

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Amenities Committee held at 7.30pm on Thursday 1<sup>st</sup> June 2017 at Manor House, Lime Kiln, Royal Wootton Bassett.

PRESENT: Councillors: Robert Anstee, Mary Champion,  
Mike Farrow, Janet Georgiou,  
Rebecca Hearne, Susan Hughes,  
Mike Leighfield

Also in Attendance: Councillors: Steve Bucknell [Mayor], Paul Heaphy,  
Steve Walls,

Officers in Attendance: Johnathan Bourne, Town Clerk  
John Macindoe, Grounds Maintenance  
Team Leader  
Avril Reeves, Administrative Officer

The Chair, Councillor Susan Hughes welcomed the new Councillors to the Meeting.

**Question Time**

There were no questions from members of the public.

**4. APOLOGIES**

Apologies for absence were received from Councillor David Bowler.

**5. 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 12<sup>th</sup> July 2012.

RESOLVED to note that no Declarations of Interest were received.

## **6. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded members that decisions made by the members should look at the wider picture in order to serve the community as a whole.

## **7. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of meetings of the Amenities Committee held on Thursday 2<sup>nd</sup> March, 2017 [A/6/2016/17] and Thursday 25<sup>th</sup> May [A/1/2017/18] copies circulated.

## **8. LITTER REPORT**

The Committee considered the latest litter report and then

RESOLVED to:

- a) note the report
- b) ask the Town Clerk to report in due course on the decision by the Police to withdraw the airwave radios from CCTV control rooms across the county.
- c) report to a future meeting on the ability or otherwise of local councils to appoint litter wardens.

## **9. MARLOWE WAY BUS SHELTER**

The Committee received a report from Naomi Coleman, Administrative Officer and Mayor's Secretary, in relation to the location of the bus shelter at Marlow Way.

The Committee was advised that 13 complaints had been received concerning the shelter being taken down at the top of Marlowe Way.

RESOLVED to:

- a) reinstate the original bus shelter, currently stored in the workshop.
- b) lodge a complaint to the Traffic Commissioners, Thamesdown Buses and Stagecoach regarding the hazard posed by the two bus companies chasing each other around town on an overlapping timetable.

## **10. YOUTH POD AT OTTER WAY PLAY AREA**

Report received from Michelle Temple, Administrative Services Manager advising the Committee that the Council has received a petition objecting to the proposed location of a youth pod at Otter Way.

The Committee noted the objections but felt that the pod, which can be used by all users of the park, is suitable for this particular park. The pod is well covered by CCTV.

RESOLVED that:

- a) the Pod be erected with a grass mat fitting so that it can be easily relocated if required.
- b) a letter be sent to residents explaining the Committees reasons for locating the pod at Otter Way Park.

## **11. JUBILEE LAKE EROSION WORKS**

The Town Council has an ongoing scheme to address the erosion of the banks and the channel at Jubilee Lake. The Council appointed Peter Brett Associates as its specialist advisors and project managers given the complications arising from working within a registered Nature Reserve.

At a meeting held on 5<sup>th</sup> January 2017, Peter Brett Associates were requested to provide regular update reports and a copy of the latest report dated 12<sup>th</sup> May 2017 was circulated. The Council was asked to identify any questions it wished to have referred to its Consultants.

The Committee was also asked to consider giving its approval to the planning application and advertisement for the local newspaper as requested by the Consultants, copy circulated.

The documentation was supported by further reports previously identified, including an ecology appraisal.

The Town Clerk advised members that to undertake the works this autumn the Council had incurred consultancy fees in the amount of £14,500 in the current financial year and was projecting further fees of £17,000 to tender the project. At the close of the last financial year the Council had approximately £38,651 remaining for this work leaving a balance of £7,151 which can be carried forward to the remedial work itself.

Peter Brett Associates have also provided budget estimates for their tender evaluation (approximately £6,000) and project supervision costs (approximately £27,000) although this latter cost could be subject to reduction. The Town Clerk advised members of the options available including tendering the latter part of the project supervision work or recommending acceptance under Financial Regulation 11.1.4.

Turning to the contract itself it was noted that this would be subject to tender on the contract finder website and that ideally the committee needs to be in a position to accept a tender at its meeting in September. Work is planned in two phases, first to repair the channel and then to undertake remedial works to the lake banks themselves. In this way it is hoped that a full closure of the lake can be avoided.

The Town Clerk advised that the Council has budgeted for the work as follows:

2016/17 Lake Erosion Budget	7,151
2017/18 Lake Budget	10,000
2016/17 Amenities Project Budget	21,516
2017/18 Amenities Project Budget	30,000

This gives a total of £68,667 to which the Council allocated a further £96,346 in the Revenue and Resources project fund knowing that this project was forthcoming. This latter sum may require a formal transfer from the Revenue and Resources Committee. [Note: at the meeting the Town Clerk gave rounded figures, for the purposes of these minutes the above figures are actuals.]

The Town Clerk impressed upon members the need to manage this project closely against budget.

Members expressed serious concerns regarding the ecology report and the proposed planning application which they felt left a number of questions unanswered. It was felt that a meeting with representatives of Peter Brett Associates would help to clarify the position.

The importance of this project not being delayed was also outlined due to the severity of the erosion.

RESOLVED to:

- a) note and confirm the fees and budget information provided by the Town Clerk.
- b) continue with the programme as scheduled by Peter Brett Associates, to avoid unnecessary delays.
- c) call a special meeting of the Amenities Committee with the Council's appointed specialist consultants, Peter Brett Associates to allow members to ask questions on the detailed ecological and planning matters of concern.

## **12. ROYAL WOOTTON BASSETT – TOWN GUIDE**

The Town Council has entered into a contract with Burrows Communication Ltd for the publication of a number of editions of the Town Guide. The basis of the contract is that Burrows Communication Ltd seek advertising funding from local businesses using a letter of support from the Town Council, and the Town Council provides editorial for inclusion in the Guide. In this way, the Guide is produced at minimal cost to the Town Council.

As the Council approached the end of the contract, the members who had previously taken a lead on this project felt that the election would provide an opportunity for new councillors to produce the next Town Guide.

Accordingly, Burrows Communication Ltd were accommodating in delaying the publication, but now expect this to proceed over the next few months. Editorial needs to be with Burrows Communication Ltd by the end of July 2017, in time for the Town Guide to be published in the autumn. This is the final Town Guide to be published under this contract.

The Chair felt that the three main areas the committee should concentrate on for this visitor guide are:

- a) the High Street – the centre of our town currently has lots of new businesses.
- b) show casing areas such as our parks and sports facilities.
- c) assisting people to find out about the community and volunteer groups within the town.

RESOLVED to:

- a) accept the above proposal for the forthcoming Town Guide.
- b) authorise Councillors Mike Farrow, Janet Georgiou, Rebecca Hearne and Susan Hughes to produce 16 pages of editorial copy in time for the July deadline.

### **13. COMMUNICATIONS**

The Committee was asked to consider whether it would like any Press Releases or other Communications issued in respect of the Committee Agenda items.

RESOLVED to put out a Press Release on the lines of “Can you Help” with regard to Item 5, Litter Report.

*Meeting closed 9.12 pm*