

Minute/Decision Summary
Meeting- St. Ann's Development Board
Date – Wednesday 9th September 2009

Members: Jim Fenwick (**JF**) – Vice Chair and Mount Pleasant, David White (**DW**) – Tilery, Paul Thomas (**PT**) – Tilery, Vera Walker (**VW**) – Victoria, Dot Enderwick (**DE**) – Portrack, Natasha Peebles (**NP**) – Portrack and Dave Brunskill (**DB**)

Advisors and Observers:

Anthony Simms (**AS**) – Portrack, Kath Allison (**KA**) – Mount Pleasant and Les Collins (**LC**) – Mount Pleasant, Haleem Ghafoor (**HG**) – Partnership and Engagement Team, John Angus (**JA**) – Urban Design, Andy Richmond (**AR**) and Rob Townsend (**RT**) – Cleveland Police

Apologies:

Pat Thomas, Darren Morton, Michael Glenn and David Coleman

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<p>1. Welcome and Introductions Board members and advisors were welcomed to the meeting.</p> <p>The Board were informed that Tom Green representative of Mount Pleasant has resigned from the board. The Board wanted to thank Tom for his support and hard work since 2006 and agreed for a Thank you card and gift to be sent to Tom</p>		<p>Noted</p> <p>Noted</p>	<p>SR to: 1. Send a thank you card and gift to Tom</p>			<p>Sophie Richardson SBC 01642 526026</p>
<p>2. Apologies Noted above.</p>		<p>Noted</p>				<p>Sophie Richardson SBC 01642 526026</p>
<p>3. Declarations of Interest Board members were provided with information on declaring an interest at meetings. A register will be circulated for Board members to state any groups or</p>		<p>Noted</p>				<p>Sophie Richardson SBC 01642 526026</p>

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organisations they are involved in which may cause them to declare an interest. This register will assist the Partnership and Engagement Team in offering advice on any potential declarations or conflicts of interest that may arise in the future						
<p>4. Minutes from Previous Meetings</p> <p>a. 2nd July 2009 Minutes from meeting on 2nd July 2009 were agreed as an accurate and true record. PT noted that 5 Lamps had not yet contacted Victoria Community House or the Frank Wiseman Centre about using the centres for drop in sessions. KA noted that 5 Lamps will be running sessions from Lustrum Community House from Tuesday 15th September 2009.</p> <p>The Willows successful FIND fund application for £500 to support the Homework Club had not been received.</p> <p>b. 6th August 2009 Minutes from meeting on 6th August 2009 were agreed as an accurate and true record. Discussions are ongoing to arrange a publicity event with the St. John's Ambulance and local schools, further to their successful FIND fund bid for new equipment.</p>		<p>Agreed</p> <p>Noted</p> <p>Agreed</p>	<p>SR to:</p> <p>1. Contact Marc Thompson from 5 Lamps.</p> <p>2. Arrange payment.</p> <p>3. Liaise with Jim Fenwick and John Repton to arrange publicity event.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>

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<p>5. Governance Documents</p> <p>a. Terms of Reference A revised copy of the Board's Terms of Reference was circulated.</p> <p>b. Constitution A revised copy of the Board's Constitution was circulated. Board members noted that they felt the quorum for the Board should be 6 not 5.</p> <p>c. Risk Register A copy of the Board's risk register was circulated.</p> <p>d. Communication Strategy A final copy of the Board's Communication Strategy was circulated. Included in the Communication Strategy is an action plan which will be brought to the Board every 6 months.</p>		<p>Agreed</p> <p>Noted</p> <p>Agreed</p> <p>Agreed.</p>	<p>SR to:</p> <p>1. Review the quorum and amend the constitution accordingly.</p> <p>2. Add Communication Strategy action plan to the Board's forward plan.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>
<p>6. Play Builders Further to the Board agreeing to match fund the Willows successful Play Builders grant to build a play facility for Children and Young People on the Willows grassed area. A copy of a proposed brief was circulated for comments. Once the Board are happy with the brief, it will be sent out to suitable designers who produce play facilities.</p>		<p>Noted</p>				

