



## **BLYTH TOWN COUNCIL**

**Minutes of the Assets Committee** held in the Council Chamber at Arms Everytne House on Tuesday 13th August 2013.

**Present:**

Councillors:

K Ellis (Vice-Chair), J R Potts, O Potts, J Reid, D Rutter and A Turnbull.

**Also present:**

Sue Noddings – Town Clerk (Corporate Services)

Sean Robinson – Assets Officer

Liam Forsyth – Committee Clerk

**009/13/01: APOLOGIES FOR ABSENCE**

Apologies were received from Councillor B W Elliott, Councillor R Parker and Councillor L Rickerby.

**010/13/02: DISCLOSURES OF INTEREST AND GRANT OF ANY DISPENSATIONS**

None.

**011/13/03: MINUTES OF THE ASSETS COMMITTEE HELD ON THE 11<sup>TH</sup> JUNE 2013**

The Minutes of the Assets Committee held on the 11<sup>th</sup> June 2013 were **AGREED** as a true record and signed by the Vice-Chair.

## **012/13/04: LIGHTING IN THE MARKET PLACE**

The Vice-Chair, Councillor K Ellis provided an outline of the report to the Committee.

Councillor J Reid **AGREED** that the recommendation should be carried; this was seconded by Councillor J R Potts. This recommendation was therefore **AGREED** by the Committee.

## **013/13/05: WAR MEMORIALS CONSULTATION REPORT**

The Town Clerk (Corporate Services) provided an outline of the War Memorials consultation report. It was commented that the Town Clerk (Democratic Services) had been disappointed with the response.

It was also noted that an audit of the War Memorials had been conducted by the Assets Officer and the Town Clerk (Corporate Services).

Councillor J R Potts commented that from the report, he believed that the consultation had raised more questions than it had answered.

The Town Clerk (Corporate Services) commented that the Mayor had discussed with the Officers the potential for a Commemorative Wall.

The Assets Officer, Sean Robinson commented that he was seeking a partnership with the County Council in order to licence the use of the land surrounding the War Memorials.

The Town Clerk (Corporate Services) also commented that a potential tie in with World War One Commemorations and associated funding was being explored.

The Vice-Chair proposed that the Assets Officer seeks the costings for a Commemorative Wall and continue to liaise with Northumberland County Council in order to enhance the service associated with the War Memorials.

It was therefore **AGREED** that the Assets Officer is to provide costings for a Commemorative Wall and to further feedback regarding the licensing of the land surrounding the War Memorials.

Councillor J Reid commented that if the money is available that the Town Council should use the opportunity to create a plan for the development and enhancement of the War Memorials in the Town.

The Town Clerk (Corporate Services) commented that she had received complaints regarding the maintenance of the Memorial at Cowpen and had received reassurances from Jimmy Reith from NEAT that it was be dealt with as a matter of urgency.

Councillor J R Potts also enquired regarding whether the demolition of the public conveniences in the area is proceeding.

Potential for partnerships of providing and developing services was also discussed and it was outlined that potential avenues was to be discussed later and explored further.

It was **AGREED** that the Assets Officer is to seek further contact regarding the demolition of the public toilets in Cowpen and also explore potential partnerships with local organisations in areas such as maintenance and seating.

A discussion was also held regarding the presentation of War Memorials within the Town on Remembrance Day.

It was **AGREED** that the Assets Officer is to contact the County Council regarding the plans for the Memorial statues.

### **014/13/06: COMMUNITY CARETAKER REPORT**

The Town Clerk (Corporate Services) commented that this recommendation arose following conversations with Northumberland County Council. It was noted that the Town Council was keen to keep jobs in Blyth and saw potential within a 'Pilot Scheme' that would have a body on the ground to deal with issues within the ward.

Councillor K Ellis commented that he would be interested in finding out the cost savings that this could represent for the Town Council, given current expenditure of maintenance services.

