

Minutes of a meeting of the Community and Environment Committee, of Bingham Town Council, held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 4 September 2018 at 7.30pm

PRESENT:

Councillors: Jim Costello (Chair), F Purdue-Horan, Jane Costello, R Bird, M Stockwood, A Shelton (substitute for Jane Best).

Officer: J Riddle (Deputy Clerk).

Public: 1 Member of the Public

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE

An apology for absence was received and accepted from Councillor J Best due to illness.

2. DECLARATIONS OF INTEREST

Councillor F Purdue-Horan declared a non-pecuniary interest in item 16 as a Nottinghamshire County Councillor.

3. MINUTES

The Minutes of the meeting held on Tuesday 10 July 2018, Folio 9019 to 9023 were taken as read, approved and signed by the Chairman as a correct record.

4. PURCHASE OF MARKET STALLS

Standing Orders were suspended at 7.40pm to allow public comment.

A member of the public commented that they felt it would be a benefit to the community to own the equipment.

Standing Orders were re-stated at 7.43pm.

The Town Council considered the option of purchase and hire of stalls. The Deputy Clerk confirmed that the storage area would be waterproofed at an amount under £200 and that the stalls would require 3/4 individuals to erect, so extra staff and a hire of a vehicle would be required at the two events. It was agreed to:

RECOMMEND: negotiation of the purchase of 42, used stalls and spare equipment.

The office would also investigate security options for storage of the equipment.

5. NEIGHBOURHOOD PLAN PUBLIC CONSULTATION EVENTS ON SATURDAY 06 OCTOBER AND THURSDAY 18 OCTOBER 2018

The Committee noted the offer to support these events from RCAN and agreed to hold two public consultations to gauge public interest in moving forward with a Neighbourhood Development Plan. It was agreed to proceed with advertising of the meetings.

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6. TERMS OF REFERENCE AND A CONSTITUTION FOR THE NEIGHBOURHOOD PLAN STEERING GROUP (FOLIO 9060 to 9064)

The terms of reference and constitution were considered and it was agreed to:

RECOMMEND: approval of both documents.

7. POTENTIAL IDEAS FOR AN ART INSTALLATION ON THE CHAPEL LANE ROUNDABOUT

Standing Orders were suspended at 8.00pm to allow public comment and were re-instated at 8.05pm.

It was agreed that as the installation will be permanent, it should be carefully considered. It was agreed to contact Barratt Homes, to confirm that the Town Council wished to be involved in the planning of the roundabout installation.

8. UPDATE ON THE BIN REVIEW

The Deputy Clerk updated the Committee on the ownership of all the litter bins which had been verified by Rushcliffe Borough Council. The bins owned by the Town Council would be noted on the asset register.

The Committee was also updated on the request for an additional bin in the Rufford Grove area. Rushcliffe Borough Council had monitored the area and had now installed a new bin as a result. The new bin for the Linear Park has been ordered.

9. METHOD OF INSTALLATION OF THE SMALL CHRISTMAS TREES

The Deputy Clerk updated the Committee that the option of kerb scaffolding and lifts had been considered but that certain areas did not provide sufficient room for these items. Ladder training was still considered the best short-term option, but quotes from contractors were also being obtained to install the trees.

10. UPDATE ON THE CIVIC AWARDS

The Deputy Clerk confirmed that all awards had been accepted and arrangements for the evening were in place.

11. UPDATE ON THE CIVIC SERVICE

The Mayor confirmed that she had arranged the Order of Service with the Reverend and the service had been confirmed for Sunday 28 October 2018 at 3pm, with refreshments afterwards at the WI Hut.

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12. UPDATE AND RECOMMENDATIONS IN RELATION TO THE CHRISTMAS FAIR

It was agreed to proceed with the stage as in previous years, as the budget allowed for it. As queries may arise before the next meeting of the Committee, if required, four members of the Committee would meet with the office to confirm arrangements.

13. PLANNING FOR EVENTS IN THE FORTHCOMING FINANCIAL YEAR, INCLUDING BUDGET PROJECTIONS

The Committee noted the budget to 31 July 2018. Budget suggestions for the Policy and Resources Committee were considered and it was agreed to:

RECOMMEND: that a budget for the Town Guide be included in the 2019/2020 year.

14. TRAIN WORKING GROUP NOTES

The notes from the Train Working Group meeting were noted and the Committee thanked Councillor J Stockwood for representing the Committee at the meetings.

