

9th March 2020

AGENDA

Dear Councillor

You are summoned to the:

Full Council Meeting

**To be held on Monday 16th March 2020 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Batchelor (Broadway)	Cllr Spender Broadway
Cllr Brett (East)	Cllr Macfarlane (West)
	Chairman of Council and Mayor
Cllr Davis (East)	Cllr Nicklin (West)
Cllr Doyle (East)	Cllr Pitcher (Broadway)
Cllr Fraser (West)	Cllr Ridout (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
	Vice Chairman of Council and Deputy Mayor
Cllr Jeffries (Copheap)	

Members of the public are warmly welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Tom Dommett BA (Hons) CiLCA
Assistant Town Clerk

1. **Apologies for Absence**

To receive and accept apologies, including reason for absence, from those unable to attend.

2. **Declarations of Interest**

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the council meeting held on Monday 20th January 2020; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the council meeting held on Monday 20th January 2020.

4. **Chairman's Announcements**

4.1 To note any announcements made by the Mayor.

4.2 To note the engagements for the Mayor (**See attached**).

5. **Questions**

To receive questions from members of the council submitted in advance.

*Standing Orders will be suspended
to allow for public participation.*

6. **Public Participation**

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

*Standing Orders will be reinstated
following public participation.*

7. **Correspondence Circulated**

Members to note the list of all correspondence circulated since the last meeting. (**See attached**).

8. **Reports from Unitary Authority Members and Police**

To note reports provided which are relevant to the Full Council

9. **Proceedings of Committee**

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

9.1 **HR Committee** meeting held on 13th January 2020; questions to Cllr Macfarlane, Chairman of the committee.

9.2 **Planning Advisory Committee** meeting held on 9th December 2019 and 27th January 2020; questions to Cllr Jeffries, Chairman of the committee.

9.3 **Finance and Assets Committee** meeting held on 6th January 2020; questions to Cllr Robbins, Chairman of the committee.

9.4 **Town Development Committee** meeting held on 2nd December 2019; questions to Cllr Fryer, chairman of the committee.

9.5 **Devolved Services and Assets Committee** held on 25th November 2019; questions to Cllr Fraser, chairman of the committee.

10. Community Hub

The prospect of a Community Asset Transfer of the Hub building from Wiltshire Council to Warminster Town Council has been raised as part of the discussion about regeneration and service devolution.

Members are invited to debate the benefits to the Town of the transfer of the building to town council ownership and make any recommendations as a consequence.

11. Sweeper

Members directed officers to investigate how Warminster Town Council could improve the street sweeping service which is currently provided by Wiltshire Council. (attached)

It is recommended that members resolve to accept the tender from Scarab Sweepers and start the process of recruiting a driver in preparation for beginning sweeping the streets 'in house'.

12. Depot

As part of the service delegation programme, it is considered necessary to have a depot for use by the Councils direct labour staff. In particular it is a requirement if the Council is to run its own road sweeper, which will need skips for the storing of detritus collected.

It is recommended that Council approves the acquisition of the depot and makes a formal bid for Unit 3, Woodcock Road Industrial Estate of £20,000, for a 5-year lease with a break clause after 3 years.

13. War Memorial

Requests had been made for the War Memorial to be cleaned. At the previous meeting member agreed to defer a decision. Members were concerned that cleaning should not damage the memorial and wished to have more information and time to consider the proposals. Further information has been provided (attached)

The members to resolve whether to approve Minerva to undertake the work and the extent of the work to be undertaken. Maximum cost of £4,400 + VAT to be funded from general reserves

14. Calendar of Meetings: Municipal Year May 2020 – May 2021 inclusive

The draft calendar is attached for members perusal. (attached) along with a briefing note. The exact details of which working groups report to which committee will be agreed at a future meeting of Full Council.

Should members approve the new committee calendar, work can continue on preparing the terms of reference and standing orders to complement it.

Members are requested to adopt the calendar of meetings for the May 2020 – May 2021 municipal year.

