

5RUSHDEN TOWN COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE ON TUESDAY 30th MARCH 2021 VIA VIDEO CONFERENCE CALL COMMENCING AT 7.30PM.

Present: Councillor: Adrian House - Chairman

Councillors:	Gill Mercer	Janet Pinnock
	Paul Harley	Barbara Jenney
	Sarah Peacock	Tracey Smith
	Richard Lewis	Marian Hollomon
	Carol Childs	

Town Clerk: Vivienne Prodger

380/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

381/21 APOLOGIES

Apologies for absence were submitted on behalf of Councillors David Coleman and Melanie Coleman

382/21 MINUTES

RESOLVED

That the minutes of the meeting of the Community Services Committee held on 26th January 2021 be approved and signed by the Chairman as a true record.

383/21 EVENTS WORKING PARTY

The minutes of the Events meeting held on 4th March 2021 were as follows:

1. APOLOGIES

Apologies for absence were submitted on behalf of, Cllr Marian Hollomon and Cllr Adrian House,

2. PARTY IN THE PARK 2021:

Members discussed Party in the Park 2021 and made the following recommendation to Full Council.

RECOMENDED

Party in the Park 2021 be cancelled and all bookings transferred to 2022 subject to availability.

3. MUSIC IN THE WALLED GARDEN:

Members discussed Music in the walled Garden and made the following recommendation to Full Council.

RECOMENDED

Music in the Walled Garden on Sunday 8th August to go ahead and run in Conjunction with the Classic Car Show.

4. CHRISTMAS LIGHTS SWITCH ON

Members discussed The Christmas lights switch on and made the following recommendation to Full Council.
RECOMENDED

To proceed with the planning of the 2021 Christmas Lights switch on Saturday 27th November 2021

5. Other 2021 Events

Members discussed the future events for 2021 and made the following recommendation to Full Council.

RECOMMENDED

The following events be planned for 2021 subject to compliance with Covid Guidance.

Saturday 4th September Proms in the Park

Sunday 5th September Bark in the Park

3rd October - 10th October Celebrate Rushden – Programme and size of events to be confirmed.

384/21 CELEBRATE RUSHDEN

Councillor Lewis reported that after consideration it was felt the Celebrate Rushden week should now run from 25th September to 3rd October, culminating with the Soap Box Derby. Members considered this and it was

RESOLVED

That Celebrate Rushden should be held from 25th September to 3rd October subject to Covid restrictions at that time.

385/21 POLICING AND HIGHWAYS

- i) Policing – Councillor Hollomon reported that she was now receiving updates as part of her role as Police Liaison Representative. A meeting is to take place next month for all Northamptonshire Reps.

A JAG meeting is scheduled for 15th April 2021, if anyone has any agenda items for this meeting can they please contact Cllr Hollomon or the Town Clerk.

- ii) Highways – Work is still continuing at Chowns Mill roundabout. Both lanes on each carriageway of the A45 between Rushden and Wellingborough are now open. This has eased congestion a little and is welcome, as Rushden Lakes will be opening again soon.

Paul Valentine from Highways England continues to send useful weekly updates for all works being carried out on the Chowns Mill scheme and the new layout is now beginning to take shape. NCC have also been issuing regular updates for proposed maintenance works within the town.

386/21 COVID UPDATE

The Town Clerk reported that the Town Council offices are continuing to operate on a team A and team B rota with staff working alternative 2 or 3 day shifts within the offices. It is envisaged that this work pattern will be reviewed at the beginning of April 2021.

Playground inspections and general maintenance will continue to be undertaken on a daily basis. As per current Covid guidelines, play areas and public toilets will remain open and additional cleaning will be carried out.

The Town Council offices will remain closed to the public until a further Covid restrictions update is issued by Central Government. Funerals are continuing, again with the recommended numbers and additional Covid precautions.

387/21 COMMUNICATIONS

Report from Michelle Lewis – Communications Officer

Rushden Matters Spring Edition 2021 - The 4 page Spring Edition of Rushden Matters now has a new look and new format for future editions to follow.

