

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 6th November 2018

Present: Councillors: Brice, Bridges, Drewett, Fuller (Chair), David Halik, Kirk, Oldrieve, Palmen (substituting for Cllr Blakemore), Payne and Whiffen.

Officers: Mr L Allan (Town Clerk/RFO), Mrs T Carpenter (Minutes) and Mrs J Weimar (Head of Service; Resources and Venues),

Others: 3 Public, 0 Press

3016 **APOLOGIES**

RESOLVED to note the apology with no reasons from Councillor Blakemore.

3017 **MINUTES**

a) **RESOLVED** to approve as a correct record the Minutes of the meeting held on 4th September 2018.

b) There were no questions.

3018 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

3019 **CHAIR'S ANNOUNCEMENT**

The Chair reported on the possible closure of the Post Office but we have not received any formal notice yet. Consultation period will start once received.

The Chair proposed and it was agreed to bring forward Agenda Item 9 – Concessionary Tickets for Carers & The Disabled.

3020 **CONCESSIONARY TICKETS FOR CARERS & THE DISABLED (Report Item 3.2.2)**

The Chair invited Cath Pilling of 32 Woodcombe, Melksham to speak. Cath reported that she runs the Trowbridge Branch of Trowbridge Friends Link, which enables people with learning difficulties to get out and enjoy facilities. Cath read out her submission to the committee which had been previously circulated with the Agenda as follows:

Trowbridge Friends Link has 45 members with a learning disability, so a small fraction of the population of Trowbridge. As part of the activities I support members to attend events at the Civic. I am concerned that the pricing policy discriminates against people who cannot go out without a support worker in that they have to buy 2 tickets in order to attend an event. Earlier in the year I telephone surveyed the members to find out if they would buy tickets for the Civic.

- *11 do not need 1:1 support but would come as a member of the group and benefit from a concessionary price.*
- *8 are not interested in these events*
- *13 would buy 2 tickets and budget for the cost*
- *12 would buy 2 tickets only if they were affordable at £10 each or less.*
- *1 cannot afford to buy 2 tickets.*

I met another problem when booking for the Spice Girls Tribute on November 25th in that the booking system would only let me book 10 tickets for which I had to pay a £1.50 service charge in person at the TIC. As a group I cannot afford to use the convenience of booking online as we cannot afford the charges made to do so. I therefore had to book the remaining 7 tickets in my husband's name and pay another £1.50. 12 Of these tickets were for members and 5 for support workers.

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

At the time of writing this on 22.10.18 there are 144 spaces still available to book without all the blocked off area at the back of the hall. Several more of my members would have liked to come but cannot afford to pay £46 for a night out.

Earlier in the year one of my members wanted to go to see a tribute act with support but could not because his money is handled by the Court of Protection and it was considered too expensive for a night out.

We recently attended the Odeon for a live link to Cliff Richard's birthday concert at a cost of £20 each and the support workers were free and this was the real thing, all be it on a big screen, not a tribute.

Other venues and attractions are able to offer free places for support workers including the Cinema, Bristol Hippodrome, Longleat, Portsmouth Harbour and the National Trust. Bath Theatre Royal offer £5 off the ticket price of both tickets. We have been to poorly attended events where my members have added considerably to the atmosphere of the evening. I would put it to you that 20 tickets for the price of 10 is better value than 20 empty seats for the public's money. I am also concerned that your policy discriminates against people with learning difficulties being able to enjoy a night out.

Kay Jenkins also expressed her frustration at not being able to attend events as the cost of paying for her carer or support worker as it is too expensive.

Cllr Palmen asked if the Trowbridge Town Hall Arts assisted, and as Cath replied that she did not know, Cllr Palmen agreed to follow this up.

The Chair thanked Cath and Kay for their presentation.

It was suggested that the town council should consider a review of a policy and contracts to be implemented from next April and the town council should consider a discount to allocate up to 10 seats for carers, with possibly restricting this to Trowbridge residents.

