



## Cricklade Town Council

First Town on the Thames

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### FULL TOWN COUNCIL MEETING Monday, 5<sup>th</sup> December 2011 at 7pm at Ockwells

Councillors present: Cllr D Tetlow (Chairman)

Cllr B Beasley

Cllr G Chapman

Cllr M Clarke

Cllr A Dentith

Cllr H Jain-Brar

Cllr J Harmer

Cllr M Hatton

Cllr A Jensen

Cllr T Robertson

Cllr R Szybiak

There were also 2 members of the public and 1 representative from the press present.

**The fire evacuation procedures were made known to all present before commencement of the meeting.**

**Public Question Time** - No questions received.

### MINUTES

#### 11.62 Apologies for Absence

Apologies were received from Councillors R Case, P Colmer, L Forrester and J Norman.

#### 11.63 Declarations of Interest

No declarations were received.

#### 11.64 Chairman's Announcements

- i) The Chairman announced that the Big Tree Plant had been another successful event for all involved with 500 trees planted at the town's new Jubilee Wood.
- ii) Congratulations were passed to new community group, the Christmas Lights Team, who had organised the festivities on Saturday, 3rd December. The event had been well attended with special thanks going to electrician, Chris Inglis and host, Bob Jones.
- iii) The Localism Act had received Royal Assent on 15<sup>th</sup> November.
- iv) The Chairman commented that the Councillors training event held on 28<sup>th</sup> November had been useful and reminded Members of obligations to update the Register of Members Interests and the Record of Gifts and Hospitality
- v) Councillors and staff were invited to attend an informal workshop hosted by the Shadow Community Operations Board being held at Ockwells on Wednesday, 7<sup>th</sup> December to discuss the Cricklade Campus proposal
- vi) Town Centre Car Park – The build was on target to be completed as planned. All being well, an opening event would take place on Monday, 19<sup>th</sup> December. Thanks were passed to Town Council staff in particular to Assistant Town Clerk, John Coole, who was working closely with the contractors and Project Manager.

**11.65 Minutes**

The minutes of the Full Town Council meeting held on Monday, 17<sup>th</sup> October 2011 were slightly amended to include a change to the list of those present and adopted as a true record and signed by the Chairman.

**11.66 Policing Issues**

Sgt Martin Alvis updated Members about recent issues affecting Cricklade. These included that:

- There had been no problems around the town’s Christmas lights switch–on event
- The new Community Speed Watch scheme had started off well in Cricklade
- There had been a spate of fuel thefts in the area
- Recorded anti-social behaviour incidents had been low in recent weeks
- Concerns around two local individuals were being dealt with by the Policing Team and relevant agencies
- There had been a break-in at St Sampson’s school

Sgt Alvis was thanked for attending the Remembrance Day Parade.

**11.67 Town Clerk’s Report - Members NOTED the report as follows:**

<b>11.48</b>	<b>Town Clerk’s Report:</b> <b>Olympics 2012</b> – The outcome of the Town Council’s nomination for an Olympic Torchbearer would be known early in December. <b>Ongoing</b> <b>Councillors Training</b> - Members and staff had taken part in a training session on Monday, 28 <sup>th</sup> November led by Katie Fielding, Secretary of the Wiltshire Association of Local Councils (WALC). Topics covered included law, procedures, roles and responsibilities. <b>Closed</b>
<b>11.50</b>	<b>Boundary Changes</b> – At the meeting on 17 <sup>th</sup> October, Members resolved to support proposals put forward by the Boundary Commission to extend the North Wiltshire parliamentary constituency boundary with the exception of the change of name from North Wiltshire to Chippenham. A letter in response to the Commission’s consultation had been sent by the Town Clerk. <b>Closed</b>
<b>11.61</b>	<b>Town Council Vacancy</b> – Following a co-option process involving 3 candidates, Members had resolved that Mrs Hema Jain-Brar be co-opted to the Town Council. Cllr Jain-Brar has now signed the Declaration of Acceptance of Office. <b>Closed</b>

**11.68 Correspondence**

Members **NOTED** the following items of correspondence:

- i) Wiltshire Association of Local Councils (WALC) - November Newsletter
- ii) National Association of Local Councils (NALC) – A Legal Briefing Note dealing with the code of recommended practice for local authorities on data transparency
- iii) National Association of Local Councils (NALC) – A Policy Briefing Note dealing with the key measures contained in the Localism Act and the new powers for town and parish councils
- iv) A letter from the Royal British Legion (Cricklade & District Branch) thanking the Town Council for the assistance given during the 2011 Poppy Appeal

Members **AGREED** that the consultations referred to at iii) above should be referred to the Planning, Conservation and Transport Committee for response.

