

Minutes off the November meeting of
the Weigh & Tolls Committee held at

The Fellowship Hall (side entrance)

West Street, Yarm TS15 9BT.

Date: Tuesday 8th November 2022

Time: 7pm

Members of the public were invited to
attend the meeting

COVID Guidance at the time applies.

Juliet Johnson, Proper Officer to YTC



Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

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Weigh and Tolls Committee

MINUTES

PRESENT:

Cllr. John Coulson (Chair)

Cllr. Ian Carter

Cllr. Chris Neil

Cllr. Alan Moffitt (Vice Chair)

Cllr. Peter Monck

Cllr. Pam Smailes

Cllr. Philip Addison (left the meeting at 9pm)

Cllr. Patrick Morton

Cllr. Barbara Wegg

Proper Officer/Town Clerk - J.Johnson

Rate Payers Rep. - Karen Shields

Cllr. Robert Wegg

2 members of the public were present

- 1. To appoint a Chairman in the absence of the Chair and/or Vice Chair - N/A**
- 2. Apologies for absence** - Apologies were received from Cllr. Marjorie Simpson and Ward Councillor Sherris.
- 3. Code of Conduct | Declaration of Interest | Dispensation:**
 - a) To record declarations of interest from members of any item to be discussed
 - b) To consider, vote upon and record any requests for dispensation
- 4. Confirmation of Minutes:**
 - a) To confirm the minutes of the previous meeting of the Weigh and Tolls Committee (11th October 2022)

PROPOSED: Cllr Monck

SECONDED: Cllr Moffitt

AGREED.

5. Matters arising from the minutes of the previous meeting -

5.1 Autumn/Winter 2022 Event Updates: Planning and Delivery (including arrangements with YTC Charity of the Year)

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5.1.1 The Clerk reported that she had met with Conershoue Youth Project to look at their input to the events programme (further details in YTC meeting). Timings for The Christmas Tree Lights Switch On & Carols on the Cobbles are as follows: fair rides opening as soon as clearance is given that the event site is set up (e.g. 1pm) - food and drink concessions (1 of each) also opening at this time); from 2pm, children's activities, the street theatre and Victorian costume characters would join in; at 3pm the brass band and community choir would begin, with speech and Blessing leading up to the lights switch-on at dusk; youth theatre, Panto, carols and further street theatre would continue after the switch-on until approximately 4.30/40 pm.

5.1.2 The Clerk reported that all arrangements for Remembrance Sunday were in place with all partners involved (including the churches, RBL, Yarm School and the various cadet forces and uniformed organisations). All potential wreath layers are listed in the programme (the Clerk listed wreaths from last year in order to do this). The public will be invited to attend on Sunday from 10.45am. Cllrs will meet at 11am on Friday at the War Memorial as well.

5.1.3 The Clerk reported that street theatre and local musicians were arranged for Christmas Eve, the programme film and photo links having been circulated to councillors for comment. Further local musicians need to be included if councillors have contacts / suggestions to contribute.

5.1.4 Cllr Carter raised the idea of YTC developing its own supply of events equipment and a place to store this (along with the items he'd recently purchased for bench refurbishment). The Clerk confirmed that she'd had discussion with the current Events Infrastructure Manager as regards the possibility of owning a pagoda (to provide singular cover for main performers at Gala and those leading the service at Remembrance). Long term it is possibly more cost effective to hire in multiple gazebos, sound system etc. given storage, maintenance, repair costs and specialist nature of some equipment that quickly goes out of date or is fragile to store e.g. the cost of hiring a sound engineer usually includes the equipment. **Cllr Smailes** referenced that hiring and purchase of various events equipment should be costed and compared. **Cllr Addison** suggested that this could be done as part of preparation for the new financial year.

5.2 High Street Audit (inc. Pavement Markings and related issues) - Karen Shields (RPR) updated the meeting as regards her work on the Yarm High Street Audit. Karen has now been out on 3 occasions to audit the High St (i.e. street furniture, presence of items on pavement, how people are using the town - shoppers, visitors and businesses - and the issues that arise). The map obtained from Experian for this work included shopper and comparison reports, including catchment profile (which combines Visa, Mastercard and GPS data) as well as comparators with similar places to Yarm. Karen has noted that there are 17 separate signs for car parking and that many signs could have been combined with lampposts. Originally she had noted 35 A boards on the High St - this is less than 42 previously. There are 10 cafes and a number of premises also have planters on the pavement.

