

**FILEY TOWN COUNCIL**  
**MINUTES OF THE STRATEGIC PLANNING COMMITTEE**  
**HELD ON THURSDAY 21 JULY 2016 AT 10.00AM**

Present: Cllr Susan Bosomworth (Chairman), Cllr J Casey, Cllr J Meek, Cllr J Shackleton,  
Cllr R Walker  
Clerk - Mrs G Robinson  
1 member of the public

The Chairman welcomed the member of the public and everyone to the meeting.

**NOTICE OF THE MEETING**

**RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 583/016**

**APOLOGIES**

Apologies had been received from Cllr Marion Wright (personal). It was

**RESOLVED: That the above apology be duly noted. 584/016**

**RESOLVED: That the above reason for absence be accepted. 585/016**

**DECLARATIONS OF INTEREST**

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct. The Chairman informed Members that they could make a declaration of interest at any point during the meeting. It was

**RESOLVED: That it be noted that no declarations of interest were declared. 586/016**

**ELECTION OF CHAIRMAN**

It was proposed and duly seconded that Cllr Susan Bosomworth be considered for the position of Chairman of the Strategic Planning Committee for 2016/2017 and it was also proposed and duly seconded that Cllr John Casey be considered and upon being put to the vote Cllr Susan Bosomworth was elected as the Chairman of the Strategic Planning Committee. Cllr Bosomworth thanked members for their support but stated that she would serve for a further year as the Chairman of the Strategic Planning Committee but intended to stand down from this position next year. It was

**RESOLVED: That Cllr Susan Bosomworth be elected Chairman of the Strategic Planning Committee for 2016/2017. 587/016**

**ELECTION OF VICE CHAIRMAN**

It was proposed and duly seconded that Cllr John Casey be considered for the position of Vice Chairman of the Strategic Planning Committee for 2016/2017 and it was also proposed and duly seconded that Cllr Richard Walker be considered and upon being put to the vote Cllr John Casey was elected as the Vice Chairman of the Strategic Planning Committee. It was

**RESOLVED: That Cllr John Casey be elected Vice Chairman of the Strategic Planning Committee for 2016/2017. 588/016**

**TERMS OF REFERENCE**

Members had previously been circulated with a copy of the Terms of Reference for the Strategic Planning Committee for acceptance. It was

**RESOLVED: That the Strategic Planning Committee's Terms of Reference be accepted for 2016/2017. 589/016**

*At this point the Chairman requested that Agenda Item 10 Coastal Communities Fund be brought forward to this point so that the member of the public could address the Strategic Planning Committee.*

**COASTAL COMMUNITIES FUND**

The Chairman invited Cllr John Casey to speak and he stated that he had asked for this to be placed on the agenda as he had been approached by several groups and individuals who had enquired whether Filey as a seaside town could benefit from external funding from the Coastal Communities Fund. He went on to state that Scarborough had received some funding from this scheme for the Scarborough Market project and informed members that the current round had just closed but requested members give consideration to making an application for external funding in the next round.

*Cllr S Bosomworth left the meeting at this point and Cllr J Casey took over the Chair.*

**COASTAL COMMUNITIES FUND continued**

Cllr Shackleton stated that the Town Council had submitted an application for funding from this fund a couple of years previous when the Town Council were considering the former Police Station building but had been unsuccessful. The Clerk advised that a clear vision was required for a certain project as it took time to write bids and any application needed to meet the set criteria for the fund. Cllr Casey had submitted some suggestions which he stated would need a lot more thought but were a starting point thus being:

- A centrally located Visitor car park (possibly on the site of the Old Conference Hall) to free up on street parking for residents and a suggestion is to apply for and fund a residents parking scheme
- Make beach and promenade access better by improving the small bus service and/or providing a land train and/or a cliff lift
- Utilising the youth club building as a youth hostel

*At this point Cllr J Casey, Acting Chairman requested that Standing Orders be suspended to permit the member of the public to speak.*

The member of public stated that she thought it would be a good idea for the Council to look to the future and have a vision for Filey as there was a lack of indoor facilities and possibly Ackworth House could be a possibility to be used for this purpose.

