

**RWBTC/4/2016-2017**

6<sup>th</sup> October 2016

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 6<sup>th</sup> October 2016 at 7.30pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Mary Champion, Susan Doyle, Mike Farrow, Linda Frost, Janet Georgiou, Sue Hughes, Mike Leighfield, Michael Page, Marion Sweet, John Wilks.

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Kalpesh Patel, Accountant, Emily Maiden, Committee Clerk and Administrative Officer.

**39. APOLOGIES**

Apologies for absence were received from Councillors Steve Bucknell, Paul Heaphy, Audrey Wannell and Chris Wannell.

**40. 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 12<sup>th</sup> July 2012.

RESOLVED to note that no Declarations of Interest were made.

#### **41. WRITTEN REPORTS**

The Council received the following written reports: -

- Member of Parliament
- Neighbourhood Policing Team
- Representatives appointed by the Council
  - Parochial Charities
  - Richard Jones Foundation
  - Highways Working Party – The Working Party were seeking Town Council support for a Stopping Up Order at Old Brinkworth Road, with no cost implications for the Town Council. It was agreed to submit formal approval for the Stopping Up Order to the Community Area Transport Group.

#### **42. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign Minutes of a meeting of the Council held on Thursday 14<sup>th</sup> July 2016 [RWBTC/3/16-17]. Copy previously circulated.

#### **43. MAYOR'S COMMUNICATIONS**

The Mayor informed the Council about a number of events that she has attended, including: -

- The Davis Cup Tour at Royal Wootton Bassett Tennis Club
- The Chamber of Commerce lunch
- Civic Services for the Mayors of Chippenham and Wilton
- The opening of Flannels, a new clothes shop in Swindon.

The Mayor also assisted with judging the Bassett in Bloom entries, and attended the funeral of former Mayor of the town, Daphne Matthews, on behalf of the Town Council. Visits were made to the Defence Academy at Shrivenham, Noremarsch School's Fun Run, and to the Camera Club. The Mayor presented the Neighbourhood Policing Team

with two bicycles that had been awarded as a result of a Grant Aid application.

The Town Crier's competition was recently held in the town and was a great success. The Mayor attended and thanked the Town Crier Owen Collier for all his hard work. The Council agreed that the event was beneficial for the profile of the High Street.

Councillor Mike Leighfield thanked the Mayor on behalf of the Council for her attendance at the funeral of Daphne Matthews.

#### **44. TO ANSWER ANY QUESTIONS**

There were no questions received either with or without notice under Standing Orders.

#### **45. PLANNING COMMITTEE**

RESOLVED to note a report on a meeting of the Planning Committee held on Thursday 8<sup>th</sup> September 2016 [P/3/16-17]. Copies previously circulated.

#### **46. AMENITIES COMMITTEE**

RESOLVED to note a report on a meeting of the Amenities Committee held on Thursday 8<sup>th</sup> September 2016 [A/3/16-17]. Copies previously circulated.

The Chairman of the Amenities Committee, Councillor Linda Frost, informed the Council that she had just returned from the South West in Bloom Awards Presentation, and that Royal Wootton Bassett's entry had won Gold. Two further Gold awards were achieved, one for Coped Hall Business Park, and one for a pupil from Longleaze School for her entry in the under 6 years-old painting competition.

The Council thanked and congratulated everyone who had been involved with the South West in Bloom project.

**47. REVENUE AND RESOURCES COMMITTEE**

RESOLVED to note a report on a meeting of the Revenue and Resources Committee held on Thursday 29<sup>th</sup> September 2016 [R&R/3/16-17]. Copies previously circulated.

**48. TOWN TEAM**

The Council received 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.

It was also noted that the map and information board had been installed outside Sainsbury's. The board also provides space for community notices to be displayed with the approval of the Town Team.

RESOLVED to note the update.

**49. NEIGHBOURHOOD PLAN**

The Council received an update from the Chairman, Councillor Mike Leighfield, on the Neighbourhood Plan.

The Council had been asked to receive two quotes for the production of a Strategic Environmental Assessment in respect of the plan, for which a budget of up to £10,000 had been allocated. Of the companies approached to provide tenders, only one had submitted documentation, with the other declining to do so.

The tender that has been received is for £5,695 which is well below the £10,000 that has been budgeted. The Neighbourhood Plan Steering Group's specialist advisors have assessed the tender and believe it to be of good quality and value.

The Town Council was therefore asked to approve the tender of £5,695.

RESOLVED to accept the tender of £5,695 for the Strategic Environmental Assessment in respect of the Neighbourhood Plan.

**50. 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 was asked to appoint a new representative to Longleaze School in place of Councillor Mary Champion.

RESOLVED to appoint Councillor Mike Farrow as the Town Council's representative to Longleaze School.

**51. 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 was 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.

RESOLVED to authorise the Mayor and Deputy Mayor to sign the completion statement and contract.

**52. WWI COMMEMORATION - HANDCRAFTED STEEL POPPIES**

At a meeting of the Town Council held on Thursday 14<sup>th</sup> 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 was made and photographed at the proposed location at the War Memorial. These photographs were circulated at the meeting.

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 were sought.

RESOLVED to proceed with the project, instructing the blacksmith to construct two wreaths of 23 poppies using the alternative design as illustrated in the photographs which were circulated at the meeting.

### **53. GREEN SPACE, JUBILEE GARDENS**

At a meeting of the Amenities Committee held on Thursday 8<sup>th</sup> 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 was therefore recommended that the Town Council adopt 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 was asked to consider the recommendation above.

RESOLVED to adopt the green space at Jubilee Gardens as identified by Wiltshire Council and including a commuted sum of £40,000, cutting the grass a maximum of 24 times per year to save on costs yet still deliver a more frequent cut than Wiltshire Council owned land.

#### **54. UPDATE – BOROUGHFIELDS TOILETS**

The Council received 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 imminently, and will then be used as a unisex facility for all whilst renovations are being undertaken on the rest of the building.

RESOLVED to note the update.

## **55. CASUAL VACANCY**

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

Proposed by Councillor Mike Farrow, seconded by Councillor Mary Champion, and RESOLVED that Mr Stephan Jarvis be co-opted on to the Town Council.

## **56. COMMUNICATIONS**

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

RESOLVED to issue press releases on:

- The success of the South West in Bloom entry for the Town, with Gold awarded in three categories.
- The co-option of Mr Stephan Jarvis onto the Town Council.
- The temporary re-opening of the disabled toilet at Boroughfields for use as a unisex facility for all, once a date is confirmed for this to go ahead.

## **57. EXCLUSION OF THE PUBLIC AND PRESS**

The Council was 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.