



DUSTON PARISH COUNCIL

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ENGAGEMENT AND ENVIRONMENT COMMITTEE

Cllr David Huffadine-Smith, Cllr Matthew Golby, Cllr Mike Ingram,
Cllr Paul Anderson, Cllr Paul Enright-King, Cllr Shaun Pape

31st May 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 7th June at 6:15pm** when the following business will be transacted.

AGENDA

1. To receive apologies for absence
2. To receive and approve the minutes of the meeting held on 16th March 2017 - (APPENDIX A)
3. To receive declarations of interest under the Council's Code of Conduct related to **business on the agenda** (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

4. Public participation session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

5. Vehicle Activated Sign Scheme

- To receive an update from Northamptonshire Highways on the Vehicle Activated Sign (VAS) scheme and how it could be used in Duston

6. Duston Fun Day Update

- To receive an update on preparations for Duston Fun Day 2018

7. Bloom 2018 Update

- To receive an update on preparations for Bloom 2018
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Justin Gleich

Signed on original

Clerk to Duston Parish Council

DUSTON PARISH COUNCIL

**Minutes of the Engagement and Environment Committee Meeting held on
Thursday 16 March 2017
Duston Community Centre, Pendle Road, Duston at 7pm**

Present: Cllr Frances Jones (Chairman)
Cllr Lian Allen
Cllr Paul Anderson
Cllr David Huffadine-Smith

In Attendance: Philippa Page (Deputy Clerk - DC)
Jane Davidson (Administration Officer - AO)

1. Apologies for Absence
Cllr Lisa Read (Business)

RESOLVED to accept the apologies received from those councillors not in attendance

R/16-17/270

2. Declarations of interest
None

3. Public Session

Cllr Jones opened the public session of the meeting at 7.00pm. There being no members of the public present or any pre-registered speakers, Cllr Jones closed the public session at 7.01pm

4. Minutes of the meeting of 23 February 2017

RESOLVED to sign the minutes of the meeting held on 23 February 2017

R16-17/271

5. To receive an update of the Action Points from the previous Engagement and Environment meeting held on 23 February 2017

- *Trophy to be purchased from Programming Expenses Budget - Done*
- *Framed certificate listing Winner of Window Initiative to be put up – Facilities office to arrange*
- *To investigate source & cost of a Christmas tree bauble for the winner of the Window Initiative*
It was discussed whether a star may be more appropriate than a bauble – Cllr Jones has provided details
- *To bring Elf on the Shelf to the next E&E meeting - Done*
- *Information for Newsletter to be collated - Done*
- *Picture gallery to be compiled for annual report - Done*
- *The letter from David Mackintosh MP is to be acknowledged- Done*
- *To establish costings for car park attendants from the financial year 2015/2016*

It was agreed to accept the quote received

- *Face painter to be invited – DPC to request percentage of the profit in lieu of charging for a stall - Done*
- *To move forward booking a marquee & inviting stall holders*

Chairman Frances Jones

Vice Chairman John Caswell

Making Duston a Great Place to Live, Work and Play

East Midlands In Bloom Bronze & Judges Award 2016 and Northampton In Bloom Gold Award 2016

NCALC Council of the Year 2013

22/16-17

Engagement & Environment

Signed Chairman **Date**

The marquee has been booked and a save the date poster has been sent out

- Proposal for next year's event to be recommended to Full Council - Done
- To take photos of the daffodils on the mound for future reference - Done
- A statement of exactly what is planned to be compiled before permission sought from NCC – C/F **Action Cllr Read**

• **Flagpole Initiative** -to investigate costings etc for Finance & Facilities Committee

Cllr Jones had confirmed that there had previously been a flagpole at St Luke's Centre. The St Luke's Centre lease needs to be checked & matter referred to Full Council **Action DC**

- **Beacon of Remembrance** - to contact Bruno Peak (the Pageant master) to indicate interest
- Cllr Jones confirmed that DPC was now registered

6. To discuss the Civic Voice Charity

After viewing a video which explained the purpose of Civic Voice, the committee agreed to join and pay £50 membership charge **Action DC**

7. To discuss the entry for Northampton in Bloom

To discuss the entry for Northampton in Bloom

R16-17/272
DEFERRED

Due to current staffing situation, this item was deferred until after Full Council

8. To discuss the entry for East Midlands in Bloom

To discuss the entry for East Midlands in Bloom

R16-17/273
DEFERRED

Due to current staffing situation, this item was deferred until after Full Council

9. To discuss the Woodland Trust tree pack

Cllr Allen confirmed that she had applied for a tree pack which has now arrived – 105 trees.

It was agreed that the planting would need to be carefully considered. Cllr Allen to contact the DPC Youth worker to discuss whether the community allotment could be used as a short term staging area

Action Cllr Allen

10. To agree to book a band for the Event in 2018

RESOLVED to book a band for the Event in 2018

R16-17/274

11. To agree an action plan to take forward promotion of the facilities (as resolved at Full Council on 2 March 2017 R/16-17/250, R/16-17/251 & R16-17/252)

Cllr Read & Cllr Anderson to meet with the Acting Facilities Manager and his team to discuss progression. It was noted that there is no allocated budget for this **Action Cllr Read & Cllr Anderson**

12. To receive the notes from the Working Party meeting held on Thursday 9 March 2017

The notes were circulated and discussed

13. To receive an update on the Fun Day, to include agreeing charging rates for stall holders (Cllr Anderson)

The committee agreed that the PA systems and generators needed to be booked (Option 2)

Cllr Huffadine-Smith to source a stage - to advise of cost and storage space required **Action Cllr Huffadine-Smith**

Branding/Logo for events need to be consistent.

It was agreed that the stall prices would continue at current rates

It was agreed that toilets and St John Ambulance could be booked.

No date was set for the next meeting

Chairman Frances Jones

Vice Chairman John Caswell

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23/16-17

Engagement & Environment

Signed Chairman

Date

14. To receive an update on the 9 March 2017 meeting with NLT
See item 12

15. To discuss update on Environment Issues including requests from members of the public and
Action Plan

Request from local resident for litter picks to be carried out. None are planned at present.

There being no further business, the meeting closed at 8:00pm

UNSIGNED

Chairman Frances Jones

Vice Chairman John Caswell

Making Duston a Great Place to Live, Work and Play

East Midlands In Bloom Bronze & Judges Award 2016 and Northampton In Bloom Gold Award 2016

NCALC Council of the Year 2013

24/16-17

Engagement & Environment

Signed Chairman Date

