



Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 18th March 2024 Agenda

Councillors and members of the press & public

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 18 March 2024 at 7.30pm.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Monday, 18 March 2024, to express your interest in attending the meeting.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk

13th March 2024

Agenda

- 1) **Apologies for absence**
To receive apologies for absence.
- 2) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 3) **Public participation**
The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.
The Clerk is reminding Councillors of standing orders applying to public question time:
 - 3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - 3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- 4) **Announcements – for information**
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the minutes of the meeting held on [19 February 2024](#) (circulated on Teams).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed in the Appendix.
- 7) **Wyre Council change in precept deadline, Clerk/RFO – for decision**
For Full report, please see the Appendix.

Recommendation to the Council:

Does the Town Council agree to provide Wyre Council with the precept figure by Tuesday 17th December 2024, with the condition and assurance that the Tax base figure will be sent out to Parish & Town Council's on Friday 6th December 2024?

- 8) **Insurance, Clerk/RFO - for decision**
For Full report, please see the Appendix.

Recommendation to the Council:

The Clerk/RFO is recommending that the Council appoint Supplier B to provide Town Council insurance (who will provide the same insurance cover as previous years, apart from public liability) for a Long Term agreement period of

3 years at a cost of £1,038.41. The payment is to be made from budget code 16 Insurance, which has a budget figure of £1,775.

9) **4 Casual vacancies, Clerk - for decision**

Wyre Council has informed the Town Council that ‘the last time for a request for an election to be held to fill the 2 vacancies on the town council has now passed and there was no request received’.

This being the case, the Town Council should now co-opt a total of 4 new town councillors as soon as practicable.

The Council are asked to approve the following provisional timescale.

Date	Action
19/03/2024 up to Sunday 28/4/2024	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 7/5/2024.
End of Sunday 28/4/2024	Deadline for applications
Wednesday 1/5/2024	Publish agenda for extraordinary council meeting to be held on Tuesday 7/5/2024 to consider Councillor vacancies.
Tuesday 7/5/2024	Extraordinary council meeting 19.30

10) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

11) **Regeneration projects in Garstang, Clerk - for decision**

Further to February’s meeting and minute 237(2023-24), the Town Council are aware of the above consultation. The plans include proposed high street enhancements, Cherestanc Square revitalisation, improvements to the ‘Weinds,’ interconnectivity between Jubilee Gardens, the War Memorial and River Wyre and a Bridge Street and River Wyre connection.

Recommendation to the Council:

Does the Town Council wish to formally respond to the [consultation](#)?

The Clerk is advising that the completion of the survey be delegated to the Clerk and Councillors Allan and Pearson.

12) **Allotments update, Councillor Pearson and Clerk - for decision**

For Full report, please see the Appendix.

Proposal: That Council note the progress of the Allotments working party. That the Council accept the recommendation of the Chairman, Councillor Pearson and the Clerk:

- i) That the Council notes that the 2 existing tenancy agreements will terminate on 1 April 2024. From this date, the allotments will not have any tenant agreements in place.
- ii) That local community groups, who have offered their assistance to clear the allotment site, clear the allotment site under the supervision of the Clerk and Councillor Pearson.
- iii) Any payments incurred at point ii) be delegated to the Clerk, from EMR code 63 Allotments which has a reserve of £1,000.

13) **Grant application - Garstang Arts Centre - Summer Celebration of Art and Music (culminating with the third Plein Air event on 7/9/2024) - for decision**

The Town Council has received [an application for grant monies from the Arts Centre](#). The RFO is reporting that the code 47 Grant budget code has been spent for this financial year.

Recommendation to the Council:

How does the Council wish to respond to the application? The Clerk is advising that the application is deferred and considered at the next Town Council on 15/4/2024 in the new financial year when the budget has been replenished.

14) **'Betty's bench,' Garstang Fairtrade and Garstang and District Heritage Society, Clerk – for decision**

For Full report, please see the Appendix.

