

**RWBTC/6/2016-2017**

23<sup>rd</sup> February 2017

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a meeting of Royal Wootton Bassett Town Council held on Thursday 23<sup>rd</sup> February 2017 at 7.30pm at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Steve Bucknell, Mary Champion, Mike Farrow, Linda Frost, Janet Georgiou, Stephan Jarvis, Michael Page, Marion Sweet, Chris Wannell, Steve Watts, John Wilks.

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

**Question Time**

*Mr Richard Hignett of 7 Victory Row* attended the meeting to enquire as to whether the Town Council had any plans for litter picking the Row-de-Dow, as the area behind the recycling facility in Boroughfields Car Park is particularly bad. Mr Hignett stated he has access to a Land Rover which he could make available to help with any clean-up of the area.

Members expressed concern that the orchard area below the Row-de-Dow was also affected, therefore it was suggested that Oxford University be approached as the land owner, in order to make them aware of the problem and request access to the land for any scheduled litter pick that may be organised. It was also suggested that the Town Council write to Oxford University to request that, as the land owners, they maintain the site to an acceptable standard with regards to the accumulation of litter, and that a letter be sent to Sainsbury's asking that the area containing the recycling bins be kept tidy.

In light of Mr Hignett's suggestion, the Council advised that it would be possible to facilitate a litter pick of the area, providing equipment to those who volunteer for the task. Previously, the Row-de-Dow was subject to a deep

clean by SITA, who attended the site for a day as part of a volunteering scheme. It was suggested that this could be investigated further with a view to holding a similar 'deep cleaning' day for the area.

## **78. APOLOGIES**

Apologies for absence were received from Councillors Sue Doyle and Audrey Wannell.

## **79. 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.

Councillor Steve Bucknell declared an interest in item 94, Crematorium Proposal, as the Development Director for The Westerleigh Group.

## **80. WRITTEN REPORTS**

Written reports were received from Wiltshire Police and James Gray MP, copies previously circulated. It was noted that the number of dwelling burglaries had increased, which was of concern.

RESOLVED to note the written reports.

## **81. APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE - NEIGHBOURHOOD POLICING TASK GROUP**

The Council was 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.

RESOLVED to appoint Councillor Mike Farrow as representative to the Neighbourhood Policing Task Group, with Councillor John Wilks appointed as his deputy.

**82. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of a meeting of the Council held on Thursday 8<sup>th</sup> December 2016 [RWBTC/5/16-17]. Copy previously circulated.

**83. MAYOR'S COMMUNICATIONS**

The Mayor advised the Council of a number of events that she has attended in recent weeks, including Art Society functions, the Youth Speaks event, and the WBLOS Pantomime, as well as holding her regular surgery meetings at the Croft.

**84. TO ANSWER ANY QUESTIONS**

There were no questions with or without notice received under Standing Order 17.

**85. PLANNING COMMITTEE**

RESOLVED to adopt the report on a meeting of the Planning Committee held on Thursday 26<sup>th</sup> January 2017 (P/6/16-17). Copy previously circulated.

**86. AMENITIES COMMITTEE**

RESOLVED to note the report on a meeting of the Amenities Committee held on Thursday 5<sup>th</sup> January 2017 (A/5/16-17), copy previously circulated, further noting that Councillor John Wilks was not happy with the wording on the Jubilee Lake erosion, considering it to not represent the Council's position. This was referred back to Amenities.

## **87. REVENUE AND RESOURCES COMMITTEE**

RESOLVED to adopt the report on a meeting of the Revenue and Resources Committee held on Thursday 26<sup>th</sup> January 2017 (R&R/5/16-17). Copy previously circulated.

- It was noted that a meeting with Wiltshire Council had taken place on Wednesday 22<sup>nd</sup> February 2017, at which the proposed improvements to Royal Wootton Bassett Library were discussed. The Chairman Councillor Mike Leighfield gave a verbal update to the meeting,

## **88. TOWN TEAM**

RESOLVED to note the report on a meeting of the Town Team held on Tuesday 31<sup>st</sup> January 2017, copy previously circulated.

## **89. NEIGHBOURHOOD PLAN**

Members were 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 has been through a third, and final consultation stage, having taken on board all the points received by Wiltshire Council. This consultation closed at midnight on 20<sup>th</sup> February 2017.

The Steering Group met on Tuesday 21<sup>st</sup> February 2017 and agreed the Plan.

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

RESOLVED to adopt the Neighbourhood Plan for submission to Wiltshire Council, delegating the Town Clerk to make any minor polishing amendments which may arise.

## **90. CALENDAR OF MEETINGS**

The Council was asked to adopt the calendar of meetings for the 2017/2018 Civic year, copy previously circulated.

RESOLVED to adopt the Calendar of Meetings for 2017/2018.

## **91. HIGHWAYS IMPROVEMENTS WORKING PARTY**

At a meeting of the Revenue and Resources Committee held on 20<sup>th</sup> 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.

RESOLVED to approve the recommendations from the Highways Working Party.

## **92. COMMUNICATIONS**

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

RESOLVED to issue communications on the regarding the Neighbourhood Plan once the document has been submitted to Wiltshire Council, and the Council's objection to the retention of the new road as agricultural access.

## **93. 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.

RESOLVED to permit members of the public and press to remain at the meeting, and not to hold the item in Private Session.

## 94. CREMATORIUM PROPOSAL

*Members were reminded that Councillor Steve Bucknell declared an interest in this item. Councillor Bucknell gave the presentation in his role as Development Director for The Westerleigh Group.*

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 previously circulated. 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 was asked to receive a pre-application consultation presentation on a proposal to develop a crematorium in Royal Wootton Bassett.

The presentation outlined a number of issues relating to the need for a crematorium in the local area, including the length of the average wait time to hold a funeral, which can be distressing for families. A landscape masterplan was provided, as well as a plan of the proposed building with access from the Swindon Road. The Westerleigh Group intend to submit a planning application in April 2017, with a view to starting work in late 2017 should planning permission be granted. This would allow for a 40-week build programme with an anticipated opening in the summer of 2018.

It was noted that an exhibition on the proposals would be held in the Committee Room of the Rugby Club from 2.30pm – 7.30pm on Thursday 2<sup>nd</sup> March 2017.

The Council thanked Mr Bucknell for his presentation.

*The meeting closed at 9.45pm*