
MINUTES of the PROJECTS AND INITIATIVES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 9th January 2018 at 6.30pm

PRESENT: Cllr J McMahon* Cllr C Marshall Cllr C Hampson Cllr J Kane
Cllr L Christie Cllr J Clark Cllr J Tully Cllr G Wilkinson
Cllr A Clegg

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
James Harper (Community Development Manager)

IN ATTENDANCE: Cllrs D Marshall, L Timbey, D Tully. Darren McMahon & Ruth Blakey (Stars Youth and Community), 1 member of the public,

ABSENT: Cllr T Armstrong

220 APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Pallas and B Nair were accepted by the Committee.

221 DECLARATIONS OF INTEREST

The Chairman declared a personal interest in item 6 - Stars Youth and Community as his father is involved in the project.

Cllrs C Marshall and C Hampson declared a personal interest in item 9 - Street Warden Service - as they are both County Councillors.

222 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk advised those present that the meeting was being recorded and reminded everyone to switch their phones to silent.

Members were also reminded that the deadline to commit MIF money is 28th February 2018.

223 PUBLIC PARTICIPATION

There were no questions submitted prior to the meeting and no questions from the floor.

224 CONFIRMATION OF MINUTES

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RESOLVED** that Committee **APPROVE** the minutes of the meeting held on 12th December 2017.

225 STARS YOUTH & COMMUNITY

Darren McMahon spoke to the report provided to the Committee.

He advised that there were many young people wanting to take part in the detached youth service being provided, attracting more than DCC services.

Members noted that they were pleased with the progress and that reports of anti-social behaviour appeared to have been reduced following the work with young people. Mr McMahon also advised Committee that PACTivate was very popular with around 60 - 80 young people attending sessions regularly.

Members thanked Darren and Ruth for their work with the Stars and praised the success of the group when youth work was needed.

Request for funding - It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RECOMMENDED** that:

- (i) Funding be granted subject to the application being amended to include carrying out an audit to help the Council fulfil objective 3.2 of the Medium Term Plan.
- (ii) The application should be amended to reflect this and put forward to Full Council on 23 January.
- (iii) The Finance Committee should look at a phased approach to payments.

226 UPDATES

Christmas Lights - The Town Clerk advised that the Community Development Manager would be arranging a meeting with Members to discuss the Christmas Lights contract.

Louisa Morrison Memorial - The Town Clerk noted that the diocese now want to move the memorial to St Thomas' at Harelaw, and that he is arranging a meeting with them to discuss the matter further. Cllr C Marshall requested that the relatives of those who's names are on the memorial be contacted with an update.

Defibrillator - Cllr D Tully requested an update on where the defibrillator would be sited. It was proposed by Cllr C Marshall, seconded by Cllr J Tully and **RESOLVED** that officers look into a location at the bottom of the Front Street and bring back a proposal to Committee.

Outstanding Grants - Committee tasked officers to send the new grants policy to those who had applied for funding and ask them to resubmit their proposal.

227 **EXCLUSION OF PRESS AND PUBLIC ***

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
The Committee will be considering information provided in confidence by Durham County Council in respect of the existing warden service operated by DCC.*

228 **STREET WARDEN SERVICE**

It was **RESOLVED** that a meeting with Oliver Sherratt and Ian Hoult be arranged as soon as possible to give an overview of the Warden Service at DCC.

229 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 13th February 2018, 6.30pm, Stanley Civic Hall

STANLEY TOWN COUNCIL



Grit Bin Service 2018

Prepared for: Projects & Initiatives

Prepared by: James Harper

Date of Report 26th February 2018

INTRODUCTION

Council have decided that it would be beneficial to increase the current Grit Bin Service we provide. You may be aware that there is a process to follow under the Durham County Council guidelines in order to increase the amount of Grit Bins we deploy and service.

Members have identified a further 7 locations they believe a grit bin would be beneficial to the community of Stanley. I have been working with Durham County Council in regards to assessment criteria that is carried out to ensure that the suggested locations meet the necessary points to allow us to deploy.

I am pleased to announce that all additional locations that have been identified have successfully passed.

