

**WESTBURY TOWN COUNCIL**

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 1<sup>st</sup> AUGUST 2016 at 7.00 pm.

**PRESENT:** Cllrs I Taylor (Chairman), S Andrews, R Hawker (arrived at 7.12pm), D Jenkins G King and M Sutton, Mrs D Urch (Town Clerk) and Mrs J Dyer

Also in attendance: Cllrs I Cunningham & W D Tout

**R.1587 PUBLIC FORUM**  
**Cllr Cunningham**

Agenda item 8 - Cllr Cunningham believes current standing orders are nonsensical, need updating and should be split more into policies with guidance to staff of how to apply the policies. Cllr Cunningham acknowledged that an amendment the agenda items 7 and 8 would be proposed.

Agenda item 15 – Cllr Cunningham questioned how the editorial working group could make a budget bid when he was not aware that the group had met to discuss this.

**R.1588 APOLOGIES (if any) AND REASONS FOR ABSENCE.**

Cllr Bradshaw	Personal
Cllr Windess	No apologies received

**R.1589 DISPENSATIONS. None**

**R.1590 DECLARATIONS OF INTEREST AND REASONS.**

Cllr I Taylor, Agenda item 9, Westbury Leigh Carpark. Cllr Taylor will hand the Chair to Cllr Sutton during this agenda item

**R.1591 MINUTES.** To confirm and sign the Minutes of the Committee Meetings held on the 6<sup>th</sup> June 2016. (Circulated with the Agenda for Town Council on the 4<sup>th</sup> July 2016).

**AGREED**

**R.1592 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

**NONE**

**Members Matters Arising. NONE**

**R.1593 WILTSHIRE COUNCILLORS' REPORTS.****Cllr Jenkins**

The Area Board will be meeting on Thursday August 4<sup>th</sup> 2016 at 7pm at Heywood Village Hall.

Wiltshire Council has recently approved a strategy to tackle obesity.

A decision on HT-19-16 waiting and parking restrictions has been published by the Cabinet Member for Highways and Transport.

**Cllr King**

Grant Thornton and Frontline Consulting have just released their first term review into the effectiveness of Police & Crime Panels (PCP's). I will forward the headline paper to the clerk to send out to every councillor.

The Clerk has already been sent all of the papers concerning Cabinet Members Decision HT 19-16 Waiting & Parking Restrictions Reviews for sending out to all councillors.

The B3098 Westbury to Lavington Rd was not identified as the most appropriate site for further investigation as a freight management route.

**7.12pm Cllr Hawker arrives**

**R.1594 NOTICE of MOTION received from Town Council on 4<sup>th</sup> July 2016**Proposal:

That the standing committees of Westbury Town Council consist of the following membership;

Highways, Planning & Development	- 8 members
Policy & Resources	- 7 members
Finance	- 8 members

The Mayor & Deputy Mayor to be ex officio members of these committees.

Background:

To end the annual free for all at the Annual Town Council meeting.

Recommendation:

To refer this matter to the Policy and Resources Committee for constitution and formation of standing committees and then to bring back to Town Council for approval, as this motion is so complex and has so many issues.

**RESOLVED to accept the proposed amendment covering agenda items 7 (P.1594) and 8 (P.1595) detailed with minute reference P.1595 below**

**P.1595 NOTICE of MOTION received from Cllr M Sutton on 8<sup>th</sup> July 2016**Purpose:

To re write Standing Orders so that they better reflect the nature of Council and all the changes added over time and to make them more easily read and understood.

Background:

Standing Orders have had additions piecemeal over the past years and need to be better structured so that they are more easily understood.

The size of the current document is out of all proportion to the size and business of the council and contains language that in some cases would be barely understood in the legal profession. This complexity of language and the sheer size of the document inhibit proper understanding of what is required and often lead to more confusion regarding the intent of the wording and hence more argument and discussion.

It is proposed that the document be simplified and rewritten to more accurately reflect the current position.

As the revision will by necessity be painstaking and arduous it is suggested that the Chair and Vice Chair of P & R in collaboration with the Town Clerk re-work the document and present it to P & R for their consideration and amendment at the October meeting, the size and nature of the task making it unsuitable for a large group.

Recommendation:

That the P & R committee approve the draft reconstruction of Standing Orders and recommend approve or amend said draft at the October meeting.

**RESOLVED to accept the proposed amendment below, covering agenda items 7 (P.1594) and 8 (P.1595)**

Proposed New Recommendation

That the council establishes a task-and-finish group to carry out the review described above and to make recommendations for structural change where needed.

