

St. Anne's on the Sea Town Council

**Minutes of the Policy and Resources Committee held on 25th March 2014, 2pm,
West Lodge, 5 St Georges Road, St. Anne's on the Sea, Lancashire FY8 2AE.**

Present:	Councillors	V Settle T Ford A Jacques C Lanyon E Nash V Willder	Chairman Ex-officio
	Officers	S Taylor	Town Clerk

089/14 DECLARATIONS OF INTEREST

There were no declarations of interest reported to the meeting.

090/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 18th February 2014 be approved.

091/14 OPEN SPACE TRANSFER

It was reported that a meeting had been held between Councillor Ford, Councillor Nash, Town Clerk and Councillor D Eaves, Leader of Fylde Borough Council. Councillor Eaves to discuss the possibility of transferring the community open space assets to the Town Council. Councillor Eaves had agreed to put this proposal to the leading group on 14th April 2014.

The Town Clerk and Councillors Ford and Nash had written and produced a report outlining the proposal for the transfer. Councillor Nash was going to produce a presentation and deliver the report to the meeting on 14th April 2014.

RESOLVED a) That the Policy and Resources membership hold an informal meeting on Wednesday 9th April 2014 at 2pm to review the Open Space Transfer report and presentation.
b) That the Town Clerk circulate the amended Open Space report to Councillor Nash, prior to the informal meeting.

092/14 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The Council reviewed the following document:

- Extract from "Governance and Accountability for Local Councils – A Practitioners' Guide 2008"
– This listed current internal controls and identified areas for testing by the Internal Auditor.

RESOLVED To note the report, areas of risk assessed and to approve the areas identified for testing by the Internal Auditor.

093/14 ANNUAL RISK ASSESSMENT

The updated Risk Management Register was considered. It was noted that the insurance cover had been reviewed and updated against the Asset Register for 2014/15.

RESOLVED To note the report.

094/14 TOWN FLAG – PROMOTION AND PUBLICITY

The Town Clerk advised that a quote had been obtained for the production of 50 mugs; the first 25 at £8 each, the remaining 25 at £4 each. It was agreed that this was an expensive quote and Councillor Settle would investigate cheaper alternatives.

Councillor Ford reported that he wished to purchase 40 mugs for the 30th anniversary of town twinning with Werne.

RESOLVED That for 2014/15 a £1000 budget be allocated for the purchase of town flag promotional items, from the Town Council yearly budget.
That the £1000 be allocated from the project fund.
That Councillor Settle research the cost of producing town flag mugs and table flags.
That window stickers be produced for local shops and businesses, promoting the town flag and app.

095/14 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED

The Town Clerk reported that as part of the Christmas Light Infrastructure project, she was liaising with the Borough Council to transfer ownership of the existing lights to the Town Council. This transfer would come with a budget attached for 2014/15. She was awaiting the outcome of the portfolio holder decision.

The Lamppost Banner working group had met; the Town Clerk was meeting with Mr P Drinnan, Head of Regeneration on 26th March 2014 to discuss the design and location of the banners.

It was noted that neither the Christmas Light Infrastructure project nor the Street Signage project had received the grant funding from the Fylde High Street Innovation Fund. The Town Clerk had requested payment by the end of the 2013/14 financial year.

RESOLVED a) That eight lamppost banners would be purchased as the first stage of the project.
b) That the eight banners would comprise of Town Flag (four), Red Rose of Lancashire Flag (two), Duke of Lancaster Flag (one) and the Werne Flag (one).

096/14 TOWN TEAM

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

- Aiming to visit all the businesses in the town centre, including St. Albans' Road
- Attended the Chamber of Trade meeting
- That the manager of Toast was now part of the Town Team
- That an future event was proposed to be hosted by Toast to discuss effective ways of working together to support the town
- That it had been suggested that businesses hold a 'Wood Street Garden Party' in August 2014
- That he was intending to meet with Beaverbrooks and Inenco in the near future

097/14 TOWN CENTRE MULTI STOREY CARPARK

The Town Clerk reported the discussion with Mr Charles Conway, Conway Group, owner of the Multi-storey Car Park on St Georges Road. This facility was managed by Euro Car Park on the Conway Group's behalf. He has confirmed that they currently operated 2 levels which accommodated 64 vehicle spaces, with the facility to open other levels depending on demand for

additional spaces. Other additional levels can accommodate up to a min of 30 spaces per level.

