

SKEGNESS TOWN COUNCIL

Minutes of the Council Meeting

Held at 7:15pm on Wednesday, 7th February 2018

Present: Councillor D Brookes (Town Mayor) in the Chair.

Councillors: M C Anderson, Mrs S Blackburn, J Byford, J Brookes, D Cargill, N Cooper, M Dannatt, S A Dennis, D R Edginton, P Gaskell, M Gray, D Kirk, S R Kirk and C Macey.

Invited: Rev M Holdershaw (on behalf of Mayors Chaplain), Sargent G Harrison (Police Representative)

Officers: Town Clerk and Deputy Town Clerk

Six members of the public were in attendance, one member of the press was present.

C165. MINUTES OF LAST MEETING (Agenda Item 1)

It was proposed, seconded and

RESOLVED: *That: -*

- a) an amendment be made to include Cllr C Macey's' apologies.*
- b) an amendment be made to minute C160 to include the resolution made to appoint Cllr Gaskell as Council representative for Skegness Hospital Watch Group.*
- c) the minutes of the last Council meeting held on Wednesday 10th January 2018 be confirmed as a correct record.*

C166. APOLOGIES (Agenda Item 2)

An apology for absence was received from Councillors T Burnham, J Carpenter G Ellis, Miss E Freeman, M Gabbitas and R Hall.

C167. DECLARATIONS OF INTEREST (Agenda Item 3)

Cllr C Macey item 19 Category A – Licensee
Cllr M Dannatt item 19 Category A – Licensee
Cllr D Brookes item 19 Category A – Licensee
Cllr J Brookes item 19 Category A – Relative of Licensee

C168. PUBLIC PARTICIPATION (Agenda Item 4)

No issues raised or questions asked on items in the published agenda.

C169. THE TOWN MAYOR'S ANNOUNCEMENTS & CORRESPONDENCE (Agenda Item 5)

The Town Mayor informed Council that a list of Mayoral events has been posted on the Council website, Facebook and Twitter and informed Council of the Saltfleet to Gibraltar Point Strategy public drop-in events.

*It was proposed, seconded and
RESOLVED: That the report be noted.*

C170. SCHEDULE OF PAYMENTS FOR APPROVAL (Agenda Item 6)

The Town Clerk reported on a schedule of payments made between 30th December 2017 and 29th January 2018 as shown in Appendix A to these minutes.

*It was proposed, seconded and
RESOLVED: That the schedule be approved.*

C171. QUESTIONS TO AND COMMENTS FROM THE LINCOLNSHIRE POLICE REPRESENTATIVE (Agenda Item 7)

Sargent Harrison gave an update on the current operations including Operation Lauderdale which targets homelessness, street drinking and begging. Operation Hazlebrook which tackles drug supply and has had some recent positive results and Operation California which looks at the night-time economy drug supply.

*It was proposed, seconded and
RESOLVED: That the report be noted*

C172. REPORTS FROM COUNCIL REPRESENTATIVE TO OUTSIDE BODIES (Agenda Item 8)

a) Cllr Cargill gave a verbal report from the most recent CCTV partnership meeting.

*It was proposed, seconded and
RESOLVED: That the report be noted and that the Councils appreciation for the hard work that goes into these reports be noted.*

b) Cllr D Brookes gave a verbal report from the Lincolnshire County Council Highways engagement event that he attended. A discussion took place.

*It was proposed, seconded and
RESOLVED: That the report be noted.*

Cllr P Gaskell reported that he was unable to attend the last Hospital Watch Group meeting but would ensure the meeting notes are distributed to Councillors.

C173. REPORTS BY DISTRICT AND COUNTY COUNCILLORS (Agenda Item 9)

None received.

C174. PLANNING & PLANNING POLICY COMMITTEE MEETING MINUTES (Agenda Item 10)

*It was proposed, seconded and
RESOLVED: That minutes of the Planning & Planning Policy Committee meeting held on Tuesday, 9th January 2018 and approved by the Planning & Planning Policy committee on Tuesday 30th January 2018 be noted.*

*It was proposed, seconded and
RESOLVED: That the minutes of the Planning & Planning Policy Committee meeting held on Tuesday, 30th January 2018, be approved and the resolutions contained therein adopted. And that the excellent letter by the Town Clerk to the Planning Inspector be noted.*

C175. BUSINESS & RESOURCES COMMITTEE MEETING MINUTES (Agenda Item 11)

*It was proposed, seconded and
RESOLVED: That the minutes of the Business & Resources Committee meeting held on Wednesday, 24th January 2018 be approved, and the resolutions contained therein adopted.*

C176. HR COMMITTEE MEETING MINUTES (Agenda Item 12)

*It was proposed, seconded and
RESOLVED: That the minutes of the HR & Appointments Committee meeting held on Tuesday, 14th November 2017*

be approved, and the resolutions contained therein adopted.

C177. MOTIONS (Agenda Item 13)

Motion A

This Council supports the installation of a memorial to remember those from our twin town of Bad Gandersheim in Germany, who sadly lost their lives during the Great War.

Proposer: Cllr J Byford

Seconder: Cllr S Kirk

Cllr J Byford presented the motion and a discussion took place.

*It was proposed, seconded and
RESOLVED: That the motion be supported.*

Motion B

That Council support Lincolnshire County Council and our Local Police Officers, in this active approach to improve pedestrian and highway safety. In the busiest areas of the town and will include Lumley Road, High Street, Grand Parade and some small section of Roman Band around the one-way system, by bringing back the white lining system to these pavements.

Proposer: Cllr S Blackburn

Seconder: Cllr D Kirk

Cllr S Blackburn presented the motion and a discussion took place.

*It was proposed, seconded and
RESOLVED: That the motion be supported.*

C178. POLICY REVIEW REPORT (Agenda Item 14)

The Town Clerk presented the Policy Review Report to inform Council of the current policy position and agree a timetable for review of policies.

It was proposed, seconded and

RESOLVED: That:-

- a) the reviewed Risk Management and Training Policy be approved.*
- b) the timetable of bringing two reviewed policies to the attention of the Council per month be approved.*

- c) *the principle of establishing a Customer Service Policy be approved.*

C179. TOWN CLERK MISCELLANEOUS REPORT (Agenda Item 15)

The Town Clerk presented the Miscellaneous Issues Report to update Council and seek decisions. He went through each item which included a work experience placement request, Tower Garden Community Building, Street Scene Working Group and Customer Service Training.

A discussion on Work Experience Placements took place and the Town Clerk answered questions.

It was proposed, seconded and

RESOLVED: *That:-*

- a) *an appropriate policy be put in place for work experience placements.*
- b) *reasonable finances be made available to seek expert advice when developing the policy, if needed.*
- c) *the Town Clerk be given delegate authority to authorise the use of work experience placements and to report back to the Business & Resources Committee as and when it occurs.*

A discussion about the consultation on the design of the Tower Gardens Community Building took place and the Town Clerk answered questions.

It was proposed, seconded and

RESOLVED: *That the Town Clerk be authorised, in consultation with the Property Working Group, to commence consultation once the feasibility designs for the Community Building are available.*

The Town Clerk presented the Street Scene Working Group update.

It was proposed, seconded and

RESOLVED: *That the Street Scene Working Group update be noted.*

A discussion on customer service training took place.

It was proposed, seconded and

RESOLVED: *That customer service training should be made available to Council employees and Councillors.*

C180. FAIRER FUNDING CAMPAIGN CORRESPONDANCE (Agenda Item 16)

A discussion about the Fairer Funding Campaign took place.

It was proposed, seconded and

RESOLVED: *That:-*

- a) the correspondence is noted.*
- b) the MP be invited to a Special Council meeting to discuss and answer questions on fairer funding for Lincolnshire.*
- c) that prior to a meeting taking place Council determine questions for the MP*

C181. SPECIAL EDUCATIONAL NEEDS & DISABILITES (SEND) PROVISION CONSULTATION (Agenda Item 17)

A discussion about the current SEND provision and the proposed changes took place.

It was proposed, seconded and

RESOLVED: *That:-*

- a) the consultation is noted.*
- b) Individual Councillors respond to the consultation as they see fit.*

C182. NATURAL ENGLAND SUTTON BRIDGE TO SKEGNESS PATH REPORT (Agenda Item 18)

It was proposed, seconded and

RESOLVED: *That the Natural England Sutton Bridge to Skegness Path Report be noted.*

C183. ELDC REVIEW OF LICENSING POLICY CONSULTATION (Agenda Item 19)

Cllrs D Brookes, J Brookes, Dannatt and Macey declared a Category A interest and withdrew for this item.

It was proposed, seconded and

RESOLVED: *That the ELDC review of licensing policy consultation be noted.*

C184. PROPOSAL THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, DUE TO THE MATTERS TO BE DISCUSSED RELATING TO EMPLOYEES OR PROPOSED EMPLOYEES, THAT COUNCIL GO INTO PRIVATE SESSION TO DISCUSS THE NEXT ITEM (Agenda Item 20)

It was proposed, seconded and

RESOLVED: *That the public and press be excluded for agenda item 21 as the matter related to HR matters associated with employees or proposed employees.*

C185. HR MATTERS RELATING TO THE APPOINTMENT OF THE NEW AMENITY GRASS CUTTING TEAM (Agenda Item 21)

The Town Clerk presented the Amenity Grass Cutting appointment and other employment issues report. A discussion took place.

