

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
BA14 8AH
info@trowbridge.gov.uk

SUMMONS

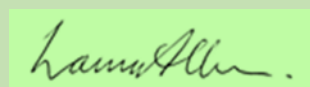
27th October 2021

To members of the Policy & Resources Committee: Councillors: Bates, Bridges, Bryant (VC) Cave, Cavill, Hoar, Hill, Palmen (Chair), Piazza and Trigg.

Dear Councillor

You are hereby summoned to a meeting of the **Policy & Resources Committee which is to be held on Tuesday 2nd November at 19.00hrs**, in the 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 business. As a result of the restrictions imposed to control the pandemic, public access will be limited. **Please contact info@trowbridge.gov.uk by 16:00 on 1st November if you wish to attend this meeting in person. Where it is not possible for you to attend due to reaching the capacity limit, access will be available online via Microsoft TEAMS:** please go to the Town Council Website – Your Council – [Meetings](#) to find the link. Only those attending in person will be able to ask questions and make statements at the meeting during the public period. Questions and statements can otherwise be submitted in advance.

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 7th September 2021 (copy attached).
- 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. **QUESTIONS FROM COUNCILLORS**

To consider any questions from councillors which have been received by the deadline (Thursday 21st October).

7. **TOWN CLERK'S REPORT**

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

8. **BANDSTAND ALTERATIONS AND IMPROVEMENTS (REPORT ITEM 3.1.3.2)**

In order to progress with the project to alter and improve the current Bandstand in the town park, the council has obtained quotes for architectural services to achieve this. It is recommended that the services of PKA are retained as they undertook the services for the St Georges Works development and the storage unit. The bandstand sits between the two and is the missing piece of the development in that corner of the town park. In terms of the PKA quote, the process will be undertaken in chronological order and the stages are broken down in terms of the budget fees; Stage 0-1 Site Assessment and Brief and Stage 2-3 Design and Planning Application. The below fee budget allows for one meeting with PKA to discuss the design development.

RECOMMENDATION: That PKA Architects' quote of £3,225 for undertaking architectural services to provide the council detailed designs for the proposed alterations and improvements as listed below to the existing bandstand is approved. This will improve the accessibility, usability and appearance of the building as follows;

- 1) New steps and front of bandstand and external platform lift at the rear.
- 2) Raise level of stage to same level as the internal accommodation.
- 3) Refurbishment of internal areas of the bandstand (excluding the basement). It is noted that WC's and kitchenette facilities have recently been installed as these will all be retained.
- 4) Consider options for the refurbishment/enhancement of the exterior of the building in order to improve its appearance.

This fee takes the proposed project up to planning submission. Tender specification drawings would require an additional fee later on in the project. The council would need to also commission a Quantity Surveyor to estimate the total cost of the project.

9. **PLAY AREA VIREMENT (Report Item 3.1.3.1)**

RECOMMENDATION: That the committee seeks a virement from General Reserves to cover the cost of £13,378 for the replacement of all safety surfacing at Worsted Close which includes the provision of training staff to undertake such works in the future on other sites.

10. ELECTRIC VEHICLE CHARGING POINTS (REPORT ITEM 1.5)

Wiltshire Council is introducing a grants scheme to parish and town councils to increase the number of Electric Vehicle Charging Points across the county. Summary of the report to Cabinet on 12th October.

RECOMMENDATION: To consider how the town council should respond to the offer of grants to provide Electric Vehicle Charge Points for residents in car-parks and on-street.

11. RAIL SERVICES (REPORT ITEM 8.2.2)

Direct services to London (Waterloo or Paddington). The removal from December 2021 of all through trains from Trowbridge to London (save the 05:51 to Paddington) is a serious concern. The 4 or 5 through trains a day to London Waterloo have been very popular, and there is no adequate alternative proposed to run during 2022, nor even proposed in the 2023 consultation. Bradford-on-Avon, Keynsham, Oldfield Park and Warminster lose all or all but one of their direct London services in one direction or both.

RECOMMENDATION – That the Council writes a letter to MPs and the Transport Minister requesting the continuation of through services from Bradford On Avon, Trowbridge and Warminster to London.

12. RISK AND AUDIT (REPORT ITEM 2.1.2)

RECOMMENDATION: That the outstanding CCTV Gateway invoices are written off during 2021/2022 resulting in an impact on General Reserves of £ 35,749.90.

13. BUDGET (REPORT ITEM 2.1.7)

RECOMMENDATION: That the Draft 2022/2023 Policy & Resources committee budget is approved for consideration alongside the draft budget requirements of the other committees at the January meeting for approval and recommendation to full Council.

