

You are hereby summoned to attend a Meeting of the **Direct Responsibilities and General Purposes Committee** to be held on **Monday 19<sup>th</sup> February 2018**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Dated: 14<sup>th</sup> February 2018



Town Clerk

**MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

**487/17 APOLOGIES FOR ABSENCE**

**488/17 DECLARATION OF INTEREST**

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, and Brackley Town Council's Code of Conduct.

**489/17 PUBLIC PARTICIPATION**

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question.

**490/17 APPROVAL OF MINUTES**

Members are asked to receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 22<sup>nd</sup> January 2018.

**491/17 BRACKLEY YOUTH STRATEGY FORUM**

Edward Frape and Iain Anderson will attend the meeting to introduce this group, and its activities, to members. A copy of their report is attached for Members' consideration.

**492/17 MEMBERS REPORTS**

**493/17 CEMETERY DEVELOPMENT SERVICES**

A representative from Cemetery Development Services – Mr Justin Smith will attend the meeting to address issues relating to the cemetery management, layout and charges

**494/17 NOTES – CEMETERY & ALLOTMENTS WORKING PARTY**

The notes of the last meeting of the Cemetery & Allotments Working Party on 12<sup>th</sup> February 2018 are attached. The meeting was not quorate, but the group asked that the information that they received regarding cemetery costs be made available for this meeting.

**495/17 RECOMMENDATION TO FINANCE & POLICY COMMITTEE**

To make a recommendation to the Finance & Policy Committee regarding future cemetery charges for its consideration in determining the charging policy for the coming year.

**496/17 SKATE PARK UPDATE**

The Clerk will provide a verbal update in relation to recent correspondence.

**497/17 LAND TO REAR OF BANBURY ROAD**

Councillors will be aware that there were difficulties in the past with the registration of land to the rear of three properties in Banbury Road, which had been the subject of a personal lease to one resident for over 50 years. The land is now registered and the tenancy terminated as per previous instructions.

Councillors are now asked to **approve** the licensing of this land, apportioned to each of the three properties, on an annual basis similar to those granted to some residents of Blenheim Croft in relation to land on the Barrel Line.

**498/17 MATTERS FOR DISCUSSION OR INFORMATION**

## DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the Direct Responsibilities and General Purposes Committee held on Monday 22<sup>nd</sup> January 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Sharps, Cllrs Baker, Barrie, Cartmell, Morrell, Thompson, Tiller, E Wiltshire.

Also Present: Cllr Bagot-Webb and Cllr P Wiltshire

Officers: Town Clerk (L Carter) and RFO (A Moses)

### 423/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield and Waldron

### 424/17 DECLARATION OF INTEREST

None

### 425/17 PUBLIC PARTICIPATION

None

### 426/17 APPROVAL OF MINUTES

On the proposition of Cllr Baker it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 18<sup>th</sup> December 2017.

### 427/17 MEMBERS REPORTS

None

### 428/17 MERCEDES

On the proposition of Cllr Cartmell it was **RESOLVED** to:

Give Mercedes Petronas AMG F1 permission to access, and cut into, the embankment in the Pocket Park in order to complete the proposed external works with full reinstatement being carried out as appropriate.

### 429/17 GRIT BIN SURVEY

On the proposition of Cllr Morrell it was **RESOLVED** to:

Staff to review the current locations and, with NCC's approval, relocate some current bins and the purchase of 6 additional grit bins. The proposed location of the additional grit bins will come back to this Committee for approval.

### 430/17 MINUTES – OPEN SPACES WORKING PARTY

On the proposition of Cllr Baker it was **RESOLVED** to:

Receive the minutes of the meeting of the Open Spaces Working Party on 7<sup>th</sup> September 2017.

### 431/17 EASTER EGG HUNT

On the proposition of Cllr Tiller it was **RESOLVED** that:

The Town Council would hold craft activity workshops and a 'hunt' in Brackley Park for young children with their families. Funding towards the costs of the

events has been provided by our County Councillor from her 'Empowering Communities' funding.

**432/17 SKATE PARK UPDATE**

The Committee noted that the Clerk had submitted a 'Without Prejudice' letter to South Northamptonshire Council detailing the work and responsibility that the Town Council would accept in return for land being allocated.

**433/17 OLD FIRE STATION CAFÉ LICENSING**

On the proposition of Cllr Stimpson it was **RESOLVED** to:

Extend the Town Council's entertainment license for the premises, to include the ale and consumption of alcohol. The Café proprietor is happy to be the designated premises supervisor in relation to this application.

**434/17 EQUIPMENT AND HEALTH & SAFETY MONITORING**

On the proposition of Cllr Stimpson it was **RESOLVED** that:

The Husqvarna equipment and operative monitoring system is purchased at an initial cost of £625 with an ongoing subscription of £75 per month.

**435/17 STANDING UP 4 SITTING DOWN**

On the proposition of Cllr Baker it was **RESOLVED** that:

Brackley Town Council firstly, supports the campaign by displaying the campaign logo and secondly, makes our shops and businesses aware of the scheme.

The Committee wished their thanks to be passed to Mrs Saffrey for her report.