It was proposed, seconded and

RESOLVED: *That:-*

- a) the appointment of the recommended candidate for the Grounds Maintenance Assistant post be approved.*
- b) the reserve candidate should be the first choice should the recommended candidate not take up the position.*
- c) the seasonal appointment be approved and associated delegated authority be given to the Town Clerk to appoint on a short term seasonal contract, in conjunction with the HR Committee.*
- d) the amenity grass cutting requirements and appointments be reviewed in the summer.*
- e) the grounds maintenance apprentice post remains open for applications.*

The meeting closed at 9.24pm

Skegness Town Council

Appendix A

Current Account

List of Payments made between 30/12/2017 and 29/01/2018

<u>Date</u>	<u>Payee</u>	<u>Ref</u>	<u>Amount</u>	<u>Detail</u>
03/01/18	HM Customs & Excise	EB174	3,013.73	Month 9 contributions
03/01/18	HM Customs & Excise	EB174	1.95	Payment re 2016
03/01/18	Lincolnshire County Council	EB174	3,128.66	Month 9 Pension contributions
03/01/18	Charles H Hill Ltd	EB174	322.76	machinery parts
03/01/18	P and R Decorators	EB174	21.07	undercoat paint
03/01/18	East Lindsey District Council	EB174	836.00	office accommodation costs
03/01/18	East Lindsey District Council	EB174	608.83	Office Rent
03/01/18	EKM Limited	EB174	162.00	Play park repairs
03/01/18	Sid Dennis	EB174	48.38	Green waaste
03/01/18	Anglian Water	EB174	34.88	Water Rates
03/01/18	Eastern Shires Purchasing Org	EB174	29.65	Office stationery
03/01/18	RBS Software Solutions	EB174	594.00	Finance software and support
03/01/18	Zurich Municipal Insurance	EB174	76.50	Additional premium - new van
03/01/18	National Ass Memorial Masons	EB174	246.00	Membership subscription
09/01/18	East Lindsey District Council	EB175	816.67	Units rent
09/01/18	Daisy Communications	EB175	18.80	Office telephone
09/01/18	Sid Dennis	EB175	163.12	Cemetery bins
09/01/18	Federation of Burial Authoriti	EB175	119.20	Subscription
09/01/18	Charles H Hill Ltd	EB175	93.85	Machinery repairs
09/01/18	Eon	EB175	11.77	Electricity - lamp
09/01/18	Burdetts Garage	5172	114.22	Battery for van
22/01/18	Anglian Water	DD	17.00	Unit 1 A Water Rates
22/01/18	Anglian Water	DD	16.50	Unit 1B Water Rates
15/01/18	Nationwide Business Savings Ac	EB76	50,000.00	Transfer from Current Acc to savings
15/01/18	Travis Perkins	EB176	338.36	Public Property Materials
15/01/18	Sid Dennis	EB176	76.56	Green Waste
15/01/18	PurplePear	EB176	170.00	Council Photograph
15/01/18	Screwfix	EB176	122.42	Workwear
15/01/18	Zurich Municipal Insurance	EB176	128.68	Additional insurance
15/01/18	Viking Direct	EB176	217.86	Office stationery and postage
15/01/18	Charles H Hill Ltd	EB176	20,800.00	New Equipment
15/01/18	Charles H Hill Ltd	EB176	814.00	Mower servicing
01/01/18	O2	DD	24.94	Mobile phone
22/01/18	Staff Salaries	EB177	11,409.45	Staff Salaries
22/01/18	Cllr D Brookes	EB177	300.00	Mayors Allowance
22/01/18	P and R Decorators	EB178	32.73	paint etc
22/01/18	IRIS Business Software Ltd	EB178	542.40	Payroll software
24/01/18	TalkTalk	DD	30.41	Office Broadband

Total Payments	95,503.35
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Skegness Town Council

Current Account

List of Payments made between 31/01/2018 and 27/02/2018

<u>Date</u>	<u>Payee</u>	<u>Ref</u>	<u>Amount</u>	<u>Detail</u>
31/01/18	Fuelgenie	DD	74.01	Diesel
31/01/18	Lloyds Bank	68	16.60	Bank Charges
01/02/18	DVLA	005173	55.00	First registration fee mower
02/02/18	HM Customs & Excise	EB179	2,663.71	PAYE month 10
02/02/18	Lincolnshire County Council	EB179	3,456.54	Pension Contributions
02/02/18	East Lindsey District Council	EB179	608.83	Office Rent
02/02/18	East Lindsey District Council	EB179	816.67	Unit Rents
02/02/18	Travis Perkins	EB179	82.26	Materials
02/02/18	Sid Dennis & Sons	EB179	188.26	Skip Hire
02/02/18	JB Taylor Construction Ltd	EB179	194.82	Mesh sheeting
02/02/18	Screwfix	EB179	19.99	Waterproofs
02/02/18	Charles H Hill Ltd	EB179	677.79	Mower repairs
02/02/18	Konica Minolta	EB179	58.45	Photocopier usage
02/02/18	Lumalite	EB179	7,227.00	Christmas Illuminations
12/02/18	Opus Energy	DD	7.99	Units electricity
12/02/18	Fuelgenie	DD	69.58	Diesel
16/02/18	O2	DD	4.34	Mobile Phone
18/02/18	O2	DD	53.04	Mobile Phones
18/02/18	Talk Talk	DD	24.60	Office broadband
20/02/18	Konica Minolta	EB180	78.26	Photocopier lease
20/02/18	Sid Dennis	EB180	564.77	Skip Hire - Allotments
20/02/18	Sid Dennis	EB180	162.52	Cemetery bins
20/02/18	Machine Mart Ltd	EB180	400.80	Clarke Table Lift
20/02/18	Community Resource Planning	EB180	16,579.20	NDP stage 2 prof fees
20/02/18	Eastern Shires Purchasing Org	EB180	22.73	Postal scales and ruler
20/02/18	Anglian Water	EB180	55.70	Water Rates Unit 1E
20/02/18	Anglian Water	EB180	49.60	Water Rates Unit 1D
20/02/18	Screwfix	EB180	192.07	New Team Equipment
20/02/18	Travis Perkins	EB180	10.82	Screws
20/02/18	Glasdon UK Ltd	EB180	242.32	Topsy Keyless bin
20/02/18	Tudor Environment	EB180	691.71	New Team Equipment
20/02/18	2Commune Ltd	EB181	510.00	Website hosting & email
20/02/18	Daisy Communications	EB181	21.32	Office telephone
20/02/18	Tudor Environment	EB181	48.32	Safety signs
20/02/18	JB Taylor Construction Ltd	EB181	404.37	Mesh sheeting and metal
20/02/18	Zurich Municipal Insurance	EB181	1,879.83	Motor Vehicle insurance
20/02/18	Burdetts Garage	005174	560.20	Van repairs - ignition barrel
22/02/18	Anglian Water	DD	17.00	Unit 1A Water Rates
22/02/18	Anglian Water	DD	16.50	Unit 1B Water Rates
27/02/18	Staff Salaries	EB182	11,410.17	Staff Salaries month 11
27/02/18	Cllr D Brookes	EB182	300.00	Mayors Allowance month 11

Total Payments 50,517.69

Children's Centre Advisory Board Report

26/01/2018 – Alford – D.Kirk

Roles for members of staff have been completely restructured over the past few months and there have been some exciting and significant additional resources allocated to Skegness. This report will hopefully share these details with the council and share the great work that has been happening. The key headlines from this meeting are "More health workers for Skegness", "A new maternity hub for Skegness" and "No more baby weighing".

There has always been a focus in the past to get the parents or carers into employment or an opportunity to learn new skills. Courses and sessions have always been run that parents can access. This has somewhat been changed as these sessions are only now available for the centres' 'targeted' families. These 'targeted' families are those whom are higher risk than others, i.e., those that are not in contact with professional services, parents that have been subject to abuse or those that are on specific benefits. These are just a few triggers to mention.

Health Visitors

The centres used to offer a baby weighing service which was led by the health visiting team. This has stopped about 3 months ago as Angela Smith (Manager of LCC health Visitors) said "There is no health benefit of offering these services." I expressed my concern that whilst the data shows no direct link with health benefits, a weighing does provide an indirect benefit for parents in providing an opportunity to speak with a health professional for matters that perhaps wouldn't warrant a GP appointment. My concern was noted however there just isn't the staffing. The centres did offer a 'independent' weighing session once a week where parents could come and weigh their own babies however this created more problems and it was quickly shut down when the Health Team found out this was happening. (They got a little slap on the wrist I think!)

Health Visitors have now moved from NHS direct leadership through to LCC control. According to Angela Smith, this transition has been successful and pay and conditions have significantly improved for all her staff so they are very happy. This is in effort to try and retain more staff and improve working conditions. She later on explained that her team is at 47% of the required staffing level to be able to provide the required services. I asked if this was a result of not enough funding and Angela explained that the funding is there now they are under LCC, but we are not getting the applications needed to fill the vacancies within our area. The good news is that there are four health visitors been trained up as we speak, specifically to serve the Skegness area. This is great news. They will be deployed from March to the end of April.

