

MINUTES OF A MEETING OF HIGHAM FERRERS
TOWN COUNCIL HELD ON TUESDAY 29th OCTOBER 2024 AT 7.30PM
AT THE TOWN HALL

PRESENT:

	The Mayor (Councillor V K Paul)	
Councillor Mrs P H Whiting		Councillor H L Jackson
Councillor C O'Rourke		Councillor B Spencer
Councillor A M T Reading		Councillor G Kelly
Councillor Mrs A Gardner		Councillor N Brown
Councillor Mrs C Reavey		
Miss Alicia Schofield (Town Clerk)		David Wicks (Mayor's Sergeant)
Mrs Emily Arrow (Assistant Clerk)		

6 members of the public

- 24/729.1. **APOLOGIES**
Cllr B Prigmore, Cllr G Salmon, Cllr S Prosser, Cllr Mrs J Bone, Cllr P Tomas, Cllr P McCann
- 24/729.2. **RESOLVED:**
That the absence of Cllr P McCann from meetings for employment reasons be approved until January 2025 (Local Government Act 1972 s.85(1) and (2))
- 24/730. **DECLARATIONS OF INTEREST**
Other Interests
Cllr H L Jackson – as a member of the Unitary Council he will consider all matters at Unitary level taking into account all relevant evidence and representations at the Unitary tier. Therefore, he cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Council.
- 24/731. **MINUTES**
RESOLVED:
That the minutes of the meeting held on the 24th September be signed by the Mayor as being a true and correct record
- 24/732. **PUBLIC FORUM**
None.
- 24/733. **MAYORS ANNOUNCEMENTS**
The Mayor reported from the following engagements in October:-
- 29th September – Played in a charity football match.
 - 29th September – Thrapston Civic Service
 - 6th October – Rushden Civic Service
 - 11th October – Thrapston Brass Band Night
 - 12th October – Wellingborough Gala Night Dinner
 - 17th October – High Sheriff's Court Civic Ceremony
 - 19th October – First auditions held for Higham's Got Talent
 - 19th October – Daventry 80s Disco
 - 24th October – Civic Celebration of Northamptonshire in Rushden
 - 25th October – Attended 2 school assemblies to promote Higham's Got Talent
 - 26th October – Rushden Dinner at Pizzeria Venezia
 - 26th October – Drinks Reception for Northants Diwali Celebrations
 - 27th October – Bowls Club Annual Award Night
 - 27th October – Second auditions held for Higham's Got Talent

24/734. **TOWN CLERK'S REPORT**

Police Report

Link to crimes for August 2024.

[Local Crime Information for Market Square, Higham Ferrers, Rushden, NN10 8BT - August 2024](#)

Please also see attached spreadsheet that tracks this months' crimes against previous months.

52 crimes for the month of August :-

- Anti-social Behaviour – 6
- Burglary -1
- Criminal Damage / Arson – 4
- Drugs – 1
- Other theft – 7
- Possession of weapons -1
- Public Order – 3
- Shoplifting – 10
- Vehicle crime -1
- Violence / Sexual offences – 18

Arson

The Clerk advised of the spate of arson in the litter bins at Saffron Road play area and across the Saffron Road Recreation Ground.

RESOLVED:

That the Town Clerk's report be received and noted.

24/735. **QUESTIONS**

None.

24/736. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

Cllr H L Jackson reported that he and the Deputy Mayor, Cllr G Salmon, attended the NCLAC 77th Conference and AGM at Moulton Community Centre on Saturday 5th October. Various appointments were made, including the NCLAC President, Auditor and Directors. A financial report was shared and information about subscription levels. The upcoming election was discussed.

24/737. **REPORTS FROM UNITARY COUNCILLORS**

A report was circulated from the unitary councillors.

24/738. **FINANCE**

24/738.1. **To approve accounts for payment as at 29th October 2024**

RESOLVED:

That the accounts for payment of £42,158.71 as at 29th October 2024 be approved for payment.

24/738.2. **To approve the bank account reconciliation as at 30th September 2024**

RESOLVED:

That the bank account reconciliation as at 30th September 2024 be signed by the Mayor after being checked by Cllr Mrs P H Whiting.

24/738.3. **To receive and note the budget report as at 29th October 2024**

RESOLVED:

That the budget report as at 29th October 2024 is received and noted.

24/738.4. **To approve the following expenditure:-**

RESOLVED:

- (i) That the council enter a 3 year contract for broadband services at a monthly cost of £37.95 plus a one-off cost of £9.95.
- (ii) That reimbursement to the tenant of the cost for gas pipe replacement works at 5 and 5A College Street be approved at a cost of £2280.

24/738.5. **NCLAC interim internal audit report to the period ending 30th September 2024**

RESOLVED:

That the NCALC interim internal audit report to the period ending 30th September 2024 be received and noted.

24/739. **COMMITTEE MEETINGS**

To receive and adopt the minutes of the following committees: -

24/739.1. **Planning and Development Committee held on the 8th October 2024**

RESOLVED:

That the minutes of the Planning and Development Committee held on the 8th October 2024 be received and adopted.

24/739.2. **Policy and Resources Committee held on the 8th October 2024**

RESOLVED:

That the minutes of the Environment and Recreation Committee held on the 8th October 2024 be received and adopted.

RESOLVED:

24/739.2.1 **REVIEW OF POLICIES**

- (i) That the following policies be reviewed without change:-

Complaints Procedure

Unreasonable Complaint Behaviour

Whistleblowing Policy

Vehicle Policy

- (ii) **Social Media Policy**

That the Social Media Policy be approved with amendment whereby all references to 'Twitter' become 'X formerly known as Twitter'.

- (iii) **Tree Management and Planting Policy**

That the Tree Management and Planting Policy be approved with amendment whereby all references to 'surveys' become 'inspections' within the section 'Tree Planting' to give commonality of wording throughout the document.

24/740. **WORKING PARTIES**

24/740.1. **NEIGHBOURHOOD PLAN STEERING GROUP**

RESOLVED:

That the minutes of the Neighbourhood Plan Steering Group meeting held on the 11th October 2024 be received and noted.

24/740.2. **CHRISTMAS SPARKLE WORKING PARTY**

RESOLVED:

That the minutes of the Christmas Sparkle Working Party meeting held on the 21st October 2024 be received and noted.

