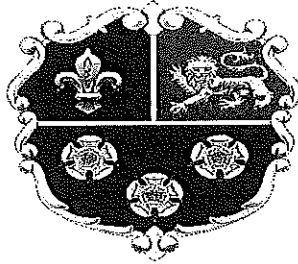


# PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside. L34 5QX

Telephone: 0151-426-3933

email: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)

Dated this 19<sup>th</sup> Day of October 2023

To the Mayor and Members of Prescot Town Council

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YOU ARE HEREBY SUMMONED TO ATTEND  
a meeting of  
Prescot Town Council  
to be held on Thursday 26<sup>th</sup> October 2023

at

Prescot Town Hall

commencing at 6.00 p.m.

A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer  
TOWN CLERK

# A G E N D A

<b>1</b>	<b>TO RECEIVE APOLOGIES</b>	Verbal
<b>2</b>	<b>PUBLIC OPEN FORUM</b>  To provide members of the public with the opportunity to ask questions of the Council.	Verbal
<b>3</b>	<b>DECLARATIONS OF INTEREST</b>  <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
<b>4</b>	<b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b>  To <b><u>APPROVE AND SIGN</u></b> the minutes of Town Council held on Thursday 28 <sup>th</sup> September 2023 as a true and accurate record of the business transacted.	Pages 4 to 14
<b>5</b>	<b>MINUTES OF COUNCIL COMMITTEE MEETINGS</b>  Members are asked to <b><u>NOTE</u></b> the minutes of the following Committee meeting(s):-  Events Committee 12 <sup>th</sup> October 2023 (Draft)	Pages 15 to 17
<b>6</b>	<b>REPORT ON COUNCIL RESOLUTIONS DURING 2023/24</b>  Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.	Pages 18 to 23
<b>7</b>	<b>ANNOUNCEMENTS FROM THE LEADER</b>  To receive announcements from the Leader of the Council.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal

8	<p><b>ANNOUNCEMENTS FROM THE TOWN CLERK</b></p> <p>To receive announcements from the Town Clerk.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	<p>Pages</p> <p>24 to 27</p>
9	<p><b>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</b></p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	<p>Page</p> <p>28</p>
10	<p><b>MAYORAL ENGAGEMENTS</b></p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><b><u>FOR INFORMATION ONLY</u></b></p>	<p>Pages</p> <p>29 to 30</p>
11	<p><b>PLANNING APPLICATIONS</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> any planning applications received and <b><u>AGREE</u></b> to make comment on those they feel require a response.</p>	<p>Pages</p> <p>31 to 34</p>
12	<p><b>PLANNING DECISIONS</b></p> <p>Members are asked to <b><u>NOTE</u></b> any planning decisions received.</p>	<p>Page</p> <p>35</p>
13	<p><b>FUNDING APPLICATIONS</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> and <b><u>APPROVE, DEFER</u></b> or <b><u>REJECT</u></b> the funding application from:</p> <p><b>No applications to be put to Members.</b></p>	<p>Page</p> <p>36</p>



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Minutes of Previous Town Council Meeting

**BACKGROUND TO THE REPORT:**

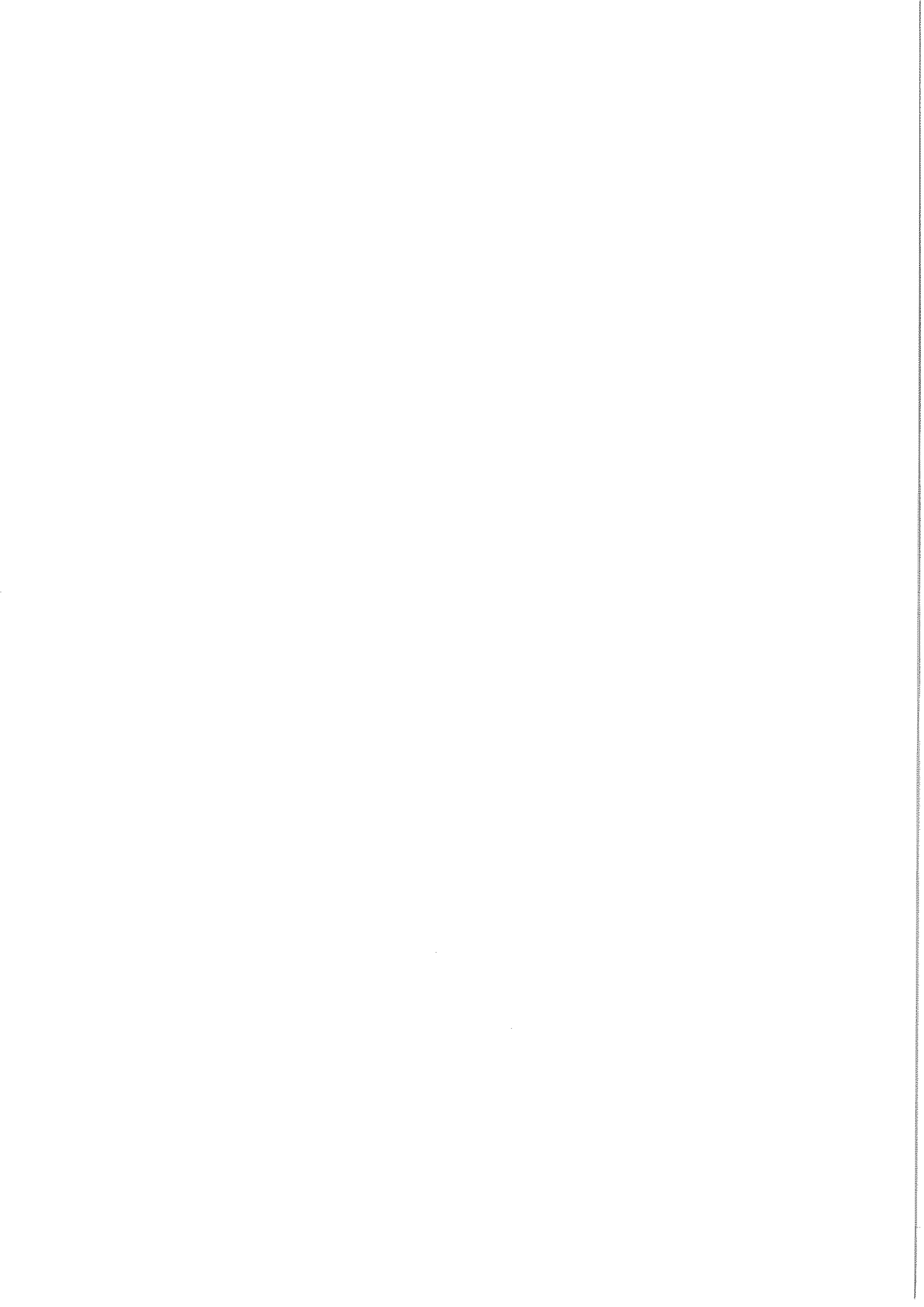
As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

**PURPOSE OF REPORT:**

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 28<sup>th</sup> September 2023.

**REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



## PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 28<sup>th</sup> SEPTEMBER 2023** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

### ELECTED MEMBERS PRESENT

Councillors J. Burke, P. Cook, J. Edgar, J. Madine, I. Smith, T. Smith, M. Sommerfield, G. Wickens and F. Wynn.

### TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)  
L. Sephton (Deputy Town Clerk)

### ALSO IN ATTENDANCE

4 x Members of the public were in attendance.

Owing to apologies being received from the Chair and Vice-Chair, Members **UNANIMOUSLY RESOLVED** that Cllr G. Wickens should be appointed as Chair for the meeting of the Council for the Town of Prescott on 28<sup>th</sup> September 2023.

#### 51. TO RECEIVE APOLOGIES

Apologies were received from Cllrs M. Burke, T. Murray and D. Wilson.

#### 52. PUBLIC OPEN FORUM

Four members of the public wished to speak to council regarding Knowsley Council's Prescott Town Centre Parking Management Scheme and wanted to express their frustration that despite repeated contacts with the local authority, no update on how the scheme was progressing or deadline as to when it would be approved has been provided.

One resident wanted to raise concerns regarding the quality of street lighting on Grosvenor Road, Prescott.

The Town Clerk advised that Prescott Town Council is not responsible for parking schemes or street lighting within the town. However, should Members resolve, he would be happy to contact Knowsley Council on behalf of the residents requesting that an update on the points the raised is provided at the earliest opportunity.

It was **UNANIMOUSLY RESOLVED** to **INSTRUCT** the Town Clerk to contact Knowsley Council regarding the issues raised by residents during Public Open Forum.

### **53. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following: -

- Cllr J. Burke for Item 13 Community Funding Applications
- Cllr P. Cook for Item 13 Community Funding Applications
- Cllr J. Edgar for Item 13 Community Funding Applications
- Cllr I. Smith for Item 11 Planning Applications
- Cllr I. Smith for Item 12 Planning Decisions
- Cllr T. Smith for Item 13 Community Funding Applications

### **54. MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Council meeting held on 27<sup>th</sup> July 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

### **55. MINUTES OF COMMITTEES**

It was **UNANIMOUSLY RESOLVED** to **NOTE** minutes from Events Committee held on 14<sup>th</sup> September 2023.

### **56. ANNOUNCEMENTS FROM THE LEADER**

The Leader briefed Members on the success of this years' School Uniform Recycling Project and Winter Coat Recycling Scheme; stating that both had proved extremely successful in terms of the number of items received and distributed. The Leader thanks councillors, staff and volunteers for delivering both projects.

### **57. ANNOUNCEMENTS FROM THE TOWN CLERK**

The Town Clerk provided the following announcements: -

#### **Anti-social behaviour across Prescot**

Since the last meeting of Council in July 2023, the Town Clerk has held regular meetings with officers from Knowsley Council, Merseyside Police and Merseyside Youth Association to discuss anti-social behaviour across the town and assess the impact of interventions such as the "Forty Nights of Football" (an initiative coordinated by Merseyside Youth Association and held at Prescot Soccer Centre during July and August).

Reported anti-social behaviour during this period has reduced slightly compared to previous months. However, despite this reduction, partners continue to advise that residents and businesses report anti-social behaviour through to Knowsley Council and/or Merseyside Police given that it directly informs where council and police resources should be deployed.



The Town Clerk has also attended September's meeting of the Prescott Providers (comprised of Merseyside Police, Knowsley Council, Merseyside Youth Association and VCF sector) during which there was agreement that a youth consultation should be undertaken to determine what the priorities of young people are and to help shape the local youth offer.

Further online meetings to discuss the methodology of this consultation have been scheduled for September & October, and the Town Clerk will feedback the outcomes of these meeting to members.

Finally, members will recall that at July's meeting of Council, the Town Clerk (having liaised with Merseyside Police and Knowsley Council) reported of the potential for goalposts to be installed at Brown's Field.

This followed work undertaken by Merseyside Police to speak with local youths causing anti-social behaviour (particularly around Eccleston Street) to determine what could be put in place to stop them causing anti-social behaviour, or in the least, to dissuade them from congregating on Eccleston Street.

Merseyside Police continue to progress this workstream in terms of sourcing funding and costs for goals. However, at the time of writing, it is not clear as to whether or not goals will actually be installed on site given that there has been no consultation with residents neighbouring the park and/or permissions obtained from Knowsley Council.

### **Batala Mersey "Day of the Dead" Samba Parade – 4<sup>th</sup> November 2023**

The Town Clerk has worked closely with Cllrs J Burke, P Cook and Liverpool based samba band Batala Mersey to establish a "Day of the Dead" samba parade and static performance on Eccleston Street on 4<sup>th</sup> November 2023.

Batala Mersey have performed in parades across the UK, most recently, at the Notting Hill Carnival in August.

Councillors and officers were initially approached by Batala Mersey in May this year, with a proposal to have a samba parade and static performance celebrating the annual day of the dead festival – an event which is huge in Latin America.