Royal mail were once again our distributors, along with Cllr Richard Lewis, Cllr Tracey Smith and Cllr Paul Harley who helped distribute to the problem areas on the boundary line with Higham. We still have a couple of streets that aren't being delivered to via Royal Mail, a complaint has been lodged and an investigation is underway. I will keep you updated but it does take up to 14 days for Royal Mail to carry out the investigation.

The printed copy of Rushden Matters is on display at the following locations: Rushden Lakes boards, Rushden Noticeboards, Interpretation boards and will be available inside the Recovery through Enterprise shop at Rushden Lakes.

Digital : A digital copy is available on RTC website and has been promoted over our social media.

Virtual Gardens Tours - We have started promoting the Virtual Gardens Tours to attract garden entries. So far we have promoted this over our social media, website, interpretation boards, Rushden lakes boards, notice boards, beatroute radio, Rushden Lakes own comms and in the Spring edition of Rushden Matters.

We have also done some promotion for this on the back of the spring floral displays that we've photographed and promoted over our website and social media.

The 30th June is the deadline for entries. Entries will be managed by myself and Cllr Janet Pinnock, they will then be uploaded to a spark website that Janet is creating, and we will then do further promotion of this website for people to be able to virtually tour the gardens.

New email address

We have set up a new email address called competitions@rushdentowncouncil.gov.uk in order to help us manage competition entries/ virtual events etc...

St Partick's Day Bikes - As always the Rushden Cyclists went down well with plenty of likes, shares, comments and interactions over social media.

Reopening Rushden Businesses - Comms - We have urged businesses to take up the offer of some free social distancing signage, which went out on our Website, social media, email to our business list and on the Business and community page - to which, businesses have been very responsive.

Callout for pubs and eateries - We are working alongside Rushden Lakes to run a campaign to help promote Rushden pubs and eateries who will be offering outdoor services as of the 12th April. The first part of this campaign is to gather information on the businesses that will be offering outdoor seating, and then once we have this information we will be promoting the campaign on our Website, social media, Beatroute radio, business and community page. Rushden Lakes will also be promoting it via their various mediums.

Town App - The new Rushden Town App is now live and you can download it from your usual app store. Due to East Northants moving the launch forward, we thought it best to start with a soft launch that was more about introducing the app to our businesses, to encourage them to sign up to the app with their own listing. We have had a number of enquiries and listings are being added daily.

For the soft launch, we shared the press release from East Northants Council on our Website, all social media, Rushden Lakes comms, Beatroute Radio, the Business and Community page and emailed to our business list.

The full launch will be from 1st April and will be directed at residents & visitors of Rushden to encourage them to download the app. I have designed banners which will be dotted over the town and posters to go on our noticeboards. It will be shared on our website and social media. Rushden Lakes comms have agreed to help with the promotion too. A press release will be sent to the ET.

A media pack will also go out to businesses to help and encourage them to promote the app.

Adding businesses and community groups to the app is a work in progress and new entries are being added daily. It would be great if you could make yourselves familiar with the app and let us know if you spot any businesses or groups that aren't already up. Please email townapp@rushdentowncouncil.gov.uk where Nicola or myself will contact the business with our signup form.

RTC staff are having further training with the app provider to learn how to add heritage/walking trails and how to add to the 'What's On' page on the app, I will keep you informed of our progress.

Easter - There are a number of Easter related comms due to go out this week.

- Easter Bunny Trail - Clive has kindly painted three, 7ft Easter bunnies with the concept of them being dotted around town for children (or adults) to find and have a selfie with. The Christmas selfie stops went down really well and so we think this will be a hit. Once they arrive in town, photos will be taken and a press release will go up over our usual mediums and will also encourage residents to email their photos in as the ET will probably want to do a story on this.
- The Easter bikes will be out and promoted/celebrated on our website and social media
- I have designed Easter cards and Town Mayor Cllr Melanie Coleman has written an uplifting Easter message to put inside. They are to be given out to all care homes in Rushden, they will also go up on our website and social media to wish everyone a safe and happy easter.
- Town Mayor Cllr Melanie Coleman will be visiting 2 Rushden Care homes for a doorstep visit to hand over some Easter cards – I will video and take photos to go up on the website, social media and to send over to the ET

Party in the Park cancellation

We have put a statement out cancelling this year's Party in the Park, we put a positive spin on it by introducing our event line-up for the rest of the coming year - this went up on our website and social media, all suppliers have been notified.

