

MINUTES

At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 3rd September 2019

Present: Councillors: Blakemore, Brice, Bridges, Cavill, Drewett, Fuller (Chair), David Halik, Oldrieve and Whiffen.

Councillors in attendance but not voting: Hoar and Palmen.

Officers: Mr L Allan (Town Clerk/RFO), Mrs T Carpenter (Minutes)

Others: 2 Public, 0 Press

3083 **APOLOGIES**

The Town Clerk read out the apology from Cllr Kirk.

Dear Peter,

Please accept my apologies for the Policy & Resources Meeting on Tuesday 3rd September 2019. Please can you read out and note in the minutes the following reason for my absence:

I have been informed by the Mayor that at this meeting there will be a discussion relating to an FOI request (not included on the published agenda), which is under investigation by the Information Commissioner's Office. All Councillors are aware of the complainant concerned and therefore any discussion cannot be considered a general policy decision, but a determination on action to be taken in consideration of a specific FOI request with an identified complainant. I consider this action of the Town Council and the Policy and Resources Committee to be both irregular and inappropriate, and I will therefore not participate in this meeting.

Kind regards

Edward

The Chair asked members to consider whether they wish to accept the apology or not.

RESOLVED to approve apologies with reasons from Councillor Kirk.

3084 **MINUTES**

a) RESOLVED to approve as a correct record the Minutes of the meeting held on 2nd July 2019.

b) There were no questions.

3085 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest not already included on the Register.

3086 **CHAIR'S ANNOUNCEMENT**

The Chair confirmed there is no Agenda item referring to a Freedom of Information request, therefore it will not be discussed at this meeting.

3087 **OPEN FORUM**

Mr Brian Mitchell reiterated his previous concerns about the buses parked at Market Street leaving their engines running. He also congratulated those organising the Weaver's Market, which he felt was a much needed event in Trowbridge. The Clerk confirmed that this location had been added to the 2020/21 list for air quality monitoring by Wiltshire Council.

Mr Mitchell also expressed his concern about the state of the streets in and around Trowbridge, noting the excuses for non-deliverance of the service from Wiltshire Council. The Town Clerk confirmed the town council had taken delivery of a new road sweeper yesterday which will make a significant change together with the new weed ripper, but that it will take time. A schedule will be produced and circulated.

Initials.....Dated.....

3088 TOWN CLERK'S REPORT

2.3 Park Storage project – no questions

6. Town Development

A – Wain Homes application from 2016 – Cllr Fuller noted that Wain Homes are pushing the 2016 application, not the 2017 one.

6.1.1. Bowyers – a public consultation will be held at the Civic Centre on 17th September 2019, and also at Area Board.

6.5 Trees – Pleasing to note Cllr Hill is undertaking some research. Cllr Halik suggested trees for Chapman's Field. It was suggested that the town council could join the Tree Charter Trust.

ACTION: Cllr Whiffen will bring this up at the next Town Development Committee meeting.

6.6 Air pollution - monitoring taking place at the lowest point of West Ashton Road. Market Street to be added next year. College Road was also put forward by a member of the public at the meeting.

RESOLVED that the Town Clerk to draw up a report to councillors showing any additional streets to be added next year, and to also submit this to Wiltshire Council.

6.7.1 High Streets Heritage Action Zones – should hear at end of this month regarding any success for additional monies. It was noted that Salisbury City Council has already got consultants on board and we should push for Trowbridge to get the same treatment.

6.8 Bristol Avon Catchment Partnership – the Town Clerk reported that the partnership is looking at the River Biss and all its tributaries, and what is required to improve river banks and also looking at what is in the river itself, to improve fish access. This is related to development to County Hall East. We will continue to be added into future meetings. It was noted that the Rivers Trust and Wiltshire Wildlife Trust are working with FOBM.

7.9 Trowbridge Weaver's Market - Congratulations to Cllr Palmen and group.

8.1 Wiltshire Council – meeting with new Leader, Cllr Philip Whitehead – It was

RESOLVED that Councillors Brice, Cavill, Drewett and Whiffen will attend the meeting with the Town Clerk. Councillors to submit any questions to the Town Clerk by 12th September 2019.

8.1.3 CATG – Cllr Fuller expressed his concern that Wiltshire Council are diverting all CATG enquiries from the public directly to the town council. It was noted that some items will be considered at Town Development meetings with recommendations to Neighbourhood Services. Form available online for public to complete.

8.2.1 Maternity Services - Health Select Committee meeting at Great Western Hospital, Swindon Thursday 26th Sept at 5.45pm – Cllr Halik attending. Mayor attending AGM at RUH where this matter will also be raised.

3089 POLLING DISTRICT AND POLLING PLACE REVIEW

RESOLVED: 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, but 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.

3090 COMMUNITY GOVERNANCE REVIEW

The Town Clerk reported that the town council's strategic aim is to have one council for all of the town.

Cllr Halik asked councillors to keep in mind to keep as open spaces, thereby providing the council with opportunities to make a cycle path network.

Initials.....Dated.....

RESOLVED: That Trowbridge Town Council responds to the request from Wiltshire Council 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. NORTH SHEET 1 of 2

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 main one is described in the Core Strategy as 'An Urban Extension'. The others all contribute to the Trowbridge Town development requirements and not to the village development totals.

3091 CARBON REDUCTION STRATEGY

Cllr Cavill suggested the town council works with the Trowbridge Environmental Community. He emphasised that he is not proposing a climate emergency, but that the council should put in place ideas and a strategy for Trowbridge.

Cllr Hoar stated there is an emergency and felt the council needed to push this, particularly as he noted when canvassing recently, that there was a lot of positive reaction to this as an emergency. He felt it would give out a signal that the town council is taking it seriously.