15. Mayor and Deputy Mayor Elect 2020/2021

Members are requested to propose and second their nominations for the position of Mayor and Deputy Mayor Elect for the municipal year 2020/2021.

16. 18T weight restriction – A36 at Cleveland Bridge, Bath

Westbury Town Council has asked that Warminster Town Council oppose the 18T weight restriction imposed on the A36 at Cleveland Bridge, Bath, by Bath and North East Somerset Council. (attached)

Members to decide whether to support Wiltshire Council's opposition to this restriction due to lack of evidence and consultation provided, and the unrealistic assessment of the number of HGV's diverting onto the Wiltshire road network.

17. Communications

The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

Minutes from this meeting will be available to all members of the public either from our website www.warminster.uk.com or by contacting us at Warminster Civic Centre.

Mayor's Engagements for Full Council
Councillor Paul Macfarlane 14th January – 9th March 2020

Friday 6 th February	Unveiling of St George's School new composter.
Saturday 8 th February	The Royal British Legion Wiltshire County Annual Conference
Monday 24 th February	Royal British Legion Poppy Awards presentation
Friday 6 th March	Warminster Salamander Pass Out Parade
Saturday 7 th March	Mayors Parlour at Warminster Community Radio (WCR)

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
13.01.20	Democratic and Member Services	Briefing Note 20-03: Consultation events in Salisbury	Email
13.01.20	Wiltshire Police	Crime Prevention Advice - Jewellery Burglaries 14/01/2020	Email
17.01.20	Invitation to Imber Perimeter Path Launch Thursday 26 th March 11am	James Nevitt - Environment Support and Compliance Team	Email
20.01.20	Wiltshire Council	Highways Newsletters January 2020	Email
20.01.20	Wiltshire Police	Open Letter from Detective Superintendent Leading the Way In Tackling Organised Crime	Email
20.01.20	Wiltshire Police	Seven People Arrested and Thousands of Pounds Worth of Class A Drugs Seized In Series of Warrants In Swindon	Email
22.01.20	Wiltshire Police	Ten More People Arrested Today In County Lines Drugs Raids In Swindon 21/01/2020	Email
22.01.20	Wiltshire Police	Witness Appeal To Series of Smashed Windows 21/01/2020	Email
23.01.20	Wiltshire Police	Twelve People Arrested Today As Part of County Lines Week of Action 22/01/2020	Email
24.01.20	Wiltshire Police	A Further 13 People Arrested Today As Part of Operation Samphire - Targeting County Lines Drugs Gangs 23/01/2020	Email
24.01.20	Wiltshire Police	More Than 60 People Arrested During Week of Action Tackling County Lines In Swindon 24/01/2020	Email
27.01.20	Wiltshire Council	Briefing Note No. 20-04 Wiltshire Housing Site Allocations Plan–Receipt of Inspectors Report	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
28.01.20	Wiltshire Council	Receipt of Inspector's Report on the Examination of the Wiltshire Housing Site Allocations Plan	Email
29.01.20	Wiltshire Council	Withdrawal of application - 16/10502/OUT Boreham Place, Home Farm, Warminster.	Email
29.01.20	Wiltshire Council	Briefing Note 20-05 Community Area Transport Groups (CATGs): Survey	Email
30.01.20	Wiltshire Council	Updated - Briefing Note 20-05 Community Area Transport Groups (CATGs): Survey	Email
30.01.20	Wiltshire Council	Briefing Note 20-06_Young Carers Awareness Day	Email
30.01.20	Wiltshire Police	Rural Thefts and Burglaries 30/01/2020	Email
30.01.20	Wiltshire Council	Wiltshire Council BT Payphones Decision 2019/20	Email
03.02.20	Wiltshire Police	National Sexual Abuse and Sexual Violence Awareness Week 03/02/2020	Email
05.02.20	Wiltshire Police	We Are Seeking ICT Specialists As We Bring Services In House 05/02/2020	Email
06.02.20	Wiltshire Council	Information for Wiltshire Parish Councils - Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee	Email
10.02.20	Wiltshire Council	Briefing Note No 20-09 Changes to Kerbside Recycling Collections	Email
11.02.20	Wiltshire Council	Army Basing Newsletter - January 2020	Email
11.02.20	Wiltshire Police	Competition To Encourage Young People To Make the Internet A Safer Place 11/02/2020	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
13.02.20	GWR	Rail improvement work - spring 2020	Email
14.02.20	Wiltshire Council	Planning portal technical issues	Email
14.02.20	Highways England	Forthcoming Roadworks	Email
17.02.20	St Giles Church	St Giles Church, Imber - Newsletter No 128	Email
19.02.20	Warminster Town Council	Update about toilets in central car park	Email
19.02.20	Wiltshire Council	Temporary Closure of: Byway 89, Warminster (06/04/20 - 16/04/20)	Email
19.02.20	Wiltshire Police	Witness Appeal Following Break-In 19/02/2020	Email
21.02.20	Wiltshire Council	Temporary Closure of: North Row (Part) Warminster (15/04/20 - 17/04/20))	Email
24.02.20	Graeme Morrison	Latest news and events from Warminster Our Community Matters for 02/21/2020	Email
25.02.20	Wiltshire Police	Multi-Agency Visit To Car Wash In Warminster 25/02/2020 12:56:30	Email
28.02.20	Wiltshire Police	Wiltshire Police Calls on Hotels and B and Bs To Help Them Protect Children 28/02/2020	Email
02.03.20	Wiltshire Police	Neighbourhood Watch Supporting Communities Affected By Flooding 28/02/2020	Email
02.03.20	Wiltshire Police	Theft of Items from Gardens and Sheds Over the Last Two Weeks 28/02/2020	Email
03.03.20	Wiltshire Council	Proposed traffic regulation order for consultation	Email

