

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD AT  
THE LAVERTON, BRATTON ROAD, WESTBURY ON  
MONDAY 1st JUNE 2015 AT 7.00 PM.**

**PRESENT: Cllrs M Sutton, I Taylor, D Bradshaw & G King  
Mr K Harvey, Town Clerk, & Mrs J Dyer.**

**Cllr F Morland attended the Public Forum**

**PUBLIC FORUM**

- Hazel O'Hara attended and spoke on behalf of STOP to encourage the Town Councils support of a full consultation about the future use of the former Westbury Hospital site.

Questions were also raised about the changes to the Westbury boundaries and it was agreed that a formal request would be submitted to the HP&D Committee to respond.

- Cllr F Morland also spoke expressing his concerns that all matters ascertaining to the former Westbury Hospital site should be dealt with by the HP&D Committee as this was a matter of planning & development, although he acknowledged that no planning application had yet been submitted.

**R.1439 TO ELECT A CHAIRMAN – Cllr M Sutton was elected Chairman**

**R.1440 TO APPOINT A VICE CHAIRMAN – Cllr I Taylor was elected Vice Chairman**

**It was agreed to move item 14 of the agenda to before item 8**

**R.1441 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE**

Apologies received from:-

Cllr S Andrews           Personal

Cllr D Jenkins           Personal

Cllr D Windess           Business

**R.1442 DISPENSATIONS - None**

**R.1443 DECLARATIONS OF INTEREST (if any) AND REASONS - None**

**R.1444 MINUTES**

To confirm and sign the Minutes of the Committee Meeting held on the 7<sup>th</sup> April 2015 (Previously circulated with Town Council Agenda for 23.3.15).

**AGREED**

**Signed by the Chairman .....Date.....**

**MATTERS ARISING** (if any) **FROM THESE MINUTES.** **Note: no new decisions can be taken - None**

**Members Matters Arising - None**

**R.1445**

**RECOMMENDATION received from Cllr G King on 22<sup>nd</sup> May 2015.**

To create a task and finish group to investigate the need for a mixed use site (former Westbury Hospital site) that will house both a residential and extended care facility that is capable of standing up to scrutiny (format of working group and background information attached).

That this will be a Community Focused T&F Group which should comprise of no more than 9 Members which should make decisions by consensus and be made up as follows:

3 x Town Councillors,  
1 x representative of the STOP group,  
1 x Wiltshire Council officer (Adult Social Care or Housing),  
The Community Area Manager,  
1x representative of the BA13 Community Area Partnership,  
1 x representative of the White Horse Health Centre and;  
1 x representative of the Leighton Recreation Centre

Cllr King spoke at length in support of the STOP campaign and the need for intermediate care facilities within Westbury and the need to create a permanent link between the town, the NHS and the community. Previous talks with NHS and Wiltshire Council representatives have been very encouraging and both are willing to consider any proposals that would allow each to develop their plans which would be of benefit to the community.

However it was also stated that the CCG would not revisit their 2008 decision in which they failed to consult Westbury Town Council over their plans for the former hospital site.

The proposed Task & Finish Group would be concerned with the health and social care aspects of any future plans for the former Westbury Hospital site as no planning application had been received.

Cllr Morland spoke from the public forum stating that he believed that this motion was contrary to the scheme of delegation and that although a planning application had not been submitted, a public exhibition had been held and the developers intentions to submit an application in the future were quite clear and therefore this should be a matter for consideration by the HP&D Committee.

Cllr Morland also believes that the proposed format of the Task & Finish Group (as shown above) is unconstitutional as it only has 1/3 representation of Westbury Town Council.

**Signed by the Chairman .....Date.....**

The Chairman, Cllr M Sutton, concluded that, as Cllr Morland has stated himself, no planning application had been received and that it was quite clear that this was not yet a planning matter therefore no planning experience was needed by members of the proposed Task & Finish Group. This was a policy matter and any policy decisions taken would but submitted to Town Council for approval.

