

Play Areas maintenance plan			
Location	Condition	Needs	Council Year
Springdale	Condition OK	Routine maintenance only	
Grove Garden South	Recently refurbished	Routine maintenance only	
Flagstaff	Recently refurbished	Routine maintenance only	
Newfields	Ground issues – needs levelling – possible need for new equipment -	Size of project requires scoping	
Osborne Rd	Recently refurbished	Routine maintenance only	
Greenhaven	Missing equipment – previous refurbishment project not pursued		
Five Arches	Missing equipment, issues with gates	Possible project in association with football project previously supported by council	
Highcliffe	Reasonable condition but will need updating	Needs scoping	
Eastcliff	Outdated – requires updating	Needs scoping	
Spittal Splash	No issues		
Skate Park	Outdated and requires maintenance	Needs scoping and suitability assessment / user survey	

Routine Maintenance Plan			
Issue	Degree of difficulty	Solution	Who is accountable?
Maintenance of equipment / warranties	Easy – some resource implications	Council needs to compile a list of all equipment in each park, along with details of warranties and maintenance plans	BTC
Cleanliness / litter	Easy but resource implications	Council needs to monitor performance of agreed work by NCC, and to provide a means to capture the voice of the customer	BTC / NCC
Grasscutting / grounds maintenance	Easy but resource implications	Council needs to monitor performance of agreed work by NCC, and to provide a means to capture the voice of the customer (but see separate note on trees)	BTC / NCC
Signage	Easy	Audit of signage needs to be conducted, and signage included on routine inspections	BTC/NCC
Gates	Easy	Audit of gates needs to be conducted, and gates included on routine inspections	BTC/NCC
CCTV	Easy	Council needs to review inspection reports and allocate CCTV assets appropriately	BTC/NCC
Fences	Medium difficulty with resource and capital implications	Council needs to audit existing fencing, check condition and develop a maintenance plan / replacement plan.	BTC

Trees and Hedges	Easy but with resource / revenue implications	Council needs to audit trees, and establish a suitable inspection regime by qualified individuals	BTC
Play area ancillaries (Seats / Bins)	Easy	Needs to be incorporated in NCC inspection regime	BTC
Reporting / dashboard	Moderately difficulty with resource implications	Council needs to receive regular updates on progress / maintenance regime fulfillment	BTC

Report of the Interim Town Clerk

Play areas maintenance – details of land holdings

Background

1. Members are by now familiar with the issues that have arisen around the working practices of a previous interim town clerk.
2. Broadly speaking, the council has previously been advised that its filing system is in disarray, and it is hard to locate vital items of correspondence.
3. This includes the deeds / papers relating to the transfer of play areas. Whilst there is no identified risk to council, since it is relatively safe to assume all these transfers have been carried out appropriately, council does not hold in any ordered or organized way details of its holdings.
4. As well as affecting the compilation of the assets register, this makes it difficult in some cases to identify the implications of proposed projects or whether land is actually held by BTC.
5. Three solutions could be sought
 - a. To seek a copy of the full client file from the council's solicitors
 - b. To seek copies of individual registrations of land from the Land Registry, and
 - c. To seek to obtain copies or documents of transactions from Northumberland County Council.
6. Each of these options may involve additional costs; either in solicitors time of the files need to be collated, in Land Registry fees, or in payments to NCC in compensation for their work or under the Freedom of Information Act.

Note of the Interim Town Clerk

Play Areas Maintenance – Trees

Background

1. A recent court decision in the case of CAVANAGH v WITLEY PARISH COUNCIL and others gives rise to some clarity on the duties of councils with regard to trees on their land, and the degree to which they can be held responsible for damage or injury caused by those trees.
2. Broadly speaking, a parish council was found to be negligent in adopting a three-year cycle for its inspection of trees on its land; a shorter cycle would have enabled discovery of decay in the roots of a roadside tree which fell, severely injuring a motorist whose vehicle it landed on.
3. In January 2012, a large tree had fallen across a road and onto the vehicle the claimant was driving. The land was owned by the defendant parish council. Tree inspections were carried out every three years. The council argued that a three-year inspection cycle was reasonable, and that it had relied on an inspection and report which expressly stated that "no works" were required to the tree. The issues were whether (1) a contractor, who was also a defendant in the case, had inspected the tree in 2009; (2) the council had been negligent in instructing the contractor; (3) a three-year inspection cycle was adequate, or whether a two-year or shorter inspection regime should have been adopted.
4. The key question for most councils was whether the council was negligent in adopting its three-yearly inspection policy. The tree was alongside a relatively busy public road and in a high-risk position. It required regular inspection, more frequently than every three years. Applying simple negligence principles, taking account of the risk of failure together with the risk of serious damage, the tree should have been inspected at least every two years. An 18-month inspection cycle, when trees were in and out of leaf, would have been reasonable. The Forestry Commission Practice Guide supported that finding. It was significant that, prior to the accident, that was the advice being given to the council by arboriculturists, including the second defendant. The vast majority of trees in the parish were not along the roadside, or were not of a size and weight where they would cause severe injury or damage if they fell. The council's resources were finite, but it had not been suggested that the inspection policy had been influenced by a lack of funds. Recently instituted zoning policy enabled council resources to be channelled to a more frequent inspection of some trees, with savings made in making fewer inspections in zones where there was little or no risk. That was a more sensible and economic policy.
5. BTC currently appears to have no tree inspection policy, no record of where trees are on its land, and no means of making an assessment of risk, if any, in relation to those trees. In the event that a tree did fall, injuring an individual, as a result of disease, BTC would in all likelihood have no defence.
6. The proposed tree maintenance stream of work in the play areas maintenance plan is intended to address this deficit.