24/740.3. **PUBLIC TOILETS WORKING PARTY**

RESOLVED:

That the minutes of the Public Toilets Working Party meeting held on the 24th October 2024 be received and noted.

24/741. **REPAIR TO CHURCHYARD WALL**

RESOLVED:

That expenditure be incurred on a structural survey and works to repair the wall between St Mary's Churchyard and the access road to the rear of the Green Dragon and that a budget of £10,000 be agreed to cover the cost of the structural survey and repair work. Cost to be met from EMR Asset Maintenance.

24/742. **GROUNDS MAINTENANCE CONTRACT MAPPING REQUIREMENTS**

RESOLVED:

That the council incur expenditure of £3125 for the production of digital mapping of the grounds maintenance contract areas, the creation of online interactive mapping of the parks and open spaces and contract areas, and the purchase of GIS software with associated training. That council incur expenditure of £125 per annum for hosting and technical support for the new mapping services. That this procurement relates to 11.1 a. (ii) and (iv) of the

Financial Regulations as it is a specialist service and the contractor is already appointed by the council to provide other forms of mapping services.

24/743. **43 MILLFIELDS BOUNDARY FENCE**

RESOLVED:

That the property owner be advised the fence may remain in its current position subject to the property owner entering a Licence to Occupy agreement to regularise their occupation of the council's land. That an annual monitoring system is set up to review all Licence to Occupy agreements made with the council.

24/744. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and Public be excluded from the meeting for the next item.

24/745. **PERSONNEL COMMITTEE**

24/745.1. **RESOLVED:**

That the minutes of the Personnel Committee meeting held on the 1st October 2024 be received and adopted.

24/745.2. **RESOLVED:**

24/745.2.1 That the salary scale ranges be amended by a 2 point increase as follows:

NAME	CURRENT SALARY SCALE	AMENDED SALARY SCALE
Town Clerk, Alicia Schofield	37-41	37-43
Assistant Clerk, Emily Arrow	18-23	18-25
Administration and Communication Officer, Lauren Houlihan	7-12	7-14
Parks, Open Spaces and Facilities Supervisor, John Algar	7-12	7-14
Administration, Communications and Finance Officer, Donna Anderson	7-12	7-14
Park Warden, Stephen Bridge	5-6	5-8
Cleaner, Jennifer Tuffnail	5-6	5-8

24/745.2.2 **RESOLVED:**

That subject to satisfactory performance reviews the salary scale points from the 1st April 2025 be agreed as follows: -

Alicia Schofield, Town Clerk - SCP 41

Emily Arrow, Assistant Clerk – SCP 23

Lauren Houlihan, Administration and Communications Officer - SCP 11

Donna Anderson, Administration, Communications and Finance Officer – SCP 13

John Algar, Parks, Open Spaces and Facilities Supervisor – SCP 9

Stephen Bridge, Park Warden - SCP 7

Jennifer Tuffnail, Cleaner - SCP 7

24/745.2.3 **RESOLVED:**

That the role of Community Connector be extended for a 12 month period from 1st January 2025. That the job description and salary for the Community Connector from 1st January 2025 be as per the current job description and salary.

24/745.2.4 **RESOLVED:**

That volunteers be used to carry out Community Library and Wellbeing Hub administrative work to assist the Community Connector. That expenditure be incurred for a new email address, communityhub@highamferrers-tc.gov.uk, and for a Microsoft basic account at a one-off set up cost of £85 and an on-going monthly cost of £4.90.

24/746. **REOPEN MEETING TO PUBLIC AND PRESS**

RESOLVED:

That, the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

24/747.

ITEMS TO REPORT

None.

Mayor

Date

Accounts for Payment October 2024

Date	Reference	Payee	Details	Amount
01.10.24	230	Toolstation	Paintbrushes, tape, wipes, padlock	£80.42
01.10.24	231	Wellingborough Town Council	Gala event ticket for Mayor	£35.00
01.10.24	232	Rushden Mayor's account	Italian night event for Mayor	£35.00
01.10.24	233	Inter County Cleaning	Cleaning of Public Toilets	£705.53
04.10.24	234	Brian Hamilton	Reverse door, lock and handle, kitchen door Hub	£120.00
14.10.24	235	LITE	Christmas lighting	£678.00
14.10.24	236	Mayoral Bank Account	Reimbursement of bank charges	£18.00
22.10.24	237	Thing-me-jigs (Paul Appleton)	Plants for hanging baskets	£28.35
22.10.24	238	Woodbine Farms	Deposit for reindeer	£330.00
22.10.24	239	Circus Ginnett	Return of deposit	£500.00
29.10.24	240	Rutherford's	Padlocks	£28.25
29.10.24	241	Amazon	Hub biscuits, Ink cartridge, wooden stakes	£224.48
29.10.24	242	E-ON	Street lighting maintenance	£79.20
29.10.24	243	Peter Tomas	Reglaze window Town Hall	£127.20
29.10.24	244	Cuttlefish	Website license and domain	£660.00
29.10.24	245	Maine	Quarterly service billing	£295.47
29.10.24	246	Historical Promotions	Heritage Day	£1,134.00
29.10.24	247	Local Leaflet Drop	Printing and delivery of Higham Times	£1,510.78
29.10.24	248	Rutland Medical Solutions	First aid cover for Sparkle	£780.75
29.10.24	249	A&R printing	Correx boards - Remembrance	£264.00
29.10.24	250	Bosworth's Nurseries	Plants for Cemetery Scattering of Ashes area	£117.65
29.10.24	251	Colson & Loaring	Fix toilet flush in public toilet	£110.40
29.10.24	252	Rushden Town Council	Wellbeing bus contribution	£1,032.96
29.10.24	253	Cloudy IT	IT support	£425.28
29.10.24	254	Inter County Cleaning	Cleaning of Pavilion, Public Toilets BH, toilet paper	£939.03
29.10.24	255	Turneys	Grounds Maintenance	£7,453.29
29.10.24	256-267	HMRC/LGSS/Nest/ staff	Tax, NI, salaries, pensions	£18,506.98
29.10.24	260	Staff	Expenses	£6.93
29.10.24	268	Amazon	Bin bags, hand wash, polish	£52.58
29.10.24	269	Littlesteps (Wayne Woolston)	Reimburse payment for gas pipe works	£2,280.00
29.10.2024	270	Welford Christmas Tree Farm	Christmas tree	£1,650.00

