

The Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
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SUMMONS

31st August 2022

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 6th September** 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 pandemic, public access will be limited. **Please contact council.secretary@trowbridge.gov.uk by 16:00 on 5th September 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 [5th July 2022](#)
- b. **To receive** any questions arising from those minutes.
- c. **To consider** the Minutes of the Civic Board meeting held on 16th August 2022
(appendix 1 on P&R report)
- d. **To consider** the Minutes of the Risk & Audit Panel held on 16th August 2022.
(appendix 2 on P&R Report)

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 (Wednesday 24th August 2022).

7. TOWN CLERK'S REPORT

To consider the Town Clerk's Quarter 1 Report (copy attached).

8. MANAGEMENT ACCOUNTS 2022-2023 (Report item 1.1)

To consider Quarter one accounts summary.

To note that; The Annual Governance and Accountability Return (AGAR) was signed off by Full Council on 21st June and has been sent to the External Auditors (PKF Littlejohn). The period of public rights ended on the 2nd August.

RECOMMENDATION: That the committee notes the Q1 accounts and audit update.

9. LH&FIG (Report item 1.2)

Last year the group was known as CATG 2021/22 expenditure.

| CATG | | 2021/22 |
|---|------------------|---------------------------|
| Newtown Pedestrian Crossing design* | £3,000.00 | Approved 22-06-21 accrued |
| Broadmead estate dropped kerbs | £1,485.00 | Approved 02-11-21 accrued |
| Langford Road dropped kerbs | £495.00 | Approved 02-11-21 accrued |
| Newtown Pedestrian Crossing additional* | £1,077.11 | Approved 11-01-22 accrued |
| TOTAL | £6,057.11 | Accrued 31/03/22 |

SILVER STREET LANE

The committee will consider the report from ATKINS on behalf of Wiltshire Council, which includes two options for the implementation of a 20mph speed limit in Silver Street Lane.

- **Option 1- traffic calming measures for the entire length of Silver Street Lane with the other 3 Automated Traffic Count (ATC) sites in this area having a 20mph speed limit imposed. Costing £95,000 (Town Council 25% contribution; £23,750)**
- **Option 2 – Retaining the 30mph speed limit along Silver Street Lane with the other 3 ATC sites having a 20mph speed limit imposed. Costing £11,250 (Town Council 25% contribution; £2,812.50)**

NORTH BRADLEY MATCH FUNDING

In the past the Council has indicated that it would be prepared to consider using Community Infrastructure Levy (CIL) generated by developments in those areas which transferred from North Bradley following the community governance review implemented in 2021. It would be appropriate for the council to firm up on its proposals in this respect in order to give North Bradley Parish Council greater understanding of the likely position. The developments include Drynham Lane (H2.1) White Horse Business Park (H2.2) and parts of Ashton Park. The recommendation below suggests that the town council would, subject to CIL availability, offer to match fund on a £1 for £1 basis any contribution from North Bradley Parish Council towards LH&FIG projects, subject to town council approval on a project by project basis.

OTHER PROJECTS

A number of other projects were approved by the LH&FIG and are seeking match funding from the town council.

| LHFIG Match Funding BUDGET | £10,000.00 | 2022/23 |
|--|-------------------|--|
| The Halve junction changes | £875.00 | approved 14/6/22 |
| The Croft/Carlton Row verge bollards | £450.00 | approved 14/6/22 |
| Hilperton Road pedestrian refuge island survey | £250.00 | approved 14/6/22 |
| Newtown Pedestrian Crossing additional* | £617.39 | Allocated in advance |
| Innox Rd 20mph | £1,000.00 | approved 3/5/22 |
| St Thomas 20mph | £4,762.50 | approved 2/8/22 |
| Broadmead 20mph | £6,450.00 | approved 5/7/22 |
| Waiting Restrictions implementation | £750.00 | to approve 6/9/22 |
| Boundary Walk Streetnameplate | £75.00 | to approve 6/9/22 |
| Westfield Close Parking Bay markings | £150.00 | to approve 6/9/22 |
| Manor Road Bus shelter | £3,000.00 | to approve 6/9/22 |
| Chilmark Road Bus Stop markings | £75.00 | to approve 6/9/22 |
| Leap Gate speed transition signs | £1,250.00 | to approve 6/9/22 |
| Church Lane Frome Rd junction | £250.00 | to approve 6/9/22 |
| Silver St Lane 20mph | ? | ? |
| TOTAL | £19,954.89 | |
| OVERSPEND | £9,954.89 | to approve virement from General Reserves. |
| 2023/24 | | |
| Hilperton Road pedestrian refuge island | £2,500.00 | 2023 |
| Manor Road verge protection | £8,884.00 | 2023 |
| TOTAL | £11,384.00 | |
| OVERSPEND | £1,384.00 | |
| Newtown total | £4,694.50* | |