Since then, the Town Clerk has worked closely with Batala Mersey to produce an event management plan which has been submitted to Knowsley Council's Event Safety Advisory Group (KEVSAG) for review.

By way of summary for this event (as proposed within event management plan and subject to review/amendment by KEVSAG):-

- This event will be held on Saturday 4<sup>th</sup> November 2023, with the samba parade commencing at 6:00pm adjacent to former Margaret Rose clothes shop.
- Approximately 35 participants will form the band dressed in full day of the dead costume.

- The band will parade down Eccleston Street towards former Oven restaurant for 45 minutes and after a short break, will walk to the bottom of Leyland Steet to perform a 30 minute static performance.
- No road closures for either the parade or static performance will be necessary.
- The event will completely free to the public.
- Council will not incur any costs in support of this event.

At a recent meeting of the Prescot Business Club, the Town Clerk briefed local businesses on this proposed of event – all of which were keen to support by providing free food, drinks, sweets, children’s goody bags and face painting.

The Town Clerk will update members once feedback is received from KEVSAG.

### **Leases Relating to Brown’s Field and Eaton Street Park**

Following the receipt of advice from Council’s solicitor, the Town Clerk has contacted Knowsley Council outlining council’s responsibilities regarding Brown’s Field and Eaton Street Park under both leases as they currently stand.

In short, council’s responsibilities extend to keeping each site in a “clean and good condition” (discharged through council’s grounds maintenance contract) and the maintenance of boundary walls.

Members will recall that each lease was signed in 1991 and in an effort to give greater clarity as to exactly who has responsibility for what at each site and to better inform lease discussions with Knowsley Council, the Town Clerk has undertaken an audit detailing exactly what assets are located at each site and who should have responsibility for maintenance and if required, replacement. This audit has been submitted to Knowsley Council.

In terms of progress being made by Knowsley Council, the Town Clerk has been informed that all documentation submitted to date is being reviewed legal teams with a further update due in the future.

### **Potential Build of Facility at Brown’s Field**

As previously reported to members, the Town Clerk continues to meet with Knowsley Council, representatives from the Football Association, the Friends of Brown’s Field and Berkley FC regarding the potential build of a purpose built facility at Brown’s Field to support the football club, friends of Brown’s Field and wider community.

The last meeting of this group was in September and was attended by the Town Clerk and Cllr J Burke.

By way of summary as to what was discussed:-

- The Football Foundation has circa £250,000.00 of funding available to support this project.

- Knowsley Council has £525,000.00 of S.106 funding dedicated to the site as a whole - some of which could support this project.
- Knowsley Council have appointed an external consultant to undertake consultation with stakeholders and the wider community as to exactly what form any build could and should take.
- Given the current terms of the lease relating to Brown's Field (inclusive of a break-off clause) funding cannot be awarded owing to uncertainty of tenure. It is therefore critical that the lease is reviewed and resolved.
- It is necessary for stakeholders to state what they want from the building in terms of design and use before community consultation is undertaken (this has already been completed and submitted to Knowsley Council).
- The overall ambition is for submission of a bid to Football Foundation in April 2024.

The Town Clerk stresses at the time of writing there is no agreement that a build will indeed go ahead and that consultation in terms of the use and design must be completed first.

It was **UNANIMOUSLY RESOLVED** to **NOTE** Announcements from the Town Clerk.

#### **58. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OF OUTSIDE BODIES**

The Town Clerk summarised his attendance at a meeting of the Prescot Business Club on 12<sup>th</sup> September 2023. The Town Clerk raised the following points: -

##### ***a. Anti-Social Behaviour/Crime Levels within Town Centre and Town Generally***

- Agreement that reported ASB figures over the summer period were slightly lower in comparison to previous months.
- Successful initiatives held over the summer period including "40 Nights of Football" as coordinated by Merseyside Youth Association.
- A number of high-visible operations were held by Merseyside Police over the summer period, particularly around Prescot Cables Retail Park, during which there was lots of engagement with the public.
- Knowsley Council and Merseyside Police encourage all businesses and residents to report ASB and crime given that this directly informs where resources should be deployed.
- Knowsley Council are pursuing a funding application with the Police and Crime Commissioner to have further CCTV installed within Eccleston Street, and the outcome of this application will be fed back at next Prescot Business Club meeting.

**b. Outcome of Consultation Relating to Purchase of Prescott Shopping Centre**

- Knowsley Council provided an update regarding the outcome on consultation following Purchase of Prescott Shopping Centre.
- Details of this consultation can be found via the Knowsley News Website.

<https://www.knowsleynews.co.uk/prescot-shopping-centre-and-town-centre-your-views/>

**c. Proposed Day of the Dead Samba Parade**

- Prescott Town Council Town Clerk presented proposals for a samba parade and static performance to mark annual day of the dead festival.
- The proposed event had been scheduled for 4<sup>th</sup> November 2023 commencing at 6:00pm and concluding at 7.30pm.
- This would be a completely free event for the public and would be held on Eccleston Street.
- Prescott Town Council and Batala Mersey (samba band) had jointly submitted an event management plan to Knowsley Council's Event Safety Advisory Group (KEVSAG), which would be reviewed week commencing 18<sup>th</sup> September 2023 with feedback provided thereafter.
- Businesses were in support of the event who felt it may increase footfall within the town centre – although there was a feeling that some businesses were excluded given that a road closure would not be in effect for this event which would impact upon footfall for their business.

**d. Prescott Town Centre Christmas Lights Switch-on 2023**

- Having spoken with businesses in attendance, the date chosen for Christmas Lights Switch on was Saturday 18<sup>th</sup> November 2023 (date to be confirmed)
  - The event is likely to have some form of entertainment, but owing to budget constraints, will not comprise of an additional lantern event as last year.
- a. Attendance at this meeting by Merseyside Police and Knowsley Council Communities Team to provide an update of ongoing anti-social behaviour across Prescott and planned diversionary activity during the summer period.
  - b. Plans for Serious Nonsense Festival to be held on 11<sup>th</sup> – 13<sup>th</sup> August 2023.
  - c. Ways in which Prescott Business Club members could attract new businesses to the meeting.

It was **UNANIMOUSLY RESOLVED** to **NOTE** the update from the Town Clerk

**59. MAYORAL ENGAGEMENTS**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements listed.

## **60. PLANNING APPLICATIONS**

Application Ref	Location	Comments
23/025105/TCA	Land to Rear of Prescott Parish Church Meeting Room, Vicarage Place, Prescott	No Objections
23/02086/PDE	34 Sinclair Avenue, Prescott	No Objections
19/00648/NMA1	Whitakers Garden Centre, Liverpool Road, Prescott	Clarification with regards to grass verges and pathways.
23/01441/FUL	McDonald's Restaurant Cables Retail Park Steley Way, Prescott	No Objections
23/02018/CLD	20 Grosvenor Road, Prescott	No Objections
23/02338/FUL	Prescriptions Pharmacy The Kiosk Manchester Road Prescott	No Objections
23/02538/FUL	The Oven Pizzeria and Bar 10 Eccleston Street, Prescott	Comment – Ensure that the shop frontage is in keeping with other frontages on Eccleston Street.
23/02641/TCA	The Clock Face 54 Derby Street Prescott	

## **61. PLANNING DECISIONS**

No Planning Decisions were received.

## **62. COMMUNITY FUNDING APPLICATIONS**

Before Members considered Community Funding Applications, the Town Clerk advised that the remaining Community Fund balance for 2023/24 was £6,000.00

The Town Clerk further advised Members that he had received constitutions and bank statements for all three applicants and was satisfied that each application should be put forward for Members' consideration.

Cllr J. Edgar left the meeting

**1. Prescot Cables Junior Football Club**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £500.00 of Community Funding and to notify Prescot Cables Junior Football Club that their application was successful.

Cllr J. Edgar rejoined the meeting.

Cllrs J. Burke, P. Cook and T. Smith left the meeting

**2. Prescot Mission Christmas**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £500.00 of Community Funding and to notify Prescot Mission Christmas that their application was successful.

**3. Friends of Molyneux Drive Woodland & Forestry Space**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £500.00 of Community Funding and to notify the Friends of Molyneux Drive and Forestry Space that their application was successful.

Cllrs J. Burke, P. Cook and T. Smith rejoined the meeting.

**63 PRESCOT CARNIVAL 2023 FEEDBACK REPORT**

Members considered the Prescot Carnival 2023 Feedback Report, produced by the Deputy Town Clerk and previously reported to Events Committee on 14<sup>th</sup> September 2023.

It was **UNANIMOUSLY RESOLVED** to: -

1. Note the contents of the report.

**64 PRESCOT COMMUNITY RECOGNITION AWARDS 2023 FEEDBACK REPORT**

Members considered the Prescot Community Recognition Awards 2023 Feedback Report, produced by the Deputy Town Clerk and previously reported to Events Committee on 14<sup>th</sup> September 2023.

It was **UNANIMOUSLY RESOLVED** to: -

1. Note the contents of the report.

**65 UNIFORM RECYCLING PROJECT FEEDBACK REPORT**

Members considered the Uniform Recycling Project Feedback Report produced by the Deputy Town Clerk and Cllr. J Burke and previously reported to Events Committee on 14<sup>th</sup> September 2023.

It was **UNANIMOUSLY RESOLVED** to: -

1. Note the contents of the report.

**66 CONSULTATION ON LIVERPOOL CITY REGION AND WEST LANCASHIRE BOROUGH COUNCIL RECREATION MITIGATION ON THE COAST SUPPLEMENTARY PLANNING DOCUMENT SCOPING REPORT – AUGUST 2023**

Members considered the report of the Town Clerk in consideration of whether a response to the consultation should be provided.

(After obtaining advice from Landor Planning Consultants) The Town Clerk advised that the scoping report was largely procedural and was setting a structure for the Supplementary Planning Document (SPD) to follow.

At this stage therefore The Town Clerk advised that no response to the consultation was required, although once the SPD was published, it should be reviewed with a view to responding to the consultation on it.

It was **UNANIMOUSLY RESOLVED**: -

1. Not to provide a response to the consultation at this stage, but to wait until publication of the Supplementary Planning Document to determine whether a response to the consultation should be provide and
2. Note the contents of the report.

**67 DRAFT ANNUAL REPORT 2022-23**

Members considered the draft Annual Report produced by officers.

The Town Clerk offered an apology to Members for the delay in producing the report; recognising that it was a pivotal document for communicating the work of council to residents.

The Town Clerk provided an assurance that the 2023-24 Annual Report would be produced and distributed in June 2023 after being presented to Members at Annual Council

It was **UNANIMOUSLY RESOLVED**: -

1. That the Town Clerk completes a final proof-read of the draft Annual Report and that it be sent to printers previously used by Council to produce a final copy.
2. That the Annual Report 2022-23 be distributed using the same distribution company as used previously based on estimated costs obtained by officers.

3. Note the contents of the report.

#### **68 EXCLUSION OF THE PRESS AND PUBLIC**

It was **UNANIMOUSLY RESOLVED:** -

1. By virtue of Standing Order 3D, that members of the press and public be excluded from the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.

#### **69 TOWN HALL CLOCK WORKING GROUP**

Members considered the report of the Town Clerk which put forward the recommendations of the Town Hall Working Group.

It was **UNANIMOUSLY RESOLVED:** -

1. That the Town Clerk contacts Knowsley Council's Planning Officers to determine what permissions are required for the clock to be installed on the rear wall (overlooking the car park) of Prescott Town Hall.
2. Once planning advice has been obtained, that the Town Clerk sources from Good Directions 1 x set of spade style black hands with the minute hand at a length of 900mm.
3. Once planning advice has been obtained, that the Town Clerk sources from Kirkby Signs 1 x 2200mm diameter aluminium sign in the pocket watch design presented to Members.
4. Note the contents of the report.

