

The Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
BA14 8AH  
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31<sup>st</sup> October 2018

## SUMMONS

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

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 6<sup>th</sup> November 2018 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 4<sup>th</sup> September 2018.
- 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

- a) **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. POLICIES (Report Item 1.3)**

- a) Accident & Near Miss
- b) Smoking Policy
- c) Whistle Blowing
- d) Work Life Balance/Flexible Working/Home Working (combined into one policy)
- e) Vehicle Policy

**RECOMMENDATION** 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.

**8. MARKETS (Report Item 1.5) – To consider** a proposal that the Town Council supports, through its powers to hold markets, under the Food Act 1984 as amended by the Food Safety Act 1990 and in accordance with the adopted Markets Policy, the establishment of a monthly market on one Saturday each month. Cllr Palmen to report.

**RECOMMENDATION:** That Trowbridge Town Council supports in principle the proposal to establish a monthly Saturday Market in Trowbridge and works with those promoting the proposal to progress towards implementation.

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

To consider the Town Clerk's

**RECOMMENDATION** that Friends Link continue to discuss their requirements with The Civic Manager in respect of discounts available for our 'Own Events' and suggest that they consider applying in writing directly to the promoters, requesting concessionary tickets for carers and the disabled.

**10. GRASS PITCH DEVELOPMENT - ASHTON PARK (Report item 4.2.2)**

To consider the report and **RECOMMENDATION:**

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.

**11. NEIGHBOURHOOD PLAN (Report item 6.1)**

To consider any recommendations from the Steering Group following their meetings held on 2<sup>nd</sup> October 2018 and 23<sup>rd</sup> October 2013.

**12. HOUSING SITES ALLOCATION PLAN (HSAP) (Report item 6.2)**

To consider the Town Clerk's

**RECOMMENDATION:** 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:

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

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.**

**13. TROWBRIDGE TOWN HALL ARTS TASK & FINISH GROUP (TTHATFG) (Report Item 7.5) (copy report attached)**

**To consider** the report from the TTHATFG meeting held on 30<sup>th</sup> October and to consider any implications for the town council's budget for 2019/20 and beyond, so that a recommendation can be made to full council.

**14. TROWBRIDGE FAIRTRADE RENEWAL 3-YEAR ACTION PLAN 2019-2021 (Report item 1.5) (Copy attached)**

**To consider** the renewal 3-year Action Plan 2019-2021 to ensure Trowbridge maintains its Fairtrade Town accreditation.

**15. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS - EMPLOYMENT SERVICE CONSULTATION (Copy attached)**

**To consider** adding an HR support package (Employment Service Consultation by Monahans) as a benefit of membership of WALC (Wiltshire Association of Local Councils) at an additional cost for the first year (2019-2020) to WALC of 4% per council on the WALC aspect of the subscription fee **ONLY**. This does not include the NALC aspect of the subscription and it does not include any other increases which may arise as a result of budgeting. Responses to WALC by Friday 30<sup>th</sup> November 2018, to Katie Fielding at [kfielding@communityfirst.org.uk](mailto:kfielding@communityfirst.org.uk)

**16. RISK & AUDIT PANEL (Report Item 2.1.2)**

**a) To note** the notes of the Risk & Audit Panel meeting held on Tuesday 30<sup>th</sup> October 2018 (copy attached).

**17. 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 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

**18. QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.1.1)**

**To consider** the 2<sup>nd</sup> Quarter Accounts (copy attached).

**19. DEFERRED CORE GRANT APPLICATIONS (Report Item 2.1.3) (copies sent electronically)**

**To consider** the following (when reviewing and adopting the revised Grants Policy for 2019/20, which will inform the Budget for 2019/20)

**a) *Core Grant requests***

- Cyber Café for disabled people (Disabled online)
- Back on Track Stroke Rehab Service
- Wiltshire Mind

**b) *Grants Policy – to defer the review and adoption of the Grants Policy for 2019/20 until the next Policy & Resources meeting on 8<sup>th</sup> January 2019.***

**20. DRAFT BUDGET 2019/20 (Report item 2.1.4)**

**To consider** this committee's draft Budget for 2019/20 (to follow)

**21. PRESS RELEASES**

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

- Core Grant awards
- Fairtrade renewal

**22. DATE OF NEXT MEETING**

Tuesday 8<sup>th</sup> January 2019(Budget) at the Civic Centre, St Stephen's Place, Trowbridge.