Mr Conway would like to open discussions on a potential partnership with the Town Council in promoting the multi-storey car park as an alternative to on-street car parking. This will reduce parking congestion on St Georges Road and other neighbouring streets and residential areas.

Councillor Nash advised that he would be attending the meeting as the Town Council's representative, between the Police and the Community Safety Partnership to discuss issues with antisocial behaviour in and around the vicinity of the car park.

It was agreed that Councillors Nash, Settle and Willder meet with Mr Conway to discuss future development of the car park, including the provision of CCTV, security and additional signs.

RESOLVED That the Town Clerk arrange a future meeting between the Town Council representatives and Mr Conway, Conway Group, to discuss improvements and promotion of the multi storey car park.

098/14 NEIGHBOURHOODPLAN – THEME GROUPS

The Town Council reported the progress of the Neighbourhood Plan, which included production of the consultation questionnaire and it being loaded onto Surveygizmo.

The Neighbourhood Plan first stage consultation process was for 6 weeks from 14th April to 25 May 2014. During that period there were four consultation events being held throughout the parish. These were:

- Friday 25th April 2014 at the covered dome in the square from 2.30 to 4.30 pm
- Friday 2nd May 2014, Parish Rooms from 2 to 6 pm
- Friday 9th May 2014, taking the community bus to the Westgate area to promote awareness of the plan, from 4pm to 6pm
- Friday 16th May 2014, Scouts Headquarters, Heyhouses Lane from 2pm to 6pm

It was agreed that Town Councillors would hold an additional consultation event on **Saturday 24th May from 11 am to 2pm.**

Other consultation included:

- Neighbourhood Plan posters and promotion at St. Anne's Library
- Website page with link to questionnaire
- Alert message going out on the town app
- Newsletter with a two page spread detailing the plan and asking for people's views
- Photography competition with local schools (to identify their vision of the town)
- Questionnaires to be available in hard copy
- Promotion of the Neighbourhood Plan at West Lodge
- Posters asking for individuals opinions, around the town

The Town Clerk and Envision consultants had met with Blackpool Airport, Blackpool Council and the Civic Society. They were also working and consulting with Lancashire County Council, Fylde Borough Council, United Utilities and the Environment Agency. The consultation process included contacting community and volunteer groups asking for their views, including HALSA and the Chamber of Trade.

The meeting discussed an offer from Blackpool Airport to come and talk to the Town Council regarding their future proposals for the airport. It was agreed that this should go ahead because it was part of the consultation process.

The Committee agreed the following theme groups membership:

- 1) Environment (including open space and flooding) – Councillor Settle (Chairman), Councillor Akeroyd
- 2) Housing – Councillor Willder (Chairman), Councillor Henshaw
- 3) Transport and Movement – Councillor Ford (Chairman), Councillor Jacques
- 4) Economy – Councillor Nash (Chairman), Councillor Settle
- 5) Community/Health – Councillor Little (Chairman), Councillors Goodman and Prestwich
- 6) Design and Heritage – Councillor Lanyon (Chairman), Councillor Mackenzie

RESOLVED a) That the Town Clerk arrange the six meetings of the theme groups
b) That all Chairmen notify the Town Clerk of relevant representatives to be invited to each theme group meeting.
c) That a meeting be arranged with Blackpool Airport management as part of the Neighbourhood Plan consultation process.

099/14 TOWN PLANNING DAY - OUTCOME

The Town Clerk was asked to merge the Town Planning Day outcomes and the current Work Plan into one document, to be used to monitor the Council's future workloads and aspirations.

RESOLVED a) That the Town Planning Day outcomes be agreed
b) That the Town Clerk incorporates the Town Planning Day outcomes into the current Work Plan.

100/14 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 Public Offices would be an agenda item under private session at the full meeting of the Town Council on 8th April 2014.

101/14 POLICY AND RESOURCES COMMITTEE – PROPOSED CANCELLATION

The Committee agreed that due to Neighbourhood Plan commitments and the volume of work involved, that the next Policy and Resources Committee scheduled for four weeks' time be cancelled.

RESOLVED That the Policy and Resources Committee meeting scheduled for 22nd April 2014, be cancelled.

102/14 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 10th June 2014 at 2.00 pm.**

The meeting ended at 3.49 pm.

Signed.....

Chairman
10th June 2014