

## MINUTES

**At the Full Council Meeting held in the Council Chamber, the Civic Centre, St Stephen's Place, Trowbridge on Tuesday 17<sup>th</sup> September 2019 at 19.00hrs.**

**IN ATTENDANCE: Councillors:** Bates, Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Cavill (In the Chair), Drewett, Fuller, David Halik, Deb Halik, Hill, Hoar, King, Kirk, Oldrieve, Palmen and Whiffen.

**Officers:** Mr L Allan,

**Public & Press:** 7 members of the public, 0 press

In the absence of the Council Secretary (annual leave) the meeting was recorded for minute purposes. The Chair welcomed Councillor Chris Hoar to the meeting.

### **3260 APOLOGIES**

There were no apologies received.

### **3261 DECLARATIONS OF ACCEPTANCE OF OFFICE AND OF INTERESTS**

- a) There were no Declarations of Interest not already included on the register
- b) The Town Clerk confirmed he is in receipt of a signed declaration of acceptance of office from councillor Chris Hoar.
- c) There were no Dispensation Requests received.

### **3262 MINUTES OF PREVIOUS MEETING**

- a) **RESOLVED to approve as a correct record the Minutes of Full Council meeting held on 16<sup>th</sup> July 2019.**
- b) There were no matters arising.

### **3263 MINUTES OF COMMITTEES**

**RESOLVED to receive reports, minutes and recommendations of Committees, as follows:**

- a) **Town Development Committee** meetings held on 23<sup>rd</sup> July, 20<sup>th</sup> August, and 10<sup>th</sup> September 2019  
**Questions to Councillor Whiffen**, Chair of the committee.
- b) **Leisure & Information Services Committee** meeting held on 27<sup>th</sup> August 2019  
**Questions to Councillor David Halik**, Chair of the committee
- c) **Policy & Resources Committee** meeting held on 3<sup>rd</sup> September 2019  
Apologies for meetings. Cllr Kirk reported that he had given his apology for the Policy & Resources meeting to the Town Clerk, however he felt it had been taken out of context. The Town Clerk confirmed that according to Standing Orders, councillors' apologies are considered for acceptance at each meeting. The Town Clerk re-iterated that Cllr Kirk had specifically asked for his apology to be recorded in the minutes.  
The Chair concluded there appeared to have been a slight misunderstanding in communications.

### **3264 COMMITTEE PLACES**

The committee considered changes to the committee places following the election of a new councillor in Central Ward. Councillor Oldrieve proposed that a Liberal Democrat member should take a place on the Policy & Resources committee, the Leisure Services committee and the Neighbourhood Services committee. A vote took place in favour of the proposal.

**RESOLVED: That the Conservative Group vacate one place on each of three committees; Policy & Resources; Leisure & Information Services; and Neighbourhood Services.**

Initials.....dated.....

Cllr Fuller confirmed that Cllr Kirk will come off the Policy & Resources committee, but stay on the Town Development committee, also that Cllr Cooper will come off the Leisure & Information Services Committee and Cllr Deb Halik will come off the Neighbourhood Services committee. Cllr Brice nominated Cllr Hoar to Policy & Resources and Neighbourhood Services, and Cllr Oldrieve to Leisure & Information Services.

**RESOLVED That: Cllr Hoar replaces Cllr Kirk on Policy & Resources Committee  
Cllr Hoar replaces Cllr Deb Halik on Neighbourhood Services Committee  
Cllr Oldrieve replaces Cllr Cooper on Leisure & Information Services Committee.**

**ACTION: The Town Clerk noted that at the next Policy & Resources meeting on 5<sup>th</sup> November, a Vice Chairman will need to be elected, likewise at the next Leisure & information Services committee meeting on 3<sup>rd</sup> December.**

## 3265 COMMUNICATIONS BY THE MAYOR

a) A list of events attended was noted, copies of which had previously been circulated with the agenda.

b) No matters of significance to report.

c) **Our Trowbridge Community** - the Mayor read out his objective as follows:

The prime objective of my Mayoral Year is to attract more volunteers to support the already significant work being done in the community, by raising the profile of and more fully integrating the work of local community groups and charities, whether they ferry the elderly and infirm to and from appointments, manage cadet forces, focus on leisure and sporting activities, keep our meadows, parks and cemeteries pristine, or care for the lonely and vulnerable of all ages. While Deputy Mayor I also discovered that many organisations were doing fabulous work but were often unaware of others working in parallel: I believe that everyone can benefit from conversation, cooperation and collaboration. By bringing together the many dozens of volunteer groups, associations and leisure societies which are so active in Trowbridge I believe we can help the community and help each other. The Conference will be an opportunity to explore ways in which we can work together more effectively, avoid duplication and perhaps fill in some gaps.