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<p>The Board agreed the brief subject to the following:</p> <ul style="list-style-type: none"> • Reduce the age of the facility to 3 – 12 year olds. <p>KM agreed to bring updated on progress to future meetings.</p>		Agreed	SR to: 1. Send amendments to Keith Mathews and agree action plan and timescales for this project.			Sophie Richardson SBC 01642 526026
<p>7. Portrack Alleygates An update on the alleygate scheme recently installed in Portrack was provided.</p> <p>All of the proposed 9 gates have now been installed. Various sessions have been held enabling residents to collect their key. Some keys are still to be collected and these individuals will be contacted to arrange collection. Any keys which have not been collected along with spares will be passed to Tristar Homes who will be dealing with replacement and additional keys and any future maintenance issues.</p> <p>Residents have stated that they would like the gates painting for which discussions are on going with Tristar Homes.</p>		<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>SR to: Pass all remaining keys to Tristar Homes week commencing Monday 14th September 2009.</p> <p>2. Investigate the painting of the gates.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>
<p>8. Play Day Review The Board held its first annual Play Day event on Wednesday 5th August 2009. The event was very well attended with over 150 families taking part in positive activities. The</p>		Noted	SR to: Send completed DVD to North Tees Teaching Primary			Sophie Richardson SBC 01642 526026

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<p>event was opened by TFM presenter Graham Mack who took part in many of the activities on the day which included: climbing wall, inflatable Olympics, football and baseball cage, drumming, lead guitar and bass workshops, cricket sessions, inflatable shoot out and much more. The Board wanted to thank Stockton Police for allowing their Police Helicopter to land and providing residents with the opportunity to board the helicopter and speak to staff.</p> <p>The Board has received excellent feedback and a DVD of the event is being created and will be sent to North Tees Teaching Primary Care Trust, who provided the funding for the event through Communities for Health.</p>			Care Trust.			
<p>9. Participatory Budgeting The Board agreed to allocate £30,000 of funding for a participatory budgeting event. The Board discussed and agreed the following:</p> <ul style="list-style-type: none"> • Each neighbourhood will have its own budget and own event • The theme will be around improving the appearance of neighbourhoods. • The voting events will be held around Christmas time and all residents will be encouraged to attend. 		<p>Noted</p> <p>Agreed</p>	<p>SR to:</p> <p>1. Meet with Residents Association and Groups to discuss further.</p> <p>2. Create an action plan.</p>			<p>Sophie Richardson SBC 01642 526026</p>

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Further details are to be investigated and agreed at the next meeting and an action plan created.						
<p>10. Small Environmental Improvements John Angus from Urban Design attended the meeting to talk through potential projects for the Councillors small environmental improvement scheme which could be match funded by the Board. The Board invited residents to tour the area and highlight schemes they thought would be suitable. All of the issues raised have been investigated and a list of potential schemes developed for the Board to discuss.</p> <p>Portrack – Issue 1 Residents highlighted issues with dog fouling around Cliffport Court. The Board agreed to purchase an additional dog fouling bin attached to the footway around Cliffport Court. Animal Welfare has identified a location for the bin, which is shown on the map circulated with the report.</p> <p>Portrack – Issue 2 Residents identified Maryport Court as a hot spot for fly tipping. The report proposed to erect a fence at the end of the Maryport Court to prevent access and reduce fly tipping.</p>		<p>Noted</p> <p>Agreed to purchase a dog fouling bin on Cliffport Court. Total cost £470.</p> <p>Issue to be deferred whilst costs to remove overgrown shrubbery are sought.</p>	<p>SR to:</p> <p>1. Arrange installation with Care For Your Area.</p> <p>2. Chase up costs for proposed works and bring to next meeting.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>

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<p>Board members felt that this would not eradicate the problem whilst the bushes and shrubs remained over grown. It was also highlighted that the overgrown bushes and shrubs were attracting rats.</p> <p>Portrack – Issue 3 Residents identified Queensport as a hot spot for fly tipping. The report proposed to erect fencing and a gate, which would require a legal gating order. In order to do this, there would have to be high levels of serious and persistent crime. After carrying out investigations this area would not be eligible for a gating order. Board members did feel that although this area is not eligible for a gate, that removal of the overgrown shrubbery and bushes would improve this area.</p> <p>Victoria – Issue 4 Garbutt Street has a public footpath running through and has not received round bar fencing and gating like the rest of Victoria estate. The report proposed to bring Garbutt Street in line with the rest of the fencing and gating scheme on Victoria estate at a total cost of £9000. This scheme would provide further security for properties along the footpath. Initial investigations have shown that residents are in favour of the scheme</p>		<p>Issue to be monitored whilst costs to remove overgrown shrubbery are sought.</p> <p>Agreed subject to successful consultation with properties involved in the scheme. Total cost £9000</p>	<p>3. Chase up costs for proposed works and bring to next meeting.</p> <p>4. Liaise with JA to start consultation, developing projects and developing time scales.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>

