

# **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a Meeting of Council held in the Bingham Gallery and Conference Suite,  
Bingham House,  
No. 1 Dyer Street, Cirencester, on Tuesday, 10<sup>th</sup> February 2009 at 7.00 p.m.

**PRESENT:** Councillor Mrs S A Alexander – Mayor  
Councillor G T Adams – Deputy Mayor

**Councillors:** Mrs C Braidwood  
P A Braidwood  
A N Curry  
W Helm  
Mrs J Hincks  
H G C Gray  
A Lichnowski  
D J Nash  
Mrs B A Potter  
Mrs M S Rickman

Andrew Tubb – Chief Executive Officer  
Clive Sherwood – Deputy Chief Executive Officer  
Johan Newman – Executive Officer

## **182.09 APOLOGIES**

Apologies were received from Councillors R Hughes (personal), Mrs S A le Noury (personal) and Ms K M Yarrow (personal).

## **183.09 DECLARATIONS OF INTEREST**

None were received.

## **184.09 MINUTES**

**RESOLVED that the Minutes of the Meeting held on Tuesday, 11<sup>th</sup> November 2008 be approved as a correct record and signed by the Mayor.**

The Chief Executive Officer provided the following update: -

a) 171.09 – Corporate Group  
Following discussions with The Vivat Trust, the Norman Arch was made available for short term lease and a tenant was hopefully imminent.

## **185.09 MAYOR'S ANNOUNCEMENTS**

The Mayor reported that she had attended the following: -

14<sup>th</sup> January - The funeral of Dennis Harris  
27<sup>th</sup> January - A Cotswold District Council Vision for Cirencester meeting and attended the Baptist Church to watch a film as part of the Holocaust Memorial  
29<sup>th</sup> January - A seminar, along with the Chief Executive Officer, about street markets and would report back to the Charter Market Committee in due course  
30<sup>th</sup> January - Spent the evening with the Police, observing the activities in Cirencester  
7<sup>th</sup> February - The 'Our Future Cirencester' Community Plan "Planning for Real" event, which was very successful

**186.09 PUBLIC PARTICIPATION (Standing Order 68 refers)**

No notification of questions was received.

**187.09 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)**

No notification of questions was received.

**188.09 PLANNING COMMITTEE**

**a) RESOLVED that the recently considered applications and decisions, under delegated authority to the Planning Committee, made at Meetings held on the 22<sup>nd</sup> January and 5<sup>th</sup> February 2009, be noted.**

The Chief Executive Officer referred to the new Discretionary Consultation Process in respect of tree works (P.C. Min. No. 130.09 and 134.09 refers), which had been considered by the Planning Committee.

The Committee feels very strongly about being removed from the Tree Management Consultation System in respect of trees in the town and believes that this will lead to a severe gap in constructive comments being made to Cotswold District Council regarding our own town.

Reference was made to the fact that the Planning Committee responded to all notifications and it was suggested that a letter be sent to the Cotswold District Council in conjunction with the Civic Society.

Reference was also made about the Town Council not being consulted about the removal of the trees in Catalpa Square, Dyer Street, especially as the Town Council may have been able to offer assistance. A consultation should accordingly be carried out on the future of the site, as the tree stumps looked unsightly.

**RESOLVED that a letter be written to Councillor Mrs Jepson and Councillor Birch regarding the concerns over the new Discretionary Consultation Process in respect of the Town Council being removed from the Tree Management Consultation System in respect of trees in the town.**

b) The Chief Executive Officer also referred to the report relating to highway signage, which was considered by the Planning Committee at its meeting on 5<sup>th</sup> February 2009.

After discussion, it was **RESOLVED that the Council: -**

**a) asks the County Council to consult with the Town Council prior to the decision making phase of all newly proposed signs relating to highways, heritage, tourism and local amenities;**

**b) asks that the County Highway Safety Officers, as part of their duties in and around Cirencester, give consideration to, and provide a monthly report on, the recommended removal of signs which are superfluous/a safety hazard;**

**c) asks for all day burners, which are lit during daylight to be repaired/linked to a timer; i.e. faulty signage lighting which is on 24/7;**

**d) promote the introduction of a new national directive on signage;**

**e) write for local and national support to: -**

**i) Gloucestershire Market Towns Forum**

- ii) **Campaign to Protect Rural England CPRE**
  - iii) **Gloucestershire Association of Parish and Town Councils**
  - iv) **Minister of State for the Environment and Climate Change**
  - v) **Secretary of State for Transport**
  - vi) **Geoffrey Clifton-Brown MP**
  - vii) **National Association of Local Councils**
  - viii) **Environmental Campaigns ENCAMS**
- f) **'A' Boards be retained where appropriate.**

#### **189.09 CORPORATE GROUP**

Members received the Notes of the Corporate Group Meeting held on 14<sup>th</sup> January 2009.