10.10.24	DD1	Lloyds	Bank charge, SIM, civic refreshments, van tracker, postage, hub furniture, software password storage	£548.12
01.10.24	DD2	Direct 365	Waste bin collection	£38.42
26.10.24	SO	Bright Hr	HR Support	£43.44
20.10.24	DD3	British Gas	Feeder pillar 1	£14.06
08.10.24	DD4	Yu Energy	Streetlighting Electric	£365.42
08.10.24	DD5	Yu Energy	Streetlighting Electric	£59.58
08.10.24	DD6	Yu Energy	Electric Town Hall	£221.79
08.10.24	DD7	Yu Energy	Electric Tennis Bld	£98.11
10.10.24	DD8	Yu Energy	Gas, Town Hall	£86.96
08.10.24	DD9	Yu Energy	Electric, Pavilion	£233.40
08.10.24	DD10	Yu Energy	Electricity, Public Toilets	£99.39
08.10.24	DD11	Yu Energy	Electric, Chapel	£21.85
17.10.24	DD12	EE	Mobile phone charges	£87.44
21.10.24	DD13	Sage	Payroll	£18.00
07.10.24	DD14	Fuel Card	Fuel	£56.64
	SO	NNC	Rates Town Hall	£357.00
	SO	NNC	Rates Market Square	£120.00
	SO	NNC	Rates Tennis court building	£52.00
	SO	NNC	Rates Cemetery	£135.00
	SO	NNC	Rates Saffron Road car park	£245.00
			Total	£42,158.71

HIGHAM FERRERS TOWN COUNCIL

TOWN COUNCIL MEETING

26TH NOVEMBER 2024

TOWN CLERK'S REPORT

REPORT AUTHOR: Town Clerk, Alicia Schofield

Police Report

Link to crimes for September 2024.

[Local Crime Information for Market Square, Higham Ferrers, Rushden, NN10 8BT - September 2024](#)

Please also see attached spreadsheet that tracks this months' crimes against previous months. 39 crimes for the month of September:-

- Anti-social Behaviour – 3
- Burglary -3
- Drugs – 3
- Other theft – 2
- Possession of weapons -1
- Public Order – 2
- Shoplifting – 10
- Vehicle crime -2
- Violence / Sexual offences – 13

Meetings

Planning and Development Committee – Tuesday 10th December 2024 at 6.45pm

Policy and Resources Committee – Tuesday 10th November 2024 at 7.30pm

Full Council – Tuesday 17th December 2024 at 7.30pm

Event Dates

Civic Carol Service, Sunday 22nd December at 6pm, St Marys Church

Urban Greenspace Improvement Projects

North Northants Council £1.5million UK Shared Prosperity E3 funding.

NNC advised that the following projects have been approved:-

- | | |
|------------------------------------|-----------------------------------|
| • Tenter close/Toll Bar Green | Benches and tree planting £5,000 |
| • Castle Fields | Signage£1,000 |
| • Land to rear of Henry Chichele | Tree planting £4,000 |
| • Riverside Park | Pathways and signage upto £70,000 |
| • Stanwick Road Dogs Off Lead Park | Community orchard £3,000 |

The deadline for the delivery of the projects is 31st March 2025. NNC have stated that the tender and delivery process will be managed in hand by them in order to meet the tight timelines. A meeting is pending between the Clerk and NNC to discuss the projects and the specifications for tender.

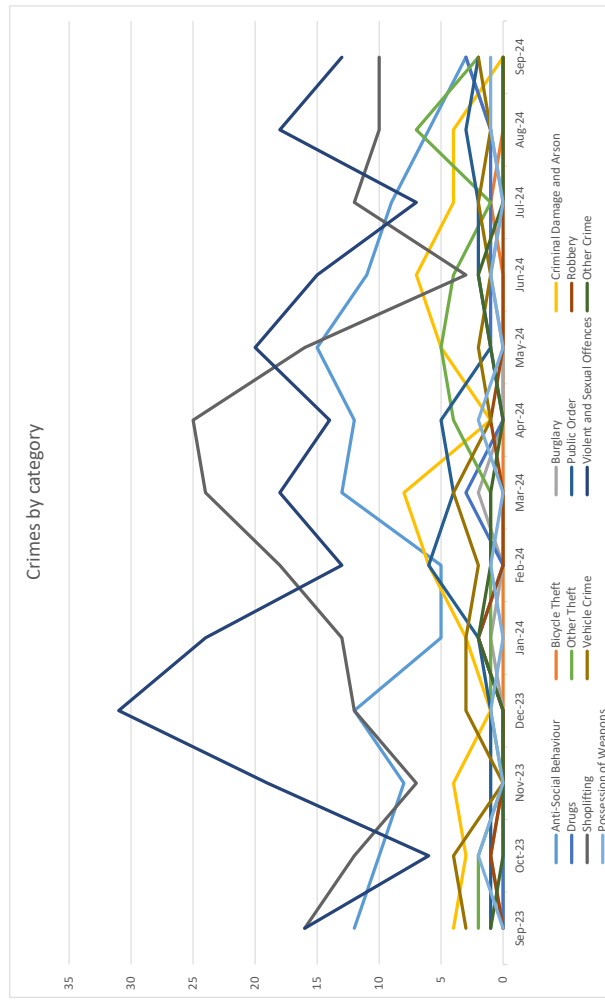
Report to Council under Procedure Point 4 of the Complaints Procedure

31/10/2024.	Written complaint received regarding lack of action regarding grounds maintenance works and tree management.
06/11/2024.	Clerk responded to try to settle the complainant directly as per Procedure Point 3 of the Complaints Procedure.
To date	No further correspondence has been received from the complainant. Matter will come to council for consideration if the complaint cannot be settled by the Clerk.

