

**MINUTES OF A MEETING OF THE
TRANSFER OF SERVICES AND FACILITIES TO
TOWN AND PARISH COUNCILS COMMITTEE
HELD AT NELSON TOWN HALL
ON 27th AUGUST, 2015**

PRESENT –

Councillors

*A. R. Greaves
M. Hanif
M. Iqbal
G. Waugh
D. M. Whipp*

Also in attendance:

<i>Philip Mousdale</i>	<i>Corporate Director</i>
<i>Peter Atkinson</i>	<i>Neighbourhood Services Manager</i>
<i>Jane Watson</i>	<i>Senior Committee Administrator</i>

Also present:

*Councillor W. Blackburn
Councillor M. Horsfield
Councillor B. Newman*

(Apologies for absence were received from Councillor J. K. Starkie).



1. APPOINTMENT OF CHAIRMAN

AGREED

That Councillor A. R. Greaves be appointed Chairman of the Committee for the Municipal Year 2015/16.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

That Councillor M. Iqbal be appointed Vice-Chairman of the Committee for the Municipal Year 2015/16.

3. TERMS OF REFERENCE

RESOLVED

That the following terms of reference be noted:

That the Committee is a Committee of the Executive. Its remit was to deal with all matters relating to the transfer of services and facilities to parish and town councils, in particular to:

- Explore the potential for transfer and draw up and keep under review a programme of transfers.
- To meet regularly with parish and town councils both as a group and individually to take the programme forward and consider related matters.
- To agree the terms of transfers.
- To administer the Community Fund to improve facilities prior to transfer.

4. DECLARATION OF INTERESTS

Members were reminded of the requirements of the Member Code of Conduct concerning the declaration of interests.

Councillors M. Horsfield, G. Waugh and D. M. Whipp declared nonpecuniary interests as they were members of Town and Parish Councils.

5. PUBLIC QUESTION TIME

Mr. Aslam, a Nelson Town Councillor, asked about the Council's reserves and where these were based. The Chairman explained that the Council had various accounts but none were invested overseas. The reserves were used to support the revenue budget and to support the continuation of services.

Mr. Aslam also referred to the recent fire at Wavelengths and asked if the Council had been asked to make repairs. It was explained that the building was insured and the matter was now in the hands of the Trust's insurers. It was expected that the Pendle Leisure Trust's losses would be fully recovered.

6. MINUTES

RESOLVED

That the Minutes of the meeting of the Transfer of Services to Town and Parish Councils Working Group held on 15th May, 2015 be approved as a correct record and signed by the Chairman.

7. OVERVIEW OF PROGRESS WITH THE 2015/16 PROGRAMME

The Corporate Director submitted, for information, a report which provided an overview of progress with this year's programme including engagement with the parish and town councils. The Chairman said that the meetings had been very helpful and constructive.

Each council had been sent details of Pendle's financial position including costs relevant to the facilities in its own area. Follow up meetings had been held with the five town councils and also with Barrowford and Trawden Forest parish councils.

Foulridge Parish Council had agreed in principle to taking responsibility for the Alma Avenue play area, the passenger shelters and the roadside seats in its area. It did not, however, wish to take up the rights of way subscription scheme at this time. A formal response was awaited from all the other town and parish councils.

It was reported that meetings of the Bracewell and Brogden Parish Meeting had not been held recently. West Craven Committee had taken on the responsibility of festive decorations for that area (i.e. a star) and the background to this was explained. It was suggested that perhaps the

same process could be adopted as regards the public rights of way in the Bracewell and Brogden area.

It was acknowledged that whilst discussions were being held and decisions being made about the transfer of various facilities and services, the public were unaware of the Council's financial position which had led to this. It was felt that consideration needed to be given to developing a communication plan to highlight this with the public.

RESOLVED

That the report be noted.

8. REFURBISHMENT OF PASSENGER BUS SHELTERS

The Neighbourhood Services Manager submitted a report on the condition of passenger shelters within the Borough. The report also contained an estimated cost of repairs and maintenance to bring the shelters up to standard. A number of the shelters required painting and some damaged panels needed replacing. Only one shelter needed to be replaced due to a missing roof.

During discussions it was felt that allocating any money from the Community Project Fund to assist with repairs to the passenger shelters would need to wait until details of how much funding was available in the current year's budget to assist with repairs to play areas/MUGAs was known.

As the figures included in the report were only an estimate it was suggested that tendering exercise be undertaken to find on the repair and painting of the passenger shelters before any further decisions were made.