15. REQUEST OF AN ATTENDEE AT THE NEXT TRAIN WORKING GROUP MEETING

It was agreed to request that Councillor J Stockwood continue to represent the Committee at further meetings.

16. CONSIDERATION TO POTENTIAL IDEAS FOR NOTTINGHAMSHIRE COUNTY COUNCIL'S LOCAL IMPROVEMENT SCHEME GRANT FOR CAPITAL PROJECTS

This scheme is being taken into consideration for the refurbishment of the playparks. It was agreed to leave the item on the agenda to consider ideas that may be suitable for next the financial year. It was noted that a project would need to be planned and ready before applying for a grant.

17. CONSIDER THE MERITS OF MAKING AN OFFER TO ACQUIRE SECOND HAND SPEEDWATCH EQUIPMENT

The Committee discussed that a police speed camera was available for loan, should any group request to use a camera. There was no calibration and maintenance costs with this option. The Committee therefore decided not to recommend purchasing the equipment.

18. CONFIDENTIAL BUSINESS

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

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“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

The following matters were discussed:-

1.0 Confidential notes from Tuesday 10 July 2018

RECOMMENDED that the notes be accepted and approved as an accurate record.

Meeting Closed at: 8.44pm

Recommendations:

- Negotiation for the purchase of 42 fixed market stalls
- Approval of the Terms of Reference and Constitution of the Neighbourhood Pan Working Group
- A budget for a Town Guide be included in next year's budget planning when considered by Policy and Resources

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CHAIRMAN

Date:



Bingham Town Council

Neighbourhood Plan Project Team

Terms of Reference and Membership

Organisational Structure:

At the Full Council Meeting on 11 July 2017, it was agreed that the Council would promote a Neighbourhood Plan and the Designated Area was confirmed by Rushcliffe Borough Council on 10 August 2017. These Terms of Reference for the Project Team were approved by the Community and Environment Committee on 04 September 2018.

The Neighbourhood Plan is promoted and managed by the Town Council and therefore the project management and procedures used will comply with the financial regulations, Standing Orders, procedures and policies of the Town Council.

The Full Council will monitor progress at a strategic level by receiving regular reports from the Chairman of the Community and Environment Committee.

The Community and Environment Committee will receive at each of its meetings a progress report from the Project Team and take any major operational decisions that are required.

The Project Team will carry out the day to day operational project management and is accountable to the Community and Environment Committee.

Purpose of Project Team:

The Project Team will be responsible for the development of the Neighbourhood Plan from the approval of the Designated Area through to the independent examination and public referendum, ensuring that appropriate consultation takes place, so that the plan includes the views of residents and other stakeholders.

The Project Team will be mindful of the Bingham Community Led Plan Group; which is considered to be a precursor to the Neighbourhood Plan. The Project Team will use additional consultation mechanisms specific to its remit.

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Bingham Town Council

Neighbourhood Plan Steering Committee Constitution

1. Name

- a) The organisation shall be known as Bingham Neighbourhood Plan Steering Committee (Steering Committee).
- b) The Steering Committee shall be a sub-committee of the Community and Environment Committee of Bingham Town Council.
- c) The Steering Committee is a non-party political organisation.
- d) The Steering Committee is a not for profit organisation.

2. Objectives

The aim of the Steering Committee is to enhance the quality of life in Bingham by:

- a) Preparing a Neighbourhood Plan
- b) Promoting and monitoring the delivery the Neighbourhood Plan

3. Powers

In furtherance of the objectives, but not otherwise, the Steering Committee may:

- a) Raise funds and invite and receive contributions, provided that in raising funds the Steering Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- b) Recruit and support volunteers.
- c) Cooperate with charities, voluntary bodies and statutory authorities operating in furtherance of the Steering Committee's objectives of similar charitable purposes and to exchange information and advice with them.
- d) Establish or support any charitable trusts, associations or institutions formed for all or any of the projects arising from the Neighbourhood Plan.
- e) Do all such lawful things as are necessary for the achievement of the objectives.
- f) Acquire such insurances as are necessary to protect the Steering Committee.

4. Area of Benefit:

The area covered by the Neighbourhood Plan will be the village and parish of Bingham, Nottinghamshire, as designated by the Parish Council boundaries and approved by the Cabinet of the Rushcliffe Borough Council.