The Chief Executive Officer referred to the recommendation that a formal letter of concern be written to the Editor of the Wilts and Glos Standard following the recent misleading, inaccurate and false reporting in the Standard and the lack of good news reporting.

**RESOLVED that: -**

- a) **the Notes of the Corporate Group Meeting held on 14<sup>th</sup> January 2009 be noted;**
- b) **a letter of concern be written to the Editor of the Wilts and Glos Standard following the recent misleading, inaccurate and false reporting in the Standard and the lack of good news reporting.**

#### **190.09 PROJECT GROUP**

Members received a report from the Chairman of the Project Group following the meeting of the Group held on 19<sup>th</sup> January 2009, relating to Play Funding, Flooding Issues at North Home Road and Christmas Lights and Advent Festival.

**RESOLVED that: -**

- a) **the report be noted;**
- b) **the report on a solution to the surface water flooding at North Home Road be circulated to the local MP, Town, District and Council Ward Councillors and respective agencies.**

#### **191.09 SCHEDULE OF ACCOUNTS PAID 1<sup>ST</sup> TO 31<sup>ST</sup> JANUARY 2009**

Members received a copy of the schedule of payments made for the period 1<sup>st</sup> to 31<sup>st</sup> January 2009.

**RESOLVED that the payments for the period 1<sup>st</sup> to 31<sup>st</sup> January 2009 be approved and authorised.**

#### **192.09 BUDGET REPORT TO 31<sup>ST</sup> DECEMBER 2008**

Members received the Budget Report for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2008 and attention was drawn to the following: -

Offices - Insurance Renewal - The Deputy Chief Executive Officer reported that he had renewed the same with a different company and had saved approximately £2,000.

Offices - Professional Fees - It was noted that IT equipment should, in future, be identified under its own heading and not under Professional Fees.

**RESOLVED that the Budget Report for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2008 be noted.**

**193.09 INTERNAL AUDIT INTERIM REPORT**

Members received Internal Audit Interim Report - Action Plan, including recommended responses.

It was noted that a copy of the full report would be circulated to all members.

The Deputy Chief Executive Officer was thanked for all his work in achieving such a positive report.

A Member referred to the recommendation that *“the month-end Trial Balance should be printed off and be retained to provide a hard copy record of the actual month-end ledger balance on each nominal bank control account (this should be taken at the same time as the bank reconciliation is performed and printed to avoid timing differences).”* and the response that *“Information contained in bank reconciliation history and will be made available on disk for internal audit.”* Members believed that hard copies should be made available.

**RESOLVED that the responses to the recommendations be approved subject to the month-end Trial Balances being printed off rather than supplied on a disk.**

**194.09 PROPOSED CHARGES FOR 2009/10**

Members received the proposed charges for 2009/10 and **RESOLVED that the charges for 2009/10 be as follows: -**

Site		£	
<b>St. Michael's Park</b>			
Tennis		<b>4.00</b>	Per hour
Tennis (Concessionary Rate)		<b>2.50</b>	Per hour
Lights		<b>4.00</b>	Per hour
Croquet		<b>4.00</b>	Per game
Golf (Adults)		<b>1.60</b>	Per game
Golf (Children & Concessionary)		<b>.80</b>	Per game
Golf (Family Ticket - 2 Adults & 3 Children)		<b>3.10</b>	Per game
Barbecue (inc. charcoal)		<b>7.50</b>	
<b>Kingshill Lane Sports Development Site</b>			
Football	Senior	<b>50.00</b>	Per match
	Youth	<b>25.00</b>	
<b>Allotments Rental</b>			
City Bank & Chesterton Two Acres		<b>15.00</b>	Per annum
Beeches		<b>80.00</b>	Per annum

**195.09 EMPTY RETAIL PREMISES INITIATIVE**

Members received a report from the Chief Executive Officer relating to the implications of empty retail premises due to the economic downturn.