Councillor Payne proposed that The Civic Centre officers look at setting up a scheme for up to 10 carers attending our Own Event concerts to be granted a free ticket. In addition, they should ask organisers of shows to include concessions within their contracts and noted that wider implications need to be considered when reviewing policies. This proposal was seconded by Councillor Oldrieve. A vote took place in favour of the proposal and it was therefore

RESOLVED that the Civic Centre officers look at setting up a scheme for up to 10 carers attending our Own Event concerts to be granted a free ticket. In addition, they should ask organisers of external shows to consider including concessions for carers within their contracts.

3021 OPEN FORUM

There were no other members of the public present who wished to speak.

3022 TOWN CLERK'S REPORT

The committee considered the Town Clerk's report which had previously been circulated with the Agenda, and the following items were raised:-

1.1 Review of Wiltshire Council Electoral Divisions – the Town Clerk confirmed that the town council's response has been submitted. There are some concerns regarding the proposals for North Bradley which may not be acceptable to the LG BCE on the basis that no parish ward should have fewer than 75 electors. The draft proposals will be known on 5th February 2019.

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

1.4 Bath Clean Air Zone – Alan Creedy's (Wiltshire Council) report suggests it will only affect about 3 vehicles a day. However some councillors noted that it will impact on RUH patients with older vehicles as they will have to pay.

Councillor Kirk asked the Town Clerk to write objecting to the proposals. This was seconded by Cllr Whiffen. A vote in favour took place and it was therefore

RESOLVED that the Town Clerk writes to BANES objecting to the proposals on the Bath Clean Air Zone.

4.1 Museum Project – 1st half of the loan has been received, at repayments slightly below budget.

4.4 St George's Works - CIL April payment received, not had October payment yet which may include a contribution from this development. Not received S106 monies yet.

6.3 Wiltshire Core Strategy Review – the Town Clerk attended a meeting on 29th October 2018. A workshop exercise was undertaken including consideration of placing housing on the Green Belt.

8.2 Health Services - Cllr Payne and Town Clerk are meeting with the CCG on Friday 9th November 2018.

3023 **POLICIES (Report Item 1.3)**

The committee RESOLVED to approve en-bloc the following, copies of which were previously circulated electronically with the Agenda.

a) Accident & Near Miss

b) Smoking Policy

c) Whistle Blowing

d) Work Life Balance/Flexible Working/Home Working (combined into one policy) and

e) RESOLVED to adopt the Vehicle Policy in its current format, subject to a cross reference to the Drug & Alcohol Misuse Policy, in respect of possible drug and alcohol testing.

3024 **MARKETS (Report Item 1.5)**

Cllr Palmen reported on the proposal to establish a monthly Saturday market in Trowbridge, suggesting that the cheapest way to run it is under the umbrella of the town council rather than a street trading licence. Cllr Palmen is working on collating a local committee with a view to opening up a market in May 2019 in Fore Street to attract people into town on a Saturday when the maximum number of shops are open. Cllr Palmen agreed he would approach Fairtrade to participate, and ensure quality and branding with participating stalls. The Saturday market has received the support from Trowbridge Chamber of Commerce. Cllr Palmen therefore proposed an amendment to the recommendation to include the permission to hold the Saturday Markets utilising the town council's powers.

RESOLVED THAT the Town Council supports in principle the proposal to establish a monthly Saturday Market in Trowbridge utilising the town council's powers and works with those promoting the proposal to progress towards implementation.

In addition, Councillor Palmen reported that on 8th December the Trowbridge Town Hall want to put stalls out on Market Street. A street trading licence would cost of £300, and which therefore would not be economical. He therefore requested if this event could also come under the town council's powers, which would also include participation by Trowbridge Museum. It was noted that the Town Hall would need to accept liability.

RESOLVED that the Council supports the use of its powers to establish a one-off market outside the Town Hall and writes to the Trowbridge Town Hall Arts regarding this.