POLICE CRIME REPORT FOR HIGHAM FERRERS 2024

Offence Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Anti-social Behaviour	5	5	13	12	15	11	9	6	3				79
Bicycle Theft	0	0	0	0	0	0	1	0	0				1
Burglary	1	0	2	0	0	1	0	1	3				8
Crim Dam / Arson	3	6	8	1	5	7	4	4	0				38
Drugs	2	0	3	0	1	1	1	1	3				12
Other	2	1	1	0	1	2	0	0	0				7
Other Theft	1	1	1	4	5	4	1	7	2				26
Possession of weapons	0	1	0	2	0	1	0	1	1				6
Public Order	2	6	4	5	1	2	2	3	2				27
Robbery	2	0	0	1	0	0	0	0	0				3
Shoplifting	13	18	24	25	16	3	12	10	10				131
Vehicle	3	2	4	1	2	1	2	1	2				18
Violence / Sexual	24	13	18	14	20	15	7	18	13				142
Total	58	53	78	65	66	48	39	52	39	0	0	0	498

Category	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Anti-Social I	12	10	8	12	5	5	13	12	15	11	9	6	3
Bicycle Theft	0	1	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	1	0	0	1	0	2	0	0	1	0	1	3
Criminal Da	4	3	4	1	3	6	8	1	5	7	4	4	0
Drugs	0	0	0	0	2	0	3	0	1	1	1	1	3
Other Theft	2	2	0	1	1	1	1	4	5	4	1	7	2
Public Orde	1	1	1	1	2	6	4	5	1	2	2	3	2
Robbery	0	1	0	0	2	0	0	1	0	0	0	0	0
Shoplifting	16	12	7	12	13	18	24	25	16	3	12	10	10
Vehicle Crim	3	4	0	3	3	2	4	1	2	1	2	1	2
Violent and	16	6	19	31	24	13	18	14	20	15	7	18	13
Other Crim	1	0	0	0	2	1	1	1	0	1	2	0	0
Possession	0	2	0	1	0	1	0	2	0	1	0	1	1



Accounts for Payment November 2024

Date	Reference	Payee	Details	Amount
01.11.2024		A&R Printing	Hub flyer	£110.00
01.11.2024		Higham Tyre and MOT	Replace van door mirror/wiper blades	£198.00
01.11.2024		Rutherford	Key cutting	£24.96
01.11.2024		Fenland Leisure	Wetpour	£8,496.00
12.11.2024		Aitchison Raffety	Neighbourhood plan	£828.68
12.11.2024		Linda Lane (Tookeys Creations)	hub facepainting/pumpkins	£110.00
12.11.2024		Local Leaflet Drop	Leaflet delivery	£187.18
12.11.2024		A&R Printing	Sparkle - Correx boards	£240.00
26.11.2024		Direct 365	Recycling waste	£44.20
26.11.2024		CIA Fire and Security	Smart access to tennis courts	£643.20
26.11.2024		Steve Pell	Fencing, Parker Way, remove bins at Saffron Rd Park	£565.00
26.11.2024		Pear Technology	Hosting cemetery searcher	£120.00
26.11.2024		Lowick Manor Farms	Greenwaste	£40.00
26.11.2024		SLCC	Membership	£360.00
26.11.2024		ESPO	Diaries/pens	£135.00
26.11.2024		Wickstead	Springer parts	£894.85
26.11.2024		Seagrave Inspection Services	Training	£1,428.00
26.11.2024		A&R Printing	Correx boards	£352.44
26.11.2024		NCALC	Training	£60.00
26.11.2024		Community Training Solutions	Training	£2,640.00
26.11.2024		Northampton Town Council	Mayoral event tickets	£30.00
26.11.2024		Rushden Town Council	Wellbeing bus contribution	£1,030.04
26.11.2024		Cloudy IT	IT support	£425.28
26.11.2024		Inter County Cleaning	Cleaning of Pavilion	£190.22
	SO	NNC	Rates Town Hall	£357.00
	SO	NNC	Rates Market Square	£120.00
	SO	NNC	Rates Tennis court building	£52.00
	SO	NNC	Rates Cemetery	£135.00
	SO	NNC	Rates Saffron Road car park	£245.00
			Total	£19,153.05

HIGHAM FERRERS TOWN COUNCIL

TOWN COUNCIL MEETING

26th NOVEMBER 2024

REPORT: Expenditure

REPORT AUTHOR: Town Clerk, Alicia Schofield

1.	PURPOSE		
1.1.	To approve the following expenditure:-		
(i)	Mayor's pendant repair		
	FINANCIAL IMPLICATION £428	There is provision within budget	x
		There is no provision within budget	
		There is insufficient provision within budget	
	Sterling silver gilt and enamelled Mayor's pendant. Work to reposition and refix left shield on pendant. Re-attach broken Mace head top projection that has broken off from the pendant. Check over the pendant. Polished hard gold plated finish.		
(ii)	Repair and replacement knee high fencing to Parker Way		
	FINANCIAL IMPLICATION £730	There is provision within budget	
		There is no provision within budget	x
		There is insufficient provision within budget	
	A section of knee high fencing is broken and in a poor state of repair. The section of fence is part of the knee high fencing that bounds the footpath with the grassed open space stream of Parker Way; section between the bridge to Blackwell Close and the 2 nd bridge at the end of Parker Way. Work is to replace 8 knee high fence posts and 8 rails.		
(iii)	Legal fees to review 'Licence to Occupy' agreement		
	FINANCIAL IMPLICATION £1030	There is provision within budget	
		There is no provision within budget	x
		There is insufficient provision within budget	
	As a council we have a series of licence agreements to cater for the situation where adjoining landowners occupy our land. They relate to parcels of land that the council own but the property owners (all householders rather than businesses) have started using and/or have incorporated the land into their gardens. In some instances they have moved their boundary fences. The licences are in place to regularise this occupation of our land. As the Town Clerk I have inherited a template agreement for this licence. On this basis it is recommended we have the template document reviewed to ensure it is the correct agreement for the circumstances and it is up to date legally. This recommendation follows on from the need to issue a licence agreement to 43 Mill Fields.		

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT
COMMITTEE HELD ON TUESDAY 12th NOVEMBER 2024 AT 6.45PM
AT THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

PRESENT:

Cllr G Salmon (Chairman)
Cllr Mrs P H Whiting
Cllr B Spencer
Cllr V K Paul
Cllr G Kelly
Cllr N Brown
Mrs E Arrow (Assistant Clerk)

1. **APOLOGIES**

Cllr Mrs A Gardner

2. **DECLARATIONS OF INTEREST**

Cllr G Salmon – item 5.1(ii), resides close to the property on Larkin Gardens

3. **MINUTES**

RESOLVED:

That the minutes of the meeting held on 8th October 2024 be signed by the Chairman as being a true and correct record.

4. **PUBLIC FORUM**

None.