14. GRANTS (REPORT ITEM 2.1.8)

The Town Council offers Core Grants on a longer term basis to organisations, which are confirmed as part of the budget setting process and also awards general grants to applicants. The [Grants Policy](#) provides details. The next round of grant applications will open in January 2022 with an application deadline of April 30th 2022 for consideration by the committee at the June meeting.

RECOMMENDATION: To approve the Grants Policy for 2022/23

15. OLDER PEOPLE'S SUNDAY BALANCE (REPORT ITEM 2.1.9)

A balance of £510.29 has been held in the safe for a number of years. This is Town Council money and it would seem appropriate to now release these funds as a donation to the Mayor's Charity?

RECOMMENDATION: That the balance from Older People's Sunday of £510.29 is donated to the Mayor's Charity.

16. FREE PARKING ALLOCATION 2022 (REPORT ITEM 3.3.4)

Assuming Wiltshire Council allocates a similar free parking allocation (equivalent to 2 days in each chargeable space) in 2022, but revert to not allowing these to be used in November and December then it would be appropriate to consider returning to the use of these on major event days.

Trowbridge Car Parks

Draft allocation 2022

		Sat 9 th July	Sat 10 th September	Total
Bradford Road	23	23	23	
Broad Street	33	33	33	
Broad Street Cres	13	13	13	
Church Street	33	33	33	
Court Street	77	77	77	
Lovemead	160	160	160	
St Stephen's Place	0	0	0	
Total	339	339	339	
Total x 2	678			678

RECOMMENDATION: That the free parking places available in Trowbridge from Wiltshire Council for 2022 are consulted on with the Chamber for 9th July and 10th September 2022.

17. COOPERATING WITH NEIGHBOURING PARISHES ON STRATEGIC PLANNING MATTERS (REPORT ITEM 6.6)

RECOMMENDATION: That the Council arranges further meetings with neighbouring parishes to identify potential common ground in formulating a response to the Wiltshire Local Plan Review and to consider if there may be potential for a joint neighbourhood plan in the future.

18. CATG (REPORT ITEM 8.1.1)

The Community Area Transport Group considers safety improvements with a delegated budget, parish & town councils contribute up to 33%. Councillors and the public can submit requests for consideration for approval by TTC. The Town Clerk can provide the necessary forms. The decisions from the latest meeting were too late to be included on the Neighbourhood Services Agenda and are therefore brought to P&R for approval. The 2021/22 budget for CATG projects is £10,000.

CATG Match Funding BUDGET	£10,000.00	
Silver Street Lane 20mph and crossing points	£833.00	Approved 22-06-21
St Thomas Road 20mph	£833.00	Approved 22-06-21
Broadmead Estate 20mph	£833.00	Approved 22-06-21
Dropped Kerbs Longfield Estate	£668.89	Approved 22-06-21
Newtown Pedestrian Crossing design	£3,000.00	Approved 22-06-21
Speed limit Cock Hill	£625.00	Approved 22-06-21
Pedestrian Crossing West Ashton Road, Blackball Bridge	£150.00	Approved 22-06-21
Broadmead estate dropped kerbs	£1485.00	Request Approval
Langford Road dropped kerbs	£495.00	Request Approval
The Halve junction changes	£800.00	Provisional Allocation
The Croft/Carlton Row verge bollards	£277.11	Provisional Allocation
TOTAL	£10,000.00	
LEAVING	£0.00	
Manor Road verge protection	£500.00	2022
Hilperton Road pedestrian refuge island		See cycle scheme

RECOMMENDATION: That the committee approves the allocation of £1,980 contribution to CATG for dropped kerbs at Broadmead and Langford Road as shown above.

19. MANAGEMENT ACCOUNTS 2020-2021 (REPORT ITEM 2.1.1)

To consider the Q2 2021/22 summary (as at 30th September 2021) is presented to the committee for consideration (included in Report Appendix A).

20. POLICIES

No Policies to be reviewed.

21. MOTIONS

To consider motions from councillors which have been received by the deadline (Thursday 21st October).

22. 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 and Bridges in signing the Cash Payments and Receipts Records.

	<u>Payments</u>	<u>Receipts</u>
July	248,862.75	141,890.42
August	172,587.92	100,135.55
September	368,525.00	1,066,151.76

RECOMMENDATION: That the committee approves the payments and receipts for July, August and September.

23. MEDIA RELEASES

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

24. DATE OF NEXT MEETING

Tuesday 11th January 2022.