CURRENT POSITION

The current position of our service seems to have been very successful due to the majority of positive feedback from the community. We currently have 13 grit bins deployed and serviced with an approximate usage of 14 tons deposited into the bins between beginning of December 2017 to current date. This has certainly clarified that the bins are being used constantly through the winter months and the current amount of locations have proven to be identified well.

When we initially rolled this service out we purchased 18 bins with x5 bins being used as replacement or spares to ensure we can maintain the service to a high standard. I am able to confirm that, to date we have not had to replace any of the bins. However one of the

spares has been damaged beyond repair, leaving replacement stock at 4. Deployment of 7 new Grit Bins will put our service total at 20 operational bins.

CONSIDERATIONS

Please consider we will need to keep 4 surplus bins in stock for any maintenance issues to deployed bins (example replace damaged bins immediately). The cost of purchasing a further 7 bins with town council logos will be in the region of £1220.00.

Members also need to consider that a certain amount of the environmental caretakers time will be utilised replenishing the bins rather than on other duties. However due to the successful service to date, this is justifiable.

Please also be aware that the larger the service the larger the expectation we may receive from the public, we need to ensure we can cover expectation and consider capping the amount of bins deployed. As it currently stands when the new bins are deployed, we should probably have to consider the total of 20 bins as running at full capacity. Simply to ensure we provide an excellent service.

Currently having just 2 Environmental caretakers there is issues surrounding how the service is effected if either officer is sick or on Annual leave. Be aware this is a 2 man job to run effectively.

RECOMMENDATION

Members to provide the additional funding of £1220.00 to purchase a further 7 Grit bins. To agree that operational Grit Bins will now be at maximum capacity to ensure the service can be carried out to a high standard.

Members are aware that providing this service and now with additional bins, that a good proportion of Environmental caretaker time will be used to carry out this service, reducing time on other duties throughout the winter months. (December - April).

Possible press release at the end of the winter maintenance period to advise the public of the service we provide and the success of the service to date. This will also control expectation of the service.

SOME OTHER KEY ISSUES TO CONSIDER

As we are committed to providing this type of service. Recent adverse weather has highlighted a few issues which i think we need to address for future winters.

Our Environmental caretakers have had issues with being able to carry out the service to a high standard due to not being able to access the back streets. Essentially the majority of our grit bins are located in the back streets.

I recommend members to consider providing a yearly budget (to be confirmed) to enable a high quality set of snow tyres for the environmental caretakers vehicle for the winter months. I will also be having a meeting with the Team to assess the service we provide and find out if there is anything that will assist them in providing a high quality service.

STANLEY TOWN COUNCIL



Stanley in Bloom 2018

Prepared for: Projects & Initiatives

Prepared by: James Harper

Date of Report 5th March 2018

INTRODUCTION

The Town Council has been advised that the Durham County Council Civic Pride Team no longer has the capacity to support the Stanley in Bloom Initiative as it has done for the past three years. Pauline Walker of the Civic Pride Team has approached the Town Council and made the following proposal:

"DCC clean and green and Civic Pride teams have been the lead organisers and supporters of the Northumbria in Bloom campaign in Stanley for the past 3 years and the campaign has received silver award each year.

As you know our teams have worked with volunteers, schools and housing providers to ensure the campaigns success, this being the case we do need to now reflect and look at how the campaign would develop moving forward into year four and beyond, to enable the sustainability of the campaign, and as stated in the judges 2017 report, to develop a 'better partnership' approach.

Therefore going forward for the 2018 campaign, DCC Civic Pride and Clean and green teams would support the town council with the usual planting within the town centre, and support to community events at the same level as we would for any other in bloom group, of which there are a number across the county.

In addition both DCC Civic Pride Team and Clean and Green Technical support would support the campaign with officer time to help deliver the community aspects of the campaign, put together the portfolio and plan the judging route. We would also be happy to pay the £200 Northumbria in Bloom entry fee.

From the Town councils point of view we would request that we work in partnership with you to jointly manage the campaign going forward. Your commitment, should you feel able, would be for some officer time to be allocated to work in partnership with our teams to deliver the campaign and be responsible for the organising of joint planning meetings and the town council aspects of

the campaign together with the organisation of the community activities (Civic Pride support to deliver)."