Seagulls Action Plan

Background

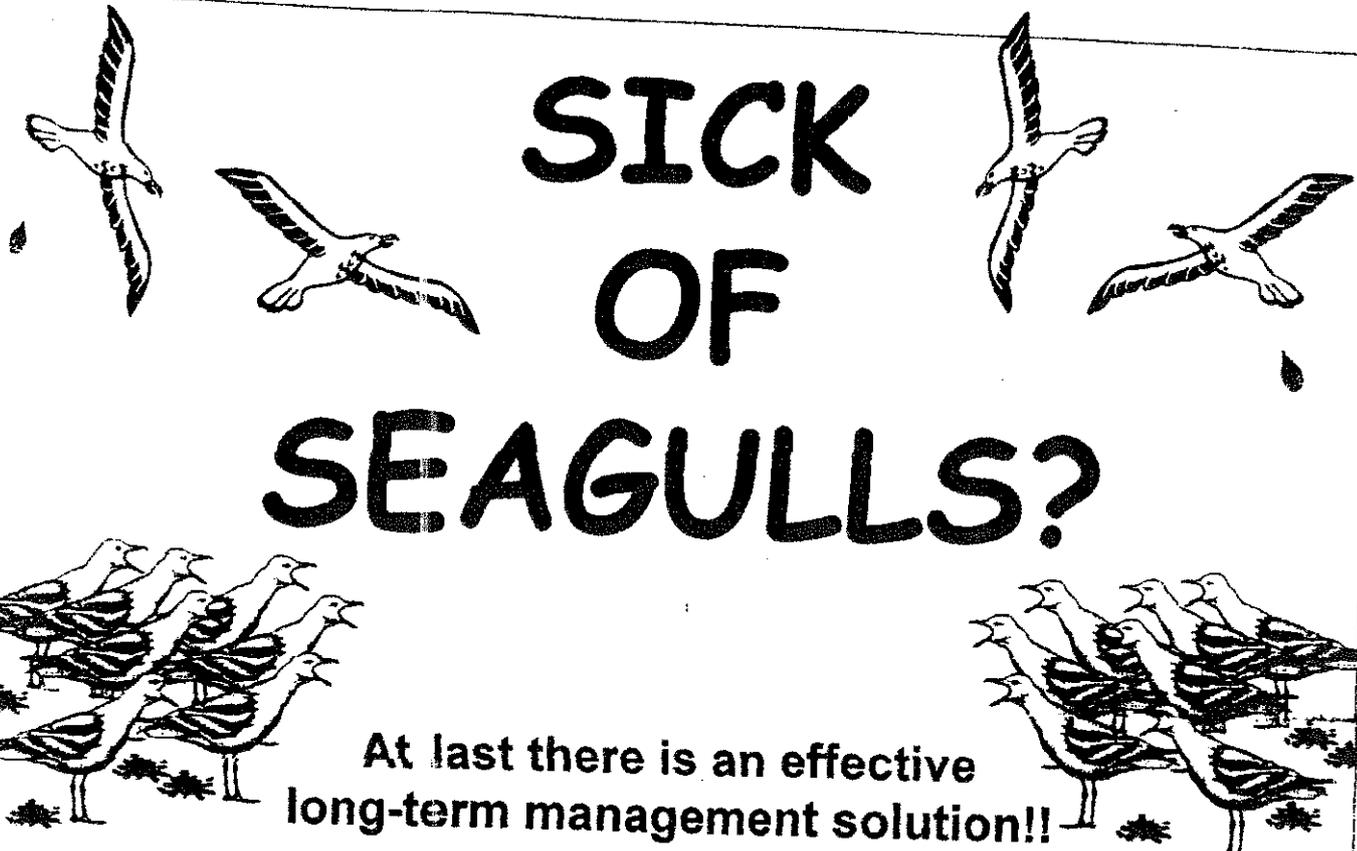
1. Council considered at its last meeting the issue of seagull nuisance in Berwick upon Tweed, as part of a discussion of correspondence received. Whilst there is little hard evidence of the extent of the seagull nuisance in Berwick upon Tweed, there is a consensus that it is significant.
2. There is no single control measure which will eradicate gulls, and evidence from other authorities indicates that at best the problem is moved to another area or building. There are however a number of measures, which if co-ordinated over a period of time, can lead to a reduction in numbers.
3. Control measures can be grouped into four main categories:
 - a. Bird proofing buildings will make it difficult for the seagulls to nest. The responsibility for providing bird proofing measures, such as nets, wires or gels, lies with the owner of the building. Bird proofing can be effective for individual buildings, but if it is to be effective for a large area, such as a town city centre, all property owners have to take action on a co-ordinated basis.
 - b. Direct Action, which includes the removal of eggs and nests, may be undertaken by properly trained operators under the conditions of a General Licence issued under the Wildlife and Countryside Act (1981). This licence permits landowners, occupiers and other authorised persons to carry out a range of otherwise prohibited activities against the species of wild birds listed on the licence, which includes one species of gull. This licence may only be relied upon where the activities are carried out for the purpose of preserving public health or public safety, and users must comply with licence terms and conditions. These conditions include the requirement that the user must be satisfied that legal (including non-lethal) methods of resolving the problem are ineffective or impracticable. In practice, pursuing this method of resolving the situation would require the expertise of Northumberland County Council, or would be an option for individual landowners or occupiers, but not for the Town Council.
 - c. Scaring Seagulls using birds of prey is only considered effective if carried out on a daily basis over a prolonged period. Other scaring devices have limited success as the seagulls become accustomed to their presence. Council would need to commit to a programme of gull scaring over a considerable length of time, and further research would be required to identify a legal power under which the council could act.
 - d. Removal of food supply is an area where the general public and the owners/tenants of buildings can help by ensuring that food is not discarded in public areas and that bin lids, especially commercial bins in urban areas, are properly closed. This is an area in which the Town Council, which already provides litter bins in the town, can