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<p>Board members raised that on the tour of the estate, it was highlighted that a dog fouling bin on Cromwell Green would be beneficial and this was not included in the proposals.</p> <p>Tilery – Issue 5 Traffic calming on Talbot Street was highlighted as an issue for residents of Tilery. The proposed developments due for Stockton Sports Centre site will have an impact on Talbot Street and as part of any development a traffic survey will have to be undertaken and a travel plan produced, including parking for existing residents and the junction with Norton Road</p> <p>Tilery – Issue 6 Parking on Talbot Street was highlighted as an issue. However as with the future developments identified in Issue 5, this will be reviewed as part of any future developments</p> <p>Tilery - Issue 7 Residents have indicated that due to the height of shrubbery at the rear of the Frank Wiseman Centre they are fearful of people hiding behind them and it provides poor visibility of the parking areas. There have also been reports of rats amongst these areas.</p>		<p>Agreed to fund dog fouling bin on Cromwell Green. Total cost £470</p> <p>Noted.</p> <p>Noted</p> <p>Agreed to remove overgrown areas, and to replace with grass to create clean areas with good lines of sight and removal of metal railings at a total cost of £8,990.</p>	<p>5. Arrange installation of dog fouling bin with Care For Your Area</p> <p>6. Arrange for Steve Lumb to attend a board meeting to discuss traffic calming issues.</p> <p>8. Liaise with JA to develop project and time scales</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>

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<p>Tilery – Issue 8 Tristar have agreed to purchase 4 gates for the alleys opposite the Frank Wiseman Centre on Stewart Road, but they require additional funding for locks and keys for these gates.</p> <p>All of the above schemes will be funded using the Councillors' Small Environmental Budget and Neighbourhood Element funding. An accurate copy of proposed plans and costs will be brought to future meetings.</p>		<p>Agreed to purchase locks and adequate keys at a total cost of £600.</p> <p>Noted</p>	<p>9. Liaise with Janet Brown from Tristar Homes</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>
<p>11. Graffiti and Fly Tipping Action Week. The Board held a graffiti and fly tipping action week from Monday 11th to Friday 14th August 2009. Leaflets were delivered to all households reminding residents of their responsibility to keep their neighbourhood clean and tidy.</p> <p>During the action week, St. Ann's Development Board funded the following:</p> <ul style="list-style-type: none"> • Two Bring Out Your Waste days • Dedicated Enforcement Officers (3 days) • Graffiti removal • Hotline created to report fly tipping and graffiti (Monday 10th – Friday 14th 9.00 a.m. – 5.00 p.m) <p>Results from the Action Week:</p> <ul style="list-style-type: none"> • Abandoned Trolley – 3 		<p>Noted</p>				

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<ul style="list-style-type: none"> • Abandoned Vehicle -1 • AS13 issued – 1 • ASB Reported – 20 • Confiscations (Alcohol & Tobacco) 7 • Dangerous / Obstructing Vehicle - 8 • Fixed Penalty Notices Issued – 3 (2 Litter / 1 Household refuse) • Fly posting – 1 • Fly tipping – 55 • Household Refuse – 7 • Noise Nuisance – 1 • Trade Waste – 3 • Untaxed Vehicles – 6 • No Graffiti incidents witnessed. • All graffiti noticed has been sent to Graffiti Hotline • 5 incidents reported via the hotline forwarded to Enforcement • 18 tonnes of bulky household waste collected 						
<p>12. Budget and Expenditure An up to date breakdown of the Board's budget and expenditure was circulated.</p>		Noted				
<p>13. Any Other Business The Police reported that footballers playing on Tilery Sports Centre site on a weekend are leaving empty bottles and rubbish on the site.</p>		Noted	SR to: 1. Inform Enforcement and CFYA			Sophie Richardson SBC 01642 526026

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<p>Rob Townsend PCSO for the Portrack and Tilery also highlighted a potential scheme to run after Christmas which would include offering free security markings and giving away locks for bikes purchased over Christmas.</p> <p>Board members will be contacted to arrange a suitable date when all members can attend a special meeting to agree next steps for the Board.</p> <p>It is vital that all board members attend this meeting. The Board's next meeting will be an AGM to formally agree changes from Partnership Board to Company Limited by Guarantee. Board members will be informed of the date of the AGM in due course.</p>		<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>2. Investigate bike locks and security markings</p> <p>3. Contact board members to arrange next steps meeting date and time.</p>			<p>Sophie Richardson SBC 01642 526026</p> <p>Sophie Richardson SBC 01642 526026</p>
<p>14. Date and Time of Next Meeting To be confirmed</p>		<p>Noted</p>				<p>Sophie Richardson SBC 01642 526026</p>