Findings

A tender document was sent to seven companies (C.P. Davidson, Dawson Rental Sweepers, Econ Engineering Ltd, Go Plant Fleet Services, Scarab Sweepers, Hitachi Capital Vehicle Solutions Ltd, Riverside Truck Rental Ltd, Specialist Fleet Services Ltd, Hako Sweepers) asking for a cost for a 3.5 tonne sweeper on contract hire. Tenders to be submitted by the 28th October 2019.




The tender document specified a 3.5 tonne left hand drive machine with front and side brushes, gulley sucker, fitted pressure washer, roof beacon, LED in front grill and rear, rear beacon, radio with blue tooth for hands free kit or similar. It also asked for one cost to include maintenance and one without maintenance.



(A copy of the full tender document is available at the Civic Centre)

Responses were received from 4 companies. Econ Engineering replied saying they were unable to provide a vehicle of this specification. Tenders were received from Dawson Group Sweepers, Hako Sweepers and Scarab Sweepers.

Demonstrations were arranged for the Scarab M25H and the Hako Citymaster 1600, both gave the opportunity for officers and councillors to attend.

	Dawson Group Sweepers	Hako Sweepers	Scarab Sweepers
Vehicle recommended	Scarab M25H	Citymaster 1650	Scarab M25H
	Contract hire	Contract hire	Contract hire
Annual cost (over 5-year) including maintenance	£29,460.72	£24,700	£24,819.08
Annual cost (over 5-year) no Maintenance	£24,246.48	£20,203	£20,132
Vehicle specification	<ul style="list-style-type: none"> • 4.5T (Can be plated at 3.5T) • Front brushes • Side brushes • Belly brush • Left hand drive • Gully sucker • Fitted pressure washer • Hydrostatic drive, • Front and rear roof beacon 	<ul style="list-style-type: none"> • 3.5T (When Full) • Front Brushes • Left hand drive • Gully sucker • Hydrostatic drive • Front and rear roof beacon • Fitted pressure washer 	<ul style="list-style-type: none"> • 4.5T (will not plate at 3.5T) • Front brushes • Side brushes • Belly brush • Left hand drive • Gully sucker • Fitted pressure washer • Hydrostatic drive, • Front and rear roof beacon
Technical support	<ul style="list-style-type: none"> • Fully managed support package • 2-hour attendance for breakdowns • Replacement vehicle included • Parts, labour and recovery included 	<ul style="list-style-type: none"> • Fully managed support package • 2-hour attendance for breakdowns TBC • Replacement vehicle included • Parts, labour and recovery included 	<ul style="list-style-type: none"> • Fully managed support package • 2-hour attendance for breakdowns • Replacement vehicle included • Parts and labour • Recovery included
Fuel costs	<ul style="list-style-type: none"> • 5.1 litres/ hour 	<ul style="list-style-type: none"> • 4 litres/ hour 	<ul style="list-style-type: none"> • 5.1 litres/ hour
  			

