

You are hereby summoned to attend a Meeting of the **Direct Responsibilities and General Purposes Committee** to be held on **Monday 24th April 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Dated: 19th April 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

511/16 APOLOGIES FOR ABSENCE

512/16 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.

513/16 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.

514/16 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 20th March 2017.

515/16 MEMBERS REPORTS

Please find attached members report from Cllrs Paul & Elaine Wiltshire regarding the purchase and siting of a Defibrillator.

516/16 CEMETERY & ALLOTMENTS WORKING PARTY

To receive the minutes of the Cemetery & Allotments Working Party meeting held on Wednesday 12th April and to consider the recommendations contained therein:

to **RECOMMEND** that the use of the Statutory Declarations relating to Exclusive Rights be adopted by Brackley Town Council

to **RECOMMEND** that, as a general rule, no further reservations would be accepted with the exception of "sensitive circumstances"

to **RECOMMEND** that Memorial Grants are limited to a period of ten years at a cost of £10

to **RECOMMEND** the use of Memorial Bench Grant Forms, limited to ten years, and that Working Party Members be involved in the request and placement of benches.

517/16 PANEL TO CONSIDER PUBLIC ART AT RADSTONE FIELDS

Following the announcement last year of design competition for the public Art at Radstone Fields, a panel of Councillors was convened to consider the submissions. The design submitted by Julia Naysmith was considered more suitable for a town entrance roundabout, and further research will be carried out regarding this possibility. The Panel considered two designs submitted by Iron Forged Designs (of Buckingham Road) and agreed to **RECOMMEND** approval of their 'Forest Grove' design (details attached). The costs of the Public Art are to be met by the Developers.

518/16 TENDERS FOR AN ADDITIONAL GROUND WORK VEHICLE

Following on from the report of the Vehicle Working Group, tenders have been obtained from three suppliers for the provision of a Kawasaki Mule Pro DX all terrain vehicle (attached).

On the basis of the information supplied, it is suggested that the vehicle be purchased from Southam Agricultural Services.

519/16 MATTERS FOR DISCUSSION OR INFORMATION

Drainage Issue at St James Lake

The land at St James Lake, between the new path and the house adjacent to it in Hinton Road (previously operated as a nursery) has recently become waterlogged, with water trapped between two higher areas. This is undermining the boundary fence and is also causing drainage issues in this stretch of Hinton Road as the surface water drainage feeds into this area. Following a meeting with the resident and Anglian Water, it was agreed to get a quotation for the works and then to seek Council approval for the costs and Anglian water approval for the works. The Clerk has been in contact with the company which carried out the drainage works at Brewin Close and, following a site visit, a quotation is being prepared.

DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the **Direct Responsibilities and General Purposes Committee** held on **Monday 20th March 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chairman E Wiltshire
Cllrs Bagot-Webb, Baker, Barrie, Cartmell, Sharps, Stimpson, Thompson and Waldron

Also Present: Cllrs Morrell, Ross, Tiller, and P Wiltshire

Officers: Town Clerk, RFO

482/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield

483/16 DECLARATION OF INTEREST

None

484/16 PUBLIC PARTICIPATION

None

485/16 APPROVAL OF MINUTES

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

To approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 20th February 2017.

486/16 MEMBERS REPORTS

None

487/16 COMMEMORATIVE PLAQUE – OLD FIRE STATION

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

Accept the wording and design of the plaque for the Old Fire Station with the word change as follows "Brackley Town Council's Old Fire Station" instead of "The Old Fire Station, Brackley".

488/16 ONGOING MAINTENANCE CONTRACTS OLD FIRE STATION

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

Accept the quotations for maintenance contracts for the fire alarm and heating and ventilation systems and for an additional CCTV camera for the rear of the building.

489/16 RADSTONE FIELDS COMMUNITY CENTRE

Council noted that the Town Clerk is involved in regular meetings with the developers to finalise the specification for the Community Centre. Owing to the technical nature of some of the discussions, she was advised to enrol the services of a surveyor sooner rather than later (cost to be met by developer under the s106 agreement). As there was an independent surveyor involved with the Town Hall Project who was willing and available to be involved in this project, it was felt appropriate to engage his services. He had already begun to question some of the assumptions made by the developers in relation to the building.

Members noted that Paul Inskip would be the surveyor engaged to act for the Community Centre.

490/16 MATTERS FOR DISCUSSION OR INFORMATION

Northamptonshire Local Access Forum is looking to recruit new members.