**AGREED** To form a Task & Finish Group with the format and brief as shown above and the Town Clerk would email all councillors on 2.6.15 to ask for representatives.

**All members of the Public Forum leave; Cllr Morland remains.**

**R.1446 TO APPOINT THREE MEMBERS TO THE FINANCE COMMITTEE**  
Cllrs King, Sutton & Taylor were appointed.

**R.1447 WILTSHIRE COUNCILLORS' REPORTS.**  
Cllr King reports that the B3098 (Bratton Road to the villages) is included in the 2015/16 restructuring programme. An inspection has been carried out and the road will need to be repaired however Wiltshire Council have said that this will take at least 18 months due to planning and notice periods.

It was recommended that this matter be referred to the HP&D Committee for comment, with a further recommendation the HP&D Committee refer this to CATG as a priority.

**R.1448 RECOMMENDATION received from Town Clerk on 6<sup>th</sup> May 2015.**  
To agree a format for staff & councillors name badges.

It was agreed to use existing format (name card & lanyard); printed double sided by Heron Press at a cost of £36.

**R.1449 RECOMMENDATION received from Lilly Bale, Laverton Marketing & Development Officer on 14<sup>th</sup> May 2015.**

**Purpose:**

To enter in to a contract with PHS Group to supply automatic Air Fresheners, toilet rolls and hand towels.

**Background:**

There is currently no assisted ventilation in any of the toilets in The Laverton. Also, 2 of our 3 toilets have baby changing facilities and we currently only have open bins to store soiled nappies, which will often remain in these bins all over a weekend if we have functions in the hall.

The air fresheners chosen work by motion sensor so that they are only used when needed, making it a more economical choice than a time activated sensor.

Toilet rolls are currently bought from local shops as and when required however current dispensers are inadequate for private functions over a weekend.

**Signed by the Chairman .....Date.....**

We currently have a hand towel dispenser in the ladies toilet however the towels to fit this dispenser are no longer available and the alternatives we have bought are not dispensing easily which is leading to a large amount of wastage.

**Recommendation:**

To enter into annual contracts with PHS Group to supply:

- 2 x Airscent Units (one for each of ladies & gents toilets) at a cost of £39 per unit per year with 8 scented refills per year – total annual cost = £78 plus VAT
- 8 boxes (12 per box) of mini jumbo toilet rolls – total annual cost = £79.76 plus VAT. To be located in ladies, gents & disabled toilets. Dispensers provided free of charge.
- 4 boxes (3000 per box) of hand towels – total annual cost = £51.52 plus VAT.
- To be located in ladies, gents & disabled toilets. Dispensers provided free of charge.

**AGREED**

**R.1451 RECOMMENDATION received from Cllr M Sutton on 18<sup>th</sup> May 2015.**

**Purpose:**

To have a standard format for submissions to committees or Council.

**Background:**

Motions or recommendations to committees or Council are submitted in various forms some of which have more clarity than others.

Before making informed decisions it would benefit councillors if a standard format was adopted and used and which they could use at their convenience.

**Recommendation:**

P & R committee to recommend the adoption of a standard format as used in this recommendation.

**AGREED** The recommendation will be shown directly on the agenda and the purpose & background will be shown as attachments.

**R.1452 RECOMMENDATION received from Town Clerk on 18<sup>th</sup> May 2015.**

To discuss the next step for the town councils website and agree to authorise the office to maintain it on a day to day basis.

**AGREED**

**R.1453 DOG WARDEN**

Cllr I Taylor reports the following:-

The Group intend to conduct a trial so as to make an evidence-based recommendation either in favour or not of appointing a Dog Warden and, if

**Signed by the Chairman .....Date.....**

relevant, to suggest how the function might be operated, managed, evaluated and costed.

