



Governance Directorate

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TO: THE MAYOR AND MEMBERS
OF THE CITY COUNCIL

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MD

1 November 2013

Dear Member

RE: MEETING OF THE CITY COUNCIL – 5 NOVEMBER 2013

I refer further to the Summons and papers recently circulated in respect of the meeting of the City Council arranged for **Tuesday 5 November 2013 at 6.45 pm** and now enclose the undernoted documentation which was marked 'to follow' -

Item 7 Appointment of Committees and Panels – 2013/14 : Schedule detailing revised Committee nominations

Item 19 (ii) Old Town Hall: Extract from the Minutes of the Environment and Economy Overview and Scrutiny Panel

Yours faithfully

Director of Governance

COMMITTEES AND PANELS (TO BE APPOINTED BY COUNCIL) 2013/14

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Regulatory Panel (12)	1 Craig 2 Layden 3 Morton 4 Parsons	1 Bell 2 Cape 3 Franklin 4 Scarborough 5 Stevenson 6 Warwick	1 Allison	1 Betton
	Sub: Bowman S Sub: Collier Sub: Nedved	Sub: Forrester Sub: Stothard Sub: Wilson	Sub: Luckley	Sub: Graham

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Licensing Committee (12)	1 Craig 2 Layden 3 Morton 4 Parsons	1 Bell 2 Cape 3 Franklin 4 Scarborough 5 Stevenson 6 Warwick	1 Allison	1 Betton
	Sub: Bowman S Sub: Collier Sub: Nedved	Sub: Forrester Sub: Stothard Sub: Wilson	Sub: Luckley	Sub: Graham

The Council on 15 December 2004 under Minute C.246/04(b) resolved to establish a Licensing Committee to undertake the Licensing functions referred to in the Licensing Act 2003 with the same Members and substitutes as the Regulatory Panel.

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Development Control Committee (12)	1 Bloxham 2 Craig 3 Earp 4 Parsons	1 Bradley 2 McDevitt 3 Riddle 4 Scarborough 5 Warwick 6 Whalen	1 Luckley	1 Graham
	Sub: Bowman S Sub: Nedved Sub: Prest	Sub: Bowditch Sub: Franklin Sub: Patrick	Sub: Gee	Sub: Betton

Government Guidance suggests that the Executive Member with responsibility for the Local Plan should be on the Development Control Committee although he/she should not normally be the Chairman

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Community Overview and Scrutiny Panel (8)	1 Ellis 2 Prest 3 Vasey	1 Scarborough 2 Sherriff 3 Stevenson 4 Wilson	1 Luckley	
	Sub: Bainbridge Sub: Lishman Sub: Mallinson E	Sub: Dodd Sub: Forrester Sub: Whalen	Sub: Allison	

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Resources Overview and Scrutiny Panel (8)	1 Bowman S 2 Craig 3 Layden	1 Atkinson K 2 Dodd 3 McDevitt 4 Watson	1 Allison	
	Sub: Bainbridge Sub: Mallinson J Sub: Prest	Sub: Forrester Sub: Patrick Sub: Sherriff	Sub: Luckley	

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Environment & Economy Overview and Scrutiny Panel (8)	1 Bowman M 2 Mitchelson 3 Nedved	1 Bowditch 2 McDevitt 3 Watson 4 Whalen		1 Graham
	Sub: Mallinson E Sub: Mallinson J Sub: Vasey	Sub: Atkinson P Sub: Harid Sub: Sherriff		Sub: Betton

Executive Members cannot be members of Overview and Scrutiny Panels

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Employment Panel (6)	1 Mallinson J 2 Mitchelson	1 Atkinson P 2 Glover 3 Stothard 4 Weber		
	Sub: Bloxham Sub: Geddes	Sub: Bowditch Sub: Sherriff Sub: Watson		

One Executive Member must be a member of the Employment Panel

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Audit Committee (7)	1 Earp 2 Mallinson E 3 Nedved	1 Atkinson K 2 Atkinson P 3 Bowditch 4 Patrick		
	Sub: Bowman S Sub: Craig Sub: Parsons	Sub: Boaden Sub: Franklin Sub: Whalen		

No member of the Executive and no Chair of Overview and Scrutiny Panels will be eligible to be a Member of the Audit Committee

