

## MINUTES

### **At a meeting of the Policy & Resources Committee in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 5<sup>th</sup> March 2019**

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

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

Others: 1 Public, 1 Press

The Chairman introduced Amy Pantall, the new Trowbridge reporter for the Wiltshire Times & News.

#### **3053 APOLOGIES**

**RESOLVED to note apologies with reasons from Councillor Bridges and Payne.**

#### **3054 MINUTES**

**a) RESOLVED to approve as a correct record the Minutes of the meeting held on 8<sup>th</sup> January 2019.**

**b) There were no questions.**

**c) RESOLVED to note the minutes of the Civic Board meeting held on 5<sup>th</sup> February 2019.**

#### **3055 DECLARATIONS OF INTEREST**

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

#### **3056 CHAIR'S ANNOUNCEMENT**

There were no Chair's Announcements.

#### **3057 OPEN FORUM**

The Chair invited Cllr Horace Prickett to speak at Agenda item 7 – Review of Wiltshire Council Electoral divisions.

#### **3058 TOWN CLERK'S REPORT**

**1.4 Bath Clean Air Zone** – the Town Clerk reported that the latest update is that the CAZ will only apply to large vehicles, not cars.

**1.5 Fairtrade** – The Mayor confirmed he had accepted the Certificate. It was also confirmed that there had been a Fairtrade display in the town council reception last week, promoting the 10<sup>th</sup> anniversary and that the banner would be appropriately displayed.

**1.6 Markets** – Cllr Palmen reported he had submitted a grant request to Area Board for set up costings and that the group had held 3 meetings and had constituted the group. He confirmed a summary would follow to councillors, and that he had been very encouraged by community involvement. The next meeting is to be held at Emmanuel's Yard at 7.30pm tomorrow. Target first market is May 11<sup>th</sup>. Cllr Brice thanked Cllr Palmen for his involvement.

**2.4 Budget 2019/20** - Trowbridge is £8.63 (5.3%) below average for Wiltshire Towns and well below weighted average, based on size of towns £21.15 (12%).

**2.5.4 Recruitment** – Grounds Operative position has been confirmed, subject to references.

**5.2 Dates for your diary** - Annual Town Meeting and Gathering on 16<sup>th</sup> April at 6:30pm.

**6.1.1 Bowyers** – the Town Clerk reported he had met with representatives (2 agents and one owner) of Innox Mills on Friday and that steady progress is being made.

**CI – Elm Grove Farm** - Wiltshire Council has indicated that a new school is not required on this site. The Inspector has asked about implications for Elizabeth Field. Expect developer will propose more houses than previously – 250.

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

**6.2.2 North Bradley** – The Town Clerk attended their Neighbourhood Plan presentation and was very impressed with the plans.

**6.5 Future High Streets Fund** – the Town Clerk reported he had attended a briefing last week at Salisbury, and concluded that Trowbridge have a good proposition to put forward. £55m is available for Heritage buildings, which could include the Town Hall. Monies must be spent by 2023. Most bids will be £5m –£10m and must be transformational projects. Looking at securing £6m/£7m for Trowbridge.

**8.10 SLCC** – the Chair congratulated the Town Clerk on being elected to the Board of the SLCC.

## **3059 REVIEW OF WILTSHIRE COUNCIL ELECTORAL DIVISIONS**

The Town Clerk reported that there appeared to be an agreement between the town council and North Bradley that the boundary between Trowbridge Drynham Division and Southwick Division should include White Horse Business Park(WHBP) but not properties in the village or accessed off Woodmarsh and Westbury Road, so all properties in the village would be in Southwick division. Cllr Prickett reported that North Bradley Parish Council are in support, and added that they also had a Plan available last night at their meeting similar to the map in the Town Clerk's report. He confirmed that North Bradley Parish Council will continue to work with the town council on a joint submission. He suggested three areas on the back of the Hitachi building will be part of the Neighbourhood Plan in accordance with the town council's line. Closing date April 15<sup>th</sup>. It was agreed to complete it by the end of March.

**RESOLVED: That the Council supports LGBCE's draft recommendations for Electoral Divisions and retention of three town councillors for each of the seven town wards and subject to the views of North Bradley Parish Council will request a revision to the proposed Drynham Division to exclude the area between White Horse Business Park and North Bradley Village as per the map contained in the report.**

## **3060 MUSEUM PROJECT**

The Town Clerk reported that he is unable to confirm who the main contractor will be as we are still in discussion with the tenderers, but agreed to feed information to councillors so they can have an input.

**RESOLVED That we appoint the main contractors for the Museum Expansion Project, subject to satisfactory negotiations to achieve an acceptable contract price.**

## **3061 DORIC PARK**

The Town Clerk reported that Wiltshire College are discussing the opportunity of being a daytime partner.