**Activity update:**

1. Wiltshire Council will provide complaint report information and current collection service (i.e. Will the Barrowman).
2. Kevin Bowler of Landscape Group, working with the barrowman, will provide any requested additional dog mess collection.
3. An article in the White Horse News and the Wiltshire Times has outlined what is proposed and asked for residents' support.

**To be done:**

- Barrowman interview
- Specify data collection
- Set out timetable
- Publish further news article
- Run the trial
- Analyse results and make recommendation

**Relevant background information:**

- During a four day period in May the Heritage Centre handed out 2500 dog poo bags. The take-up of these bags has risen since we stopped asking people for their post-codes, a circumstance we intend to revise and monitor.
- In the last six months Wiltshire Council received only 16 complaints about dog mess from Westbury residents.

Cllr Morland commented from the public forum that he feels a dog warden would be seen as a reason not to bother clearing up dog mess.

**R.1454**

**PROTOCOL FOR PUBLIC FORUM**

As agreed at the Annual Town Council meeting on 5<sup>th</sup> May 2015, this committee is to consider an appropriate format for future public forums and make any recommendation to Town Council.

It was agreed to recommend to Town Council the acceptance of the following guidelines, as prepared by Cllr King, which should also be published on our website and made available to anyone attending the public forum:

Westbury Town Council [The Council] welcomes questions and comments from the public and has granted a Public Forum of no more than 30 minutes duration before the start of Council meetings. The Public Forum is not part of the formal Council meeting.

Speakers must register to speak at least 10 minutes before the start of The Forum. Speakers will be called one at a time, in order of registration, and may speak for up to 5 minutes.

**Signed by the Chairman .....Date.....**

Speakers may ask questions for information make comment on items on the agenda or make statements on matters that might be of interest to The Council.

**What you can expect from the Council:**

The Council will listen to you;

- If you ask a question, make a comment or a statement the Mayor will respond for The Council. The matter will not be debated and no other Councillor will comment;
- If you are speaking specifically about an item on the Council agenda, you will be offered the opportunity to speak later at the beginning of that debate;
- A factual question will be answered by The Mayor or failing that by the Chair of the appropriate standing Committee;
- If the Mayor cannot answer your question it will be recorded and you will be told that a written answer will be sent to you;
- If you make a comment or statement about a decision of The Council or about matters that The Council may be progressing or neglecting the Mayor may make an immediate response which will be final;
- If the Mayor believes that your matter may require scrutiny/debate they will refer that matter to the next relevant Committee or Working Group for consideration and report back. You will be given the date & time of that meeting and invited to speak;
- The notes of the Forum will record that you spoke and what you spoke about in brief. If you asked a question that was answered this will be recorded in the notes, entirely. If a comment or suggestion is simply 'noted' that is all that will be recorded. Should that comment provoke further debate or scrutiny (at a later date) by referral to committee, this will be recorded in the Notes in full as a recommendation of the Mayor.

**What the Council expects of you:**

- That you prepare what you want to say in advance;
- That you speak only when you are invited to do so, you stop when requested and you accept the Mayors response is final;
- That your presentation is measured, polite and courteous throughout, although you may feel like it you are not required to be angry to speak to The Council;
- That you refrain from making personal comments about individual Councillors in the Public Forum as that Councillor will not have a right of reply

**Signed by the Chairman .....Date.....**

**R.1455 ELECTRONIC AGENDAS – AGREE WORDING FOR STANDING ORDERS.**

As agreed at the Annual Town Council meeting on 5<sup>th</sup> May 2015, this committee is to agree wording to amend Standing Orders.

It was agreed that, as all councillors had previously been given the opportunity to express their preferences to receive agenda by post or email, no changes to standing orders were needed.

**R.1456 NAMING CONVENTION POLICY**

As agreed at the Annual Town Council meeting on 5<sup>th</sup> May 2015, this committee is to agree a naming convention policy for when office staff email agendas and other documentation to councillors and to receive meeting dates electronically.