**The meeting closed at 7:25 p.m**

**Dated: 26<sup>th</sup> October 2023**

**Signed:.....  
Cllr Tracey Murray (Mayor of Prescott)**



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Minutes of Committees

**BACKGROUND TO THE REPORT:**

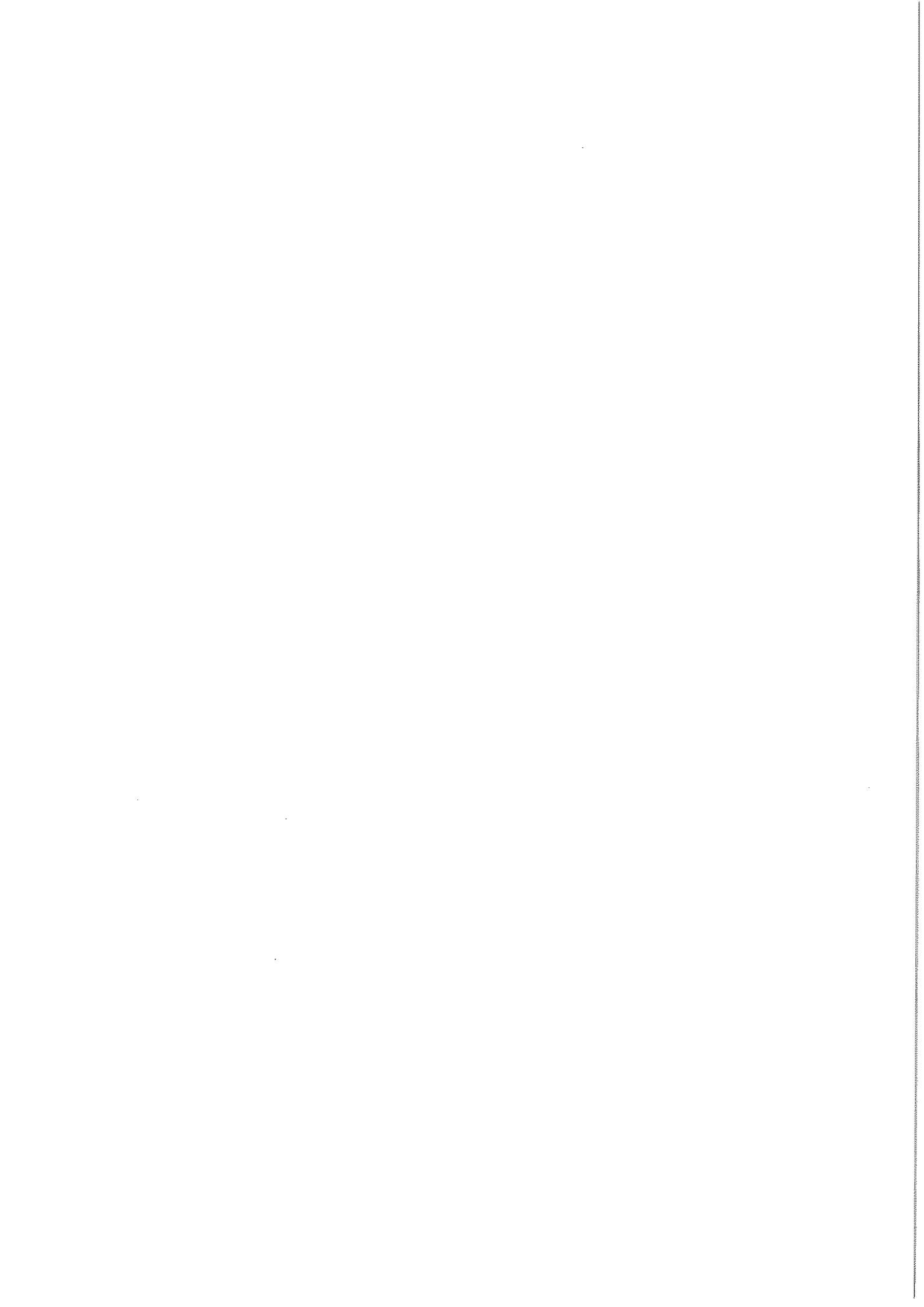
In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

**PURPOSE OF REPORT:**

To **NOTE** the minutes of the committee meetings provided.

**REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY, 12<sup>TH</sup> OCTOBER 2023** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, M. Burke, P. Cook, T. Murray and M. Sommerfield.

**ALSO IN ATTENDANCE**

L. Sephton (Deputy Town Clerk)

**15. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs. J. Edgar and J. Madine.

**16. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**17. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 14<sup>th</sup> September 2023 be agreed as a correct record and signed by the Vice Chair.

**18. ARMISTICE DAY SERVICE**

The Deputy Town Clerk updated members on this years Armistice Day Service arrangements and confirmed that refreshments will be held following the service in Our Lady Immaculate & St Joseph Catholic Church.

**19. PRESCOT CHRISTMAS CRACKER 2023**

The Deputy Town Clerk updated members on this years Christmas Cracker and it was **UNANIMOUSLY RESOLVED** to hire Mickey & Minnie Mouse mascots from Wonderland Theme Rooms at a cost of £300.

**20. SENIOR CITIZEN CHRISTMAS DROP IN 2023**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4.1 being: -

Using the power granted under section 145 of the Local Government Act 1972 –  
Members resolve to: -

- Agree the dates for both events from those listed in section 2.1.

Members agreed to hold one event at Prescott Town Hall on Wednesday 6th December 2023 from 1pm – 3pm.

- Consider and agree to the proposals listed in section 2.2 and 2.3.

and

- Agree the associated approximate costs in section 3.

**The meeting closed at 6:41 p.m.**

**Dated: 14<sup>th</sup> November 2023**

**Signed:.....  
(Cllr M, Sommerfield, Chair of Events  
Committee)**

**PRESCOT TOWN COUNCIL**  
**TOWN COUNCIL MEETING**  
**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Report on Council Resolutions During 2023/24

**BACKGROUND TO THE REPORT**

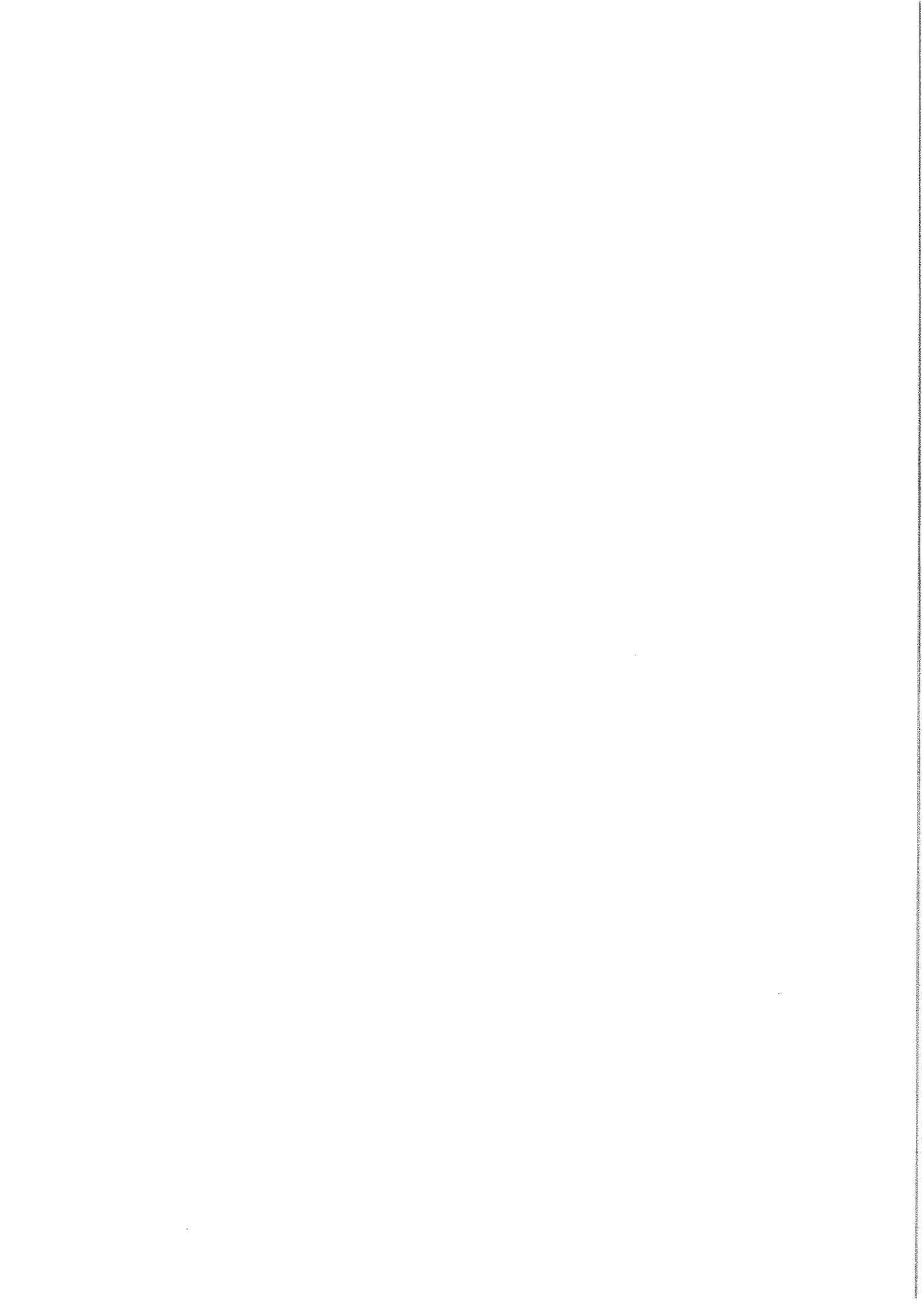
At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

**PURPOSE OF THE REPORT**

To provide an update to Members of progress against previously agreed council or committee resolutions.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

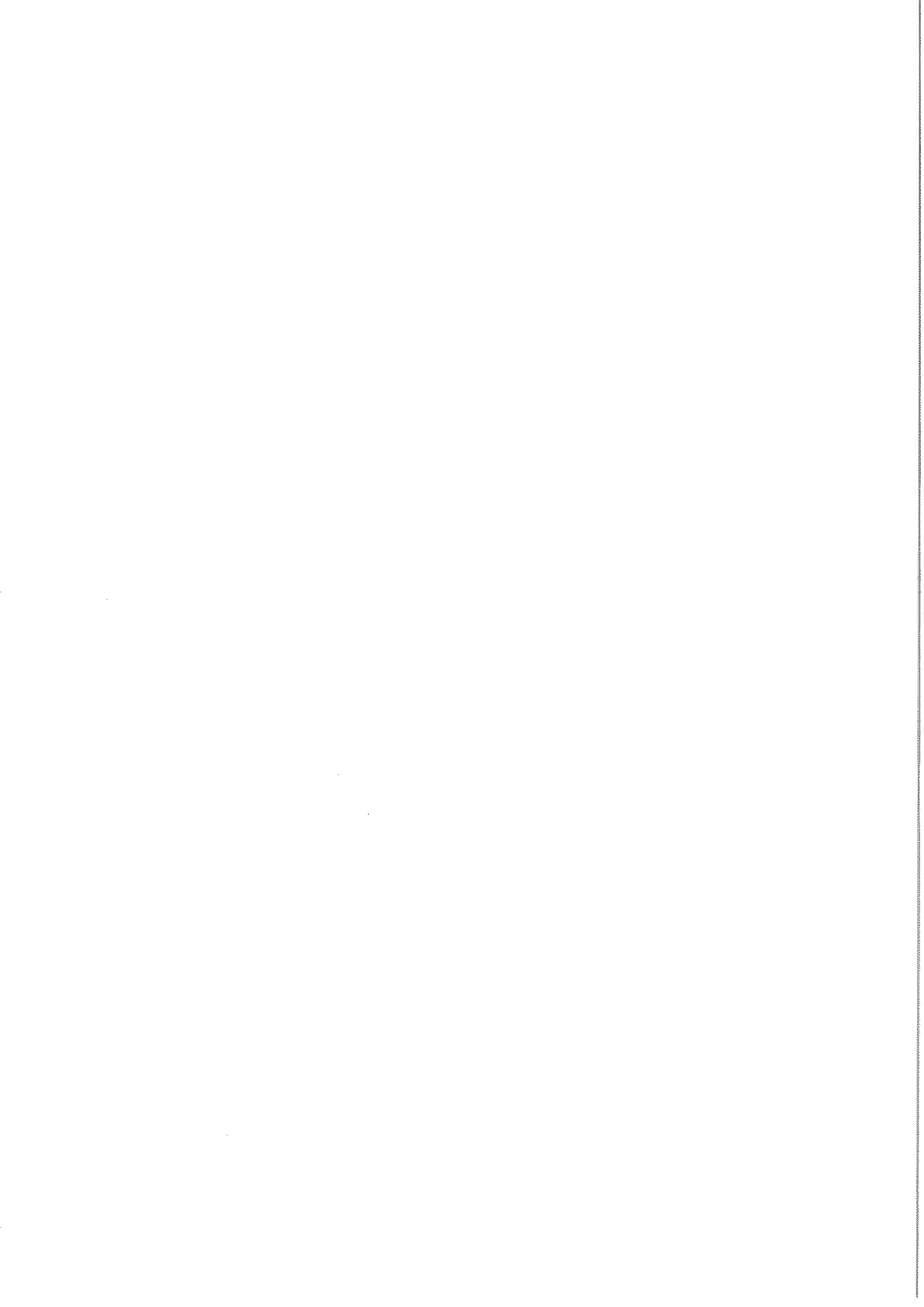
### **Report on Council Resolutions During 2023/24**