**RESOLVED That the Town Council signs a Memorandum of Understanding with Wiltshire College to take forward consideration of a partnership for the development and use of the Doric Park 3G facilities.**

## **3062 WILTSHIRE HOUSING SITES ALLOCATION PLAN (WHSAP)**

Site 298 – Wiltshire Council has failed to clarify which part of this site is proposed for housing. The North is likely to impact on bats, Heritage in the middle and the landscape assessment requires a gap between town and village to be retained. Therefore, North Bradley Parish Council have come up with an excellent solution. The Town Clerk considered that a figure of 100 new houses in the area allocated by the NBNP would be appropriate.

**RESOLVED That the Town Council supports the position indicated in the North Bradley Neighbourhood Plan Consultation Draft with regard to WHSAP site H2.2, including the allocation of those parts of the site which are closest to the village of North Bradley, whilst retaining a strategic Landscape Buffer between the village, the growing town and White Horse Business Park. Therefore, the Town Council no longer objects to the allocation of this site in the WHSAP and reports this change of position to the Inspector Steven Lee.**

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

## 3063 TRANSFORMING TROWBRIDGE (TT)

The Town Council is the accountable body for TT. Transforming Trowbridge is considering winding-up and redistributing remaining funds either back to the original funders or to the Town Hall. The Town Council's share of residual funds is around £1500. A vote took place in favour of Recommendation A.

**RESOLVED: Request that the Town Council's share be returned to General Reserves.**

## 3064 CASTLE PLACE MULTI-STOREY CAR PARK

The Town Clerk confirmed that Wiltshire Council has given an indication that their policy states they should consult with their local council if they wish to divest of an asset.

Councillor Kirk reported that as Wiltshire Council hadn't advised us of the cost of purchasing the multi storey car park, he had approached a local agent. Whilst accepting that the town council can't afford to take on the multi storey, he felt it important that the council should not dismiss the purchase in case the cost should reduce significantly. Cllr Kirk re-iterated the importance of raising the profile of the town, and that this community asset is being removed by Wiltshire Council purely to fulfil their budget. Traders have agreed to blockade the multi storey in a bid to raise awareness.

The Chair reported that he felt the town council is not in a position in the next few years to take on and run the Multi Storey Car Park because of the condition it's in and the inability to raise any revenue income from parking charges. It was therefore

**RESOLVED: That the Town Council advises Wiltshire Council that the Town Council does not wish to pursue the potential of purchasing the Multi-Storey Car-Park.**

## 3065 SERVICE DELEGATION & ASSET TRANSFERS - BUS SHELTERS

**RESOLVED: That the town council accepts responsibility for the repair, maintenance and replacement (where deemed appropriate) of all bus shelters in the town except those which are owned by operators.**

## 3066 FREE PARKING DAYS

Cllr Palmen suggested he could propose inclusion of the forthcoming Saturday markets in the 2020/21 allocation of free parking days.

**RESOLVED That the Committee approves Saturday 29th June 2019 (Armed Forces Day), Saturday 13th July 2019 (Active Festival), Saturday 7<sup>th</sup> September 2019 (Carnival Country Fayre) and Friday 18<sup>th</sup>/Sat 19<sup>th</sup> October (Carnival) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.**

## 3067 POLICIES

**RESOLVED to approve en-bloc the following policies and procedures:**

- a) **Recruitment Procedure (Casual Employees)**
- b) **Maternity Scheme**
- c) **Annual Performance Review Policy (formerly Appraisals Procedure)**

## 3068 RISK & AUDIT PANEL (Report Item 2.2)

**RESOLVED to note.** the notes of the Risk & Audit Panel meeting held on Tuesday 26<sup>th</sup> February 2019, copies of which had previously been circulated with the Agenda.

## 3069 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 Blackmore & Whiffen in signing the Cash Payments and Receipts Records.**

	<u>Payments</u>	<u>Receipts</u>
December	£292,697.19	£139,528.18
January	£238,901.13	£119,510.08

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

## **3070 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.3)**

**1107 - CIL** – £19,299 worse than budget – chasing Wiltshire Council regarding developers who haven't paid yet, next payment due April 2019.

**4950 - Reserves** expenditure – none made to reserves during year, if any available will make at end of year. Some gone to Town Hall.

**Leisure Services Staff Salaries – Overspent by £24,643.00** - New performance review in place, if objectives not met then they will likely not achieve their salary point increases. Current year targets have not been met in Leisure Services. Cllr Kirk re-iterated that there hadn't been sufficient information available at that meeting, the Town Clerk agreed.