After consideration officers believe the Scarab gives better value for money. With a larger capacity it allows for more sweeping per day and with front and side brushes is a more versatile sweeper.

The Hako sweeper is more suited to town centre and pavement sweeping whereas the Scarab will be able to sweep both pavements and arterial routes such as entrances into town and housing estates.

Other costs

Fuel:

The Scarab sweeper will use 5.10 litres of fuel per hour while working, with the Hako using around 4 Litres, this will equate to around 25.5 litres per day or 127.5 per week. At the current cost of white diesel (around £1.30 a litre) this will work out to be £8,619.00 per year

Waste disposal

It is extremely difficult to predict how much waste will be collected daily. Officers have held discussions with Trowbridge and Chippenham Town Councils who have both recently acquired their own sweeper. Initially there will be relatively large amounts of detritus to be removed, with regular sweeping the 'back log' will be cleared and the amount of waste collected is expected to fall.

Officers estimate an annual cost in the first year to be in the region of £40,000. Officers expect this to reduce to around £25,000 after the first year.

Year 1 cost £40,000 Year 2 cost £25,000

Staff:

A full-time driver will need to be employed.

A vehicle under 3.5 tones e.g. the City master 16000, the driver will need a category B licence, that is, anyone with a car licence can drive it.

For a vehicle over 3.5 tonnes, e.g. the standard Scarab M25H, the driver will need a category C1 license, which means only people who have passed a separate test or got their standard driving license before January 1997 can drive it without having to pass a separate test.

Total per year- £30,000

Service Delegation:

Officers have received emailed confirmation from Wiltshire Council, confirming that the Town Council will be able to carry out road sweeping on the highway as part of the service delegation.

Financial and Resource Implications

The initial costs are estimated at £103,600 for the first year.

Vehicle £25,000

Driver £30,000

Fuel £8,600

Waste disposal £40,000

It was considered whether it would be more effective to get a contractor to do the initial sweep given the greater volume of waste that would be generated.

Costs for contractors to sweep the streets were sought.

Wiltshire concrete and Go Plant replied with costs:

	Cost Per Day	Waste disposal cost/ Tonne
Wiltshire Concrete	£450	£85
Go Plant	£380	£85

Officers estimate the initial sweep of the town would take around 15 days;

Wiltshire Concrete £6750
Go Plant £5700

The cost of the town council running its own sweeper for this period would be approximately £3750.

The waste disposal cost will be the same whoever sweeps the streets. Officers estimate between £10-£15k for the initial clear up.

Hire of sweeper for initial clean up	
Pros	Cons
No ongoing costs	Public do not know who have cleaned the streets
	Larger sweepers not able to get into all areas
	Sweeps may be booked to take place during adverse weather, reducing effectiveness and/or increasing costs.
	Staff will still have to monitor contractor

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence. The Council will need to establish relevant permissions from Wiltshire Council. The Council will have to comply with all relevant legislation regarding waste disposal.

Environmental Implications

Officers have been in contact with the Environment Agency to ensure all legislation is complied with under the Environmental Protection Act 1990.