The main remit of the group is to advise the county council, as well as district and borough councils, on the management of the county's public rights of way. The advice of the group is to ensure the continued improvement and protection of public rights of way in Northamptonshire for the purposes of open air recreation and the enjoyment of the countryside.

The link to the NCC website, where you can find out more about the roles NLAF plays within the county, including an application form, is listed below

<http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/northamptonshire-local-access-forum.aspx>

It was **AGREED** that the Council would advertise the opportunity on the Facebook page and BTC website.

Cllr Bagot-Webb asked what the long term maintenance plan is for the Old Fire Station as its looking a bit shabby. The Clerk reported that the builders will be required to come back to fix all snags before they get their final payment in May, but that a maintenance plan would need to be agreed..

Meeting closed 19.53

Chairman

Date

Members Report

There is an urgent need for a Defibrillator to be installed in the vicinity of the Old fire Station and for those working in the Old Fire Station and Councillors to be taught CPR and how to operate it to Save a Life.

Dear Councillors

Here is a true story. It is our True Story.

Last Tuesday we had a call from our daughter in law, in an extremely distressed state. She told me that our son had suddenly collapsed outside a café on the outskirts of Centre Parks. He and a friend were out on a cycle ride, they had just stopped to talk to a couple with a tandem. All of a sudden there was a loud bang, our son collapsed and was unconscious. The friend had to immediately start CPR and get others to call for the Emergency Services.

Luckily the owners of the Café saw what was happening, they rushed out with a Nurse who was also in their Cafe at the time, bringing with them the Café's Defibrillator. The Nurse took over CPR from the friend, and they attached the Defibrillator to our Son. This machine was used three times.

CPR by the Nurse was carried out continuously, Paramedics arrived, took over and a Defibrillator was used one again as his heart beat had stopped.

Our son was airlifted to hospital where he was treated for a cardiac arrest . He is now recovering. We have been told his heart stopped for 15 minutes but because someone new CPR and how to operate the machine he is alive and recovering in hospital. Those vital minutes saved his life.

It is for this reason that we both see a very urgent need for the Council to provide a Defibrillator at the Old Fire Station. The building, its café and adjacent park are now used by a lot of people and there are many more people coming to events in the park. It is vital to have more Life Saving facilities there in case of an emergency. Time is critical when someone falls unconscious due to heart failure of any sort. It can happen so suddenly and to any age of person be it young or old, know one knows it's so sudden.

We would both be very grateful if the Members would consider and support our plea for the Council to purchase, install and get training for those in the Old Fire Station and for Councillors to ensure that we all can live life to the full. The cost of a defibrillator is nothing compared with that of a life Thanking you in anticipation off your agreement to purchase this machine as quickly as possible

Elaine and Paul Wiltshire.

Brackley Town Council

Cemetery & Allotments Working Party

12th April 2017 11am Old Fire Station

Minutes

1. Appointment of Chair

Cllr Bagot-Webb was voted in as Chair

2. Present

Cllrs Bagot-Webb, Barrie, Waldron and P Wiltshire, Mr B Sharp and Mrs A Moses

3. Apologies

Apologies received and accepted from Cllr Baker

4. Cemetery Issues

a) Procedures

Statutory Declarations (Transfers) of Exclusive Rights

A Moses explained to the Working Party how the ERB and transfer of this document is a legal requirement and that the use of this form would ensure that BTC have done as much as possible to ensure that anyone proposing works to the plot is the legal owner.

It was agreed to RECOMMEND to the Direct Responsibilities and General Purposes Committee that the use of the Statutory Declarations relating to Exclusive Rights be adopted by Brackley Town Council

b) Cemetery Policy

Reserved plots - A Moses explained to the Working Party that with the limited space available at the cemetery and the concerns of potential oversized burials, BTC should now withdraw the ability to reserve plots.

It was agreed that to RECOMMEND that, as a general rule, no further reservations would be accepted with the exception of "sensitive circumstances"

Memorial Grants - A Moses explained the current problems with keeping records up to date and the use of the Memorial Grants would aid the management of the safety of memorials. There would be a requirement for the owner to renew the Memorial Grant at the end of the 10 year period. If owners did not do this, the management on safety grounds would fall to Brackley Town Council.