#### **1. INTRODUCTION**

- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout the civic year, it is sometimes difficult to remember what resolutions have been made at each council or committee meeting, and perhaps more importantly, difficult to assess progress against those resolutions.
- 1.3 Therefore, through Member resolution to introduce this report, Members will be able to chart what has been agreed at each council or committee meeting and what progress has been made by officers.
- 1.4 Appendix One to this report details Members' resolutions and progress to date.

#### **2. RECOMMENDATIONS**

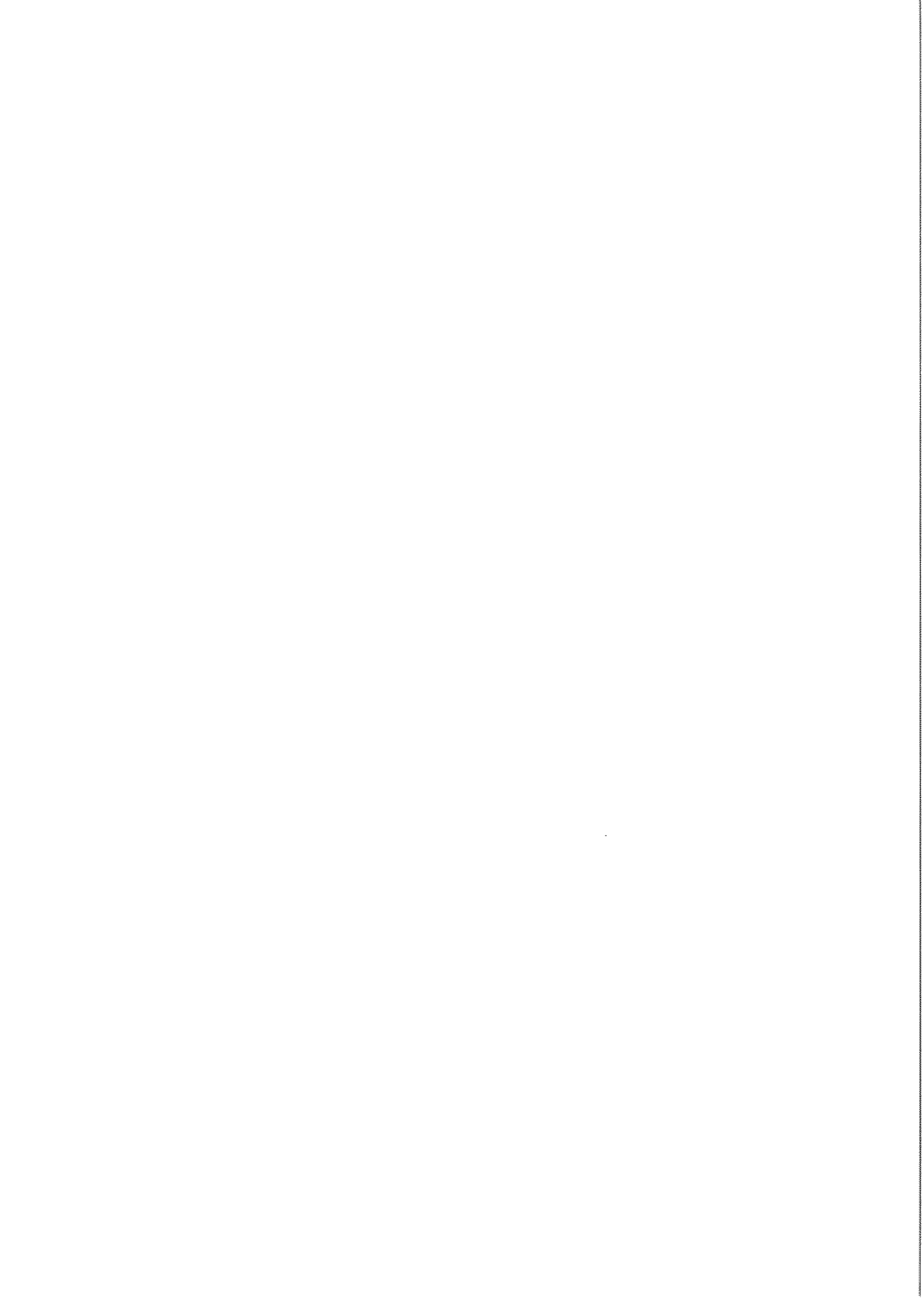
- 2.1 Members are asked to:-
  1. Consider previous council resolutions and progress detailed within Appendix One
  2. Note the contents of this report



