

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

**Minutes of the Policy and Resources Committee held on  
23<sup>rd</sup> July 2013 at 2pm**

**West Lodge, 5 St. George's Road, St. Anne's on the Sea, Lancashire FY8 2AE**

Present:	Councillors	E Nash	Chairman
		A Jacques	
		C Lanyon	
		C Little	
		V Settle	
		V Willder	ex-officio
	Officers	S Taylor	Town Clerk
		S Dunn	Community Development Officer

### **230/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ford.

### **231/13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **232/13 MINUTES OF PREVIOUS MEETING**

**RESOLVED That the minutes of the meeting held on 11<sup>th</sup> June 2013 be approved**

### **233/13 WEBSITE**

The Community Development Officer advised the meeting that the new website had been in operation for over 12 months. They listed the benefits of the Town Council website as follows:

- Majority of updating was completed in-house
- Because it was maintained in-house the website displayed current information, old information was removed
- Updating was undertaken promptly by the Town Council Officers on a regular basis
- The site was user friendly
- The site had visual impact

It was confirmed that there were links to Fylde Borough Council website.

Future aspirations for the development of the website included, development of future themes and functions and links to social media.

- RESOLVED**
- a) That future Town Council publicity material included promotion of the website
  - b) That the Web Developer be contacted and requested to remove the previous Town Council website
  - c) That Councillor Settle produce a information for a web page on the development and history of the town flag
  - d) To establish if the Youth Council website can be linked to the Town Council website
  - e) That each Town Councillor review their own website profiles and update as required

### **234/13 TOWN APP AND FUTURE PUBLICITY MATERIAL**

It was reported that Legacy3innovations would produce an app for an android mobile phone; the development cost was £250. Councillor Nash volunteered to be the test user for the Town Council android app.

Councillor Settle confirmed that both Arrow Travel and PDM Lettings were using the town flag in their promotion material, at no cost to the Town Council. The meeting then discussed various types of publicity materials for the promotion of the town flag that included brooches, mugs, ties and scarves.

*Councillor Little left the meeting during this agenda item.*

- RESOLVED**
- a) That Legacy3innovations undertake the development of the Town Council android app at a cost of £250
  - b) That publicity material be discussed at the next meeting of the Economic Development and Employment Steering Group

*The Community Development Officer left the meeting after this agenda item.*

### **235/13 BUDGETARY REPORT**

- RESOLVED** To approve the report of income and expenditure up to 30<sup>th</sup> June 2013

### **236/13 KITE FESTIVAL**

Councillor Settle reported that DR Design would be able to provide a Kite Festival banner at a cost of £117. The meeting were informed that due to the imminence of the event delivery of the banner could not be guaranteed.

*Councillor Little rejoined the meeting at this agenda item.*

- RESOLVED** That provision of banners be considered for the Kite Festival event in 2014

### **237/13 TOWN COUNCIL REGALIA**

The Town Council Mayor explained that the Mayoral pendant engraved inscription was fading because of the way it laid upon clothing, causing friction. The meeting agreed that as the Town Council were custodians of the Mayoral regalia, any historical record should be maintained.

The Town Council Chairman record board recorded former Chairmen up to and including 2008 in black lettering. It was agreed that it was custom and practice to have gold lettering on such items.

- RESOLVED**
- a) That the cost of re-engraving the Mayoral pendant inscription and updating the gold plaques including in the chain, be investigated and brought back to the Committee**
  - b) That the cost of updating the Town Council Chairman record board be researched and brought back to the Committee**

### **238/13 HERITAGE OFFICER**

The Clerk reported that she had met with the Lytham St. Anne's Civic Society whom were still at the initial stages of the proposal for the Heritage Officer role. To progress this proposal further a meeting had been arranged with Mr P Drinnan, Head of Regeneration at Fylde Borough Council, on 25<sup>th</sup> July 2013. The purpose of this meeting was establish how the role would support and link with the Borough's Heritage Strategy.

- RESOLVED** **To brief the next meeting of the Committee with the progress of the Heritage Officer proposal**

### **239/13 DOG ENFORCEMENT**

Councillor Little reported on the positive meeting held with Fylde Borough Council Officers on 17<sup>th</sup> July 2013. It was noted that the Town Council could not fund additional dog enforcement officer time predominately due to the majority of officer patrols being undertaken within St. Anne's.

