

## LEIGHTON-LINSLADE TOWN COUNCIL

### LEIGHTON-LINSLADE PARTNERSHIP COMMITTEE

THURSDAY 31 OCTOBER 2013 AT 1930 HOURS

Present : Councillors

- D Bowater – CBC - left at 21:36
- S Cotter - LLTC
- D Hopkin – CBC - in the Chair
- G Perham (substituting for A Dodwell)
- G Rolfe – LLTC
- A Shadbolt - CBC
- K Sharer - LLTC
- P Snelling – LLTC
- B Spurr - CBC
- N Warren - CBC

Also in attendance:

- M Saccoccio (Acting Town Clerk)
- J Martindale (Partnership Officer)
- D Marsh (Corporate Governance Manager)
- S Hughes (Community Engagement Manager, Central Bedfordshire Council) arrived at 19
- S Caldbeck (Major Projects Officer, Central Bedfordshire Council)
- G Borrelli (LB First)
- A Harry (LB First)
- B Chandler (LB Connect)
- Cllr J Bone (LLTC)

Members of the Public: 2  
Members of the Press: 0

#### **212/LLP APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillor A Dodwell and Councillor A Shadbolt.

#### **213LLP DECLARATION OF INTERESTS**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations of interest were made.

#### **214/LLP DISPENSATIONS**

No requests for dispensations had been received.

#### **215/LLP PUBLIC QUESTIONS**

Mr Colin Ashby addressed the Committee and requested that the Town Council make contact with Centre Parcs, who are due to open a new venue in

Woburn in July 2014, to promote Leighton Buzzard as a destination for visitors. The Acting Town Clerk confirmed that contact had already been made and that this contact will continue.

Mr Kevin Lee (SSAFA - Soldiers, Sailors & Airmen's Families Association) requested the Committee consider a request for an Armed Forces day to be held in the Town in Parson's Close on the 21 June 2014.

#### **216/LLP MINUTES OF LAST MEETING**

The Committee received the minutes of the Partnership Committee meeting held on 8 August 2013.

**RESOLVED that the minutes of the Partnership Committee meeting held on 8 August 2013 be approved as a correct record and were signed accordingly.**

#### **217/LLP MINUTES OF SUB-COMMITTEES AND TASK GROUPS**

The Committee received the draft minutes of the Economic Development Sub-Committee meeting held on 19 September 2013.

**RESOLVED to receive the minutes of the Economic Development Sub-Committee meeting held on 19 September 2013.**

The Committee was asked to consider the recommendation at Minute Reference 71/EC regarding a future Business Networking event.

**RESOLVED to hold an informal Business Networking Event in April 2014 and to allocate the sum of £2,000 in the draft budget for 2014-2015.**

Members considered the option of holding the event at Astral Park pavilion or another venue. There were some concerns raised regarding the use of Astral Park pavilion, centred around the centre opening date and capacity of the venue. It was agreed that the Partnership Officer would look into these issues and report back to the next meeting of this Committee.

#### **218/LLP TOWN CENTRE DELIVERY PLAN**

By invitation, Sam Caldbeck of Central Bedfordshire Council attended the meeting to give an update on the creation of a Town Centre Delivery Plan.

The Committee discussed timings and financial implications/restrictions in implementing projects.

Members were advised that some projects could be undertaken now as funding was already in place however the purpose of the Delivery Plan is to act as a tool to enable delivery of specific priority projects by identifying potential funding sources available both now and in the future.

The Delivery Plan will be updated continuously and any updates or changes will be approved by this Committee.

**RESOLVED to note the information.**

#### **219/LLP BUSINESS UPDATE**

The Chairman of LB First reported that the group was continuing to focus on arrangements for the Christmas Shopping weekend on 29 November – 1 December.

The Chairman of LB Connect reported on the Business Fair which took place on 18 September 2013 at Cedars School. It was reported, following feedback received, that visitors to the Fair were put off attending due to lack of parking and the time at which the event started (did not want to venture out after dark). Exhibitor feedback had been positive. Following this feedback LB Connect would be revisiting the format of the event and will be considering the timing of the event along with the suitability of the venue and would report back once these discussions had taken place.

**RESOLVED to note the information.**

#### **220/LLP RIVERSIDE CENTRE**

The Committee was asked to consider the recommendation made by the Economic Development Sub-Committee on 19 September 2013 (Minute reference 72/EC): *to undertake further scoping work to establish the suitability of the Riverside Building for educational purposes and subject to this, to present the Partnership Committee with a draft business plan setting out intended uses for the said building.*

The Committee was advised of the discussion with Central Bedfordshire College which had taken place at the Economic Development Sub-Committee meeting and that subsequently, a meeting had taken place on site to discuss whether the Riverside Building would be suitable for educational purposes. This meeting had proved very positive and Central Bedfordshire College could see the potential to provide an Arts Centre on this site.