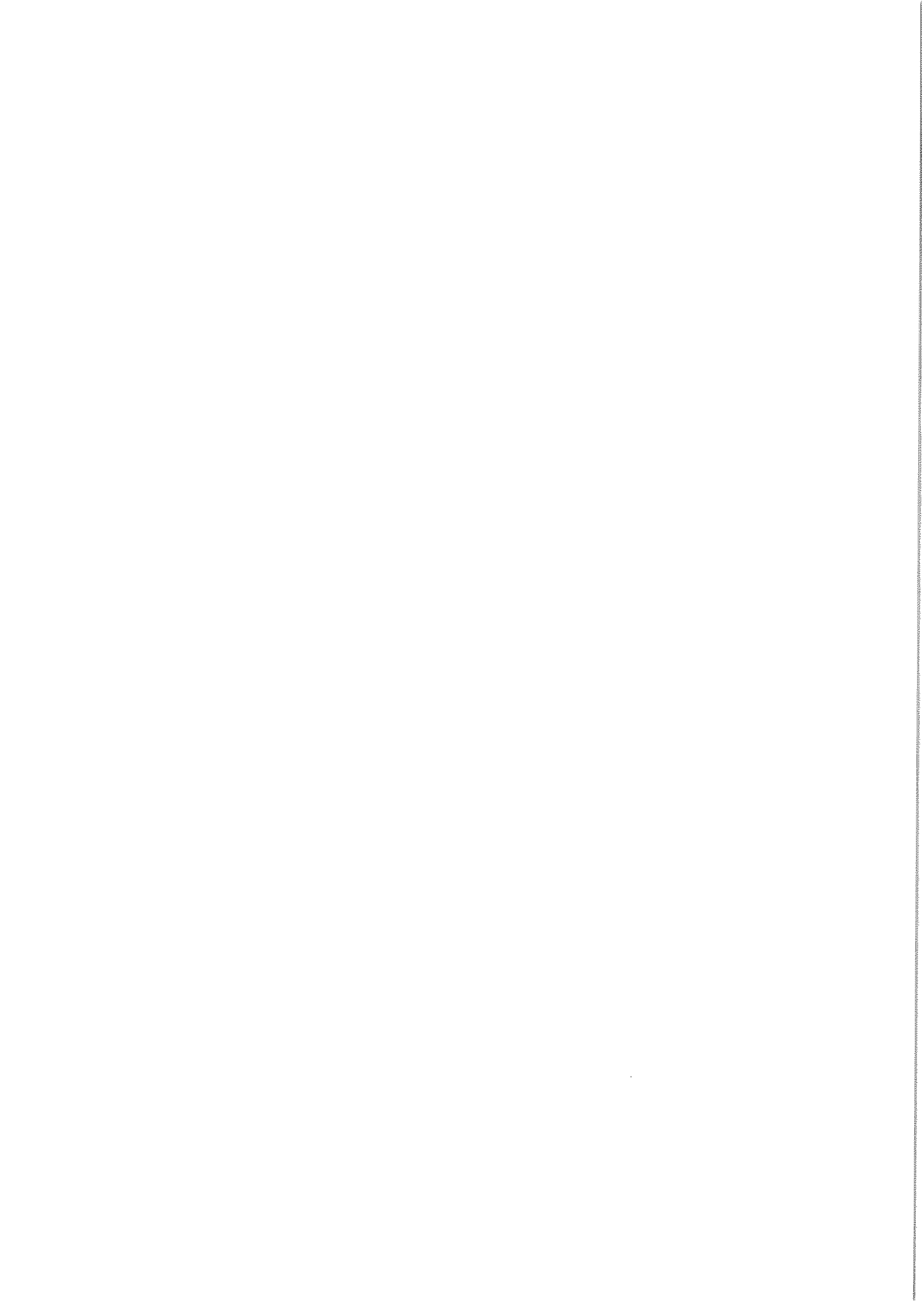


Appendix One

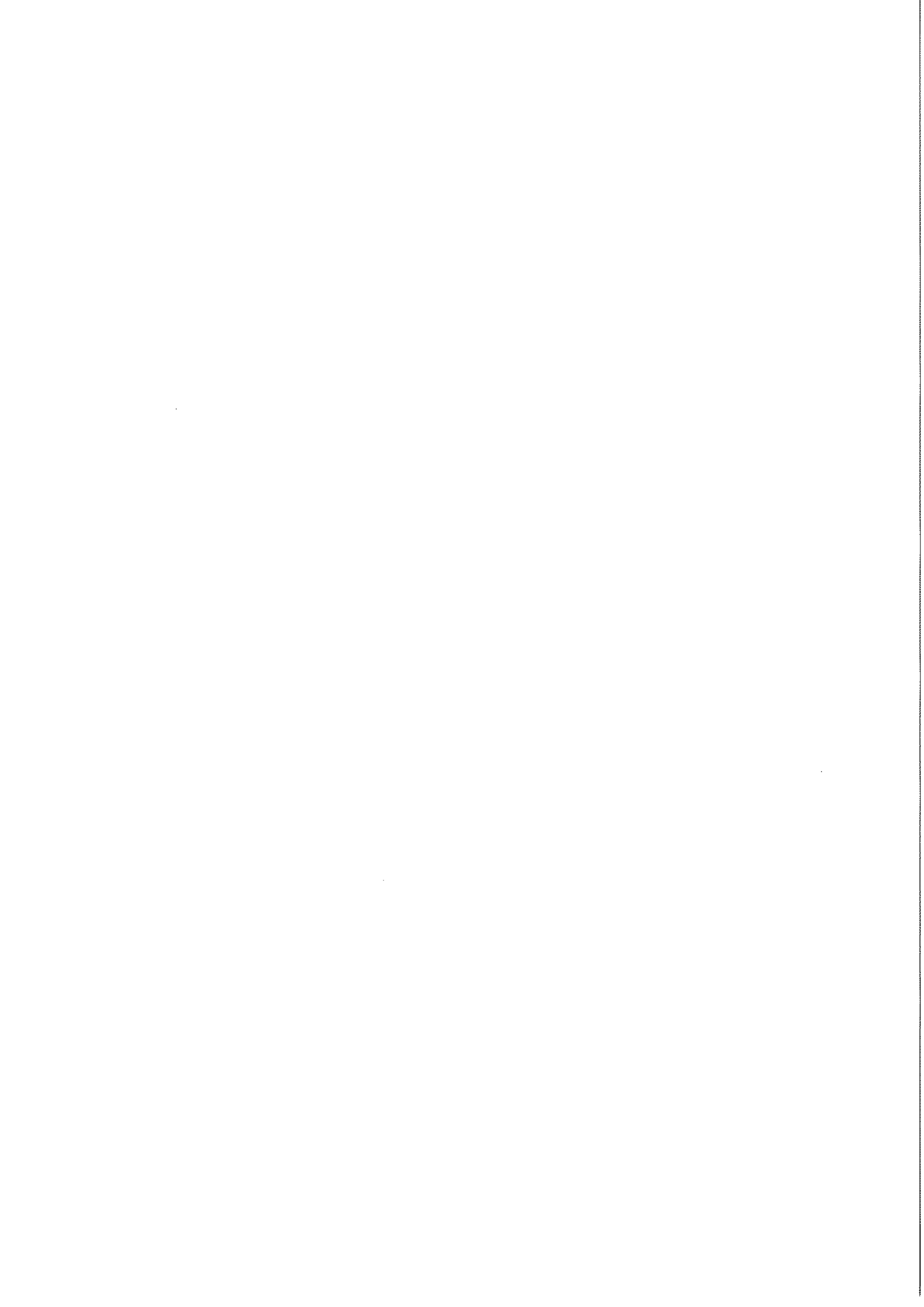
Date of Meeting	Minute Number	Resolution	Progress to Date
18/05/2023	11	That Standing Orders and Financial Regulations be amended to become gender neutral.	<b>Completed:</b> Where possible, 2023/24 Standing Orders and Financial Regulations have become gender neutral
18/05/2023	11	That Standing Orders be amended to include a resolutions report for each council and committee meeting.	<b>Completed:</b> 2023/24 Standing Orders have been amended to reflect that a "Resolutions Report" should be reported at each council and committee meeting.
18/05/2023	13	That meetings of Events Committee within the 2023/24 Municipal Calendar will not have a fixed date, but will instead be stated at "To be confirmed"	<b>Completed:</b> The 2023/24 Municipal Calendar has been amended to include these changes.
18/05/2023	13	That the meeting of Annual Council for 2024/25 be moved to 30 <sup>th</sup> May 2024.	<b>Completed:</b> The 2023/24 Municipal Calendar has been amended to include this change.
29/06/2023	22	That Cllrs J. Burke, M. Burke and T. Murray become members of the proposed working group to take this work forward (regarding siting of Town Hall Clock at Prescott Town Hall) and to report back to Council once the work of the Working Group is completed.	<b>Completed:</b> A meeting of the working group was convened on 13 <sup>th</sup> September 2023 with members agreeing a design and way forward to be resolved by Full Council in September 2023.
29/06/2023	31	A letter of thanks be sent to Britannia Fleet for donating and delivering container to Prescott Town Council.	<b>Completed:</b> As per Member resolution, the Town Clerk composed a letter to Britannia Fleet and delivered it personally.



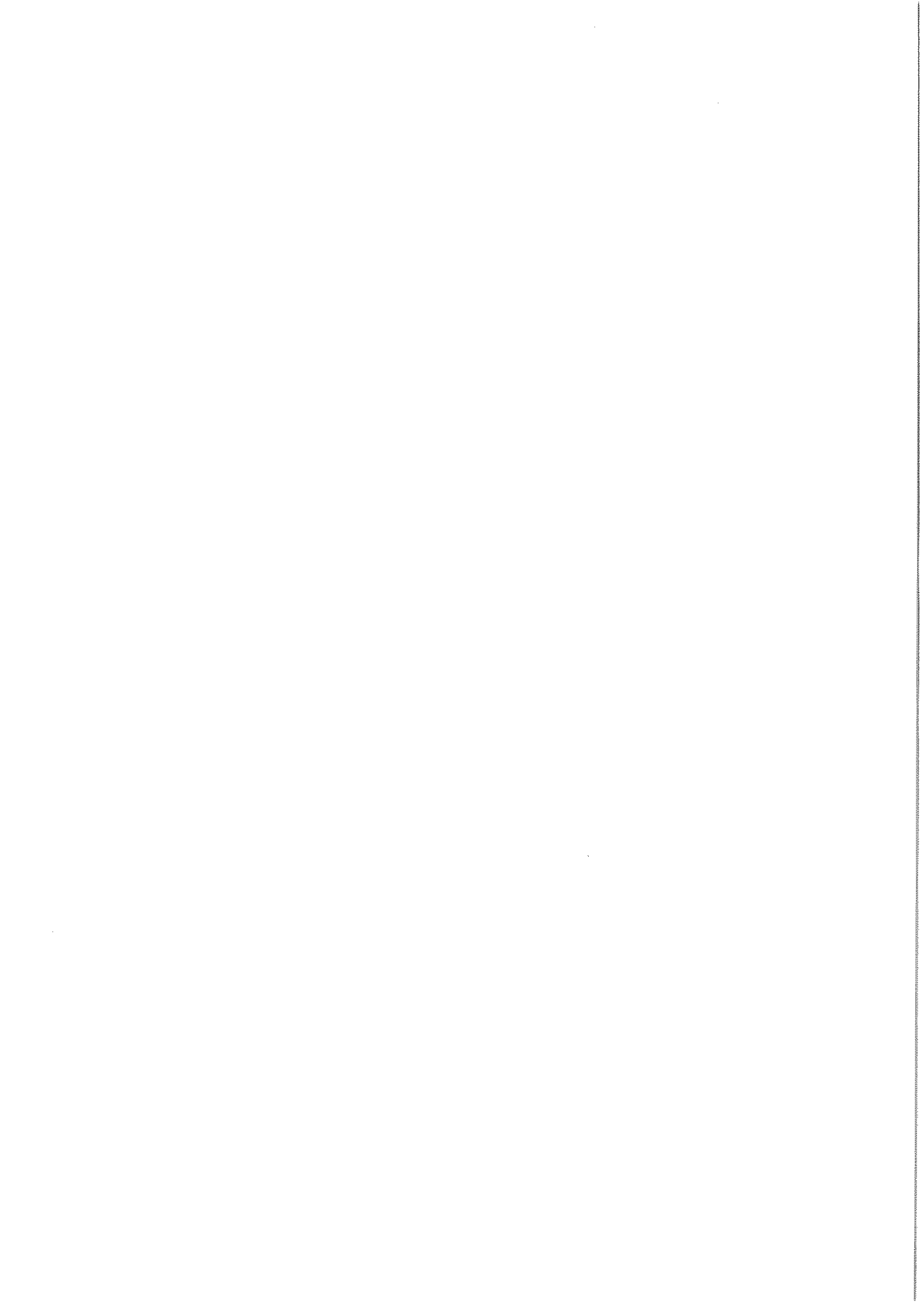
Date of Meeting	Minute Number	Resolution	Progress to Date
29/06/2023	36	Approved Community Funding Application to L35 Radio for £489.00.	<b>Completed:</b> Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to the Friends of Prescot Cemetery & Churchyard for £500.00.	<b>Completed:</b> Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to Willowbrook Hospice for £500.00.	<b>Completed:</b> Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to Lady Margaret Bowling Green, with officers to purchase consumables on behalf of club.	<b>Completed:</b> Officers purchased consumables on behalf of bowling club and invoices have been received.
29/06/2023	37	Approval of Section Two of Council's Annual Governance & Accountability Return and submission to PKF Littlejohn as external auditor.	<b>Completed:</b> The Town Clerk submitted Council's 2022/23 AGAR on 30 <sup>th</sup> June 2023.
28/09/2023	52	Instruct the Town Clerk to contact Knowsley Council regarding the issues raised by residents during public open forum (Prescot Town Centre Parking Management Scheme and Street Lighting at Grosvenor Road)	<b>Completed:</b> The Town Clerk contacted Keith Moyles of Knowsley Council regarding the issues raised by residents and provided email addresses for each resident. The Town Clerk also requested that Cllrs Smith and Wynn be contacted as a priority with an update on the approval process for the scheme.
28/09/2023	62	Approved Community Funding Application to Prescot Cables Junior Football Club for £500.00.	<b>In Progress:</b> Officers have processed payment and are awaiting receipts for expenditure.



Date of Meeting	Minute Number	Resolution	Progress to Date
28/09/2023	62	Approved Community Funding Application to Prescott Mission Christmas for £500.00.	<b>In Progress:</b> Officers have processed payment and are awaiting receipts for expenditure.
28/09/2023	62	Approved Community Funding Application to The Friends of Molyneux Drive and Forestry Space for £500.00.	<b>In Progress:</b> Officers have processed payment and are awaiting receipts for expenditure.
28/09/2023	67	That the Town Clerk completed a final proof read of the draft Annual Report and that it be sent off to printers previously used by council to produce a final copy.	<b>In Progress:</b> The Town Clerk has completed a proof-read of the draft annual report and has liaised with printers in terms of design, artwork and photographs. He is awaiting a final copy back from printers, with distribution likely in November 2023.
28/09/2023	69	That the Town Clerk contacts Knowsley Council's Planning Officers to determine what permissions are required for the clock to be installed on the rear wall (overlooking the car park) of Prescott Town Hall.	<b>In Progress:</b> The Town Clerk has contacted Knowsley Council to determine what permissions are required as part of installation. No response has yet been received despite chasing a response on two separate occasions.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Good Directions 1 x set of spade style black hands with the minute hand at a length of 900mm.	<b>In Progress:</b> The Town Clerk as contacted Good Directions to confirm that an order will be placed with them shortly as we await the receipt of planning advice from Knowsley Council.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Kirkby Signs 1 x 2200mm diameter aluminium sign in the pocket watch design presented to Members.	<b>In Progress:</b> The Town Clerk as contacted Good Directions to confirm that an order will be placed with them shortly as we



Date of Meeting	Minute Number	Resolution	Progress to Date
			await the receipt of planning advice from Knowsley Council.