take action, both by improving its existing bin provision (to prevent existing bins being, effectively, food repositories for scavenging birds), by providing more bin capacity to prevent bins overflowing, and by a concerted anti-litter campaign, working with shops and takeaways to both deter customers from feeding scavengers, and to encourage their customers to dispose of waste responsibly.

4. The Town Council does not have a broad range of expertise on this matter, and Northumberland County Council is the lead authority county wide on environmental matters, but NCC does support town and parish councils in local anti-litter campaigns.

Recommendations

1. That council review its litter bin provision, especially in areas where there is a perceived scavenging bird problem, and seek to improve bins to prevent scavengers being attracted by waste.
2. That council seek expert advice from NCC on litter prevention, and
3. That council approach the Chamber of Trade to seek the support of its members for a focussed campaign on the reduction of food waste and litter in the Town Centre.



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(See overleaf for details)

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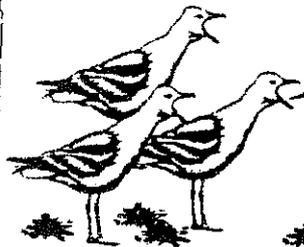
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MANAGEMENT OF NUISANCE URBAN SEAGULLS – THE SOLUTION

Seagull populations are extremely successful in urban environments and nuisance populations continue to grow exponentially in metropolitan areas. A combination of factors work in their favour:

- a) human waste (eg. food litter) supplying an excellent food resource, and
- b) buildings providing safe nesting environments away from natural predators.

With a current growth rate of around 13%¹, numbers of these supreme opportunists are set to skyrocket in future years. Breeding success also means expansion into other urban areas

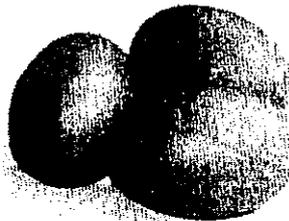
Besides general noise and annoyance (including injury caused by 'dive-bombing' during the breeding season), bird droppings carry many diseases transmissible to humans – including thrush, E-coli and salmonella poisoning. Seagulls also carry a range of ectoparasites (including bed-bugs, fleas and ticks) and these are also known to affect humans.

Past attempts to control urban gull populations have been either undesirable, unsuccessful or both. Gulls easily become accustomed to frightening devices (eg. electronic bird 'scarers' which play distress calls and/or calls of predators) and they often patently ignore unsightly spikes on buildings designed to prevent landing. Netting is also obtrusive and non-selective. Culling (poisoning or shooting) is against Wildlife and Countryside Act regulations and, as well as being disagreeable in the public eye, is additionally a potential threat to public health and safety. Although initially potentially effective, these methods also offer no long-term promise of population control.

The only successful and sensitive approach to management of nuisance urban gull populations lies in the reduction of their local breeding success. The breeding season runs from March to the end of July and, although blatant removal or smashing of the eggs simply results in the gulls re-laying, research shows that sterilisation (via oiling) of the eggs in the nest encourages the adults to incubate for *even longer* than the usual 28-30 days. After this time the pair abandon the seasons breeding attempt¹. An additional advantage of this method is that the 'parent' birds remain muted. Seagulls are notoriously noisy and aggressive when chicks hatch, whilst incubating birds are quiet, almost secretive. Therefore, as well as moderating breeding success in the long-term, annoyance and attacks are also reduced in the present.

A recent study² has shown that urban gulls will also accept plastic replica eggs in place of their own in the nest. The results appear even more successful than when the eggs are sterilised, with the added advantage that the process is less fiddly and the fake eggs reusable in the following year.

As well as keeping breeding gulls calm, repeated replacement of real eggs with non-viable imitations in each season reduces the number of hatchlings and thus the number of potential future recruits. Nuisance populations decline in the long term and in an environmentally friendly and humane manner.



