

St. Anne's on the Sea Town Council

**Minutes of the Policy and Resources Committee held on
10th September 2013, 2pm at Ground Floor Meeting Room, Fylde Borough Council,
Town Hall, St. Anne's on the Sea, Lancashire FY8 1LW.**

Present:	Councillors	E Nash	Chairman
		T Ford	
		A Jacques	ex-officio
		C Lanyon	
		V Settle	
		V Willder	
Officers	S Taylor	Town Clerk	
	Paul Drinnan	Fylde Borough Council	

282/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Little.

283/13 DECLARATIONS OF INTEREST

Councillors Settle and Willder declared a personal interest in agenda item 8 – Hope Street Park, in that the application for funding was within their Ward.

284/13 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 23rd July 2013 be approved.

285/13 SUB-COMMITTEE MINUTES

RESOLVED a) That the minutes of the Public Rights of Way Sub-Committee of 11th July 2013 be noted.

286/13 HERITAGE OFFICER

Mr P Drinnan, Head of Regeneration at Fylde Borough Council advised that the Borough were in the process of producing Heritage Strategy for the Fylde coast. Part of the process included a scrutiny of the proposed strategy by a 'Task and Finish Group' at Fylde Borough. This was currently being undertaken. It was anticipated that the Heritage Strategy would be completed shortly, with an Action Plan being produced in early 2014.

The Committee were advised that a Local Heritage List, identified buildings, structures and features of local architectural, historical or curiosity value. It was anticipated that the Heritage Strategy would include the production of a Local Heritage List of local architecture that required preserving and protecting from development. A Local Heritage List was not a Listed Buildings List, but provided an opportunity for communities to have their views on local heritage heard.

It was noted that Lytham St. Anne's Civic Society had approached the Town Council to host a Heritage Officer role that would undertake the research for the Local Heritage List. However, until the Heritage Strategy and Action Plan was formalised, there were no policies that supported or gave protection to anything detailed within the Local Heritage List.

RESOLVED a) That the Heritage Officer post be actioned after the Heritage Strategy and Action Plan was agreed and formalised.
b) That Mr P Drinnan be asked to attend a future meeting of the Committee to discuss the Heritage Strategy.

287/13 TOWN CRIERS CHARITY

The Town Clerk informed the meeting that the Town Crier had enquired if the Town Council would nominate a Councillor as a cheque signatory for his fund raising bank account in support of the Kai Hodgkinson Charity.

Whilst the Committee were very supportive of Mr C Ballards' efforts, they did not wish to formally nominate a Town Councillor for this role. However it was suggested that Mr Ballard may wish to approach a Town Councillor on an informal basis to be a cheque signatory.

RESOLVED That the Town Council does not set a precedent by nominating Town Councillors to be cheque signatories for external organisations.

288/13 HOPE STREET PARK

Committee Members congratulated the friends group for their commitment in improving Hope Street Park, however they were concerned at the age of the existing Pavilion and if a refurbishment of the building was the appropriate course of action.

It was reported that if the friends of Hope Street Park request of £5000 for the refurbishment of the Pavilion in Hope Street Park was approved, there would still be a shortfall of approximately £18,000 in the development fund.

The Committee agreed that Councillor Settle, as Ward Councillor, would approach the group and discuss other options that were available and that the Town Council could support and offer assistance with.

RESOLVED a) That the application from the friends of Hope Street Park of £5000 for the refurbishment of the Pavilion, be refused.
b) That Councillor Settle approach the group and discuss other options available.

289/13 PUBLIC OFFICES

The Town Clerk reported that the Former Public Offices site was back on the open market. She advised that the Town Council could borrow a maximum of £500,000 from the Public Works Loan Board. This would prevent the Council negotiating a loan from

the Public Works Loan Board for the whole site, which included both buildings and the large car park at the location.

The meeting requested that the first offer for the Public Offices of £290,000 made in 2011, be made formally again to both the Leader of the Council and Chief Executive Office at Fylde Borough Council.

The Committee suggested various alternative options that may be pursued to undertake ownership of the former Public Offices and as a result agreed to defer consideration of this item to the Public Offices Working Party.

RESOLVED

- a) That the Town Council make a formal offer for the former Public Offices to the Leader of the Council and the Chief Executive Officer at Fylde Borough Council.**
- b) That the Public Offices Working Group meet at the earliest opportunity.**

290/13 NEIGHBOURHOOD PLAN

The Town Clerk reported that Planning Aid Consultant nominated and funded by the Department for Communities and Local Government, would be working with the Council on the development of the Neighbourhood Plan from October 2013.

The Committee agreed to form a small steering group to undertake effective production of the Neighbourhood Plan.

RESOLVED **That a Neighbourhood Plan Steering Group is created comprising of Councillors Ford, Lanyon and Settle.**

291/13 PUBLIC RIGHTS OF WAY SUB-COMMITTEE

Councillor Settle reported that the Public Rights of Way Sub-Committee had completed a walk of part of the footpath network. From this walk the first project had been identified, to clear a bridleway that was so overgrown it was difficult to traverse.

The Committee discussed the offers of support that included; practical support from St. Anne's in Bloom and the provision of trees from Lytham St. Anne's Civic Society.

It was reported that the Sub-Committee would be meeting shortly; topics for discussion would include the protection of the public right of way that ran through part of the Queensway Housing Development.

RESOLVED **To note the progress to date of the Public Rights of Way Sub-Committee.**

292/13 ECONOMIC DEVELOPMENT AND EMPLOYMENT STEERING GROUP

The Committee were advised that the Economic Development and Employment Steering had recommended that six lamppost banners be purchased to be sited in the square. Councillor Ford confirmed that he had submitted a bid on behalf of the Town

Team/Town Council to the Fylde High Street Innovation Fund for "Provision and installation of brackets and banners for St. Anne's Square". The meeting to decide this application had not yet been scheduled, but was anticipated to be held in early October 2013.

The meeting discussed the proposal of a joint project with Fylde Borough Council for the provision of more effective signage within the Town Centre. The meeting fully supported this proposal. It was noted that this would be a three way partnership between the Town Council, Fylde Borough Council and Lancashire County Council.

- RESOLVED**
- a) That the Town Council agree in principle to purchase six banners for the Town Centre, but this decision be put on hold until the outcome of the Fylde High Street Innovation Fund brackets and banners bid was determined.
 - b) That the Town Council work in partnership with Fylde Borough Council to provide the funding and provision for Town Centre signage.

293/13 COMMITTEE TIMETABLE

The Committee Timetable was agreed in principle, however it was requested that from May 2014 the full Council meetings be undertaken every two months. It was noted that full agreement of the timetable could not be made until the Principal Authority timetable had been published.

- RECOMMENDED** That from May 2014 full Council meetings be scheduled every two months.

294/13 TOWN COUNCIL EQUIPMENT

Councillor Ford informed the meeting that due to the out of office hours that the Town Clerk worked, as a security measure the Town Council should make provision for a mobile phone. The meeting agreed that the Town Council should have its own camera.

- RESOLVED**
- a) That the Town Council rent a mobile telephone for the Town Clerk that is suitable for updating the Town App.
 - b) That the Town Clerk be authorised to purchase a suitable camera for the Town Council.
 - c) That if required in the future, an iPad and Video Camera be purchased to as Town Council equipment.

295/13 WORK PLAN

The Committee considered the Work Plan and updated as required.

Councillor Ford reported that the Town Centre Manager amended bid to the Fylde High Street Innovation Fund, had not been successful because it was decided that it overlapped with the UCLAN bid that had previously been approved.

- RESOLVED**
- a) To consider the updated Work Plan at the next meeting and to note the following:

- b) That item number 3.3, the Review of the Committee Timetable, be removed because the action had now be completed.**
- c) That item number 7.1 Tourist Information Centre be delegated for discussion to the Economic Development and Employment Steering Group, under the heading 'One Stop Shop'.**

296/13 DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Policy and Resources Committee would be held at West Lodge, 5 St. George's Road, St. Anne's on the Sea, Lancashire FY8 2AE on **Tuesday 29th October at 2.00 pm.**

297/13 MATTERS TO BE CONSIDERED IN PRIVATE SESSION

RESOLVED That, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

298/13 REVIEW OF NEWSLETTER

RESOLVED

- a) That a Working Party be created to undertake a full review of the Town Council's Newsletter.**
- b) That the Newsletter Working Group comprise of Councillors, Nash, Settle and Willder.**
- c) That the Town Clerk has editorial control of the Newsletter.**
- d) That due to the cost saving, Laserdesign undertake the typesetting of the next Newsletter.**

The meeting ended at 4.10 pm.

Signed.....

Chairman
29th October 2013