

**MINUTES OF A MEETING OF THE ENVIRONMENT AND RECREATION  
COMMITTEE HELD ON TUESDAY 8<sup>TH</sup> NOVEMBER 2022 AT 7.30PM  
IN THE TOWN HALL, MARKET SQUARE, HIGHAM FERRERS**

**PRESENT:**

Cllr C P O'Rourke (Chairman)  
Cllr Mrs P H Whiting  
Cllr H L Jackson  
Cllr G Kelly  
Cllr N Brown  
Cllr P McCann  
Cllr S Prosser  
Miss A J Schofield (Town Clerk)  
Mrs E M Arrow (Assistant Clerk)

1 member of the public

1. **APOLOGIES**  
None

2. **DECLARATIONS OF INTEREST**  
None

3. **MINUTES**  
**RESOLVED:**

That the minutes of the meeting held on the 26<sup>th</sup> September 2022 be approved and signed by the Chairman as a true and correct record.

4. **PUBLIC FORUM**  
None.

5. **MUGA REBOUND FENCING**  
**RESOLVED:**

That a quote is sought for boarding around the goal mouths which appear to cause the most significant noise. That no further action be made regarding full replacement of the fencing.

6. **PLAY AREA AT KESTREL DRIVE**  
**RESOLVED:**

That given the proximity to Nightingale Way Play Area and the low usage of this play area no new play equipment be installed to replace the logs.

7. **CASTLE FIELDS**

To agree response to suggestion for improvement works to the Castle Fields moat area.

**RESOLVED:**

That the Council respond to advise the project is on their forward plan for 2023 onwards and Council will begin to consider the scope of the works at that time.

8. **SPORTS AND HIRE FEES REVIEW**  
**RESOLVED TO RECOMMEND:**

That the current sports and hire fees for 2022-23 remain unchanged for 2023-24 as follows:-

### Sport Clubs and Facility Fees

- Football Clubs: Football Pitch only - £16 per match, Changing Rooms - £25 (plus VAT) per match.
- Cricket Club: Pitch - £220 per season, Changing Rooms £300 (plus VAT) per season.
- Tennis Club £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

### Casual Hire of Tennis Courts and MUGA

- Hire of Tennis Courts - £5 (inc VAT) per hour. (Half price if a Tennis Club Member)
- Regular users - seasonal fee of £50 per annum and a 20% reduction (£40) for tennis club members.
- MUGA - £10 (inc VAT) per hour.

### School Use of Facilities

For the period after May half term through to the end of the summer term £300 plus VAT.

### Pavilion Hire

Category of Hire	Room Type	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
<b>Commercial</b>	Hall 1	£12.50	£18.75
<b>Charity</b>	Hall 1	£10	£15
<b>Community</b>	Hall 1	£9.50	£14.25
<b>Under 13's Party</b>	Hall 1	£8.50	£12.75
<b>Private Function / Party</b>	Hall 1	£11	£16.50

### Hire of Castle Fields for fairs etc.

The use of Castle Fields for fairs etc. be subject to negotiation by the Clerk, with a minimum fee of £500.

### Outdoor Events on Town Council owned Open Spaces

- **Local Community/Charity based in Higham Ferrers** - No charge (but donations accepted for upkeep)
- **Local Community/Charity based outside of Higham Ferrers** - £50 per day
- **Commercial other** – subject to negotiation by Clerk, minimum of £150 per day
- **Corporate** – subject to negotiation by Clerk, minimum of £300 per day
- **Local Government events promoting sports, health and wellbeing for the Higham Ferrers community** – No charge (but donations accepted for upkeep)
- **Fitness sessions/dance/activity classes** – If there is no fee charged by the hirer to their participants – No charge (but donations accepted for upkeep). If there is a fee charged by the hirer to their participants - £10 per session held.

