

MINUTES

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

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

Officers: Mr L Allan and Mrs J Weimar (Head of Resources), Mrs T Carpenter (Minutes)

Others: 0 Public, 1 Press

2941 **APOLOGIES**

Apologies were received from Councillors Drewett and Oldrieve.

RESOLVED to accept apologies with reasons from Councillors Drewett & Oldrieve.

2942 **MINUTES**

RESOLVED to approve as a correct record the Minutes of the meeting held on 9th January 2018.

2943 **DECLARATIONS OF INTEREST**

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

2944 **CHAIR'S ANNOUNCEMENT**

There were no Chair's Announcements.

2945 **OPEN FORUM**

There were no members of the public present.

2946 **TOWN CLERK'S REPORT**

The committee considered the report and in particular noted and commented as follows:

1.5 Free Parking Days - Cllr Kirk suggested that Wiltshire Council's car park adjacent to County Hall, which is available to the public for parking at weekends, requires additional signage to inform the public of this availability. It was noted that permission would be required from the owners of the site. The Town Clerk suggested that the issue is taken to the next CATG meeting. This was proposed and seconded and it was:

RESOLVED to request CATG to include consideration of additional signs for free-parking at County Hall at evenings and weekends.

2.1.3 Community Infrastructure Levy (CIL) – The Town Clerk confirmed that if the boundary in relation to the Hilperton Gap was moved into the Trowbridge boundary, then we would get the council tax but CIL payments would be on commencement of the development which is most likely prior to any boundary change being implemented.

2.2.3 Facilities Support Officer - Richard Riley appointed today. Starts 1st April 2018. The Service Delivery Manager's post has not as yet been re-advertised.

3.3.2 Driving Test Centre – Councillor Payne reported that the current operation will continue and will circulate the minister's reply received by Dr Murrison MP. The DVLA appear reluctant to answer the question put to them as to how many people come in from outside Trowbridge.

4.1 Museum Project - Our solicitor has the lease documents ready to sign, the Town Clerk will collect them tomorrow and take to Full Council on 20th March for sealing. The Town Clerk confirmed that the withdrawal of funding from Wiltshire Council to the Museum will not affect the project or the operation of the Museum. Councillor Payne proposed we write to the Leader of Wiltshire Council stating that whilst we are disappointed at the withdrawal of funds, we would request that the funding of other museums in the county should also be subject to savings in grants or direct funding.

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

Councillor Bridges reported that will make a big difference when the Heritage Lottery Fund see the lack of support from Wiltshire Council and proposed that £9,176 should be put in our budget for next year. Members voted in favour therefore it was

RESOLVED that the Town Clerk write to the Leader of Wiltshire Council asking that all museums should be treated fairly and that an additional £9,176 is included in the Museum Budget for 2019/20 to cover the shortfall in income from Wiltshire Council.

4.2 Sports Pitches Project - Squash Club – The Town Clerk confirmed that once options and costings have been received from our consultants to include the Squash Club, then we can consider if we can bring them in and deliver as part of the proposals or not. Await options.

4.4 Play Areas - Town Clerk and Bill Austin meeting Wiltshire Council's officer Adrian Hampton tomorrow re service transfers.

4.5 St George's Works - TC Sports now have a developer with whom we have held discussions for joint access to the site and demolition of our buildings prior to constructing the new storage area. We need more detailed information to negotiate the best deal for the town council. Councillor Fuller requested that this information is brought to the council as a report in order for the council to consider going forward, as the council has not yet approved the scheme, in particular as it affects us regarding our storage facilities. The Town Clerk confirmed he would bring an updated report to council in due course.

6.1 Town Centre Developments - Innox Mills – the Town Clerk has been advised that the developers will put forward new proposals in two months' time.

Councillor Bridges expressed his concern at the poor state of Courtfield House. Cllr Brice proposed we call on Wiltshire Councillors to take this up with Wiltshire Council and it was

RESOLVED that the town council writes to Wiltshire Council requesting they take enforcement action on Courtfield House, and that a copy of the letter is sent to Chris Beaver, as agent for the site.

6.2 A - Housing - Southview Park – residents paid for and submitted an alternative transport assessment for the development as they do not consider existing residential streets have the capacity to deal with additional houses on this scale.

Bradley Road – It was noted that there had been a S106 requirement to improve drainage at the football pitch at Woodmarsh. The Town Clerk confirmed that as this is now leased to the football club, the S106 is still valid for third party ownership.