Recommendation to the Council:

Does the Council wish to support and assist the community groups with this project? The Clerk is advising that the proposal is acceptable in principle, after consulting further with the Garstang Fairtrade and Heritage society to discuss the finer details of site location and asset management.

15) **Cherestanc Square, Clerk - for decision**

For Full report, please see the Appendix.

Recommendation to the Council:

The Clerk is asking Full Council whether the Council wishes to pursue the transfer of Wyre freehold Title of Cherestanc Square.

The recent minute references are detailed in the Appendix.

Since January 2024, the Clerk has sent 2 holding replies to Wyre Council, about possible ownership of Cherestanc Square, and is advising that Wyre Council need to be notified if the Council are/are not interested in pursuing this project.

16) **Kepple Lane Park carousel swing surfacing – for decision**

For Full report, please see the Appendix.

Recommendation to the Council: That the Town Council accepts the quotation provided by Wyre Council for ground reinstatement total £2,942.80. That the EMR 'Kepple Lane playing field' which has a balance of £7,989.50, is used for the payment.

17) **Garstang High Street, inconsiderate parking, Clerk – for noting**

The Town Council are asked to note and acknowledge receipt of the correspondence from LCC detailed in the Appendix, relating to Full Council minute 19/2/2024; 234(2023-24).

18) **Beds on Kepple Lane Park, Councillor Pearson – for decision**

For Full report, please see the Appendix.

Proposal: Is it the Councils wish to proceed with this relationship with the Armed Forces & Veterans Breakfast Club.

19) **Garstang Town Council – Publicly Endorsed Vision and Plan – Councillor Atkinson – For discussion and decision**

For Full report, please see the Appendix.

For decision – Council is asked how it wishes to proceed.

20) **Items for next Council monthly agenda**

Councillors are asked to raise matters to be included on the agenda and 'Report of other representatives and projects' for the meeting of the Town Council on **15 April 2024** by notifying the Clerk by **7 April 2024**. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The Clerk has produced an [agenda item template](#) to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

21)

Clerk's Report

a) 80th Anniversary Of D-Day - Lighting Of Beacons

As you will be aware, we are celebrating the 80th Anniversary of the D Day landings on **June 6th** this year. There are a large number of events taking place around the UK and abroad, one of the main elements is the lighting of Beacons that will take place at 21:15 hrs on that day as a token of the "Light of Peace".

I am acting on behalf of the Lancashire Lieutenancy as the "Beacons Champion" and we want to get Beacons lit in as many towns, villages and cities as possible, so to that end I wanted to let you know how you can participate so we can proudly "Light up Lancashire."

There is an official website - www.d-day80beacons.co.uk - this has been put together by Bruno Peek CVO OBE OPR and he is the Pageant master for the event. The main pages for the Beacons are **53** and **54**, this gives you a guide to all matters involved including options for different types of Beacons, administration, insurance etc. Most importantly it gives you the opportunity to register your interest.

Can I ask that you share this with the Council for consideration as to how we can help Lancashire celebrate this wonderful occasion.

b) The National Association of Local Councils (NALC) has published a new briefing on council email addresses and password security.

The briefing is designed to help local (parish and town) councils better understand how to protect emails, password security and the benefits of having a gov.uk domain name.

NALC recommends that councils adopt a gov.uk domain name to improve professionalism within the sector and better manage information within the council. The briefing highlights the main advantages of this approach for councillors, clerks, and the public. The briefing has been published as a response to requests for more information on how best to manage domain names. It comes at a time when many organisations, whether small or large, are more at risk of security breaches, which this briefing helps to address.

NALC is working closely with the government's Parish Council Domains Helper Service to promote the benefits of gov.uk domain names and to understand better how adopting gov.uk domain names can be made more straightforward.

The briefing also includes good practices in managing passwords and email security, which will help stop potential data breaches and ensure that emails are kept confidential and only accessed by the appropriate person.