Skegness Maternity Hub

Skegness Children's centre has been selected to pilot an integrated Maternity Hub. As the centre and health teams are now under LCC they can share the same accommodation. New equipment has been installed and formally opened on the 5th of January with parents queued around Brunswick Drive to inspect the services. It has been better than anyone could have expected. One of the primary goals for our Children's Centre is to engage and interact with families that have children

from 0-5. These are theoretically most 'at risk' as in theory there is no legal obligation for families to be in contact with professionals such as nursery workers, teachers or health visitors. Historically, Health visitors were not on site and was only able to signpost to the Children's centre's services through leafletting and conversation. Now, families using maternity services must sign in through the Children's Centre reception where they can instantly be signposted to up to date groups and sessions and even become familiar with the Centre's staff. So far, Skegness has seen an uplift in attendance.

Children's Centre's Sessions and Data

As mentioned above, there has been an increase in attendance. The data presented to me shows an upward trend which is very positive for our centre other than one specific area to which I probed and asked why. There has been a slight decline in 2-5 year olds in attendance. Christina Styles explained that there has been a significant increase with parents utilising the free childcare offering for 2-year olds. Remember, parents get 30 hours of free childcare for their two-year-olds if they are on certain benefits. Christina explained that under the new Universal Tax Credits, unemployed parents of a two-year-old are now forced to seek part time work to retain their benefits were as before, they didn't have to work until their children were 5. The evidence shows that there is a significant reduction of families receiving Job Seeker's Allowance suggesting more parents are in work and therefore don't have as much time to use the Children's Centre's services.

The free Christmas Party offering at St Clement's Hall was a huge success with 4 new families signing up and registering. The Centre are wanting to expand this offering by thinking about offering sessions during Easter and the Summer Holiday.

Money has been granted to renovate the baby room at the centre. Works will commence shortly.

The Children's Centre used to have 3 subcontractors to deliver their services. Now they only use one. The Pre School Learning Alliance. There have been some IT teething problems and a legal matter relating to the sharing and processing of Children's Centre's data with the PSLA. This is almost resolved.

Saltfleet to Gibraltar Point Strategy Report

By Malcolm Gabbitas

1. Sand on The Beach – What Do We Do Now?

Considerations:

- Cost of fuel/machinery more sand needed
- Increasing amount of sand required - but where do we get it from?
- It's tried and tested - we know it works
- Environment impact e.g. carbon footprint
- This option provides an open beach - added benefits for tourism
- Sections of the beach need to be closed for short periods when pumping takes place
- Seawall modifications – repair/improve adapt as needed.

2. Coarser Sand, Shingle or Pebbles

- Could alter beach profile
- Initial cost will be higher if material is located further away
- It's less likely to move so it won't need to be replenished as often
- Movement mixing with sand
- Impacts on landscape, recreation and tourism
- Sections of beach closed when shingle is being pumped
- A large amount of shingle required
- Environment impacts e.g. carbon footprint
- Potential damage from stones e.g. outfalls and seawalls
- Seawalls modifications – repair/improve/adapt as needed

3. Rock Groynes Plus Sand on The Beach

- Change of landscape/seascape
- Initial costs are much higher approximately 3 times higher over 10 years but cheaper in the long run
- Less sand required
- Funding/affordability
- Natural movement of sand along the coast will change
- Structures can be modified
- Size and spacing structures the distance between each groyne.
- Public safety
- Opportunities with additional funding e.g. marinas look out points
- Beach access
- Seawall modifications – repair/improve/adapt as needed.

4. Rock Groynes and Fishtail Plus Sand on The Beach

- Less sand required
- Change of landscape/seascape especially larger fishtails
- Initial costs are high approximately 3 times higher over 10 years but cheaper in the long run
- Funding affordability
- Natural movement along the coast will change
- Beach access
- Structures can be modified
- Large structures would be spaced further apart
- Public safety
- Opportunities for additional funding e.g. marinas look out points
- Seawalls modifications – repair/improve/adapt
- Variations of frequency and volumes of sand

5. Rock Groynes, Fishtail with Different Volumes of Sand

- Volumes of sand may be different in certain areas
- Natural movement of sand along the coast may change
- Standard protection may change depending on location and funding
- Beach access
- Less sand required
- Seawall modifications – repair/improve/adapt as needed
- Opportunities with additional funding e.g. marinas look out points
- Changes to landscape/seascape especially large fishtail
- A localised approach could mean better use of funding.

6. Rock Groynes Fishtails with Different Frequency of Sand

- Frequency of sand nourishment may be different in certain areas
- Movement of sand may change by natural means
- Standard may change depending on location in certain areas and funding
- A Localised approach could mean a better use of funding
- Changes to landscape/seascape especially larger fishtails
- Beach access
- Less sand required

Foot note:

The meeting at Anderby Creek in November 2016 – 58% of people at the meeting voted for fishtail groynes.

County Council Report March 2018

Consultation on Fairer Funding:

The government has launched a [technical consultation](#) into the key cost drivers for local authorities in providing services. This will help create a new system of funding for councils. A full response will be put together by the county council before the deadline in March. The opportunity for Lincolnshire to get fairer funding which we currently miss out on. *“If councils here received the average funding for council areas in England, the region would benefit from £116 million of extra funding for services every year – some of which could be used towards highways repairs. That would make a massive difference.”*

Council nets extra £1.7m to tackle an estimated 30,000 potholes:

The Government has given the county council a further £1,736,514 from its 2017/18 Pothole Action Fund. In addition to this, the County Council will be adding a further £3.3m to its pothole budget. *“We spend around £50m on highways maintenance each year. While this sounds like a lot of money, we have 5,500 miles of road to maintain and that funding will only go so far. We’re repairing thousands of potholes every month, with over 4,000 dealt with in December alone. That’s why we’re calling on the Government for fairer funding for Lincolnshire.*

Report a highways fault, visit www.lincolnshire.gov.uk/faultreporting or call 01522 782070.

What Now! Young People's e-newsletter:

[What Now!](#) is the Youth Hub's monthly e-newsletter filled with information about exciting opportunities and activities for young people aged eight -18. If you work with children, young people and families in this age range please share this and encourage them to subscribe to receive this newsletter.

Street Light Scrutiny:

The scrutiny of the Part Night Street Light Policy continues. The number of responses to the consultation from Skegness was a little disappointing in view of the number of times the subject has been hotly debated on social media. That being said of the few that did respond 75% said it had had a negative impact on their lives. Fear of crime rather than actual crime appears to be the biggest problem but as the attached report shows is very difficult to address. The scrutiny committee will now dig down further into the raw data and formulate some recommendations to put forward.

Empowering self-care:

Lincolnshire County Council is developing a Library of Information and Services to provide online information and a searchable directory to support residents, service users, their families and carers. [Empowering self-care with one single library of services](#)

NHS Consultation:

NHS Clinical Commissioners (NHSCC) and NHS England have launched a public [consultation](#) on reducing prescribing of over-the-counter medicines for 33 minor, short-term health concerns. The consultation closes on the 14th March.

In the year prior to June 2017, the NHS spent a staggering £569 million on prescriptions for medicines that patients could have purchased over the counter from a pharmacy and other outlets such as supermarkets for just a few pence.

We hope you have found this report useful. Please feel free to ask any questions you may have.

Cllr Steve Kirk
Skegness South, Burgh and Croft

Cllr Carl Macey
Skegness North

Scrutiny Review: Impact of the Part Night Street Lighting Policy

Subject: A review of open source material about the fear of crime and street lighting

Summary:

This document will provide an overview of the key findings from openly available studies about the fear of crime generally and specifically in relation to the issue of street lighting. This information will be used to brief Lincolnshire County Council's Street Lighting Scrutiny Panel.

1. Background

There are a range of factors that can affect an individual's or a community's fear of crime quite apart from the crime rate. Recent studies of the impact of reduced street lighting in England and Wales would suggest that part night lighting does not significantly impact on the crime rate. Despite this, studies show that there is an impact on feelings of safety. While many people do not notice the changes to street lighting levels in their local area, many of those who do notice changes report feeling less safe. The reduction in the feeling of safety does appear to result in behaviour change, causing some people, for instance, to consider going out less or to avoid unlit areas. Research would suggest that it is not only the increased darkness that causes concern, but that to some people the switch off of lights also represents a retreat of state authority and investment from the local area.

The Safer Lincolnshire Partnership (formerly the Lincolnshire Community Safety Partnership) conducts a regular community safety survey of Lincolnshire residents. This survey, with some modifications, may offer the opportunity to measure the impact of street lighting changes on the fear of crime.

Guidance on the best methods for reducing the fear of crime would suggest that there is no one size fits all solution for reducing fear. Instead the causes of the fear of crime should be understood and targeted directly. These may not be the same for all areas or groups of people. Efforts to reduce the fear of crime caused by the reduction in street lighting will therefore need to be targeted at the specific concerns underlying the fears (for instance the retreat of state investment and authority from the neighbourhood).

