

## **CALNE TOWN COUNCIL**

### **Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 13 July 2015**

#### **PRESENT**

Councillor T W B Rounds – Deputy Town Mayor  
Councillor Mrs G J Ansell  
Councillor Mrs M J Baggs  
Councillor C M Boase  
Councillor Ms H E Canfer  
Councillor D I Conway  
Councillor D J Davies  
Councillor A K Hill  
Councillor R C MacNaughton  
Councillor A S Muir  
Councillor P M Redmond  
Councillor R J Stigwood  
Councillor A J Trotman  
Councillor P A B Venton  
Councillor D L Warnett  
Councillor G P Widger

#### **OFFICERS**

Mrs L A Roberts – Town Clerk  
Mrs Clare Harris – PA to the Town Clerk

#### **IN ATTENDANCE**

Rev Sam King  
Gerald Milward-Oliver – Townwork (Town Centre Masterplan)  
Bob Marshall – Our Place Project

#### **25/15 APOLOGIES**

Apologies were received from the Town Mayor, Councillor Marshall, Councillor Denley and Councillor Dr Reid

#### **26/15 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **27/15 MINUTES**

The Minutes of the Full Council meeting of the Town Council held on Monday 22 June 2015, having previously been circulated, were signed by the Deputy Town Mayor as a correct record.

#### **28/15 TOWN MAYOR'S ANNOUNCEMENTS**

**28.1 Town Criers' Competition** – Members noted the correspondence.

- 28.2 Summer Festival** – Members wished to thank all the officers who worked in advance of the festival and on the day, in particular, Tracy Howell who co-ordinated the days events. It was suggested that the Town Mayor write to all concerned reiterating the above.
- 28.3 SLCC Roadshow – Wednesday 1 July** – Members noted the Town Mayor’s letter. Cllr Hill added that he too attended the regional conference. He thoroughly enjoyed the day and found the course content very informative. The Deputy Town Mayor supported the Town Mayor’s sentiments regarding Councillor attendance at civic events and urged members to attend future civic occasions.
- 28.4 The Opening Church Service for the Calne Music & Arts Festival will be held on 4 October at The Methodist Church** – Members noted the date and venue of the forthcoming civic service.

## **29/15 POLICING IN CALNE**

- 29.1 Police Report** – Members were disappointed to note that there is, yet again, no police representation at this meeting. It was noted that there has been a lack of attendance at Area Board meetings also. It was suggested that the police report be placed at the beginning of future agendas, so that the police can attend, answer any questions and leave as soon as possible. This, if explained, may encourage future attendance.

Members were made aware that Sgt Huggins is currently covering Calne, Chippenham and Corsham and this will certainly be having an impact on Calne. Cllr Trotman has spoken with the PCC and raised his concerns over the current lack of police resources, in particular in Calne.

The Deputy Town Mayor commended the police on the recent conviction of a known local criminal and wished to congratulate PCSO Cook on his commendation and PCSO Willox’s promotion to PC, although he will soon be leaving Calne, relocating elsewhere.

Cllr Hill spoke of the recent issues experienced on Porte Marsh Industrial Estate with travellers moving on to the Decueninck site. Cllr Hill went on to explain that two members of the Beversbrook team, took it on themselves to ‘camp out’ at Beversbrook overnight, guarding the premises to ensure that the travellers did not gain access. Cllr Hill proposed a vote of thanks to these staff at Beversbrook for their support and commitment during this time.

Cllr Hill did ask at the time, if the Mobile CCTV unit could be deployed in the area, and this request was put forward to Sgt Huggins. It was agreed that this is a valuable resource and should be used. The travellers did in fact move off Porte Marsh that evening and have not returned to the area.

### 30/15 REPORT FROM UNITARY COUNCILLORS

Cllr Hill updated members on the recent refusal (overturning the Wiltshire Council case officers recommendation for approval) of the application to expand and make permanent the Hills site at Lower Compton. Whilst Hill's have the right to appeal this decision, they have not submitted an appeal to date.

Cllr Hill explained to members that Hill's have in fact been operating a Waste Transfer Facility on this site, for the last five years, without permission. In light of the refusal of this application, Wiltshire Council is now in a position to be able to enforce this issue, if they were minded to do so. Members strongly agreed that the Town Council should be pushing for this activity to cease and requested that the issue should be addressed by the Area Board.

Furthermore, Cllr Hill confirmed that in the Adopted Wiltshire & Swindon Waste Site Allocations Document, the site at Lower Compton is identified as a strategic site. Whilst the Landfill Site may be classed as strategic, the waste transfer element, which does not have permission to operate, should not be classed as strategic and this should be re-worded from strategic to local.

