

You are hereby summoned to attend a Meeting of the **Direct Responsibilities and General Purposes Committee** to be held on **Monday 18th September 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Dated: 13th September 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

208/17 APOLOGIES FOR ABSENCE

209/17 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.

210/17 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.

211/17 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 19th July 2017.

212/17 MEMBERS REPORTS

213/17 BIODIVERSITY WORKS - NORTHAMPTONSHIRE WILD LIFE TRUST

As publicised on the website, Northamptonshire Wildlife Trust has developed a detailed plan for biodiversity works a in the Pocket Park (old railway track) under the Service Level Agreement agreed in September 2016. The detailed plan is attached, and much of the clearance work will be undertaken by BTC staff with the heavy works being tendered for, and supervised, by NWT. Funding is provided by the Radstone Fields Developers under the s106 agreement.

214/17 BRACKLEY & DISTRICT ALLOTMENT ASSOCIATION

Following the recent correspondence with the Allotment Association, a further letter has been received (attached) answering the question raised by the Council, but also identifying areas of land where the association believes that further allotments could be located.

Members' views are requested.

215/17 CEMETERY WORKING PARTY – RECOMMENDATIONS

Members are asked to receive the minutes of the Cemetery and Allotments Working Party consider the **RECOMMENDATIONS** contained therein relating to mapping of the cemetery and potential use of a ring beam system in the new section.

216/17 MATTERS FOR DISCUSSION OR INFORMATION

217/17 EXCLUSION OF PRESS AND PUBLIC

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

218/17 OPEN SPACES WORKING PARTY

Councillors are asked to receive the minutes of the Open Spaces Working Party meeting on 8th August 2017 and to consider the five **RECOMMENDATIONS** contained therein.

These minutes have been placed as a Private and Confidential item due to the legal implications of one of the recommendations.

DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the **Direct Responsibilities and General Purposes Committee** held on **Monday 17th July 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Present: Chair Cllr Sharps, Cllr Baker, Barrie, Cartmell, Stimpson, Thompson, Tiller, Waldron and E Wiltshire

Also Present: Cllrs Bagot-Webb, Morrell, Ross and P Wiltshire

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

156/17 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr Broomfield

157/17 DECLARATION OF INTEREST

None

158/17 PUBLIC PARTICIPATION

None

159/17 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 19th June 2017.

160/17 MEMBERS REPORTS

None

161/17 GRASS CUTTING CONTRACT

The Town Clerk reported back on progress following the meeting with SNC Officers and advised that the Town Council was due significant d credits du to default notices which amounted to around one months contract payment.....

Cllr Bagot-Webb will visit the office to confirm the exact area on the Northampton Road which still needs cutting.

Cllr P Wiltshire, had received a complaint about an area that has been cut and left which people are now lighting fires with. It is not Town Council land, but Town Clerk would look into this.

162/17 DEFIBRILLATOR

Cllr E Wiltshire asked for an update from the Town Clerk. The Town Clerk has been advised by the SNC Conservation officer that a planning application was need for installation at the OFS. SNC officers had advised that they were happy to accommodate one at the public toilets, but this was again in a conservation area so planning application would be required. The Clerk would progress these together. Cllr E Wiltshire reminded the council that one was needed at Egerton Hall when its open.

163/17 CHRISTMAS BOOKING AT OLD FIRE STATION

Following discussions, the original request had withdrawn.

164/17 MATTERS FOR DISCUSSION OR INFORMATION

Cllr Baker expressed concern that the zip wire and the swings in Brackley Park had not been replaced or repaired and that the school holidays were almost upon us. Officers reported that they had been in regular contact with Sutcliffe Play regarding the zip wire and that the Open Spaces Working Party had asked for the repairs to the swing frame to be ordered.