[Read the briefing on council email addresses](#)

c) Garstang - Bus Service Improvements Plans advertising, 27/2/24

Ref 19-Feb 2023-24, minute 234(2023-24)

Thank you for your comments from the Town Council meeting regarding the No waiting restrictions on High Street.

We will consider this matter further after consulting with the interested parties and I will keep you updated in the process.

Assistant Highway Engineer.

d) Sgt Elliot Jones

Sgt Elliot Jones, in due course, will be your new Garstang / Poulton and Over Wyre Neighbourhood Sgt.

22)

Councillor Report

a) Garstang Christmas Lights – Councillors Atkinson and Webster & Clerk

Following the Town Council managing the Christmas Lights for the first time, overall the project team feel that the selected lights scheme was an excellent choice in terms of co-ordination with the town aesthetic and spreading Christmas joy, however the project team acknowledges there is further work to be undertaken to ensure a smooth operation in future years.

The Christmas Lights project team is undertaking reviews both internally and with the supplier to reconcile the last year, and ensure where required improvements are put in place. Following conclusion of these reviews a recommendation will be brought back to Full Council on changes to the project for approval.

b) Council surgery, 9th March 2024 – Councillors Pearson and Perkins

2 residents expressed their concerns regarding

- i) The road surface on Kepple Lane
- ii) The dangers of turning right on to the A6
- iii) Speeding. Particularly large lorries, one in particular being the 'Muller' lorry.

They asked if the police could do speed checks and if we could bring their concerns to Council. We gave details of how to best report road/traffic problems to police and LCC.

23)

Outside body representatives

None received

24)

Mayor's engagements

23/02/2024 David William Funeral

Talking Cafe x 2 [Discussions on Teaching and Human rights]

01/03/2024 Opening Meadowcroft Care Home including time capsule burial and tree planting by the Mayoress

01/03/2024 A presentation to the retiring Lengthsman

2 speaking engagements [noted because proceeds are going to Mayoral Charities

22/03/2024 and 23/03/2024 North West Stages Rally, Ceremonial Start, Official Start and Ceremonial Finish

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
223	13.03.2024	£200.00	£0.00	£200.00		11.03.2024	Minute binding	Peter Doyle Bookbinding & Restoration	Unity Trust Bank		
222	18.03.2024	£504.14	£16.31	£520.45		05.03.2024	Christmas Lights electricity	npower Business solutions	Unity Trust Bank		
221	13.03.2024	£120.00	£24.00	£144.00		27.02.2024	Posters	Colin Cross Printers	Unity Trust Bank		239(2023-24)
220	18.03.2024	£15.00	£0.00	£15.00		01.03.2024	Training	LALC (Lancashire Association of Local Councils)	Unity Trust Bank		
219	18.03.2024	£8.26	£1.65	£9.91		12.02.2024	Mobile wi-fi	3 Three	Unity Trust Bank		
218	18.03.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank		
217	18.03.2024	£1,216.84	£0.00	£1,216.84			Pension	LCC (Lancashire County Council)	Royal Bank of Scotland		
216	18.03.2024	£11.43	£2.29	£13.72		29.02.2024	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
215	18.03.2024	£50.00	£0.00	£50.00		22.02.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank		084(2023-24)
213 & 214	18.03.2024	£2,077.88	£0.00				"To be paid electronically on 26/03/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4 "	Clerk and Lengthsman salaries	Unity Trust Bank		

2) Item 7: Wyre Council change in precept deadline, Clerk/RFO

The Clerk has received correspondence from Wyre Council stating that due to a number of parishes not meeting the precept deadline, in January 2024, the date has been brought forward in January 2025.

‘Wyre Council appreciates that the planning of meeting agendas takes place many months in advance. However, the precept-setting is like Christmas, in that it is predictable in its timing each year and therefore scheduling its discussion in advance of the deadline should not be too difficult. Consideration of Wyre’s budget (incorporating Parish and Town Council precepts) will take place on 12 February 2025. To meet the statutory and internal reporting/approval requirements, I will require your parish’s notification by Wednesday 8 January 2025 at the very latest’.

