

The Civic Centre  
St Stephen's Place  
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Wiltshire  
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21<sup>st</sup> August 2019

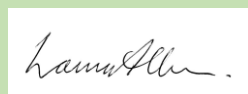
## **SUMMONS**

**To members of the Policy & Resources Committee: Councillors: Brice, Blakemore, Bridges, Cavill, Drewett, Fuller (Chair), David Halik, Kirk (Vice Chair), Oldrieve and Whiffen.**

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 3<sup>rd</sup> September 2019 at 19.00hrs**, in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge.

Yours faithfully



Lance Allan  
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business.

Enquiries, tel: 01225 765072 or e-mail: [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

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## **AGENDA**

1. **APOLOGIES**

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. **MINUTES**

- a) **To approve as a correct record** the Minutes of the meeting held on 2<sup>nd</sup> July 2019.
- b) **To receive** any questions arising from those minutes.

3. **DECLARATIONS OF INTEREST**

**To receive Declarations of Interest** not already included on the Register in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and of the Localism Act 2011 in respect of members.

4. **CHAIR'S ANNOUNCEMENTS**

**To receive any announcements** which the Chair may wish to put to the meeting.

5. **OPEN FORUM**

**To receive questions from the public**, these may be answered but not debated.

6. **TOWN CLERK'S REPORT**

**To consider** the Town Clerk's Report (copy attached).

7. **POLLING DISTRICT AND POLLING PLACE REVIEW CONSULTATION (Report item 1.2)** (copy circulated electronically)  
To consider the Town Clerk's  
**RECOMMENDATION:** That voters in HL3 which is the part of the Broadmead estate which transferred from Wingfield to Trowbridge but is currently still in the Winsley and Westwood Division and is expected to become part of the Trowbridge Lambrook Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.
  
8. **COMMUNITY GOVERNANCE REVIEW (CGR) (Report item 1.3)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That Trowbridge Town Council responds to the request from Wiltshire Council for proposals for areas to be considered for a Community Governance Review as follows:  
Area 1. Land south and west of Elizabeth Way from Hilperton CP.  
Area 2. Land in the Ashton Park Urban Extension from West Ashton CP.  
Area 3. Land in the Ashton Park Urban Extension, Elm Grove/Drynham Lane and White Horse Business Park from North Bradley CP.  
Area 4. Land in the Southwick Court allocation from North Bradley CP &  
Area 5. Land in the Southwick Court allocation from Southwick CP.  
**Reason for requested change(s):** All of these areas are allocated for development as part of the Core Strategy or the Wiltshire Housing Sites Allocation Plan or are areas closely associated to these areas for development with clearly identifiable boundaries including natural barriers such as rivers and streams, roads and roads proposed as part of the development. They are all extensions to the town, the largest is described in the Core Strategy as 'An Urban Extension' and the others all contribute to the Trowbridge Town development requirements and not to the village development totals.
  
9. **CARBON REDUCTION STRATEGY (Report item 1.4)** (Copy circulated electronically)  
To consider the following  
**RECOMMENDATION:** That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of one recently approved by Bradford on Avon Town Council.
  
10. **DATA PROTECTION COMPLIANCE REPORT (Report Item 1.5)**  
To note the report (copy sent electronically).
  
11. **TRAINING (Report Item 2.6.1)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That the Head of Service Venues and Resources should enrol for the Community Governance Course.
  
12. **COUNCILLORS' EMAILS (Report Item 3.3.2)**  
To consider the Town Clerk's  
**RECOMMENDATION:** That Trowbridge Town Council should provide all councillors with an X.X@trowbridge.gov.uk email address at a cost of £1003.20 + VAT per annum as quoted by our IT supplier Oakford.
  
13. **RISK & AUDIT PANEL (Report Item 2.4)**
  - a) To note the notes of the Risk & Audit Panel meeting held on Tuesday 27<sup>th</sup> August 2019 and any recommendations therein (copy attached)

## **14. PAYMENT OF ACCOUNTS**

**To consider for approval** 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 Bates & Whiffen in signing the Cash Payments and Receipts Records.

	<b><u>Payments</u></b>	<b><u>Receipts</u></b>
June	£222,971.47	£133,557.82
July	£484,269.14	£199,845.63

## **15. POLICIES (Report Item 1.6)**

**To consider for approval the following (copies attached)**

- a) Appointment of volunteers (copy attached)
- b) Equal Opportunities (copy to follow)
- c) Flyposting Policy (copy to follow)
- d) Advertising on Trowbridge Town Council property (copy to follow)

## **16. MANAGEMENT ACCOUNTS (Report Item 2.2)**

**To consider** the 1<sup>st</sup> quarter Accounts (copy attached)

- a) Policy & Resources Departmental accounts
- b) Whole Council accounts.

## **17. NORTH BRADLEY NEIGHBOURHOOD PLAN (Report item 6.4.2)**

**To consider a response to the consultation on the North Bradley Neighbourhood Plan and the Town Clerk's**

**RECOMMENDATION:** That Trowbridge Town Council is extremely disappointed that in accepting the allocation sites proposed in the Housing Sites Allocation Plan another of our neighbouring parish councils has acceded to pressure from Wiltshire Council to allocate development in that part of the gap between the village and the town to areas closer to the town, when it is clear that modest extensions to the village itself would have been preferable to the parishioners, would ensure that a landscape gap was retained into the long term future and would still have been in compliance with Policy.

## **18. PRESS RELEASES**

**To consider** if the Committee should make a press or social media release regarding any of the issues considered.

## **19. DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> November 2019 at The Civic, St Stephen's Place, Trowbridge.