

**Minutes of the Recreation & Amenities Committee meeting held on
Thursday 28th March 2019
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Councillors P Broom (Chair), P Edge, M Swinbank, A Symmonds, G Watson and A Waton.

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

RA 18/42 Apologies

Councillors Grisdale, Harrington, Mavin, Patience and Wood-Mitchell.

RA 18/43 Declarations of Interest

Councillors Edge and Swinbank declared a non-pecuniary interest in item 5a) Play areas.

Councillor Watson declared a non-pecuniary interest in item 5b) Allotments.

The Assistant to the Town Clerk declared a pecuniary interest in Item 5c) Planters and Bollards.

RA 18/44 Minutes of last meeting – matters arising not on the agenda

RA 18/28 REFILL SCHEME – the Assistant to the Town Clerk reported that two businesses (the Alnwick Deli in Paikes Street and the TIC in the Market Place) had signed up to the Refill Scheme offering to fill up water bottles free of charge. With Costa already signed up that makes 3 'taps on the map' in Alnwick. She advised that she would take a few more copies of the letter as it was unclear which businesses were members of the Chamber of Trade.

RA18/41 AOUB The Town Clerk reported that the broken rubber strips on South Road had now been removed.

RA 18/45 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 26th March 2019 noting that there was a little more expenditure to be added. He highlighted the following lines:

EXPENDITURE

EVENTS:

ALNWICK CHRISTMAS LIGHTS – £4.5k grant paid out.

THE BIG SING - £350.12 paid to NCC for stage costs.

He advised that the storage costs, which the Town Council paid as part of the grant for some organisations, as Local Living have requested a rent free period so expenditure may be less than budgeted.

PROJECTS:

TOWN PROMOTION – Costs for the new Town Leaflet are still to be paid

COMMUNICATION PROJECT – Bill Grisdale is designing a new information board for the Hotspur Statue. Councillor Watson asked if he could be sent the draft panel.

PUBLIC TOILETS – expenditure is now complete.

Councillor Swinbank asked if the Alnwick Forum costs were for the Town Council boards and whether more budget was needed. The Town Clerk advised that the expenditure to date was for the boards and refreshments for the Consultation events.

ASSETS & SERVICES:

PLAYGROUND EXPENSES – new signs had been purchased for each of the play areas including the new play area at Bullfield Orchard and the Zip Wire at Alnwick North Play area.

DOG BINS/LITTER BINS – most of the budget has been spent.

SEATS – any remaining budget will be carried forward into 2019/20.

STAGE PARTS – budget needed as all parts are very expensive.

ROBERTSONS FOUNTAIN – the Assistant to the Town Clerk advised that the first quote had been received for the restoration works to the fountain.

INCOME

Income is currently £9,205.33 made up of Allotment rents (£4,638); Town Leaflet contribution (£400); Bullfield Orchard play area (£3,000); AiB ribbon of trees project contribution (£245.60) and cost of a heritage set from The Lions (£921.73).

Councillor Swinbank asked if the list of potential seats at bus stops could be revisited.

Councillor Swinbank asked if more signs to the town centre from the temporary car park at the old high school could be installed. The Assistant to the Town Clerk advised that she would enquire if these could be attached to existing highway signs.

RESOLVED: To receive the budget update.

RA 18/46

Updates:

a) Play Areas

BULLFIELD COMMUNITY ORCHARD PLAY AREA – The Town Clerk reported that the new play equipment had been installed and had cost £18,370. This was made up of £2k from each of the two County Councillors, £3k from The Percy Family Fund), £6,370 from NCC's S106 Housing Developer Fund and the remaining £5,000 from the Town Council (from the £6,123 support which had previously been agreed).

In addition the Town Council had agreed to pay £750 for copse pruning, a picnic bench, some additional rubber matting and signage.

Councillor Swinbank advised that there would be an official opening of the new play area in April.

GLOVERS GREEN PLAY AREA - The Town Clerk advised that questionnaires had gone out to local residents about the existing single swing play area at Glovers Green asking for their views on whether the swing should be retained or removed.

ZIP WIRE ALNWICK NORTH – The Town Clerk reported the Town Council had notified NCC that they wished to take over the equipment and that they are awaiting the legal transfer. The cost of repairs (totalling £5k) will be covered by £2k from each County Councillor, £500 from NCC and £500 from the Town Council.

SIGNAGE - The Town Clerk reported that new signs for all 12 play areas had been produced and that 50% had been installed. The others are awaiting posts to be fixed to.

Councillor Edge felt that there could be better signage to play areas for residents.

Councillor Broom wondered if brown 'playground' signs could be installed.

MUGA – The Town Clerk advised that there was no further update.

b) Allotments

RATTEN ROW - The Town Clerk reported that since the last committee meeting there had been a Working Group meeting. He reported that several allotments had been let and that rent reminder letters had been sent out for Ratten Row and St James's. Rent letters for St George's and Cawledge would be going out the following week.

