

Meeting (No)

Time & Date

Location

Town Centre Committee (6)

6pm 31 January 2017

Town Hall, High Street, Neston

MINUTES

Present:

Cllrs Wilkie (Chair), Clayton, Fleetwood, Kynaston, Lloyd and Montgomery

Miss Duncan (Governance & Operations Manager), Mrs Evans (Assets & Events Manager) and Mrs Kunaj (Council Manager)

In attendance: Cllr Shipman

Absent: Cllr Jilani

93 Questions and comments from residents: none.

94 Apologies for absence: none.

95 Declarations of Interest: none.

Agenda items 111, 112, 113 and 114 brought forward by common consent.

111 Exclusion of the Press and Public

RESOLVED to exclude the public and press for the duration of items 112, 113 and 114 because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

112 Asset Management Agreement

a The Committee considered correspondence from CWaC dated 19.01.17.

b The Committee considered the Council Manager's report and recommendations.

The committee recommend to Council that:

- the financial offer for the two year extension be accepted, and
- £25,000 of the Town Hall and Market Square earmarked reserve be specifically allocated as a separate reserve to cover any potential loss of income.

The Council Manager left the meeting at 6.25pm.

113 Town Hall Condition Report

RESOLVED to agree the recommended schedule of works at a cost of £2,665 from Town Hall and Market Square earmarked reserve.

114 Town Hall Flooring Repair

RESOLVED to accept a quotation from the approved contractor for repair of flooring to rear WC and corridor at a cost of £1,575+VAT from budget line 4417 (responsive maintenance).

96 Minutes of the last meeting

RESOLVED to approve minutes of the meetings held on 1.11.16 and 28.11.16. The Chair signed the minutes.

97 Governance & Operations Manager's report

The Committee received the Governance and Operations Manager's report and confirmed that the new sound system was operating effectively.

Chairman's initials and date:

AW 14 Jan 17

98 Finance

- a The Committee noted income received as:
 - Room/market hire income £1,052 (November) and £750.70 (December).
 - Market rent £2,913.40 (October), £2,688.20 (November) and £2,740 (December).
- b The Committee considered the budgets to 24.01.17. In terms of the projection for Town Centre Assets (401), the Committee noted that there was a small credit of £6,900 for 16/17 and a balance position for 17/18.
- c The Committee considered the earmarked reserve report.

99 Town Centre Committee's strategic objectives

The Committee considered progress to date of the Committee's objectives in support of the Council's strategic priorities. No alterations were made.

100 Allotments

- a The Committee considered the report of current issues on allotment sites.
- b **RESOLVED** to give delegated authority to the Council Manager to replace fencing boards and for the rehang of the gate up to a cost of £500.00.
- c The Committee considered a request from the Planning and Environment Committee to investigate the condition of Parkgate allotments in light of feedback resulting from Community Pride 2016. It was agreed to revisit this issue following the scheduled spring inspection of allotment sites.

101 Annual Report

The Chair agreed to write a short contribution for the annual report on behalf of the Town Centre Committee. It was agreed that the Committee would discuss this item further at the next meeting and give a steer as to priorities for inclusion.

102 Town Hall – Asbestos Report

The Committee noted the small amount of asbestos within the building and that an asbestos re-inspection survey conducted in November 2016 had resulted in no recommended actions.

The Committee requested that the approved contractor be provided with a copy of the plans detailing the locations of asbestos. The Committee also requested that the Markets and Estates Officer ensure that any other contractors on site are made aware of the presence of asbestos.

103 Market Development

The Committee considered the Assets and Events Manager's report on the current performance of the monthly Farmers' and Food Makers' Market and associated recommendations.

- 1 **RESOLVED** to discontinue the existing monthly Farmers' and Food Makers' Market and agreed that the Assets and Events Manager should investigate the viability for an Artisan-type market.

Chairman's initials and date:

Am 14 Nov 17

- 2 **RESOLVED** to give delegated authority to the Assets and Events Manager, using feedback from outcome of her investigations (R1), to make and execute a decision on the format of an Artisanal element within the current Friday market.

104 Delegated Authority

The Committee confirmed that the Assets and Events Manager had delegated authority to approve marketing and promotional activity in relation to the assets and its activities and an authority to spend up to £500 in relation to these activities. The Committee clarified that this was £500 per initiative and that all delegated expenditure should be within the budgetary provision available.

105 Bollards in Market Square

The Committee considered an alternative revised scheme to include a row of 11 demarcating bollards across Market Square.

RESOLVED to give delegated authority for the Assets and Events Manager to approve, subject to CWaC authority, an alternative redesigned scheme to improve the effectiveness of the bollards on Market Square up to a value of £5,000 (from either Town Centre Assets Account or Town Hall and Market Square earmarked reserve, at the Assets and Events Manager's discretion).

It was agreed that the Assets and Events Manager should urge CWaC to undertake the work at the earliest opportunity and should also write to the Police regarding implementation of the new scheme.

The Committee also expressed concern about the safety of the electrical points at the Raby Road entrance to Market Square which had been repeatedly vandalised. The Committee requested that the Assets and Events Manager confirm that these sockets had been disconnected.

106 CCTV at Neston Station

The Committee considered report TC6/106 and noted that the Council's contribution would be for CCTV purchase only and that there would be no requirement for the Town Council to fund either installation costs or ongoing maintenance charges.

RESOLVED that the Town Council pay a contribution to Cheshire Police of £9,336 for the purchase of two mobile cameras to be met by New Homes Bonus currently held in the Council's earmarked reserves, provided all other costs and liabilities are met by Cheshire Police, and that one of the cameras is operated permanently at the Neston Railway Station.

The Committee requested that the Council Manager makes it a condition of purchase that one of the cameras must be located permanently at Neston Railway Station.

107 Advertising for Neston Friday Market

The Committee considered the report by the Assets and Events Manager.

Chairman's initials and date:

hm 14 Mar 17

RESOLVED to advertise on station platforms along the Liverpool to Wrexham line (design cost approximately £200+VAT) and advertise on radio/outside broadcast at a cost of £1,500+VAT (budget line 4140 Marketing & Promotion). The Committee agreed to discontinue payment for market-related adverts on AMA and requested that the Assets and Events Manager consider paid editorials as an alternative.

108 Press release


The Committee agreed to issue two press releases, one relating to agenda item 103 (the Artisanal element for the Friday market) when details have been finalised and a second relating to agenda item 106 (CCTV at Neston Station) when the CCTV has been installed.

109 Other Items: none.

110 Next meeting

Noted as Tuesday 14 March 2017.

The meeting ended at 7.35pm

Signed  Date 14 Mar 17