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Dr Nicole Hacking Ph: 01453 833388, Email: nicole@pnplastics.co.uk**

¹ Rock, P. (2003) Birds of a feather flock together. Environmental Health Journal, May 2003, pages 132-133
² Gloucestershire City Council Report in progress. Also recounted in THE TIMES, Monday September 18, 2006, page 23



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HELPING PUT YOU BACK IN CONTROL

Gloucester City Council - Quayside Dummy Egg Trial

The first trial of the eggs took place on a neighbouring council building; Quay House which has a long history of roof nesting gulls, the trial was conducted by Meyrick Brentnall, Head of Planning Services for the Council.

A total of 17 nests were present on the roof, all containing a clutch of three eggs. On the 18th May 2006, the eggs in 8 nests were oiled; while a further 8 nests had their eggs replaced with plastic ones. The final nest acted as a control and was left untreated.

Monitoring records were kept during the breeding season up until and including the 1st August. The nests which contained dummy eggs still had all the eggs present within them and the adult gulls were still incubating when the trial finished. The eggs in the nests which had been oiled produced results which had been experienced in previous years, whereby eggs were rejected and new clutches laid in four out of the eight nests. The other four nests which were treated by egg oiling were abandoned within a few weeks of the treatment being applied. As expected, the control nest produced 3 fledglings.

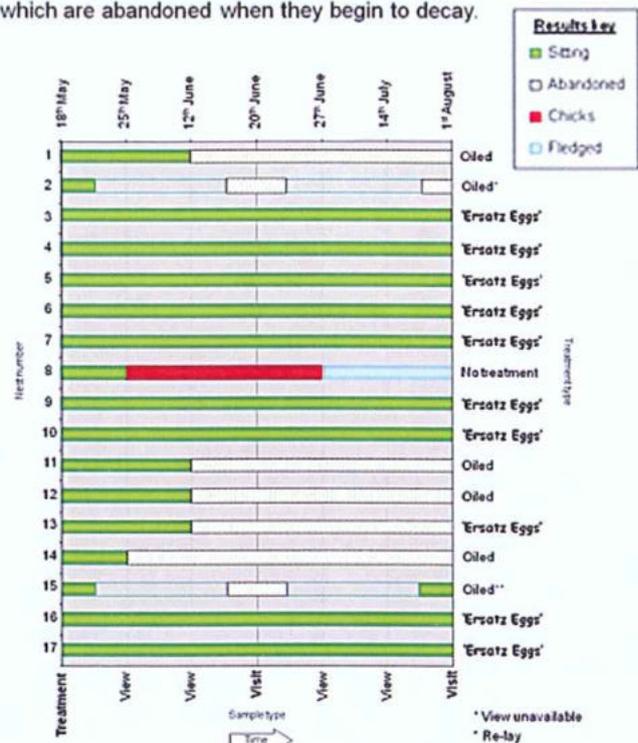
All dummy eggs were successful in that the gulls were duped into thinking they were real and incubated them. Furthermore, the length of time spent incubating the eggs surpassed all expectations. This has important implications for management, as when the gulls are incubating, there is less disruption and nuisance caused to the general public (Brentnall 2006).

The oiled eggs performed as expected, with relays of eggs occurring. Mr Brentnall concluded that the unsuccessful pairs could have remade nests elsewhere or just hung around causing nuisance to the remainder of the colony. The true benefit of using dummy eggs is that it causes the gulls to incubate for longer, throughout the breeding season and beyond, and as such are less of a problem. In his final conclusion, Mr Brentnall suggested that the use of dummy eggs as a full scale control method is plausible and this method could effectively replace egg oiling.

In November of 2006 Mr Brentnall reported his finding to the Gloucester Gull Action Group and from this other Councils and individuals became aware of the eggs and further trials have been completed to further prove the effectiveness of the egg as a means of controlling urban seagull populations.

Dummy Egg Trial 2006

Results show that 'Ersatz Eggs' keep gulls on the nest for the full season compared to oiled eggs which are abandoned when they begin to decay.





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Urban Gull Control Methods

There are several methods to control urban gull populations, please see below for more details:-

Poisoning:

This is against the Wildlife and Countryside Act 1981.

Shooting

Shooting gulls to reduce the breeding population has proven an effective control method within natural colonies on islands and moorland. Clearly, issues of access and safety will limit the use of this method in urban areas. Specific licences and liaison with the Police is required. Furthermore, the perceptions of the public to the use of shooting in urban areas must be seriously considered when using this form of control.

Using Birds of Prey

Falcons have been used to scare gulls from airport runways although it is only effective if the falcons are flown daily. Hawks were used to reduce the population of gulls in Dumfries but the effect was short term suggesting the gulls became habituated. Within an urban environment where the gull population is dense, falcons and hawks have been aggressively 'mobbed' by high numbers of gulls who direct this behaviour at predators. For birds of prey to be effective, they must be flown daily, over a prolonged period during the breeding season and in a manner (for example hunting, but not to kill) to deter attacks by gulls.