Risk Assessment

Risk assessments will need to be prepared.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Report to Full Council 16th March 2020 - Depot

As part of the service delegation programme, it is considered necessary to have a depot for use by the Councils direct labour staff. In particular it is a requirement if the Council is to run its own road sweeper, which will need skips for the storing of detritus collected.

All skips must be lockable to prevent fly tipping and arson.

Most industrial units do not have areas to the front large enough to accommodate the skips required.

In addition, managers of industrial estates are not keen on having skips outside.

An allowance of £30,000 was allowed in the service delegation budgeting for the provision of a depot.

Officers have been viewing units on local industrial estates and have identified one unit suitable for our needs. Unit 3, Woodcock Road Industrial Estate.

Details of the unit are shown below.

A provisional offer of £15,000 was initially made but this was rejected by the landlord as they already had a full asking price offer of £20,000.

A full asking price offer was then made for a 5-year lease with a break clause after 3 years. This was accepted in principle subject to approval by the Council and legalities.

Officers believe that there is a window of opportunity to acquire this depot. While other suitable sites might become available, there is no guarantee that this will be the case or that the Council will be successful in bidding for them.

Recommendation

It is therefore recommended that Council approves the acquisition of the depot and makes a formal bid for Unit 3, Woodcock Road Industrial Estate of £20,000, for a 5-year lease with a break clause after 3 years.

**Unit 3,
Woodcock Industrial Estate,
Warminster, BA12 9DX**

Industrial/Warehouse Unit

3632 sq ft

(337.41 sq m)

To Let



01722 337577

www.myddeltonmajor.co.uk

LOCATION

Warminster is a large market and garrison town situated in the heart of Wiltshire on the A36 between Salisbury and Bath. Serving a local population of 17,490 approx. and a district population of 127,900 (Source: 2011 Census) In addition to the resident population, a substantial garrison is based in Warminster.

SITUATION

The Woodcock Industrial Estate is situated on the north eastern edge of the Town Centre, giving easy access to the town, Railway Station and good links to the A36 Southampton to Bristol trunk route.

DESCRIPTION

The property comprises a mid terrace industrial/warehouse unit of steel portal frame construction with brick and blockwork elevations beneath a fibre cement sheet roof, which incorporates rooflights. Access is provided by a steel concertina loading door in the front elevation, which measures 4.5 m high x 4 m wide. The minimum eaves height within the warehouse is 4.73 m.

Internally the accommodation is clear span with two single WC's. The property also benefits from 3 phase electricity and electric convector heaters.

Externally there is a tarmacadam forecourt, which provides loading access and 16 car parking spaces.

ACCOMMODATION

Factory/Warehouse	3632 sq ft	(337.41 sq m)
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LEASE TERMS

A new full repairing and insuring lease for a term to be agreed, subject to periodic upward only rent reviews. The lessee to pay a service charge for the maintenance and upkeep of the common areas of the Estate.

RENT

£20,000 per annum exclusive.

VAT

Rent exclusive of VAT (if applied).

BUSINESS RATES

Rateable Value: £12,000.*

Rates payable for the year ending 31/03/20: £5,892.**

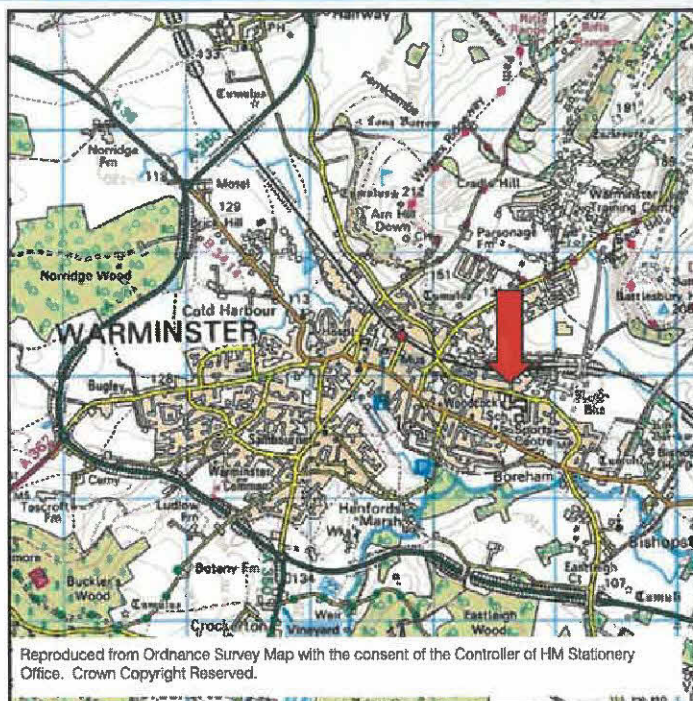
*Interested parties should satisfy themselves that the Rateable Value/Rates Payable are correct.

