

QUESTION TIME

Prior to the formal commencement of the meeting, Councillors may 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.

Councillor Steve Bucknell has given advance notice that he will be declaring an interest in the agenda item listed under Private Session.

3. WRITTEN REPORTS

To receive written reports from the following: -

Wiltshire Police

Member of Parliament

Wiltshire Councillors

Area Board Representatives

Representatives appointed by the Council

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

4. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE - NEIGHBOURHOOD POLICING TASK GROUP

The Council is asked to appoint a representative to the Neighbourhood Policing Task Group. This group is administered by Wiltshire Police and assists in setting the policing priorities for the sector. The Task Group meets four times a year, on weekday afternoons.

The Council is asked to appoint a Member to serve as the Town Council representative to this group.

5. CONFIRMATION OF MINUTES

Of a meeting of the Council held on Thursday 8th December 2016 [RWBTC/5/16-17]. Copy previously circulated.

6. MAYOR'S COMMUNICATIONS

7. TO ANSWER ANY QUESTIONS

With and without notice received under Standing Order 17.

8. PLANNING COMMITTEE

Report on a meeting of the Planning Committee held on Thursday 26th January 2017 (P/6/16-17). Copy previously circulated.

9. AMENITIES COMMITTEE

Report on a meeting of the Amenities Committee held on Thursday 5th January 2017 (A/5/16-17). Copy previously circulated.

10. REVENUE AND RESOURCES COMMITTEE

Report on a meeting of the Revenue and Resources Committee held on Thursday 26th January 2017 (R&R/5/16-17). Copy previously circulated.

- A meeting with Wiltshire Council is scheduled for Wednesday 22nd February 2017, to discuss the proposed improvements to Royal Wootton Bassett Library. The Chairman Councillor Mike Leighfield will present a verbal update to the meeting.

11. TOWN TEAM

Report on a meeting of the Town Team held on Tuesday 31st January 2017, copy to follow.

12. NEIGHBOURHOOD PLAN

Members are reminded that the Town Council decided to produce a Neighbourhood Plan under the terms of the Localism Act 2011, and have been working towards completing the Plan for a number of years. The Plan must be compliant with the Wiltshire Core Strategy.

The legislation requires that the Neighbourhood Plan undergoes formal consultation prior to submission. If the consultations bring about significant changes to the Plan, a further 6-week consultation period is undertaken until no more significant changes are made. The first public consultation on the draft Plan took place during the summer of 2015. Following this first consultation, one of the housing allocation sites was withdrawn. The second consultation saw Wiltshire Council identify a number of items which the Steering Group changed and considered to be significant in nature. Consequently, the Neighbourhood Plan is now at the third, and what is hoped to be final consultation stage, having taken on board all the points received by Wiltshire Council. This consultation will close at midnight on the 20th February 2017, although it is understood that Wiltshire Council will have until the 27th of February 2017 to submit their comments.

The Steering Group will meet on Tuesday 21st February 2017, at which point they will be asked to agree the Plan, subject to Wiltshire Council raising no significant changes. The Town Council is likewise asked to consider the Neighbourhood Plan on the same basis. To view the suite of Plan documents, please use the following link: -

<http://www.rwbneighbourhood.co.uk/draft-consultation/>

The Council is now asked to adopt the Neighbourhood Plan for submission to Wiltshire Council, and delegate the Town Clerk to make any minor amendments which may arise.

It should be noted that any significant amendments required will automatically trigger a further 6-week consultation period. It is anticipated that, subject to no significant change, the plan can be submitted to Wiltshire Council by Friday 3rd March 2017. Wiltshire Council will then be required to arrange for an examination in public to test compliance with the Core Strategy as well as a referendum. Once submitted with Wiltshire Council the Plan must be given growing weight when considering planning applications.

13. CALENDAR OF MEETINGS

The Council is asked to adopt the calendar of meetings for the 2017/2018 Civic year, copy attached, *Appendix B*.

14. HIGHWAYS IMPROVEMENTS WORKING PARTY

At a meeting of the Revenue and Resources Committee held on 20th June 2013, it was resolved to establish a Highway Improvements Working Party to assist with the process of reporting highway improvement issues to Wiltshire Council's Community Area Transport Group (CATG). Any highway matter is only considered by the CATG if it has Town Council approval, therefore the Working Party was established as a mechanism of considering local highway matters and approving those which would then be forwarded on to the CATG. If the CATG agreed to the suggested improvements, the Town Council would then be expected to make a financial contribution of between 20-30% of the total cost of the works.

In order to meet the cost of any financial contributions, the Town Council allocated £5,000 to highway improvements in the 2016-2017 budget. Since the budget was established, no highway improvement works have been approved by the CATG for Royal Wootton Bassett, therefore the £5,000 has not been spent. In order to ensure that highway issues are resolved in the town, it is therefore recommended that: -

- The Town Council meets the full cost of any highway works that have been approved by the Highways Improvements Working Party,
- Any such works would be overseen and approved by a Wiltshire Council Highways Engineer, through the CATG process.
- The £5,000 highways improvement budget be ring-fenced and carried forward for the 2017-2018 financial year.

The Council is asked to consider the above recommendations from the Highways Improvements Working Party.

15. COMMUNICATIONS

The Council is asked whether it wishes to issue any Press Releases or other Communications in respect of the Agenda items.

16. 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.

PRIVATE SESSION

17. CREMATORIUM PROPOSAL

Members are reminded that Councillor Steve Bucknell has declared an interest in this item. Councillor Bucknell would like give the presentation in his role as Development Director for Westerleigh, but will leave written copies if Members would prefer not to receive the presentation verbally. If Members wish to discuss the presentation afterwards, Councillor Bucknell will leave the room.

The Town Council has been concerned at the shortage of crematoria facilities in the local area for a number of years, as outlined in a letter sent from the Town Clerk to Crematoria Management Limited in 2002, copy attached *Appendix C*. The Westerleigh Group have now found a site which is believed to be suitable for this purpose, and are seeking to submit a planning application to this effect in the near future.

The Council is asked to receive a pre-application consultation presentation on a proposal to develop a crematorium in Royal Wootton Bassett.