7.1 Transforming Trowbridge – the next meeting will be held at the Civic Centre at 12.30pm on Wednesday 7th March 2018, not at the White Horse Business Park as originally scheduled.

8.7 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – the Town Clerk confirmed he is meeting Tim Martienssen later this week and hopes to receive an update then.

8.9 Market Towns Network – the meeting due to be held on 1st March was cancelled due to the snow, the next meeting is scheduled for mid-April.

2947 DEPARTMENT FOR TRANSPORT PROPOSALS FOR THE CREATION OF A MAJOR ROAD NETWORK CONSULTATION(Report Item 1.3)

RESOLVED That Trowbridge Town Council welcomes the introduction of a Major Road Network and the inclusion of the A350, A361 and A363 in and around Trowbridge in the proposed network, recognising the importance of Trowbridge to the growth of the local economy and house building. The town council hopes that this will enable investment in local roads, provide significant improvement to the A46 from the M4 to Bath and a replacement for the A36 between Bath and Beckington, as well as further improvements to the A350 between the M4 and the A36.

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

2948 WILTSHIRE COUNCIL BROWNFIELD SITES REGISTER (Report Item 1.4)
RESOLVED That Trowbridge Town Council asks Wiltshire Council to confirm how sites such as *Innox Mills and County Hall East* can be added to the *Brownfield Land Register* if they cannot be included in the *Housing Sites Allocation Process* due to being already within the *Settlement Boundary* and have not been identified as *SHELAA* sites even though Wiltshire Council is aware of the owners intention to develop the sites for at least in part housing and in one case is the owner.

2949 DATA PROTECTION (Report item 1.6)
RESOLVED That *Audit West* are appointed as the *Data Protection Officer* for Trowbridge Town Council for a three-year period 2018/19 – 2020/21 at a cost of £1250 per annum.

2950 NEIGHBOURHOOD PLANS (Report Item 6.4.5)
RESOLVED That the town council explores the potential for a Trowbridge Neighbourhood Plan, timescale and costs.

2951 COMMUNITY AREA TRANSPORT GROUP (CATG)(Report Item 8.1.5)
Town Clerk's report should have read 'leaving an available fund of £5484', not £5848.
Councillor Whiffen questioned whether the scheme for Drynham was worth the £4,000.
Councillor Payne suggested Cllr Whiffen ask for volunteers to be trained up as 'Speedwatch' on Grove.
RESOLVED That the committee approves provisional CATG match funding allocations for 2018/19 totalling £9,516 for the schemes.

The Halve Pedestrian Crossing Survey (5589)	£350
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500
Plus potential contribution towards implementation costs	£3,333
Dropped Kerbs at Riverway	£333
Dropped Kerbs Green Lane & Paxcroft Way	£1,000
Drynham 20mph (excluding Holbrook Lane)	£4,000

2952 PAYMENT OF ACCOUNTS
RESOLVED to 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 *Palmen & Whiffen* in signing the *Cash Payments and Receipts Records*.

	<u>Payments</u>	<u>Receipts</u>
December	£206,338.10	£88,687.27
January	£254,373.96	£107,654.31

2953 RISK AND AUDIT PANEL
a) **RESOLVED** to note the notes of the meeting held on Tuesday 27th February 2018, and any recommendations therein as below, copies of which had previously been circulated with the *Agenda*.

b) **RESERVES (Report item 2.1.4)**
RESOLVED That subject to funds being available at the year end the sums indicated below should be set aside as contributions to *Earmarked Reserves* for ongoing projects and potential maintenance and replacement requirements.

Museum Project	£0
Civic Centre Maintenance and Repairs	£21,000 as shown in 3Q
Play Areas	£15,000
Sports Pitches	£20,000
Park Storage Facility	£15,000
Other Assets (Bus Shelters, Signs, Seats, Litter Bins etc)	£10,000

Trowbridge Town Council

Working with the Community

Policy & Resources Committee 6th March 2018

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

2954 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)

Councillor Bridges reported that whilst the Museum & Tourism 3rd quarter accounts are £4,746 over budget, it should be rectified by the end of the financial year.

UPDATE: The main reason for the overspend at Q3 correlates to Staff superannuation which is the council's contribution to staff pensions, which equates to £3113. This is an operational cost which the Museum does not have any control over; in addition, evaluation consultant fees have been paid in the sum of £1500, which we will recoup.

RESOLVED to approve the 3rd Quarter Accounts, copies of which had previously been circulated with the Agenda.

2955 POLICIES (Report Item 1.7)

Councillor David Halik suggested that next year the Mayor's budget policy should be split into separate events, and that consideration should be given to increasing the budget for the Town Gathering.