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

3025 GRASS PITCH DEVELOPMENT - ASHTON PARK (Report item 4.2.2)

RESOLVED That Trowbridge Town Council offer to be the lead local council and transferee in any negotiations with the developer with regards to a Section 106 agreement relating to the provision of grass pitches, changing rooms, car-parking and associated infrastructure as part of the Ashton Park development, in conjunction with West Ashton Parish Council and North Bradley Parish Council. And, as a result the Town Council enters into an agreement with West Ashton Parish Council and North Bradley Parish Council which ensures that the other two councils are fully involved in and consulted, with in regards to the S106 agreement and any subsequent arrangements for the management and use of the sports facility and any agreements to hire, lease, licence or dispose of the facility for a period not exceeding 30 years from transfer or until the facility is no longer located within the boundaries of the other parishes, whichever is the sooner.

3026 NEIGHBOURHOOD PLAN (Report item 6.1)

RESOLVED That we do not commence any further stages of the Trowbridge Neighbourhood Plan until the Steering Group has been able to reflect on the progress so far, completed the work on the Scoping Report, including the Conservation Area Appraisal and the Housing Needs Analysis and also completed the first phase community engagement. And that consideration is given to recommencing the NP in line with the timescale for the review of the Wiltshire Local Plan for the period up to 2036 to ensure that the NP for Trowbridge is robust, meaningful and serves the community for a significant period.

3027 HOUSING SITES ALLOCATION PLAN (HSAP) (Report item 6.2)

RESOLVED That Trowbridge Town Council responds to the consultation on the Proposed Changes to the Housing Sites Allocation Plan of Wiltshire Council as follows: Trowbridge Town Council does not support the proposed allocation at Southwick Court nor the following sites, all of which are contrary to the Wiltshire Core Strategy:

H2.3 Elizabeth Way	355
H 2.2 Land off the A363 at White Horse Business Park	175

And is equally opposed to the increased allocation at the above two sites as per the Proposed Changes PC51, PC55 and PC60. The Wiltshire Core Strategy says at paragraph 5.150 page 181.

- it is recognised that the villages surrounding Trowbridge, particularly Hilperton, Southwick North Bradley and West Ashton, have separate and distinct identities as villages. Open countryside should be maintained to protect the character and identity of these villages as separate communities. The local communities may wish to consider this matter in more detail in any future community-led neighbourhood planning

Trowbridge Town Council agrees that open countryside should be maintained and contends that the now proposed 'strategic landscape buffer between Trowbridge and the village of North Bradley' (PC60) will fail to maintain open countryside and is therefore unsound.

3028 TROWBRIDGE TOWN HALL ARTS TASK & FINISH GROUP (TTHATFG) (Report Item 7.5)

The Town Clerk reported verbally that the Trowbridge Community Sensory Garden are keen they should continue, and that they are financially a sound outfit. The Group has held preliminary discussions with TTHA and noted their budget. Further TTHATFG meetings are to take place on the 4th 11th & 18th December, reaching a final recommendation on the 18th December.

Cllr Kirk has resigned from the Group; Cllr Cavill to be invited to join to replace Cllr Kirk. The committee approved the appointment of Cllr Cavill subject to his acceptance. Cllr Palmen thanked Cllr Kirk for his input to date.

RESOLVED That any implications for the town council's budget for 2019/20 and beyond which are discussed at TTHATFG's meeting on 18th December, are considered at the next Policy & Resources meeting on 8th January 2019.

3029 TROWBRIDGE FAIRTRADE RENEWAL 3-YEAR ACTION PLAN 2019-2021 (Report item 1.5)

Councillor Oldrieve reported that the Trowbridge Fairtrade group has to reapply, and the support from the town council is very integral in re-registering. In 2019 they will be celebrating 10 years as a Fairtrade town in Trowbridge and he thanked all the Mayors over the last 10 years for their support.