**RESOLVED That the council establishes a task-and-finish group to carry out the review described above and to make recommendations for structural change where needed.**

**R.1596**

**NOTICE of MOTION received from Cllr I Taylor on 25<sup>th</sup> July 2016**

Purpose:

To determine whether the Town Council should contribute to the cost of running Westbury Leigh car park once it's been transferred to Westbury Leigh Community Project Ltd.

Background:

Wiltshire Council (WC) has determined the car park has a low strategic asset value and decided to dispose of it. If there is no Community Asset Transfer (CAT), the site will be sold for development (approximate value £380k).

It is understood the proposed CAT will take the form of a long lease or freehold agreement with a covenant to the effect that, should the transferee fail to use it as a community asset, the car park will revert to WC.

The car park has no income and although a permit scheme is available, it has never been implemented.

Westbury Leigh road has 80 properties without a garage or off-street parking, and 62 legal on-street spaces. The car park has 42 spaces, 20 to 30 of which are in regular use overnight; it is relatively quiet during the working day.

Closure of the car park would deprive at least 20 households of legal parking, generate increased illegal parking and cause a significant reduction in local property values.

Westbury Leigh Community Project Ltd (WLCP) will fund, manage, operate and maintain the car park for the foreseeable future. It will make this public amenity available as is, free-to-use 23 out of 24 hours, to any Westbury resident or visitor on a first-come basis.

WLCP has identified expected regular costs, periodic costs and the need, over time to pay annual contributions to a £30k target 'sinking fund' to meet the cost of long term maintenance including re-surfacing. Overall it proposes an annual budget of the order of £3k - see attached a schedule of expected costs and a summary of surveyor estimates.

Although it has a healthy bank balance and operates a well-established, successful enterprise, hiring out the local Community Hall - see attached an edited statement of accounts for 2015/16. WLCP is prosperous at present but in the long term is as vulnerable to risk as any other Limited Company.

**Recommendation:**

In recognition of the public benefit to, and the support and effort by the local community to Westbury Leigh Community Car Park, commencing one year after Westbury Leigh Community Project's take-on of the car park and receipt of satisfactory financial and management statements from it, this council resolves to contribute to the proposed budget.

**RESOLVED to accept the proposed amendment shown below**

**Proposed New Recommendation**

This Committee therefore recommends to Council:

- 1 That this Council reaffirms its support for the transfer of the Car Park at Westbury Leigh to the Westbury Leigh Community Project Ltd.
- 2 That Westbury Community Project Ltd should be allowed to complete its negotiations with Wiltshire Council.
- 3 That if after the end first 6 months of transfer WLCP considers that WTC financial support is necessary it should present to Westbury Town Council its full Business Plan detailing all of the options that are available and have been considered or tested.
- 4 That in the meantime the Council should make a contribution of 50% of transfer costs or £600 whichever is the greatest.

**RESOLVED to accept the proposed amendment and recommend the following to Town Council in September**

- 1 **That this Council reaffirms its support for the transfer of the Car Park at Westbury Leigh to the Westbury Leigh Community Project Ltd.**

- 2 That Westbury Community Project Ltd should be allowed to complete its negotiations with Wiltshire Council.
- 3 That if after the end first 6 months of transfer WLCP considers that WTC financial support is necessary it should present to Westbury Town Council its full Business Plan detailing all of the options that are available and have been considered or tested.
- 4 That in the meantime the Council should make a contribution of 50% of transfer costs or £600 whichever is the greatest.

**R.1597 NOTICE of MOTION received from Delegation of Services Working Group on 25<sup>th</sup> July 2016**

Proposal

Appoint a Cleaning Contractor for the Westbury Public Conveniences.

Background

The Landscape Group has been cleaning the public conveniences on an ad-hoc basis while the 7-year lease for the public conveniences is negotiated. The Town Council is now close to finalising and signing the lease and now is a good time to firm up the cleaning contract arrangements.

At the Town Council meeting in 4.07.16 it was noted that the draft lease had been approved for signing, subject to minor corrections (T3569). The public conveniences are open and cleaned 7 days each week, 3 hours each day. Having considered the cost of employing cleaners, outsourcing the cleaning contract offers the best value to Westbury Town Council to save money, transfer risk and protect our staff resources. Having contacted several cleaning companies across the Southwest, two companies came forward with a quotation based on a detailed specification. The contract terms are initially 2 years and 6 months (to tie in with financial year) with an option to extend.

Company 1 £15,288 per year.

Additional cleans on request £42.00 per visit

Company 2 £12796.00 per year.

Additional cleans on request £9 per visit per cubicle £13.88 on Saturday and £18.51 Sunday & bank holidays.