The Town Clerk reported that there were several people on the waiting list who he was contacting so more allotment plots should be let.

c) Town Planters and Bollards

Planters

Ribbon of Trees – The Assistant to the Town Clerk reported that 7 of the 8 trees in the first phase of the Ribbon of Trees Project had been installed. The 3rd Acer originally planned to go outside Mivesi in a group of 3 was repositioned outside the Northumberland Hall which means that the Apple tree will now be positioned outside the Black Olive café with herb underplanting.

She advised that the Northumbria in Bloom Spring judging was on Thursday April 4th.

Other changes for 2019/20 will include two planters from the Cobbles being relocated and the four planters on Fenkle Street potentially being replaced with eight hanging baskets on the four traditional lampposts. Awaiting response from NCC street lighting team who have been asked for permission.

Budget for 2019-20 is for 6 new planters which will go into the Market Place freeing up 8 more planters for the ribbon of trees project. Next locations have all been agreed with NCC and include a group on the Morrison's side of Dispensary Street against the wall.

Tubs - the wooden tubs will be repainted and repositioned in groups to make more of a statement around the town.

Bollards – the six new bollards are awaiting installation by NCC. NCC will cover the cost of the installation.

d) Town Centre Pavement Gritting Priorities

The Town Clerk reported that he and Councillor Swinbank had met with Bob Hodgson (BH) to discuss and give him the gritting route map reworked by the Working Group. BH confirmed that an additional pavement gritting machine was being purchased for Alnwick. Awaiting further feedback from BH.

Councillor Swinbank advised that some councils have grit bin monitors who grit areas of pavement in bad weather. As grit bins were a Highways function they needed to be contacted to request further bins.

Councillor Swinbank felt that a grit spreading machine could be trialled at the cemetery.

RESOLVED: i) To accept the updates; ii) To purchase a grit spreader to trial at the cemetery.

RA 18/47 Feedback from Working Groups

A summary document was issued showing the agreed actions from each Working Group.

a) Communications Working Group

The Town Clerk reported the Working Group had a meeting on February 19th and agreed actions to address 6 key issues:

1. Lack of Communications Strategy
2. Website dated
3. Lack of consultation with residents
4. No use of social media or newsletter
5. Production of minutes could be more timely
6. Only have one noticeboard

Issue 2 – he advised that a meeting had taken place with the current website provider who would send in their thoughts on future website development.

Issue 3 - he advised that one of the actions had been undertaken at the Alwick Forum event in March when a consultation questionnaire had been completed which had included questions about how residents want to receive information about the Town Council.

He advised that the summary of the findings would be issued to councillors but that initial analysis showed that Town Council services generally did well.

b) Allotment Working Group

The Town Clerk reported that a Working Group meeting had taken place on January 29th and that 5 issues had been discussed at Ratten Row and one at St James's.

Ratten Row ISSUE

ACTION

- | | |
|---------------------------------|---|
| 1. Water supply / duck pond | to visit and discuss |
| 2. Burning waste from off site | to advise not allowed |
| 3. Overgrown sites | to be tackled in 2019/20 budget |
| 4. Asbestos cement and disposal | to arrange collection |
| 5. Clean Up day | organise for April 27 th or 28 th |

St James's ISSUE

ACTION

- | | |
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| 1. People cutting through allotment and dogs | to arrange notice for allotment gate saying 'for allotment holders only' no dogs |
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World War I Working Group

The Assistant to the Town Clerk issued reported that there would be no further Working Group and gave the update on the agreed actions.

	ACTION	UPDATE 2019
1	Installation of a Civic Flag Pole	Flagpole installed for Remembrance Sunday 2018
2	Poppies / cornflowers planted along each of the roads leading into town	Wildflower meadow seeds, including Commemorative Poppy Flower Mixture. purchased ready for sowing Trial area for planting chosen at top of Willowburn Avenue Other areas to coincide with new cherry trees
3	Area of remembrance planted with wild flowers in each park and the cemetery	Wildflower meadow seeds, including Commemorative Poppy Flower Mixture. purchased ready for sowing Some areas to coincide with new cherry trees
4	Bronze poppies added to the War Memorial	WMT confirm no additions to War Memorial except names
5	New WWI commemorative bench designed by Stephen Lunn and installed in town	Shape of new bench chosen Location agreed as Market Place Design for side panels done Meeting with Highways to be arranged to agree exact location
6	Laying a commemoration stone made of natural material in the cemetery to the fallen of WWI with generic text	Commemorative stone to be laid in area on right hand side of roundabout and planted including wildflowers. Design to next Cemetery committee meeting. Duke asked to donate 'stone' from <u>Hulne Park</u> .

RA 18/48

Any Other Urgent Business

The Town Clerk reported that the Town Council had been offered £4.5k by NCC as part of the High Street Community Clean Up Fund. He asked that any ideas for items should be sent to him and that a suggested equipment list would be prepared for agreement at April's Full Council meeting.

Councillor Swinbank felt that the equipment could be lent to neighbouring parish councils who had not received any funding.

Meeting closed at 8.50pm