RESOLVED

- (1) That the report be noted.
- (2) That the Neighbourhood Services Manager be asked to undertake a tendering exercise with regard to repairs to the passenger shelters within the Borough.

REASON

To establish a firmer cost of the work.

9. PUBLIC RIGHTS OF WAY (COUNTRYSIDE ACCESS)

The Neighbourhood Services Manager submitted a report which provided details of a scheme to enable an enhanced level of footpath repair and maintenance in town and parish council areas.

Details of the scheme were included in the report and calculations showing proposed subscription rate per parish were attached as an appendix.

RESOLVED

That the scheme as set out in the report be approved and parish and town councils be advised of the subscriptions requested from them.

REASON

To progress the proposed countryside access and town and parish council funding arrangement.

10. CCTV

The Neighbourhood Services Manager submitted a report which outlined options available for the future running of CCTV in Pendle.

The report set out the current position in relation to the costs related to CCTV systems within the Borough, future arrangements for management, monitoring and maintenance and how costs could be divided equitably between the separate Town Councils to enable them to take an informed decision about their future support for CCTV in the Borough.

The report had also been considered by the Executive on 20th August and part of the resolution was that “reports on progress be submitted to the Transfer of Services and Facilities to Town and Parish Councils Committee and that the committee be authorised to hold negotiations with the town councils regarding their financial support and related matters.”

A meeting with all five Town Councils had been arranged and the outcome of discussions would be reported to the next meeting.

RESOLVED

That the report be noted pending the discussion with the Town Councils.

11. MISCELLANEOUS ISSUES

The Corporate Director submitted a report on miscellaneous matters which had arisen during the course of meetings and correspondence with town and parish councils. A request from Barrowford Parish Council had also been received for the transfer of seven small pieces of land and two small garage sites.

There was a lengthy discussion and a number of recommendations were made.

RESOLVED

- (1) That the report be noted and the actions agreed.
- (2) That should a town or parish council wish the Council to continue to undertake the maintenance of a passenger shelter or play area/MUGA the agreement provide for the payment to be made to the Council by 31st May each year.
- (3) That reports be submitted to the next meeting on:
 - the 2015/16 repairs and maintenance budget for play areas/MUGAs along with details of the cost of repairs in this financial year;
 - options for the future use of Nelson Golf Course;
 - clarification of the Council’s legal position with regard to the provision of cemeteries;

- the various miscellaneous pieces of land (such as picnic sites) which could be considered for transfer.

(4) That reports be submitted to the Executive in relation to the following:

- the transfer of the bus turnaround at Barley and the possible transfer of the bus turnaround at Laneshaw Bridge and Trawden (including Trawden Tram Tracks);
- the transfer of the allotments on Halifax Road, Nelson;
- guidelines for area committees in relation to the provision of new play areas/MUGAS and passenger shelters;
- the transfer of the Town Square in Barnoldswick;

(5) That discussions be held with Colne Town Council and Pendle Leisure Trust regarding the possible transfer of Colne Town Hall to the Town Council.

(6) That the request from Barrowford Parish Council for the transfer of seven pieces of land including two small garage sites be welcomed and referred to the Barrowford and Western Parishes Committee and then the Executive for consideration.

12. REQUESTS FOR FINANCIAL ASSISTANCE

(a) Reedley Hallows Parish Council

The Parish Council had requested £875.40 to refurbish the Xmas decorations handed to them earlier this year. They had not fully understood that this would be required prior to them commencing a 3 year contract with a small supplier.

RESOLVED

That the request be declined.

(b) Foulridge Parish Council

The Parish Council requested the following to bring the assets up to a reasonable standard prior to transfer:

	£
Benches – renovation and painting £50.00 each	250.00
Bus shelters – renovation and painting £325.00 each	975.00
Play area – renovation and tidying	800.00
	<hr/> 2,025.00

They had been advised that the Council would not be willing to undertake any maintenance or repair to benches and that they were being transferred in an “as is” condition. A programme of work to passenger shelters was however proposed (ref. Minute 8 above). The play area’s 2014 condition survey had described it as “low risk” and officers considered it to be in a satisfactory state.

RESOLVED

That this request be deferred until discussions had been held with Foulridge Parish Council.

9. DATE OF NEXT MEETING

RESOLVED

That the next meeting be held at 7.00 p.m. on 15th October, 2015 at Nelson Town Hall.

Chairman _____