**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE**

Announcements from the Town Clerk

**BACKGROUND TO THE REPORT**

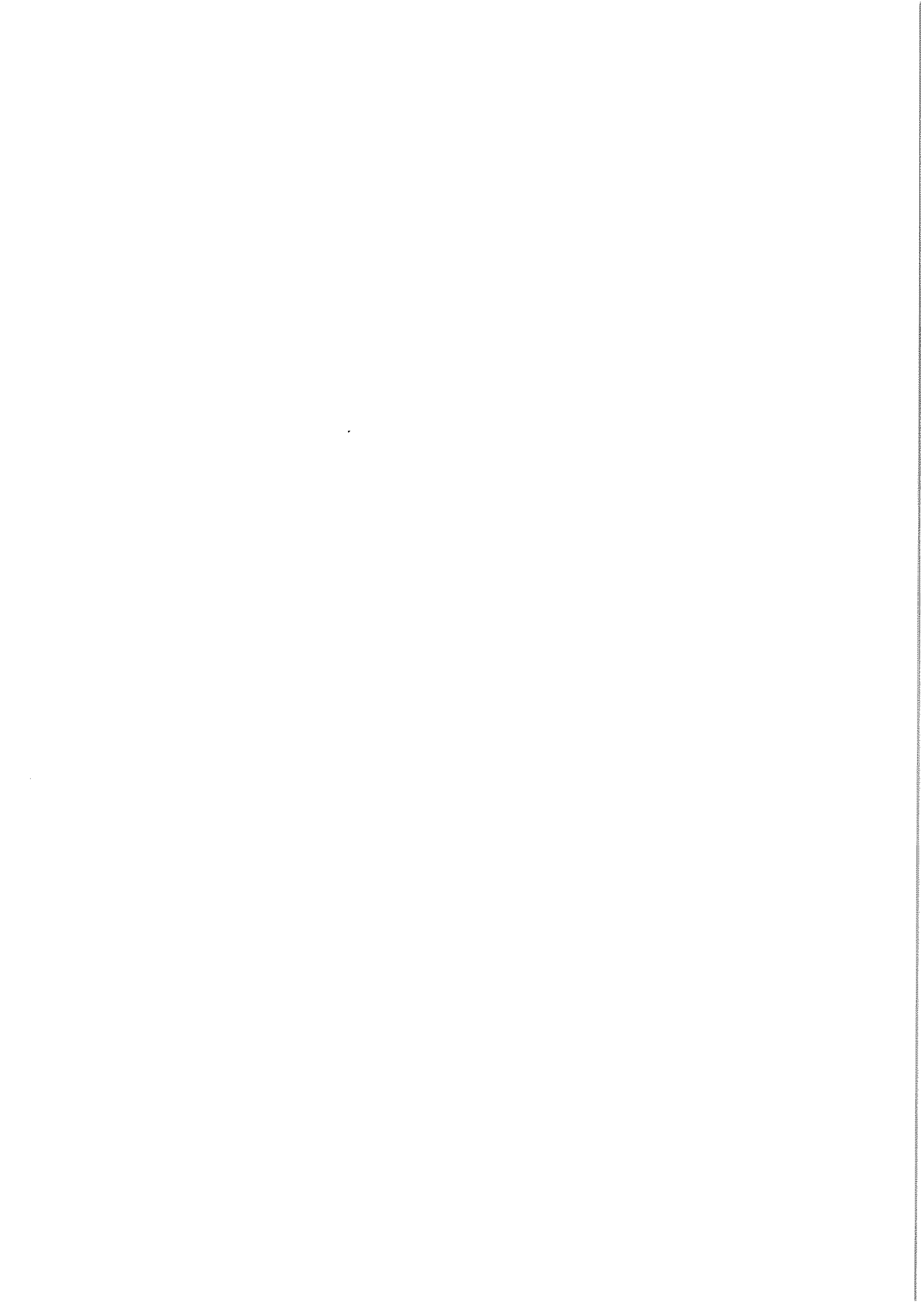
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY.**

**REPORT PREPARED BY**

Alex Spencer – Town Clerk



## **TOWN CLERK ANNOUNCEMENTS – October 2023**

### **Council Response to Social Media posts by Representatives of Imaginarium Theatre**

Members will be aware that the Town Clerk published an official statement from Council in response to several social media posts by Imaginarium Theatre regarding its "Willow the Wisp" performance scheduled for 28<sup>th</sup> October 2023 at Eaton Street Park.

The statement was produced with the support of councillors and representatives of the Friends of Eaton Street Park and was subsequently published on Council's website and social media platforms.

At the time of writing, the Town Clerk can confirm that there have been two responses to this statement. Both have been from representatives of Imaginarium Theatre.

The Town Clerk can also confirm that before and after publishing this statement, he liaised with Knowsley Council officers to determine their position with regards to how the performance was planned for, what the actual and perceived roles of Prescott Town Council and the Friends of Eaton Street Park were in terms of supporting the event, and their view as to why Imaginarium Theatre unilaterally cancelled the performance.

Knowsley Council continues to liaise with Imaginarium Theatre to clarify roles, responsibilities and expectations for events held in Knowsley outdoor spaces.

### **Batala Mersey "Day of the Dead" Samba Parade – 4<sup>th</sup> November 2023**

Knowsley Event Safety Advisory Group (KEVSAG) have approved plans submitted by the Town Clerk and Batala Mersey for the "Day of the Dead" samba parade and static performance on 4<sup>th</sup> November 2023.

The Town Clerk continues to work with Batala Mersey to ensure that documentation is submitted to KEVSAG before the performance goes ahead.

Batala Mersey are promoting the event and have produced a poster which will shortly go up in businesses and high footfall areas across the town.

Members will recall the following details for the event:-

- This event will be held on Saturday 4<sup>th</sup> November 2023, with the samba parade commencing at 6:00pm adjacent to former Margaret Rose clothes shop.
- Approximately 35 participants will form the band dressed in full day of the dead costume.
- The band will parade down Eccleston Street towards former Oven restaurant for 45 minutes and after a short break, will walk to the bottom of Leyland Steet to perform a 30 minute static performance.
- No road closures for either the parade or static performance will be necessary.
- The event will completely free to the public.
- Council will not incur any costs in support of this event.

If successful, Bataala Mersey are keen to have an annual performance which would be a fantastic addition to the Prescot's events calendar.

### **Leases relating to Brown's Field and Eaton Street Park**

As reported to Members at September's meeting of Council, the Town Clerk has submitted (to Knowsley Council) the legal opinion of Council's solicitor regarding leases at Brown's Field and Eaton Street Park and has also submitted a comprehensive audit for both sites outlining where responsibilities for maintenance and investment should rest.

Since this submission, the Town Clerk has been informed that Knowsley Council's Green Spaces team are waiting for response from their legal team and until this response comes back, there is little more by way of an update.

The Town Clerk and Cllr M Burke have requested a meeting with Knowsley Council to discuss further. However, Greenspaces officers have stated that until the legal opinion comes back, there is little point in meeting.

The Town Clerk continues to chase and liaise with Knowsley Council officers to obtain their legal response as quickly as possible.

### **Potential Build of Facility at Brown's Field**

As reported to Members at September's meeting of Council, the Town Clerk continues to hold meetings/liases with Knowsley Council, the Football Foundation, Berkley FC and the Friends of Brown's Field to discuss the potential build of a football/community facility at Brown's Field.

Since Council last met, the Town Clerk, Cllr M. Burke, Berkley FC and the Friends of Brown's Field met to discuss:-

1. How a build could be used
2. What the layout of any build could be
3. What arrangements should be in place in terms of ownership/leasing
4. What responsibilities should be in place with regards to maintenance
5. What responsibilities should be in place in terms of revenue/rents

The above followed a meeting with Knowsley Council and the Football Foundation during which it was suggested that Prescot Town Council, Berkley FC and The Friends of Brown's Field produce a "wish list" for any build to inform any consultation moving forward.

The following information was submitted to Knowsley Council from this meeting:-

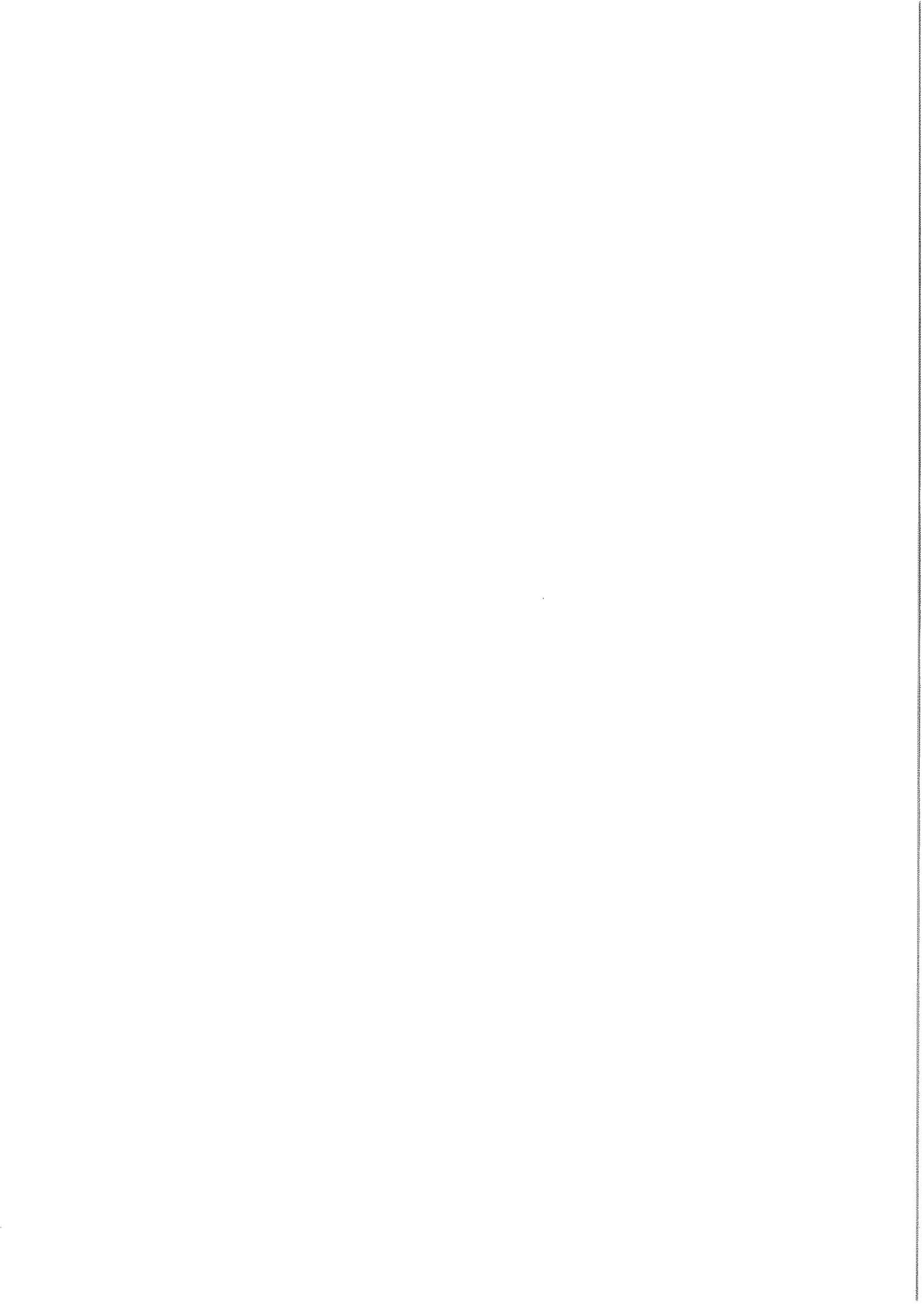
- a) Ownership for the building should rest with Knowsley Council and should be sub-leased to whoever Knowsley sees fit – thereby removing Prescot Town Council completely.
- b) Given that at its heart the building is a community facility – rental from Berkley FC and The Friends should be peppercorn or based on market value.
- c) Responsibility for utilities payments would rest with Berkley FC and The Friends of Brown's Field.
- d) Maintenance costs for the building should rest with Knowsley Council.
- e) Additional costs i.e. security, CCTV etc should rest with Knowsley Council

- f) The footprint of the building should be a comparable size to the rendered building at AFC Knowsley.
- g) Off street parking or parking directly outside the building would not be necessary
- h) A function room or conference facilities (as suggested to generate an income to cover revenue costs) would not be needed.
- i) Security of building and containers to house equipment would have to be considered.

To support the above, Cllr M. Burke recommended holding a meeting with Knowsley Council to discuss the practicalities of the build. However, officers responded that no meeting should go ahead until Knowsley Council have provided a legal opinion on leases for Brown's Field and Eaton Street Park.

## **1. RECOMMENDATIONS**

- 1.1 Members are asked to consider and approve the report.



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> OCTOBER 2023****REPORT TITLE:**

Reports and Presentations from Representatives at Conferences or Outside Bodies.