It would appear that using effigies of predators (for example model owls) is ineffective in that gulls can readily become habituated to their presence and this has been proven in recent studies.

Broadcasting Sounds

While the playing of gull distress calls has proved effective on open water, no studies have been published regarding the use of this method within urban environments. The broadcasting of other sounds, such as bangs, is considered less effective as gulls become habituated to them. To surmise, methods that involve the broadcasting of distress calls or the use of pyrotechnics within urban areas could prove to be as disturbing to local residents as the gulls themselves and is therefore not recommended.

Frightening Devices

Audible bird scarers use noise stimuli that makes birds uncomfortable. However, once birds realise these pose no real threat, they can easily become habituated to sounds that seemed initially frightening. If just being placed in situ and left, audible bird scarers can easily become ineffective bird control solutions, however when managed on an on-going basis or used as part of a greater bird deterrent system, sound methods can deliver quality results.

Netting / Spikes & Wires

Roof-netting can prevent gulls nesting on a particular roof, if it is well designed and installed correctly. If the netting is inappropriate or not installed correctly, it can result in deaths. This method is obtrusive, non-selective and the most expensive option available.

A bird control spike, also known as an anti-roosting spike or roost modification, is a device consisting of long, needle-like rods used for bird control. They can be attached to building ledges, street lighting, and commercial signage to prevent wild or feral birds from perching or roosting. Birds can produce large quantities of unsightly and unhygienic faeces, and some birds have very loud calls that can be inconvenient for nearby residents, especially at night. As a result, bird control spikes are used to deter these birds without causing them harm or killing them.



ersatz eggs

HELPING PUT YOU BACK IN CONTROL

Spikes however can become clogged by leaves, debris and bird feathers. If left unchecked, this can allow birds to perch easily on top. In addition, spikes can make buildings appear less attractive or untidy, especially landmark buildings. In these cases, other methods of control must be used.

To summarise, the use of netting, wires and spikes on buildings for deterring nesting gulls in urban areas has proved successful for many years and is a popular choice for those seeking to prevent nesting on building affected by gulls. However these methods are only successful if the netting, wires and spikes are attached securely to the building, installed correctly and most importantly maintained. Failure to do so results in collisions and entanglement of gulls. Inappropriately installed and maintained proofing causes an unknown figure of casualties and in some cases the successful breeding of gulls.

The high levels of site tenacity shown by gulls to their breeding sites mean that the exclusion of gulls from a building or group of buildings may simply lead them to settle on neighbouring buildings which haven't been proofed by these methods. For such techniques to be effective in an urban situation, netting, wires and spikes may need to be erected and maintained to cover all potential gull nesting sites over a wide area. There are major obstacles to overcome with this approach including adequate coverage, gaining access to properties and most importantly the cost of who pays for the work.

Egg Oiling

Egg oiling with liquid paraffin is approved for use under the Control of Pesticides Regulations (COPR) but can only be used under licence provided by the Department of Environment, Food and Rural Affairs (DEFRA) under Section 16 (1) of the Wildlife and Countryside Act 1981.

It is an offence to interfere with a nest or its contents and therefore, before taking any action to remove a nest with or without eggs or chicks, or to oil eggs within a nest, permission must be sought from the Department of the Environment, Food and Rural Affairs (DEFRA).

Egg oiling is a method of egg treatment that is typically used for the control of ground nesting birds and is considered to be 100% effective if carried out at the right time of year. The only exception to this rule would be where egg oiling is used for the control of roof-nesting birds such as the gull. Although the gull does not nest at ground level the process has been successfully adapted to be used as part of a gull control programme where birds are nesting in accessible areas at height.

Egg oiling involves the use of liquid paraffin BP to coat the shell of the egg in order to prevent the embryo from developing. Liquid paraffin BP is a white mineral oil, commonly known as paraffin oil. When an egg is removed from the nest and fully immersed in liquid paraffin BP the oil blocks the pores of the egg, coating the underlying egg membrane and depriving the fertilised egg of oxygen. In order for the process to be completely effective the whole of the egg must be coated.

DEFRA recommends the use of a wide-necked container or small bucket for dipping the eggs. Once immersed in the liquid paraffin BP the egg must be turned 360° several times to ensure that the whole egg is coated. DEFRA also recommends that the operator should wear protective gloves and a facemask to comply with Control of Pesticides Regulations (COPR) but confirms that a gloved hand will not remove liquid paraffin BP from a coated egg. Liquid sprays or sponges should not be used to coat the egg as these methods of coating may leave some areas of the shell untreated.



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Once the egg has been dipped in liquid paraffin BP it should be allowed to drain before being replaced in the nest. The nests and eggs that have been treated should be marked to ensure that they are not revisited and re-oiled more often than is necessary, thus reducing both labour and the quantity of liquid paraffin oil used. The major benefit of this method of egg treatment is that the parent will be unaware that the egg has been interfered with and will continue to incubate the eggs for the required period. Other means of egg interference include the following:

- Breaking eggs (in the nest)
- Pricking eggs (using a pin or needle to make a hole in the shell of the egg that will allow bacteria to enter the egg as well as desiccating the contents)
- Removing eggs
- Cracking eggs
- Shaking eggs
- Removal of eggs and the provision of imitation dummy eggs

All of these methods of egg interference are not only illegal, unless a licence has been obtained from DEFRA, but they are also ineffective, with the possible exception of removing eggs and replacing them with imitation dummy eggs.