*It was proposed by Councillor Hill, seconded by Councillor Warnett and*

**UNANIMOUSLY RESOLVED** *to recommend that this should be taken to the next Area Board Meeting so that the Community Area as a collective can register their concerns. The Area Board should ask that Wiltshire Council now enforce the closure of the Waste Transfer Station and that the reference to Lower Compton as a strategic waste site in the Adopted Wiltshire & Swindon Waste Site Allocations Document is removed.*

Councillor Mrs Ansell confirmed that the 'Beat the Street' initiative has now finished. It was a resounding success and the group have received some excellent feedback. Many would like to see this project rolled out again. Prizes were awarded to Fynamore, St Dunstan and St Edmond's schools. The aim of the initiative was to see if the Calne Community could walk the distance around the world once, whereas in fact the town walked 'twice' around the world. An excellent achievement.

Councillor Trotman reminded members that the next Area Board meeting is on 4 August at Beversbrook and he encouraged attendance by members of Calne Town Council at the meeting.

Cllr Trotman alerted members to the consultation currently underway regarding the Chippenham Site Allocation DPD – the proposals of which will have an impact on the east of Chippenham along its boundary with Bremhill/Tytherton. It was generally felt that members should be aware of these proposals which could potentially have an impact on our Community Area.

## **31/15 COMMITTEE MINUTES/WORKING GROUP MINUTES**

### **31.1 Town Development & Planning Committee**

*It was proposed by Councillor Hill, seconded by Councillor Warnett and*

**RESOLVED** to approve the minutes of the Town Development and Planning Committee meetings held on 21 April, 12 May, 2 June and 23 June 2015.

### **31.2 Amenities Committee**

*It was proposed by Councillor Trotman, seconded by Councillor Mrs Baggs and*

**RESOLVED** to approve the minutes of the Amenities Committee meeting held on 8 June 2015.

### **31.3 Policy & Resources Committee**

*It was proposed by Councillor Mrs Ansell, seconded by Councillor Mrs Baggs and*

**RESOLVED** to approve the minutes of the Policy & Resources Committee meeting held on 22 June 2015.

### **31.4 Calne Community Neighbourhood Plan**

The minutes of the meetings held on 2 April, 23 April, 21 May and 4 June 2015 were noted.

### **31.5 Renewable Energy Steering Group**

The minutes of the meetings held on 4 March, 8 April, 6 May, 3 June and 8 July 2015 were noted.

*It was proposed by the Deputy Town Mayor, Councillor Rounds, seconded by Councillor Boase and*

**UNANIMOUSLY RESOLVED** to approve the decision of the Renewable Energy Steering Group that they cease work on bringing forward a Neighbourhood Development Order (NDO) and reform the group as a sub-group of the Calne Community Neighbourhood Plan Steering Group (CCNPSG).

### 31.6 Town Hall Working Group

The minutes of the meeting held on 18 May 2015 were noted.

## 32/15 REPORTS FROM OFFICERS OF THE TOWN COUNCIL

### 8.1 Investment in the CCLA Property Fund

#### 8.1.1 Briefing Paper by the Town Clerk

Members thanked Mark Davies of the CCLA for his comprehensive presentation and went on to discuss the proposals in some depth. Members had mixed views and debated the pro's and con's to investing in this manner.

*It was proposed by Councillor Warnett, seconded by Councillor Redmond and*

**RESOLVED** that the Town Council should not invest in the CCLA Property Fund at the present time.

#### 8.1.2 Policy for Reserves, Investment and Borrowing

In light of the above resolution, the wording in italics relating to investment in the CCLA Property Fund would be removed.

*In addition to the above amendment, it was proposed by Councillor Warnett, seconded by Councillor Trotman and*

**RESOLVED** to request that in addition to the quarterly reports presented to the Finance Working Group and in the interests of openness and transparency, the Town Clerk prepares and presents an annual investment report to Full Council.

## 33/15 Our Place Project

Bob Marshall, Chair of the Our Place Project gave a verbal update to members on progress to date and the group's aspirations for the future. Members whole heartedly supported the excellent work being undertaken to increase the tourism offer in the town and put Calne back on the map.

Councillor Trotman declared an interest as a member of one of the sub-groups. Cllr Trotman will debate but not vote.

*It was proposed by Councillor Hill, seconded by Councillor Venton and*

**RESOLVED** to approve (a) to offer continued support to the Our Place project through officer and councillor involvement , (b) to delegate authority to the Town Clerk to fund

*activities up to and not exceeding £5,000 relating to the repositioning exercise and to deliver an effective programme of launch activities during the Food and Drink festival and Heritage Week and (c) to press the Our Place Steering Group to seek alternative and additional funding to support activities where possible, using Town Council commitments to pump-prime potential funding requests.*

### **34/15 MASTERPLAN – RE-INVENTION OF CALNE’S TOWN CENTRE**

Members discussed the next steps for the Masterplan and the need to drive this development plan forward as quickly as possible. £10,000 is now required to be used as pump-priming to take the Masterplan to the next stage.

*It was proposed by Councillor Trotman, seconded by Councillor Venton and*

***UNANIMOUSLY RESOLVED*** to approve the allocation of no more than £10,000.00 towards the next stage of the Master planning process and that this funding would be taken from the Neighbourhood Plan Budget 901/9022.