Karen reminded the meeting that she is a member of Living Streets (making places more accessible and consumer friendly). It would be interesting to see the results of the SBC consultation work in relation to general improvements and the Levelling Up Fund and to combine with the High St Audit work - Karen's first 2 audits were fed into this consultation work. Karen noted the presence of 12 utility service boxes which block options for locating benches (which have therefore been fitted around other things rather than being positioned strategically).

Cllr B.Wegg named 2 businesses which she felt caused obstruction problems on the High St. and didn't comply with their licences. Discussion occurred re. whether cafes and shops have the same licensing requirements as regards using pavement areas (e.g. leaving minimum 1.5 metres clear along paths). **Cllr Carter** noted that bumpers on cars also overhang pavement areas by as much as 18" & also added to clutter and resulting accessibility issues.

ACTION: **Clerk** to clarify with SBC licensing, permissions and distances required by shops/businesses (whether similar to that required by cafes/pubs).

6. Finance - To authorise payment of the accounts (Weigh and Tolls) DOCUMENT REFERS - **Cllr Addison** requested that payment of the accounts for Weigh & Tolls be noted and approved.

PROPOSED: Cllr Carter

SECONDED: Cllr Coulson

AGREED

7. Update from Leisure and Culture Committee (31.10.22) - Cllr Smailes briefed the meeting that the first '22/'23 a Leisure & Culture Committee had taken place (31st October '22). Along with plans across the nation, the idea of a Coronation Event has been discussed (6th May 2022) and a working group has been formed to develop a community event it is proposed to be held on Willey Flatts Field. The working group will take place on 6th December (7pm).

The Riding of the Fair had also been discussed. The Clerk has identified the option of a vintage single decker bus (apparently owned by a hirer in Middlesbrough) and Cllr Monck had identified that Prestons of Potto might also be able to hire YTC a similar vehicle.

7.1 The Ridings: proposal to consider how future access pass & Fair information is delivered - Cllr Addison suggested that a new way of distributing the vast number of leaflets that SBC now require the Showmen's Guild to deliver be found. **Cllr Addison** recommended a mail drop provider be used. **Cllr Moffitt** referenced that access passes should be delivered along with the leaflets despite the fact that SBC / Showmen's Guild had reported this hadn't worked previously resulting in chaos. **Cllr Monck** noted that the opening of the 'not quite ready' car park on West Street had been a good move during Yarm Fair. The footprint of the Fair site and surrounding area should be reviewed in relation to parking and other matters.

7.2 To note expenditure on wreaths (Remembrance Day '22) - £100 - Cllr Addison asked the meeting to note & approve this expenditure, the usual donation to RBL.

PROPOSED: Cllr Coulson

SECONDED: Cllr Moffitt

AGREED

8. Post Event Briefing: Confidentiality & Requirements - the Death of HM Queen Elizabeth II and Proclamation of King Charles III - The Clerk briefed the meeting as to the very exacting requirements that are circulated to Clerks/Proper Officers (from the National Association of Council Officers in conjunction with Buckingham Palace) to be kept confidential but also put in place in advance of such an occurrence. The Clerk had put into place a plan in Spring 2022, liaising with the Chair and the Reverend at St Mary Magdalene (Rectors in the CofE also received strictly confidential briefings in advance). However, although a comprehensive 30 page plan of what should happen when is given, this is detailed as changeable by at least 24 hours which is only notified at the time, especially in respect of when the Proclamation of a new sovereign can occur. In addition, this has to be in strict cascade with (e.g.) St James's Palace - London, Edinburgh and Cardiff announcements, county and city arrangements, followed by the boroughs and smaller towns/parishes. On this occasion, all arrangements were notified as a day later than plan and, in addition the Stockton Proclamation was much later than the earliest time it could have been - this was not known until late on the Saturday before the Proclamation Sunday - hence the briefing given to Cllrs as a *provisional* arrangement (on hearing that Her Majesty had passed away) then changed.

