

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Special Meeting of the Policy and Resources Committee held in the Council Chamber at the Guildhall, Gainsborough on 17 April 2014 commencing at 6.30 pm.

**Present:** Councillor Tom Regis (Chairman)  
Councillor Ian Fleetwood (Vice Chairman)

Councillor Owen Bierley  
Councillor Ken Bridger  
Councillor Chris Darcel  
Councillor Reg Shore  
Councillor Jeff Summers  
Councillor Anne Welburn

**In Attendance:**

John Rice	Interim Commercial Director
Jeannette McGarry	Interim Director
Alan Robinson	Head of Central Services
Tracey Bircumshaw	Principal Accountant
Ade Selby	Team Leader Operational Services
Kim Leith	Health & Safety Co-ordinator
Gary Reeve	Team Manager Property & Assets
Lyn Marlow	Team Manager Customer Strategy & Services
Mike Sofianos	Consultant
Dinah Lilley	Governance and Civic Officer

**Apologies:** Councillor Nigel Bowler  
Councillor David Cotton  
Councillor Burt Keimach

**Membership:** Councillor Welburn substituted for Councillor Keimach

## 82 PUBLIC PARTICIPATION

There was no public participation.

## 83 MINUTES

i) **RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 4 February 2014 be confirmed and signed as a correct record.

ii) **RESOLVED** that the Minutes of the Meetings of the Special Policy and Resources Committees held 19 March 2014 be confirmed and signed as a correct record.

iii) **RESOLVED** that the Minutes of the Meeting of the Joint Staff Consultative Committee of 28 January 2014 be noted.

#### **84 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **85 MATTERS ARISING SCHEDULE SETTING OUT CURRENT POSITION OF PREVIOUSLY AGREED ACTIONS AS AT 9 APRIL 2014 (PR.59 13/14).**

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 9 April 2014

**RESOLVED** that progress on the Matters Arising Schedule as set out in report PR.59 13/14 be noted.

#### **86 REQUEST FOR FREE PARKING (PR.60 13/14)**

The Team Manager Property and Assets presented the report which had been requested by the Localism Team to propose that free parking be offered on market days during the Love Your Local Market (LYLM) fortnight in May 2014. The Localism team was aiming to further promote Gainsborough market using the LYLM fortnight as an aid to boosting footfall and trade during and beyond the fortnight.

The request was considered by Prosperous Communities Committee on 25 March 2014 and it was recommended to the Policy and Resources Committee that the request be granted and that free parking commence from 10am on the days when the concession would apply.

The potential for lost income was assessed in the report. It was suggested that the 10am start time would deter commuters from occupying the parking spaces for a full day.

Members felt that as LYLM was a national initiative, it would be to the detriment of Gainsborough not to support this, however it was important to assess the impact to determine if the initiative was beneficial, so footfall needed to be measured.

- RESOLVED** that
- i) the request for free parking during Love Your Local Market fortnight be granted; and
  - ii) the free parking commence at 10am on the relevant days.

**Note** Councillor Kinch arrived at this point of the meeting.

## **87 ASBESTOS POLICY (PR.61 13/14)**

The Health and Safety Co-ordinator introduced the new policy for Asbestos, noting that whilst a policy was not already in existence the council was compliant with the majority of the legislation. Compliance with the Health and Safety at Work Act 1974 was a legal requirement, along with associated legislation and Control of Asbestos Regulations 2012 and that the health, safety and welfare of staff, visitors and contractors could be assured.

Consultation had been carried out with the Safety Champions Group, Property Services and Operational Services.

**RESOLVED** that the Asbestos Policy be approved.

## **88 E-ACCESSIBILITY BRIEFING PAPER (PR.62 13/14)**

The Policy and Resources Committee at its meeting on 7 November 2013 gave approval for the Council to implement eight strategic objectives for improving customer accessibility to council services. The Team Manager Customer Strategy and Services provided committee with an update on progress being made.

