

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Amenities Committee held at 7.30pm on Thursday 2<sup>nd</sup> November 2017 at Manor House, Lime Kiln, Royal Wootton Bassett.

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

Also in Attendance: Councillors: Paul Heaphy, Nic Hughes, Caroline Redmond, Jenny Stratton and Steve Walls

Officers in Attendance: Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, Emily Maiden, Committee Clerk and Administrative Officer.

**Question Time**

A number of pupils, teachers and support staff from Royal Wootton Bassett Academy were in attendance at the meeting as part of the 'Drop the Rubbish Attitude' anti-litter campaign, which was run in conjunction with the Wiltshire Wildlife Trust. Three pupils gave presentations on their work to highlight and support the campaign within the school. The pupils found that the most common item of litter in the school grounds were plastic drinks straws, therefore they hope to continue with the project to target this issue.

The Chairman thanked the pupils and staff from the Academy for their presentations, and for all the work they had done in relation to the 'Drop the Rubbish Attitude' campaign.

## **27. APOLOGIES**

Apologies for absence were received from Councillor Mike Farrow.

## **28. 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.

## **29. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman updated members in respect of the following: -

- a) Update on children's play area maintenance works. The appointed contractor will commence works on Friday 24<sup>th</sup> November 2017. The Council will also be implementing an 'enhanced inspection regime' for the zip wires.
- b) Town Guide – The amendments have been made and the final proof will be received in the near future for checking.
- c) Goal posts at Otter Way Play area – It has been decided to pivot the goal posts at an angle in order to reduce the inconvenience to neighbouring residents.

## **30. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of a meeting of the Amenities Committee held on Thursday 7<sup>th</sup> September 2017 (A/3/17-18), Copies previously circulated.

### **31. LITTER REPORT**

The Committee received the latest Litter Report, copy previously circulated.

Members enquired as to the possibility of presenting the information in a graph format to identify trends. It was noted that the most common type of litter was associated with fast food outlets.

RESOLVED to: -

- a) Write to businesses asking not to leave rubbish outside their premises and promote taking litter home or using the available bins.
- b) Liaise with the Grounds Maintenance Team Leader John MacIndoe to explore the idea of removing the bins from some areas.

### **32. BLAIN TREE**

Royal Wootton Bassett's Twin Town of Blain in France has donated a Ginkgo Biloba tree to the town. At a meeting of the Amenities Committee held on Thursday 7<sup>th</sup> September 2017 a working group was formed to investigate suitable locations for planting. The working group recommended planting the tree at Jubilee Lake with a plaque provided by the Twinning Association, for the whole town to enjoy, and further recommended that the planting ceremony take place on Saturday 4<sup>th</sup> November 2017. It is understood that this proposal is supported by the Royal Wootton Bassett Twinning Association.

The Committee's confirmation was sought.

RESOLVED to confirm that the Ginkgo Biloba tree will be planted on Saturday 4<sup>th</sup> November 2017 at Jubilee Lake. The Chairman to confirm the exact time via email.

### **33. BARBECUE POLICY**

During the summer months, residents spoke to the Town Council regarding people holding barbecues at the Jacqui Woolford Memorial land. At present, there is no policy on using the open spaces in the town for this purpose, therefore it was decided to create a small working group to look into the matter at the Amenities Committee meeting held on Thursday 7<sup>th</sup> September 2017.

The working party has drafted two policies as follows: -

Barbecue Policy – Royal Wootton Bassett Town Council seeks to ensure the health, safety and enjoyment of all its visitors and wildlife to the town’s parks and open spaces. As such, permission is not given to having barbecues, fires or fireworks of any kind, either as part of a group, organisation or private individual at any play area or open space.

Royal Wootton Bassett Town Council are however happy to receive applications for organised barbecues, submitted by recognised groups and organisations with appropriate Public Liability Insurance and food hygiene certificates for barbecues at the Jubilee Lake Play Area. Food Hygiene Certificates, Risk Assessments and proof of Public Liability Insurance to be provided three weeks in advance of the event.

Permission is not given for the holding of private barbecues, fires or fireworks of any kind at Jubilee Lake, by any group.

No Barbecue Policy - Royal Wootton Bassett Town Council seeks to ensure the health, safety and enjoyment of all its visitors and wildlife to the town’s parks and open spaces. As such, permission is not given to having barbecues, fires or fireworks of any kind, either as part of a group, organisation or private individual at any play area or open space.

The Committee’s views were sought.

RESOLVED to adopt the ‘No Barbecue Policy’ as above, which also prohibits the use of fireworks.

### **34. CHRISTMAS LIGHTS 2018**

Royal Wootton Bassett Town Council's Christmas Lights and Shopping Event is being held on Friday 1<sup>st</sup> December 2017, it is traditionally held on the first Friday in December. Due to the way the calendar falls in 2018, it is recommended that next year's event is held on Friday 30<sup>th</sup> November 2018 for one year only.

The reason for this request is to maximise value for money from the £19,000 expenditure on this scheme. It is not anticipated this will happen every year.

RESOLVED to hold the 2018 Christmas Lights and Shopping Event on Friday 30<sup>th</sup> November 2018.

### **35. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE**

The Committee was asked to consider making recommendations to the Revenue and Resources Committee for its budgetary position in the 2018-2019 financial year. Copies of the draft estimates relating to Amenities previously circulated.

Members are reminded that the draft estimates represent on-going commitments and service provision at current levels. Changes have only been incorporated where there is a clear intent by the Council to undertake change following discussion with the Chairman. Members are also asked to note that to avoid problems previously experienced, all recharges have been set to zero for budgetary purposes only.

The Committee was asked to consider the draft budget for the 2018-2019 year and make recommendations accordingly.

RESOLVED to adopt the figures to take to the next Revenue and Resources Committee meeting and explore the idea of holding a training evening to assist new Councillors.

## **36. 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 issue communications in relation to the following: -

- The visit and presentations from the Royal Wootton Bassett Academy pupils as part of the ‘Drop the Rubbish Attitude’ campaign.
- The introduction of the policy prohibiting the use of barbecues or fireworks at Town Council owned open spaces and play areas.

*The meeting closed at 8.47pm*