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5. Membership:

- a) The Steering Committee will consist of no more than 15 members.
- b) Membership of the Steering Committee will be open to:
 - Bingham residents
 - People who work in Bingham
 - Members of community groups active in Bingham
 - County, Borough and Town Councillors who represent Bingham
- c) Every full member of the Steering Committee will have one vote.
 - This will be by a show of hands unless a secret/paper ballot is requested by a proposer and seconder.
 - Steering Committee members must declare any interest or involvement in respect of matters under discussion. The Steering Committee may then decide whether that member should be excluded from the discussion and/or vote.
- d) It will be a condition of membership that Steering Committee members will at all times conduct themselves in an acceptable manner at meetings or in premises used by the Committee. Any member may be excluded for breach of this condition, or for any conduct against the objectives of the Steering Committee, by a majority of those present and voting at any Steering Committee meeting. Any members excluded will have the right of appeal at the following Steering Committee meeting.
- e) The Steering Committee may, by majority vote, terminate the membership of any individual, provided that the individual concerned will have the right to be heard by the Steering Committee, accompanied by a person of their choosing, before a final decision is made.
- f) At the inaugural meeting of the Steering Committee a Chairman, Treasurer and Administrative Assistance, (to be known as the Honorary Officers), will be elected from the members and they will hold office with immediate effect.
- g) The Steering Committee will consist of up to 15 members and a minimum of 7 full members, including the Chair of the meeting, are necessary to provide a quorum.
- h) The Steering Committee may at any time fill any vacancy arising from within its membership, or add further members at any time up to a maximum of 15, at their discretion.
- i) The Steering Committee may co-opt persons having special knowledge or experience, provided the number of co-opted members does not exceed one third of the Steering Committee's membership.
- j) The Steering Committee may set up sub-groups to focus on specific projects and pieces of work.

6. Group Meetings:

- a) The Steering Committee shall hold a general meeting every two months as a minimum.
- b) A special meeting may be summoned at any time by the Chairman, or any other two full members. Notice of not less than 7 days must be given to all members and this notice must state the business to be discussed.
- c) In the absence of the Chairman, the members present will choose one of their number to chair the meeting before any business is discussed.
- d) Matters will be decided by a majority vote of the Steering Committee's full members present. In the case of equal votes, the Chairman of the meeting will have a second or casting vote.
- e) If the Chairman or any two members (proposer and seconder) call for a vote on any issue, then a vote must be taken.
- f) The Secretary shall keep minutes of the proceedings at the meetings of the Steering Committee and copies will be distributed to all Steering Committee members as soon as is reasonably practicable after each meeting, normally no more than 14 days.
- g) If a member misses more than 3 consecutive meetings, without giving their apologies, their membership will be deemed to have lapsed.

7. Finance/Accounts:

- a) The funds of the Steering Committee, including all donations and contributions, will be credited into the account operated by the Treasurer.
- b) All cheques drawn on the account must be signed by two of the Honorary Officers.
- c) The property and income of the Steering Committee will only be used to achieve the objectives of the Steering Committee.
- d) The Treasurer will keep accounts of the property, assets and transactions of the Steering Committee and arrange for the accounts to be audited at least once a year by a person appointed by the Steering Committee.
- e) The Treasurer shall submit a statement of the past year's accounts on or around the first and any subsequent anniversaries of the Steering Committee's inaugural meeting.

8. Alterations to the Constitution:

Any alterations of this Constitution will need:

- i. The agreement of at least two thirds of the full members of the then current Steering Committee, and
- ii. voting at any meeting especially called for that purpose, and
- iii. provided that notice of the alterations has been received by the Secretary, in writing, not less than 21 days before the meeting at which the alteration is to be brought forward.

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- Notice of this meeting must be given to all members not less than 14 days before the meeting and will include the wording of the proposed alteration.

9. Dissolution:

If in accordance with the provisions in paragraph 8 above the Bingham Neighbourhood Plan Steering Committee is dissolved, then any assets remaining after debts or liabilities have been paid, will be given or transferred to other charitable organisations, as determined by the Steering Committee, having similar objectives to the Steering Committee and operating within the Parish of Bingham, or shall be returned to the relevant funding agencies.

This Constitution was adopted at the meeting of the Steering Committee on the XX YYYYYYYYY ZZZZ as witnessed by the persons whose signatures appear at the bottom of this document.

Chair (Print)

(Sign)..... Date.....

Secretary (Print)

(Sign)..... Date.....

AND the Signatures of those present at the meeting:-