Closed 19:48

Chairman

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways

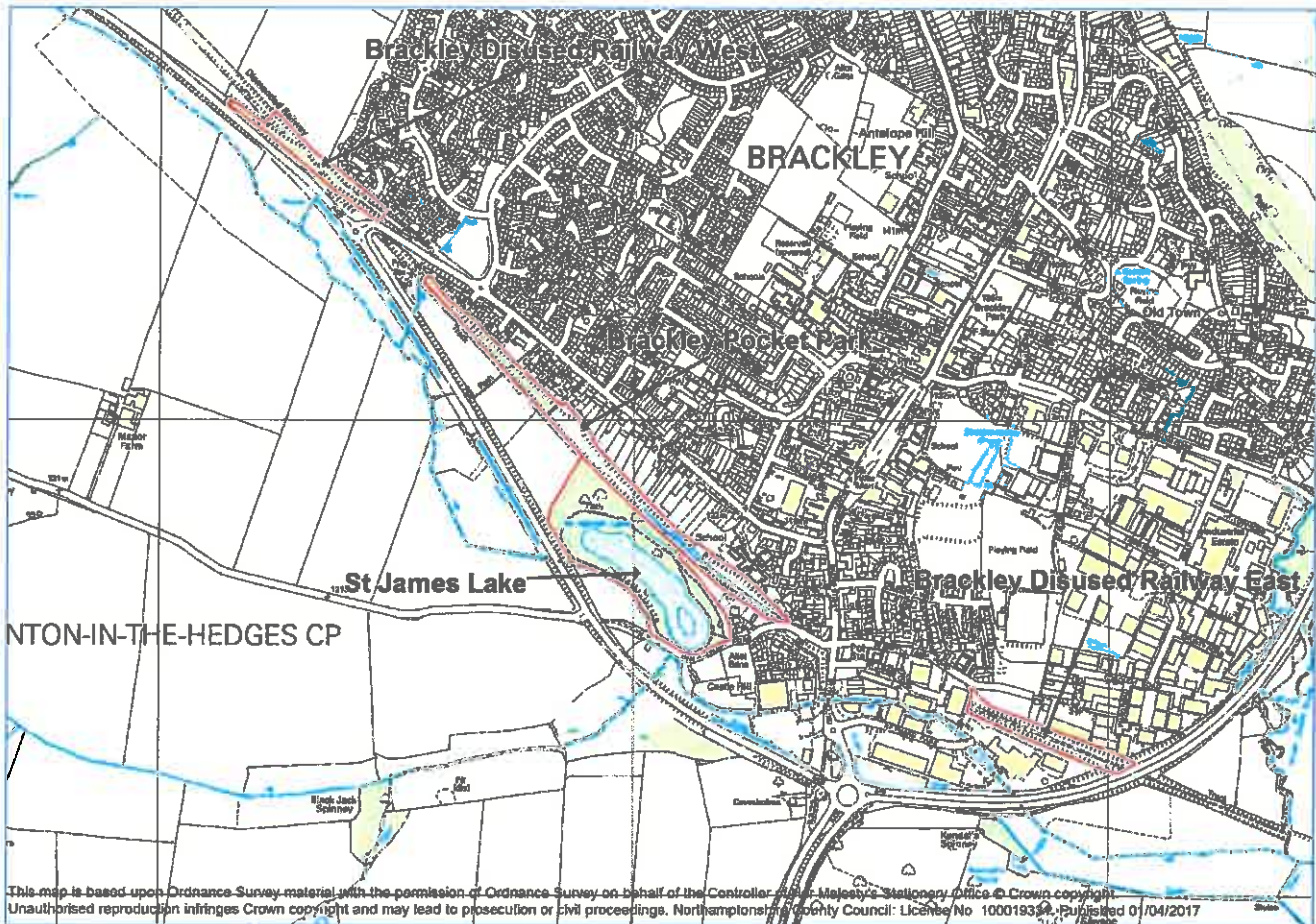
Project Aim

Improving the woodland and wetland habitats of the disused railway habitats of Brackley through a range of management works