**BACKGROUND TO THE REPORT**

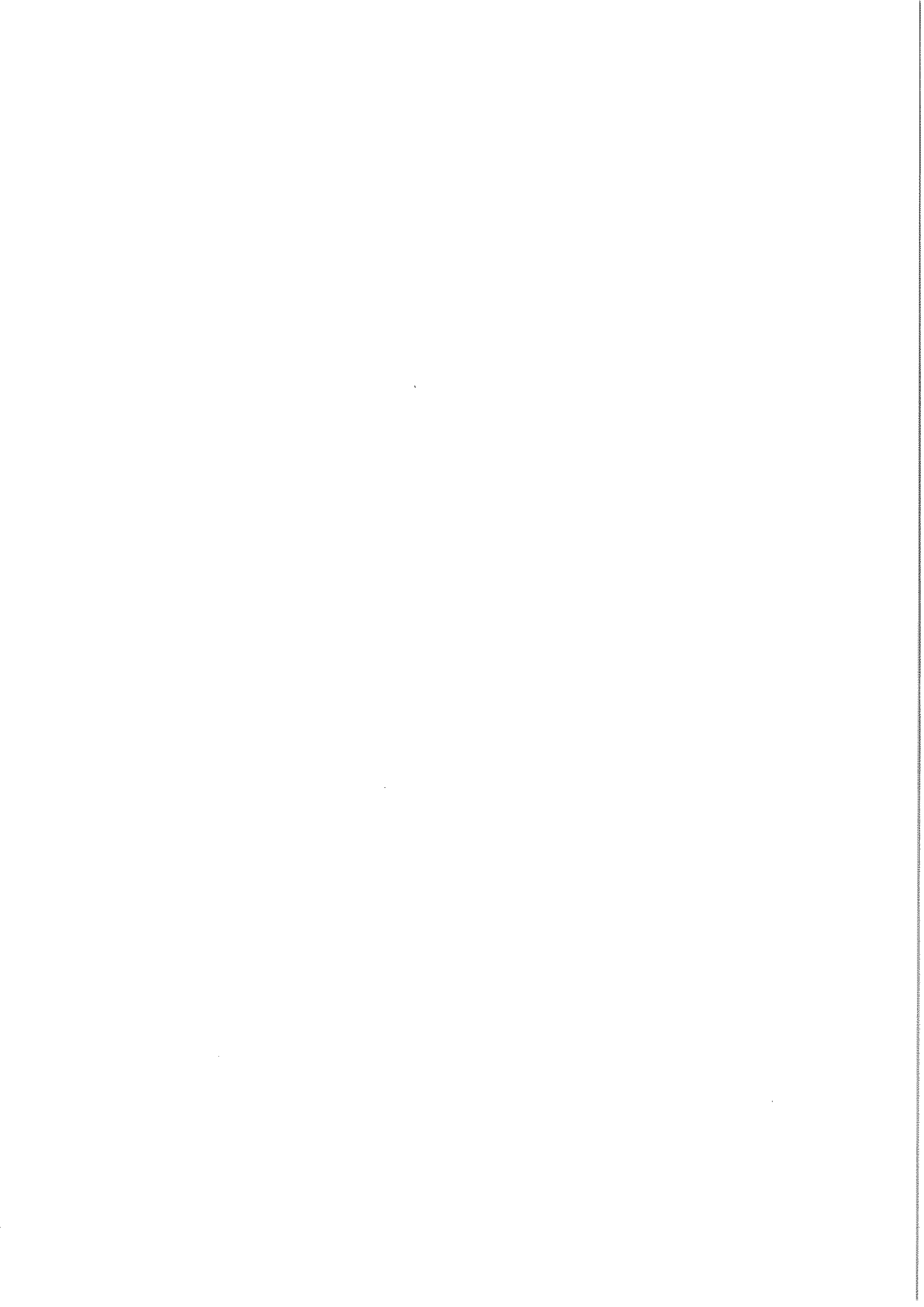
Members will be aware that at its meeting of Annual Council, representatives (Members and/or officers) for outside bodies are resolved.

**PURPOSE OF THE REPORT**

To update of what meetings of outside bodies have been attended, and what was discussed and resolved at those meetings.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE**

Mayoral Engagements

**BACKGROUND TO THE REPORT**

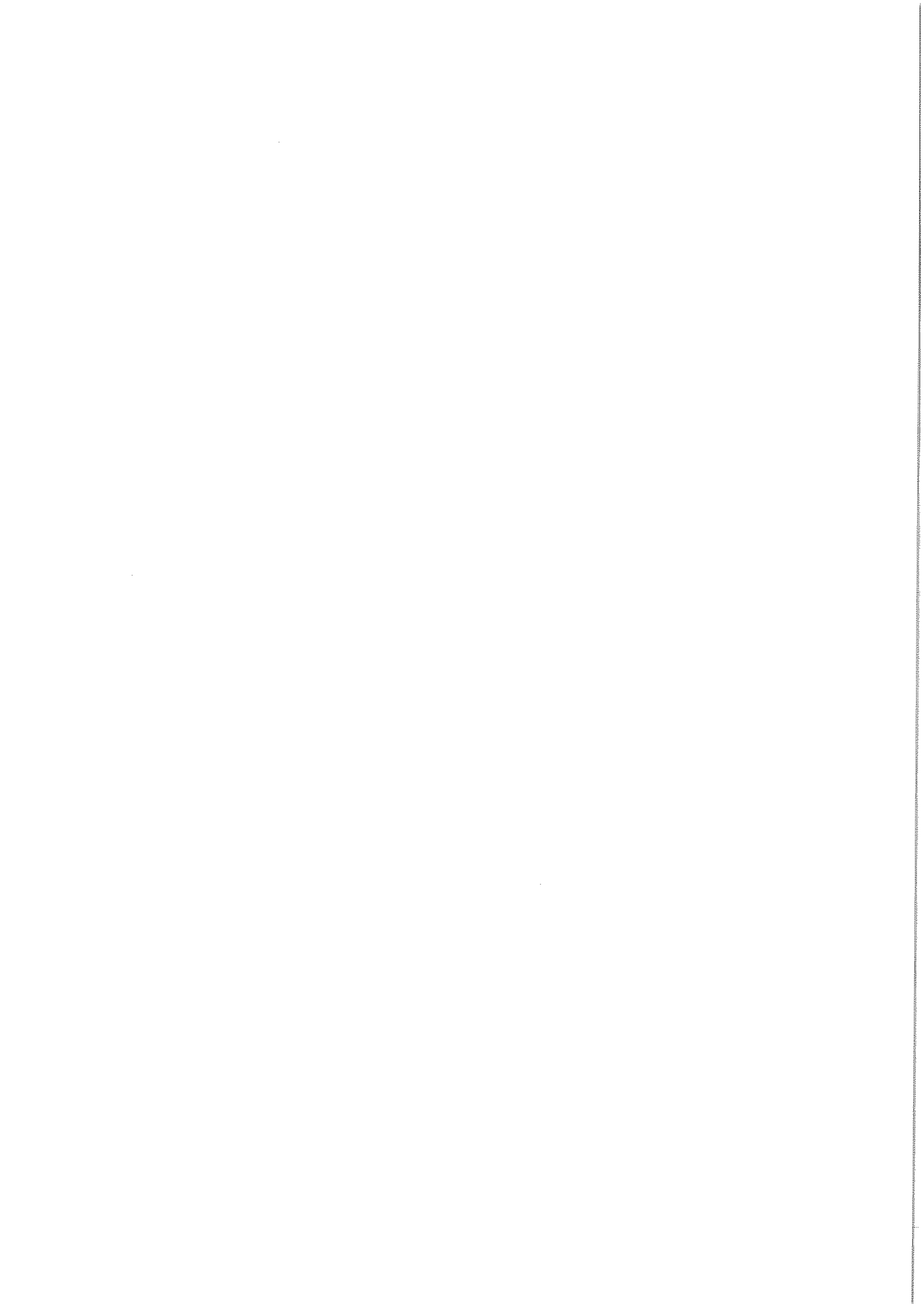
Details of Mayoral Engagements are attached.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY**

**REPORT PREPARED BY**

Alex Spencer – Town Clerk



## MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
27/09/2023	Mersey & West Lancashire Teaching Hospitals NHS Trust	Annual General Meeting
28/09/2023	Prescot Photo Club	Open Eye – High Street Photos Celebration
21/10/2023	Our Lady Immaculate & St Josph Catholic Church	Holy Mass to Mark Jubilee Year
11/11/2023	Prescot Town Council	Armistice Day Service
12/11/2023	Knowsley Council	Civic Act of Remembrance Service
16/11/2023	Want That Dress	Charity Fashion Show
17/11/2023	Evelyn Community Primary School	50 <sup>th</sup> Anniversary Celebration



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Planning Applications

**BACKGROUND TO THE REPORT:**

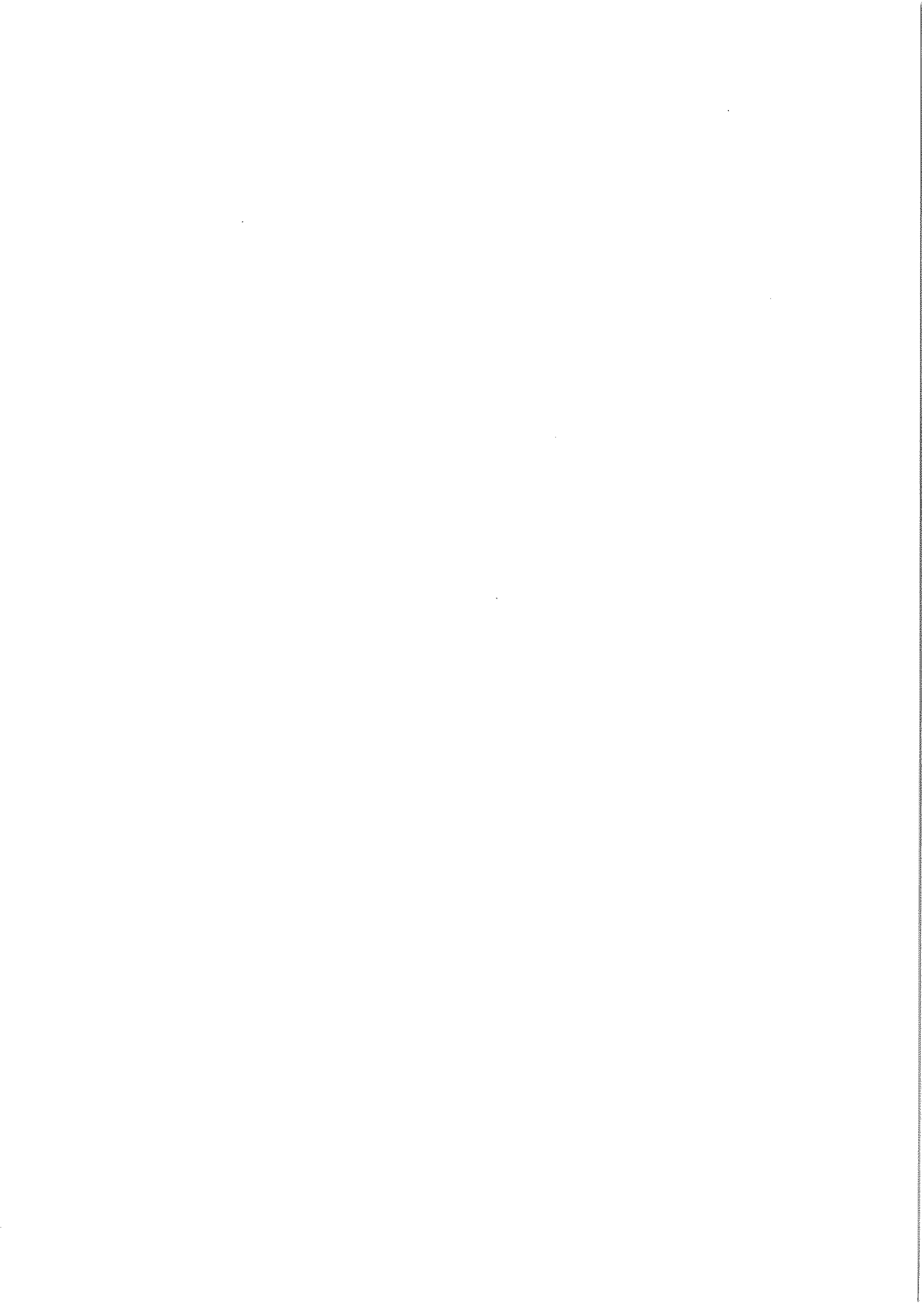
The Town Council are a primary consultee for all planning applications within the Town of Prescot. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