It is possible that the new staffing structure being considered by Council would have the capacity to deliver this work going forward and the Council has supported this initiative (to a lesser extent) for the last three years.

Council was requested to **CONSIDER** this matter and **DECIDE** what to do.

On the 23rd January 2018 item 5 attachment A, point 249.

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the Council would work in partnership with DCC to jointly manage the Stanley in Bloom campaign going forward and that officer time would be allocated to work in partnership with DCC teams to deliver the campaign.

CURRENT POSITION

Since the decision was made to support DCC in relation to Stanley in Bloom 2018, I have had an initial meeting with Pauline Walker to discuss how Stanley in Bloom will be taken forward in partnership to ensure its success.

It is essential I advise all members of what is exactly expected from Stanley Town Council in this year's Stanley in Bloom.

Going forward DCC Civic Pride have advised how they wish to be supported;

DCC can support the campaign in the following ways:

- The usual hanging baskets (30) and 3 tier planters are already ordered from our nursery for the town centre
 - Support can be given to volunteer activity in the form of a Civic Pride Officer to help at delivery point of activities (we will need early notification for diary availability – one month in advance preferred)
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- Produce the Stanley In bloom portfolio, we will require photographs, with consents from the town council, of events and activities that have been organised by them.
- Develop a Judging route.
- Meet with judges on the Spring and summer judging to discuss DCC involvement

DCC have asked Stanley Town Council for the following input

- Officer time allocated to work in partnership with our teams to deliver the campaign
- Organise planning meetings, take minutes and circulate to group
- Lead and Organise School/Community/volunteer activity
- Delivery of town council aspects of the campaign – planting, marketing and communications, promotion.
- Prepare press releases

I have organised a meeting with the AAP to consider how they can support Stanley in Bloom 2018, however due to adverse weather conditions this meeting has been put back and i will provide a verbal update to advise of possible input.

Myself and the 2 Environmental Caretakers will be attending a Northumbria in bloom meeting / workshop on the 7th March.

A meeting has been set up to discuss with the various partners involved on the 20th March to discuss moving forward with the campaign.

SOME OTHER KEY ISSUES TO CONSIDER

It may be worth noting, I do have experience of In Bloom from my various past roles in Environmental enforcement, Civic Pride and delivering Environmental education.

Members need to consider, DCC requests of Town Council support, and in real terms they would like the Town Council To Lead in this campaign, Council need to understand

that this is a large commitment. and the above request from DCC is essentially the organising and administrative side of the campaign. This is a time consuming initiative.

Although I am a big supporter of 'In Bloom' and believe the Town Council should be a main partner in this project. I would request members are fully aware our involvement and commitment to this initiative and will utilise a considerable amount of officers time.

RECOMMENDATION

Now that Council have agreed to the implementation of x2 Neighbourhood Wardens. I would recommend that part of the environmental education & projects side of the wardens role, should be to lead the town councils remit for Stanley in Bloom under my supervision.

This would be an excellent way to demonstrate to the public that the deployment of Stanley Neighbourhood Wardens is not just to carry out enforcement, but also to be a key task/link to educate, support and encourage the public to help make the environment of Stanley a better place to live.