Once a naming convention policy has been agreed, this committee will also need to agree wording to amend standing orders.

It was agreed that the Town Clerk/officers, along with Cllr I Cunningham, discuss and bring proposals back to the August meeting.

**R.1457 CHAIRMAN’S MATTERS FOR REPORT - None**

**R.1458 BUDGET BIDS - None**

**R.1459 CLERK’S CORRESPONDENCE/MATTERS.**

Meetings – Town Clerk will shortly be arranging meetings for Business Planning & Editorial Working Groups.

Quality Council Scheme – Now called the Council Awards Scheme. P&R Committee may want to consider this scheme in the future.

Sports Road show – This has been booked for 29 July & 5/12/19/26 August.

Parish Council elections – Wiltshire Council may not be paying for these in the future.

**R.1460 WORKING GROUP’S REPORTS/RECOMMENDATIONS:**

**Events Working Group** – no report

**Website Working Group** – no report

**Westbury Tourism Working Group**

The Town Clerk reports that Barbara Mantle worked hard to progress the Blue Plaque Scheme but Steve Hobbs, Wiltshire Council Archivist, is now unhappy with the wording on the plaque. The Town Clerk will speak to the Planning Dept at Wiltshire Council to ask if the wording can be changed without re-applying.

**Delegation of Services Working Group** – no report

**Signed by the Chairman .....Date.....**

## **Great War Commemoration Working Group**

The project for this year is being based around recruitment and the effects it had on the community and what it was like to enlist into the Army.

In order to help the project the town council has applied for a grant through the Heritage Lottery Fund. The requirements and criteria the grant requested were quite explicit and one of the main factors was the involvement of young people especially between the ages of 11 - 24 years of age.

It was decided that it would be beneficial in the application that the project in this instance be called Westbury Remembers - the chosen & the fallen, which portrays the heady atmosphere of patriotism and jingoism at the commencement of the war. It was the start of a story for many local young men and women and the anguish and loss felt by so many families and the community as a whole.

The Head teachers of the local schools received a short presentation/discussion from the group and we have written to them to explain the project aims.

Briefly the project will consist of :-

- A series of exhibitions including our core activity - Recruitment enactment - will take place at the Laverton from Monday 6th to Friday 17th July.
- A related display of WW1 memorabilia, ephemera and artefacts provided by Wiltshire soldiers.
- An opportunity to research family history with Wiltshire Family History.
- A public display of Wiltshire Council's Wall of Remembrance.
- Wiltshire at War exhibition, along with an associated education display.

We will be planning to run a recruitment road show, to be staged by Trowbridge Museum, which will visit our local schools by arrangement. At present the details of these visits are being finalised.

The HLF grant request was submitted on the 1st of April - we have had some positive comments, however we will not know the decision until June 11th.

If we are unsuccessful then we have an alternative plan which we can use, however this will restrict several of our activities.

We are collecting ideas to celebrate the end of the Great War in 1918.

**Business Plan Working Group** - no report

**Signed by the Chairman .....****Date.....**



**Editorial Working Group**

The original Task and Finish Group completed its work and submitted its recommendations to P & R which were then accepted by Town Council at the meeting of May 5<sup>th</sup> 2015.

- The recommendations were:-
- That a Newsletter be produced quarterly
- The dates to be the first of January, April, July and October
- The October newsletter to be the Annual Report
- The format to be concise and readable in town colours where possible
- The newsletter to concentrate on council events and not councillors
- The mayor to have an input
- A piece to be devoted to council process

Town council approved the group to continue as the Editorial Working Group which would meet quarterly prior to publication to decide and approve content.

**R.1461            TASK & FINISH GROUPS REPORTS/RECOMMENDATIONS:**  
a. Dog Warden T&F Group – verbal report given during the meeting

**R.1462            ACCOUNTS:**  
**List of Payments – AGREED**

**Monthly Statements – Not available**

**8.55pm**

**Signed by the Chairman .....Date.....**