Fear of crime in general

An individual's fear of crime can be influenced by a range of different factors. These include the individual's personal experience of crime, their demographic characteristics, and their perception about the levels of social cohesion in their area. Those who have been a recent victim of crime unsurprisingly have a higher worry about being a victim of crime in the future. This finding has been evidenced by the Office for National Statistics' regular Crime Survey of England and Wales (CSEW). For example, a person who had been a victim of burglary was nearly two and a half times more likely to be 'very worried' about being a victim of burglary in the future than a person who had not been a victim of burglary (25.6% compared to 10.3%).¹

CSEW information would suggest that there are also demographic factors which influence an individual's fear of crime. For example, those aged 35 and over have a perception that they are likely to be a victim of crime in the next year that is higher than their risk of actually being a victim of crime, while those aged 16-24 have a slightly lower perception of their likely victimisation than their actual risk of future victimisation. Meanwhile, those from ethnic minorities and those living in areas of deprivation have significantly above average perceptions about the crime rate in their local area.²

Perceptions about the levels of social cohesion in an area also appear to influence an individual's fear of crime according to academic research. One recent study concluded that *'people do not separate out the issue of crime from issues of cohesion, collective efficacy, social change and tension: rather than being about an irrational (and narrow) sense of crime, fear (whether it is everyday worry or anxiety) expresses and distils lay diagnoses about neighbourhood breakdown and stability'*.³ In other words, community cohesion and fear of crime are closely linked. A higher fear of crime is seen as another consequence of living in a neighbourhood where people from different backgrounds do not get on.

There is evidence to suggest that there is a link between perceived levels of social cohesion and perceived levels of crime and feelings of safety in Lincolnshire. The 2016 Lincolnshire Community Safety Partnership Survey asked Lincolnshire residents a series of questions about community safety in their local area. Among these questions, respondents were asked:

- Do you feel more or less safe in your local area than you felt 12 months ago?
- Do you think that levels of crime and anti-social behaviour have gone up or down in the last year?

¹ Public perceptions of crime in England and Wales: year ending March 2016, Office for National Statistics, <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/articles/publicperceptionsofcrimeinenglandandwales/yearendingmarch2016>

² Public perceptions of crime in England and Wales: year ending March 2016, Office for National Statistics, <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/articles/publicperceptionsofcrimeinenglandandwales/yearendingmarch2016>

³ Social Order and the Fear of Crime in Contemporary Times. Oxford: Oxford University Press, Clarendon Studies in Criminology (2009), Stephen D. Farrall, Jonathan Jackson, and Emily Gray. Abstract available at https://www.researchgate.net/publication/234138670_Social_Order_and_the_Fear_of_Crime_in_Contemporary_Times_Oxford_Oxford_University_Press_Clarendon_Studies_in_Criminology

- To what extent do you agree or disagree that your local area is a place where people from different backgrounds get on well together?

Respondents living in Boston and South Holland were significantly more likely to report that people from different backgrounds did not get on well together than those living in the remaining districts of Lincolnshire. Boston and South Holland respondents were also more likely to report that crime levels in their area had gone up in the last twelve months and that they felt less safe in their area than they did twelve months ago.⁴ While correlation is not the same as causation, this information would seem to offer some corroboration of the findings in the academic literature about the link between community cohesion and the fear of crime. It would also suggest that the fear of crime may be higher in Boston and South Holland than it is in other districts of Lincolnshire.

Street lighting, crime, and the fear of crime

The link between street lighting, crime levels, and fear of crime is complicated. Academic research in this area predominantly examines the impact of introducing street lighting in a locality rather than the impact that the reduction of existing street lighting has on crime levels and the fear of crime. While the research would tend to suggest that the introduction of street lighting did have a positive reducing effect on crime and the fear of crime, research on the withdrawal of lighting would suggest that crime levels may be unaffected, but that the fear of crime may increase.

Home Office research suggests that the introduction of street lighting did have a positive reducing effect on the number of crimes recorded in an area.⁵ It should be noted, however, that the evidence for the beneficial impact of street lighting derives from studies dating back to the 1970s, when crime levels were much higher. This perhaps makes direct comparison with current crime conditions less relevant.⁶

Two theories have been posited as to why street lighting might reduce crime. *'The first suggests that improved lighting leads to increased surveillance of potential offenders (both by improving visibility and by increasing the number of people on the street) and hence to increased deterrence of potential offenders. The second suggests that improved lighting signals community investment in the area and that the area is improving, leading to increased community pride, community cohesiveness, and informal social control. The first theory predicts decreases in crime especially during the hours of darkness, while the second theory predicts decreases in crime during both daytime and night time.'*⁷ A systematic review of street lighting research papers undertaken in 2008 found that *'night time crimes did not decrease more than daytime crimes. This suggests that a theory of street lighting focusing on its role in increasing community pride and informal social control may be more plausible than a theory focusing on increased surveillance and increased*

⁴ LCSP Survey Results 2016, LCC Safer Communities Service

⁵ The effect of better street lighting on crime and fear. Home Office Review (1991), <http://library.college.police.uk/docs/hopolicers/fcpu29.pdf>

⁶ Evidence regarding the impact of the street lighting on crime and antisocial behaviour (2015), Cambridge Research Group, <http://cambridgeshireinsight.org.uk/file/2737/download>

⁷ Effects of improved street lighting on crime: a systematic review. Home Office Research Study 251, (2002) http://www.crim.cam.ac.uk/people/academic_research/david_farrington/hors251.pdf

deterrence.⁸ In this scenario, street lighting is a visible representation of civility and modernity, a sign that the state is supporting order in the area. This gives members of the community more confidence, increasing their mobility and reducing their fear of crime. These factors combine to change the environment of the neighbourhood so that it attracts less crime. This theory may help to explain why moves to part night lighting do not appear to significantly increase crime, but they do increase the fear of crime. This is corroborated by the studies discussed below.

A 2015 study of 62 local authorities found that, on the whole, reductions in street lighting did not make an immediate impact on crime levels.⁹ However, other studies have noted the impact that street light reductions have had on public perceptions about their safety. A large scale survey of residents' views about street lighting undertaken in 2013 suggested that, of those who noted street light reductions in their area, *'52.8% of women and 38.8% of men said that their local community feels less safe... Asked how dimming or switching off lighting affects their behaviour, 40% of respondents considered going out less, 65% avoided unlit areas and 15% said that they would take taxis rather than walk.'*¹⁰ Meanwhile, a 2015 study of public views about the impact of reduced street lighting concluded that *'Public concern focused on road safety, fear of crime, mobility and seeing the night sky but, for the majority in areas with interventions, reductions went unnoticed. However, more private concerns tapped into deep-seated anxieties about darkness, modernity 'going backwards', and local governance.'*¹¹ These studies therefore suggest that for many residents who noticed the change, reduced street lighting made them feel less safe to the extent that they considered changing their behaviour. This was not simply because of the increased darkness resulting from reduced lighting, but for some this was also because the changes signified the retreat of state authority from their area. It should be noted, however, that many residents in these studies did not notice the change to part night lighting in their area, and so their feelings of safety were unaffected.

It would therefore appear that the initial investment in street lighting in an area has a positive reducing impact on levels of crime during the day and the night. The visible state investment in reducing darkness from the area appears to signify increased security and control in the locality, making the area less attractive to crime, and leaving local residents feeling safer and more confident in their neighbourhood. The move to part night lighting is perhaps a less radical change on the environment of the neighbourhood than the introduction of street lighting. Many of the benefits of the street lights remain, meaning that much of their apparent deterrent effect on levels of crime also remains. However, for those who notice the change to part night lighting, the change impacts on their feeling of safety, as the reassurance that had previously been provided by state investment in the area is eroded.

⁸ Effects of Improved Street Lighting on Crime. Brandon P. Welsh, David C. Farrington (2008)
http://www.crim.cam.ac.uk/people/academic_research/david_farrington/light.pdf

⁹ What is the effect of reduced street lighting on crime and road traffic injuries at night? A mixed-methods study (2015). Summary available at <https://njl-admin.nihr.ac.uk/document/download/2004077>

¹⁰ Street Lighting and Perceptions of Safety Survey November 2013, Results and Analysis, Suzy Lamplugh Trust and Neighbourhood Watch
https://www.ourwatch.org.uk/uploads/pub_res/Perceptions_of_Safety_survey_FINAL.pdf

¹¹ Reduced street lighting at night and health: A rapid appraisal of public views in England and Wales (2015)
<https://www.sciencedirect.com/science/article/pii/S1353829215000775>

Measuring the impact of street lighting changes in Lincolnshire on the fear of crime

The Safer Lincolnshire Partnership (formerly the Lincolnshire Community Safety Partnership) has a statutory obligation to engage the local community about crime and disorder issues. Between August and November 2016 the partnership undertook a major survey of Lincolnshire residents' views about community safety in the county.