One key problem is that those currently organising groups are, by and large, those who would like to hand over to younger people many of whom are prepared to volunteer but are reluctant to take on the committee work which is so essential. He has approached various organisations who are enthusiastic. What is cost and what budget is it coming from. The Chair replied he would try to raise monies, and some commercial organisations in town may be willing to help.

The committee were in support of the Mayor's initiative,.

**ACTION: The Mayor to provide a schedule in due course.**

**RESOLVED That Trowbridge Town Council supports the Mayor's initiative to hold a major conference entitled 'Our Trowbridge Community' with the strap line 'Conversation, Co-operation and Collaboration' at The Civic Centre in February 2020.**

## 3266 OPEN FORUM

a) Mr Brian Mitchell expressed his view that with the development of the former Bowyers site the town will be unbalanced and leave the town centre a ghost town, however it provides an opportunity for the town council to create a town for people to come to from far and wide. With the benefit of Trowbridge Arts, the Town Hall, Biss Meadows, the Town Park etc, along with organised activities throughout the year, he believes this will give the town a new heartbeat. He requested a meeting with the Town Clerk and Cllrs Cavill, Fuller and Palmen

**ACTION: The Chair agreed to a meeting which would be arranged through the Town Clerk's office.**

Initials.....dated.....

**b) Primary Care Network** - The Chair invited Dr Stephen Locke and Dr Lucy Thompson, representing the Trowbridge Primary Care Network, to give a brief presentation. Dr Stephen Locke reported on the changes to ways the NHS is working. The network falls within a national context of significant increases in demand for primary care, an aging population and an increase in demand from surgeries. Previously monies have gone into secondary care, the costs of which are huge. There is a national lack of doctors, and a lack of people choosing to become GPs, which is now approaching a critical stage. The Primary Care Network (PCN) is a key cornerstone, with surgeries being asked to work together, which will add resilience and enables the sharing of expertise and resources. Funding is available to employ additional staff but doesn't include doctors. There will be an extension to practises, with two coming cooperating in Trowbridge, which will expand family care work, pharmacists, paramedics and nurses, and has been set up as a 5-year project, with clear ways on which to spend the funding, with clear targets and working more closely with community care teams, enabling more co-ordination. Essentially it will take work away from GPs, allowing GPs to work to the top of their license, using their skills most appropriately.

Cllr King enquired if the merging of Adcroft and Bradford surgeries was part of the PCN project. Dr Locke explained the PCN is not a merger but working collaboratively and these two had merged previously.

Dr Lucy Thompson reported the two current surgeries operated the same catchment area, and they have already employed people in elderly care, an emergency care practitioner and a mental health practitioner. They have formed a Board, and share workload,

Cllr King also enquired if savings were being made, however Dr Locke re-iterated that they were still operating as two separate practices, not merged into one and the purpose was not to make savings.

Dr Thompson reported that the 5 year plan asked them to employ different types i.e.:

- Year 1 – a social prescriber (this links with the Mayor's initiative 'Our Trowbridge Community') providing low level psychological support. They have reviewed problems such as anxiety, chronic pain, and working age people not able to work and will be working with the voluntary sector to offer a support network; work is already in progress, and a pharmacist has already been appointed.
- Year 2 – a first contact physiotherapist to whom patients have direct access without going through a GP.
- YEAR 3 - paramedics

The PCN is working with community colleagues, the RUH - offering outpatient appointments. They are being very ambitious with the guidelines, hoping to develop access to diagnostics ie x rays etc.

Cllr Brice asked if the PCN fits into the vision for the Primary Care Centre (PCC), however it was confirmed the PCN is separate to the PCC, and that the PCC doesn't replace the PCT or its funding.

Cllr Halik enquired how the PCN is addressing Data Protection. All staff receive training as mandatory, it is reviewed and they have developed some shared systems. Auditing is carried out to ensure security and compliance.

Cllr Beaver asked if the funding is locked down. Dr Locke reported that the PCN is supported by the NHS and politicians, and that the PCNs funding is secure.