*Cllr S Bosomworth returned to the meeting at this point and resumed the Chair and requested Standing Orders be reinstated.*

Cllr Bosomworth thanked the member of the public for her suggestion and stated that the Town Council is keen to engage with members of the public to listen to their ideas. The Clerk stated that other local councils had employed funding advisors to write bids on their behalf and this may be a possibility, she also stated that a meeting of the Town Centre Management Working Party would be called in the near future and this group may put forward other ideas. After discussion it was

**RESOLVED: That this item be placed on the Special Council meeting agenda for 8 August 2016 with members of the Town Council being requested to submit their ideas and visions for projects for Filey which could attract external funding for the Coastal Communities Fund. 590/016**

**RESOLVED: That the Clerk be requested to invite a Borough Council Regeneration Officer to attend a meeting of the Strategic Planning Committee as soon as possible to discuss opportunities and support for the submission of external funding bid applications for Filey projects. 591/016**

**ELECTRONIC COMMUNICATION**

Further to Minute No 319/016 the Clerk circulated quotations for the supply of electronic devices to enable the council to become a paperless council for members to consider. The Clerk stated that she had sought advice from companies on how this process could be achieved and managed for the Town Council and updated members on the use of Microsoft Office 365 and some discussion took place on how this software could work for the Town Council. The Clerk stated that individual councillor email addresses would need to be created to access the Office 365 portal with the Clerk being the administrator for the council. Members acknowledged that the council's Information Technology Policy would need to be updated to incorporate the new arrangements and the Clerk was requested to check whether the devices would be covered under the council's insurance policy. The Clerk informed members that it would mean that every member of the Town Council would have to sign a declaration that they were willing to receive agendas and associated papers by electronic format and would all be willing to be trained how to use the electronic devices and a resolution would need to be passed by the Council to this effect. It was noted that the cost of one half day training session had been provided in the quotations but it was acknowledged that two sessions may be required to allow all members to attend. The electronic devices would then be used to access documents at all council meetings instead of using paper documents. Members agreed that the device cases could be sourced from the internet at a much reduced cost. The Clerk confirmed that the council had a new legal right to use electronic communication to send the summons for council meetings as the Department of Communities and Local Government had made a legislative reform order to give local councils a clear legal right to use electronic communications to send the summons that is part of the agenda and this came into force on 30 January 2015. The amendments provide that Schedule 12 of the Local Government Act 1972, Paragraph 10(2)(b) will now read 'a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the Proper Officer of the council, shall be sent to every member of the council by an appropriate method'.

*Continued overleaf*

**ELECTRONIC COMMUNICATION continued**

After due consideration of the quotations and all factors to introduce this new method of working to improve efficiency and move the council forward by using electronic communications it was

**RESOLVED: That a recommendation be made to the next Finance & General Purposes Committee to accept quotation No 1 (minus the device cases) to purchase the devices, software, set up and management of domain name and email domains.** 592/016

**RESOLVED: That a recommendation be made to full council at the Special Council Meeting to be held on 8 August 2016 that all members of the Town Council agree to receive their agendas and associated correspondence by electronic format should the above quotation be agreed and once training has been delivered with a declaration to this effect being signed by each member.** 593/016

**REVIEW OF FILEY TOWN PLAN 2016-2020 OR CREATION OF A NEIGHBOURHOOD PLAN**

The Clerk had circulated copies of the joint meeting held with the Town Council's Planning Committee on 9 May 2016 and at which was attended by a Borough Council Forward Planning Officer who had given a presentation to members on Neighbourhood Planning. Members of the Strategic Planning Committee were requested to consider whether to review the existing Filey Town Plan or to consider drawing up a Neighbourhood Plan as an alternative. The Clerk informed members that a Neighbourhood Plan once drawn up had to be considered by the Planning Authority although it could not contravene what was in the Borough's Local Plan. The drawing up of a Neighbourhood Plan would be community led with the Town Council being the lead body and grants were available to undertake a Neighbourhood Plan. After discussion it was