RESOLVED to approve the following

- a) Mayor's Budget Policy**
- b) Electronic Signatures**

2956 PRESS RELEASES

RESOLVED not to make any press releases:

2957 DATE OF NEXT MEETING

Tuesday 1st May 2018 at the Civic Centre, St Stephen's Place, Trowbridge.

Meeting closed at 20.15hrs.

To all other councillors for information.

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

POLICY & RESOURCES COMMITTEE MEETING 6TH MARCH 2018

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED								
<p>MUSEUM PROJECT RESOLVED that £9,176 is included in the Museum & Tourism's Budget for 2019/20.</p>	LA									
<p>COURTFIELD HOUSE RESOLVED that the town council writes to Wiltshire Council requesting they take enforcement action on Courtfield House, and that a copy of the letter is sent to Councillor Beaver, as agent for the site.</p>	LA	e-mail sent 9/3/18								
<p>DEPARTMENT FOR TRANSPORT PROPOSALS FOR THE CREATION OF A MAJOR ROAD NETWORK CONSULTATION RESOLVED That Trowbridge Town Council welcomes the introduction of a Major Road Network and the inclusion of the A350, A361 and A363 in and around Trowbridge in the proposed network, recognising the importance of Trowbridge to the growth of the local economy and house building. The town council hopes that this will enable investment in local roads, provide significant improvement to the A46 from the M4 to Bath and a replacement for the A36 between Bath and Beckington, as well as further improvements to the A350 between the M4 and the A36.</p>	LA All to note	Response to consultation completed 8/3/18								
<p>WILTSHIRE COUNCIL BROWNFIELD SITES REGISTER RESOLVED That Trowbridge Town Council asks Wiltshire Council to confirm how sites such as Innox Mills and County Hall East can be added to the Brownfield Land Register if they cannot be included in the Housing Sites Allocation Process due to being already within the Settlement Boundary and have not been identified as SHELAA sites even though Wiltshire Council is aware of the owners intention to develop the sites for at least in part housing and in one case is the owner.</p>	LA	e-mail sent to TM 8/3/18								
<p>DATA PROTECTION RESOLVED That Audit West are appointed as the Data Protection Officer for Trowbridge Town Council for a three year period 2018/19 – 2020/21.</p>	LA	E-mail sent to Audit West confirming appointment 9/3/18								
<p>NEIGHBOURHOOD PLANS RESOLVED That the town council explores the potential for a Trowbridge Neighbourhood Plan, timescale and costs.</p>	LA									
<p>COMMUNITY AREA TRANSPORT GROUP (CATG) RESOLVED That the committee approves provisional CATG match funding allocations for 2018/19 totalling £9,516 for the schemes.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">The Halve Pedestrian Crossing Survey (5589)</td> <td style="text-align: right;">£350</td> </tr> <tr> <td>Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave</td> <td style="text-align: right;">£500</td> </tr> <tr> <td>Plus potential contribution towards implementation costs</td> <td style="text-align: right;">£3,333</td> </tr> <tr> <td>Dropped Kerbs at Riverway</td> <td style="text-align: right;">£333</td> </tr> </table>	The Halve Pedestrian Crossing Survey (5589)	£350	Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500	Plus potential contribution towards implementation costs	£3,333	Dropped Kerbs at Riverway	£333	LA	Will confirm to WC at next CATG meeting and Area Board
The Halve Pedestrian Crossing Survey (5589)	£350									
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500									
Plus potential contribution towards implementation costs	£3,333									
Dropped Kerbs at Riverway	£333									

Trowbridge Town Council

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Dropped Kerbs Green Lane & Paxcroft Way Drynam 20mph (excluding Holbrook Lane)	£1,000 £4,000		
RESERVES <i>RESOLVED That subject to funds being available at the year end the sums indicated below should be set aside as contributions to Earmarked Reserves for ongoing projects and potential maintenance and replacement requirements.</i> Museum Project Civic Centre Maintenance and Repairs Play Areas Sports Pitches Park Storage Facility Other Assets (Bus Shelters, Signs, Seats, Litter Bins etc) £10,000		LA	Will include at end of year account
POLICIES <i>RESOLVED to approve the following</i> a) Mayor's Budget Policy b) Electronic Signatures <i>TO NOTE: Councillor David Halik suggested that next year the Mayor's budget policy should be split into separate events, and that consideration should be given to increasing the budget for the Town Gathering.</i>		LA/TC LA	Signed