The Clerk has followed up with Wyre Officers about when the Tax Base figure will be received. Wyre have confirmed that, the Tax base figure will be sent out to Parish & Town Council’s on Friday 6th December 2024, (previous years it has been around the 15/12).

Due to the Christmas and New Year public bank holidays, potential annual leave of the Clerk and statutory publishing of agendas timescales, the Clerk is advising that the precept is determined at a Town Council meeting on Monday 16th December 2024.

This will allow the tax base to be incorporated into the budget agenda item, which will be published on Wednesday 11/12/2024.

The knock on effect of meeting this earlier deadline, will be to alter when the Finance Committee meet.

The Clerk is advising that the Town Council agree to meet the deadline with the condition and assurance that the Tax base figure will be sent out to Parish & Town Council’s on Friday 6th December 2024.

3) Item 8: Insurance, Clerk/RFO

Recommendation to the Council:

The Clerk/RFO is recommending that the Council appoint Supplier B to provide Town Council insurance (who will provide the same insurance cover as previous years) for a Long Term agreement period of 3 years at a cost of £1,038.41. The payment is to be made from budget code 16 Insurance, which has a budget figure of £1,775.

2.0 Background Information:

The Town Council’s policy is due for renewal; the 3 year Long Term agreement, with Zurich, expires on 31 March 2024.

The Clerk has sought 3 quotations and 2 quotations have been received.

Insurance company	1 year agreement	Long term agreement of 3 years to 1st April 2027
A (current)	£1,563.12	£1,450.49

B	£1,082.61	£1,038.41
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3.0 Background Documents:

The quotations, for supplier A and supplier B have been circulated on Teams.

4) Item 12: Allotments update, Clerk & Councillor Pearson – for decision

1.0 Agenda Item:

Proposal: That Council note the progress of the Allotments working party. That the Council accept the recommendation of the Chairman, Councillor Pearson and the Clerk:

- i) That the Council notes that the 2 existing tenancy agreements will terminate on 1 April 2024. From this date, the allotments will not have any tenant agreements in place.
- ii) That local community groups who have offered their assistance to clear the allotment site, clear the allotment site under the supervision of the Clerk and the Councillor Pearson, Chair of the Allotments working party.
- iii) Any payments incurred at point ii) be delegated to the Clerk, from EMR code 63 Allotments which has a reserve of £1,000.

2.0 Background Information:

Advice has been provided by the National Allotment society at National and Regional level.

Offers of assistance, to clear the site, have been received from members of the Veteran Breakfast Club and Cadets in Preston and individuals.

The Clerk would ensure that the correct insurance, risk assessments, health & safety procedures etc are in place.

3.0 Background Documents:

- i) [Allotments advice meeting with The National Allotment Society 06/02/2024](#)
- ii) [Meeting notes of site meeting 13/02/2024 held with North West Counties representative, of the National Allotment Society.](#)
- iii) [27/02/24 Meeting notes of tenants](#)

4.0 Implications to be completed by the Councillor and Clerk:

If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.

Yes	Yes/No	Detail
Staffing Implications	Yes	
Council objectives		
Equalities & diversity		
Community safety	Yes	
Sustainability	Yes	
Climate change and environmental issues	Yes	

Yes	Yes/No	Detail
Information and Communication Technology (ICT)	No	
There will be financial implications	Yes	Providing refreshments for volunteers/ site clearance skip? Digger?
There is provision within the budget	Yes	
Decisions may give rise to additional expenditure		
Decisions may have potential for income generation		
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)	Yes	

5) **Item 14: ‘Betty’s bench’, Garstang Fairtrade and Garstang and District Heritage Society**

Recently the owners of One Stop on the High Street have removed the memorial bench from the front of the shop due to problems with anti-social behaviour, littering and abuse of staff.