Recommendation

That the P&R committee recommends to Town Council that Company 2 is given the cleaning contract for Westbury Public Conveniences.

**RESOLVED to recommend to Town Council to appoint company 2 as contractor to clean public conveniences in Westbury**

**R.1598 RECOMMENDATION received from Town Clerk on 26<sup>th</sup> May 2016**

To discuss and review the current Car Usage Policy (document 1 attached) along with the suggested changes shown in document 2 attached, and if satisfied, recommend adoption to Town Council in September 2016.

**RESOLVED to recommend adoption of the revised car usage policy shown on document 2 to Town Council in September 2016**

- R.1599 CHAIRMAN'S MATTERS FOR REPORT NONE**
- R.1600 BUDGET BID received from the Editorial Working Group on 18<sup>th</sup> July 2016**  
 The Editorial Working Group requests £4,400 in the 2017-18 budget for the continued production of the Town Council newsletter.
- The newsletter requires funding for the 4 planned issues in 2017-18 and although there may be savings due to the office producing the format in future there needs to be an increase to cover any unforeseen costs and inflation.
- The amount set aside in the balance sheet for 2016-17 is £4,000
- RESOLVED to withdraw this budget bid**
- R.1601 CLERK'S CORRESPONDENCE/MATTERS. NONE**
- R.1602 WORKING GROUP'S REPORTS/RECOMMENDATIONS:**
- 1 Events Working Group**  
 We held a meeting on 18<sup>th</sup> July to consider the outcome of the street event held on the 9<sup>th</sup> July.
- Those present felt that this year street event was successful and that the crowds were larger than normal. It also appeared to be busier than in previous years, which was great to see. We had some complaints that the rides on the fun fair were expensive. This is nothing to do with the Council as Steve Wellings provides the fun fair at no cost to the Town Council. Dinotopia was very popular but due to its size and the length of its tail it was unable to get through the crowds. The children just wanted to have photos taken with him.
- The evening concert was a success although the sound was varied and lighting poor. The company that supplied the stage equipment has been informed of our concerns over the lighting and sound. They also have been informed for future events that they are still responsible as the booking is with them, not the sub-contractors.
- The council has received a report from Wheelers concerning the sockets in the Market Place. They will all require replacements as they have been damaged by water. At this moment in time we are waiting for the costing to come through.
- The Christmas street event is well underway in its preparation
- 2 Westbury Tourism Working Group – Group Not Met.**
- 3 Delegation of Services Working Group – see minute ref R.1597 above**

#### **4 Great War Commemoration Working Group**

The HLF project is now complete with the evaluation completed and to date there have been no queries raised by HLF.

The project has underspent by approximately £100 and the film "The Everyday Tommy" based on members of the local community who's family participated in the war is now available on the Town Council Website and showing at the Heritage centre.

Later this month 29th July the film " The Battle of The Somme " hosted by the family History Society will be shown at the Laverton.

Planning has now started for an event to mark the end of WW1.

#### **5 Business Plan Working Group – Group not met.**

#### **6 Editorial Working Group – Report attached.**

The next Newsletter will be published in September so that the issue dates can be made more logical. Previously the Spring edition was in April but it seems more important to have the issue in early June to coincide with the start of the council year and then every 3 months thereafter.

The last newsletter was not up to standard in respect of colour and format with some of the colour used on some text making reading very difficult and the general format was not deemed to be either exciting or very readable. It is proposed that the Town Clerk and team will design the next issue and send it to the printers for printing only. This will save time and costs.

If anyone has any items they believe should be in the Newsletter please notify the clerk.

### **R.1603 TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:**

#### **1 Community Governance Review**

The group has had three meetings since being set up by the P & R committee and those meetings have mainly been concerned with the structure and format of the work required.

The maps provided by Wiltshire have been less than clear and some boundaries difficult to discern particularly where county wards overlap with town wards'

The group produced 5 reasons why a review of boundaries should be carried out and identified those parts where revisions could be undertaken.

Among the sites considered for revision are

- the ex-cement works and surrounds
- West Wiltshire Industrial Estate
- The White Horse area
- Anomalies around Mane Way

- Old Dilton

The group plan to visit these sites prior to the next meeting in August to decide where the proposed revision could be drawn.

An added complication is that as Wiltshire Council are going to review the electoral boundaries within the area they have made it known that any local review will not be before that date.

**R.1604**

**ACCOUNTS:**

**List of Payments** Schedule number 500 for the month of May 2016 totalling £70,869.54 was approved and signed by the Chair.

**8.11pm**

**Signed on behalf of the Meeting  
this 3rd day of October 2016**

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**Chairman**