RECOMMENDATION:

1. That the committee approves contributions totalling £5,550 including, **Waiting Restrictions Implementation, Boundary Walk Streetnameplate, Westfield Close Parking Bay markings, Manor Road Bus shelter, Chilmark Road Bus Stop markings, Leap Gate speed transition signs and Church Lane Frome Rd junction.**
2. That the committee approves either **Option 1, Option 2** or declines to approve either option or indicates its approval for another option for speed restrictions in the area of **Silver Street Lane.**
3. That the committee approves a virement in the budget totalling £10,000, to enable the approved contributions to be made during the current financial year for all of the **LH&FIG projects.** This is transferred as follows: **£4,990** unspent in **Investment in Assets (Other)** in the same cost centre and **£5,010** from **Neighbourhood Services Salaries,** which is underspent and will remain underspent this year.
4. The town council will, subject to **CIL availability,** offer to match fund on a **£1 for £1** basis any contribution from **North Bradley Parish Council** towards **LH&FIG projects,** subject to town council approval on a project by project basis.

10. DELEGATION OF SERVICES FROM WILTSHIRE COUNCIL

Cllr Trigg has provided an update to councillors about discussions held between the Working Group and the Town Clerk. The Town Clerk has delegated responsibility, in consultation with members, to pursue the matters resolved and the Council Strategy in respect of the proposed service delegation from Wiltshire Council to the Town Council. This update included notification of recent communication with Wiltshire Council setting out proposed conditions under which the town council would consider at some point in the future the potential for transfer of the Down Cemetery. The email has been acknowledged by the Corporate Director but a substantive response has not yet been received.

11. 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. To confirm the actions of Councillors Denise Bates and Stewart Palmen who reviewed the bank reconciliations on 30/08/22 and found no errors. These were duly signed.

RECOMMENDATION: That the committee approves the following payments and receipts for June and July.

| | <u>Payments</u> | <u>Receipts</u> |
|------|-----------------|-----------------|
| June | £248,062.13 | £84,977.91 |
| July | £325,593.61 | £108,605.75 |

12. INTERNAL AUDIT

To note receipt of the first interim internal audit report for 2022/23 from the council's Internal Auditors, Mulberry & Co.

RECOMMENDATION: That the Committee notes the Internal Audit Report.

13. CIVILITY AND RESPECT

To consider the Invitation for councils to sign up to the Civility and Respect Pledge, by signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. We invite all councillors all councils to include an agenda item to review the statements and sign up to the civility and respect pledge. Visit

www.slcc.co.uk/news-publications/civility-respect-project

RECOMMENDATION: That the council signs up to the Civility & Respect Pledge and urges each councillor to do so.

14. MOTIONS

To consider motions from councillors which have been received by the deadline (Wednesday 24th August).

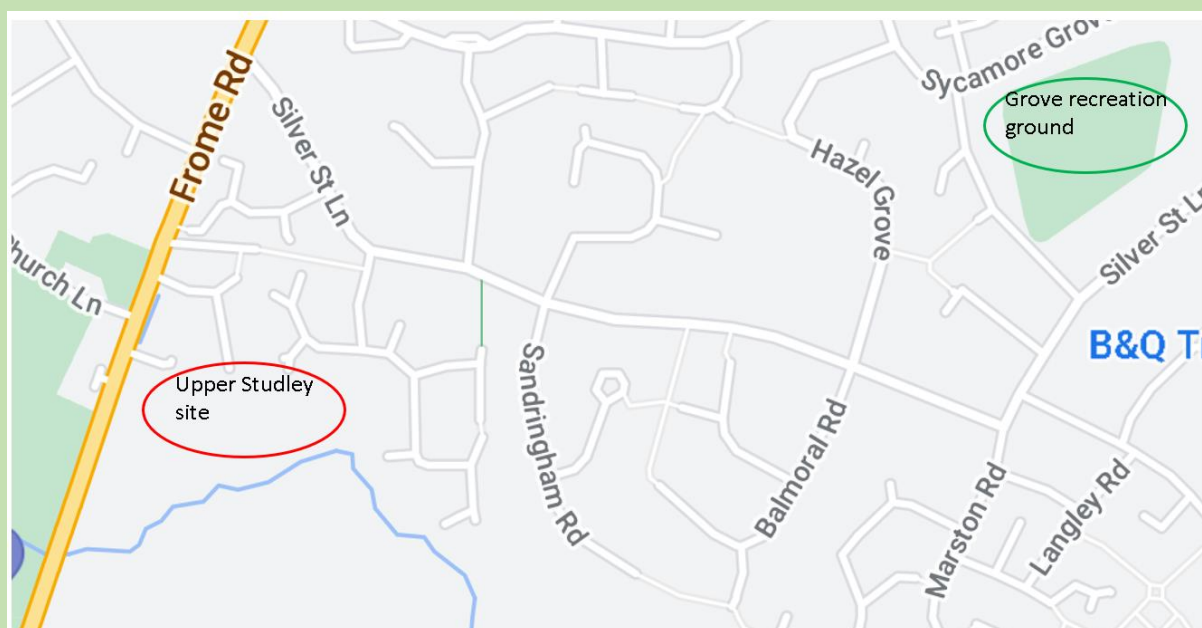
A. MOTION: 220812 10:56 – THE GROVE RECREATION GROUND