**This property may qualify for Small Business Rates Relief.

SERVICES

Mains electricity (3 phase), water and drainage available.

Caution: The services and fittings mentioned in these particulars have not been tested and hence, we cannot confirm they are in working order.



PLANNING

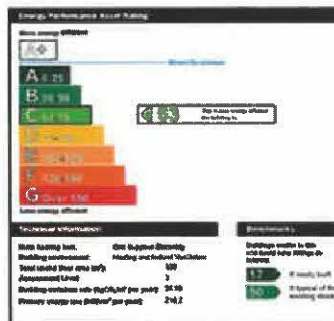
Interested parties should satisfy themselves as to the suitability of their proposed use. All enquiries should be directed to Wiltshire Council Planning Department, County Hall, Bythesea Road, Trowbridge, BA14 8JN. Tel: 01225 776655.

VIEWING

Strictly by appointment only.

Ref: GM/JW/18743-3

ENERGY PERFORMANCE



CODE OF PRACTICE

The Code of Practice on commercial leases recommends you seek professional advice from a qualified Surveyor, Solicitor or Licensed Conveyancer before agreeing or signing a business tenancy agreement. The code is available from professional institutions and trade associations or through the web-site: www.lettingbusinesspremises.co.uk.

DISCLAIMER

Myddelton & Major for themselves and for the vendors or lessors of this property whose agents they are give notice that:- i) the particulars are set out as a general outline only for the guidance of intended purchasers or lessees, and do not constitute part of an offer or contract. ii) all descriptions, dimensions, reference to condition and necessary permissions for use and occupation, and other details are given without responsibility and any intending purchasers or tenants should not rely on them as statements or representations of fact, but must satisfy themselves by inspection or otherwise as to the correctness of each of them. iii) no person in the employment of Myddelton & Major has any authority to make or give any representation or warranty whatever in relation to this property.

49 High Street, Salisbury, Wiltshire, SP1 2PD

Email: commercial@myddeltonmajor.co.uk

www.myddeltonmajor.co.uk



Report for decision - Full Council 16th March 2020 – War Memorial Cleaning

Recommendation

Members to decide whether this wish the War Memorial to be cleaned and whether they wish to clean just the paved area and to appoint Minerva Stone Conservation Ltd to carry out any work.

Purpose of the Report.

To assist members in reaching decision set out in the recommendations.

Background

After the Remembrance service in November Officers were instructed to investigate the cost of cleaning the War Memorial. The War Memorial was last cleaned in 2013 by Minerva.



Findings

Officers sought three quotes and spoke with Minerva, Nimbus and Clivedon Conservation all companies which specialise in this work. All companies are approved contractors with Historic England.

The were asked to quote to clean down the monument and adjacent paving using methods complying with best practice and make any repairs to stonework and repointing of open joints to the monument and surrounding paving.

Quotations were received from Minerva £4,400 + VAT and Clivedon Conservation £6,975 + VAT. We have not heard back from Nimbus.

This is specialised work and it is important that is carried out by a contractor with specialised skills.

Members were concerned about possible damage to the war memorial if cleaning as undertaken.