**RESOLVED: That a recommendation be made to the full council at a Special Council meeting to be held on 8 August 2016 that the Town Council submits an expression of interest to the Borough Council's Forward Planning Team to commence the drawing up of a Neighbourhood Plan for the parish of Filey.** 594/016

**REVIEW OF STANDING ORDERS**

Members of the Strategic Planning Committee had been tasked by the full council to review the council's Standing Orders and following due consideration of several points raised by a former Town Councillor, it was agreed that no other changes were necessary to be made other than the following recommendations to changes to Standing Orders to comply with the equality and diversity legislation.

**Standing Order 3 (y)**

Member and Staff Dress Code - Applicable for all Full Council, Special Council, Annual Parish and any meeting where officers/members from other authorities or invited guests are present.

All members and staff should adhere to the smart dress code below:

Smart Trousers, Shirt and \*Tie, Smart Dress/Skirt and Blouse

(no trainers or denim work jeans)

\*Ties may be removed at the discretion of the Chairman

Gentlemen – Smart Trousers, Shirt and \*Tie to be worn (no trainers or denim jeans)

Ladies – Smart Dress, Blouse and Skirt/Trousers to be worn (no trainers or denim jeans)

**Standing Order 3 (z)**

Member and Staff Dress Code - Applicable for all Committee Meetings (at which no invited guests are present)

All members and staff should adhere to the dress code below:

Smart Casual Clothes (no trainers or denim work jeans)

Gentlemen – Smart Casual Clothes (no trainers or jeans)

Ladies – Smart Casual Clothes (no trainers or jeans)

**REVIEW OF STANDING ORDERS**

**Standing Order 15 b(i)**

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. Filey Town Council members have agreed to receive a signed summons by electronic communication (email).**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

It was acknowledged that the above changes to Standing Orders would stand adjourned for one month.

It was

**RESOLVED: That a recommendation be made to full council that the above changes to Standing Orders 3 (y), 3(z) and 15b(i) be noted by all members of the Town Council and stand adjourned without discussion until the full council meeting on 14 September 2016 at which the council will be requested to accept the above changes to Standing Orders 3(y), 3(z) and 15b(i). 595/016**

**USE OF SOCIAL MEDIA**

The Chairman invited Cllr John Casey to speak and he informed members that he thought the council should explore the possibilities of creating a Facebook page and he outlined the benefits of engaging with the local community by using this form of communication. Members requested the Clerk obtain some further advice and information from the Yorkshire Local Councils Association and the Society of Local Council Clerks for further consideration. It was

**RESOLVED: That the above information be noted.**

**596/016**

**LOCAL COUNCIL AWARD SCHEME**

The Clerk informed members of the Strategic Planning Committee that she had been informed by the National Association of Local Councils and the Yorkshire Local Councils Association that the Town Council's submission for the new Local Council Award Scheme at Quality Level had been successful and that Filey Town Council were the first council in the whole of Yorkshire to achieve this award. Members acknowledged that this was a first for Filey and congratulated the Clerk and her team for the work involved in compiling the submission. The Clerk in turn thanked the members of the Strategic Planning Committee for their involvement in updating all council policies and approving a review of the website. It was acknowledged that the award recognises that the Town Council meets the high standards set by the town and parish council sector and it was very rewarding to be recognised for all that the council does for its local community. The Clerk was requested to inform all members of the Town Council, Ward Councillors, the local MP, local authorities, place on the Town Council's website and issue a press release as soon as possible. The Clerk stated that the Quality Award Certificate would be presented to the Chairman of the Town Council once it was received. It was

**RESOLVED: That a recommendation be made to full council that it be recorded that Filey Town Council has achieved the Local Council Award Scheme at Quality Level and is the first council in Yorkshire to achieve this new award. 597/016**

*The meeting closed at 11.45am.*

**Councillor Susan Bosomworth**  
Chairman  
**Strategic Planning Committee**