PROJECTS & INITIATIVES ACTION LOG - Updated 6th March 2018

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
13.06.17	24	Nicola James	7 - Play in the Park	Evaluation data should be collected at each event i.e attendance figures, feedback from attendees, surveys, qualitative data etc and reported back to Council in due course	30.8.17	Was not done at the time, methodology should be agreed for future events
13.06.17	26	Alan Shaw	9 - Louisa Memorial	Liaise with the church to get the memorial secured, moved and stored.	ongoing	Report submitted to Council for the 27th February meeting
13.06.17	26	James Harper	9 - Veterans Badges	Badges should be re-presented to those who have them, by the Town Mayor on 25 June at Armed Forces	25.6.17	Done
13.06.17	26	Nicola James	9 - Youth Council	Project to be costed properly and brought back to Committee in future.	outstanding	1.6.17 Schools emailed to ask if they would participate. No response received. This action has not been progressed further.
13.06.17	26	Alan Shaw	9 - Project Submissions	Fly a Merchant Navy flag outside Civic Hall	3.9.17	Done
18.07.17	54	Alan Shaw	6 - Police Cars	Arrange separate meeting to discuss police cars and neighbourhood wardens with Sgt Dave Clarke	23.1.18	Police Cars agreed at Full Council on 23rd January 2018
18.07.17	54	James Harper	6 - Mini Police	Make contact with Craig Johnson to discuss which schools want to join the project	25.8.17	Sgt Johnson was asked for proposals for the budget, no proposal has been submitted.
18.07.17	54	Alan Shaw	6 - Road Safety	A specific meeting be set up with John Ullathorne and Sgt Dave Clarke to discuss progression	23.11.17	Meeting held to discuss project. Proposals agreed at P&I on 12.12.17 (<i>Minute #203</i>).
18.07.17	54	James Harper	6 - Defibrillators	A defibrillator be placed outside Stanley Police Station	9.1.18	9.1.18 RESOLVED that sites should be identified at the top of Front Street and reported back to Committee (<i>Minute #226</i>)
18.07.17	54	Alan Shaw	6 - Christmas Festival	Write a specification for the Christmas Festival and bring back to Committee for approval	26.9.17	Specification agreed by Council (<i>Minute #118</i>)
18.07.17	54	Nicola James	6 - Old Peoples Entertainment	Fool's Gold to be booked to provide entertainment in Care Homes in Stanley	22.08.17	Performances held at 8 venues.
18.07.17	56	James Harper	8 - Armed Forces Day	2018 preparations should begin ASAP	ongoing	Preparations progressing
12.09.17	88	Nicola James	9 - Chairman's Awards	The awards be renamed Town Mayors Awards, the policy be amended to state all people receive an award and the public should be invited to nominate recipients of the awards	outstanding	No nominations have been put forward by members despite several reminders from staff. Item is on Full Council agenda for 27th February 2018.
14.11.17	161	Alan Shaw	6 - Feedback from Fireworks Event	Council look into Street Wardens being present on the Front Street and costs for a fun fair be looked into	28.11.17	Comments noted by Council
14.11.17	163	Susan Oliver	8 - Christmas Events	Income from the traders be donated to the Town Mayor's Charity	outstanding	£100 collected and paid into STC account. Needs to be paid to Mayors Charity.
12.12.17	200	Alan Shaw	7 - Environmental Cleanup Team	Provide costings to the Committee to enable them to do a cost comparison	23.1.18	Decision taken to bring service in house by Full Council
12.12.17	201	James Harper	8 - Christmas Events	Provide a breakdown of costs to help the Committee develop a specification for the event for 2018 and beyond	20.2.18	Events Specification submitted to Full Council for 27th February 2018

Item 8 - ATTACHMENT D

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
12.12.17	202	James Harper	9 - Christmas Lights	Set up a working group, with a geographical balance, to bring back a detailed proposal for a specification for Christmas Lights	9.1.18	Action repeated on 9.1.18
12.12.17	204	Alan Shaw	11 - Road Safety	Purchase speed visor with remaining budget		Chased Dave Clark/ John Ullathorne on 6.3.18
09.01.18	225	Alan Shaw	6 - Stars Youth and Community	Liaise with Darren McMahon to amend funding request to include carrying out an audit in relation to objective 3.2 in the medium term plan	26.01.18	
09.01.18	226	James Harper	7 - Updates	Arrange Christmas Lights working group meeting with members		outstanding
09.01.18	226	James Harper	7 - Updates	Meeting with diocese to discuss Louisa Memorial and update facilities on progress	20.2.18	Meeting held - report submitted to Council for 27th February 2018 meeting
09.01.18	226	James Harper	7 - Updates	Look into location for defibrillator at the bottom of the Front Street and bring proposal back to committee		ongoing
09.01.18	226	Nicola James	7 - Updates	Send new grants policy to applicants who have outstanding requests and ask them to resubmit their proposal	13.02.18	October Policy. Invite applicants to review policy, amend their application and resubmit
09.01.18	228	Nicola James	9 - Street Warden Service	Arrange meeting with Ian Hoult and Oliver Sherratt to discuss DCC Warden Service	10.01.18	Done