All tenders were contacted and asked for further details about what methods they would use to clean the memorial and any chemicals used. They were also asked to break down their quotes into cost for the memorial and cost for the surround.

Minerva Stone Conservation Ltd were the only tenderer to come back.

Their method of cleaning is with a high-pressure steam lance (as they did last time) called the Thermatec system. There are no chemicals involved in this part of the clean, just water.

For more stubborn, blackened area that are hard to access with the steam cleaner, they would use a weak solution of ammonium carbonate in a paper and clay poultice. The ammonium carbonate reacts with the calcium sulphate black skin and dissolves it, allowing them to then clean away the black area with either the steam cleaner or with hand brushes. The paper poultice is removed prior to cleaning and all the chemical residues taken away. This is a commonly used method of cleaning stubborn areas of blackened, sulphated stone surfaces.

They broke down the quote and have extrapolated the costs for the works to the paved area, which is basically a quick clean with the steam cleaner and some minor repairs and repointing.

	Description of Works		Cost for Paved area
1	Provide temporary tower scaffold to enable access to works	£815.00	
2	Provide Heras Security Fencing	£375.00	
3	Clean down monument and adjacent paving with Thermatec Steam Cleaner	£975.00	£300.00
4	Hand clean black sulphated areas in recesses with ammonium carbonate poultice	£1,560.00	
5	Allow for minor repairs to stonework and repointing of open joints to monument and surrounding paving	£425.00	£200.00
6	Clear site and tidy	£250.00	
	TOTAL VAT charged at 20%	£4,400.00	£500.00

Recommendation

Members to decide whether this wish the War Memorial to be cleaned and whether they wish to clean just the paved area and to appoint Minerva Stone Conservation Ltd to carry out any work.

Financial and Resource Implications

The cost of £4,400 + VAT can be paid from general reserves.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

Any environmental implications will need to be taking into consideration by the contractor.

Risk Assessment

Risk assessments will be completed before any operation is carried out by the contractor.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Warrminster Town Council Meetings, 2020/2021

2020

2021

	May	June	July	August	September	October	November	December	January	February	March	April	May
Mon		1 Town Dev								1			
Tues		2			1					2			
Wed	1	3	1		2					3			
Thurs	2	4	2		3					4			
Fri	3	5	3		4	1			1	5			
Sat	4	6	4		5	3			2	6			
Sun	5	7	5		6	4			3	7			
Mon	4	F&A	F&A	HR	F&A	HR	F&A	Town Dev	F&A	HR	F&A		
Tues	5	9	7		8	6			5	9			
Wed	6	10	8		9	7			6	10			
Thurs	7	11	9		10	8			7	11			
Fri	8	12	10		11	9			8	12			
Sat	9	13	11		12	10			9	13			
Sun	10	14	12		13	11			10	14			
Mon	11	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC	ES/PAC
Tues	12	16	CCTV	14	15	13		CCTV	12	15			
Wed	13	17	15		16	14			13	16			
Thurs	14	18	16		17	15			14	17			
Fri	15	19	17		18	16			15	18			
Sat	16	20	18		19	17			16	19			
Sun	17	21	19		20	18			17	20			
Mon	18	Ann Mtg	Full Council		Full Council	Town Dev	Full Council	HR	Full Council	Town Dev	Full Council	Town Mee	Ann Mtg
Tues	19	23	21		22	20			19	22			
Wed	20	24	22		23	21			20	23			
Thurs	21	25	23		24	22			21	24			
Fri	22	26	24		25	23			22	25			
Sat	23	27	25		26	24			23	26			
Sun	24	28	26		27	25			24	27			
Mon	25	PR	PR		PR	PR	PR		PR		PR	Town Dev	PR
Tues	26	PR											
Wed	27												
Thurs	28												
Fri	29												
Sat	30												
Sun	31												
Mon													
Meetings start at 7pm unless noted													
Working Group * = Tuesday meeting				HR - Human Resources				Town Dev - Town Development inc. Town Promotion					
				PAC - Planning Advisory Committee				PR - Parks and Recreation					
CCTV 10am-11.30				Full Council				ES - Environmental Services - starts at 5.30pm					
								F&A - Finance and Audit					

Report to Full Council 16th March 2020 – Committee Calendar

As part of the service delegation programme, it is considered necessary to reorganise the Committee Structure. There has already been a considerable increase in the councils' budget, operations and activities since the Community Assets Transfer of the Lake Pleasure Grounds and the new service delegation due later this year will represent a fundamental shift from the council of a decade ago.