When eggs are interfered with by any means other than egg oiling with liquid paraffin BP, the parent will normally re-lay another clutch of eggs immediately, rendering the process of interference futile. Imitation dummy eggs are likely to be accepted by the parent but only if the dummy egg is an exact replica of the real egg. When using egg oiling it is important to be aware that if the target species commonly lays more than one clutch of eggs per season it is possible that re-laying will occur once the parent has incubated the treated eggs for the normal period.

Non-lethal disturbance methods

Once nested, adult gulls show a marked attachment to the nest regardless of disturbance. Therefore, it can be assumed that non-lethal disturbance methods are ineffective for deterring breeding birds. However, a proportion of breeding birds will be breeding for the first time and if these birds are subjected to disturbance methods, it may be possible to deter them from breeding within the urban colony and used as a long term strategy, may reduce the size of urban colonies. It has also been shown that site tenacity varies between species of gull. For example, Lesser Black-backed Gulls have a generally lower tenacity to breeding sites than Herring Gulls and Lesser Black-backed Gulls are the more likely of the two species to be deterred from breeding sites by such methods.

To deter gulls from breeding, an intensive application of disturbance is required over a prolonged time. The main problem associated with this methods is that the effectiveness of scaring techniques is likely to lessen with prolonged use as gulls become habituated with them. A recent five year study looked at a range of disturbance techniques to deter gulls from landfill sites. Disturbance methods included falcons/hawks, distress calls, pyrotechnics, bird scaring kits, sound generators and the firing of blanks. The study concluded that while some techniques were highly effective over the short term, they failed to main their effectiveness over longer periods although the combination of techniques led to greater success than when individual techniques were used alone.

Although some of these control methods are initially effective, none of them offer a long term solution for controlling the population of gulls in urban environments.

Please note one should not tamper with a birds nest, please review the following guidelines:

<https://www.gov.uk/government/publications/wild-birds-licence-to-take-or-kill-for-health-or-safety-purposes>

Neighbourhood Plan Background Documents

Background

1. The Neighbourhood Plan development process is ongoing, and proceeds according to a workplan set out according to government requirements and expert advice.
2. Part of this process is the adoption, before policy options can be considered, of background documents that set out the evidence required for the making of a Neighbourhood Plan, and the form that policy options might take.
3. The role of council at this stage is not to substitute its judgement of the evidence, and the form that policy options might take, for the considerations of the Neighbourhood Plan Steering Group. Rather, it is the role of the Town Council to consider the process by which these papers were arrived at, and to consider whether it is satisfied the process has been robust enough to enable them to be adopted, so that the process might move forward to consider the policy options.

Recommendation

1. That council resolve that it is satisfied with the work undertaken by the Neighbourhood Plan Steering Group, and adopt the attached background papers, and
2. That council express its thanks to all the members of the public who have volunteered their time to be part of this process.

Proposed Council Calendar

1. Council has previously decided to exercise all its functions via meetings of full council, save where they are already delegated to officers, existing committees or working groups.
2. The burden upon full council is becoming clear; some agendas have more than twenty items, with more than ten items being discussion items. It is becoming hard to demonstrate that there is adequate oversight or scrutiny of council business, especially in areas amenable to a committee style of working, such as the performance management of the partnership agreement with NCC.
3. On the other side of this, there is an obvious issue with the resourcing of committees, and the cost of staging committee meetings. This has to be borne in mind, and a balance struck.
4. Our view, as your professional staff, is that more than 48 meetings a year would be unsustainable at your present levels of staffing, bearing in mind the other administrative burdens.
5. We would therefore suggest, bearing in mind the existence of your planning committee, that there should be no more than three other committees.
6. In effect, this would mean that there would be 36 committee places to fill, given the previously agreed preference for a committee of 9 members. Alternatively, two committees of nine members and two of seven members would mean there were 32 committee places to fill, which would mean that if places were shared out equally every elected member would have the chance to sit on two committees.
7. We have drawn up a draft committee timetable with letters, rather than names allocated to committees, and would like members to indicate their preferences for the roles of future committees. We would suggest that one nine member committee should be responsible for finance and staffing matters, but would go no further than this, save than to suggest that the committee which includes development control should have no more than seven members.
8. We have indicated that all meetings except planning would take place on a Monday – this is merely for convenience sake.
9. Members are invited to indicate their preferences for officers.

