



**MINUTES OF A MEETING OF THE
INFRASTRUCTURE, SAFETY AND
GROWTH SCRUTINY COMMITTEE
HELD ON 13th SEPTEMBER 2018**

PRESENT: Councillor S Goodall (Chair), Councillors R Bilcliff, T Clements, J Faulkner, J Oates, M Oates, Dr S Peple and R Ford

CABINET: Councillor S Claymore

The following officers were present: Matthew Bowers (Assistant Director Growth & Regeneration), Louise Troman (Heritage & Visitor Services Manager) and Jo Hutchison (Democratic and Elections Officer)

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Richard Kingstone and Councillor Marie Bailey. Councillor Richard Ford attended as substitute for Councillor Kingstone.

10 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Infrastructure, Safety and Growth Scrutiny Committee held on the 19th June 2018 were approved and signed as a correct record.

(Moved by Councillor J Oates and seconded by Councillor R Bilcliff)

11 DECLARATIONS OF INTEREST

Councillor J Faulkner and Councillor Dr S Peple declared that they were members of the Friends of Tamworth Castle and Museum. No other interests were declared.

12 UPDATE FROM CHAIR

There was no update from the Chair.

13 CASTLE REVIEW

The Portfolio Holder for Heritage and Growth, the Assistant Director, Growth and Regeneration and the Heritage and Visitor Services Manager updated Members

on the continued review of the Castle and the proposed recommendations to Cabinet.

The Assistant Director, Growth and Regeneration highlighted the key recommendations in the report which were proposed for Cabinet consideration, including the requirement to have in place the correct staffing structure and to amend the opening hours following advice from Visit England.

Members sought and received clarification on the following matters:

1. The status of the Guide Book for the Castle – it was reported that the guidebook had been extensively updated following work undertaken to the Castle as a result of grants received. The guidebook was still under production at this point in time.
2. Commercialisation focus - the Committee considered the need to allow the staff to develop the Castle offering with a commercial focus, looking at all potential income streams, including admission prices, the promotion of secondary spend and holding special events. It was noted that it would be important to ensure that the necessary support was made available to staff to achieve a commercial focus.
3. Opening hours – due to the family nature of the Castle’s audience, following advice from Visit England, and to ensure operation within existing budgets had led to the recommendation to shift the opening hours to one hour earlier. However, the opening hours would remain under review to assess the impact of any change.
4. Online tickets and sales – the current IT package and the lack of a facility to support online ticket sales had been identified as an issue to be addressed in the short term.
5. Heritage Day opening – the free admission on this day to form part of the overall review.
6. Marketing of the Castle - clarification of the methods and reach of the advertising of the Castle was provided and consideration given to further methods for promotion, including the distribution of free promotional materials.
7. Engagement with the Friends of Tamworth Castle – it was identified that there would be benefits for both the Council and the Friends of Tamworth Castle in clarifying the relationship and the roles of both. It was noted that as part of this consideration would be given to the Council’s Volunteering Policy.
8. Operating within budgetary constraints – consideration was given to the need to promote the Castle as well as to ensure that the service was run effectively and cost efficiently and to support the delivery of a reduction in the subsidy by the Council to the Castle.

RESOLVED

That Scrutiny;

endorse the work done to date and recommend that Cabinet accept the proposed recommendations as detailed in the report

recommend to Cabinet that it investigate a commercial decision on the Heritage Day costing structure

receive an interim progress report on the short term changes delivered, including online ticket sales, within four months

receive a full review on the impact of the changes delivered within twelve months.

(Moved by Councillor S Goodall and seconded by Councillor J Oates)

Councillor T Clements, Councillor S Claymore, the Assistant Director, Growth and Regeneration and the Heritage and Visitor Service Manager left the meeting.

14 2018/19 FORWARD PLAN

No further items were identified from the Forward Plan for consideration by the Committee.

Councillor R Ford left the meeting.

15 2018/19 SCRUTINY COMMITTEE WORK PLAN

Councillor J Oates reported that Corporate Scrutiny Committee had reviewed the minutes of Cabinet over the previous year and compiled a list of items which could warrant scrutiny and identified those which more closely aligned to this Committee's remit:

- Public Space Protection Order
- Council Tenant Fire Safety Strategy – annual review by Infrastructure, Safety and Growth Scrutiny Committee.
- Anti-Social Behaviour Committee
- Town Centre CCTV

Consideration to be given by the Chairs of Scrutiny group as to the process by which items identified by Cabinet were to be considered by Scrutiny Committees for inclusion, or not, on Scrutiny's Work Plan.

Infrastructure, Safety and Growth Scrutiny Work Plan

Work Plan 2018 - 2019	
DATE	SUBJECT
TBC	Town Centre Car Parking
23rd October 2018	Tamworth Infrastructure & Roads: <ul style="list-style-type: none"> • Councillors Goodall and J Oates to invite relevant Staffordshire County Council representative • a list of specific questions to be circulated
23rd October 2018	Public Space Protection Orders
TBC	Review Local & County Plans
TBC	Crime Figures for Tamworth
29th January 2019	CCTV Usage
TBC	Uber – Licensing
TBC	S106 Monies Report/Presentation
TBC	People Helping People (Community Safety)
TBC	Street Cleansing (Partnering)
TBC	Anti-Social Behaviour Policy
	Annual Review of Council Tenant Fire Safety

Upcoming Infrastructure, Safety and Growth Scrutiny Committee Meetings
Tuesday 23 rd October 2018
Tuesday 18 th December 2018
Tuesday 29 th January 2019
Tuesday 2 nd April 2019

Chair