5. **PLANNING**

5.1. To consider response to the following planning applications:-

- (i) **NE/24/00995/FUL: Full Planning Permission – Replacement storage outbuilding, first floor extension, external alterations, roof alterations at 104 Wharf Road, Higham Ferrers**

RESOLVED:

That the council wishes to make comment that they have concerns regarding the size of the proposed external storage and note that they agree with the comments made from NNC (Transport and Highways) regarding the appropriate dimensions for garages and carports.

- (ii) **NE/24/01080/FUL: Full Planning Permission – Install air source heat pump (retrospective) at 56 Larkin Gardens, Higham Ferrers**

RESOLVED:

That the council has no comments and no objections.

- 5.2. **To receive and note the appeal made regarding application NE/24/00028/ADV: Signage to advertise the name and nature of the business at 28 High Street, Higham Ferrers**

RESOLVED:

That the appeal is received and noted.

- 5.3. **To receive and note determinations on planning applications.**

RESOLVED:

That the following determinations on planning applications be received and noted:-

APPROVAL

NE/24/00770/FUL – 91 Kimbolton Road, Higham Ferrers, NN10 8HL
Detached garage

6. **ITEMS TO REPORT**
None.

7. **DATE OF NEXT MEETING**
10th December 2024

Chairman

Date

**MINUTES OF A MEETING OF THE ENVIRONMENT AND RECREATION
COMMITTEE HELD ON TUESDAY 12th NOVEMBER 2024 AT 7.30PM
IN THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

PRESENT:

Cllr C O'Rourke (Chairman)
Cllr Mrs P H Whiting
Cllr V K Paul
Cllr G Kelly
Cllr P Tomas
Cllr N Brown (as substitute)
Miss A Schofield (Town Clerk)
Mrs E M Arrow (Assistant Clerk)

1 member of the public

1. **APOLOGIES**

Cllr H L Jackson, Cllr P McCann

2. **DECLARATIONS OF INTEREST**

Cllr V K Paul – item 8 – Cllr Paul is raising money to fund this project.
Cllr P H Whiting – item 9 – family member attends the school in question.

3. **MINUTES**

RESOLVED:

That the minutes of the meeting held on 10th September 2024 be approved and signed by the Chairman as a true and correct record.

4. **PUBLIC FORUM**

None.

5. **RIVERSIDE PARK ECOLOGICAL MANAGEMENT PLAN**

RESOLVED TO RECOMMEND:

- (i) That at least 8 bat boxes, 8 bird boxes, 2 hedgehog houses and 4 bee and insect houses be installed at Riverside Park at the locations suggested within the Landscape and Ecological Management Plan. Cost £1110 to be met from 340/4844 Riverside Park.
- (ii) That volunteers and/or staff create 2 hibernacula. That a budget of £250 be set for any materials required that cannot be located from the council's own landholding. Cost to be met from 340/4844 Riverside Park.

RESOLVED:

- (iii) That the council investigate the process, including associated costs, for the recommendation from the plan for the enhancement of shrub with native species and some regeneration of woodland.

6. **ROMAN WAY GRASS VERGES**

RESOLVED:

That no posts or bollards be installed on the grass verge area at Roman Way to prevent vehicles parking and no further action is to be taken at this time.

7. **SKATEPARK REPAIR PROJECT**

RESOLVED TO RECOMMEND:

That the remodelling work be undertaken with procurement by means of contract. That

the contract specification include:-

- Design based on the sketch plans
- Flexibility to allow companies to come forward with their best solution for the finish to the shallower soil banking based on our detailed report of the problems experienced since construction.
- A maximum budget of £20,000 is applied to control expenditure.

That the cost of the project to be met from budget allocation 2025/26.

8. PLAY EQUIPMENT AT SAFFRON ROAD RECREATION GROUND

To consider a proposal from Councillor Vijay Paul

- 8.1. *That the Council adopt a policy that any, and all, future pieces of play equipment can be 'accessed by all abilities' on a new for old basis.*
- 8.2. *That the Council reconsider placing 1-2 pieces of new play equipment at Saffron Road play area.*
- 8.3. *That the new play equipment will either be installed to replace some old equipment, which could be removed, or to increase the enclosed play area to allow for more space to install the equipment.*
- 8.4. *That the Council fund at least 50% of the procurement and installation of the play equipment and take on the maintenance of the same.*

Cllr Vijay Paul withdrew items 8.1.to 8.4.

RESOLVED

That a meeting is set up with the organisers of the fundraiser to discuss their project to better facilitate consideration of Councillor Vijay Paul's proposals at a possible future date.

9. LAND TO THE FRONT OF HENRY CHICHELE SCHOOL

RESOLVED:

That enquiry be made about the cost and feasibility of digging out the hardcore surface and turfing/seeding the area, with the idea that wildflower planting and benches can be explored as a future possibility.

**10. PAINTING OF THE SPRINGERS, SAFFRON ROAD RECREATION GROUND
RESOLVED TO RECOMMEND:**

That the 3 springers at Saffron Road play area be repainted at a cost of £1182.75.

**11. HIGH PRESSURE WASHING AND MOSS TREATMENTS, TENNIS COURTS
AND MUGA**

RESOLVED TO RECOMMEND:

That a 3-year contract to cover years 2025-2027 is entered into at a cost of £1495pa for high pressure washing and moss treatment of both the tennis courts and the MUGA.

12. PARISH PATHS WARDEN REPORT

RESOLVED:

That the Parish Paths Warden report is received and noted with thanks to Marion Darnell.

13. ITEMS TO REPORT

None.

14. DATE OF NEXT MEETING

14th January 2025

Chairman

Date

HIGHAM FERRERS TOWN COUNCIL

NEIGHBOURHOOD PLAN REVIEW STEERING GROUP

Minutes of the Meeting Friday 8th November 2024 at 2.30pm at the Town Hall

Present:

Chair, Richard Gell

Clerk, Alicia Schofield

Carol Fitzgerald

Jeanette Smith

Nigel Cheetham

Jon Sidey

Branda Lofthouse

1.	Welcome and to receive apologies Liz Barnatt, Trina Howat, Cllr P Mccann, Cllr Mrs J Bone, Cllr Mrs A Gardner, Cllr V Paul, Cllr G Salmon, Cllr Bert Jackson,
2.	Approval of minutes from the meeting held on the 11th October 2024 The minutes of the meeting held on the 11 th October 2024 were approved as a true and correct record of the meeting.
3.	Non-Land Use Actions (Community Plan) Review Review undertaken of table 7.1 of the Plan to ascertain what actions/aspirations have been completed or the progress to date for <ul style="list-style-type: none">• Services – Community Facilities• Design & Environment• Access – Transport & Communication The Clerk is to liaise with SS regarding the addition of actions/aspirations linked to the new plan policies for Biodiversity and Sustainable Building
4.	To receive progress report of work to date by Sally Stroman, Aitchison Rafferty and agree any actions. Feedback has been received from RP of NNC following submission of the document contained revised policies and supporting ‘local and technical evidence’ base. SS has reviewed the feedback. The feedback received has been initially discussed between the Clerk and SS.
5.	To receive the feedback from Richard Palmer, Planning Policy, North Northants Council and agree any actions The majority of changes/suggestions were considered acceptable by SS, although there is further discussion to be hand with NNC regarding:- Policy H3 - Rushden East Sustainable Extension Policy X – Biodiversity (RP awaiting NNC internal comment) Policy DEX - Sustainable Building
6.	Any other business Trina and Jeanette have completed the review of the text and images.
7.	Date of next meeting TBA

LIBRARY AND WELLBEING HUB WORKING PARTY MINUTES
Tuesday 12th November 2024 at the
Community Library and Wellbeing Hub Room

PRESENT: Natasha Fountain, Community Connector (CC), Alicia Schofield (Town Clerk), Cllr Mrs Pam Whiting, Cllr Chris O'Rourke, Cllr Nigel Brown

1.	Apologies Cllr Mrs A Gardner, Dominica Jones.
2.	Approval of minutes from last meeting The minutes of the meeting held on the 10 th September 2024 were accepted as a true and correct record of the meeting.
3.	NNC Funding Agreement review against budget (Section106 Planning Contributions) Clerk provided an overview of the detailed project budget report and its relationship to the council budget 24/25.
4.	NNC Community Support Fund All elements complete aside the volunteer training. Quote has been received for the training element, to be considered below at item 5. Volunteer training.
5.	Update as per submitted written report from CC (<i>additional discussion to note in italics below</i>) <ul style="list-style-type: none"> • Review of the children's October half term activities (CC) <i>Nominal charge worked well. Sessions full. Model to carry forward for next holiday activities. Cllr Brown suggested and to assist with pumpkin donations next year.</i> • To confirm opening/closing for Christmas period (CC). Agreed as per recommendation from CC. Close 20th December and open 6th January. • Overview of library and wellbeing sessions, numbers attending and loan items (CC) • Volunteer numbers, recruitment and overview of any issues arising (CC) • Volunteer support for administration tasks (CC/Town Clerk). <i>IT set up being undertaken today to create communityhub@ email address.</i> • Volunteer training (CC/Town Clerk). <i>NNC were consulted and have agreed a revision to the Community Support Fund terms to facilitate a wider scope on the type of training to be provided. Quote received from a local training provider is bespoke to the needs of the Hub and includes elements of first aid, safeguarding, manual handling and working at heights.</i> • Maintenance and improvement plans for the Hub (CC/Town Clerk). <i>Canopy for reading garden medium term project. Requirement for a new projector. Whiteboard not essential and better use of wall space could be made for shelving/storage. Books not bunnies, outside storage for books using rabbit hutches.</i> • Marketing and promotion (CC/Town Clerk) <i>A5 double sided leaflet delivered to all households. Seeking volunteers to assist with Rhymetime and Stay and Play. Additional sessions sought:- Tuesday 10-10.30am (10-12noon)</i>

	<p style="text-align: center;"><i>Thursday and/or Friday afternoons 2-2.30pm (2-4pm)</i></p> <p style="text-align: center;"><i>Article in last edition of the Higham Times.</i></p> <p style="text-align: center;"><i>Communityhub@ volunteer to assist with social medias.</i></p> <ul style="list-style-type: none"> • Connecting/Connector Forum (CC) <i>Not high priority so will carry to early 2025 and following benefit to CC of volunteer admin support allowing CC time to progress.</i> • Budget review (Town Clerk) <i>Covered above under items 3.and 4.</i>
6.	<p>Wellbeing Strategy – to agree draft for recommendation to council</p> <p>Recommendation: That council adopt the strategy document ‘Improving Wellbeing Services for Our Residents’</p>
7.	<p>Future funding - NNC – ‘Improvements for Library Provision in Higham Ferrers’ (Town Clerk report following Teams with Anne Lovely)</p> <p>Deadline for transfer from NNC is March 2027. Working party suggest council to consider end of 2025/early 2026. Allow 3 months from application for internal process and consideration at NNC. A business case will be required as part of the supporting information.</p>
8.	<p>Room hire – to review terms and conditions</p> <p>Given the establishment of the Hub the opportunity for room hire sessions are increasingly limited. Additionally, the room is stocked with books, jigsaws, craft materials etc which means the room doesn’t lend itself so easily to hire for one-off general public occasions or parties. Regular session hire for activities and classes or as a venue for training or business meetings is more compatible.</p> <p>Recommendation: That the promotion of the community room for hire is tailored to be more suitable to the possible scenarios, such as regular session hire for activities or classes or a venue for training or business meetings. That following enquiry, the Clerk have delegated authority to determine if the hire is compatible with the Hub arrangements; with any resulting hire in line with the hire charges, terms and conditions as previously agreed.</p>
9.	<p>Any other business</p> <p>Warm Space - The merit of registering the Hub as a Warm Space was discussed and it was agreed not to register. CC reported the majority of libraries do not registering as when open they effectively provided the same facilities as a warm space but without any perceived stigma attached.</p> <p>Alternative to the Games Session - Opportunity for Rhymetime and Stay and Play. Email from Dominica Jones - U3A have already been approached.</p> <p>Volunteer thank you session and recruitment of new volunteers – Next Wednesday evening, 4-6pm. Open to councillors so they may view Hub and meet volunteers.</p>
10.	<p>Date of next meeting</p> <p>Tuesday 14th January 2025 at 10am. Venue Hub if free, if not Town Hall.</p>

HIGHAM FERRERS TOWN COUNCIL

TOWN COUNCIL MEETING

26TH NOVEMBER 2024

REPORT: PREMISES LICENCE 24/02246/LAPNEW

REPORT AUTHOR: Town Clerk, Alicia Schofield

BUSINESS FORWARD PLAN	N/A	
COUNCIL OBJECTIVES	N/A	
POLICIES REFERENCED		
FINANCIAL IMPLICATION	There are no financial implications at this stage	x
	There will be financial implications	
	There is provision within budget	
	Decisions may give rise to additional expenditure	
	Decisions may give rise to potential income	
MEANS OF DELIVERY	N/A	
APPENDICIES	Consultation letter dated 13 November	

1. PURPOSE

- 1.1. To consider a response to premises licence application:-
24/02246/LAPNEW: Launch-it Virtual Golf, Unit 1, Connolly House, 3 Westfields Avenue, Higham Ferrers, Rushden, NN10 8AX.