**11.69 Area Board Update**

Councillor Tetlow updated Members about the Area Board meeting that had taken place on Wednesday, 30<sup>th</sup> November at the Memorial Hall in Royal Wootton Bassett. There had been a new pilot format with the main business being undertaken during the first part of the meeting before moving onto a second more focused session dealing mainly with

2012 and its celebratory events around the Diamond Jubilee and the Olympics. Presentations had been given by the Town Clerks from Royal Wootton Bassett and Cricklade. Grants had been awarded to Cricklade Country Market and Cricklade Cricket Club. The meeting ran well under this new format and within its timeframe and there were a good number of attendees representing Cricklade.

Thanks were passed to the Town Clerk for her presentation about Cricklade and for support provided by the Assistant Town Clerk.

#### **11.70 Cricklade and Area Community Campus**

Councillor Szybiak updated Members about the second round of consultation based on the proposed split site campus involving the Leisure Centre and either Ockwells or the Police Station. There were to be two public open sessions:

- Wednesday, 7<sup>th</sup> December at Cricklade Leisure Centre – 2pm – 7.30pm
- Thursday, 8<sup>th</sup> December at the Town Council Offices – 2pm – 7.30pm

The informal session on the evening of 7<sup>th</sup> December at Ockwells was not a public meeting but an opportunity for Councillors and staff to talk to the Shadow Community Operations Board.

The consultation process finishes at the end of December for analysis and will then be presented to the Area Board.

During a Suspension of Standing Orders, the Chairman of the Business Association commented that he had received many comments to the effect that the concept of a campus was not fully understood by residents. Cllr Tetlow commented that it was also for Councillors to try to correct any misunderstandings about the campus proposals.

#### **11.71 Wiltshire Council Report -** As Wiltshire Councillor, Cllr Peter Colmer, was not able to attend the meeting, Cllr Tetlow read out a written report which was **NOTED** by Members, the main points of which were:

Wiltshire Council Meeting – the meeting on Tuesday 8<sup>th</sup> November had been long and largely focused on the car parking charging policy. Cllr Colmer's motion to encourage the police authority to embrace 20 mph speed limits/zones as part of the community speed watch programme was passed as well as one to appoint an empty homes officer. During his announcements, the Chairman of Wiltshire Council gave recognition to Cricklade's achievement in the RHS Britain in Bloom competition

Campus development – campus proposals would be discussed at Wiltshire Council's Cabinet meeting on Tuesday, 13<sup>th</sup> December at Salisbury

Recent local issues - these included the Purton Road closure and outstanding planning enforcement issues.

#### **11.72 Neighbourhood Planning**

Members considered a report and recommendation from the Planning, Conservation and Transport Committee. Cllr Harmer outlined the background to Neighbourhood Planning, an important area of the Localism Act. Also, the proposal for the Royal Wootton Bassett and Cricklade Community Area to submit a jointly produced Neighbourhood Plan (NP) under the Department of Communities and Local Government's Front Runners scheme (Vanguard). This came with a grant of £20,000 to be used to help local planning authorities gain insight into how the provisions for neighbourhood planning are likely to work in practice. Other areas in Wiltshire were also front runners for a NP - a site (Warminster), a village (Sherston) and a town (Malmesbury). Main points of discussion included:

- Concerns around the timing of the production of the NP which would be

completed after the introduction of the National Planning Policy Framework (NPPF) in April 2012 leaving a vacuum without any guidance in the form of a completed Core Strategy or NP

- Reassurances given by the Head of the Spatial Planning Team at Wiltshire Council
- Interpretation of the Localism Act in terms of area definition
- The general and wide misunderstanding of neighbourhood planning
- The importance of being part of the pilot which brought with it officer expertise and funding
- The possibility that a separate Neighbourhood Plan produced by Cricklade may be rejected by Wiltshire Council
- The costs to the Town Council associated with full consultation and a statutory referendum around a standalone plan
- The importance of learning more about the process as it was discussed further by the newly established forum due to meet again on 14<sup>th</sup> December
- The Town Council had 2 representatives on the new forum which carried some weight in the decision-making process
- The importance of clarifying any outstanding points prior to and during the next forum meeting

Members **RESOLVED** that Cricklade should enter into the Vanguard Front Runners Scheme though with some reservations and reliant on assurances that requirements for the town are fully met.

