

LEIGHTON-LINSLADE TOWN COUNCIL

CULTURAL AND ECONOMIC SERVICES COMMITTEE

WEDNESDAY 10 JANUARY 2018 AT 1930 HOURS

Present: Councillors: A Brandham
C Palmer (substituting for C Chambers)
S Cotter – in the Chair
E Wallace (substituting for D Bowater)
K Cursons (substituting for G Perham)
S Rahman
J M Freeman

Also in attendance: M Saccoccio (Town Clerk)
B Bodsworth (Town and Community Promotions Manager) (left meeting at 2045 hours)
Tracey Quinn (TACTIC Manager) (left meeting at 2045 hours)
M Jahn (Committee Officer)

Members of the public: 3
Members of the press: 0

067/CE APOLOGIES FOR ABSENCE

Apologies for absence had been received and were accepted from Councillor Chambers (substituted by Councillor Palmer), Councillor Bowater (substituted by Councillor Wallace), Councillor G Perham (substituted by Councillor K Cursons and Councillor Kharawala, Sarah Jewell (Best Bar None Coordinator).

068/CE DECLARATIONS OF INTEREST

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.

Councillor Freeman declared an interest in Agenda item no 7 Community Events Update Report, point 1.4 as Branch President for the Royal British Legion and abstained from voting.

069/CE QUESTIONS FROM THE PUBLIC

Three members of the public attended the meeting. The first question asked why there had been an underspend for promotion and publicity for the market when recruitment of traders was paramount.

The second question spoken on behalf of the Market Traders Representatives, who could not attend the meeting, raised their concerns regarding the 6 month trial period coming to an end and the proposed increase in rents. The traders felt there had not been an increase in footfall since the relaunch and many traders would not be able to afford higher rents. The traders would be happy to meet and discuss with representatives from the Town Council but would recommend rents were not increased.

A third question concerned the Saturday of the Christmas Festival Weekend. A suggestion was made that £250 from the Independents Day budget could be ringfenced to promote Small Business Day which would fall on the Saturday of the Christmas Festival Weekend 2018 to help publicise the day and give more local businesses the opportunity of taking part.

Thanks were given to members of the public for attending and a special thank you to Leighton Buzzard First from the Cultural and Economic Committee for its introduction of Wally Randall at the Christmas Light Switch on in December 2017.

070/CE MINUTES OF PREVIOUS MEETINGS

The Committee received the draft minutes of the previous Committee meetings held on 4 September and 11 October 2017.

RESOLVED that the minutes of the meetings of the Cultural and Economic Services Committee held on 4 September and 11 October 2017 be approved as a correct record and were signed accordingly.

071/CE SUB-COMMITTEE AND TASK GROUP MINUTES

The Committee received the draft minutes of the following meetings and to consider any recommendations contained therein:

- (i) Christmas Task and Finish Group 28 September 2017 and 7 December and 4 January 2018.**
- (ii) Market Sub-Committee 2 November 2017**

RESOLVED to continue with the 3 day event for the Christmas Festival in the format of –

- (a) Light switch on and fireworks on the Friday evening**
- (b) Charter Market with a more Christmassy feel including the Santa Dash and more participation with the traders and shops**
- (c) Sunday Christmas Market – stalls, food and entertainment.**

RESOLVED to endorse and recommend to the Policy and Finance Committee that £2000 be allocated from the Community Projects Earmarked Reserves to cover any shortfall in expected income for the Christmas Festival, to ensure the quality standard of the event would be maintained.

RESOLVED to receive the draft minutes of the Christmas Task and Finish Group 28 September, 7 December, 4 January 2018 and the Market Sub-Committee 2 November 2017.

072/CE TEENAGE ADVICE AND INFORMATION CENTRE

The Committee received an update report regarding TACTIC activity during September and October and considered recommendations contained therein.

TACTIC Youth Forum were overwhelmed by the generosity of the community with donations given for the homeless shoe box appeal and to the homeless shelter. The Christmas Meal for senior citizens was well attended by 28 people and 6 volunteers from the Youth Forum assisted on the day.

Confirmation was given that the RELATE counselling provision run from the TACTIC premises had now been allocated funding to run until the end of May 2018.

On the 10 February 2018 between 11 am and 2 pm TACTIC will be holding an Open Day at their premises to celebrate the 15th Anniversary of TACTIC in conjunction with the Historical Society who would be giving a report on the history of the building.

RESOLVED to note the report.

073/CE COMMUNITY EVENTS

The Committee received a progress report on community events including the Living History Day, Love your Local Business Day and the Christmas Festival Weekend. Proposed dates were given for the 2018 events and proposed budgets for these events.

RESOLVED to:

- 1.1 note the report**
- 1.2 endorse the proposed dates and times for the 2018 events programme.**
- 1.3 endorse the proposed budget for 2018/19 event delivery.**
- 1.4 commit £2,000 from the Earmarked Reserves (970/9057) in 2018/19 financial year to facilitate additional support for the Royal British Legion and the organisers of the Festival of Remembrance which takes place in the town on Remembrance Sunday in 2018.**

074/CE BEST BAR NONE UPDATE

The Committee received an update on the delivery of the Best Bar None Award Scheme designed to improve standards within licensed premises and recruitment for assessors would be taking place in January 2018.

