

QUESTION TIME

Prior to the formal commencement of the meeting, Councillors will receive questions from members of the public for a period not exceeding ten minutes.

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on Thursday 12th July 2012.

3. WRITTEN REPORTS

To receive written reports from the following: -

Member of Parliament

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council

Copies of documents received are attached, *Appendix A*.

4. CONFIRMATION OF MINUTES

Of a meeting of the Council held on Thursday 14th July 2016 [RWBTC/3/16-17]. Copy previously circulated.

5. MAYOR'S COMMUNICATIONS

6. TO ANSWER ANY QUESTIONS

With and without notice received under Standing Orders.

7. PLANNING COMMITTEE

Report on a meeting of the Planning Committee held on Thursday 8th September 2016 [P/3/16-17]. Copies previously circulated.

8. AMENITIES COMMITTEE

Report on a meeting of the Amenities Committee held on Thursday 8th September 2016 [A/3/16-17]. Copies previously circulated.

9. REVENUE AND RESOURCES COMMITTEE

Report on a meeting of the Revenue and Resources Committee held on Thursday 29th September 2016 [R&R/3/16-17]. Copy to follow.

10. TOWN TEAM

To receive a verbal update from Councillor John Wilks on the progress of the Town Team, including the involvement of Sixth Form pupils from the Royal Wootton Bassett Academy in the website project.

11. NEIGHBOURHOOD PLAN

To receive an update from the Chairman, Councillor Mike Leighfield, on the Neighbourhood Plan.

The Council is asked to receive two quotes for the production of a Strategic Environmental Assessment in respect of the plan. The Council has budgeted £10,000 for the work, which is required before the plan can be submitted.

Quotations to follow - as the deadline for submission of quotes falls on the day of agenda circulation, quotation documents will be circulated prior to the meeting.

12. TOWN COUNCIL REPRESENTATIVE – LONGLEAZE SCHOOL

The Town Council's representative to Longleaze School, Councillor Mary Champion, would like to resign from this position due to the level of her ongoing commitments.

The Council is asked to appoint a new representative to Longleaze School in place of Councillor Mary Champion.

13. LAND AT SPARROW LANE

As discussed at previous meetings of the Town Council and Amenities Committee, the Town Council is in the process of purchasing land at Sparrow Lane. The Town Council's solicitors have now completed the contract and Transfer Deed documentation for sign off by the Mayor and Deputy Mayor. The total cost of purchasing the land, including the solicitor's fees and disbursements, is £26,640.

The Council is asked to authorise the Mayor and Deputy Mayor to sign the completion statement and contract, in order to complete the purchase of land at Sparrow Lane.

14. WWI COMMEMORATION - HANDCRAFTED STEEL POPPIES

At a meeting of the Town Council held on Thursday 14th July 2016, the Council resolved to underwrite the cost and purchase 23 handcrafted steel poppies, inviting the Royal British Legion to do the same. This would make a total of 46 poppies, to mark the same number of First World War servicemen who are named on the War Memorial. The Royal British Legion have officially confirmed in writing their intention to cover the cost of 23 poppies, which will be made by a blacksmith at MOD Lyneham. It was also resolved to set up a working party to work along side the Royal British Legion. A budget was agreed, with an upper limit of £5000.

Since this time, there have been numerous meetings with the Royal British Legion to assess various possible sites and locations for the proposed steel poppies. An email was circulated to all Councillors over the summer, updating Members on the progress of the working party. The Royal British Legion felt strongly that the poppies should be laid at the War Memorial, adjacent to the two rolls of honour. Individual Councillors responded to the email to express serious concerns about the cluttering effect that 46 individual poppies would have on the existing War Memorial. The working party considered these objections, and has trialled an alternative design for the Council's consideration.

The idea would be to have two poppy wreaths made up of 23 poppies each, one under each roll of honour. A rough mock up has been made, and is illustrated in the attached photographs, *Appendix B*.

The working party is of the view that if this proposal is acceptable, the scheme should proceed, however if this is not acceptable to the Council, the scheme should be abandoned.

The Council's instructions are sought.

15. GREEN SPACE, JUBILEE GARDENS

At a meeting of the Amenities Committee held on Thursday 8th September 2016, Members were advised that Wiltshire Council had invited the Town Council to adopt the space in the middle of the Jubilee Gardens estate. This area comes with a commuted sum of £40,000 Both Councillors and Town Council staff have received numerous complaints about the frequency of grass cutting in the area.

The Town Council Grounds Maintenance Team Leader, John MacIndoe, has researched how often the grass in that area should be cut to maintain an acceptable standard, and it was recommended that 36 cuts were undertaken per year. This is three times more than Wiltshire Council currently undertake, and is on a par with the Town Council standard across green spaces included in the current maintenance programme. Each cut of the area at Jubilee Gardens under discussion would cost £46.25, which, at 36 cuts a year amounts to £1665 per annum.

It is therefore recommended that the Town Council adopts the green space at Jubilee Gardens identified by Wiltshire Council and including a commuted sum of £40,000. The area can then be cut to the Town Council standard, which will mean 36 cuts per year at a cost of £1665 per annum.

The Council is asked to consider the recommendation above.

16. UPDATE – BOROUGHFIELDS TOILETS

To receive a verbal update from Councillor John Wilks on the progress of the Boroughfields Toilet renovation plan.

The lease for the toilets has now been signed, and the first phase of work to upgrade the toilet for the disabled has now been commissioned, with further commissions for the outstanding works currently being arranged.

The disabled toilet will be opened up for public use immanently, and will then be used as a unisex facility for all whilst renovations are being undertaken on the rest of the building.

The Council is asked to note the update.

17. CASUAL VACANCY

The Council is advised that a vacancy has arisen in the North Ward of Royal Wootton Bassett. The position has been advertised in accordance with the Representation of the People Act 1985 s21. No election has been sought; therefore, the Electoral Services Officer has advised that the position be filled by co-option

The Council is asked to fill the Casual Vacancy by co-option.

18. COMMUNICATIONS

The Council is asked whether it wishes to issue any press releases or other communications in respect of the Committee agenda items.

19. EXCLUSION OF THE PUBLIC AND PRESS

The Council is asked that members of the public and press be requested to leave the meeting to allow discussion of the establishment, property and finance matters as it is considered the publicity would be prejudicial by reason of the confidential nature of the business to be transacted.