Recommendation

1. That council note the report, and indicate its preferences to officers.

Member Induction

Background

1. A new council will be elected in May 2017. A typical Member Induction programme falls into three parts; Getting Started, Ground Rules, and Ongoing Training.
2. The Getting Started pack will include all the information a member requires post-election; how to complete their acceptance of office and declarations of interests forms, a guide to the locations they need to know about (e.g. offices and meetings rooms) and the council calendar. (Including a guide to council jargon such as the council calendar).
3. The Ground Rules Pack should be supplied in advance of the first council meeting, and should include the council constitution and standing orders, financial regulations, annual budget and suitable training materials.
4. Ongoing Training is always an issue for parish councils who often lack the resources or time to provide training, but NALC propose to issue their summer training programme shortly, and council may wish to work collaboratively with them on ensuring that their training programme reaches all parts of Northumberland.
5. The resources implications of producing the packs can be managed by using existing materials from NALC and the national association, and by re-using material from other councils. It is anticipated that this work will take approximately 10 hours in April, alongside 10 hours work on the programme of work for May 2017 previously discussed with council.

Recommendations

1. To note the report.

Staff Appraisals

Background

1. Staff appraisals are best practice, and provide an opportunity for a full and frank dialogue with staff about both their performance and their experience of being an employee.
2. Appraisals are due to take place in April 2017.
3. Generally an appraisal will involve comparing outcomes with objectives. Those objectives should be specific, and should enable appropriate measures or key performance indicators to be adopted. Outcomes for which staff are accountable should reflect the objectives, as should any training and development.
4. An example of the objectives set for staff in April 2016 is 'Continue with Main Duties'. This is neither specific nor does it enable key performance indicators to be developed.
5. It is always difficult for council to set policy specific objectives in election year. Nevertheless it is appropriate for council to adopt objectives for staff appraisal purposes that enable KPIs to be developed that reflect council's commitment to improvement of its management, administration and performance.
6. It is therefore proposed that council adopt, as the overarching objective for all staff appraisals 'The council's objective for 2017-18 is to continue improving its management, administration and compliance with statutory frameworks to enable the people of Berwick upon Tweed to have confidence in its work and commitment to their town.'
7. Staff will be set key performance indicators such as compliance with statutory guidelines, and with guidelines set by the office procedure manual, such as a seven day turnround on letters, evidenced via the correspondence log.

Recommendations

1. That council approve the proposed over-arching objective, and accept the proposed timetable for appraisals.

BERWICK TOWN COUNCIL

Appraisal Form 2017

Employee Number:	Name:	Job Title:	Appraisal Date:	Planned Review Date:

Part 1: Section 1 –Review of last year’s performance

(This section is to be partially completed by the employee in advance of the appraisal meeting (normally two weeks before and then shared with the appraiser). These responses will then form the basis of discussion between the employee and their manager during the appraisal meeting)

General overview of the past year – what went well, what went not so well?	
	Appraiser Comments

Section 2: Review of previous objectives and progress against core competencies

(This section onwards will be completed by the employee and appraiser during the appraisal meeting)

Objectives set last year to be reviewed (Objectives must be SMART – Specific, Measurable, Achievable, Relevant and Time bound)	Outcome (Indicate whether objective was exceeded, met, partially met or not met)

Section 3: Review of Training, Learning & Personal Development

What training, learning and personal development have you undertaken in the last 12 months?	What did you learn or what skills did you develop? How has this helped to improve your job performance?

Part 2: Planning for the Year Ahead

Section 1: Setting Objectives for this year

Objectives to be achieved this year (Objectives must be SMART – Specific, Measurable, Achievable, Relevant and Time bound)	Tick (✓) or include comment to confirm the following points have been discussed	
	Links to the Core Competencies (Behaviour expectations)	Links to Corporate/ Group / Service Priorities

Section 2: Planning Training, Learning & Personal Development

What training, learning or personal development do you require over the coming 12 months	Appraiser comments – how will the need be met / timeframe etc.

Name of Appraisee: _____ **Signature of Appraisee:** _____ **Date:** _____

Name of Appraiser: _____ **Signature of Appraiser:** _____ **Date:** _____

A completed, signed and dated copy of the Appraisal form should be retained by both the employee and the appraiser.

Six Monthly Performance Review Meeting (for completion at regular intervals)

Please comment on current progress against objectives and any constraints impacting upon achievement and how they will be overcome.

Employee Comments	Appraiser Comments

Name of Appraisee: _____ **Signature of Appraisee:** _____ **Date:** _____

Name of Appraiser: _____ **Signature of Appraiser:** _____ **Date:** _____



Council
Item 20
Appendix K
Monday, 20 March 2017

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
24/10/2016	Whether to consider proposals to fund a music event in Berwick in 2017	Inquiry from Berwick residents and others	TC / NCC / Berwick residents	7/11/2016	Council to receive a presentation
2/11/2016	Whether to support the provision of yacht mooring facilities on the quayside – to fund scoping reports and to further fund construction	To support economic regeneration and tourism	Request from Cllr D Blackburn	29/11/2016	
30/10/2016	Approve MTFP	Financial regs	TC	November 2016	
2/11/2016	Tourism review – to review provision of management information, resources available for tourism promotion and support for social media activity.	In order to make better use of council resources and promote tourism as a driver of regeneration	TC	November 2016	
30/10/2016	As part of budget, to approve budget allocations for clerk and deputy town clerk as full time employees	Councillor proposal	Cllr E Goodyer	December 2016	
07/11/2016	Document retention policy and procedure note	As part of risk appraisal / management	TC	December 2016	
07/11/2016	Lone worker policy	As part of risk appraisal / management	TC	December 2016	
30/10/2016	Approve budget	Financial regs	TC	December 2016	
25/11/2016	Playground maintenance	To manage risk	TC	19 December 2016	
25/11/2016	Lions allotments	Negotiations Update (Confidential)	TC	19December 2016	
28/11/2016	FoI	Legal compliance	TC	19 December 2016	
30/11/2016	Whether the Town Council wishes to be used as a pilot.	Councillor proposal (Confidential)	Cllr E Goodyer	19 December 2016	