To consider the following motion submitted by Cllr. Vigar

Preamble: The motion below seeks to prevent a developer of a site on the edge of Trowbridge using a recreation ground within the built-up area of the town to achieve the gain in biodiversity that planning regulations require but which cannot be fulfilled on the site itself. The application in question is at Upper Studley on land off the Frome Road, designated for 50 homes; application reference: 20/09659/FUL.

The Upper Studley site is frequented by a range of wildlife, including many types of birds, slow worms, bats and deer. The plan for biodiversity gain at Upper Studley essentially consists of leaving some habitats as they are, some tree, grassland and shrub planting and the creation of three ponds. This is insufficient to achieve 'net gain' required as measured by DEFRA metrics. Therefore, the developer, Newland Homes, has been obliged to achieve the net gain off-site by conducting some biodiversity-enhancing activity in a different place.

The plans explain this is as follows: "An additional ~1.6ha of land, located ~0.6km North-East of the site (the Grove), has been included in the application for the purposes of Biodiversity Net Gain delivery. This currently comprises amenity grassland, with marginal bramble scrub and ruderal vegetation." The additional land is the Grove recreation ground, also known as Chapmans Field, which is owned by Trowbridge Town Council. It is a suburban recreation area separated from the open fields of the Upper Studley site by several roads and hundreds of homes.



The plan set out in the 'Ecological Impact Assessment' is that "At the Grove, it is proposed that portions of the existing amenity grassland will be over-seeded and managed as meadow grassland with a longer sward to enhance its floristic diversity. The existing scrub and ruderal habitats will also be enhanced through supplementary mixed scrub planting. Alongside this, new fruit trees will be planted at the field margins. Finally, new bonded surface paths will be created to guide residents around the field and discourage encroachment into the new meadow habitats."

Trowbridge Town Council has been examining plans drawn up by the Facilities Manager to plant trees, create wild meadow areas and lay out football pitches at the Grove Recreation Ground. However, the council has had no formal approach from Newland Homes or its representatives. Its own plans do not envisage fruit trees as their blossoms and windfalls could interfere with the pitches. Its plans have involved natural earthy paths rather than bonded ones.

In a document posted online on 4 August the applicant's agent responded to objections by stating: "The land known as Chapmans Field, which is in the ownership of Trowbridge Town Council, has been identified as a 'possible' receptor site for off-site BNG. In the event that this land is not considered suitable or available, commuted sum payments can be utilised to deliver the required BNG elsewhere. This is an approach that has been adopted by Wiltshire Council in relation to other recently permitted schemes in the Trowbridge area."

MOTION: Trowbridge Council refuses to allow its land at the Grove Recreation Ground to be used to achieve the biodiversity net gain required in respect of the planning application for Land off Frome Road, Upper Studley, Trowbridge – reference 20/09659/FUL. The Council requests the Facilities Manager to continue pursuing plans to plant trees, mark out football pitches and create meadow areas at the site and to seek alternative sources of funding for the trees that are not linked to planning applications.

15. MEDIA RELEASES

To consider the following media releases:

LH&FIG match funding
Grove Recreation Ground

16. DATE OF NEXT MEETING

Tuesday 1st November 2022.