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**PARISH COUNCIL LIAISON MEETING**

**29 September 2005 – 7.00 pm**

**PRESENT:**

Councillor Coleman (in the Chair); Councillors Collins, Page, Shrimplin and Wainwright.

Mr R Packham (Chief Executive Officer), Mr P Warner (Head of Planning and Development), Mr A Carr (Tourism Officer), Mr S Mutton (Environmental Strategy Manager), Mr R Hodds (Member Services Manager), Mr R George (Waste Management Strategy Officer) and Mr T Leonard (LSP Officer).

An apology for absence was received from Councillor Stone.

J Ray, M Clifford and T Andrews (Caister-on-Sea Parish Council), K Jordan (Martham Parish Council), K Harrison (Winterton Parish Council), W Morrow, E McDonald and T Howlett (Bradwell Parish Council), M Thompson (Burgh Castle Parish Council), A Wright (Repps with Bastwick Parish Council), S Ford (Hopton-on-Sea Parish Council), A Eagle and G Freeman (Ormesby St Margaret with Scratby Parish Council).

**1. MINUTES**

The minutes of the 10 March 2005 were confirmed.

**2. SECOND HOMES/COUNCIL TAX**

Tim Leonard, LSP Officer, reported that at its meeting on 11 April the LSP Board had agreed the criteria to be used for spending that part of the Second Homes Council Tax as follows:-

- Must address the concerns of the local community.
- Projects must be highly visible to the local community.
- Services provided should be Borough-Wide and universally accessible wherever possible.
- There must be an existing management structure in place to support the project.
- Projects must be completed within two years or must be capable of evolving into a longer term sustainable service.

- Projects must contribute towards the achievement of Borough-Wide objectives, targets set out in the Community Plan or Local Neighbourhood Strategy.
- The funding should be used to fund no more than three/four projects in order to minimise the administrative support required to monitor them.
- There must be evidence of partnership working.
- The Parish Council representatives were informed that the LSP Board had furthermore agreed that an allocation as opposed to a bidding process would be used and that the necessary procedures and timetables would be drawn up.

Tim Leonard reported that the LSP Board would be making their final decision with regard to the allocation of funds at their meeting to be held on the 10 October. Tim Leonard also reported that the LSP were keen to work with the Parish Councils on this issue.

### **3. BYELAWS FOR PARKING OF VEHICLES ON ROAD MARGINS AND GRASS VERGES**

The Member Services Manager reminded the Parish Council representatives that at the meeting held on the 16 October 2003 he had reported that the advice received from the Government Office was that they did not have any model byelaws covering parking on grass verges but they would not oppose byelaws being introduced for this purpose. Therefore if it was the Parish Council's wish to pursue this they would need to decide which verges the byelaws should apply to and that there would be the necessity for signs to be erected. At that meeting it had been agreed that the Parish Councils would contact the Head of Member and Legal Services direct with regard to their requirements for the introduction of byelaws to cover parking on grass verges. It was also pointed out that Borough Council would have to decide whether it would carry out the legal work free of charge or whether the cost would have to be met by the relevant Parish Councils. The Parish Councils were also advised that the enforcement of any byelaws would be the responsibility of the Police.

#### **RESOLVED:**

That the previous decision of the 16 October 2003 as outlined above be reaffirmed.

### **4. PLAY EQUIPMENT – MAINTENANCE BUDGET AND REPLACEMENT POLICY**

The Environmental Strategy Manager advised the Parish Council representatives that there were currently 88 play sites situated throughout the Borough with over 400 items of equipment. The Borough Council's annual maintenance budget for 2005/06 was £53,600 in respect of play equipment. He advised the representatives that part of the R&M budget was being used to employ a full time Playground Maintenance Engineer.