**11.73 Rural Housing Survey** - Members considered a request from the Town Plan Steering Group to undertake a Rural Housing Survey. Cllr Szybiak outlined the outcome of a meeting with the Principal Development Officer New Housing (Wiltshire Council). Main points of discussion included that:

- A housing needs survey had not been undertaken for many years leaving a void in evidence for assessing the needs of the town
- The results of the survey would clearly aid the planning process
- The bulk of the costs would fall to Wiltshire Council with only survey delivery to households being undertaken by volunteers in Cricklade
- There was some concern expressed around the suitability of a small number of questions in the example survey presented to Councillors.

Members **RESOLVED** that the Town Council on behalf of the Town Plan Steering Group agrees that Wiltshire Council undertakes a Rural Housing Needs Survey in Cricklade. And delegation be given to the Town Clerk to liaise with Wiltshire Council officers and suggest amendments but not so as to delay the process.

**11.74 Appointment of New Councillor to Committee(s)** - Members **RESOLVED** to appoint Cllr H Jain-Barar to the Community and Leisure Committee.

**11.75 Project Plan** - Members **NOTED** a report by the Town Clerk about the current position on planned project actions for 2011/12 and (in the absence of a Town Plan) suggestions of what to carry forward together with additions for 2012/13 projects. A small number of amendments were agreed.

Members **RESOLVED** to approve the proposed table of projects together with the agreed amendments.

**11.76 Town Council Precept**

Members **NOTED** a report by the Town Clerk together with a recommendation by the Policy and Resources Committee at its meeting on 7th November. In line with this, Members **AGREED**:

- i) that the following one-off payments totalling £9,500 should be made from General Reserves. These were:

Election Expenses £200  
CTC Open Space £2,000  
Diamond Jubilee £5,000  
Grant to Cricklade Leisure Centre £2,000  
Civic Regalia £750

- ii) that no further reductions be made to the budget sheets
- iii) that £2,200 be added to the contingency budget (to cover additional costs arising around the Jubilee/Olympic celebrations, unknown costs around the enhancement of Long Close, car park. service charges, etc.)
- iv) Reviews of the Grounds Machinery schedule and TIP sales are undertaken as a separate exercise.

It was unanimously **RESOLVED** that a figure of £257,635 be agreed as the net planned expenditure budget for 2012/13 and that a figure of £242,841 should be set as the parish precept to levy to Wiltshire Council for 2012/13. This equated to an annual precept for a Band D property of £150.15p. This represented an increase of 2.5% on the 2011/12 precept figure and equal to a rise of £3.67p per year or 7p per week for Band D households.

It was also **AGREED** that the Town Clerk make agreed amendments to the budget sheets and ensures that all Councillors are sent copies of the final budget.

**11.77 Committee Minutes** – Members **APPROVED** the minutes of the following meetings: Planning, Conservation & Transport – 10<sup>th</sup> and 31<sup>st</sup> October. Community & Leisure – 27<sup>th</sup> September and 25<sup>th</sup> October. Policy & Resources – 12<sup>th</sup> September.

**11.78 Liaison with Outside Bodies** - Members **NOTED** a report by the Town Clerk proposing a change in the way that updates are presented to Members around liaison with outside bodies. Members **RESOLVED** that, in future, there should be a standing item on relevant committee agendas to enable updates to be given to that responsible appointing committee.

Members gave the following updates:

Leisure Centre Management Committee – Cllr Dentith commented that refurbishment to the bar area (funded through a loan) was currently being planned and commented on problems around a poster campaign for a Leisure Centre event.

Operational Flood Working Group – Members **NOTED** a written report by Cllr Chapman centred on GPS investigations in Gas Lane, adoption issues with Thames Water, and watercourse management.

Cricklade Country Way Project – Cllr Tetlow confirmed that the planning application for the project had now expired and would need to be re-submitted at a later stage.

Liaison with Schools – Cllr Clarke commented that an article in a column in the December edition of the Chronicle may not have given a clear picture of the amalgamation of St Sampson's Infant and Junior school where the current situation had been described as a *pause*. The amalgamation was still on course for September 2012. However, there was some delay in the formation of a federation to enable more work to be undertaken to bring the two schools together. This work was not affecting the education of children attending the schools. Furthermore, Wiltshire Council was fully behind the project. An Acting Head Teacher would be appointed to the Infant School on a temporary basis to fill the position vacated by the retiring Head.

Town Plan Steering Group – Cllr Harmer reported that the Steering Group was due to meet in the week beginning 12<sup>th</sup> December. There was little involvement with Community First now that the process being followed had changed to allow for tighter timescales and input to the Neighbourhood Planning process. However, it would be useful for Community First to still be informed of progress.

**Meeting Closed at 8.45pm**