Cllr King enquired if savings had been made however Dr Locke once again re-iterated that the idea of the PCN is to improve services and resilience, not about making savings. As an example Dr Locke explained there may not be enough work on a network of five surgeries, so it makes sense to development the service, which doesn't rely on savings.

Initials.....dated.....

Cllr Fuller enquired if the PCN can deal with the development of more houses, would they have the capacity to handle the increase in patients? Dr Thompson agreed they have a space problem, but can provide the service as they are allowed to increase the number of staff, they can use each other's buildings in a way that's not been possible in the past. Dr Locke confirmed they had built excess space to allow for projection.

**Action: Dr Locke to email the PowerPoint presentation to the Town Clerk for distribution to councillors.**

The Chair thanked both Dr Locke and Dr Thompson for a very informed presentation.

Cllr Bridges left the meeting at 19.43hrs.

## 3267 POLICE MATTERS

Inspector Andy Fee reported that it will be 40 years ago on 3<sup>rd</sup> October 1979 that Trowbridge PC Des Kellam was killed. The police will be holding a church service at midday on 3<sup>rd</sup> October, and a remembrance ceremony at 1pm, at Trowbridge Police Station. Inspector Fee extended an invitation to councillors to attend.

Inspector Fee reported a busy summer period, being covered by his deputy. Some good work happening - dwelling burglaries across Trowbridge are looking at some significant results.

Inspector Fee confirmed that the report submitted to town councillors falls in line with the timescales of Area Board meetings. It was noted that the newly published report format is much improved; Inspector Fee invited councillors to weekly tasking meetings.

He confirmed the police are keeping on top of County Lines, with none at this moment in the Trowbridge area. Early intervention on youths, particularly those excluded from schools, has seen a big change at how they deal with young people's criminality. There is good quality intervention, and a multi-agency approach to tackle crime, with correlation between them. The introduction of diversionary activity is proving useful – working with mechanics, apprenticeships etc. The police are putting a lot of funding into it and if they can identify the vulnerable children early enough, they will make a big difference. The police are currently working on a project to identify those vulnerable, but Inspector Fee re-iterated that we all have a responsibility.

Cllr Blackmore praised the 101 service following a recent incident he was involved in.

Cllr Bryant reported on the following:

Street begging - with one habitual offender outside the Town Hall on a daily basis, and as it is an offense under the Vagrancy Act, asked what the police are doing about it. Inspector Fee requested that the reporting mechanism is used on all occasions, or email Town Centre PC Jack Hannis or Charly Chilton. Criminal Behaviour Orders are the way to deal with this, if seen they are duly moved on.

Cllr Bryant also brought up his continued concern about cycling on pavements. Inspector Fee reported that such issues are dealt with on a priority basis, and that his personal opinion is that he would rather have children riding on pavements than on main roads at the mercy of HGVs, as does Supt. Chris Chamings, and classes this very differently to those riding dangerously on the pavements knocking pedestrians over.

**ACTION: Adults also cycling the wrong way on Fore Street – this will be taken up with Inspector Fee's officers. Please report all incidences.**

Initials.....dated.....

## 3268 **QUESTIONS FROM COUNCILLORS**

The committee considered the question from Cllr Kirk and the Town Clerk's response.

In addition as supplementary question Cllr Kirk requested that Manager's reports are placed on the website at the same time as the Agendas.

The Town Clerk explained that in the past there had been a deliberate delay in placing the reports on the website at the same time as the Agendas, as the Wiltshire Times tended to report on issues which had yet to be discussed at the committee meeting. However, this procedure has now been amended and reports will be placed on the website at the same time as the Agendas.

A lengthy discussion took place, and the Chair concluded that this was all now 'water under the bridge' and that the council should move on. A vote took place in favour and it was therefore

**RESOLVED: That no further discussions take place on the public toilets in the town park.**

## 3269 **MOTIONS**

To consider the following motions submitted by councillors:

### a). Motion from Cllr Kirk 19/09/04 0803

**That the Council adopts a policy of using unique reference numbers with application dates for all the FOI requests it receives. This is to ensure that the anonymity of the applicant is maintained when appropriate.**

It was noted that the original Seconder of the Motion was not in attendance but the motion was seconded by one of the other councillors.