RESOLVED to note the report.

075/CE YOUTH PROMISE GRANT FUND

The Committee received a report on the new grant scheme. The Council has agreed to allocate £150,000 to this scheme to enable youth organisations to apply for grants to expand their activities and reach more children and young people within the Parish.

The scheme would be launched on Monday 15 January 2018 with publicity, press releases and via social media. When the grants have been decided and allocated the Committee agreed that the organisations should provide regular updates to monitor their progress and success and this would be carried out in a structured way and brought back to Committee.

RESOLVED to:

- 1.1 endorse the guidelines and protocols for granting monies to voluntary & community organisations working with young people aged between 11-19 years via the Youth Promise Grant Scheme.**
- 1.2 endorse the addition of 4 timetabled Cultural & Economic Services Committee meetings to facilitate grant awarding decision-making as required.**

076/CE COMMITTEE WORK PLAN AND OBJECTIVES

The Committee received a report regarding the previously agreed Committee objectives and work plan, in accordance with the Town Council's Three Year Plan.

A concern was raised and discussed regarding the Children's Trail and safeguarding those clues in lieu of improvement works within the town centre.

RESOLVED to note the report.**077/GE BUDGET REPORTS**

The Committee received a budget monitoring report for the period April-October 2017 and a draft budget for 2018-2019.

RESOLVED to:

- 1.1 note the report**
- 1.2 allocate £4,000 from earmarked reserves (970/9018 - Economic Development) to facilitate ongoing trader recruitment and market promotions activity for 2018/2019 in order to maintain momentum of the market relaunch.**
- 1.3 allocate £3,500 from earmarked reserves (970/9018 - Economic Development) to undertake a second Town Benchmarking survey as required for Market Town Regeneration Fund monitoring and undertake good practice in gathering town centre intelligence.**

1.4 continue improving town centre signage and allocate up to £5000 from earmarked reserves (970/9027) – (Town Centre Management) e.g. extending directional signage for Friday Street/Ropa court and Hockliffe Street.

RECOMMEND to Policy and Finance to endorse the Committee budget for 2018-2019.

078/GE MARKET RELAUNCH PROJECT

The Committee received a verbal update on the Market Relaunch project. The relaunch on the whole had been well received and meetings would commence with trader representatives and officers in the coming weeks. Three traders had received support from a consultant on the best way to advertise and display their products in the space available to them. Support would also be offered on the use of social media to advertise their business in the most effective way.

A concern was raised and discussed on how valuable the town council subsidy was for the market. The Committee agreed the town council were committed to the market and would continue with the subsidy to the benefit of the community. The rents charged would remain very competitive compared to markets in other towns and would be discussed further in meetings with traders in the coming weeks.

079/CE TOWN CENTRE ARCHITECTURAL LIGHTING

The Committee received and considered the recommendations contained in the report.

RESOLVED –

- 1.1 to give ‘in principle’ endorsement to the town centre lighting proposal pending securing of building owner’s and tenant’s consents to take part in the scheme.**
- 1.2 to commission Sutton Vane Associates to finalise the scheme details and draw up installation specifications and planning application information where necessary.**
- 1.3 that delegated authority rest with the Town Clerk, in conjunction with the Chair and Vice Chair, to oversee final delivery options and arrangements as previously endorsed.**

080/CE ELECTRONIC VARIABLE SIGNAGE

The Committee received a verbal update on this scheme. Two definite sites have been identified one in Friday Street/Bridge Street/West Street and one by McDonalds at the top of the by-pass. Discussions are still on-going regarding a sign on Wing Road and one at Leighton Buzzard Railway Station.

081/GE PUBLIC CONVENIENCES REFURBISHMENT

The Committee received a report on the proposed refurbishment of the public convenience detailing a list of improvements and the order of priority. Concerns were raised that the refurbishment should be funded by Central Bedfordshire Council or a contribution from them agreed. It was reluctantly accepted that despite the fact that the toilets are owned by Central Bedfordshire Council, funding thereof would not be forthcoming meaning the toilets would inevitably close to the detriment of the town centre.

RESOLVED to endorse -

- 1.1 confirmation of contractor B in order to progress works as agreed to a maximum spend of £56,000 (970/9055) from earmarked reserves. Officers will instruct the Council's retained surveyor to oversee the confirmation of final costings in readiness to deliver the work.**

082/GE MARKET CHARITY COMMUNITY/CHARITY PITCH GUIDELINES

The Committee received a report proposing amendments to the guidelines for providing community/charity pitches on the Charter Market. After discussion the Committee agreed this policy should be taken to the next Market Sub-Committee Meeting on 1 February 2018.

The meeting closed at 2138 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 10 JANUARY 2018.

Chair

12 MARCH 2018