



Meeting (No) **Neston Town Centre Committee (No 1)**
Time & Date **6.00 pm 24th May 2016**
Place **Town Hall**
Document **Draft Minutes**

Present: Cllrs Wilkie (Chair), Fleetwood & Chambers (sub for Cllr Kynaston), Mrs K Pierce (Town Centre Manager) & Mrs N McMahon (Support Officer)

In attendance: Cllr Shipman

Absent: Cllr Cox

1 Election of Chair

Resolved To elect Cllr Wilkie as Chair of the Town Centre Committee to serve until the first meeting of the Town Centre Committee in the new Council year.

2 Election of Deputy Chair

Resolved To elect Cllr C Lloyd as Deputy Chair of the Town Centre Committee to serve until the first meeting of the Town Centre Committee in the new Council year.

3 Questions and comments from residents

None

4 Apologies for absence

Apologies were received and accepted from Cllrs Kynaston (business), Jilani (business) & C Lloyd (business).

5 Declarations of Interest

None

6 Minutes of the last meetings

Meetings of 19.4.16 (TC1/6)

Resolved

To Approve the Minutes as true and correct record.

The Minutes were signed by the Chairman

7 Town Centre Managers Activity Report

a The TCM presented report the Town Centre Managers Activity Report (TC1/7)

The TCM reported that since the report had been written Neston Town Council had now registered for VAT and therefore VAT must be paid on certain items. She advised that the RFO will be producing a full report for Council regarding the implications of this. However as of 26th February VAT is due to be paid on certain taxable income. The next quarterly payment is due on 31st July.

The TCM was asked if the Chamber of Trade provide any business mentoring to new businesses within the town. She reported that it had been discussed at an earlier Chamber of Trade meeting but did not think that it was currently offered. The TCM confirmed that West Cheshire College provided a number of business support schemes that local businesses could take advantage of.

The TCM was also asked what the procedure was for dealing with highways faults and matters eg, the collection of out of date roadworks/road closure signs around the town. She informed the Committee that CWaC highways could be contacted by telephone or by using the online reporting system on the CWaC website. She also confirmed that should details be passed to any member of staff that a report could be logged on the Councillors behalf.

Chairman's initials and date JS 19/7/16

It was requested that this issue be added to the agenda for the next meeting with CWaC Cllrs. Could CWaC staff eg, street scene operatives, be more proactive in reporting issues to the relevant department for attention.

8 Working Groups

a Resolved

In light of the approval of the Neston Economic Strategy, and the proposal to establish a delivery group to oversee it's implementation, it was agreed that the Economic Development Task & Finish Group was no longer needed

Resolved

For the termination of the following Working group;

b. Town Hall and Market Square Working Group

Resolved

For the continuation of the following Task & Finish/Working groups and the appointment of the following representatives to each Group;

c. Friday Market Traders Steering Group – TCM and Market Traders

d. Farmers' and Food Makers' Market Steering Group - TCM and Market Traders

The Committee discussed the need for all members of the Council to be given the opportunity to join the COMA working Group as agreed at the meeting on 19th April 2016. Cllr Wilkie will email all Cllrs to invite them to join.

b Resolved

That Cllr Wilkie will continue to represent the Council at the S106 Advisory Group. There was no agreement on the second representative for this group.

c Noted that the S106 working Group met on 23rd May.

9 Finance

a Noted the income received through the Market Rent and Room Hire to 30.4.16 (TC1/9a (i) & (ii))

b The committee received the Town Hall & Market Income comparison reports to 31.3.16 (TC1/9b (i) & (ii)).

c The committee received and reviewed the committee budget comparison report to 31.3.16 (TC1/9c) and agreed no further action was necessary.

d The committee received and reviewed the End of Year Finance report (TC1/9d). The TCM advised that the End of Year finances for the town centre assets had now been finalised and the deficit has been reduced further to £9438.

e The committee received and reviewed the committee budget details report to 18.5.16 (TC1/9e) and agreed no further action was necessary.

10 Strategic Objectives

a The committee received Strategic Objectives Review Report (TC1/10)

b The Following Objectives were identified as relating to the Town Centre Committee;

1 Make a success of the Town Hall, Market and Market Square

2 Campaign with partners to improve Neston Town Centre

4 Work with CWaC to deliver Neston's Economic Development Strategy

It was noted that for No. 4 – the Economic Development Strategy Plan had now been produced.

Chairman's initials and date 19/7/16 

c The following Actions were agreed;

No's 1 & 2 – The Chair and the TCM will meet to discuss the Development Strategy Plan and will bring a report to the next meeting.

Committee members were also asked to review the Strategic Objectives from 2015/16 prior to the next meeting.

11 Town Hall and Market Square Risk Assessment

Resolved

That the Town Hall and Market Square Risk Assessment report (TC1/11) be approved.

12 Charging Schedule Review

- a The Committee received the Charging Schedule Review report (TC1/12)
- b TCM clarified that the Arts @ The Town Hall and Farmers' and Food Makers Market Stall rate was to be reduced to a £15 all inclusive flat rate.

The separate £1 per week publicity and promotion charged currently made to the Friday Market stall holders would no longer be charged. This was to bring it in line with charges at other markets. The pitch fee was increasing by £1 per week.

Resolved

To agree the revised charging schedule as set out in the report (TC1/12)

- c No further action was necessary

13 Conditions Survey Report

The Committee received the Surveyors' Schedule of necessary works report (TC1/13)

It was noted that some actions need to be added to the annual maintenance requirements. Also some actions that should be included in the CWaC Cyclical maintenance programme aren't currently included. The TCM has forwarded the report and schedule to CWaC for comment and action but has not yet received a response.

The Markets and Estates Officer is able to deal with some of the tasks on the list and the remainder will be dealt with by our preferred contractor JST Construction, or if necessary other specialist contractors. Quotes are being sought.

Resolved

That the TCM convert the schedule into a programme of works, which is then costed.

14 The Neston Bag

The Committee received and considered the Neston Bag report (TC1/14)

Resolved

To nominate The Clatterbridge Cancer Charity as the Charity to which proceeds from the bag will be given.

15 Town Hall Energy Efficiency update report

The Committee received and considered the Town Hall Energy Efficiency update report (TC1/15)

No further action was necessary at the current time

Chairman's initials and date SW 15/7/16

16 Committee Schedule

Resolved

To agree the scheduled meeting dates for the Town Centre Committee as detailed in the Schedule of Meetings list.

17 Other Items

None

18 Next Meeting

Noted that the next meeting will take place on 19st July 2016

19 Exclusion of the Press and Public

Resolved


to exclude public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

20 Raby Road and Station Improvement Works

- a The Committee noted the revised costs for the repainting of the subway to be £1245
- b The Committee note the costs of replanting Raby Road land £2170

The meeting closed at 7.20 pm.

Chairman's signature and date


17/7/16