**Bedfordshire
Cambridgeshire
Northamptonshire**

Sites



Management works

Brackley Pocket Park & St James Lake





	Locations	Number / Distance	Cost
Footpath improvements	2 - 10 & 17 - 22	180m + 110m = 290m	
Dredging of stream	2 - 10	180m	
French Drains	3, 6, 7, 9, 16, 18, 19 & 20	8	
Sycamore removal at path edge	2 - 10	180m	
Scalloping	1, 4, 8	5 x 10m scallops	
Sluice removal	5 & 6	2	
Pond works	10-14	see notes	
Access improvements	15	see notes	
Thinning of Alder	23	see notes	

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways





Brackley Disused Railway East and West

	Locations	Number / Distance	Cost
Scrub clearance	1, 2, 3, 5 & 6-7	see map	
Repair hand rail	4	see map	
Scrub clearance	8 & 9	see map	





Brackley Pocket Park & St James Lake

TN #	Grid Ref.	Observation	Potential Management	Picture
1	SP 58318 36577	Site entrance. No signage or welcome / interpretation board. Dark, with over shading hawthorn.	Selective thinning of scrub, and scalloping on north bank.	
2	SP 58302 36592	Dog waste bin. Past this point, the path is no longer stone covered, but intervals of bare earth and bark mulch.	Extend all weather surface from entrance further into park to TN #10.	
3	SP 58282 36605	Crude drainage channel across path and into ditch.	Create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope to remove flowing water from footpath.	
4	SP 58275 36611	Heavily over shaded north embankment slope.	Remove sycamore and create a couple of scallops on the north bank, around 10m in width and going half way up the embankment.	





Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways

5	SP 58270 36612	Former footbridge made from an old railway sleeper. Hypericum 'Hidcote' garden escapee seen. Stream channel is choked by Fool's Water Cress.	Remove from stream channel and use as a revetment to stop bankside erosion. Remove Hypericum. Dredge out stream all along this section and place dredgings onto the south bank.	
6	SP 58238 36638	Old weir / sluice structure in timber with posts causing much bank erosion. At this point water runs across and sits on the path in wet conditions.	Remove structure and install a French drain trench across / under footpath. Silt should also be cleaned out up and down stream of this point.	
7	SP 58252 36621	Existing buried cross drain.	Ensure that this is functioning correctly, and if not, create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope.	
8	SP 58218 36657	Good site for scallop with almost level land at the bottom of Northern embankment slope.	Create grassland area. Remove all sycamore and other saplings and create 2-3 10m scallops.	



Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways

9	SP 58218 36657	Crude cross drain / point where water flows across path and into ditch.	Create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope to remove flowing water from footpath.	
10	SP 58156 36698	Small footbridge made of 7x railway sleepers across the stream. Marks the end of the ditch, and point to which the first section of footpath improvements are suggested.	Footpath improvements and stream dredging extend to this point.	
11	SP 58131 36706	Very overgrown pond. Choked with Common Reed and Willowherb.	Clear out about 1/3 of feature nearest to eastern extent and then spread it across the southern bank.	
12	SP 58122 36715	Very large fallen willow in the pond area with many sprawling offshoots blocking water flow.	Remove and stump treat.	
13	SP 58102 36729	Area of clearance by other parties with subsequent dense blackthorn re-growth.	Dredge some of the pond feature at this location and remove and treat suckling blackthorn to open up the bank.	

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways



14	SP 58085 36743	Last winter felling by other parties. Scrub/trees cut at base and just pushed over into the ditch/pond.	Remove this material and remove encroaching scrub.	
15	SP 58036 36791	Pond area choked with vegetation.	Remove vegetation and dredge silt from a part of this pond to create a spot of open water. This could be created in the western part of this section, next to the footbridge to provide views across it.	
16	SP 58024 36804	End of pond feature area. 6 steps down to a small wooden footbridge made up of 5x sleepers.	Creation of a new sloped area in order to allow access for wheelchairs / pushchairs.	
17	SP 58015 36817	Cross ditch	Create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope to remove flowing water from footpath.	[No Photo]
18	SP 58009 36827	Very wet and muddy on footpath and surroundings	Raise level of path with suitable material to take it above the wet area, eg. Bark chippings	