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Appeals Panel No 1 (3)	1 Geddes Sub: Vasey	1 Atkinson K 2 Harid Sub: Patrick Sub: Wilson		
Appeals Panel No 2 (3)	1 Bloxham Sub: Ellis	1 Bell 2 Stothard Sub: Atkinson P Sub: Stevenson		
Appeals Panel No 3 (3)	1 Collier Sub: Mitchelson	1 Boaden Sub: Sherriff	1 Luckley Sub: Allison	

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Standards Committee (7)	1 Bowman M 2 Craig 3 Parsons	1 Boaden 2 Bradley 3 McDevitt 4 Stothard		
	Sub: Geddes Sub: Mallinson J Sub: Nedved	Sub: Atkinson P Sub: Warwick Sub: Wilson		

COMMITTEES / GROUPS NOT APPOINTED BY COUNCIL

The following Sub-Committees are appointed by the Licensing Committee:

It is suggested that each Member of the Licensing Committee is appointed as a Member and a substitute on one of the Licensing Sub-Committees. These groupings will enable all Members of the Licensing Committee to have a role as both a Member and a substitute on one of the Licensing Sub-Committees.

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Licensing Sub-Committee 1 (3)	1 Morton	1 Bell	1 Allison	
	Sub: Layden	Sub: Cape Sub: Warwick		
Licensing Sub-Committee 2 (3)	1 Layden	1 Franklin		1 Betton
	Sub: Morton	Sub: Scarborough	Sub: Allison	
Licensing Sub-Committee 3 (3)	1 Parsons	1 Cape 2 Stevenson		
	Sub: Craig	Sub: Bell		Sub: Betton

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Licensing Sub-Committee 4 (3)	1 Craig	1 Scarborough 2 Warwick		
	Sub: Parsons	Sub: Franklin Sub: Stevenson		

**COMMITTEES / GROUPS NOT APPOINTED BY COUNCIL – APPOINTMENTS MADE
BY THE LEADER OR BY OTHER COMMITTEES/GROUPS**

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Executive		1 Bradley 2 Glover 3 Riddle 4 Quilter 5 Martlew 6 Tickner		

Appointments made by the Leader

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Joint Consultative Group				
	Appointments made by the Leader (1)			

	CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	INDEPENDENT GROUP
Market Management Group		1 Bradley 2 Martlew 3 Tickner		
	Appointments made by the Leader (3)			

EXCERPT FROM THE MINUTES OF THE ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL HELD ON 17 OCTOBER 2013

EEOSP.67/13 OLD TOWN HALL – PHASE 2 UPDATE

The Chairman expressed disappointment that the Culture, Health, Leisure and Young People Portfolio Holder was not in attendance at the meeting as the update to the Old Town Hall could impact on tourism. The Economy and Enterprise Portfolio Holder advised that the update also related to her Portfolio.

The Deputy Chief Executive presented Report ED.33/13 that updated the Panel on Phase 2 of the Old Town Hall scheme. The matter had been given consideration by the Executive at their meeting on 30 September 2013 who had decided:

That the Executive:

1. Noted progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and supported recommended ongoing actions to deliver the project.
2. Approved for recommendation to Council, the re-profiling and release of funding of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in Report ED.27/13.

The report provided the background to the scheme and advised that the continued deterioration of the condition of the Old Town Hall had continued. That had necessitated progression of a Phase 1 repair programme to address structural and weatherproofing problems. In addition some internal refurbishment had been undertaken to the area occupied by the Tourist Information Centre and Assembly Room, including redecoration, new internal lighting and carpet. That work had now been completed with the support of English Heritage grant funding. The completed project did not include substantial features of the original project as drawn up in 2010 which now formed the subject for the Phase 2 project.

The report outlined the purpose of the Phase 2 project and the scope of the project. A Project Steering Group had been established to oversee delivery of the project. The project approach was for the Steering Group to review previously considered options and develop proposals for improvements to the building and public realm not covered by the completed Phase 1 project. Those improvements included restoration and upgrade of the building, retention and upgrading of the Tourist Information Centre in its current location, restoration of the Assembly Room and external upgrades. The report summarised the anticipated results of the project.

The Deputy Chief Executive explained that whilst a previous design team was appointed for the 2009/10 review, due to the time gap, further procurement exercises would be required to appoint a specialist design team and contractor to help develop and deliver the Phase 2 project. An initial programme was set out in the report but it was acknowledged that it would be further refined as the project developed. The programme of work would also include a workshop with Members on options to be held in November 2013.

