

MINUTES
OF THE MEETING OF
NOTES OF S106 WORKING GROUP
HELD ON MONDAY 22ND AUGUST 2011

Present: Councillor J A Schoner (in the Chair)
Councillors R Belcourt and M Lyons and Mr J Whittaker

Also Present: The Town Clerk, Councillor Mrs R Griffiths, Mr J Whittaker and
Mrs S Chesters

1	<u>APOLOGIES FOR ABSENCE</u>	<u>ACTION</u>
	<p>Councillor D Owen - on holiday and Mr Ben Geering.</p> <p>It was</p> <p>PROPOSED BY: Councillor R Belcourt SECONDED BY: Councillor D Owen and</p> <p>AGREED – That the above apologies be received and accepted.</p>	
2	<p><u>DECLARATIONS OF INTEREST</u> There were none.</p> <p><u>MINUTES OF THE S106 MEETING HELD ON THE 8TH AUGUST 2011</u> It was</p> <p>PROPOSED BY: Councillor R Belcourt SECONDED BY: Councillor M Lyons and</p> <p>AGREED – That the Minutes of the S106 Meeting held on the 8th August 2011 be approved as a correct record of the Meeting.</p>	
3	<p><u>ADJOURNMENT OF MEETING FOR PUBLIC INCLUSION IN ACCORDANCE WITH STANDING ORDER NO 70</u> There was no adjournment.</p>	
4	<p><u>S106 PROJECTS</u></p> <p>Members considered the contents of the previously circulated Town Clerk’s email of the 15th August to Jeremy Whittaker of the following matters:</p> <p>(i) <u>Process for Assessment of S106 Projects</u></p> <p>Mr J Whittaker had produced an application form which had been approved by Shepway District Council and which laid down the criteria for the allocation of the S106 monies. The funding would be approved on a “first come, first served” basis although strict deadlines would have to be adhered to. Four or five generic projects were to be considered to include: road pavement and street improvements (to include the seed funding project), street lighting, decorative lighting, Mackeson Square and signage improvements. The idea was that a panel of Shepway District Council Officers would make the final decision on whether a project received grant funding, or not.</p> <p>Ancillary revenue funding could be included amounting in total to a maximum of 25% of the total cost for the first year.</p>	

(ii) Application Form & Guidance Notes (attached to these minutes, as amended by the Working Group)

The application form would have to be approved by the Council via the Finance & General Purposes Committee. It was **AGREED** to add the requirement for the publication of Equality Information - to be added to the Application Form. It was also **AGREED** that the condition attaching to not for profit organisations be looked at.

JW

The question of Shepway District Council Officers making the final decision was discussed and Mr Whittaker was to check with Mr C Lewis as regards more direct Members' involvement. Shepway District Council was to be responsible for the assessment of the viability of projects – within the scope of the S106 – Public Realm Improvement Fund.

JW/TC

It was then **AGREED** to approve the application form and guidance notes, subject to the necessary amendments' being made.

It was **AGREED** that the S106 Public Realm Improvement Funding Application Form was to be placed on the Shepway District Council website with a link to the Hythe Town Council website.

The Second Homes Funding – Community Chest - was then discussed as a way of obtaining additional funding. A report was to be placed before the Cabinet in November. The criteria for the spending of the £90k allocation had not yet been approved. If approved, grants of up to £5k would be available, with one project's obtaining £20k. The Panel making the awards would meet in January – February 2012. These applications could not be processed via the Council. The Chamber of Commerce & Tourism & Civic Society were to be approached in this regard.

RB/SC

Christmas Lighting

Shepway District Council was to look for permissions from all property owners for brackets for catenary wires. A third quote was to be obtained for decorative lighting and it looked unlikely that this project would be able to be progressed within the current year. Councillor R Belcourt was to complete the application form via Shepway District Council, thence back to the Working Group and thence to Council for its endorsement.

RB

Revenue Funding for Lighting

Quotes were to be looked into for the putting up, taking down and storage of the lighting as this was an essential part of the project and amounted to c£14,000 pa.

RB

Apportionment of Interest

Mr J Whittaker was to request the Finance Officer at Shepway District Council to contact the Town Clerk in respect of interest arrangements. The Town Clerk considered that this interest should be apportioned to the S106 Fund directly and not left within the District Council's general reserve.

JW/TC

Generic Street Lighting Project

The existing Windsor style of lantern was still available. Mr J Whittaker to check on the status of Kent Highways in regard to procurement - as to how many quotations would have to be received.. Councillor Mrs R Griffiths was to ask if Kent Highways would make the actual application.

JW/RG

Mr C Pester and Ashford Borough Council were to be asked for their advice on the type of lighting that that would most suit the CCTV camera performance in the High Street - on the 23rd September when the visit to the Ashford BC Control Room was due to take place.

TC

Councillor Mrs R Griffiths was to provide the Town Clerk with a lighting specification for Mr C Pester to assess. The re-sale value of the existing lanterns was mentioned.

RG

It was **AGREED** that the Working Group's next meeting would be called, as and when application forms had been received by Shepway District Council.

The meeting closed at 10.05 am.