

MINUTES

<p>MEETING: Bishop Auckland Heritage Action Zone Advisory Group</p> <p>VENUE: Fifteas Tearoom, Bishop Auckland</p>	<p>DATE: 12th November 2019</p> <p>TIME: 10.00am</p>
<p>PRESENT:</p> <p>Dr Bob McManners (Chair) BA Civic Society Nigel Bryson BA Town Team Annalisa Ward Durham County Council Chris Myers Durham County Council Cllr Joy Allen Durham County Council Kathryn Watson Durham County Council Anna Browning (rep Bryan Harris) Durham County Council</p>	<p>APOLOGIES:</p> <p>Jules Brown Historic England Bryan Harris Durham County Council Jamie Blackburn BA Town Council</p>

Item No		To Action
1.0	WELCOME & INTRODUCTIONS	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were received from JBr, BH and JaBl	
2.0	MINUTES & ACTIONS	
2.1	The minutes of the meeting held on 17 th September 2019 were agreed as a true and accurate record.	
2.2	<p>Actions:</p> <ul style="list-style-type: none"> The Economic Study report had been completed and circulated to members. Following the successful Archaeology Festival tour walks AnnW was arranging tours to include building interiors, which would be audio recorded. HE was leading a tour of the town for Durham University students on 20th November. AnnW hoped to be audio recording part of the tour. Volunteer Placement Olivia had been awarded an MA in Town Planning, with Merit. Olivia has been appointed as Graduate Planner at Hambleton District Council. KWi circulated a copy of Historic England's promotional book relating to Historic Area Assessment, for reference/information. A Town Centre Survey had been undertaken in July and a report forwarded to AnnW in September. AnnW was carrying out a town centre 'walk around' to verify details and would then circulate an updated Town Centre Vacancy Map to members prior to the next meeting. 	<p>AnnW</p> <p>AnnW</p> <p>AnnW</p>

Item No		To Action
3.0	ECONOMIC STUDY REPORT DISCUSSION	
3.1	AnnW gave an overview of a briefing report (previously circulated) she had prepared on the Economic Study report which covered: Background and Brief for the Study, Study Work Programme, Key Findings and Delivery Plan for the Conservation Area Grant Scheme.	
3.2	AnnW reported that the Conservation Area Grant Scheme went live on 1 st October and was being jointly funded by Durham County Council (DCC) and Historic England (HE). Some DCC money had been put aside to look at interior works not eligible under usual partnership schemes.	
3.3	AnnW had emailed application packs to all estate agents and had requested that maintenance be undertaken to improve property frontages. She would be following this up to ensure works were carried out before Spring 2020. BH had confirmed that TAP was proposing to carry out remedial works to the Castle Bar and the Queens in Market Place.	
3.4	AnnW continues to have regular meeting with TAP's David Ronn to progress any TAP building projects and had suggested to him that he might share attendance at Advisory Group meetings with LF.	
3.5	BMc asked KWi whether there was any evidence that creating a pop-up shop in a building increased its letting potential. KWi was to look at statistics and report back. JA suggested advertising McIntyre's as a temporary letting space. AW to follow up with owner of No 25.	KWi AW
3.6	Building condition surveys and property market analysis had been undertaken and shared with property owners, however these reports were not included within the study as details were commercially sensitive.	
3.7	The scheme consisted of three study areas; Zone 1 Fore Bondgate, Zone 2 Market Place to Newgate Centre, Zone 3 Property in and around the central area by the Old Cooperative building. The priority for the CAGS would be Zone 2.	
3.8	AnnW had discussed possibility of shop wraps for some TAP buildings with Camilla from Bishop Auckland College (BAC) who is based with TAP Auckland Academy and LF and David Ronn were to liaise with BH to progress this. It was hoped this would encourage other property owners to follow suit. BAC art students could be involved in the project.	
3.9	NB suggested a Fore Bondgate improvement scheme plan be drawn up, liaising with traders. He said that design parameters for shop use/fronts were needed, anti-social behavior tackled and traffic regulations enforcement. CM explained that any alteration to traffic regulations would be required to go through a legal process (due process), however he would discuss this with DCC's Traffic section. CM said that it would be difficult to enforce business class use in Fore Bondgate as certain 'A' use class businesses could not be prohibited due to Statutory Planning regulations. CM said that a Conservation Architect had been recently appointed to the Conservation Area Grant Scheme and they would be drawing up a Design Guide for town centre businesses. In summary, BMC concluded that what was needed was a standard for frontage designs, signage and street management safety.	CM