The meeting was advised that Fylde was one of the only Boroughs in the North West that did not have blanket Dog Control Orders.

Other suggestions for dog enforcement education included:

- Thank you for doing right scheme
- Green Dog Wardens
- Additional signage funded by the Town Council

- RESOLVED**
- a) To support a Dog Control Order within St. Anne's on the Sea**
  - b) That in partnership with Fylde Borough Council, additional provision of dog enforcement signage be pursued**

#### **240/13 PUBLIC RIGHTS OF WAY SUB-COMMITTEE**

The meeting thanked Councillor Akeroyd for her interest in public rights of way; however working groups by their very nature should be restricted in size.

**RESOLVED That where possible, Sub-Committees and Working Groups be restricted in numbers**

#### **241/13 ECONOMIC DEVELOPMENT AND EMPLOYMENT STEERING GROUP**

**RESOLVED That next meeting of the Economic and Employment Steering Group be arranged once Councillor Ford had returned from leave**

#### **242/13 WORK PLAN**

The Committee considered the Work Plan and updated as required.

**RESOLVED**

- a) To consider the updated Work Plan at the next meeting and to note the following:
- b) That the review of the Committee Timetable be undertaken at the next meeting of the Committee
- c) That under Projects, the Blundell Road item be removed because this action had now been completed
- d) That under Publicity the Website item be marked completed

#### **243/13 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 10<sup>th</sup> September July 2013 at 2.00 pm.**

#### **244/13 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:**

#### **245/13 THE NEIGHBOURHOOD PLAN – PROGRESS**

It was reported that the Town Clerk went to Neighbourhood Planning at Preston on 25<sup>th</sup> June 2013, which had been very useful and informative. It had been hosted by Tom Walker, Deputy Director Decentralisation and Neighbourhood Planning, at the Department for Communities and Local Government. This Central Government were contacted directly on a regular basis and were very helpful.

The Town Clerks initial suggestion of "Garden town by the Sea" as a plan vision, using Poritt design features in development as an aim of the plan, was fully supported by Communities and Local Government Department. The Department considered St. Anne's on the Sea to be a large Town Council.

The application for the designation of the parish of St. Anne's on the Sea as a Neighbourhood Area, had been agreed (including the airport site). A meeting with the designated Neighbourhood Plan Fylde Borough Council planning officer had been arranged for 24<sup>th</sup> July, with the Town Clerk and the Mr AD Joy.

The Committee were in full agreement that the Town Council needed to be a leader in producing a Neighbourhood Plan. It was noted once the Neighbourhood Plan was in place, the Community Infrastructure Levy available to the Council would be 25% (uncapped).

**RESOLVED** a) That the Town Clerk lead on the Neighbourhood Plan  
b) That the Town Clerk apply for both the budget and Consultant support for the Neighbourhood Plan from the Department for Communities and Local Government

### 246/13 THE NEIGHBOURHOOD PLAN – RESOURCES

The Committee were notified that from September 2013, the Town Clerk would have no officer support for the production of the Council's Neighbourhood Plan, which was a very large new project. In addition, due to the Council business growing in all areas, staff were struggling to undertake their roles and support Elected Members effectively.

The Council had always envisaged that the former Town Clerk could provide support and advice on an 'as and when' basis, with provision for the cost included in the Council's budget. The meeting agreed that the support of Mr Jackson on a casual basis would provide additional training and support for the current Town Clerk, whilst providing the Town Council with the best value for money. This would also ensure the Town Clerk had more available time to lead on the Neighbourhood Plan.

It was reported that the Promotion and Events Officer job description and person specification had been produced by the Town Clerk.

**RESOLVED** a) That Mr Jackson be employed as a temporary officer on a casual basis to provide support and training as and when required  
b) That Mr Jackson cost's not exceed £1500 up to 31<sup>st</sup> March 2014  
c) That the Promotion and Events Officer job description and person specification be circulated to Town Council Chairman all the Chairman of all Committees.

The meeting ended at 4.11 pm.

Signed.....

Chairman  
10<sup>th</sup> September 2013