## 9. CEMETERY FEE REVIEW

### RESOLVED TO RECOMMEND:

That the current cemetery fees for 2022-23 remain unchanged for 2023-24 as follows:-

- Purchase of a burial plot- £330
- Purchase of a child plot - £100
- Burial of child under 12 years- £135
- Burial of person over 12 years single depth - £425
- Burial of person over 12 years double depth - £525
- Burial of stillborn child - £40

- Headstone (1.4m in height) - £85, each additional 0.1m - £10
- Additional inscription - £45
- Single kerbset or other memorial - £95
- Double kerbset or other memorial - £130
- Flower vase with/without inscription - £45
- Purchase of cremation plot - £140
- Interment of ashes single depth - £185
- Interment of ashes double depth - £200
- Scattering of ashes - £55
- Memorial stone for cremated remains, horizontal or vertical - £55
- Administration fee (no undertaker for ashes interment) - £50
- Registration of transfer of burial rights - £50
- Searches and certified copies/extracts - £30

10. **RIVERSIDE PARK**

**RESOLVED:**

That a quote is sought for a baseline biodiversity survey on Riverside Park to align with the potential improvement works in the area. That grant funding for potential costs involved is researched and considered.

11. **PARISH PATHS WARDEN REPORT**

**RESOLVED:**

That the report from the Parish Paths Warden, Marion Darnell be received and noted.

12. **ITEMS TO REPORT**

Following some requests from members of the public for a memorial garden/signage for the late Queen Elizabeth II the Assistant Clerk confirmed an item will be placed on the agenda for the next Council meeting to include consideration of a memorial plaque on one of the newly installed benches at Higham Heights.

The Assistant Clerk advised that 2 members of the public have expressed interest in purchasing memorial benches and it has been agreed in accordance with our Memorial Bench policy that they may replace the older wooden benches on Saffron Road Recreation Ground with this work taking place early 2023.

12. **DATE OF NEXT MEETING**

10<sup>th</sup> January 2023.

Chairman

Date

**HIGHAM FERRERS TOWN COUNCIL  
ENVIRONMENT & RECREATION COMMITTEE**

**10<sup>th</sup> JANUARY 2023**

**CLERK'S REPORT**

**Memorial Benches**

We have had 2 memorial benches delivered in mid-December. These are the cast iron anti-vandal benches that match the ones recently purchased for Higham Heights. Both have been paid for in full by the families to whom the benches are dedicated. They will be installed on either side of the football pitch at Saffron Road Recreation Ground to replace the existing wooden benches in those locations, and we hope the install can take place in early January. These wooden benches will be removed ahead of install and disposed of as they are not in a good enough condition to be relocated.

**Finger Post**

The 'finger post' sign for Higham Heights has arrived and is awaiting install.

**Skate Park Bank Re-levelling**

Following the annual reports of our play areas which raised queries regarding the banks around our skate park we have enquired with a professional surfacing company to assess the ballpark cost for any potential future projects to re-level this area. Further talks with the surfacing consultant and annual assessor have advised that these works are something we may wish to consider in the longer term budget but are not considered urgent and have been assessed as 'medium risk' purely due to the nature of the site. For your information, the cost was provided at £11,036.88 for a full resurfacing of the eastern end of the skate park (the visible side from the football field) incorporating a re-levelled shallower hill gradient and fibre-fall impact surfacing.

**HIGHAM FERRERS TOWN COUNCIL  
ENVIRONMENT & RECREATION COMMITTEE**

**10<sup>th</sup> JANUARY 2023**

**TOLLBAR OPEN SPACE**

**PURPOSE**

To consider a request from a resident regarding the Tollbar open space.

**DETAIL**

We have received the following request from a member of the public:

‘On the green at Tenter Close (Tollbar). When I was younger it had a climbing frame and a few other things for children to do. Is it possible to maybe have a park reinstated on the green, just some swings and maybe a slide. An example is something like Fosse Green in Rushden as Tollbar was the same many years ago but Fosse Green have managed to keep their play area going’.

**CONSIDERATION**

Fosse Green has been used as an example. This is a relevant example as it is a very similar square parcel of open space within a set of residential streets. On Fosse Green there is a double set of swings and this is one of the play areas managed by Rushden Town Council (image below).



We need to consider not just the cost of installing any play equipment on Tollbar open space, but also the staffing requirements for extra play area inspections and maintenance issues.

Council are asked to consider whether they believe we should pursue the installation of any play equipment in this area.

**HIGHAM FERRERS TOWN COUNCIL  
ENVIRONMENT & RECREATION COMMITTEE**

**10<sup>th</sup> JANUARY 2023**

**RIVERSIDE PARK IMPROVEMENT PLAN**

**PURPOSE**

To consider the cost for a Preliminary Ecological Appraisal in respect of the Riverside Park Improvement Project.