The Executive had approved the re-profiling and release of funding to commence work on the Phase 2 project in line with the programme outlined in the report and outlined the budget breakdown. To enable the forecast main capital expenditure to be fully expended during 2014/15 a provisional budget of £25,000 had been approved to cover project management fees and appointment of a project team from October 2013. The budgets will be reviewed and adjusted as project content and costs were developed and confirmed.

In considering the report Members raised the following comments and questions:

- *What was the intended use for the Assembly Rooms?*

The Deputy Chief Executive explained that the proposed programme would be circulated to the Executive, Portfolio Holder, Overview and Scrutiny and the Task and Finish Group for them to provide their views on what they would like to see as part of the update. The Project Management Group would also look at the future of the Tourist Information service and how the service had changed since the last review. Discussions on ideas would be held with the Portfolio Holder and those ideas would then be submitted to the Executive and the Panel to allow them the opportunity to discuss the options.

The Economy and Environment Portfolio Holder advised that there would be a workshop for Members in November that would explore any new ideas. Community use of the Assembly rooms was popular and the Portfolio Holder would like to see that continue and used more often. There had been a suggestion that the Assembly Rooms could be used as a venue for weddings.

- *The Assembly Rooms have great potential but would need to be used regularly. The use of the Rooms for coffee mornings had reduced due to the appearance of the Rooms.*

The Deputy Chief Executive advised that he had attended a meeting of the Project Management Group earlier that week and Officers had looked at the previous documents and work that had been undertaken in respect of refurbishment of the Old Town Hall. Those documents would be utilised when the procurement process began.

The Deputy Chief Executive further advised that work on disability access would be difficult due to the layout of the Assembly Rooms and the structure and age of the building. Technical solutions would be examined.

- *The retail offer was lacking. The Task and Finish Group had queried the use of the made in Cumbria label but that had been blocked. The Assembly Rooms needed to be commercial.*
- The Assembly Rooms were not viable as a meeting place.

- Signposting needs to be improved so tourists know how to get to the Assembly Rooms.

The Portfolio Holder advised that part of the scheme was to improve the public realm around the site and signposting would be part of the scheme. Officers were also investigating the latest availability of IT to improve the offer within the Tourist Information Centre. All of the ideas to date would be presented at the workshop in November.

In response to a query from a Member the Deputy Chief Executive advised that the Project Steering Group referred to in the report was the Project Management Group which consisted of Officers whose work included the Tourist Information Centre.

- *One of the proposals put forward by the Task and Finish Group was that the group met every six months to monitor the work being undertaken. However the Group had not met. The Member was concerned that the Project Management Group was Officer led and did not have any Members on the Group.*

The Deputy Chief Executive advised that the Project Management Group had received all of the information from the Task and Finish Group and the Manager of the Tourist Information Centre was part of that Project Management Group. The Group would listen to comments from Members and take note of their ideas.

The Deputy Chief Executive confirmed that the nearby empty shop had now been let.

- *With regard to signage there was currently a group looking at de-cluttering the City Centre made up of City and County Councillors. The Group had already made some decisions in respect of the removal of some signage.*

The Deputy Chief Executive explained that the options being developed took full cognisance of the public realm de-clutter.

- *Suggestions from the workshop in November would come before the Panel for discussion. When those discussions took place it would be useful to have information about the previous hire of the Rooms.*

The Portfolio Holder believed that the use of the Assembly Rooms must be flexible to make the Rooms as sustainable as possible.

The Overview and Scrutiny Support Officer reminded Members that the information regarding the hire of the Assembly Rooms over the previous four to five years was included in the Task Group report.

- *It may be useful to have proposed dates for consultation included in the programme. The programme indicated that an invitation to tender was scheduled for October*

The Deputy Chief Executive explained that the tender was for a technical consultant in respect of architectural advice although previously obtained information would also be used.

- *A Member proposed that the Task and Finish Group be recalled and that any dates for Councillor consultation be included in the programme.*

RESOLVED: 1) That Report ED.33/13 – Old Town Hall – Phase 2 Update be noted.

2) That the date of the workshop be circulated to all Members of the Council

3) That information within the Task Group report relating to the usage and income of the Assembly Room be updated and circulated to Members of the Panel by the Scrutiny Officer.

4) That a list of dates for consultation be included in the programme