

## St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 12<sup>th</sup> August 2014, 2pm,  
West Lodge, 5 St Georges Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present:	Councillors	T Ford	Chairman
		A Jacques	
		C Lanyon	
		V Willder	
		E Nash	ex-officio
	Officers	S Taylor	Town Clerk
		S Dunn	Community Development Manager

### 230/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Little and Councillor Settle.

### 231/14 DECLARATIONS OF INTEREST

Councillors Ford and Lanyon declared a personal interest in agenda number 6 – St. Anne's in Bloom.

Councillor Jacques declared a personal interest in agenda item agenda item 6 – St. Anne's Carnival and did not participate in any discussion or resolution.

### 232/14 MINUTES OF PREVIOUS MEETING

It was noted that;

- The provision of security radios would be discussed at a future meeting
- Councillor Nash had discussed the lamppost banners with Councillor Craig-Wilson who supported the Town Council in this venture
- Councillor Nash confirmed that the retrospective grant application for Armed Forces Day would be submitted shortly

**RESOLVED** That the minutes of the meeting held on 10<sup>th</sup> June 2014 be approved.

### 233/14 BUDGETARY REPORT

The Committee discussed the quarterly budget report up to June 2014. It was noted that the Council had requested the Town Clerk to purchase additional items under specific budget headings.

**RESOLVED** a) To approve the report of income and expenditure up to 30<sup>th</sup> June 2014.  
b) That the Town Clerk be authorised to make the appropriate virements under specific budget headings.

### 234/14 TOWN COUNCIL GRANTS REVIEW AND POLICY

The Committee considered the recent review and recommendations from the recent review of all grants awarded by the Town Council, including processes and policies.

The Chairman thanking the Grants Review Working Group for all their hard work in undertaking and completing the review.

There was a full debate regarding the restriction of only be able to apply for a community grant once every 3 years. It was noted that the maximum grant payable was up to £1000 and the Grants Working Party be reminded that in specific circumstances the amount awarded could be substantially less than this.

- RESOLVED**
- a) That the Community Grant fund budget for 2014/15 be increased from £7000 to £12,000.
  - b) That the Grant Policy be approved and adopted by the Council.
  - c) That the amended Community Grant Criteria be approved and adopted by the Council.
  - d) That the Carnival, the Kite Festival and St. Anne's in Bloom receive £1500 each, for 2015/16; from the "Town Council Support Fund".
  - e) That a one off payment of £1000 be awarded to the Carnival Committee for 2014.
  - f) That the Community Grant Monitoring Report be approved and adopted by the Council.
  - g) That if there was an urgent need for a grant payment, after Council resolution the grant could be paid prior to the subsequent Council meeting. This decision would be delegated to the Town Clerk in discussion with the Grants Working Party.
  - h) That meetings of the Grant Working Party be scheduled in line with meetings of the full Council, in the interests of reducing the length of time it took grant recipients to receive payment, following approval.

**235/14 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED**

Christmas Lights Infrastructure Project

The Town Clerk reported a full survey had been undertaken, with Town Council officers, representatives of Blackpool Illuminations Department and Lancashire County Council. This survey was of the areas where it was proposed that the lights were to be extended to, including Orchard Street, Park Road and Wood Street. The final design was dependent on the total project cost. Town Council Officers had undertaken an additional survey; including taking photographs of where infrastructure and design feature were proposed to be sited. The Town Clerk had produced a full schedule of works, including site plan and the photographic record to Blackpool Illuminations Department and was now awaiting outline costings. The Committee noted all the work required to deliver this project and thanked the Officers for their due diligence.

Street Display Signs

The meeting were advised that some traders had requested additional information on the signs. Due to the high cost of the signs only names of businesses would be provided. Town Council Officers were meeting with Mr P Drinnan, Head of Regeneration, Fylde Borough Council and Mr B Stoddard, Senior Engineer (Street Lighting) Lancashire County Council on 14<sup>th</sup> August 2014, to discuss where exactly within the street scene the signs could be installed. It was anticipated that the signs would be in place sometime before Christmas.

Banners

In response to the restriction on the length of time the Lamppost banners could be in place, the Town Clerk had contacted Mr P Barratt, Director of Highways Services, Lancashire County Council on 31<sup>st</sup> July 2014, to discuss how this situation could be resolved. A response was anticipated shortly.

**RESOLVED** That the work completed to date on all three of the Fylde High Street Innovation Fund successful bids be noted, supported and agreed.