Cllr Palmen suggested that the group should have a Trowbridge Chamber of Commerce representative and put himself forward.

RESOLVED to approve the renewal 3-year Action Plan 2019-2021 to ensure Trowbridge maintains its Fairtrade Town accreditation, copies of which were previously circulated with the Agenda.

3030 WILTSHIRE ASSOCIATION OF LOCAL COUNCILS - EMPLOYMENT SERVICE CONSULTATION (Copy attached)

The Town Clerk suggested whilst it was a viable proposition for WALC to offer this service, it would cost the town council more to take up this service.

RESOLVED to respond to WALC by Friday 30th November 2018, to Katie Fielding at kfielding@communityfirst.org.uk that Trowbridge Town Council does not wish to participate in the added HR support package.

3031 RISK & AUDIT PANEL (Report Item 2.1.2)

RESOLVED to note the notes of the Risk & Audit Panel meeting held on Tuesday 30th October 2018, and the recommendation therein on Insurance as follows:

RESOLVED: That the Council approves a 50/50 split on the insurance claim and liability with respect to the drains on the boundary between the Town Park and Castle Place Shopping Centre for the outstanding claim and seeks to reach an agreement on any future liability and ownership of the drains.

3032 PAYMENT OF ACCOUNTS

RESOLVED to approve payments and receipts made since the last meeting of the Council recorded on the Cash Receipts and Payments Records by the Finance Officer and to confirm the action of Councillors Drewett & Palmen in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
August	£267,679.30	£ 79,893.22
September	£260,408.80	£ 934,691.98

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

3033 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)

An explanation of the Leisure & Information Services' draft 2nd Quarter accounts in respect of 'activities' will be discussed at the next Leisure & Information Services committee meeting on 27th November 2018.

RESOLVED to approve the 2nd Quarter Accounts copies of which were previously circulated with the Agenda.

3034 DEFERRED CORE GRANT APPLICATIONS (Report Item 2.1.3)

RESOLVED to defer all Core Grant requests and a review and adoption of the Grants Policy until the next Policy & Resources meeting on 8th January 2019.

3035 DRAFT BUDGET 2019/20 (Report item 2.1.4)

RESOLVED to approve this committee's draft Budget for 201920, copies of which were circulated at the meeting.

3036 PRESS RELEASES

RESOLVED to make the following press or social media release:

- *Fairtrade renewal*
- *Bath Clean Air*

3037 DATE OF NEXT MEETING

NOTED: Tuesday 8th January 2019(Budget) at the Civic Centre, St Stephen's Place, Trowbridge.

Meeting closed at 21.04hrs.

To all other councillors for information.

Signature.....Dated.....