Some discussion took place regarding various concerns Members had with regards to the viability of the building. Other concerns raised regarded budget implications for costs involved in developing the building to an approved standard and risks involved for the Town Council if they become responsible for the building.

It was proposed by Councillor B Spurr and seconded by Councillor S Cotter that a draft business plan should be produced, at minimal cost, which would set out the intended uses of the building. On being put to the vote, the motion was carried unanimously.

**RESOLVED to support the production of a draft business plan, at minimal cost, which would set out the intended uses of the building.**

**221/LLP COMMITTEE WORK PLAN AND OBJECTIVES**

(a) The Committee received a copy of the Strategic Objectives for 2011-2015 and the Work Plan for 2013-2014.

**RESOLVED to note the Committee Objectives and Work Plan for 2013-2014.**

(b) The Committee received a separate document detailing planned initiatives within each of the three main budget headings (Economic Development, Big Plan Projects and Town Centre Management), with updates on current projects. This included a report from the Teenage Advice and Information Centre on the summer projects run with funding from the Big Plan II Project budget.

**RESOLVED to note the report.**

(c) The Committee received a system-generated Budget Monitoring Report for the period 1 April-30 September 2013, based on actual expenditure to date.

**RESOLVED to note the report.**

**222/LLP CENTRAL BEDFORDSHIRE COUNCIL UPDATE**

The Committee received a report from Central Bedfordshire Council including updates on the new Luton-Dunstable Guided Busway, community safety, parking restrictions and the proposal to hold an Armed Forces Day in conjunction with SSAFA (The Soldiers, Sailors & Airmen's Families Association).

**RESOLVED to note the report.**

Discussion took place regarding the proposed Armed Forces Day and whether this fell within the remit of the Partnership Committee. Members felt that before any firm commitment could be made a discussion needed to take place regarding the Town Council officer support that could be afforded to this event.

**RESOLVED to support the event in principle.**

**RECOMMENDED to the Events Sub-Committee to discuss the administrative support which could potentially be offered to the Armed Forces Day, to be agreed in conjunction with the Acting Town Clerk.**

**223/LLP COMMUNITY FORUM**

The Committee received a report to provide update information on the Community Forum. It was noted that a Forum Steering Group had been set up and Terms of Reference drafted. Rev. P Niemiec would be spokesperson for the group.

**RESOLVED to note the report and endorse the Terms of Reference of the Forum Steering Group**

**RESOLVED that Rev. P Niemiec, as spokesman for the Forum Steering Group, would report to the Partnership Committee as and when appropriate.**

#### **224/LLP LOCAL SNOW CLEARANCE AND GRITTING**

The Committee received a report regarding local snow clearance and gritting, with the recommendation that consideration be given to facilitating local snow clearance and gritting to complement Central Bedfordshire Council's Winter Maintenance Plan.

It was noted that the CBC programme would include gritting of the priority road network but that parish councils and volunteers would be encouraged to work together to clear local roads.

Members were informed that Caddington, Slip End and Kensworth Parish Councils had all signed agreements with Central Bedfordshire Council which enabled them to carry out motorised gritting service on their local village roads, thereby complimenting the Central Bedfordshire Council Winter Maintenance Plan.

**RESOLVED to support the principle of a local gritting service to complement the Central Bedfordshire Winter Maintenance Plan (i.e. gritting of the priority road network) and to encourage snow clearance by volunteers in residential areas.**

#### **225/LLP CHRISTMAS 2013**

The Committee received a report regarding arrangements for the Christmas Shopping Weekend, due to take place from 29 November – 1 December 2013.

**RESOLVED to note the report.**

#### **226/LLP SUMMER SUNDAYS**

The Committee received a report regarding the three "Summer Sunday" events held in 2013, as a result of the ideas included in the bid for "Portas Pilot" funding in 2012 and the grant funding obtained following the bid.

The Committee thanked Jo Martindale, Partnership Officer, for all her hard work in making these events successful.

**RESOLVED to note the report**

**227/LLP SHOPPING DIRECTORY**

The Committee received a report requesting funding to update, re-design and re-print the town centre shopping directory, to promote the town centre in line with economic development and tourism aspirations. It was noted that the 2012-13 version was now out of date and required corrections to be made.

Members agreed that this publication was a valuable source of information for visitors to the Town but it was felt that some thought needed to be given to measuring how successful the directory was in encouraging visitors through the doors of businesses in the Town.

Members agreed to the updating and printing of 10,000 shopping directories but felt that the delivery of them door to door was an unnecessary expense.

**RESOLVED to fund the updating (£775) and printing of 10,000 shopping directories (£583) from the Economic Development budget (EMR, budget code 965-9018.**

**228/LLP 2014-2015 BUDGET**

The Committee received a report regarding proposals for inclusion in the draft budget for 2014-2015.

**RESOLVED to note the report.**

The meeting closed at 21:50 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 31 OCTOBER 2013.

Chair

12 DECEMBER 2013