Full Council remains as is.

HR remains as is.

Planning Advisory Committee is given a regular monthly slot to ensure maximum opportunity to comment on planning applications.

There is a new committee Environmental Services, this will handle most of the new wave of service delegation from Wiltshire Council. Its meetings would start at 5.30pm, in the slot similar to that occupied by Town Promotion Sub Committee. It would be responsible for verges, grass cutting, hedges, shrubs, shelter belts, trees, amenity footpaths, leaf clearance, balancing ponds, fencing, cuttings removal and disposal, litter picking, bin emptying, fly tipping, graffiti removal, hazardous waste, waste disposal, dead animals (road kill), road sweeper.

It would meet before the service delegation is finalised so it can consider relevant matters, develop policies and build relationships with contractors etc.

Parks and Recreation would be largely the existing Devolved Services Committee. It would focus on the high public use facilities such as the Lake Pleasure Grounds, the 8 play areas and the Public Toilets, the Cemetery and Markets.

Finance and Assets is renamed Finance and Audit in recognition of its oversight role. Otherwise it would remain substantial unchanged.

Town Promotion Sub Committee matters would be subsumed into Town Development.

Town Development would continue as is.

Committees would form start and finish working groups as required.

Overall the number of committees remains the same and the new structure will help manage both member and officer workloads.

Recommendation

Members to approve the new committee calendar so work can continue on preparing the terms of reference and standing orders to complement it.



Westbury Town Council

The Laverton, Bratton Road, Westbury

Wiltshire BA13 3EN Tel: 01373 822232

E-mail: info@westburytowncouncil.gov.uk

<http://www.westburytowncouncil.gov.uk>

Town & Parish Clerks by email

27th February 2020

Dear Town Clerk,

Ref: 18T weight restriction – A36 at Cleveland Bridge, Bath.

I am sure you will now be aware of the recently imposed 18 tonne weight restriction imposed by Bath & North East Somerset Council at Cleveland Bridge/A36 in Bath.

Westbury Town Council opposes and objects to the decision to apply this weight restriction and we have also questioned why a major trunk road should close to certain vehicles with relatively little notice to the towns and parishes along the diversion route.

We are already seeing evidence that this diversion has pushed large vehicles (over 18T) away from Bath and the A46, onto several diversion routes with the A350, a trunk road that is already running at capacity, taking the bulk of the diverted HGV lorries.

Traffic on the A350 can easily become backed up through Westbury. When this happens, vehicles look for alternative routes often via neighbouring villages, with little consideration to the suitability of narrow roads for large vehicles. This occurred recently when the A350 was closed due to a fallen power cable, with some traffic diverting along the B3098, a route unsuitable for large vehicles.

Westbury Town Council is disappointed that BaNES did not carry out any consultation of neighbouring towns and parishes and have not taken the impact of this diversion on the local areas into account. While we have every sympathy with the challenges facing BaNES, we do not feel this is the right solution for towns and villages along the West Wiltshire Valley. Given that funding is yet to be secured for the repairs to Cleveland bridge there are concerns that this weight restriction will become permanent.

We would urge you to support Wiltshire Council's opposition to this restriction due to lack of evidence and consultation provided, and the unrealistic assessment of the number of HGV's diverting onto the Wiltshire road network.

Yours Sincerely,

A handwritten signature in dark ink, appearing to read 'Deborah Urch', written in a cursive style.

Deborah Urch
Town Clerk & Responsible Finance Officer.