It was agreed to RECOMMEND to the Direct Responsibilities and General Purposes Committee that the Memorial Grants for a period of 10 years at a cost of £10

Benches - It was agreed that with the limited space for benches at the cemetery, the committee would like to be informed when a request is received and that the committee would visit the cemetery with the groundsman to identify a suitable placement. It was also agreed to use a Memorial Bench Grants Form – similar to the memorial Grants form to control the ownership and maintenance of the benches. It was suggested that if a family did not renew the Memorial Bench Grants for, and the bench needed to be removed on safety grounds, the plaque would be removed from the bench and placed on a oak stake (4 inch x 4 inch) close to the original placement.

It was agreed to RECOMMEND to the Direct Responsibilities and General Purposes Committee and the use of the Memorial Bench Grants Form, limited to ten years, and that the Working Party Members be involved in the request and placement of benches.

c) Physical

Compliance with Cemetery Regulations – the Working Party were shown a set of photos from the cemetery highlighting the problem of several plots not complying with the regulations as stated in the BTC handbook. B Sharp confirmed to the group that these are mostly historical plots and explained the difficulties that this gives him and his team when maintaining the area. It was agreed that the new extension of the cemetery will be run in compliance with the regulations and as soon as something is seen that does not comply it should be removed and the owner notified. It was agreed that Brackley Town Council should, where possible, contact plot owners and discuss ways to rectify the problems starting with stones/planting etc. at the rear of head stones and moving on to the use of edgings – this could be done using H&S issues and grass cutting issues.

Cemetery layout – It was agreed to get quotes for the drop kerb at the end of Section 2 to ease access. With the new extension of the cemetery it will be necessary to extend the road way with either tarmac or grasscrete, it was agreed that quotes and designs should be brought back to the next meeting.

Provision of Parking/Road warning signs – B Sharp explained that over the years he had been establishing a new hedge at the front of the cemetery which was now growing well. It is hoped to remove the hedge closes to the carriageway and to provide some additional parking at the front of the cemetery. With Halse Road becoming busier due to developments in that area, it was suggested that the use of warning signs for people crossing and cemetery would be appropriate.. It was agreed by the committee that Brackley Town Council would have a meeting with Helen Howard from Highways to discuss the options.

5. Matters for information or discussion

6. Date of next meeting

29th June 2017 at 2pm. Old Fire Station community room – PLEASE NOTE CHANGE OF DATE

Creative Ideas: Forest Grove Design



Initial Ideas Design Sheet

This design has inspired the growth of plants. The idea of the design is to have a series of tall metal trees to form a forest grove. The sculpture will be made up of randomly placed trees with an open section in the centre like a clearing or glade with two curved benches where viewers will be able to sit.

Each tree will be made up of four steel bars that will initially grow straight out of the ground like trunks, each bar will then peel away into a branch inspired by growing vines, ferns and tendrils. When several of these trees are placed together the branches will form a canopy of smooth, flowing and graceful shapes.