Variance is 5.5% on expenditure and 9.3% on income, which results in a net variance of 36.7%. The Town Clerk agreed the necessary information wasn't in the report.

It was suggested that the accounts might be split - commercial and community (i.e. what we provide free).

**RESOLVED to approve the 3<sup>rd</sup> Quarter Accounts.**

## **3071 PRESS RELEASES**

**RESOLVED to make the following press/social media release**

**a) Bus shelters**

Cllr Prickett thanked the committee and reported that he looks forward to working with the town council.

## **3072 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.**

## **3073 CIVIC AWARD 2019**

**RESOLVED to appoint a recipient to be awarded at the Mayor's Civic Dinner & Dance on Saturday 23<sup>rd</sup> March 2019.**

## **3074 DATE OF NEXT MEETING**

**NOTED:** Tuesday 7<sup>th</sup> May 2019 at the Civic Centre, St Stephen's Place, Trowbridge.

The meeting closed at 20.30hrs.

To all other councillors for information.

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

## POLICY & RESOURCES COMMITTEE MEETING 5<sup>th</sup> MARCH 2019 ACTION LIST

<p><b><u>REVIEW OF WILTSHIRE COUNCIL ELECTORAL DIVISIONS</u></b>  <b>RESOLVED:</b> That the Council supports LGBCE's draft recommendations for Electoral Divisions and retention of three town councillors for each of the seven town wards and subject to the views of North Bradley Parish Council will request a revision to the proposed Drynham Division to exclude the area between White Horse Business Park and North Bradley Village as per the map contained in the report.</p>	<p style="text-align: center;">LA</p>	
<p><b><u>MUSEUM PROJECT</u></b>  <b>RESOLVED</b> That we appoint the main contractors for the Museum Expansion Project, subject to satisfactory negotiations to achieve an acceptable contract price.</p>	<p style="text-align: center;">LA/CL</p>	
<p><b><u>DORIC PARK</u></b>  <b>RESOLVED</b> That the Town Council signs a Memorandum of Understanding with Wiltshire College to take forward consideration of a partnership for the development and use of the Doric Park 3G facilities.</p>	<p style="text-align: center;">LA/HB</p>	
<p><b><u>WILTSHIRE HOUSING SITES ALLOCATION PLAN (WHSAP)</u></b>  <b>RESOLVED</b> That the Town Council supports the position indicated in the North Bradley Neighbourhood Plan Consultation Draft with regard to WHSAP site H2.2, including the allocation of those parts of the site which are closest to the village of North Bradley, whilst retaining a strategic Landscape Buffer between the village, the growing town and White Horse Business Park. Therefore, the Town Council no longer objects to the allocation of this site in the WHSAP and reports this change of position to the Inspector Steven Lee.</p>	<p style="text-align: center;">LA</p>	
<p><b><u>TRANSFORMING TROWBRIDGE (TT)</u></b>  <b>RESOLVED:</b> Request that the Town Council's share be returned to General Reserves.</p>	<p style="text-align: center;">LA/JW</p>	
<p><b><u>CASTLE PLACE MULTI-STOREY CAR PARK</u></b>  <b>RESOLVED:</b> That the Town Council advises Wiltshire Council that the Town Council does not wish to pursue the potential of purchasing the Multi-Storey Car-Park.</p>	<p style="text-align: center;">LA</p>	
<p><b><u>SERVICE DELEGATION &amp; ASSET TRANSFERS - BUS SHELTERS</u></b>  <b>RESOLVED:</b> That the town council accepts responsibility for the repair, maintenance and replacement (where deemed appropriate) of all bus shelters in the town except those which are owned by operators.</p>	<p style="text-align: center;">LA/CL</p>	
<p><b><u>FREE PARKING DAYS</u></b>  <b>RESOLVED</b> That the Committee approves Saturday 29<sup>th</sup> June 2019 (Armed Forces Day), Saturday 13<sup>th</sup> July 2019 (Active Festival), Saturday 7<sup>th</sup> September 2019 (Carnival Country Fayre) and Friday 18<sup>th</sup>/Sat 19<sup>th</sup> October (Carnival) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.</p>	<p style="text-align: center;">LA</p>	

<p><b><u>POLICIES</u></b> <b>RESOLVED to approve en bloc the following policies and procedures:</b> <b>a) Recruitment Procedure (Casual Employees)</b> <b>b) Maternity Scheme</b> <b>c) Annual Performance Review Policy (formerly Appraisals Procedure)</b></p>	<b>TC/JW</b>	
<p><b><u>PRESS RELEASES</u></b> <b>RESOLVED to make the following press/social media release</b> <b>• Bus shelters</b></p>	<b>LA</b>	