The Parish Council representatives were advised that the Council had set up a Play Area Executive Advisory Group to look into issues relating to play equipment who had subsequently reported on their findings to the Council's Executive when a replacement policy in respect of play equipment had been agreed. The question of a replacement policy had also been looked at by the Overview and Scrutiny Committee and the Environmental Strategy Manager reminded the representatives that some play equipment had been removed due to health and safety requirements. As outlined above the strategy had identified which items should be replaced and the proposed replacements had been endorsed by the Executive. The Leader also reported that the Borough Council had agreed

to spend £200,000 over the next two financial years with regard to the replacement of play equipment throughout the Borough.

## 5. WHEELED BINS

The Waste Management Strategy Officer reported that Phase 3 of the Wheeled Bin distribution had been completed in August this year and that all Parishes were now covered. The representatives were advised that approximately 75% of all households were now covered by wheeled bins.

With regard to the question relating to income received from recycling, the representatives were informed that the costs of collection, transportation, processing and dealing with any contamination far exceeded the costs of carrying out this service. The representatives were advised that it costed in the region of £40 per tonne to transport and process the recyclits to the Costessey Plant.

The Cabinet Member (Environmental Services) reported if the Borough Council did not carry out recycling it would incur Government penalties. Representatives were advised that the Borough Council had met this year's 10% target for recycling and that it was currently on course to meet next year's target of 18%. It was pointed out that Great Yarmouth produced the least contaminated recyclit material in Norfolk.

The Cabinet Member (Waste Management and Recycling) expressed her thanks to all staff involved with regard to the introduction of the wheeled bin system. The representatives were informed that approximately 2600 tonnes had been recycled so far which had resulted in less rubbish being sent to landfill sites.

The meeting discussed issues relating to garden composting and whether there were any plans to target holiday parks throughout the Borough. The representatives were advised that this would be a matter to be examined following the distribution of wheeled bins to domestic properties.

## 6. PUBLIC INFORMATION AND BROADCASTING FACILITY – GOLDEN MILE/MARKET PLACE

The Tourism Manager advised the Parish Council representatives that the provision of the public information screens at the Market Place and the Golden Mile had been provided as part of the *inte*GREAT project. He reported that Great Yarmouth was the first UK location to establish a screens network and that the aim of the screens was to excite, entertain, inform and educate the general public.

The Tourism Manager reported that the three screens had cost £879,000, and that it cost £25,000 to run each screen per annum. Each screen also incurred a cost of £5,000 per annum in insurance costs. The Tourism Manager reported on the details on the costs of advertising on the screens. He reported that it was the aim to make the screens self-financing. It was also pointed out that the seafront screens were currently being hired out to other users who were required to pay a fee for their use during the winter months.

**7. OCCASIONAL FUNCTION LICENCES**

The Member Services Manager reported that the new licensing regime was fully operational from the 24th November. In the event of organisations wishing to sell alcohol or provide music, singing or dancing the premises in question must be covered a Premises Licence which was issued by the Borough Council. The Member Services Manager reported that there was no fee for a Premises Licence for a village hall.

It was also possible to sell alcohol or provide entertainment at premises even if they are not covered by a Premises Licence. The individual event could be covered by a Temporary Event Notice which is given by the Borough Council. The Member Services Manager reported that there is a fee of £21 payable for each Temporary Event Notice given even if the entertainment was taking place in a village hall. Not more than 10 Temporary Event Notices could be given for any one premises in a year.

The Parish Council representatives were advised that the fees payable under the new licensing regime were set by the Government but are retained by the Council to cover the administrative, legal and enforcement costs of the authority.

In discussing this item the Parish Council representatives asked whether there was any chance of dispensation with regard to the level of the fee payable for a Temporary Event Notice. The Member Services Manager reported that it was his understanding that the fee was set by Government and was not able to be amended but that he would check this situation with the Head of Member and Legal Services and advise the Parish Councils accordingly.

**8. DATE OF NEXT MEETING**

The Parish Council representatives were reminded that the next liaison meeting would be held on Thursday, 9 March 2006.

**9. CLOSURE OF MEETING**

The meeting ended at 8.30 pm.