The bench was paid for by donations from the people of Garstang in 2019 in memory of Betty Whittam, a member of the Garstang Fairtrade group who worked hard to get the town it’s Fairtrade status. She also worked at One Stop when it was Keenway and later became the Co-op – the Co-op also being a Fairtrade organisation.

Garstang and District Heritage Society have removed the bench to a safe place, and it is now being renovated.

The Society feels that Garstang does not celebrate its status as the World’s First Fairtrade Town enough, there is little if anything around the High Street to show for it, and we would like to explore the possibility of relocating the bench into a suitable garden area, with a text panel about the town’s Fairtrade status.

We feel that this would not only celebrate the town’s status but also be a lovely memorial to Betty and all those who made the status possible.

We have approached the Fairtrade group who agree with and fully support our idea and are keen to get involved.

We would also approach Garstang in Bloom and ask if they would be prepared to help with any garden area if we could set this up.

We trust that Council will be prepared to support and assist us with this project? Initially we hope that the Town Council would approach on our behalf Keyworker homes or whoever is responsible in order to site the bench on their property in an existing area outside the old council offices which also housed the Fig Tree.

6) Item 15: Cherestanc Square, Clerk/RFO

1.0 Proposal: The Clerk is asking Full Council whether the Council wishes to pursue the transfer of Wyre freehold Title to Garstang Town Council (GTC) for a consideration of £1.00.

2.0 Background Information:

Full Council minutes

16-Oct	2023-24	150(2023-24) ,
20-Nov	2023-24	170(2023-24) and
15-Jan	2023-24	207(2023-24)

The project team have not submitted any agenda items for February & March 2024 and the Head of Assets and Development Projects at Wyre Council wishes to know if the Council wish to proceed, so that he can advise Director's, at Wyre Council, accordingly.

3.0 Background Documents:

[Email from Wyre Council dated 9/12/23](#)

7) Item 16: Kepple Lane Park carousel swing surfacing, Clerk – for decision

1.0 Quotation received from Wyre Council.

For the provision of new ground reinforcement mesh, grass mats and their fixings £913

For the reinstatement of the ground and grass under the swing £2029.80

Total £2,942.80

Soil and turf is to be used for the ground reinstatement as this allows for establishment of a new surface more quickly than using grass seed. We have estimated from measurements we will need around 30 new grass mats however once we start work if we don't need to use all of these mats we will reduce the charge for the mats accordingly (they are £21.50 each). We estimate it will take 3 men one and a half days to carry out the ground reinstatement work and another man a day for installing the grass matting.

Please note we cannot start the work until the ground conditions around the swing have improved enough for driving a vehicle on as there will be a lot of materials required to be brought in for the works.

2.0 Background Information:

[Email from Wyre Council dated Wednesday 21 February 2024.](#)

8) **Item 17: Garstang High Street, inconsiderate parking**

Dear County Councillor Turner

Thank you for your email of 21 February 2024 on behalf of Garstang Town Council about High Street.

We understand that the town council, along with Wyre Borough Council and other stakeholders, are proposing changes to Garstang High Street to make it more attractive and to reduce irresponsible parking and make a more pedestrian friendly location. As part of this, we understand planters are proposed at known pinch points to prevent obstructive parking. However, this is being led by Wyre BC and the town council, so this would need to be taken up with Wyre.

With regard to parking enforcement, we cannot commit to every day for a month as requested, however, we currently get there every Thursday for market day and we will make sure that there are further visits during the week. Unfortunately, as the restrictions stand, the single yellow line allows loading as well as parking with a blue badge, so we cannot always issue at the pinch point.

We also have an issue further down the street on Market Place outside Storey's Weind, where we receive enforcement requests for this area blocking the passage way entrance to the properties behind. This has a keep clear and a single yellow line. The yellow line's accompanying sign is presently missing and we will be replacing it shortly, which should help but only between 8am and 6pm, and outside of these hours would require police enforcement.