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
24/10/2016	Playground inspection regime 2017	Safety of playground users / risk management	TC	Jan 2017	
24/10/2016	Approve Risk Management Register	To comply with Financial Regs	TC	Jan 2017	
24/10/2016	Approve Asset Register	To comply with Financial Regs	TC	Jan 2017	
7/11/2016	Pensions policy	Legislative change	TC	Jan 2017	
25/11/2016	Reserves policy	Best practice to review reserve provision	TC	Jan 2017	
19/12/2016	Heritage Lamp Stands	Councillor proposal	NCC / Councillors	Feb 2017	
10/01/2017	Extension of Hoppa Bus Service	Inquiry from Berwick resident	Resident	Feb 2017	
2/11/2016	To approve an investment strategy and list of counterparties	Financial regs	TC	Feb 2017	
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	
06/02/2017	Castle Vale Park / Coronation Park Sculpture Trail	Inquiry from Parks Officer	Parks Officer	Feb 2017	
13/02/2017	Tweedmouth Community Football Club	Request for statement of support	Cllr G Hill	Feb 2017	
06/02/2017	5 Military Intelligence Battalion be given freedom of the town	5 Military Intelligence Battalion	Col N Haden	March 2017	
06/02/2017	New Leisure Centre	Consultation	NCC / Councillors	March 2017	
06/02/2017	Committee Structure	Committee structure for the new Municipal Year	TC	March 2017	
17/2/17	Member Induction Plan	Best practice	TC	March 2017	
10/02/2017	Staff Training	Validate staff knowledge	TC	March 2017	
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Cllrs H Bettison, A Gibson & G McLean	March 2017	
27/02/2017	Seagulls	Concerns of Councillors and residents	Councillors	March 2017	
25/11/2016	Growths and savings 2018/19	Best practice	TC	Sept 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	June 2017	
31/01/2017	Relationship with the Berwick-upon-Tweed Corporation (Freemen) Trustees	Enquiry from Councillor	Cllr D Blackburn		
03/03/2017	Staff salaries and performance reviews	Best practice	TC		
03/03/2017	Assets register and valuation of assets	Best practice	TC		
03/03/2017	Hoppa bus	Future planning of service	TC		
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC		
14/03/2017	Future of Berwick Hospital	Future planning of service	TC		

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Tuesday, 17 January 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: C Seymour (Chair)
I Dixon
G Smith

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
1 member of the public

OPEN SESSION

It was mentioned that Geoff Paul, Director of Planning & Economy for Northumberland County Council (NCC), had attended a meeting with the Civic Society to discuss NCC Assets in the town.

P060/16 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillors A Forbes, G Hill and G Roughead.

P061/16 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday, 13 December 2016 were agreed and signed as a correct record.

P062/16 3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

P063/16 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P064/16 5. LOCAL NEIGHBOURHOOD PLAN

It was noted that updates are provided at meetings of full Council. **Suspend Standing Orders.** A member of the public mentioned that a Transport paper had been produced and that the next meeting of the Neighbourhood Plan Steering Group would be held on Friday, 27 January 2017 at 5pm in the Town

Council office. **Standing Orders re-instated.**

P065/16

6. APPLICATIONS FOR PLANNING PERMISSION

16/04492/LBC

Listed Building Consent: Render section of rear elevation, build up windows 14 & 18 of rear elevation, solar thermal, new rear door, clay ridges, Zinc cladding to rear bay, Zinc cladding to corner detail, single storey extension & new internal layout.

76 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX

No objections.

16/04517/FUL

Refurbishment of an existing listed building. Addition of disabled lift/access. New conservatory in place of existing lean to structure.

The Old Whaling House, The Walls, Berwick-upon-Tweed. TD15 1HP

No objections.

16/04518/LBC

Listed Building Consent: Refurbishment of an existing listed building. Addition of disabled lift/access. New conservatory in place of existing lean to structure.

The Old Whaling House, The Walls, Berwick-upon-Tweed. TD15 1HP

No objections.

16/04547/FUL

Construction of a two storey rear extension.

8 High Greens, Berwick-upon-Tweed, Northumberland. TD15 1NA

Members had no objections in principle, but were concerned that a two storey extension may set a precedent lying within a conservation area.

P066/16

7. PLANNING APPLICATION DECISION LIST

It was noted that planning application 16/03044/FUL, which the Town Council supported, had been refused. The Assistant to the Clerk would try and ascertain why the application had been refused.

The decisions provided in the attachment were noted.

P067/16

8. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday, 21 February 2017 at 6.30 pm.