Among other questions, the survey asked respondents what issues they thought the partnership should focus on in their local area. Nearly 1,000 suggestions were received. Although the Street Lighting Transformation Project in Lincolnshire was only in the early stages of implementation during the survey period, a small number of these suggestions (1%) related to street lighting. However, there were many other issues that a higher proportion of residents wanted the partnership to focus on, including anti-social behaviour, alcohol, road safety, police visibility, drugs, burglary, increasing resources/effectiveness, vandalism, rural crime, community cohesion and violence.¹²

The survey also asked respondents if they felt more or less safe in their local area than they did 12 months ago. While the majority (56%) of respondents to the 2016 survey stated that they felt as safe as they did 12 months ago, a significant minority (33%) stated that they felt less safe. Respondents were not asked why they felt less safe, so it is unclear what factors may have influenced their feelings of safety. It would be possible to include this question in future surveys. This would provide an indication of the extent to which street lighting changes may have affected feelings of safety. The collection of demographic data about the gender, age and local authority of residence of respondents would help to identify whether certain groups have been disproportionately affected.

Reducing the fear of crime

Although there is no official UK government guidance about fear of crime reduction, a comprehensive guidance document written by the US Department of Justice entitled 'Reducing Fear of Crime: Strategies for Police' offers a clear method for how to reduce the fear of crime in local communities.¹³ This study draws extensively from UK case studies and intelligence led policing principles to offer the following guidelines for how to reduce the fear of crime:

- Information about the fear of crime should be collected from local communities. Engagement with the community can take many forms, including surveys, community meetings, key individuals, environmental audits, and routine public contacts. Information should be collected not just about the level of worry, but the underlying factors that affect perceptions of safety.
- The collected information should be analysed alongside other sources of information, to identify patterns and trends in the fear of crime. The analysis

¹² LCSP Survey Results 2016, LCC Safer Communities Service

¹³ Reducing Fear of Crime, Strategies for Police (2010), US Department of Justice
<http://www.popcenter.org/library/reading/PDFs/ReducingFearGuide.pdf>

should identify areas and groups that may be disproportionately affected by the fear of crime as well as the specific concerns that undermine feelings of safety.

- A tailored response to the identified fear of crime issues should be designed and enacted. There is no 'one size fits all' solution to reducing the fear of crime. Interventions should be targeted at the causes of the feelings of fear among different groups or at different locations.
- Feedback should be provided to the community so that they are aware that action has been taken to alleviate their concerns.

In the case of street lighting, it might be possible to use the information collected in both the street lighting survey and the Safer Lincolnshire Partnership's survey, together with the findings of the academic research summarised in this paper, as a platform for analysing how and why street lighting changes might be affecting feelings of safety. Resource permitting, a more detailed public engagement exercise could also be undertaken along similar lines to Kent County Council's street lighting consultation in 2016, which included workshops and focus groups with key groups (including shift workers, the elderly and students).¹⁴ Once these sources of data are analysed, a tailored response to the issues could be designed and enacted.

For instance, if the hypothesis is correct that for some groups, street lighting changes undermine feelings of safety because they symbolise the retreat of the state from a local area, any efforts to mitigate this concern will need to find a way to tackle the perception that authorities have abandoned the area. Residents may need to feel that their area is still worthwhile, despite the reduction in street lighting. Whatever responses are enacted to tackle the causes of this perception, care will need to be taken to ensure that the response is clearly communicated to the community.

2. Background Papers

Fear of crime:

- Public perceptions of crime in England and Wales: year ending March 2016, Office for National Statistics. Full article available at <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/articles/publicperceptionsofcrimeinenglandandwales/yearendingmarch2016>
- Social Order and the Fear of Crime in Contemporary Times. Oxford: Oxford University Press, Clarendon Studies in Criminology (2009), Stephen D. Farrall, Jonathan Jackson, and Emily Gray. Abstract available at https://www.researchgate.net/publication/234138670_Social_Order_and_the_Fear_of_Crime_in_Contemporary_Times_Oxford_Oxford_University_Press_Clarendon_Studies_in_Criminology

Street lighting and the fear of crime:

- The effect of better street lighting on crime and fear. Home Office Review (1991). Full article available at <http://library.college.police.uk/docs/hopolicers/fcpu29.pdf>
- Effects of improved street lighting on crime: a systematic review (2002). Home Office Research Study 251. Full article available at

¹⁴ Street Lighting Consultation. Main Report (2016), Kent County Council, https://consultations.kent.gov.uk/gf2.ti/f/603586/19341445.1/PDF/-/Street_Lighting_Main_Report.pdf

http://www.crim.cam.ac.uk/people/academic_research/david_farrington/hors251.pdf

- Effects of Improved Street Lighting on Crime (2008). Brandon P. Welsh, David C. Farrington. Full article available at http://www.crim.cam.ac.uk/people/academic_research/david_farrington/light.pdf
- Reduced street lighting at night and health: A rapid appraisal of public views in England and Wales (2015) Judith Green, Chloe Perkins, Rebecca Steinbach, Phil Edwards. Full article available at <https://www.sciencedirect.com/science/article/pii/S1353829215000775>
- What is the effect of reduced street lighting on crime and road traffic injuries at night? A mixed-methods study (2015), Chloe Perkins, Rebecca Steinbach, Lisa Tompson, Judith Green, Shane Johnson, Chris Grundy, Paul Wilkinson and Phil Edwards. Summary available at <https://njl-admin.nihr.ac.uk/document/download/2004077>
- Evidence regarding the impact of the street lighting on crime and antisocial behaviour (2015), Cambridge Research Group. Full article available at <http://cambridgeshireinsight.org.uk/file/2737/download>
- Street Lighting and Perceptions of Safety Survey November 2013, Results and Analysis, Suzy Lamplugh Trust and Neighbourhood Watch. Full article available at https://www.ourwatch.org.uk/uploads/pub_res/Perceptions_of_Safety_survey_FINAL.pdf
- Street Lighting Consultation. Main Report (2016), Kent County Council. Full article available at https://consultations.kent.gov.uk/gf2.ti/f/603586/19341445.1/PDF/-/Street_Lighting_Main_Report.pdf

Other:

- Lincolnshire Community Safety Partnership Survey Results 2016, LCC Safer Communities Service. Available on request.
- Reducing Fear of Crime, Strategies for Police (2010), US Department of Justice. Full article available at <http://www.popcenter.org/library/reading/PDFs/ReducingFearGuide.pdf>

This report was written by Peter Laughton, Community Safety Analyst.

District Council Report March 2018

On the 9th February, I gave a briefing as Portfolio Holder for the Coastal Economy to all partners about a piece of work which was about to start that related to the Foreshore and Tower gardens, The Skegness Design Manual. This briefing was the culmination of a series of meetings held at Manby to which all District Councillors from Skegness were invited and followed on from the Grade II listing of parts of the Foreshore and the Tower Gardens. It was also an opportunity to invite all partners to the media briefing on the 21st.

Present at the media briefing on the 21st February were representatives from

- East Lindsey District Council
- Skegness Town Council
- Skegness Chamber of Trade and Commerce
- Skegness Partnership
- The Coastal BID

In addition to this media briefing event, SECWHA had been briefed separately as they were unable to attend on the 21st and I briefed the Town Mayor personally by telephone on the 13th.

The purpose of the design manual is to ensure that Skegness remains a modern and vibrant visitor destination and maintains its position as one of the most visited seaside resorts in the UK.

To do this the aim is to;

- realise the full potential of the Foreshore for the benefit of the town's residents as well as its visitors;
- improve the connections between the parts of the Foreshore, and between the Foreshore and the Town Centre;
- enhance the viability and vibrancy of the existing tourism offer;
- attract a diverse customer base throughout the year;
- capture future opportunities for heritage and other funding;
- ensure the Foreshore is attractive to encourage private sector investment that sits alongside our public realm.

To start the ball rolling ELDC will engage consultants to look at the possibilities and produce some ideas and designs for how the Foreshore and Tower Gardens could look in years ahead. The full cost of these consultants is being met by East Lindsey District Council from its Economic Development budget.

The consultants will be tasked to look at;

- Layout of open space;
- Movement of people and traffic;
- Preferred landscaping and planting;
- Street furniture (seating, lighting, shelters);
- Signage and interpretation panels;
- Safety and security;
- Use of colour and materials (including hard surfaces);

Whilst having due regard to it being a Grade 2 listed area which has Registered Parks and Gardens status.

When the consultants have completed this piece of work all the partner organisation will have the opportunity to discuss it fully and feedback their observations and recommendations. By doing this we can ensure that all partners have had their say in shaping the future of Skegness for years to come.

From that point, it is hoped that we all will be able to agree on a series of projects to bring forward. This will allow all partners to make joint bids to funders, including the heritage lottery funding, to help deliver some of them for the benefit of the town.

In particular, I personally hope that this piece of work will support Skegness Town Council with its aspirations of a heritage/ museum space and enhancements to Tower Gardens and its immediate vicinity.

We hope you have found this report useful. Please feel free to ask any questions you may have.

Cllr Steve Kirk
Skegness South

SKEGNESS TOWN COUNCIL

Minutes of the Planning & Planning Policy Committee Meeting

Held at 7.00 pm on Tuesday, 20th February 2018

PRESENT: Councillor C Macey in the Chair.

Councillors M Anderson, D Brookes (Mayor), T Burnham, D Cargill, J Carpenter, G Ellis, M Gabbitas, and M Gray

Officers: Town Clerk and Deputy Town Clerk.