A number of forms were now available on the website and others were being tested. Several self serve facilities were being rolled out in local settlements. Many efficiencies had been identified and savings of £50,000 were predicted.

Members congratulated officers on the progress so far and the achievements made in so few months. Assurances were given that those residents who still required face to face support would be able to access this. The District Council was well ahead of many other authorities and the initiative was ideal for a sparse population such as that in West Lindsey, meaning that residents made savings as well through not having to travel to offices or make telephone calls.

**RESOLVED** that the Committee notes:

- i) the project governance arrangements that have been put in place to manage, control and report upon the progress of the E-accessibility project;
- ii) the actual progress being made on the implementation of the E-accessibility Project; and
- iii) the planned programme of work for April 2014 - June 2014.

## **89 PROPERTY ACQUISITION (STRATEGIC HOUSING – EMPTY HOMES AND REGENERATION) (PR.63 13/14)**

The Strategic Housing - Empty Homes capital investment programme, partly funded from a DCLG grant of £595,000, the remainder being match funding from WLDC, aimed to bring 100 properties back into use in the South West Ward in Gainsborough.

The Interim Commercial Director circulated an update on properties purchased to date under delegated powers. These purchases supported the achievement of the priorities of Council as documented in:-

- The West Lindsey District Council, Gainsborough South West Ward Action Zone Neighbourhood Renewal Assessment.
- Medium Term Financial Plan and Strategy
- The West Lindsey Corporate Plan
- Progress and Delivery Reports

Four properties were listed in the appendix to the report along with predicted costs for refurbishment and anticipated returns dependent upon sale or lease of the finished dwellings.

Members questioned the financial aspects of the report, but also acknowledged the social aspects of the initiative and the positive impact upon Gainsborough's more deprived areas.

**RESOLVED** that it be noted that the properties detailed in the report have been added to the Council's Asset Register, in order to enable the delivery of the Council Empty Homes Project to support sustainable regeneration in the South West Ward.

## **90 COUNCILLORS' MEMORIAL BOARD (PR.64 13/14)**

The Head of Central Services presented options for a Memorial Board following the motion to Council submitted by Councillor Cotton in January 2014.

Various options had been considered and costed, and the recommendation proposed that option 3 provided the best value, at a cost of £768.

Some Members felt that past Council Leaders also be acknowledged, and that 'Died in Service' was too harsh a heading.

It was moved and seconded that option 3 be pursued, but that the heading read 'in Memorium' instead.

**RESOLVED** that Option 3 of the report be approved, with the amended heading, for a memorial board for Councillors who had died in service.

## **91 COMMITTEE WORK PLAN (PR.65 13/14)**

The Governance and Civic Officer presented the Committee work plan which set out those items for future Committee consideration.

**RESOLVED** that the work plan be noted.

**92** To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

**Note** Councillor Shore left the meeting for the following item due to his previous involvement in the matter through the County Council.

**93 TRADE WASTE (PR.66 13/14)**

The Team Leader Operational Services set out a proposal for the Council to consider an enhanced trade waste collection service. Whilst the Council was obliged to offer a waste collection service to businesses, the current scheme was not attractive, nor had recycling facilities. Government policy was to encourage recycling, and on conducting a survey of businesses, market and service options were identified.

Schools in particular produced high quality paper and cardboard waste which it would be advantageous to recycle. A business case was set out in the report and had been considered by the Commercial Board.

Members briefly discussed the logistics of the operation and gave consideration to the financial implications.

**RESOLVED** that the release of £55.6k from ear-marked reserves for the capital purchase of the equipment necessary to deliver an enhanced trade waste service be approved.

**94 VERBAL UPDATE ON LEA ROAD SCHOOL**

The Interim Commercial Director updated the Committee on the Lea Road School building which had been considered at the previous Committee meeting. Since approval had been given to purchase the building, the County Council had received a further offer to which they had to consider S123, best offer. Subsequently, following consultation with the Leader of the Council and the Chairman of the Policy and Resources Committee it had been agreed to match the offer made by the third party.

The meeting concluded at 8pm.

Chairman