Councillor J R Potts enquired as to what services this would involve. The Town Clerk (Corporate Services) commented that initially this would be related to garden maintenance.

Councillor K Ellis commented that he was to seek a more developed report from the Town Clerk (Democratic Services) to go to the Staff Committee. The report is also to include the work that is available/needng maintained within the trial ward.

The future provision of this report was **AGREED** by the Committee.

## **015/13/07 CONTRACT WITH COUNTY COUNCIL REPORT**

The Town Clerk Corporate Services provided an outline to the Committee regarding meetings held with Steve Bucknall from Northumberland County Council.

The services provided within the contract and costs were also outlined.

Councillor J R Potts tabled the following amendments and comments:

It was enquired as to whether the tendering process as outlined within Item 4 was to be scheduled for 2014. **Action: SER**

It was outlined that the use of colons throughout the document needed addressing.

The repetition of items 1.2 on page 5 also to be amended to '1.2 and 1.3'.

It was also noted that a cost of £1,200 for the report should be highlighted.

Regarding content on page 7, it was enquired as to whether there had previously been discussions regarding the removal of sand from play areas in the Town. The Assets Officer commented that he would check the Minutes for previous discussion. **Action: SR**

Regarding Point 9/6.3, it was noted that the Town Council would be responsible for that person and that therefore engagement with our Insurance company or Zurich should be sought. It was further commented that this represents a further cost to be highlighted.

It was commented that the list attached on page 10/11 was incorrect and needs amended. It was also suggested that the updated list after its compilation be circulated to all Councillors. **Action: SR**

It was further noted regarding the Assets list that there are now 13 seats in the bus station and also that updates are required to acknowledge new shop names. It was also commented that the asset outlined in St Michael's is in New Hartley which falls under the jurisdiction of Seaton Valley Council.

It was noted that on page 11 that Blyth Market Place is not the responsibility of Blyth Town Council but Northumberland County Council.

An enquiry was made regarding point 3.22, seeking whether there is a limit to the maintenance costs before it must go to the relevant Committee. The Town Clerk (Corporate Services) commented that she was seeking a recommendation for this. The Vice-Chair, Councillor K Ellis commented that in emergency situations discussion should be sought with the Chair/Vice-Chair in co-ordination with the relevant Officers. **This recommendation was AGREED.**

A query was also made regarding point 4.2. The Town Clerk (Corporate Services) noted that she had received advice from Northumberland County Council that the Town Council's Public Liability insurance would cover any such claims as with Northumberland County Council's Public Liability policy.

It was also noted that the bus shelter list presented was out of date and needed updating (pp.14).

It was also enquired as to whether a Service Level Agreement with Northumberland County Council was present to inspect the War Memorials before the November Ceremonies and whether this therefore represents another cost.

A question was posed to the Assets Officer concerning whether a map of the grass cutting and wider assets service (pp.19). The Assets Officer confirmed that this is to be investigated. **Action: SR.**

It was also noted that it is to be checked if prices include VAT. **Action: SN**

It was suggested that on the following page that point 2.21 and 2.22 are very similar and thus should be combined.

Councillor J R Potts was seeking that point 2.28 on the same page be made more clear. The Assets Officer commented that it had been noted that they are picking up the cut grass but he is to seek clarification.

**Action: SR**

All of the aforementioned actions and amendments were **AGREED** by the Committee.

Councillor J Reid enquired whether the land of 9<sup>th</sup> Avenue in Blyth could be potentially scoped for potential allotments. This is to be investigated.

**Action: SR**

It was also requested by the Committee to enquire regarding the responsibility for Assets within the Town, in particular the Sensory Garden. **Action: SER**

Councillor J R Potts also enquired as to how this is to be updated and presented. The Town Clerk (Corporate Services) commented that it had been suggested that further costings are to be attached as an appendix.