It was noted that following a meeting hosted by the Town Council with representatives from the Police, Cotswold District Council and the Chamber of Commerce, a way forward had been proposed.

Reference was made to the unsightly chipboard that was used to board up broken windows and suggested that these should be in a neutral colour.

It was accordingly **RESOLVED that: -**

- a) **the importance of continuing to promote Cirencester as a viable tourist and retail destination be endorsed;**
- b) **Landlords/agents/administrators inform the Police and key agencies when a property becomes vacant with the new keyholder and contact details be endorsed;**
- c) **the Town Council and the Chamber of Commerce work in partnership to provide positive, community focused, window displays at vacant premises.**

## **196.09 MARKET PLACE IMPROVEMENT SCHEME**

Members received a report from the Chief Executive Officer relating to the Market Place Improvement Scheme and to consider, in principle, the commitment of a capital sum of £100,000 to £150,000.

The Chief Executive Officer believed that it was time to take forward the vision to a reality, especially as there a renewed commitment and partnership with not only the community but from Action Cirencester, the Parish Church and 'Our Future Cirencester' Community Plan. He reported that a significant amount of money has been put forward for this scheme and hoped to release a Press Statement in the near future.

It was noted that work at the Parish Church was seen as a possible catalyst with the reinstatement of the West Market Place being Phase 1.

It was also noted that a decision was still awaited on the application by Cotswold District Council, in consultation with the Town Council, for the Market Place Scheme to be included in the County Council's capital funded Local Transport Plan.

During discussion, it was suggested that the funding of the scheme should come from more than one source and that the principal authorities should identify their financial commitment to it. Funding of the £100,000 to £150,000 could be made available via the re-arrangement of earmarked reserves and income from Section 106 Agreements.

**RESOLVED that the Council commits, in principle, between £100,000 to £150,000 towards the Market Place Improvement Scheme.**

## **197.09 OUR FUTURE CIRENCESTER AND THE VISION UPDATE**

Members received a verbal update from the Chief Executive Officer relating to the 'Our Future Cirencester' Community Plan and the District Council's Vision work for Cirencester. He reported that at the Vision for Cirencester meeting updates on the installation of the new cycle racks had been received in that the Town Council would take over the responsibility of the same on installation. The racks for the Brewery Court and Catalpa Square were shortly to be installed but the one proposed in the vicinity of the Market Place was delayed until the next financial year. Also discussed was the pedestrianisation of Black Jack Street, the 20 mph zone around Cirencester and the Parish Church restoration project. The Town Council updates the Cotswold District Council on 'Our Future Cirencester' Community Plan.

The Chief Executive Officer also reported that an exciting phase had been reached with 'Our Future Cirencester' Community Plan, with in excess of 230 people attending the "Planning for Real" event the previous weekend. He was very pleased that a number of comments and ideas had been identified at the event and wanted to get involved, particularly with future festivals. By the end of March, a much more practical plan for delivery of the 16 projects would be available.

Councillor A Lichnowski, Chairman of the Steering Group, reported that a draft document on the amphitheatre had been produced and the two workshops for the business community had been very useful, which resulted in a positive article in the local newspaper.

#### **198.09 REPRESENTATIVES ON OTHER BODIES**

a) Gloucestershire Market Towns Forum Board Membership

**RESOLVED that Councillor Mrs J Hincks be confirmed as Cirencester Town Council's nomination to serve on the Board of the Gloucestershire Market Towns Forum.**

b) Members Reports

Councillor A Lichnowski had attended a meeting of Cotswold District Council's Vision for Cirencester and the National Holocaust Day Service on 27<sup>th</sup> January 2009.

Councillor A N Curry advised that the advanced driving course arranged by the Cotswold Road Safety Liaison Group had been postponed due to the weather and was pleased with the tremendous enthusiasm. It was possible that the course would be extended to the public.

Councillor A N Curry also referred to the Cirencester Underpass Project at Tetbury Road and it was noted how successful it had been and advised that the design would be changed on a regular basis.

#### **199.09 CORRESPONDENCE**

a) Council Information Sheet;

Members noted the Council Information Sheet, which was circulated at the meeting.

b) Any other correspondence received in accordance with Standing Order 68g).

None were received.

#### **200.09 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION**

a) To consider whether votes should be recorded at all times.

b) To consider the issue of pavement salting in the town.

The meeting closed at 8.00 p.m.  
Alexander

Councillor Mrs S A

Mayor