

**WEST LINDSEY DISTRICT COUNCIL**

MINUTES of the Meeting of the Public Realm Working Group held in Ancholme Meeting Room – The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 14 November 2017 commencing at 4.00 pm.

**Present:** Councillor Mrs Angela White (Chairman)  
Councillor Mrs Anne Welburn  
Councillor Thomas Smith  
Councillor Mrs Jessie Milne  
Councillor Lewis Strange

**In Attendance:**  
Grant White Enterprising Communities Manager  
Ele Durrant Democratic and Civic Officer

**Apologies:** Councillor Malcolm Parish

**1 WELCOME AND INTRODUCTION**

The Chairman welcomed all present and confirmed the purpose of the meeting to be regarding the progression of the Public Realm Working Group. It was also confirmed that subsequent meetings would commence at 4.30pm rather than 4.00pm as this time would be more convenient.

**2 TERMS OF REFERENCE**

The Chairman explained there had been several conversations regarding the membership of the Working Group and specifically the timescales for the project to be completed. It was agreed that these sections of the Terms of Reference should be amended and reported to the main Committee in January 2018 for resolution.

Following discussion about aiming for a group which represented the geographical spread of the District, the core membership was confirmed as all Councillors present for the meeting and Councillor Parish, who had needed to send his apologies. It was also agreed to offer Councillor Allison the opportunity to join the working group as he had not previously been involved in the Challenge and Improvement Committee and so had not been aware of the project.

It was suggested that although there should be a core membership of the working group, it should also be open for other Members to attend if they wished to. It was thought that there may be areas of the project in which Members had greater interest or experience and it would be beneficial for them to be involved in discussions around their area of interest.

Members discussed the scope of work to be completed and it was felt that it was not possible within the timescales proposed in the original Terms of Reference. It was proposed that the working group would meet prior to each Challenge and Improvement Committee with a view to providing an interim report in May 2018, the final report to be completed for Committee in November 2018 with final recommendations to be presented to the Prosperous Communities Committee in December 2018 or January 2019. It was highlighted that this amended timescale would also be reported to Committee in January 2018 for final agreement.

### **3 THEMES**

The Enterprising Communities Manager shared a draft version of the Delivery Plan (2018 – 2019) and it was suggested that the Public Realm project would cover five main themes with approximately a dozen sub-sections. The key themes were listed as: Street Scene, Rights of Way, Rural Environment, Environmental Crime and Rural Crime. These areas had been identified from discussion at the Challenge and Improvement Committee. Members were satisfied with the layout and design of the Delivery Plan and it was felt this could be shared as an information leaflet when approaching other organisations for assistance and support with the project. It was agreed this would be emailed to Working Group Members initially and Committee Members once agreed at Committee.

### **4 STAKEHOLDERS**

The Enterprising Communities Manager provided Members with a brief list of the agencies and organisations with whom the group would be liaising in order to gather information. These included Lincolnshire County Council, the Environment Agency, Lincolnshire Police and the Forestry Commission. Other organisations were highlighted such as the Drainage Board, the Highway Agency and the National Trust. It was suggested that it might be beneficial for representatives to be invited to join the group meetings for discussion. It was also highlighted that it was important to gather as many views and opinions as possible, including those who may be a victim of crime such as fly-tipping on farm land or rural communities facing frequent burglaries.

It was suggested that the best course of action would be to start by liaising with colleagues in West Lindsey District Council before reaching out to other organisations.

### **5 PARISH / TOWN ENGAGEMENT**

It was suggested that the easiest method of engaging with the Town and Parish Councils would be via an online survey with a selection of relevant questions. Members noted that it would be important to consider levels of affluence across the District and also to take into consideration any geographical differences. It was agreed it would be a valuable tool in gathering a wide base of evidence and also to inform Members of issues which may not have previously been identified. The Enterprising Communities Manager noted that he had spoken with a colleague who had agreed to construct the survey with a view to it being distributed in January. Members felt it was essential that there was considerable communication with the local Councils so that they were informed and able to respond fully. Once agreed by Committee, the Delivery Plan leaflet could also be distributed to encourage completion of the survey.

### **6 REPORT LAYOUT**

The Enterprising Communities Manager suggested how the final report could be laid out and this was detailed in the Delivery Plan to be agreed by Committee in January. It was agreed however that this was an initial outline and could be amended as the project progressed.

### **7 ACTIONS**

It was agreed that for the meeting in January, the Enterprising Communities Manager would draw up a list of the key people with whom to initiate discussions. He would also create a short report to be presented at the main Committee in January for the amended Terms of Reference to be confirmed and the draft survey would be ready to be discussed.

**8 DATE OF NEXT MEETING**

The next meeting of the Working Group will be held at 4.30pm on Tuesday 9 January 2018. Venue to be confirmed but most likely in Ancholme Meeting Room. The Democratic and Civic Officer undertook to arrange the room bookings and confirm with group members.

The Chairman concluded the meeting by thanking the Enterprising Communities Manager for his work with the project so far.

The meeting concluded at 5.25 pm.

Chairman