



Meeting (No)

Town Centre Committee (3)

Time & Date

6pm 13 September 2016

Location

Town Hall, High Street, Neston

Minutes

Present:

Cllrs Lloyd (Chair), Barker (substitute for Cllr Wilkie), Carter (substitute for Cllr Kynaston) and Fleetwood

Miss Duncan (Governance and Operations Manager), Mrs Evans (Assets and Events Manager) and Mrs Mottershead (Finance Manager)

In attendance: Cllr Clayton

PART 1: Items considered in the presence of the press and public

41 Questions and comments from residents: none.

42 Apologies for absence

RESOLVED to accept apologies from Cllrs Jilani (personal), Kynaston (business) and Wilkie (personal).

43 Declarations of Interest: none.

44 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 19 July 2016. The Chair signed the minutes.

45 Governance & Operations Manager's report

Progress of items decided at the last meeting of the Committee

Allotments (minute 28c): The Council Manager had written to the allotment tenant confirming the decision of the Committee. Cllrs Chambers (Ropewalk), Marlow (Marshlands) and Griffiths (Raby Park Road) had been appointed as lead councillors for allotment sites.

Town Hall sound system (minute 36): A specification had been sent to three local companies requesting quotations. Currently awaiting replies.

Market Square – replacement bollards (minute 40b): permission had been granted by CWaC for exploratory work to assess the ground.

Additional Information

Four additional traffic cones had been ordered at a cost of £58.36+VAT to cover broken bollards in Market Square.

Four replacement sack truck wheels had been ordered at a cost of £69.24+VAT.

COMA Group

A meeting took place on 22/08/16 and it was agreed that, as the work of the Group might extend beyond the scope of the COMA report, a more appropriate name would be Future Assets Task & Finish Group which would aim to provide

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recommendations by March 2017. The suggested terms of reference focus on two key areas: how the future of the Town Hall and Market might best maximise social value to the local community and minimise support costs to the Town Council. The Group would be producing an options appraisal of alternative strategies to achieve the dual objectives. The Group was scheduled to meet again on 6 October. The Governance & Operations Manager confirmed that minutes of both meetings would appear on the next Town Centre agenda.

46 Finance

The Committee noted the Town Hall and market income received to 30.8.16 as follows:

- £764.50 room/market square hire (July)
- £878.00 room/market square hire (August)
- £3517.80 market rent (July)
- £2236.40 market rent (August).

The Committee requested via the Assets and Events Manager that future reports contain comparative data so as to enable a meaningful analysis of income.

47 Budgets

The Committee considered the budget to 6.9.16 and the RFO drew members' attention to the Town Centre management budget, noting in particular that a large proportion of the budget had been spent in the first six months of the financial year.

The Committee noted that the level of the CWaC asset management grant had yet to be confirmed.

48 Town Centre Committee's objectives

It was agreed to develop further and finalise the Committee's objectives at the November meeting in light of the results of the current strategic review process.

49 VAT

The Committee received the Finance Manager's update report. The Committee requested that the Finance Manager and Assets and Events Manager work together to find a solution to the logistical problems relating to the issuing of VAT receipts to market traders and report back to Committee.

50 Town Centre Committee Assets

The Committee received the Finance Manager's report and asked the Assets and Events Manager to assess the current condition of the market gazebos and decide how many of them are actually needed.

The Committee agreed to recommend the creation of an earmarked reserve for year-on-year replacement of gazebos following the results of the Assets & Events Manager's assessment.

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51 Town Hall risk assessments and action plans

RESOLVED to approve the General Town Hall risk assessment and action plan and the Town Hall fire risk assessment and action plan.

The Committee requested that priority be given to issues coded as amber with a view to reducing their coding to green at the earliest opportunity.

52 Assets and Events Manager's report

The Assets and Events Manager provided an oral update with her initial ideas for markets and events:

Halloween event – this will be an extension of last year's event at a cost of approximately £180. Committee members agreed that councillors should, if possible, have a stall at this event.

Bonfire night event – this will coincide with the Farmers' Market and cost approximately £180.

Arts at the Town Hall – this will be assessed in the New Year.

Farmers' Market – will be reviewing the remit and operation of the current steering group and looking to increase the number of stalls.

Christmas event – the task and finish group for this event is scheduled to meet week commencing 19/09/16 and their recommendations will be considered by the Society and Culture Committee.

53 Allotments

a Trees

RESOLVED to approve that, should permission be given by the land owner, and no Tree Preservation Order held, delegated authority be provided to the Council Manager to arrange for the overhanging trees at the back of plot 15 to be cut at a maximum cost of £500 using the allotment budget 4180 (currently £1,500, expenditure to date nil) should this be required.

b Allotment site management

RESOLVED to agree that letters to terminate tenancy agreements be authorised by the Town Centre committee.

c Allotment plots (sheds, greenhouses and polytunnels)

RESOLVED to agree that delegated authority be given to the Council Manager to approve plot holders' requests to erect sheds, greenhouses and polytunnels within the guidelines outlined in the tenancy agreement.

54 CCTV for Neston Station

- a** The Committee noted that, subject to Council approval, Planning & Environment Committee had agreed for the use of £1,000 of its Bus & Transport EMR.
- b** The Committee agreed to recommend to Full Council that unspent New Homes Bonus funds, earmarked for improvements to Neston Station and surrounds, be allocated to installation costs of CCTV at the Station.

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- c **RESOLVED** to provide retrospective approval for a £10,000 match-funding application to be made to Plus Dane (Love Your Neighbourhood fund) in support of the installation costs of CCTV at Neston Station.
- d Cllr Barker agreed to investigate the logistics of CCTV monitoring with Neston Police in order to move the project forward.

55 Neston bag

- a The Committee noted that that Neston bags had been received.
- b It was agreed that the Assets and Events Manager should target the Christmas period to distribute the bags.

56 Liverpool to Chester Cycle Ride 2017

The Committee agreed that the Assets and Events Manager should, in consultation with the Committee Chair, assess the costs and benefits of the 2016 Cycle Ride and report back to either the next Committee meeting or the next Council meeting depending on the deadline for responses to Pennine Events.

57 Economic Development Plan

The Committee noted that the first meeting of the Delivery Group will be held on 13 October.

58 Other Items: none.

59 Next meeting

This was noted as Tuesday 1 November 2016.

60 Exclusion of the Press and Public

RESOLVED to exclude the 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.

PART 2: Items considered in the absence of the press and public

61 Staffing requirements for Neston markets

The Committee considered the financial and logistical implications of any changes to the current staffing provision for the monthly Food and Farmers' Market and agreed to inform the HR Committee that the Town Centre Committee agreed that the monthly market, with its associated responsibilities, could not be adequately run solely by agency staff.

62 Repair of electrical points in Market Square

The Committee requested that a second quotation be obtained for repair of external electrical points in Market Square.

RESOLVED to provide delegated authority for the Assets and Events Manager to appoint a contractor to repair the external electrical points in Market Square based on her assessment of which of the two quotations is the most competitive.

The meeting ended at 7.25pm.

Signed  Date 14 March 2017