Item No		To Action
<p>3.0</p> <p>3.10</p> <p>3.11</p>	<p>ECONOMIC STUDY REPORT DISCUSSION (cont'd)</p> <p>CM agreed to draw up a briefing paper for a Fore Bondgate improvement scheme for discussion at the next meeting in January 2020.</p> <p>AnnW highlighted the importance of ensuring that all media teams convey agreed messages to manage visitor perceptions and attract business investors. There is still much work in progress across the town.</p>	<p>CM/AW</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>HISTORY AND HERITAGE FESTIVAL</p> <p>AnnW gave a brief outline of the Review Report which had been circulated previously. The festival had been extremely successful, receiving positive feedback and extensive media coverage. AnnW confirmed that the festival would run again in 2020 and she was hoping to work with the Stockton & Darlington Railway HAZ to expand the scope of the festival.</p> <p>AnnW would be continuing to work with the DCC Community Arts Officer to develop the schools programme and was looking into the possibility of working with TAP and the Civic Society to create a temporary Community Museum.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p>PROJECT MANAGER'S REPORT</p> <p>AnnW outlined the key points of her report which had been circulated previously.</p> <p>Gib Chare/Castle Chare Project AnnW reported that additional street signage was being considered. Fountain repairs were scheduled for January 2020 with groundworks to follow.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p>	<p>REVIEW OF ACTIONS</p> <p>AnnW to circulate an updated Town Centre Survey Map prior to the next meeting</p> <p>CM to attend a future meeting of the Bishop Auckland Civic Society to report on the former King James School redevelopment.</p> <p>AnnW to follow up building maintenance enforcement issues with building owners</p> <p>KWi to look at statistics as to whether pop-up shops would increase the letting potential of town centre premises</p> <p>AnnW to follow up leads for potential meanwhile uses for vacant buildings</p> <p>AnnW to invite David Ronn to attend future meetings when LF unable to attend</p> <p>AnnW to progress ideas for shop-wrap working with TAP and BA College art students</p> <p>HE/DCC to meet with TAP to discuss No.42 fascia design</p> <p>CM to prepare a Fore Bondgate improvement scheme briefing paper for the next meeting</p>	<p>AnnW</p> <p>CM</p> <p>AnnW</p> <p>KWi</p> <p>AnnW</p> <p>AnnW</p> <p>AnnW</p> <p>JBr/CM</p> <p>CM</p>

Item No		To Action
7.10	CM to circulate Historic England's Urban Panel report on Bishop Auckland Town Centre	CM
8.0	ANY OTHER BUSINESS	
8.1	<p>Community WiFi Scheme KWa reported that all but two of the access points had been installed. Log in to the system would be available from next week (Connect to Bishop Auckland). A DCC internal training course on how to access/process data will be held in December and an official launch of the scheme will take place following Purdah.</p>	
8.2	<p>Fore Bondgate Signage Graham Hopper had produced revised bracket designs which would be assessed by BH and JBr. Final designs for Cock Shore Nook sign to be discussed with BH.</p>	JBr/BH KWa/BH
8.3	<p>Targeted Business Improvement Grant Scheme KWa reported that the 2019 scheme was now fully subscribed. A new scheme would launch in April 2020.</p>	
9.0	DATE AND TIME OF NEXT MEETING	
9.1	Wednesday 8 th January 2020, 10.00am-12.00noon at The Four Clocks Centre, Bishop Auckland.	