**236/14 TOWN TEAM**

Councillor Nash reported that on his recent ward walk with Allan Oldfield, CEO, Fylde Borough Council (supported by Mr S Lane-Dixon, Lancashire County Council), the 'A' boards after discussion were removed. The majority of traders were happy that the signs were going up, but there needed to be some flexibility. The Town Clerk advised that there was a level of flexibility detailed in the letter (agreed with Allan Oldfield) sent to all traders who were included in the project. The letter stated that;

*“That no ‘A’ boards are displayed on St. Anne’s Road West, the Crescent, Clifton Drive North, or on the roads (including street corners) adjacent to these areas. If businesses do place ‘A’ boards in these locations, your business will be removed from the display sign. This includes boards being attached to street furniture and lighting columns. The Borough Council does not have an issue with an ‘A’ board being displayed directly outside your property, i.e. on the forecourt not on the public footpath. But boards located on pavements cause access problems for wheelchairs, pushchairs and prams, whilst creating hazards for visually impaired and disabled shoppers.”*

Councillor Nash gave an update on the progress of the Town Team as follows;

- A précis of Town Council support and work to date, including the Town App, was to be sent out with all Chamber of Trade agendas from September 2014. The Town Clerk would produce this item.
- The Town Team intended to revisit the original actions listed in the Town Centre Strategy
- The recent parking workshop to scope the parking review facilitated by Lancashire County Council had been successful
- It was anticipated that the Town Team would hold their first meeting in September 2014, possibly hosted by Toast. It was intended to update local traders on the proposed improvements to the street scene surrounding to St. David’s Road South, with S106 monies received from the Heyhouses development
- The initial proposal to provide a “St. Anne’s on Line” service a web based facility supported by local traders, to encourage people to shop locally. The intention was that the Town App would support this process
- The benefits of a BID for St. Anne’s town centre

#### **237/14 HOPE STREET PARK PAVILION REFURBISHMENT**

The meeting discussed the level of support for the refurbishment of Hope Street Park Pavilion. It was agreed to earmark £5000 to the project and that the Town Clerk write formally to the project group. The Committee agreed that these funds were subject to the outcome of the recent fire at the building and the decision made by the insurance company/loss adjusters handling the claim

It was noted that the Pavilion was owned by Fylde Borough Council.

**RESOLVED** a) That £5000 be earmarked for the refurbishment for Hope Street Pavilion.  
b) That final decision on when the £5000 will be formally paid to the project group, was subject to the decision of the Insurance Company and Loss Adjusters handling the claim for recent fire damage.  
c) That the Town Clerk write formally to the project group informing of them of the Council’s decision.

#### **238/14 ST. ANNE’S ON THE SEA TOWN COUNCIL MAYORAL PROTOCOL**

The Committee reviewed the Mayoral Protocol and there was full discussion on the wording of section 9 – Consorts and if this should include the term Mayoress. It was agreed that the final decision as to adopt the Protocol be deferred to a meeting of the full Town Council.

**RESOLVED** That the decision as to adopt the Mayoral Protocol be deferred to the next Town Council meeting on 30<sup>th</sup> September 2014.

#### **239/14 UPDATED FORWARD PLAN 2014/15**

The Committee considered the Forward Plan and updated as required.

It was reported that the Public Offices Working Group had met with Alan Craven, Senior Development Manager for Progress Housing Group on 6<sup>th</sup> August 2014. It was confirmed that by choice Progress Housing Group would not wish to purchase the Public Offices site because it was a grade two listed building and this placed restrictions on what could be developed. It was confirmed

that if Progress did purchase the Public Offices they would develop these as affordable housing units. The outline cost for the Public Offices project was discussed, currently at £450,000 but this was an estimate and the cost could not be confirmed until a full structural survey had been completed. If the project did go ahead Progress Housing Group would start work on site in 2015.

It was proposed that Progress Housing Group would come back to the Town Council with site development proposals in October 2014.

- RESOLVED**
- a) To consider the updated Forward Plan at the next meeting and to agree the following:
  - b) That under 2.2 The Town Clerk be authorised to commission a full structural survey of the Public Offices Building.
  - c) That number 2.3 Land at Railway Line be marked as completed due to the recent approval of housing development for the site.
  - d) That number 2.9 Noticeboards be discussed at the Town Council Planning Day.
  - e) That number 5.1 Neighbourhood Plan be updated to include the outcomes from the Neighbourhood Plan Steering Group.
  - f) That number 5.2 List of Community Assets be reviewed after February 2015.
  - g) That number 7.2 Town Flag be discussed at the Town Council Planning Day, including installing flag poles on land owned by the Town Council.

**240/14 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 21<sup>st</sup> October 2014 at 2.00 pm.**

The meeting ended at 3.35 pm.

Signed.....

Chairman  
21<sup>st</sup> October 2014