**The Town Clerk reported that** we do number the FOI requests but that this doesn't make them anonymous.

**On a vote the motion was LOST.**

### b). Motion from Cllr Kirk 19/09/04 0837

**That the Park Storage Unit development is suspended, pending further investigation into its suitability as one potential site for a Public Toilet provision in the Park.**

**The motion was Seconded.**

Cllr Palmen felt the town council should investigate the feasibility of re-siting the storage unit to allow use of the toilet being incorporated at its boundary with the publicly accessible area of the Park. Others expressed the view, however that this wouldn't eliminate the problems experienced with the toilets with no supervision.

Cllr Oldrieve proposed an amendment to the Motion: **That the town council should carry out a feasibility study on the provision of toilets in the park but that it would not include any suspension work on the park storage unit.**

The Town Clerk reported that he has permission for the revised park storage unit so new toilets would need a new planning application to be submitted, at a cost.

Cllr Kirk reported he did not accept the amendment to his motion, and requested a recorded vote on his Motion.

A vote took place on the amendment.

**The amendment was LOST.**

A recorded vote then took place on the original Motion

In favour – 5 Cllrs Bates, Bryant, Hoar, Kirk and Palmen.

Against – 14 Cllrs Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Cavill, Drewett, Fuller, David Halik, Hill, King, Oldrieve and Whiffen

Abstention – 1 Cllr Deb Halik.

**The Motion was therefore LOST.**

Initials.....dated.....

## **c). Motion from Councillor Chris Hoar 19/09/04 0934 Trowbridge Town Council To Declare A Climate Emergency**

Cllr Hoar highlighted that by the town council declaring a climate emergency, the council would be taken seriously, moving towards carbon neutral. Cllr Oldrieve reported on the recent climate workshop meetings held by other groups which showed the mood of the town is one of support.

Cllr Kirk enquired as to the cost implications, but it was noted that the council is looking at the principle rather than the cost. The Town Clerk pointed out that by declaring there is no immediate cost, that costs may result if the council and committees decide to do something different.

Cllr Palmen requested a recorded vote on the Motion.

The Town Clerk re-iterated that the council, through the Policy & Resources Committee, on 3<sup>rd</sup> September had already *RESOLVED to approve in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.*

This evening's meeting is giving councillors the opportunity to take this a step further if they wish, possibly adding to the resolution.

Cllr Halik reported that an action had been declined at Policy & Resources for a task group of councillors to look at our policies and processes and decide if anything can be done immediately now. The Town Clerk reported that this action wasn't taken up as it was thought it would be better to work with those other organisations who were meeting recently.

***ACTION: The Town Clerk brings back a full report with options available to the next Full Council meeting.***

A recorded vote took place on the Motion:

In favour : 19 - Bates, Bazan, Beaver, Blackmore, Blakemore, Brice, Bridges, Bryant, Drewett, Fuller, David Halik, Deb Halik, Hill, Hoar, King, Kirk, Oldrieve, Palmen and Whiffen

Against : 1 – Cllr Cavill

***RESOLVED: That Trowbridge Town Council To Declare A Climate Emergency***

## **3270 SPECIAL SCHOOL PROVISION IN WILTSHIRE**

The Town Clerk reported that what Wiltshire Council have now agreed is very close to what we asked for when we responded originally, which was that the town council didn't approve to the closure of Larkrise School, but if Wiltshire Council went forward with the proposal to close it, we want them to ensure any pupils could continue their education there until they moved on to another establishment or finished their education. The town council's response to Wiltshire Council's Briefing Note No. 19-023 by the deadline of 9am on Monday 30 September 2019 is as follows:

***RESOLVED : That the town council remains strongly opposed to the closure.***

## **3271 REPRESENTATIVES ON OTHER BODIES**

***a) RESOLVED to appoint the following to vacant positions on outside bodies***

***Seymour Community Association – Cllr Palmen***

***Trowbridge Guild of Community Service – Cllr Bates***

***b) There were no reports from Representatives on other Bodies.***

## **3272 TCAF CABIN AT STUDLEY GREEN**

***RESOLVED: To approve permission for TCAF to locate a modular building at Studley Green for youth activities in the area of land between Lambrok Road and the Multi-Use Games Area.***

Initials.....dated.....