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways


19	SP 58005 36832	Water flowing across the footpath coming from issue / spring on N side, creating localised erosion.	Enclose the flow within a buried drain feature.	
20	SP 57995 36835	Cross Drain	Create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope to remove flowing water from footpath.	
21	SP 57946 36892	Cross Drain	Create a proper buried French drain / pea gravel trench all the way from the foot of opposite embankment slope to remove flowing water from footpath.	
22	SP 57942 36895	End of the ditch line. After this point, it swaps sides of the footpath and becomes much smaller.		
23	SP580 80366 80	Best wetland vegetation around lake	Remove some of young alder which is shading wetland area	

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways

Brackley Disused Railway East and West

TN #	Grid Ref.	Observation	Potential Management	Picture
1	SP 58716 36432	Site entrance. Scrub on either side	Cut back and/or remove ivy-trunk-clad hawthorn scrub on either side of the site entrance off Herrieffs Farm Road.	
2	SP 58719 36411	Dense snowberry	Remove all of invasive Snowberry bushes from site.	
3	SP 58734 36406	Wildflower rich grassland with scrub	Selective scrub clearance / removal and/or scalloping on both sides of the central path through the triangular entrance area to the site.	
4	SP 58777 36377	Broken handrail on steps.	Repair damage.	
5	SP 58733 36395	Rough / steep path down the northern slope of the embankment.	Remove scrub on either side of the path to promote growth of ground flora.	
6	SP 58711 36399	Scrub encroachment	Create a glade area at the end of the mown length of the track bed by removing scrub.	
7	SP 58852 36339	Scrub encroachment between point 6 and 7	Knock back scrub and remove suckering blackthorn along the base of the northern (south facing) embankment slopes	
8	SP 57350 37505	Path widens and is more open. Grassland verges are much more botanically diverse but scrubbing over.	Remove scrub to create a large scalloped glade feature area.	

Brackley Greenwheel Project – Suggested management intervention at Brackley Pocket Park and surrounding disused railways

9	SP 57289 37590	Second area of wildflower rich grassland with encroaching scrub	Thinning and removal of dense scrub.	
---	----------------------	---	--------------------------------------	--

Target Note Maps



Brackley & District Allotment & Garden Holders Association Ltd

c/o 32 Kestrel Crescent
Brackley
Northants
NN13 6PX
01280 309215
geoffcwilkins@tiscali.co.uk
7 August 2017

Town Clerk
Brackley Town Council

Dear Linda

Inadequate Provision of Allotments in Brackley.

Thank you for your letter of the 27th July 2017, the contents of which we have noted.

While Brackley Allotment Association accepts that there probably is not adjacent land to Brackley which land owners will voluntarily sell or lease for allotments, it remains the case that there is land which could be compulsory purchased or leased under the relevant legislation. The 300th house has now been occupied on the Radstone Fields development and the Section 106 money handed over to SNC. The clock is now ticking and this money has to be used within the next 5 years or will be lost.

The District Council have indicated in the past that they would be willing to hand this money over to BTC, as the responsible body for allotments and as indicated in a conversation with you earlier in the year, this money could be used to compulsory lease [REDACTED] until such time as land is made available by the District Council on the next development beyond the current Radstone Fields Development. [REDACTED]

Brackley Allotment Association would like BTC to seriously look at this option.

Furthermore, it may be worth looking at the linear park again to see if some of this area could be used as allotments. Other than where play equipment is located, lots of the grassed area adjacent to Humphries Drive is never used and could be used as allotments and save you the cost of regularly cutting it. It would not be a loss of green space as allotments provide that.

With regard to your member's question about the number of our tenants occupying multiple plots. When my committee took over the management of the Association over 5 years ago there were quite a few of our members who had multiple plots which was historic. Those plot holders had been encouraged to take them on over 25 years ago when allotments were out of fashion and there was not a waiting list. Those plot holders put in a lot of time and effort at the time to clear the ground and made it suitable for cultivation.

