



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Projects and Initiatives Committee of Stanley Town Council will be held on Tuesday, the 12th December 2017 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL PROJECTS AND INITIATIVES COMMITTEE

J Pallas (Chair)	J McMahon	C Marshall	C Hampson	J Kane
L Christie	T Armstrong	J Clark	J Tully	G Wilkinson
B Nair*	A Clegg*			

*ex-officio

You are hereby summoned to attend a meeting of the **Projects and Initiatives Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 12th December 2017 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
5th December 2017

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Projects and Initiatives Committee meeting held on 14th November 2017.

6 DERELICT BUILDINGS AND LAND

MTP Objective 1: *Champion the regeneration of Stanley and its villages by bringing back into use empty buildings and derelict land across the area.*

Steve McCallan, Neighbourhood Interventions Officer for DCC has been co-ordinating a number of projects targeting derelict buildings in the parish since November 2015 will give an overview of this process to the Committee to provide information about the existing mechanism.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Establish a mechanism for Councillors, partners and the community to identify derelict land and buildings.	Dec 17	J Harper	All Cllrs to identify sites, partner to be consulted, staff to compile database	Officer time
2	Establish a database of identified land and buildings.	Jan 18	J Harper	Ask DCC/ Police/ Fire for their problem premises	£200 for land searches
3	Work with DCC in identifying and bringing forward suitable development across Stanley and to feed into the development of the County Durham Plan.	March 18	TC + Projects Cttee	Work with partnership officers to prioritise sites and develop action plans	Feed into existing derelict buildings project
4	Review the progress of the above actions and amend as needed.	ongoing	J Harper/ TC	Need to get buy in from partner organisations with relevant powers	Unknown

Committee is requested to **CONSIDER** this objective and **DECIDE** how to proceed

7 ENVIRONMENTAL CLEANUP TEAM

MTP Objective 2: *Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.*

Geoff Dawson from Groundwork NE & Cumbria, who is the contract manager for our current Environmental Cleanup team, will be in attendance at the meeting to answer questions about the existing service provision to assist members.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
2	Explore options for directly employ team of environmental staff to be based around key park areas and to carry out localised litter picking.	Nov 17	TC + Projects Cttee	Consideration to be given to retaining existing arrangements vs direct provision	in region of £70,000 per year

Committee is requested to **CONSIDER** this objective and **DECIDE** how to proceed.

8 CHRISTMAS EVENTS

Committee is requested to **REVIEW** the Christmas Market and funfair event and make **RECOMMENDATIONS** in relation to future provision.

Please note: In light of the adoption of the Medium Term Plan, the decision has already been made to put this event to tender by the Full Council, therefore Committee should restrict their **RECOMMENDATIONS** to observations about what they would wish to see provided in the specification of the event for 2018 and beyond.

9 CHRISTMAS LIGHTS

The Council's current contract for Christmas lights expires after this festive season. The Council needs to make a number of decisions to enable Officers to develop a tender specification for future years.

Committee is requested to give direction to the Town Clerk in relation to the following matters:

- (i) Whether future provision should replicate what is currently provided or whether Council wants something different in the future;
- (ii) The balance of provision between shopping centres and the villages and outlying areas;
- (iii) How the lights provision will enhance the Town as a destination;
- (iv) A **RECOMMENDATION** as to the size of the budget to set aside for Christmas lighting in the next three year cycle.

OFFICER RECOMMENDATIONS

- (i) The Committee needs to make a **RECOMMENDATION** about the budget to set aside as the budget must be set by January 2018. This is not ideal as the work to build a specification etc must come afterwards. If Committee cannot give any steer

at this stage as to whether it is likely to want more or less in terms of the overall package, it may be sensible to hold the budget provision at the existing level for the purposes of budget setting.

- (ii) A small working group should be established to oversee this exercise taking on board any scoping comments Committee may wish to make at this stage and bring back a detailed set of proposals for consideration in the new year.

10 POLICE CARS

MTP Objective 2: *Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.*

A/ Insp Dave Clarke from Durham Constabulary has prepared a proposal to provide vehicles through the Constabulary's fleet which would be able to be used by both local policing teams and the Town Council's warden service as it becomes operational.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
3	Support the Police by funding two new police vehicles to be utilised by both the police and a future neighbourhood warden service.	Nov 17	TC	Procurement to be led by Durham Constabulary - vehicles to be capable of shared use.	£45,000 over four years
4	Develop and agree how work will be allocated and prioritised by linking with partners including STC, DCC and the local police.	Jan 18	TC/ Police/ DCC + Projects Ctee	Links with DCC service request routing and legal process will be essential as will joint tasking with local policing teams	Officer and Legal costs for SLA/ Delegation

Committee is requested to **CONSIDER** the proposal from A/ Insp Clarke in respect of police/ warden vehicles and make **RECOMMENDATIONS** to Council.

11 ROAD SAFETY

Committee is requested to consider expenditure proposals for the 2017/18 Road Safety budget from Sgt Dave Clarke and **DECIDE** what to do.

12 COMMUNICATIONS STRATEGY

MTP Objective 8. *Communicate effectively with residents of the area.*

Committee is **REQUESTED** to give some consideration and direction to the Town Clerk in respect of Objective 8, which has a target for progress of January 2018. In particular, Committee should **CONSIDER**:

- (i) Whether Comms & Marketing for the Town Council and Civic Hall should be managed centrally (i.e. one Comms strategy) or remain delegated to the specific service centres;
- (ii) Consider whether or not existing provision in terms of both marketing budgets and staffing capacity is adequate to deliver an effective Communications strategy for the Town Council (and Civic Hall); and

- (iii) Whether this would be best provided in-house or through the use of external partners.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Develop and establish a new communications strategy for the Council that provides value for money and increases the variety of ways we engaged the community and the media, including the wider work of the Council, grant funded projects and the Civic Hall.	January 18	Town Clerk + Projects Cttee	Developing a partnership with an external media provider could free some capacity and improve the profile of the Council/ Civic Hall	estimate £2000 per year

13 UPDATES

To receive progress reports on previous initiatives and matters of interest to the Committee. Members may also use this section of the agenda to ask officers questions in relation to previously agreed initiatives which are still in progress.

Committee is requested to **CONSIDER** any updates provided and **DECIDE** if any actions are required.

14 DATE, TIME AND VENUE OF NEXT MEETING

Projects & Initiatives Committee, 6.30pm, Tuesday 9th January 2017, Stanley Civic Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.