Regarding the increases in costs for Services, the Committee was informed that the Town Clerk (Corporate Services) is to have a meeting with Dave Bamford tomorrow and will report back to the next meeting of the Committee. **Action: SN**

### **016/13/08: WASTE BINS**

The Assets Officer, Sean Robinson provided an outline to the Committee regarding the provision of waste bins in the Town. It was commented that Jimmy Reith from NEAT, had compiled a full list and it was outlined that 37 bins were required.

The Town Clerk (Corporate Services) commented that for the year 2011/2012, the allocated budget for bins was not used and enquired regarding potential to be vied from a previous budget.

Councillor K Ellis commented that the money is to be allocated from the balances. The Assets Office commented that he was seeking a deal with the provider and that it had been agreed with the County Council to store the bins.

It was further commented that NCC are to work to replace legacy bins in areas throughout the Town.

The Committee **AGREED** to provide funding for the provision of waste bins as outlined by the Assets Officer.

### **017/13/09: BUS SHELTERS**

The Committee was informed by the Assets Officer that he was to seek conversation with Dave Bamford with regards the bus shelters at West Court and Ogle Drive. **Action: SR**

Councillor J Reid outlined that he is to provide a new bus shelter in the Plessey Ward from his Northumberland County Council Capital Schemes grant and that this would thus be transferred to the Town Council for maintenance.

Councillor K Ellis enquired as to whether a list could be acquired from the County Council of the bus shelters in the Town. The Assets Officer and Town Clerk (Corporate Services) commented that an audit is to be conducted. Councillor K Ellis further commented that it was of vital importance that the bus shelters be in a fit state when transferred.

**Action: SN/SR**

### **018/13/10: JOINT WORKING**

The Town Clerk (Corporate Services) outlined that this report has come from a meeting held with Northumberland County Council and a discussion was held regarding the potential future provision of services that the Town Council can deliver and it was noted that the Town Council is seeking to develop partnerships.

Councillor K Ellis commented that this is to be discussed by Committee members, in order to return and discuss at the next Committee meeting.

Potential areas for the development of such schemes were discussed and it was commented that public perceptions play a key role.

It was **AGREED** that areas such as playing fields and the Market Place are to be investigated. **Action: SN**

### **19/13/11: BEATRICE AVENUE EXTENSION FOR ALLOTMENTS**

The Town Clerk (Corporate Services) informed that Committee that investigations were underway and that the Town Council was in contact with Northumberland County Council regarding plans for future development. It was outlined that that the Officers had provided information and potential outlines to the County Council and will continue to pursue this potential development site.

Councillor K Ellis enquired regarding the timeline for the provision of further allotments. The Assets Officer commented that this is to be chased up and that he will work in co-ordination with the Town Clerk (Democratic Services) when he returns from holiday. **Action: SR/SER**

Councillor J R Potts discussed whether issues such as those which have been addressed at this evenings meeting should be standard Agenda items in order to accommodate any updates.

## **20/13/12: ANY OTHER BUSINESS AND ITEMS FOR URGENT ATTENTION**

Councillor K Ellis commented that he had received an email from Councillor C Bruce regarding the potential provision of commemorative plaques for the Collieries to be placed on the square planters, positioned along the granite plinths in the Market Place.

It was **AGREED** that the Assets Officer is to investigate the potential costs.

## **21/13/13 DATE OF THE NEXT MEETING**

It was **AGREED** that the next meeting of the Assets Committee is to be held on Tuesday 8<sup>th</sup> October 2013 at 6.30pm in the Council Chamber at Arms Everytne House.

**MEETING CLOSED AT 7.40pm**

## **MEMBERS OF THE ASSETS COMMITTEE:**

Councillor R Parker (Chair/Mayor)  
Councillor K Ellis (Vice-Chair)  
Councillor B W Elliott  
Councillor J R Potts  
Councillor O Potts  
Councillor J Reid  
Councillor L Rickerby  
Councillor D Rutter  
Councillor A Turnbull

**Copy to all remaining Town Councillors for information**