The Allotment Association is a Limited Company and all our members are shareholders and have a say in how the Association is run. Our Committee put a proposal to the AGM about 4 years ago that those with multiple plot holders should be compelled to give them up and be restricted to a maximum of one plot. This was unanimously rejected by the shareholders and it was passed that they could keep them until such time as they gave them up voluntarily. No new members have been allowed to have multiple plots and that will remain the case while there remains a demand and waiting list.

Over the last 4 years quite a lot of the multiple plot holders have given up plots voluntarily and currently there remains one plot holder on the SPM site with 2 plots, one on the Egerton Site with 1.5 plots and two on the Cemetery Site with 1.5 plots. Due to the age and health issues with some of these tenants, we expect more to be given up in the very near future and by the end of this year we may only have a total of two plot holders each with 1.5 plots.

For some time now it has been our practise to let only half plots to new tenants and consequently our membership has increased to 120 occupying our total of 81.5 plots. Unfortunately due to the rapid growth in the Town, this has done nothing to reduce our waiting list. In addition we are now starting to see increased problems with pests and diseases with intense cultivation of small plots because our members do not have adequate ground to satisfactorily rotate their crops in accordance with best practise. A full plot remains the norm for good rotation so when our members, who manage their plots to a good standard, request a further half plot, they are given the opportunity to have the adjoining half plot if it becomes available before it is considered for a new tenant.

I hope this answers your questions.

Yours sincerely



Geoff Wilkins
Chairman,
Brackley Allotment Association.

Brackley Town Council
Cemetery & Allotments Working Party
5th September 2017 10am Old Fire Station

Minutes

1. Present

Cllrs Bagot-Webb, Baker, Wiltshire
Officers B Sharp, A Moses

2. Apologies

Cllrs Barrie and Waldron

3. Minutes from previous meeting

Minutes were accepted

4. Concerns from Allotment Association

Emails have been received from Mr G Wilkins regarding concerns over water contamination from the cemetery to the allotments. It was agreed by the Working Party that the council had a duty of care to investigate this concern and to call on professional advice.

5. Update on plotting

A Moses reported back that the council have approached a company for a quote for carrying out the plotting and survey of the cemetery.

Survey	Topographic and drone survey	£2,250.00
Mapping existing	Production of ortho-rectified maps with numbering of plots and cross referencing of grave name every 10th plot. Includes site visit.	£1,500.00
Proposed burial plan	Production of new burial plan and layout including possible pathways for extension area	£1,300.00

- Proposed burial plan will be influenced by the potential installation of a ring beam system.

RECOMMENDATION to Direct Responsibilities that approval is given for the plotting and cemetery survey to the sum of £3750.00 + VAT

6. Update on parking

A Moses reported that information had been forwarded to K Palmer at Highways for them to review the request for additional parking at the entrance of the cemetery. We are waiting to hear back from Highways with their comments. A Moses to follow up.

7. Ring Beam

Following the last meeting, B Sharp visited Banbury Cemetery where they use the Ring Beam system for the burial ground, photos provided. With the use of ring beams it is felt that it is easier to allocate plots and that this would enable residents to place headstones quickly without having to wait the current time of 12 months. It would also make the management of the plots easier by removing the possibility of residents planting behind and between plots which is not allowed within the regulations but is hard to manage.

It was agreed to investigate the use of single width ring beams in the new section of the cemetery, A Moses to obtain costings of this system and tie this in with the plotting and surveying works to be carried out in the cemetery.

RECOMMENATION to Direct Responsibility Committee to request the Full Council to consider the use of a ring beam system in the new area of the Cemetery to improve cemetery management.

8. Update on scattering – information from local facilities

The Working Party has asked about the possibility of creating an area within the cemetery for residents to scatter ashes. Having spoken to several local councils, this is not a practice that is adopted. A Moses was asked to investigate the legal aspect of scattering and how this would be managed by the council.

9. Matters for discussion

None

10. Date and time of next meeting

Next meeting 16th January 2018 10am in the Old Fire Station.