**436/17 RIBBON OF POPPIES**

On the proposition of Cllr Tiller it was **RESOLVED** that:

The Council would appeal to residents to provide knitted or crocheted poppies to create a 'Ribbon of Poppies' along the route of the Remembrance Sunday Parade.

**437/17 MATTERS FOR DISCUSSION OR INFORMATION**

None

Time 20.00

Date

Chairman

## **REPORT to Brackley Town Council on the Brackley Youth Strategy Forum**

### **Background**

South Northants Council (SNC) and Cherwell Council now have shared Community Services. They have a remit to build stronger communities by supporting the voluntary and community sector. The new Service has appointed a Community development partner for young people. This person is helping communities engage young people by working with and supporting groups and organisations that provide activities for young people (youth provision). Since January 2017 they have been working with the Towcester Youth Strategy Forum, now known as Towcester Youth Engagement (TYE) set up in 2015 with a purpose to "Champion and Promote all youth provisions in Towcester within the community and councils ensuring young people in Towcester receive services that meet their desired needs." The TYE meets for its members to network, support the groups and plan events. They have already surveyed parents and young people in Towcester and ran two successful Youth Showcase events to promote local youth provision. At the event in March 2017 a comment was made 'Why doesn't Brackley have something like this?' and the idea for a similar group in Brackley was formed.

As in Towcester a Youth Strategy Forum representing Brackley's youth provision looked to be an ideal way of coordinating community support for young people. The idea was particularly timely as Brackley was undergoing huge development bringing in many new families but sadly Brackley had also just seen the closure of the Hub Youth Cafe and also heard that the new Skate Park project was going nowhere. A meeting took place between SNC Community services and Brackley representatives to discuss the local youth agenda and what could be done. SNC followed up and arranged an initial meeting to bring together some key partners to have a discussion about young people in Brackley. Invitations were sent to Town Councillors (with youth assignments), Hub Youth Cafe, BCDT, NAYC and others. This first meeting took place in May 2017 and the partners shared their views and agreed we should set up a Youth Strategy Forum for Brackley, in a similar way to the Youth Forum in Towcester. The starting point for most of the discussion was an existing document 'A Draft Youth Strategy for Brackley' that BCDT had produced in the last year and had been circulated to selective Town Councillors and others for review. We have since met a number of times to plan events and discuss strategy, such as employing a Youth Coordinator to support the group members/partners and deliver the groups objectives.

### **Name**

We are currently known as '**Brackley Youth Action** and started in May 2017 (Note: This name may change as the status of the group is changed)

### **Purpose**

To actively support the development and promotion of excellent youth provision in Brackley.

### **Objectives**

- To **Consult** with and represent the views of young people.
- To **Map** local youth provision (all activities on offer to local young people)
- To **Work Together** with the local councils, youthwork and education providers in meeting the needs of young people.
- To provide a **Network** Forum where local youth providers can communicate with each other and share information.
- To **Showcase** local youth provision.
- To **work in Partnership** with others on the advancement of **3 key Youth Projects** in Brackley: Youth Centre, Skate Park and Youth Council.
- To secure **Funding** for the resources needed, including paid staff, to achieve the Forums aims and objectives.

(These objectives are to be agreed)

### **Agenda Items**

- Youth Provision Network
- Events for young people
- Funding
- Youth Coordinator post
- Youth Projects

#### **Current Members/attendees**

Edward Frape (SNC), Jan Dean (BCDT), Linda Scaysbrook (BCDT), Theo Hayward (The Hub), Cllr Sue Sharp (BTC), Cllr Bernie Tiller (BTC), Martin Gillett (OPA), Iain Anderson (NAYC)

#### **Work of the Youth Strategy Group to date**

September 2017 - Youth Showcase Event at MCS (over 30 local activity groups represented)

October 2017 - Play and Activity Event at Brackley Leisure Centre.

November 2017 to date— Youth Coordinator JD, Charity set up, Funding sourcing, Event planning,

The Brackley Youth Strategy group is being set up to actively support the development and promotion of excellent youth provision in Brackley. This group is meeting regularly to discuss all things relating to Youth and currently has representatives from District council, Town Council (unofficially), Community groups and Youth Organisations. A similar Youth Strategy group has been running in Towcester for the last 2 years.

Brackley and Towcester youth strategy groups are in the process of setting up as a new Charity (CIO) that brings together the different groups within the community providing youth activities or supporting young people. The charity will help secure funding and enable us to do more for our young people at a time of significant change and population growth in both Brackley and Towcester. We are also considering the Trustees that will run the Charity and would be asking for a Town Councillor or officer to become one of these Trustees and represent the Town Council.

#### **Youth Coordinator**

Both Towcester and Brackley groups have agreed on the need for a Youth Co-ordinator; a full-time paid post for a suitable person, initially over 2 years to work for both Strategy Groups in supporting current youth provision and also developing new youth provision in Brackley, Towcester and surrounding areas. This post would be of particular benefit to Brackley, where we see this person providing the key skills and the time needed to support the new Skate Park and Youth Centre projects.

Funding is needed for this Youth Co-ordinator post and both groups are working together on a joint Job Description that we can use with funding applications. We estimate the total cost would be around £85,000 over 2 years and show the cost breakdown and where we plan to find the money from, as below:

Salary £60,000

Fuel and transport £6,000

Add-on costs including IT and other equipment/Training/Office rent : £19,000

We are planning to receive funding from:

South Northants Council: £29,750 (35% total)

Awards 4 All: 10,000

Towcester Town Council: £10,000

Brackley Town Council: £10,000

Other Grants: (including Edith Winifred Trust, LMCT, NCF) £25,250

#### **Next Forum Meeting**

The next Brackley Youth Action group meeting is on Wednesday 21<sup>st</sup> February. If you have any questions or need further information then please ask and we would be happy to provide.

Edward Frape (Cherwell and South Northants Council)

Iain Anderson (Northamptonshire Association of Youth Clubs)

## Brackley Town Council

Cemetery & Allotments Working Party 12<sup>th</sup> February 2018 10am Old Fire Station

### Minutes

Present: Cllr Bagot-Webb, Cllr P Wiltshire

Officers: Mr Sharp, Mrs Moses

**THIS MEETING WAS NOT QUORATE SO THESE ARE NOTES OF DISCUSSION NOT MINUTES**

1. Apologies – apologies received from Cllr Baker and Cllr Waldron
2. Minutes from previous meeting – the minutes from the meeting of the 5<sup>th</sup> September were agreed.
3. Update on plotting
  - a. Design and layout options – three options had been prepared and option 3 was preferred as the best layout to future proof the use of the cemetery.
  - b. Parking – with the future layout options for the cemetery there is car parking space inside the cemetery. It was still felt that it would be a good option to provide parking spaces on the outside of the cemetery, the removal of the hedge had been checked with Highways and as this is not their hedge they have no objections to it being removed, though they would need to agree the layout for proposed street side parking. Mrs Moses was asked to design a parking scheme and communicate with Highways for approval.
  - c. Ring beams – with the future layout options, it was felt that the use of ring beams was no longer appropriate for the cemetery. This would come back to the Working Party to be approved at the next meeting.
4. Actual costing of running the cemetery – members were provided with a cost breakdown of the cemetery costs.
5. Future price increases – the Working Party were informed that Cemetery Development Services will be attending the Direct Responsibilities meeting on the 19<sup>th</sup> February 2018 to talk about the future charges at the cemetery.
6. Update on scattering – on investigation with other local Council cemeteries, Members did not wish to progress the idea of a scatter area within the cemetery. It was felt that with the provision of ashes plots, memorial benches and a rose garden there are enough opportunities within the cemetery.
7. Matters for discussion – no matters for discussion
8. Date and time of next meeting – TBC

## Costing 2016 - 2017

Month	Burial	Ashes	Month	Burial	Ashes	Memorials
January	2	0	July	0	2	
February	1	1	August	2	4	
March	5	1	September	2	0	
April	1	0	October	0	4	
May	2	0	November	2	1	
June	0	0	December	3	0	
<b>TOTALS</b>				<b>20</b>	<b>13</b>	<b>19</b>

Income		Expenditure	
		Rates	£ 353.32
		Water	£ 164.60
Burial/Ashes	£8125.00	Maintenance/Repairs (purchases)	£ 2,353.07
Memorial	£1323.00	Staff (Interments) x 33	£ 5,956.50
		Staff (memorials) x 19	£ 1,007.00
		Staff (grass) x 52 days	£ 5,408.00
		Staff (top ups) x 30 days	£ 3,120.00
<b>Total Cemetery income</b>	<b>£9,448.00</b>	<b>Total Cemetery expenditure</b>	<b>£18,362.49</b>

### Manpower/Staff time

Staff involvement in an ashes/burial = **£180.50 per interment**  
 Staff involvement in a memorial = **£ 53.00 per memorial**

Maintenance & General Costs			
Grounds staff	Grass cutting - annual cost	1 day per week	£ 104.00
	Plot topping up – annual cost	1 month a year	£3120.00
Office staff	First contact with client (office based)	30 minutes	£ 13.50
	First contact with Funeral Directors	30 minutes	£ 13.50
	Completion of all burial/ashes paperwork/books	4 hours	£ 108.00
Interments			
Grounds staff	attendance at burial plot preparation	1.30 hour	£ 19.50
	attendance at burial	1 hour	£ 13.00
	Preparation of ashes plot	1 hour	£ 13.00
	attendance at ashes	30 minutes	£ 6.50
	Cemetery paperwork (notice board, plot marking, filing)	1 hour	£ 13.00
Memorials			
Grounds staff	attendance for remove of memorials	1 hour	£ 13.00
	attendance for replacement of memorials	1 hour	£ 13.00
Office staff	Completion of all memorial paperwork	1 hour	£ 27.00
Ad hoc activities			
Grounds staff	Benches – style, location, placement, Rose bed		
Office Staff	Visits to cemetery with client		
	Shrub bed, tree maintenance, hedge trimming		
	Spraying/weeding (3 x per year)		

(Office staff = £27, Grounds staff = £13, Grounds supervisor = £20)