2. DETAIL

- 2.1. North Northants Council is consulting on the premises licence application for Launch-it Virtual Golf. The primary use of the premises is the virtual golf bays.
- 2.2. Premises licence is for sale of alcohol Monday to Sunday 7am to 9pm, the same as the opening hours. The application details how the applicant will manage:-
- The prevention of crime and disorder
 - The promotion of public safety
 - The prevention of public nuisance
 - Protection of children from harm

Further information on these aspects can be found byon the licensing register of NNC.

[24/02246/LAPNEW | Premises Licence | Open for Consultation | Unit 1 Connolly House 3 Westfields Avenue Higham Ferrers Rushden NN10 8AX](#)

Parish Or Town Council

Direct
Dial: 01832 742102
Email: Licensingunit.ENC@northnorthants.gov.uk
Our
Ref: 24/02246/LAPNEW
Date: Date: 13 November 2024

Dear Sir /Madam

Licensing Act 2003

The following application has been received by North Northamptonshire Council.

Application: Premises Licence

Premises: Launch-it Virtual Golf

Address: Unit 1, Connolly House, 3 Westfields Avenue, Higham Ferrers, Rushden,
NN10 8AX

Should you wish to comment on the application please contact the Licensing Team in writing, or via email, by **11 December 2024**.

Licensable activities applied for and the times for the carrying out of licensable activities:

Sale of Alcohol

Alcohol consumed on premises

Monday to Sunday 07:00 - 21:00

The opening hours of the premises

Monday to Sunday 07:00 - 21:00

If you require any further details regarding this application please do not hesitate to contact us by email to licensingunit.ENC@northnorthants.gov.uk

Yours faithfully

Regulatory Services Licensing Administration Team

HIGHAM FERRERS TOWN COUNCIL

TOWN COUNCIL MEETING

26TH NOVEMBER 2024

REPORT: REQUEST FOR A MEMORIAL BENCH, RIVERSIDE PARK

REPORT AUTHOR: Town Clerk, Alicia Schofield

BUSINESS FORWARD PLAN	N/A	
COUNCIL OBJECTIVES	N/A	
POLICIES REFERENCED	Memorial Bench Guidelines	
FINANCIAL IMPLICATION	There are no financial implications at this stage	x
	There will be financial implications	
	There is provision within budget	
	Decisions may give rise to additional expenditure	x
	Decisions may give rise to potential income	
MEANS OF DELIVERY	N/A	
APPENDICIES	Memorial Bench Guidelines	

1. PURPOSE

- 1.1. To consider a request for a memorial bench for the late David Hill at Riverside Park.

2. THE REQUEST

- 2.1. A representative of the late David Hill's family has written to council asking *We wanted to ask as a family, given Dad's role in helping to get the Riverside Park project off the ground, would it be possible for us to purchase a bench in Dad's Memory, and have it placed in the Riverside Park? Obviously, we would cover all the costs but would need the Town Council's permission and involvement for this to happen.*

3. FOR CONSIDERATION

- 3.1. The council have an agreed document 'Guidelines for the Consideration of Requests for Memorial Benches'. Within our guidelines it states that the request for a memorial bench will generally be supported if our stated criteria can be met. If the criteria cannot be met the request will be referred to Full Council for a decision.
- 3.2. In this instance the request does not meet the criteria because the bench is not replacing an existing bench at an identified location, namely the cemetery, Saffron Road play area or Kings Meadow phase 5.
- 3.3. Councillors will be aware of David Hill's long career in local government and the regard he held within the town. Our council news item in memory of David said (he) *was responsible for the planting of the first tree areas at Riverside Park and was a founder member of the Higham Ferrers Nature Conservation Group involved in developing and managing the area. It was his foresight that enabled the provision of the two footbridges over the old River Nene and the gravel path linking them as part of the A45 works.*
- 3.4. Council is asked if they offer their support to the request for the installation of a memorial bench at Riverside Park, with cost to be met by family. If so, council is asked to give permission for the location of the siting of the bench to be agreed between the Clerk and the family.

GUIDELINES FOR THE CONSIDERATION OF REQUESTS FOR MEMORIAL BENCHES

A request for a memorial bench will generally be supported if the following criteria can be met. If the criteria cannot be met the request will be referred to Full Council for a decision.

1. The deceased is buried or their ashes are interred at the cemetery.
2. The deceased was a resident of Higham Ferrers or the deceased had lived out of the town for no more than two years at the time of death.
3. If the bench is to commemorate an event, rather than an individual, the event must be a recognised national commemorative event or cause.
4. The memorial bench can replace an existing bench that has been identified for replacement or the bench can be located on the recently acquired, Phase 5, Kings Meadow.
5. The bench style is the Eastgate anti-vandal cast iron framed seat featuring galvanised mild steel slats.



6. The cost of the purchase and installation of the bench is to be met in full by the applicant.
7. The wording of any plaque for the bench is agreed in writing by the Town Council prior to installation.

Bench Replacement Plan as of April 2023

Existing bench style	No.	Location
Metal frame with large wooden slats	x4	Cemetery
Metal frame with large wooden slats	x3	Play Area, Saffron Road

Higham Ferrers Town Council Guidelines adopted October 2020

HIGHAM FERRERS TOWN COUNCIL

TOWN COUNCIL MEETING

26TH NOVEMBER 2024

REPORT: CCTV PROVISION

REPORT AUTHOR: Town Clerk, Alicia Schofield

BUSINESS FORWARD PLAN	N/A										
COUNCIL OBJECTIVES	To encourage and promote the economic and commercial vitality of the town centre and to strive for a pleasant, clean and safe environment. CCTV provision is not a statutory requirement.										
POLICIES REFERENCED	N/A										
FINANCIAL IMPLICATION Budget 2025/26	<table border="1"><tr><td>There are no financial implications at this stage</td><td></td></tr><tr><td>There will be financial implications</td><td>x</td></tr><tr><td>There is provision within budget</td><td>x</td></tr><tr><td>Decisions may give rise to additional expenditure</td><td>x</td></tr><tr><td>Decisions may give rise to potential income</td><td></td></tr></table>	There are no financial implications at this stage		There will be financial implications	x	There is provision within budget	x	Decisions may give rise to additional expenditure	x	Decisions may give rise to potential income	
There are no financial implications at this stage											
There will be financial implications	x										
There is provision within budget	x										
Decisions may give rise to additional expenditure	x										
Decisions may give rise to potential income											
MEANS OF DELIVERY	N/A										
APPENDICIES	Report to Policy and Resources Committee 08/10/2024										

1. PURPOSE

- 1.1. To agree CCTV provision from 1st April 2025 to enable pricing to be obtained.

