

**Parish of HIGHAM FERRERS**  
**NOTICE OF A STATUTORY MEETING OF THE TOWN COUNCIL**

NOTICE IS HEREBY GIVEN THAT –  
A Statutory Meeting of the Town Council will be held at the Town Hall, Market Square,  
Higham Ferrers on the **TWENTY-SIXTH day of NOVEMBER 2024 at 7.30pm.**

The meeting will be open to the public unless the Council otherwise direct

**AGENDA**

1. **PRAYERS**  
Meeting to be opened with prayers led by Mother Louise Bishop.
2. **APOLOGIES**  
To receive apologies for absence.
3. **DECLARATIONS OF INTEREST**  
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
4. **MINUTES**  
To approve and sign as a correct record the minutes of the meeting held on the 29<sup>th</sup> October 2024.
5. **PUBLIC FORUM (15 minutes)**  
To allow any member of the public to address the meeting for a period of no longer than three minutes each. If the item raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed. No decisions can be taken under this item.
6. **POLICE COMMUNITY SUPPORT OFFICER**  
Introduction from PCSO Will Page and an opportunity for Councillors to ask questions regarding his policing role within the town.
7. **CCTV PROVISION**  
To receive a presentation from Crime Secure regarding the current arrangements for CCTV provision and an opportunity to ask questions regarding the service provided.
8. **MAYORS ANNOUNCEMENTS**  
To receive a verbal report from the Mayor.
9. **TOWN CLERK'S REPORT**  
To receive and note the Town Clerk's Report.
10. **QUESTIONS**  
An opportunity for Councillors to ask questions pursuant to standing order 9. (Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)
11. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**  
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
12. **REPORTS FROM UNITARY COUNCILLORS**  
To receive written reports from the North Northamptonshire Unitary Councillors.

13. **FINANCE MATTERS**

- 13.1. To approve accounts for payment as at 26<sup>th</sup> November 2024.  
13.2. To approve the bank account reconciliation as at 31<sup>st</sup> October 2024.  
13.3. To approve the following expenditure:-  
(i) Mayor's pendant repair, £428  
(ii) Repair and replacement fencing to Parker Way, £730  
(iii) Legal fees to review 'Licence to Occupy' agreement, £1030  
13.4. To receive and note from Cllr C P O'Rourke the internal control checklist dated 24<sup>th</sup> October 2024.

14. **COMMITTEE MEETINGS**

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

- 14.1. Planning and Development Committee held on the 12<sup>th</sup> November 2024.  
14.2. Environment and Recreation Committee held on the 12<sup>th</sup> November 2024.

**Recommendations**

14.2.1. **RIVERSIDE PARK ECOLOGICAL MANAGEMENT PLAN**

- (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.

14.2.2. **SKATEPARK REPAIR PROJECT**

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.

14.2.3. **PAINTING OF THE SPRINGERS, SAFFRON ROAD RECREATION GROUND**

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

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

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.

15. **WORKING PARTIES**

15.1. **NEIGHBOURHOOD PLAN STEERING GROUP**

To receive and note the minutes of the Neighbourhood Plan Steering Group meeting held on the 11<sup>th</sup> October 2024.

15.2. **COMMUNITY LIBRARY AND WELLBEING HUB WORKING PARTY**

- 15.2.1. To receive and note the minutes of the Community Library and Wellbeing Hub working party.

**Recommendations:**

- 15.2.2. That council adopt the wellbeing strategy document 'Improving Wellbeing Services for Our Residents'  
15.2.3. That the promotion of the community room as a venue for hire is tailored to be more suitable to the possible hire scenarios given that the Hub is becoming established, such as regular block book session hire for activities or classes or a venue for training or business meetings. That following receipt of an enquiry for hire, the Clerk be 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.

16. **PREMISES LICENCE APPLICATION**

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.

17.       **REQUEST FOR A MEMORIAL BENCH AT RIVERSIDE PARK**  
To consider a request for a memorial bench for the late David Hil at Riverside Park.
  
18.       **CCTV PROVISION FROM 1<sup>st</sup> APRIL 2025**  
To agree CCTV provision from 1st April 2025 to enable pricing to be obtained.
  
- 19..       **ITEMS TO REPORT**  
An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Miss Alicia J Schofield  
Town Clerk  
*A J Schofield*  
Date: 20<sup>th</sup> November 2024

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.