As part of the Bus Service Improvement Plan, the Bus Services Team asked bus operators to highlight where they felt that measures could be introduced across the county to help improve the operation of their bus services. One of the suggestions made by the bus operator in the area was for us to consider what could be done to help their services with access around Garstang Town Centre, particularly in relation to the High Street and issues with parked vehicles. The letter from Stagecoach that the Town Council has recently shared confirms this and points to key locations where they are having issues.

We carried out site visits as well as a desk top review to assess the current situation. We found that there were changes and improvements that could be made to bus stops in the area but that the majority of the High Street is already protected by TROs. The review suggested that that the best approach to assisting buses would be to look at enforcement measures. However, the survey and review also revealed that there is an anomaly with the current Traffic Regulation Orders not matching the actual road markings/signage on site, which hinders enforcement. The TRO for 'No waiting Monday to Saturday 8am to 6pm' on the west side of High Street is currently in place and has been advertised to allow us to enable us to properly enforce it.

Following the comments and objection received from the Town Council regarding the No waiting restrictions on High Street and the more detailed information that Stagecoach have provided in their recent letter, we will consider the matter further and will consult again with interested parties. We

have responded to the Town Council to inform them of this and will keep them updated in the process.

Many thanks
District Lead Officer
Highways and Transport, Lancashire County Council

9) **Item 18: Beds on Kepple Lane Park**

1.0 Proposal:

The following has been received from the Armed Forces Veterans Breakfast Club. I am contacting you to ask if it would be possible for myself and the Armed Forces & Veterans Breakfast Club could take over the maintenance of the transitional bed and King's Tree Bed please? We propose to plant vegetables for a community co-op/food and keep the King's Tree bed weeded and maintained.

Is it the Councils wish to proceed with this relationship with the Armed Forces & Veterans Breakfast Club

2.0 Background Information:

The AFVBC have an obvious relationship with the Kings Coronation Tree and were instrumental in suggesting the planting and therefore have an interest in maintaining the bed as a tribute to their Commander in Chief.

Mrs Day has previous experience of food Co-ops and grow to share operations

This would be a non-financial operation [they are not starting a Market Garden]

The Council or relevant Committee could control this agreement either by a letter of agreement or possibly by use of the standard National Allotment Society Agreement [to which they now have access] This allows for control and review according to performance.

This relationship could be used as a precursor for a 'Friend of the Park' group It would relieve the pressures of the Councils own maintenance and amenity management.

It would improve the Council projection of Community involvement and would benefit the presentation to the North West in Bloom judges.

25) **Item 19: Garstang Town Council – Publicly Endorsed Vision and Plan – Councillor Atkinson – For discussion and decision**

This agenda item is submitted to prompt a discussion around the above, and give councillors chance to discuss the matter, supported by advice and experience from the Clerk.

In recent months (discussed through the budget process) there has been discussion around the Town Councils projects and activities.

Key focus areas of this discussion have been (list is not extensive):

1. Public endorsement and consultation – how does the council engage with the public on the projects it is pursuing, and the projects the public would/would not like to see?

2. Councillor priorities – different councillors have preferred projects from their own ideas, and high turnover of councillors leads to diverging priorities.

3. Through life effects – increased awareness of the through-life management and costs of projects, to ensure full visibility of impacts

4. Council workload – what is the amount of workload the council can discharge

5. 'Deliverability' – how achievable are individual projects and the collect vision, and what are the councils dependencies

The plan could have a brief overarching vision, briefly set out key projects/deliverables and any measures, underpinned by public engagement. Considering collectively the overall impact (finance, resource and timescales). The vision and plan can then be used for the council to assess new projects against (i.e. does this new agenda item fit with the vision, does the council have capacity, does it have strong public support). I do think the importance to this is keeping it really simple (I'm sure there will be good examples the Clerk has/can signpost).

However, I recognise that this is just my personal view, and that councillors will have varying views and so I table this to prompt the discussion in the hope that the above bullet points can be considered.

The Council would need to agree what timeframe the plan would align to (calendar, financial or civic years)