**DETAIL**

At the November 2022 Environment and Recreation Committee meeting a resolution was made that:

*‘...a quote is sought for a baseline biodiversity survey on Riverside Park to align with the potential improvement works in the area.’*

We have now received some information and costings from a natural environment consultancy group as follows.

**Preliminary Ecological Appraisal** to include:

- **Desk study** of third-party ecology and land cover data for the site and its surrounds
- **Habitat survey**, including habitat condition assessment to inform Biodiversity Net Gain metric calculations
- **Identification of key ecological receptors**, e.g. receptors that could be material considerations for any future planning application
- **Assessment of the likely impacts** of the project on key ecological receptors
- **Recommendations** to ensure compliance with legislation and planning policy

Cost for Preliminary Ecological Appraisal – **£1,650 + VAT**

**CONSIDERATION FOR THE FUTURE OF THE PROJECT**

At this point we are seeking approval for the cost of a Preliminary Ecological Appraisal. Should we continue with seeking landscape proposals and a full management plan the company would also be able to offer us the below options:

**Detailed Landscape Proposals** to include:

- **Planting arrangement** for all soft landscape areas
- **Plant schedules** noting species, plant sizes and proposed quantities
- **Specification notes**, implementation programme and establishment maintenance plan

**Landscape and Ecological Management Plan (LEMP)** to include:

- **Description of landscape and ecological habitat features to be managed** including their ecological value and contribution to local / national biodiversity targets
- **Proposals for management** including aims and objectives, management prescriptions and monitoring over a set period
- **Details of the organisation/s responsible** for implementation of the plan

If agreed, the costings for these stages would be considered at the relevant time.

**RECOMMENDATION**

It is recommended that the council approve a Preliminary Ecological Appraisal at a guide cost of £1,650 + VAT. This will enable us to seek further quotes from other companies with this cost as a guide.

**HIGHAM FERRERS TOWN COUNCIL  
ENVIRONMENT & RECREATION COMMITTEE**

**10<sup>th</sup> JANUARY 2023**

**WELLIE WOMBLES**

**PURPOSE**

To consider the proposal from Wellie Wombles to offer litter picking equipment hire from the Town Hall.

**DETAIL**

We have been contacted by 'Wellie Wombles', an organisation that undertakes litter picking in many local towns and areas. This operation is entirely staffed by volunteers and operates under the Wellingborough Eco Group umbrella. The organisation's aim is to keep our environment as clear of litter as possible, report fly tipping and return abandoned trolleys. They organise group picks and are in the process of expanding their 'hubs', where people can borrow equipment, clear an area of their choosing and return the equipment to the hub at no cost to themselves.

Wellingborough Eco Group have developed their own 'bag report' system on their website. As soon as someone has completed their litter pick they are able to log on and fill out a report detailing where they have picked, on what date, and the number and location of bags. This form is sent to Northants Litter Wombles for their litter log (they oversee many similar groups in various areas of Northants) and also North Northamptonshire Council, who then collect the rubbish bags.

Higham Ferrers Town Council have been asked if we would offer Wellie Wombles litter picking equipment out of the Town Hall as a local hub.

**CONSIDERATION**

The litter pickers, hoops and litter bags are all provided by Wellie Wombles, there is no cost to the council. We would ask any enquirers to fill out an equipment borrowing form that has been provided to us by Wellie Wombles (see next page) to collect their contact info and we would 'check out' and 'check in' the equipment.

All liability lies with Wellie Wombles and Wellingborough Eco Group, if there are any issues with equipment/hirers we would pass the info on to them and this is all stated on the forms.



# Higham Ferrers Town Council

Alicia Schofield  
Town Clerk



Town Hall  
Market Square  
Higham Ferrers  
Rushden  
Northamptonshire  
NN10 8BT

## Wellie Wombles Litter Picker Loan Form

To be completed when borrowing and returning Wellie Wombles litter pickers.

*Following the return of borrowed items this form will be destroyed.*

Full Name:	
Phone Number:	
Email:	
Address:	

	Date of Loan	Date of Return
Litter Picker		
Litter Hoop		

I understand that Higham Ferrers Town Council will share my information with Wellingborough Eco Group if I do not return the litter picker.

Signature.....