. Councillor Swinbank reported that the area around Ratten Row was very tidy.

### **b) Play Areas**

**BULLFIELD COMMUNITY ORCHARD PLAY AREA** – The Project & Funding Officer reported that final funding for the Community Orchard play equipment had been secured from NCC’s S106 Housing Developer Fund. Infinite Playgrounds, the supplier, have advised that installation will probably be mid-November.

Friends of the Community Orchard AGM have an Apple Pressing Day on 14th October so publicity about the new Play Area will be distributed to the public.

NCC have asked the Town Council to consider that future equipment includes equipment suitable for use by physically disabled children but stressed that the current S106 award was not dependent on this.

Councillor Symmonds asked if a sign was needed to the play area.

Councillor Swinbank felt a sign would be useful and would pass the comment onto the Friends of Bullfield Community Orchard.

Councillor Broom asked if a CCTV camera could be considered for the site. He also asked if flooring could be put around the picnic tables.

Councillor Mavin asked if a play area for young children could be considered for Chapelands perhaps on the area of the recreation field.

SWANSFIELD PARK PLAY AREA - The Project & Funding Officer reported that quotes had been requested from five suppliers for the repairs / replacement of the Wetpour under the main item of play equipment and the cone climber. The deadline for submission of quotes is 10<sup>th</sup> October.

### **c) Bins, seats and planters**

BINS AND SEATS - The Town Clerk reported that 7 bins and 1 seat had been installed in the current year.

Councillor Watson asked if a bin could be installed in the lane opposite the Co-op and St Crescent.

Councillor Harrington asked if a bin could be installed on Willowburn Avenue before the roundabout.

Councillor Broom asked if a bin could be installed at the bus stop outside St Paul's School.

PLANTERS – The Town Clerk reported that the 12 new planters had been purchased and installed on the Cobbles. He advised that some were being damaged by cars and that NCC had suggested installing bollards in front of some of the new planters. He had been advised that ductile iron was the best material for bollards and that if agreed NCC would install them. The cost of a bollard would be £125 each.

Councillor Symmonds felt that six bollards should be purchased and trialled in the priority areas.

**RESOLVED: i) To accept the updates; ii) To purchase and install 6 bollards.**

**RA 18/25**

### **Any Other Urgent Business**

None.

Meeting closed at 8.45pm