The Clerk requested that Councillors consider part of the next Agenda item 9. be considered under the line as it relates to an aspect of a legal contract that had arisen in the last few days. The exclusion of the press & public during consideration of this item of business was proposed by the Chair in the context of The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2). AGREED

9. Yarm Town Hall Heritage Centre (YTHHC) -

9.1 General Update & Timeline - Cllr Monck has attended the Town Hall pre-start project meeting with SBC, Architect and construction company (minutes available) further progress meetings are scheduled. The start date is still 14th November 2022. The new public toilet will also open on this day. A footprint of the proposed construction site was circulated and explained. The Clerk has fed back a couple of concerns from a small group of councillors who walked the proposed area including a request for the site workers to use the new West St car park. Another key point was visitors who attend by

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bike/motorbike - an area must be identified for the construction period and after. Cllr Monck & the Clerk have spoken with bikers. The Clerk suggested Cllr Monck may wish to call a YTC Town Hall Heritage Centre project group meeting so that Councillors could attend and review details of the project.

9.2 Heads of Terms & Licence to Occupy These are almost in place and comments are awaited from SBC legal re. the later, although there now seems to be a query emerging as regards the original Heads of Terms.

9.3 Engagement Update **Cllr Monck** detailed talks he has given at Yarm School regarding the project working with the History department. This has generated significant interest and potential volunteers, as well as those who might like to help develop the programme for YTHHC. **The Clerk** detailed sessions that she, the SBC engagement officer and Mediale (Matthew Rosier's team) had delivered in Yarm to gain ideas and stories from residents re. Yarm's history and future. Two of these have taken place and been very rewarding. A 3rd session is taking place next week at Strickland and Holts Cafe. This engagement work is focused around a series of postcards that people can fill in and return (hard copy or digitally). A discussion took place re dismantling the old meeting table - still not possible to get out other than the top. May need to scrap the base.

9.4 Proposal for Bid Writing Editorial Support (up to £500) - Cllr Monck detailed that, in addition to the work it was proposed the Clerk would take on (in her other role as cultural consultant), editorial support was required to complete a bid for the National Lottery Heritage Fund totalling approximately £99k. (to add to the £80 k in the current YTHHC budget for exhibition content). KShields commented that the above fee was reasonable for this sort of work. This would be important as SBC now had no specialist or capacity to support in this respect. Expert bid writing support was proposed to the value of £500.

PROPOSED: Cllr Monck SECONDED: Cllr Addison AGREED.

9.5 Briefing re. Yarm artefacts & work to date **Jo Faulkner** spoke about her work re. Yarm's artefacts. She spoke of being a museums' collections officer and responsible for management of objects at SBC in the past (currently working as an archivist). She can document and research items as well as contribute text for exhibitions (and write blogs). Jo has completed an inventory of YTC items including numbering, tagging, research, provenance and condition, prior to their wrapping and packing. She appealed for further information that Councillors may be able to contribute. Jo can also offer intermediate conservation and has already cleaned e.g. the ceremonial sword (Thomas Meynall's) and another so that they can be conserved better. The Clerk gave the example of how important appropriate conservation and Jo's work/knowledge is re. the posthorn - this has been kept in a velvet, wood and glass case. Both the wood and velvet create a microclimate that accelerates the corrosion of the posthorn metal. Jo emphasised the importance of having proper cases which are expensive (referencing the proportion of spend on these items in Preston Park Museum's £7m refurbishment). **The Clerk** gave the example of how, working together, she and Jo had identified a number of mysteries associated with collection items and local stories emerging from the engagement work which would make good creative material for children to engage with YTHHC. The Clerk referenced that the Rosier creative AV project was focusing on approximately 7 key collection items for telling the Yarm story on the ground floor, with other items kept, accessible on request and some displayed on the 1st floor as the initial plan. **Cllr Monck** invited Jo to become part of the YTHHC Friends group. **The Chair, Cllr Coulson**, invited the meeting to give **Jo Faulkner** a vote of thanks for her expertise and extended work as regards Yarm's artefacts. Jo thanked YTC for the bouquet she had received.

10. To receive items for information and consideration for the next agenda - none currently.

11. To confirm the date/time of the next Weigh and Tolls Committee meeting: 7pm, 13th December 2022