Absent: Councillor R Hall and D Kirk

One member of the public was present.

P108. MINUTES OF LAST MEETING (Agenda Item 1)

*It was proposed, seconded and
RESOLVED: To note the minutes of the Planning and Planning Policy Committee meeting of Tuesday 30th January 2018 were approved by Council.*

P109. APOLOGIES (Agenda Item 2)

Apologies for absence were received from Councillor S Blackburn.

P110. DECLARATIONS OF INTEREST (Agenda Item 3)

Cllr C Macey item 4.3 Category A – Business Landlord.
Cllr G Ellis item 4.3 Category A - Relative

P111. APPLICATION [S/153/00190/18](#)– c/o Mr. M. Damms, 9 Lumley Avenue, Skegness, PE25 2AH (Agenda Item 4.1)

Proposal: Planning Permission - Change of use, conversion of and alterations to existing first and second floor offices to provide 3no. flats.

*It was proposed, seconded and
RESOLVED: That the application be supported.*

P112. APPLICATION [S/153/02230/18](#)– Seaside Leisure Holdings, Highfields & Haven, Burgh Road, Skegness, PE25 2RJ (Agenda Item 4.2)

Proposal: Planning Permission - Change of use, extensions and alterations to existing house and caravan park office with storage to form 1no. first floor flat and a ground floor reception area, offices and storage rooms in connection with existing caravan park on the site of part of existing building which is to be demolished and provision of car parking (works started).

It was proposed, seconded and

RESOLVED: *That the application be supported subject to reasonable screening on the boundary between the property and Ivy House and obscured glass windows, where required, to protect privacy.*

P113. APPLICATION [S/153/02316/17](#) – Mr. I. Ellis, Vertigo Scaffolding, Grosvenor Road, Skegness, PE25 2DG (Agenda Item 4.3)

Proposal: Planning Permission - Change of use of former bus depot to use under Class B1: Businesses, and Class B8: Storage and Distribution of The Town & Country Planning (Use Classes) Order 1987 as amended, for the storage and distribution of scaffolding equipment.

Cllr C Macey and Cllr G Ellis declared Category A interests and withdrew from this item.

Cllr M Gabbitas in the Chair.

It was proposed, seconded and

RESOLVED: *That the application be supported subject to business operating hours restricted to 7am-11pm to protect the residential amenity.*

P114. APPLICATION [S/153/00222/18](#) – Miss. C. Roberts, Skegness Fields Park, Burgh Road, Skegness, PE25 2LA (Agenda Item 4.4)

Proposal: Planning Permission - Extensions and alterations to existing dwelling to provide a two storey rear extension to form a dining room and a first floor bedroom/study.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P115. APPLICATION [S/153/00262/18](#) – Sunnyview, Beacon Way, Skegness, PE25 3HL – (Agenda Item 4.5)

Proposal: Planning Permission - Extension to existing dwelling to form a conservatory.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

P116. PLANNING INSPECTION UPDATE (Agenda Item 5)

It was proposed, seconded and

RESOLVED: *That the planning inspection update be noted.*

P117. NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE (Agenda Item 6)

The Town Clerk gave a verbal update on the Neighbourhood Development Plan including the suggestion from the consultants that an additional meeting may be needed which was not included in the original quotation. A discussion took place.

It was proposed, seconded and

RESOLVED: *That the Neighbourhood Development Plan update be noted.*

The meeting closed at 7.50 pm.

Feedback from ELDC Foreshore Guide Meeting

I was invited to attend a meeting with ELDC together with other groups considered as partners to discuss ELDC's plans to produce a design guide for the foreshore and its linkage into Skegness Town Centre.

The plan has come about as a consequence of the listing by Historic England of areas of the Foreshore, together with Tower Gardens.

ELDC have created a new team headed by an Assistant Director responsible for growth. This team incorporates the existing Development Control, Planning Policy and Economic Development functions.

The purpose of establishing a guide is to attempt to make the Foreshore more cohesive in its presentation and to gain partner's buy in to ideas for future improvements, so that partners can work collaboratively in seeking funding sources for both contemporary and heritage ideas and plans.

How does this impact Skegness Town Council?

STC have the local interest and knowledge and should have a major say in how the Foreshore is developed and designed.

STC is developing a Neighbourhood Development Plan (NDP), which offers the potential to include design within Planning Policy, it is therefore essential that the ELDC guide and any policies/outputs from the NDP are working together.

STC has a stated business plan interest in Tower Gardens and has aspirational plans to develop a Heritage Centre. The funding for such a centre is likely to come from sources such as the Heritage Lottery Fund. It is essential that any "Heritage" plans for Skegness are seen as part of a coordinated plan supported by the major partners who will influence Skegness Heritage.

STC manage street furniture in the Town Centre and any design implications as a result of the linkage could impact this.

Timetable

ELDC commissioning team to meet with consultants to brief on the work to be undertaken in early March

TBA consultation meetings with partners – likely to be quite quickly after ELDC meeting but unclear how this fits into STC Council reporting process.

TBA design manual and plans developed and approved

Implementation of initial designs by Spring 2019.

Next Steps

Consultants will make contact to arrange meeting and discussions. STC will need to respond in a timely manner. Given the linkage into STC's projects around the NDP and Tower Gardens, together with the operational implications, it is recommended that as a minimum, the Town Clerk/Deputy Town Clerk should attend all meetings. Council may wish to appoint a Councillor or nominate the Mayor/Deputy Mayor to attend.

SKEGNESS TOWN COUNCIL PROGRAMME OF MEETINGS 2018/19

All meetings will normally be held at the Town Hall at Skegness.

MEETING	DAY	DATE	TIME
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MAY 2018

Annual Town Meeting <u>Not</u> a meeting of the Council	Wednesday	9	7.00pm
Planning	Tuesday	15	7.00pm
Annual Council	Thursday	17	7.00pm
Council (Special)	Wednesday	23	7.00pm

JUNE 2018

Planning	Tuesday	5	7.00pm
Council Training Day	Wednesday	13	7.00pm
Planning	Tuesday	26	7.00pm
Direction & Strategy	Wednesday	27	7.00pm

JULY 2018

Council	Wednesday	4	7.15pm
Planning	Tuesday	17	7.00pm
Business & Resources	Wednesday	25	7.00pm

AUGUST 2018

Council	Wednesday	1	7.15pm
Planning	Tuesday	7	7.00pm
Planning	Tuesday	28	7.00pm

SEPTEMBER 2018

Council	Wednesday	5	7.15pm
Planning	Tuesday	18	7.00pm
Direction & Strategy	Wednesday	26	7.00pm

OCTOBER 2018

Council	Wednesday	3	7.15pm
Planning	Tuesday	9	7.00pm
Business & Resources	Wednesday	24	7.00pm
Planning	Tuesday	30	7.00pm

NOVEMBER 2018

Council	Wednesday	7	7.15pm
Planning	Tuesday	20	7.00pm
Direction & Strategy	Wednesday	21	7.00pm
Business & Resources	Wednesday	28	7.00pm

MEETING	DAY	DATE	TIME
DECEMBER 2018			
Council	Wednesday	5	7.15pm
Planning	Tuesday	11	7.00pm
JANUARY 2019			
Planning	Tuesday	8	7.00pm
Council	Wednesday	9	7.15pm
Business & Resources	Wednesday	23	7.00pm
Planning	Tuesday	29	7.00pm
FEBRUARY 2019			
Council	Wednesday	7	7.15pm
Planning	Tuesday	20	7.00pm
MARCH 2019			
Council	Wednesday	6	7.15pm
Planning	Tuesday	12	7.00pm
Direction & Strategy	Wednesday	13	7.00pm
APRIL 2019			
Planning	Tuesday	2	7.00pm
Council	Wednesday	3	7.15pm
Planning	Tuesday	23	7.00pm
Annual Town Meeting <u>Not</u> a meeting of the Council	Wednesday	24	7.00pm
MAY 2019			
Local Elections	Wednesday	2	
Annual Council	Thursday	16	7.00pm
Council (Special)	Tuesday*	21	7.15pm

*This date is proposed as the Wednesday clashes with ELDC Council AGM

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL
7TH MARCH 2018
BY: DEPUTY TOWN CLERK
SUBJECT: Policies

PURPOSE: To approve a number of revised or new policies.

1 BACKGROUND

- 1.1 A number of policies are due for review.
- 1.2 Council agreed on 7th February 2018 that two reviewed policies would be brought to the attention of Council each month
- 1.3 The following reviewed policies are attached, with any amendments marked up:
 - Health & Safety Policy
 - Equality Policy
- 1.4 Also, at the last Council meeting it was resolved that an appropriate policy be put in place for work experience placements. A draft Work Placement Policy and Work Placement Agreement is attached. Please note that a meeting with LCC regarding work placements is due on the morning of the Council meeting, if any amendments are needed to the policy as a consequence of this they will be brought to the meeting.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Council approve or otherwise, the policies attached.