**PURPOSE OF ITEM:**

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST**  
**PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 06/10/2023**  
**PRESCOT**

APP.NO: 23/02070/FUL **CASE OFFICER: Andrew Hunt**  
APPLICANT: M Ray Ltd  
APP. TYPE: Full Application  
LOCATION: M Rays Bakery Ltd 39 – 45 High Street Prescot  
PROPOSAL: CHANGE OF USE OF FIRST FLOOR TO 2 NO FLATS WITH  
ASSOCIATED EXTERNAL CHANGES, REPAIR OF EXISTING BRICK  
BOUNDARY WALL AND ERECTION OF REAR BOUNDARY FENCE

**WARD: Prescot North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=FY15A9IXKVN00>

APP.NO: 23/02312/CLD **CASE OFFICER: John Fleming**  
APPLICANT: Chris Hannah Miller  
APP. TYPE: Certificate of Lawful Use / Dev Proposed  
LOCATION: 1 Sonnet Avenue Prescot  
PROPOSAL: CERTIFICATE OF PROPOSED LAWFUL DEVELOPMENT FOR THE  
ERECTION OF A SINGLE STOREY REAR EXTENSION

**WARD: Prescot North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=ZDCV2IXLW100>

APP.NO: 23/02446/ADV **CASE OFFICER: John Fleming**  
APPLICANT: Specsavers Optical Stores UK  
APP. TYPE: Advertisement Consent  
LOCATION: 4B Cables Retail Park Steley Way Prescot  
PROPOSAL: DISPLAY OF 2 NO ILLUMINATED FASCIA SIGNS TO FRONT  
ELEVATION

**WARD: Prescot North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=ZQOS5IXME00>

APP.NO: 23/02671/FUL **CASE OFFICER: John Fleming**  
APPLICANT: The Right Honourable Edward Richard William Earl of Derby  
APP. TYPE: Full Application  
LOCATION: Knowsley Safari Park Prescot Bypass  
PROPOSAL: ERECTION OF ANIMAL ENCLOSURE AND ALL ASSOCIATED  
INFRASTRUCTURE AND ENGINEERING WORKS

**WARD: Prescot North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S1170FIXGBO00>



Prescot Town Council  
Prescot Town Hall  
1 Warrington Road  
Prescot  
Merseyside  
L34 5QX  
0151 426 3933

Our Ref : 22/00233/FUL

Date: 11 October 2023

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990**

**PROPOSAL: DEMOLITION OF EXISTING BUILDING AND REDEVELOPMENT OF LAND AT DYE HOUSE, PRESCOT, TO ERECT UP TO 45 RESIDENTIAL UNITS (TO INCLUDE A MIX OF HOUSES AND APARTMENTS) WITH ASSOCIATED INFRASTRUCTURE AND LANDSCAPING (ACCESS TO BE TAKEN FROM THE EXISTING DEVELOPMENT TO THE NORTHEAST)**

**LOCATION: Dye House , Liverpool Road, Prescot, Knowsley, L34 3LX**

This is a formal consultation in respect of the above planning application. The application forms and any drawings submitted with it can be viewed via the internet on our website at:

<https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RAA8SHIXKKU00>

(Please be aware that applications may take upto 3 days before they are available)

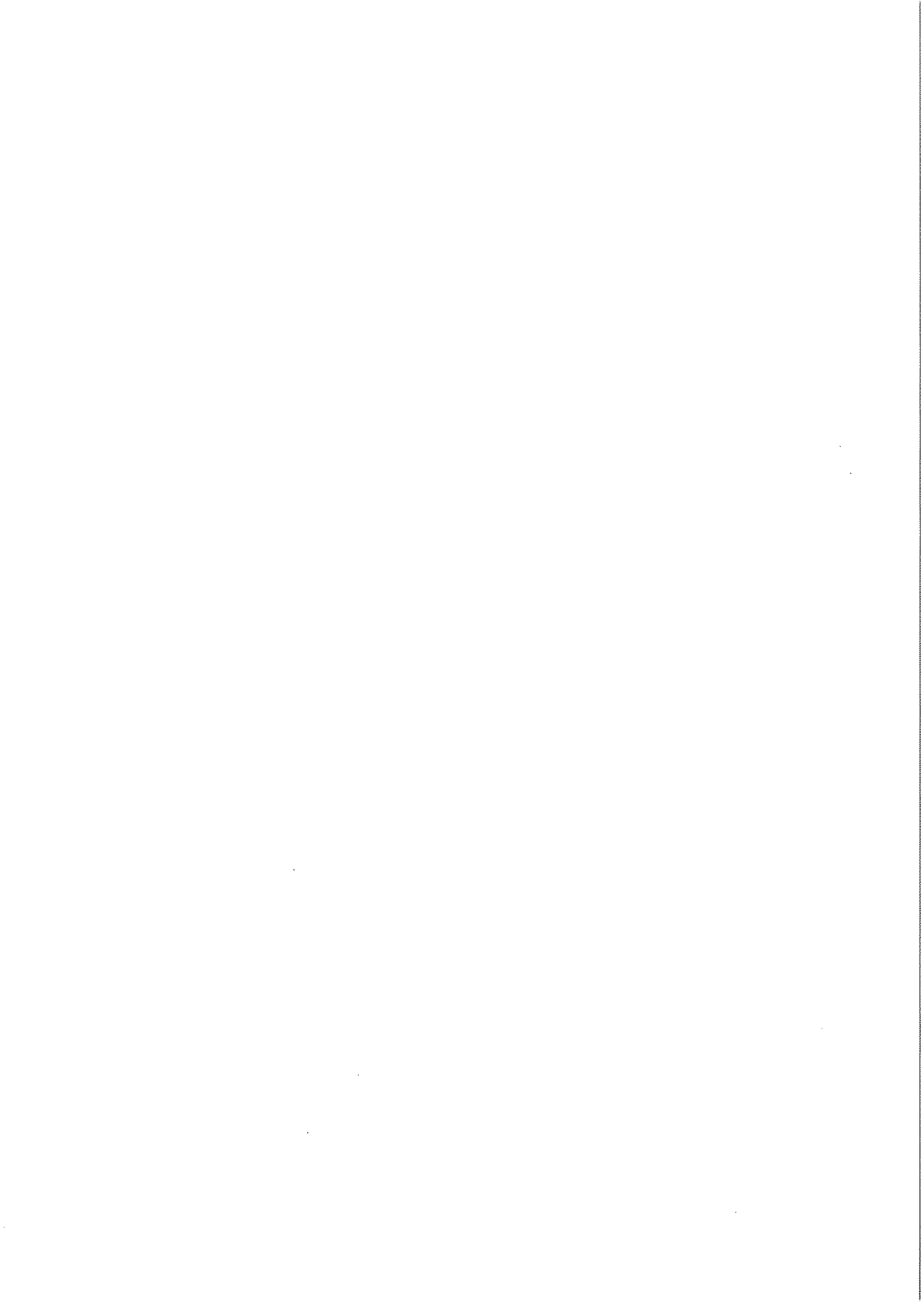
Please send any response you may have via e-mail to: [dcconsultations@knowsley.gov.uk](mailto:dcconsultations@knowsley.gov.uk)

If no reply is received within 21 days, the application will be determined on the assumption that you do not wish to submit any observations.

**Should you wish to discuss the details of this application please contact Planning Services on 0151 443 2381.**

Yours faithfully

Alan Kilroe  
Head of Planning & Building Control



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Planning Decisions

**BACKGROUND TO THE REPORT:**

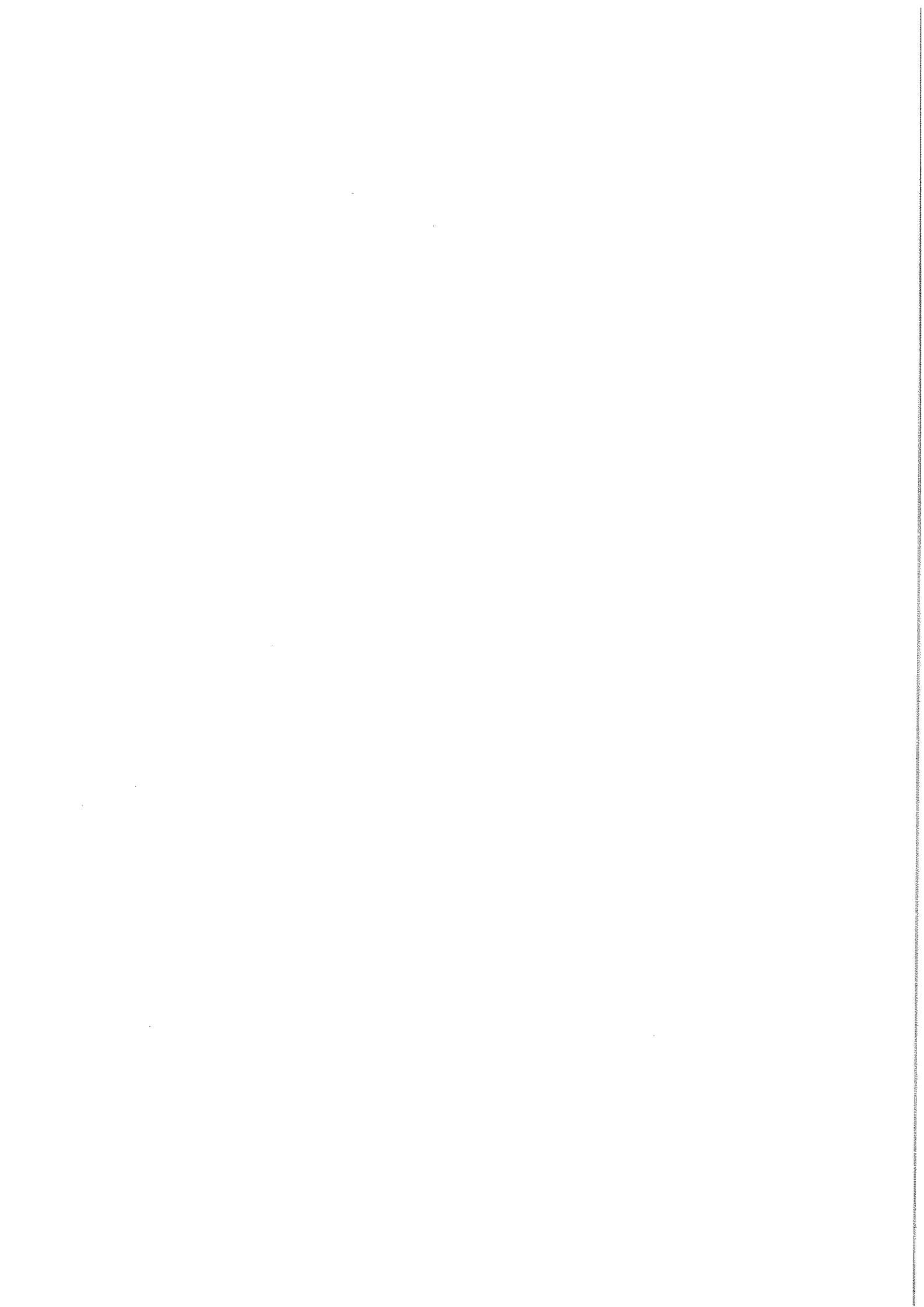
The Town Council are a primary consultee for all planning applications within the Town of Prescot. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

**PURPOSE OF ITEM:**

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> OCTOBER 2023**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

- None received

**PURPOSE OF REPORT:**

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk