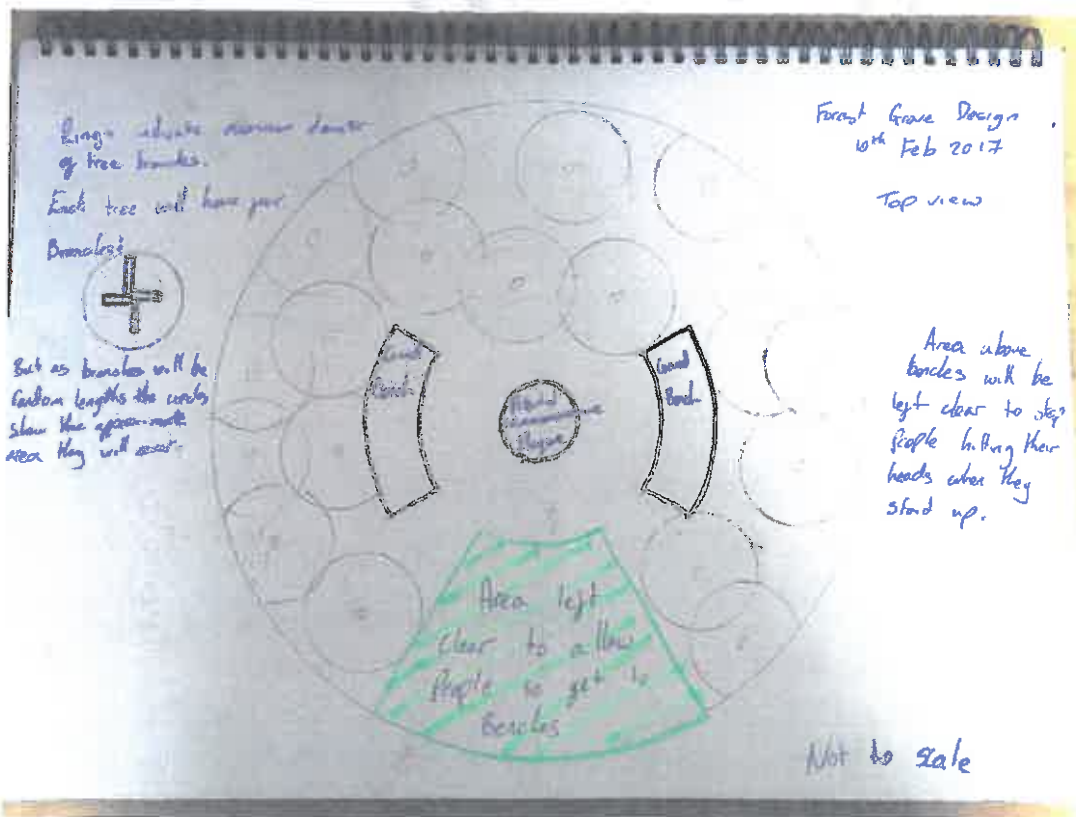
The placement of the trees will allow shafts of light to pass through the sculpture rather like a real forest would do. In the same way that no two trees in a forest are identical neither will the steel trees in the sculpture be. The patterns and shapes will change from which ever angle the sculpture is viewed from.

As with the Stone Henge designs the front of the sculpture will be open to invite people to come in and take a closer look from within. The clearing in the centre of the trees will provide a space to sit and enjoy the sculpture and give a feeling of quiet and peace.

Creative Ideas: Forest Grove Design



Design Concept Sheet: Front View



Design Concept Sheet: Top View

BRACKLEY TOWN COUNCIL

Report for Meetings on Monday 24th April 2017

Results of Tendering Exercise for Kawasaki Mule Pro DX

Supplier	Vehicle (as per specification)	2 nd year warranty	Tracker	Tracker subscription	Servicing costs	Hourly rate	Mileage Charge (round trip)	Training
██████████	£14,884	£450	£249	£99 per year	£280 per service	£48	£37.50 Mileage	1st person Free £90 subsequent
██████████	£16,674	£495	£437	£90 per year	£250 per service	£75	No callout charge or mileage	1st person Free £90 subsequent
██████████	£16,305	£495	£200	£189 (2 years)	£950 (3 services over 2 years)	£55	£50 (callout inc. mileage)	1st person Free £90 subsequent

(Specification attached)

BTC Tender Spec – Kawasaki Mule Pro DX

Please provide detailed quotation (net prices + VAT) for purchase of the following vehicle.

Kawasaki Mule Pro DX (Road Spec – Full Homologation)

including Front & Rear Tow Hitch, Full Lighting Kit & Trailer Plug, Number Plates & V5C

Plus the following Options fitted:

- Deluxe 2 Seat Hard Cab with Heater
- Engine Sound Insulation Kit
- Bed Lift Kit
- Cargo Bed Mat
- Heavy Duty Spring Kit
- Front mounted - Winch V4000
- Winch Mounting Kit
- Rear – Half Mudguards & Mudflaps
- Driver & Passenger Foot well – Rubber Mats (if available)
- Low Level Amber Warning Beacon (hard wired)
- Fuse box
- Reverse Warning Alarm
- Cargo Bed Divider
- Cargo Box and mounting brackets
- Vehicle tracker
- 2nd Year Warranty
- Any Delivery Charge for the vehicle to site

Please quote individual net prices for the vehicle and all the above items (including any fitting costs) for a fully “On the road vehicle”, less any current discount available for Municipal Authorities.

Additional Information required:

- Also, please quote separately, a 24 month “Service Package” for this vehicle
- Please state if you provide / organise any recognised Driver / Operator Training for the vehicle (inc. Winch). If so, for up to how many Staff, plus any costs involved & Certificate Awarded.
- For Service & Non Warranty Work, please quote your net hourly labour charge and any call out / mileage charges to Brackley (NN13 7UG).
- Please state approx. delivery date on site (NN13 7UG), from date of order .

Information to be provided by 5.00pm Tuesday 17th April 2017