FOR DECISION

For information relating to this report please contact The Town Clerk, Town Hall Skegness or email info@skegnesscouncil.org.uk

Background papers – None

POLICY TITLE

Health and Safety Policy

REVISION DATE

March 2018

REPLACES POLICY

January 2016

POLICY AIM

The aim of this Policy is to assist Skegness Town Council in providing a safe and healthy workplace and working environment for all of its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

EXECUTIVE SUMMARY

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including the necessary arrangements and organisation. Good communication and competence throughout the organisation will be essential to the success of the Policy.

1. POLICY STATEMENT

The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected members, contractors, volunteers, agency staff and any other person who may be affected by its activities.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- ~~complete risk assessments~~make the workplace safe and without risks to health where possible
- make the workplace safe and without risks to health where possible, where this is not possible manage the risks
- ensure that plant and machinery are safe and that safe systems of work are set and followed
- keep dust, fumes and noise under control
- ensure that articles and substances are stored, moved and used safely
- providing adequate welfare facilities
- provide such information, instruction, training and supervision as is needed
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments
- report certain injuries, diseases and dangerous occurrences to the enforcing authority
- provide adequate first aid facilities
- consult and engage with staff about matters affecting employees' health and safety.

The Council delegates the main responsibility for health and safety to the Town Clerk, but in order for this policy to be successful, it is the personal responsibility of each employee, elected member, contractor, volunteer and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work
- bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

Day to day responsibility for health and safety matters relating to the Cemetery, Amenity Grass Cutting and Public Property Maintenance will rest with the Foreman/Senior Grounds Maintenance Assistants Cemetery Attendant position

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed not less than every two years or more frequently if legislation changes.

This Policy will be supplemented by further policies and procedures relating to work activities.

Health & Safety law poster is displayed at: Town Council Office
First-aid box is located: Town Council Office, Council Vehicles, Mayors Parlour Store Room
Accident book is located: Town Council Office and Council Unit

Signed

Mayor

Town Clerk

2. ORGANISATION & RESPONSIBILITIES

2.1 The Council

The Council make sure that sufficient budget is made available annually for the purposes of meeting Health and Safety Obligations.

The Council through the Business and Resources Committee will monitor Health and Safety issues and compliance with this policy.

The Committee will:

- review accident and near miss incident data
- receive and consider policies and procedures developed by the Town Clerk, before passing them to Council for approval
- receive and consider reports from the Town Clerk, Health and Safety Executive and Trade Union representatives.
- assist in the development of safety rules
- monitor and review health, safety and welfare training
- review the Town Clerk's Health and Safety work programme

2.2 Town Clerk

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy's objectives are achieved and that effective management is in place to secure its implementation and review as appropriate. To these ends delegated authority is given to the Town Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Town Clerk supported by the Foreman/Cemetery Attendant will:-

- make sure that staff accept and implement the requirements of the Councils health and safety policy
- make sure assets are maintained, repaired and operated in a safe manner
- make sure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware
- make sure all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments
- make sure that risk assessments are reviewed regularly, or immediately after an accident / near miss incident or change in work process
- make sure authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g. expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided
- report and investigate accidents, near misses, ill health and incidents of violence or abuse to the Business and Resources Committee
- make sure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment

- make sure appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required
- take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety
- make sure that the fire procedures for the premises, that they and their staff occupy, are adhered to in accordance with the evacuation policy
- make sure that all Council vehicles and trailers under their management are inspected, tested and maintained in accordance with statutory and manufacturers instructions
- make sure that all drivers, both of Council vehicles and those using their own vehicles (essential and casual car users), have an appropriate licence, insurance, valid MOT (as appropriate) and that this is kept up to date and checked on a yearly basis
- make sure premises are kept clear of obstacles with regular checks being made to ensure that fire exits, corridors, stairs, landings as well as walkways in offices are kept clear at all times.
- identify training needs through the risk assessment and performance review processes.
- make sure that the Council's health and safety policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council's induction training.
- maintain the corporate accident and near miss incident book.
- review accident and incident data to identify trends and any appropriate remedial action as necessary.

2.3 Employees/Councillors (where applicable)

All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with their manager on health and safety issues. All employees must ensure that they will:

- carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided.
- use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example fire fighting equipment, protective guards or devices, personal protective equipment, warning signs, etc).
- familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly.
- make themselves familiar with the Health and Safety policy, health and safety information any other documents provided for their safety.
- wear or use appropriate personal protective equipment as provided.
- report immediately to the Town Clerk all accidents, incidents, unsafe acts or damage including any "near misses".
- co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence.
- report any of the following to the Town Clerk:
 - incidents of any pain or discomfort arising out of the carrying out of their work activity

- any physical injury resulting from the carrying out of their work activity
- any incident of violence or abuse aimed at the employee
- all cases where work equipment or personal safety equipment becomes defective.
- take part in risk assessments, workplace inspections and audits when necessary.
- observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks.
- ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

2.4 Contractors

Contractors will be reminded of all their legal obligations, including the reporting of accidents and near miss incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- competent employees and craftsmen who have received adequate training to enable them to safely perform the job
- adequate supervision of untrained staff or young workers
- safe plant, i.e. equipment and appliances in good working order
- safe systems of work, and
- adequate third party liability insurance as specified by any contract.

Any employees of the Council, who bring in a contractor to carry out works for or on behalf of the Council, are responsible for ensuring that contractor, and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work, as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

2.13 Agency Staff and Volunteers

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and near miss incidents. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

POLICY CONSULTATION

A copy of this Policy will be given to all staff

POLICY APPROVAL

Council ~~13/01/2016~~

POLICY REVIEW DUE

~~March 2020~~ ~~January 2018~~

POLICY TITLE

Corporate Equality and Diversity Policy

REVISION DATE

March 2018 ~~January 2018~~

EXECUTIVE SUMMARY

This policy outlines the Council's approach to equality and diversity both in terms of employment practices and the services the Council provides. This policy relates directly to the Council's vision and objectives and underpins all aspects of the Council's work and future development. ~~The main points in the policy include the following:~~

- ~~• what equality means — treating everybody fairly, with dignity and respect~~
- ~~• scope of the policy — the policy is for everybody, staff, elected members and third party partners~~
- ~~• the policy statement — The Council is committed to promoting a supportive and inclusive culture~~
- ~~• equality definition — clarification of terms used~~
- ~~• responsibilities for equality — all of us are responsible for implementation of the policy and for making sure that our own behaviour is acceptable~~
- ~~• equality in:~~
 - ~~○ service delivery and customer care~~
 - ~~○ employment~~
 - ~~○ learning and development~~
- ~~• complaints and grievance procedure~~
- ~~• implementation and monitoring — all staff and Councillors are responsible for implementation, the Business Resources Committee is responsible for monitoring.~~

WHAT IS MEANT BY EQUALITY?

Equality means:

- treating people fairly, with dignity and respect
- making decisions or judgements about people based on individual merit, not as a result of bias, prejudice, assumptions or stereotyping
- creating a climate where everyone has fair access to employment opportunities and to services.
- recognising the benefits of a more diverse workforce, that everyone is different and that those differences can add value
- developing a work environment which is free from discrimination, harassment, victimisation and bullying

It is not about:

- providing certain groups with preferential treatment
- pretending everyone is the same
- lowering standards
- political correctness
- irrelevant quotas

SCOPE OF THE CORPORATE EQUALITY POLICY

This policy is intended for use by The Council as an employer and provider of services. Its scope includes Elected Members, all the Council's staff and all the Council's partners including contractors. It is also intended for all people who apply to the Council for employment and those who use our services.

POLICY AIM

The aim of this policy is to promote equality of opportunity and fair treatment for all Elected Members, staff, job applicants, customers, partners and any people that the Council comes into contact with during the course of its day to day business.

The Council will aim to make sure that no unlawful or unfair discrimination takes place on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

POLICY STATEMENT

Skegness Town Council is committed to promoting a supportive and inclusive culture for all Elected Members, staff, job applicants, customers, partners and any people that the Council comes into contact with during the course of its day to day business. By integrating people's individual strengths, the Council will maximise its efficiency and its creativity which will improve the services that it provides.

During a person's time with the Council, and irrespective of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation they can expect to be:

- treated fairly and without discrimination of any kind
- able to access opportunities for training and development to enable them to develop to their full potential
- supported in balancing their work and home life commitments and to have requests considered objectively in line with business needs
- treated with dignity and respect in a fair and consistent manner, in an environment where inappropriate behaviour is not accepted
- working in a healthy and safe environment where hazards have been assessed and minimised.

DEFINITIONS

In order to assist you to comply with equality legislation, it is important that you understand the terminology that is used:

Direct Discrimination – treating a person or people less favourably than others because of a protected characteristic they have (e.g. age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation) or their association with someone with one of these characteristics or because others think they possess a particular protected characteristic.

Indirect Discrimination – Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your company that applies to everyone but particularly disadvantages people who share a protected characteristic

Harassment –

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment because of perception and association and might include:

- spreading malicious rumours or insulting someone by word of mouth or behaviour
- sending critical e-mails to others who don't need to know about a particular person
- ridiculing or demeaning someone, generally picking on an individual or group
- exclusion or victimisation
- unfair treatment
- misuse of power
- unwelcome sexual advances
- making threats
- deliberately undermining a competent worker, maybe by overloading them with work
- preventing individuals progressing
- making negative remarks about a person’s gender, marital status, sexual orientation, religion or belief, race, ethnic or national origin, disability or age.