**3273 MEDIA**

- a) **NOTED** the Press Release list (copy attached)
- b) **RESOLVED** to make the following press release/social media reports:
  - i) *The Mayor's Community Conference.*
  - ii) *Clarification of the decision making process with regards to the Town Park Storage Project.*
  - iii). *Environmental Policy.*
  - iv) *Opposition to Special Schools proposals*

**3274 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED** That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.

**3275 FREEDOM OF INFORMATION REQUESTS AND COMPLAINTS REGARDING THE HANDLING OF THEM**

The committee considered the PRIVATE AND CONFIDENTIAL report, a copy of which was sent under separate cover, and recommendation regarding Freedom of Information requests and complaints received.

A lengthy discussion took place which resulted in the following:

**RESOLVED:**

- a) *That the Council agrees a response to the complaint(s) about the way in which the Town Clerk dealt with earlier FOI requests will be provided by the Mayor.*
- b) *That the Council agrees to the release of the requested information related to the Planning Application for the Park Storage Project to the requestors.*
- c) *That the Council confirms that in future the Town Clerk or his deputy is delegated responsibility for determining if any such requests are burdensome or vexatious so that responses can be made within the time limit required.*

**3276 DATE OF NEXT MEETING**

**NOTED** the next meeting will be the Full Council meeting on Tuesday 19<sup>th</sup> November 2019 in the Council Chamber, The Civic Centre, St Stephen's Place, Trowbridge.

The meeting closed at 21.30hrs

Signed.....Dated.....

## FULL COUNCIL MEETING 17<sup>th</sup> SEPTEMBER 2019

### ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p><i>Cllr Hoar replaces Cllr Kirk on Policy &amp; Resources Committee</i>  <i>Cllr Hoar replaces Cllr Deb Halik on Neighbourhood Services Committee</i>  <i>Cllr Oldrieve replaces Cllr Cooper on Leisure Services Committee.</i>  <b>ACTION:</b>                      Policy &amp; Resources meeting on 5<sup>th</sup> November, elect a Vice Chairman.                      Leisure Services committee meeting on 3<sup>rd</sup> December. elect a Vice Chairman.</p>	<p><b>LA/TC</b></p> <p><b>TC</b></p>	
<p><b>ACTION:</b> 'Our Trowbridge community' conference - The Mayor to provide a schedule in due course.</p> <p><i>RESOLVED That Trowbridge Town Council supports the Mayor's initiative to hold a major conference entitled 'Our Trowbridge Community' with the strap line 'Conversation, Co-operation and Collaboration' at The Civic Centre in February2020.</i></p>	<p><b>Cllr Cavill</b></p> <p><b>All to note</b></p>	
<p><b>ACTION:</b> The Chair agreed to a meeting with Brian Mitchell, The Town Clerk and Cllrs Fuller and Palmen.</p>	<p><b>LA/TC</b></p>	
<p><b>Action:</b> Dr Locke to email the PowerPoint presentation to the Town Clerk for distribution to councillors.</p>	<p><b>LA</b></p>	<p><b>Done</b></p>
<p><b>ACTION:</b> Adults also cycling the wrong way on Fore Street – this will be taken up with Inspector Fee's officers. Please report all incidences.</p>	<p><b>Inspector Fee</b></p>	
<p><i>RESOLVED: That no further discussions take place on the public toilets in the town park.</i></p>	<p><b>All to note</b></p>	
<p>Motion from Councillor Chris Hoar 19/09/04 0934                      Trowbridge Town Council To Declare A Climate Emergency</p> <p><b>ACTION:</b> The Town Clerk brings back a full report with options available to the next Full Council meeting.</p>	<p><b>All to note</b></p> <p><b>LA</b></p>	
<p><i>RESOLVED : That the town council remains strongly opposed to the closure of Larkrise School.</i></p>	<p><b>LA</b></p>	
<p><i>RESOLVED to appoint the following to vacant positions on outside bodies</i>                      Seymour Community Association – Cllr Palmen                      Trowbridge Guild of Community Service – Cllr Bates</p>	<p><b>TC</b></p>	

<i>RESOLVED: To approve permission for TCAF to locate a modular building at Studley Green for youth activities in the area of land between Lambrok Road and the Multi-Use Games Area.</i>	<b>LA/HB</b>	
<i>RESOLVED to make the following press release/social media reports: i) The Mayor's Community Conference. ii) Clarification of the decision making process with regards to the Town Park Storage Project. iii) Environmental Policy. iv) Opposition to Special Schools proposals</i>	<b>LA</b>	