2. BACKGROUND

- 2.1. At the last Policy and Resources Committee the options for CCTV provision from 1st April 2025 were considered. The report to the Committee forms part of the appendices. The Clerk provided an update received from NNC on their wider review of CCTV provision across their unitary area at the committee meeting. Any option to the council to come into new NNC arrangements was indicated as being some way off and it was thus acknowledged the council should continue with their own contracting provision. The resolution from the committee meeting was that:-

To facilitate consideration of the specification for a contract for CCTV provision from 1st April 2025, the Clerk is to arrange a visit to the control room and also ascertain the condition of the current camera systems.

3. ADDITIONAL INFORMATION

3.1. Control Room Visit

The arranged visit to the control room took place on the 8th November. The Clerk and the Assistant Clerk were accompanied by 2 councillors. Following the visit the Clerk advised that the control room offered those councillors not able to attend the opportunity to visit in their own time at a mutually convenient date.

3.2. Condition of Current CCTV Equipment

The current cameras and server are circa 9 years old. 2 cameras are already identified for replacement as they are beginning to suffer from 'milky' images; with a programme of replacement suggested for the remaining cameras. The current server operates Windows 7. It is suggested the server is replaced and upgraded to Windows 11. Our server is older than other

town council's whose have already faulted and had to be replaced. A price for a new server and 2 cameras has been obtained at £2758.

5. SPECIFICATION FOR CONTRACT

- 5.1. If council are to retain the CCTV service they need to consider the specification for the contract. The current contract expires 31st March 2025. The current contract includes: -
- 70 hours monitoring a week, core hours agreed between the Police, the contractor and the council.
 - 24/7 recording.
 - Maintenance of the cameras and equipment.
 - The cost of the broadband to transmit the images back to the monitoring centre.
- 5.2. When considering monitoring as part of the service, it should be noted that this has previously reduced the potential options for alternative contractors. In 2021 the current contract was advertised on Contracts Finder. Eight companies expressed an interest but no-one could provide a control room with live monitoring and radio links to the Police. It was under an exemption clause of the financial regulations the current contract was awarded.

4. RECOMMENDATION

- 4.1. That CCTV service is retained with contract to include:-
- 24/7 monitoring
 - Maintenance of the cameras and equipment
 - The cost of the broadband to transmit the images to the monitoring centre.
- 4.2. That the council confirm whether monitoring be included in the service, and if so, the number of monitored hours per week.
- 4.3. That a budget of £3000 be set in 2025/26 to provide for the purchase and installation of a new server and 2 replacement cameras.

HIGHAM FERRERS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

8TH OCTOBER 2024

REPORT: CCTV Contract

REPORT AUTHOR: Town Clerk, Alicia Schofield

BUSINESS FORWARD PLAN	N/A	
COUNCIL OBJECTIVES	To encourage and promote the economic and commercial vitality of the town centre and to strive for a pleasant, clean and safe environment. CCTV provision is not a statutory requirement.	
POLICIES REFERENCED	N/A	
FINANCIAL IMPLICATION	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within budget	x
	Decisions may give rise to additional expenditure	x
	Decisions may give rise to potential income	
MEANS OF DELIVERY	Town Clerk	
APPENDICES	N/A	

1. PURPOSE

- 1.1. To consider CCTV provision from 1st April 2025 to enable pricing to be obtained.

2. BACKGROUND

- 2.1. The current contract expires 31st March 2025. The current contract includes: -
- 70 hours monitoring a week, core hours agreed between the Police, the contractor and the council.
 - 24/7 recording.
 - Maintenance of the cameras and equipment.
 - The cost of the broadband to transmit the images back to the monitoring centre.
- 2.2. The current contactor covers Rushden, Irthlingborough and Daventry Town Council and has links with the Police control room.
- 2.3. In 2012 the former East Northants District Council decided to cease funding CCTV provision and passed it over to the town councils. The former Corby, Wellingborough and Kettering Borough Councils all had CCTV systems which passed to NNC. This year NNC started a review of the legacy arrangements passed to them and hosted a meeting in May with the town councils to understand the town's individual CCTV provision arrangements and if there is potential opportunity for widening the NNC network to cover the town council areas. It would seem NNC are not looking to devolve the CCTV provision to the recently formed new town councils of Corby, Wellingborough and Kettering. They are continuing to fund and run the service for the newly formed town councils and are looking more to encourage the former ENDC towns to come into their arrangements.
- 2.4. The Community Safety team at NNC undertaking the review have been contacted for an update regarding their review timescales and possible intentions for any arrangement offered to the council. The Clerk will update at the meeting with information received.

3. **FOR CONSIDERATION**

- 3.1. At present the arrangement for the various town councils within the NNC area is not unified. It is recognised that more information is required from NNC regarding them possibly taking over and the timeframe and arrangement on offer for this.
- 3.2. Continuity of CCTV service is important. The current contract ends in 5 months.
- 3.3. If council are to retain the CCTV service they need to consider the specification for the contract. To get competitive quotes to continue with contracting the CCTV provision the council needs to decide whether it wants to include the monitoring as part of the service, as this reduces the potential options for alternative contractors. In 2021 the current contract was advertised on Contracts Finder. Eight companies expressed an interest but no-one could provide a control room with live monitoring and radio links to the Police. It was under an exemption clause of the financial regulations the current contract was awarded.
- 3.4. The current contract has a clause that allows the agreement to be varied, if in writing and agreed by both parties. Do council wish to explore with the current contractor a possible extension to the current contracting arrangements as an interim measure.