Victimisation – treating a person or people less favourably because of action they have taken under, or in connection with, equalities legislation. For example if someone has made a formal complaint of harassment or given evidence in a tribunal case.

Religious Belief - This can be regarded as any religion, religious belief or similar philosophical belief.

Sexual Orientation - Orientation towards persons of the same sex (lesbians and gay men); orientation towards the person of the opposite sex (heterosexual); orientation towards persons of the same sex and the opposite sex (bisexual).

Disability - a disabled person is defined as someone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities'.

RESPONSIBILITIES

We are all responsible for making sure that the Equality Policy is fully implemented and that equality underpins every aspect of the Council’s work and future development.

As an employer the Council will do this by:

- promoting equality of opportunity for all

- consulting regularly with staff, service users, community groups and all of our partners
- making sure that all staff know about the policy and its contents
- assessing the impact of all of the Council's policies and ~~functions and~~ functions and ~~changing~~ ing them if they are found to be potentially discriminating
- making sure that the information relevant to the policy is openly available
- taking action against those who are in breach of this policy
- through the Business and Resources Committee monitoring to ensure the policy is implemented
- delegating responsibility to the Town Clerk to make sure that the policy is adopted and implemented.

All Elected Members and all members of staff have responsibility for the successful implementation of the policy and for making sure that their own behaviour is acceptable and in line with this policy.

Members of staff will comply with the following standards. You will:

- co-operate fully with the implementation of the policy
- report any suspected discriminatory act (to do nothing is to discriminate)
- not harass, intimidate or discriminate against colleagues or people using our services
- not unlawfully discriminate, for example, when making decisions on recruitment or selection, promotion, transfers and the provision of services
- not victimise people because they have made complaints or provided information on activities that contravene this policy
- be aware of your own personal attitudes and behaviour and the attitudes and behaviour of the organisation.

Elected Members: In addition to the list above, Elected Members will comply with the Members' Code of Conduct.

EQUALITY IN SERVICE DELIVERY AND CUSTOMER CARE

In achieving the Council's corporate vision, quality service delivery and customer care are essential. To achieve quality service delivery, our position on equality will be made clear to all service users and organisations that have or are seeking contracts with the Council.

Wherever practicable we will provide equal access to our services and information for customers throughout the Town, regardless of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All services provided by organisations either in partnership with the Council, or under contract for the Council will be required to operate in a manner consistent with this policy.

COMPLAINTS / GRIEVANCE PROCEDURE

Harassment and discrimination can happen accidentally or through thoughtlessness and can be unintentional. Often, the person who is causing offence is not aware of the effect

their behaviour is having. Once it is brought to their attention that their behaviour is inappropriate an apology resolves the situation.

If you think you are being harassed or discriminated against it is important to make it clear to the person who is harassing you that their behaviour is unwelcome and that you want it to stop.

If speaking to the person in question has failed to stop the problem, you should talk to the Town Clerk or if necessary the Mayor.

If this approach fails or you are not satisfied with the outcome of your complaint you can make a formal complaint. All allegations will be investigated swiftly, thoroughly, sympathetically and confidentially under the Council's grievance procedure.

In all cases it is important that you keep a record of any incidents including the date, time, location and a description of the incident. In addition, record any attempts that you have made to deal with the problem. This information will be important in the event of a formal complaint.

Any Service User complaints will be dealt with promptly and efficiently in accordance with our Customer Complaints Procedure.

IMPLEMENTATION

The Equality Policy touches all aspects of the Council's strategy and operations and will help the Council to meet its legal obligations and particularly the duties placed upon it by:

- The Race Relations (Amendment) Act 2000
- The Disability Discrimination Act 2005
- The Equality Act 2006
- The Equalities Act 2010

POLICY APPROVAL

This policy was approved by Council on ~~13/1/2016~~

POLICY REVIEW DATE

March 2020 ~~This policy will be due for review 2 years from the date of approval~~

WORK PLACEMENT POLICY

REVISION DATE

March 2018

POLICY AIM

This policy is to provide guidance and structure in response to work experience placements and traineeship requests.

EXECUTIVE SUMMARY

Skegness Town Council wants to encourage and promote work experience opportunities within the local community.

POLICY STATEMENT

Work placements may be available to people age 16 years or over in either grounds maintenance or administration roles for set periods. The Town Council will not accept a work placement where DBS checks are required. Any placement will involve carrying out a range of tasks or duties similar to that of a Council employee but with no pay and an emphasis on the learning aspects of the experience. A placement will not be a shadowing exercise. The Council will give priority to an individual or organisation requesting a work experience placement for individuals in disadvantaged groups.

Any person on work placement has the same responsibilities in regard to health and safety as any other employee and must take reasonable care of their health and safety and that of other people that may be affected by their actions.

Any person on work placement with the Council can expect:

- An induction
- A tour of the area they will be working in
- A clear outline of what they will be doing in their time with the Council
- Supervision throughout

PROCESS

Any applications for a work placement or traineeship should be made to the Town Clerk. The application will be considered, and any additional risk assessments will be completed, if necessary. If all parties are happy and a placement is available, the applicant will be asked to sign a work placement agreement which includes a confidentiality statement.

The Council will check that the placement is covered by the appropriate insurance policies including employer liability insurance.

MONITORING

The policy will be monitored in the following ways:

MONITORING ACTIVITY	PERSON RESPONSIBLE
New/Changes to legislation	Town Clerk
Feedback from placements	Town Clerk
Revision and Review	Town Clerk and Council

POLICY APPROVAL

Date Approved

RELATED POLICIES & DOCUMENTS

This policy should be read in conjunction with the policies below:

Health and Safety Policy
Risk Management Policy

The following documents should be completed before a work placement starts:

Risk Assessment, if necessary.
Work Placement Agreement

REVISION DATE

March 2021



WORK PLACEMENT AGREEMENT



Skegness Town Council will facilitate the unpaid work placement of *{Insert name of Work Placement applicant}* as follows:

Effective start date: *{Insert start date}*

Effective end date: *{Insert end date}*

Location: *{Insert name and address of department}*

Hours: *{Insert hours range}*

Activities
{Insert brief outline of activities}

Contact Details:

Town Clerk: *Mr Steve Lerner*

Deputy Town Clerk: *Mrs Kate Ford*

Supervisor whilst on placement: *{Insert name of supervisor}*

Office Contact Number *01754 766113*

Mobile contact number: *(Insert mobile number)*

Office Address: *Skegness Town Council
The Town Hall
North Parade
Skegness
PE25 1DA*

Responsibilities during the placement

Behaviour

You will be expected to be courteous and respectful to other staff and students during your placement.

Transport and Lunch

You will be responsible for making arrangements for transport and lunch.

Health and Safety:

You must:-

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately and record the details in the departmental accident/incident book.

You must not:-

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Skegness Town Council will take reasonable care of your Health and Safety under this agreement. A Health and Safety Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

Confidentiality:

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Skegness Town Council will meet responsibilities for confidentiality of your data under their Information Security Policy and GDPR regulations.

Liability:

Skegness Town Councils public liability insurance policy covers those conducting voluntary work or work experience.

{Insert name of work placement applicant} has received the following documents

- Health & Safety Policy
- Risk Management Policy
- Relevant Risk assessment\

Signed _____

Date: _____

Mr S Lerner
Town Clerk

Signed _____

Date: _____

{Insert name}

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL 7TH MARCH 2018
FROM: TOWN CLERK
SUBJECT: NEIGHBOURHOOD DEVELOPMENT PLAN

PURPOSE: To seek authority to increase the budget to provide for additional Stage 3 work.

1 INTRODUCTION AND BACKGROUND

- 1.1 Council has approved moving to stage 3 of the Neighbourhood Development Plan Project (NDP) during which the Steering Group and Council will start to develop planning policies for Skegness.
- 1.2 The Council's professional advisors, have identified that some of the areas that the NDP will be looking at, may result in local policies that could be contrary to East Lindsey District Council's (ELDC) current policy position. As a result, they are recommending that there is additional engagement with ELDC to clarify any potential conflicts and to attempt to sort out any problems before policies are fully formulated.
- 1.3 The cost of the additional work is around £800 ex VAT plus expenses. Likely to be a total of £1000.

2 TOWN CLERK COMMENTS

- 2.1 The additional liaison with ELDC appears to be essential to avoid wasted work developing policies that will simply result in conflict with ELDC's position. Earlier intervention will avoid having to redo work later which would also have cost implications.
- 2.2 The additional work is not within the tendered contract sum and is therefore not within the agreed budget. The extra cost will fall into 2018/19 financial year. As the budget for 2018/19 has already been set the costs will need to be funded from reserves if sufficient savings cannot be found from elsewhere.

3 RECOMMENDATIONS

- 3.1 The Council are recommended to:
 - a) Approve the variation to enable the extra work as set out to be undertaken.

For information relating to this report please contact
The Town Clerk, Town Hall
Skegness or email
townclerk@skegness.gov.uk

Background papers – None.

FOR DECISION