Lockdown Time Capsule

Town Mayor is asking residents to send us photos/videos and written words that is symbolic of their lockdown memories.

Doorstep clap, Home-schooling, Baking (the famous banana bread), crafting, gardening.
Socially distanced Street Parties for VE Day, Birthday parties, births etc...

We will compile all into one 'time capsule' video and archive it as a very significant moment in time.

- **Promotion:** posters in notice boards schools and organisations, over social media, on our website, Mayor visits to schools and organisations. (we will start promoting this

Local authorities and Government Comms Covid safety messages

- Information on how to contact the new North Northants Council
- East Northants news
- Rushden Recycling centre being open an extra day
- Census help
- Recovery through enterprise info
- Latest Highways information

Local business and community stories

- Classic Car Show (RHTS)
- Rushden Lakes self dog wash station
- Running Buddies welcome back

- *General sharing of business and community messages on the business and community page*

Future Press Releases

- *Reopening Rushden – Mayor to visit shops upon the reopening on the 12th April*
- *Mayor Making*
- *Sensory Garden at Hall Park progress updates*
- *Illegal scooter awareness with Northants police*
- *Table Tennis at Spencer Park*
- *Heritage Trail - flyer to be designed*
- *Greenway and outdoor activities in Rushden*
- *Ongoing promotion of Classic Car Show*
- *Ongoing promotion of Virtual Gardens Tours*
- *Celebrate Rushden*
- *Soapbox Derby*
- *Bark in the Park*
- *Proms in the Park*
- *Heritage Day*
- *Mayor Making*

388/21 ELECTRONIC NOTICE BOARDS

The Town Clerk reported that there may be a possibility to apply for some funding for electronic notice boards as part of the Covid 'Welcome Back' funding.

Community Services had discussed the installation of electronic notice boards some time ago but they are extremely costly and we felt at that time we did not have the staffing resources to ensure the boards were kept up to date. However, now we have a dedicated Communications Officer they could be more useful promotion tool for the Town Council and town in general.

The Town Clerk to investigate the possibility of funding and also suitable locations as the boards would require a power supply.

389/21 WARD PROJECTS

PROJECTS AND MAINTENANCE WORK IN PROGRESS 30th March 2021

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Sartoris	Rushden Hall	Exterior painting of woodwork	In House – on going		
	Rushden Hall	Disabled Toilet	PAD Builders	December 2020	Completed
	Rushden Hall	Defibrillator Installation at disabled toilet	In House		Completed
	Rushden Hall	Rebuilding wall adjacent to green container in walled garden	PAD Builders	February 2021	Completed
	Rushden Hall	Damp proofing old kitchen and store rooms	John Toseland	February 2021	Completed
	Hall Park	Sensory Garden	various	March 2021	

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Spencer	Spencer Park	Repair works to watercourse	John Clark Groundworks	February 2021	Completed
	Spencer Park	Table Tennis base	John Clark Groundworks	March 2021	Completed
	Spencer Park	Table Tennis Table	Playground Supplies	April 2021	
	Spencer Park	Accessible Roundabout	Kettering Playsafe		Completed
	Spencer Park	Accessible Swing	Sutcliffe	May	
	Spencer	Public Art	Ady Turner	April	

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Hayden	Queen Street	Installation of Defibrillator	Mays Electrical	February 2021	Completed
	Cemetery	Improvements to footpaths	TBC	April 2021	

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Spencer	Melloway Park	Toddler Play equipment	TBC		
Pemberton	Haddon Close	Installation of Defibrillator	Mays Electrical	February 2021	Completed

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Bates	Manor Park	Master Plan	Hinton Cook	Submitted ENC December 2019	
	Sports Site	Archeological Survey	KD Archeology	March 2021	Completed
	Sports site	Master Plan	Hinton Cook	Submitted to ENC December 2019	
	Manor Park	Badger Survey	Cherryfields	March 2021	Completed
	Manor Park	Reptile Survey	Cherryfields	March 2021	
	Manor Park	Drainage Survey	MK Drainage	April 2021	Completed

L'm
Chairman