POLICY & RESOURCES COMMITTEE MEETING 6th NOVEMBER 2018 ACTION LIST

<p>Concessionary Tickets For Carers & The Disabled Civic Centre officers look at setting up a scheme for up to 10 carers attending our Own Event concerts to be granted a free ticket. In addition, they should ask organisers of external shows to consider including concessions for carers within their contracts.</p>	PW/JW	
<p>Bath Clean Air Zone - Town Clerk writes to BANES objecting to the proposals on the Bath Clean Air Zone.</p>	LA	
<p>Policies approved en-bloc the following a) Accident & Near Miss b) Smoking Policy c) Whistle Blowing d) Work Life Balance/Flexible Working/Home Working (combined into one policy) and e) RESOLVED to adopt the Vehicle Policy in its current format, subject to a cross reference to the Drug & Alcohol Misuse Policy, in respect of possible drug and alcohol testing.</p>	TC/JW	
<p>Markets RESOLVED THAT the Town Council supports in principle the proposal to establish a monthly Saturday Market in Trowbridge utilising the town council's powers and works with those promoting the proposal to progress towards implementation. RESOLVED that the Council supports the use of its powers to establish a one-off market outside the Town Hall and writes to the Trowbridge Town Hall Arts regarding this.</p>	All to note	
<p>Grass Pitch Development - Ashton Park RESOLVED That Trowbridge Town Council offer to be the lead local council and transferee in any negotiations with the developer with regards to a Section 106 agreement relating to the provision of grass pitches, changing rooms, car-parking and associated infrastructure as part of the Ashton Park development, in conjunction with West Ashton Parish Council and North Bradley Parish Council. And, as a result the Town Council enters into an agreement with West Ashton Parish Council and North Bradley Parish Council which ensures that the other two councils are fully involved in and consulted, with in regards to the S106 agreement and any subsequent arrangements for the management and use of the sports facility and any agreements to hire, lease, licence or dispose of the facility for a period not exceeding 30 years from transfer or until the facility is no longer located within the boundaries of the other parishes, whichever is the sooner.</p>	LA/All to note	
<p>Neighbourhood Plan RESOLVED That we do not commence any further stages of the Trowbridge Neighbourhood Plan until the Steering Group has been able to reflect on the progress so far, completed the work on the Scoping Report, including the Conservation Area Appraisal and the Housing Needs Analysis and also completed the first phase community engagement. And that consideration is given to recommencing the NP in line with the timescale for the review of the Wiltshire Local Plan for the period up to 2036 to ensure that the NP for Trowbridge is robust, meaningful and serves the community for a significant period.</p>	All to note	

<p>Housing Sites Allocation Plan (Hsap) RESOLVED That Trowbridge Town Council responds to the consultation on the Proposed Changes to the Housing Sites Allocation Plan of Wiltshire Council as follows: Trowbridge Town Council does not support the proposed allocation at Southwick Court nor the following sites, all of which are contrary to the Wiltshire Core Strategy:</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="color: red;">H2.3 Elizabeth Way</td> <td style="color: red; text-align: right;">355</td> </tr> <tr> <td style="color: red;">H 2.2 Land off the A363 at White Horse Business Park</td> <td style="color: red; text-align: right;">175</td> </tr> </table> <p>And is equally opposed to the increased allocation at the above two sites as per the Proposed Changes PC51, PC55 and PC60.</p>	H2.3 Elizabeth Way	355	H 2.2 Land off the A363 at White Horse Business Park	175	LA	
H2.3 Elizabeth Way	355					
H 2.2 Land off the A363 at White Horse Business Park	175					
<p>Trowbridge Town Hall Arts Task & Finish Group (Tthatfg) RESOLVED That any implications for the town council's budget for 2019/20 and beyond which are discussed at TTHATFG's meeting on 18th December, are considered at the next Policy & Resources meeting on 6th January 2019.</p>	LA					
<p>Trowbridge Fairtrade Renewal 3-Year Action Plan 2019-2021 RESOLVED to approve the renewal 3-year Action Plan 2019-2021 to ensure Trowbridge maintains its Fairtrade Town accreditation, copies of which were previously circulated with the Agenda.</p>	All to note					
<p>Wiltshire Association Of Local Councils - Employment Service Consultation Respond to WALC by Friday 30th November 2018, to Katie Fielding at kfielding@communityfirst.org.uk that Trowbridge Town Council does not wish to participate in the added HR support package.</p>	LA					
<p>Risk & Audit Panel RESOLVED: That the Council approves a 50/50 split on the insurance claim and liability with respect to the drains on the boundary between the Town Park and Castle Place Shopping Centre for the outstanding claim and seeks to reach an agreement on any future liability and ownership of the drains.</p>	HB/KB					
<p>Deferred Core Grant Applications RESOLVED to defer all Core Grant requests and a review and adoption of the Grants Policy until the next Policy & Resources meeting on 8th January 2019.</p> <ul style="list-style-type: none"> • Cyber Café for disabled people (Disabled online) • Back on Track Stroke Rehab Service • Wiltshire Mind 	JW/TC					
<p>Press Releases</p> <ul style="list-style-type: none"> • Fairtrade renewal • Bath Clean Air 	LA					