### **35/15 FIXED PENALTY NOTICE ENFORCEMENT STRATEGY**

The Town Clerk confirmed that the purpose of this initiative is not to issue, at will, numerous Fixed Penalty Notices, but inform the public that the Town Council now have the authority to do so. The Town Council need to have an enforcement strategy in place to make the process lawful. The main purpose of this initiative is to educate residents and visitors to the town to behave responsibly and keep their community clean and free from dog fouling and litter.

*It was proposed by Councillor Warnett, seconded by Councillor Widger and*

***UNANIMOUSLY RESOLVED*** to approve and adopt the Fixed Penalty Notice Enforcement Strategy.

### **36/15 MEMBERSHIP OF THE AMENITIES COMMITTEE**

Councillor Trotman, the Chair of the Amenities Committee proposed a vote of thanks to Councillor Mrs Baggs, following her wish to step down from the Committee, for her continued support and long service on this committee.

*It was proposed by Councillor Boase, seconded by Councillor Warnett and*

***RESOLVED*** to elect Councillor Stigwood on to the Amenities Committee for the remainder of the municipal year.

### **37/15 REPRESENTATIVES ON OUTSIDE BODIES**

Following a letter from Viridor Credits refusing the request for Councillor MacNaughton to be the Town Council’s representative on this group, Councillor Boase confirmed that he was invited to join the Viridor Credits Group as a representative of the Calne Civic Society, which has

subsequently dis-banded. He confirmed that he does not represent the Town Council on this group. There was some confusion and it was resolved to delegate authority to the Town Clerk to contact Viridor to resolve the matter.

### **38/15 GRANT APPLICATION – ROYAL BRITISH LEGION**

*It was proposed by Councillor Mrs Baggs, seconded by Councillor Mrs Ansell and*

**RESOLVED** to approve the grant application for hire of the Town Hall for the Royal British Legion 75<sup>th</sup> Anniversary Dinner on 26 September 2015 at a cost of £396.00.

### **39/15 RECORDING OF DELEGATED DECISIONS**

*It was proposed by Councillor Hill, seconded by Councillor Mrs Ansell and*

**UNANIMOUSLY RESOLVED** to approve and adopt the Recording of Delegated Decisions Policy.

### **40/15 AUDIO RECORDING, FILMING, PHOTOGRAPHING AND REPORTING OF THE PROCEEDINGS OF COUNCIL AND COMMITTEE MEETINGS**

Councillor Warnett noted that this policy is inconsistent with the Standing Orders of the Town Council and as such they would need to be revised accordingly. The Town Clerk advised that the Town Council's policies are currently been looked at and a meeting of the Policy Working Group would be called in the next couple of weeks to address issues such as this.

*It was proposed by Councillor Warnett, seconded by Councillor Widger and*

**UNANIMOUSLY RESOLVED** to approve and adopt the policy on Audio Recording, Filming, Photographing and Reporting of the Proceedings of Council and Committee Meetings Policy.

### **41/15 ACCOUNTS**

**41.1 The Accounts Paid** – dated 31 March 2105 (Petty Cash), 10 April 2015, page 1703, 13 April 2015, pages 1704 - 1708, 29 April 2015, pages 1718-1725, 30 April 2015 (Petty Cash), 11 May 2015, page 1730, 12 May 2015 (Manual Cheque), 13 May 2015 (Manual Cheque), 20 May 2015 (Manual Cheque), 22 May 2015, pages 1742-1750, 31 May 2015 (Petty Cash), 10 June 2015 (Manual Cheque), 11 June 2015 (Petty Cash), 16 June 2015, page 1774, 16 June 2015, pages 1775-1781, 30 June 2015 (Manual Cheque) & 30 June 2015 (Petty Cash) were noted and approved.

### **42/15 ITEMS FOR INFORMATION**

**42.1 Britain in Bloom Working Group** – the minutes of the meetings held on 13 April, 11 May, 8 June and 22 June 2015 were noted.

- 42.2 Calne Community Safety Forum** – the minutes of the meeting held on 20 May 2015 were noted.
- 42.3 Calne Culture & Tourism Working Group** – the minutes of the meeting held on 12 May 2015 were noted.
- 42.4 Calne and District Twinning Association** – the minutes of the meeting held on 3 June 2015 were noted.
- 42.5 Calne Heritage Centre Trust** – the minutes of the meeting held on 24 March 2015 were noted.
- 42.6 Castlefields Canal and River Park Association** – the minutes of the meeting held on 21 May 2015 were noted.
- 42.7 Focus on Five Group** – the minutes of the meeting held on 26 May 2015 were noted.

**43/15 CONFIDENTIAL SESSION**

It was

**RESOLVED** that in view of the Confidential Nature of the business about to be transacted, that the public and press be excluded and they were instructed to withdraw.