The Town Clerk reported that a strategy would be drafted and brought back to this committee and invited Cllr Hoar to attend the next Policy & Resources Committee meeting on 5th November. A recommendation would then be taken to the Full Council meeting to be held on 19th November 2019.

The setting up of a working group was proposed but as there was no seconder the proposal was lost.

Cllr Oldrieve reported on a workshop on climate change which is to take place on 11th September at Trinity Church.

A vote took place on the recommendation and it was

RESOLVED That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.

3092 DATA PROTECTION COMPLIANCE REPORT

Councillors considered the report which had previously been circulated with the Agenda.

RESOLVED to note.

3093 PERSONNEL

Councillors considered a request that the Head of Service: Resources & Venues undertakes the Community Governance Course, the cost being covered by the existing training budget. The Town Clerk confirmed that the cost of a full level 6 is a standard university fee of £9000 spread over 3 to 6 years.

The Chair reported that the Head of Service: Resources & Venues has shown her value to the council by the way she has organised her department. A vote therefore took place and it was

RESOLVED: That the Head of Service: Venues and Resources should enrol for the Community Governance Course.

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

3094 COUNCILLORS' EMAILS

The Town Clerk pointed out that the cost of £1003.20 + VAT was an annual fee not a one off fee. It was

RESOLVED to defer proceeding until further investigation has taken place on the possibility of achieving a less costly solution.

3095 RISK & AUDIT PANEL

RESOLVED to note the notes of the Risk & Audit Panel meeting held on Tuesday 27th August 2019 and any recommendations therein as follows:

(i) **That all of the fees received for elections should be credited to the Civic Centre.**

3096 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 Bates & Whiffen in signing the Cash Payments and Receipts Records.

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

3097 POLICIES

RESOLVED to approve the following

- a) **Appointment of volunteers**
- b) **Equal Opportunities**

ACTION: The Neighbourhood Services will be considering supporting the development of a 'Flyposting' Policy and 'Advertising on Trowbridge Town Council property' policy at the next Neighbourhood Services Committee meeting on 24th September 2019.

3098 MANAGEMENT ACCOUNTS

The Town Clerk, when questioned as to whether the town council is secure in its predictions on energy bills in the budget, stated that there had been an error in setting the budget. This will also incur an overspend in the Civic this year.

The Chair congratulated staff in keeping to the budget.

RESOLVED to note the 1st Qtr Accounts.

3099 NORTH BRADLEY NEIGHBOURHOOD PLAN

RESOLVED: 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.

3100 PRESS RELEASES

RESOLVED to make the following press release/social media releases:

- **Road Sweeper**
- **CATG issues – public can report to us**
- **Strategy – Climate change**

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

18. DATE OF NEXT MEETING

NOTED : Tuesday 5th November 2019 at The Civic, St Stephen's Place, Trowbridge.

The meeting closed at 20.20hrs.

To all other councillors for information.

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

POLICY & RESOURCES COMMITTEE MEETING 3rd SEPTEMBER 2019 ACTION LIST

<p>Trees –It was suggested that the town council could join the Tree Charter Trust. ACTION: Cllr Whiffen will bring this up at the next Town Development Committee meeting.</p>	<p>LA/GW</p>	
<p>Air pollution monitoring - Market Street to be added next year. College Road was also put forward by a member of the public at the meeting. RESOLVED that the Town Clerk to draw up a report to councillors showing any additional streets to be added next year, and to also submit this to Wiltshire Council.</p>	<p>LA</p>	
<p>Councillors Brice, Cavill, Drewett and Whiffen will attend the meeting with the Town Clerk. Councillors to submit any questions to the Town Clerk by 12th September 2019.questions by 12th September.</p>	<p>LA/ Cllrs to note</p>	<p>DONE</p>
<p><u>POLLING DISTRICT AND POLLING PLACE REVIEW</u> RESOLVED: 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, but is expected to become part of the Trowbridge Lambrok Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.</p>	<p>LA</p>	<p>DONE</p>
<p><u>COMMUNITY GOVERNANCE REVIEW</u> RESOLVED: That Trowbridge Town Council responds to the request from Wiltshire Council 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. NORTH SHEET 1 of 2 Area 4. Land in the Southwick Court allocation from North Bradley CP & Area 5. Land in the Southwick Court allocation from Southwick CP. RESOLVED That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.</p>	<p>LA</p>	<p>DONE</p>
<p>RESOLVED: That the Head of Service Venues and Resources should enrol for the Community Governance Course.</p>	<p>LA/JW</p>	
<p><u>COUNCILLORS' EMAILS</u> RESOLVED to defer proceeding until further investigation has taken place on the possibility of achieving a less costly solution.</p>	<p>LA/KB</p>	<p>DONE</p>
<p><u>RISK & AUDIT PANEL</u> RESOLVED That all of the fees received for elections should be credited to the Civic Centre.</p>	<p>LA/JW</p>	

<p><u>POLICIES</u> RESOLVED to approve the following c) Appointment of volunteers d) Equal Opportunities</p> <p>ACTION: The Neighbourhood Services will be considering supporting the development of a 'Flyposting' Policy and 'Advertising on Trowbridge Town Council property' policy at the next Neighbourhood Services Committee meeting on 24th September 2019.</p>	<p>JW/TC</p> <p>CL/TC</p>	<p>DONE</p> <p>DONE</p>
<p><u>NORTH BRADLEY NEIGHBOURHOOD PLAN</u> RESOLVED: <i>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.</i></p>	<p>LA</p>	
<p><u>PRESS RELEASES</u> RESOLVED to make the following press release/social media releases:</p> <ul style="list-style-type: none"> • Road Sweeper • CATG issues – public can report to us • Strategy – Climate change 	<p>LA</p>	