









Full Council

Full Council

9/4/2018 7:00 PM - 8:00 PM ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

Topic	
1 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) <i>The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.</i> A <i>record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.</i>	
2 Apologies <i>To accept apologies.</i>	
3 Declarations of Interest <i>To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council</i>	
4 Minutes <i>To approve the minutes of the last meeting held on the 8th August 2018.</i>  2018.08.07_FC Minutes.pdf	4
5 Matters arising (FOR INFORMATION ONLY)	
6 Chairman's report <i>Chairman to report.</i>	
7 Minutes of Committees <i>14.08.18 Highways & Transport Committee 21.08.18 Town Development Committee (to follow) 28.08.18 Environment & Planning Committee</i>  2018.08.14_HT Minutes -.pdf  28.08.18 Environment & Planning Committee minutes.pdf	8 13
8 Solar Panels <i>Chairman proposed, Cllr Newton seconded and with all in favour it was RESOLVED: to recommend to Full Council that Quote 'C' be the chosen supplier of the solar panels for the St. Margaret's Hall roof. South side only.</i>	
9 Laptop for Operations Manager <i>Three quotes attached for a lap top for the operations Manager, who has to hot desk in various places when the meeting room is in use. Officer recommendation to go for the cheapest quote 'A'.</i>  Laptop quotes for Op's Manager.pdf	20
10 Plastic-free Bradford on Avon <i>Cllr Newton proposed, seconded by Cllr Parker and with all in favour it was RESOLVED:To recommend to Full Council on the September 4th meeting that the Town Council whole-heartedly supports an application for the town to be awarded Plastic-Free Community status under the Surfers Against Sewage scheme and will work with a steering group to achieve this aim. The Council commits to phasing out all single-use plastic on its premises, including by its suppliers for catering and events. It was agreed that Cllr Kay be the nominated town councillor to sit on their steering group for a short period of time in order to get the accreditation.</i>	
11 Correspondence to note <i>Details attached of the Local Government Boundary Commission electoral review of Wiltshire: Warding Arrangements. This phase of consultation closes on the 5th November 2018.</i>  Local Gvt Boundary Commission electoral review of warding arrangements in Wiltshire.pdf	23
12 Management Accounts Reports <i>Detailed management reports up to 31st July 2018. These accounts show detailed balance sheet and income and expenditure by committee heading.</i>  Balance Sheet 31Jul18.pdf  I&E By Committee 31Jul18.pdf	27 28
13 Accounts for payment <i>To approve payroll and direct payments and invoices up to 31st July 2018. The accounts having been examined by a Councillor.</i>  Payments Jul18.pdf	39


14 Confidential

To consider a motion

'Under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of staff and matters for which it is not yet appropriate to release details now to be discussed, that the public and press be excluded from the meeting.

15 Sub lease with Janet Caffrey

To discuss options outlined in attached report.

 TIC lease report.pdf

41

16 St. Aldhelm's play area - repair of wet pour

To note that this item was not on the last Full Council agenda and should have been resolved under Clerk's emergency powers. This work is expected to be carried out in September 2018.

17 Naming the successful tenderer for the solar panels

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Steve Plummer	Unconfirmed
CLlr Tom Lomax	Unconfirmed
Town Clerk	Unconfirmed

Minutes of the Full Council meeting of
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on Avon
on 7th August 2018 at 7.00p.m.

Attendance – Town Council

Cllr L Brown
Cllr E Franklin
Cllr D Garwood (Vice-Chairman)
Cllr J Lynch
Cllr S McNeill-Richie
Cllr D Newton (Leader of the Council)
Cllr J Parker
Cllr S Plummer
Cllr M Roberts
Cllr D Taylor
Mrs S Bartlett (Town Clerk)
Ms L Booth (Communications Manager)
Ms S Shearing (Tourism & Events Officer)

Apologies

Cllr A Kay (Chairman) and Cllr Lomax.

Members of the Public – Cllr Sarah Gibson Unitary Councillor, Joyce Shaw, Glenys Lunt, John Potter, John Baker from Wiltshire Times Fiona Baker, Chris Hogg and 1 other.

The Chairman announced the passing of Ex Unitary, West Wilts District and Town Councillor Rosemary Brown and said that she would be sadly missed and a period of silence was observed. Cllr Laurie Brown said that Rosemary had been a Town Councillor for 18 years and she was involved with transferring the Colonel William Llewellyn Palmer Educational Trust to the town. Although it took 5 years she Chaired the last meeting and lived to see it being transferred back to the town. He said she would be remembered for many years to come. Cllr Lynch said that Rosemary was an immense enthusiast and he had succeeded her as a Unitary Councillor. They shared an Irish background and had a similar outlook. She was such a diligent worker for individual residents' problems.

46. Declarations of interest – Cllr Plummer made his usual declaration of interest.

47. Minutes

After a small amendment was made It was proposed by Cllr Newton, seconded by Cllr Franklin and with all in favour it was **RESOLVED:** that the minutes of the last meeting held on the 3rd July 2018 be signed as a true record.

48. Matters arising - none

Cllr Plummer requested to see the presentations on the Great West Way. Clerk to send.

49. Chairman's Report

Chairman reported that he had attended no civic functions last month.

He said that the Bike Festival was a good event but he thought that more communication was needed for the road closure. Cllr Brown complained that the Bike Festival did not recognise the Town Council as a sponsor in their social media and publicity and banners etc, which was a condition of the grant. He hoped that this could be improved at a future event.

On the subject of doctors appoints he would be attending with Cllr Parker a Health and Well Being meeting. Cllr Parker advised that a press statement was available in the doctors' surgery.

He said that P.C. Charly Chilton – Community Coordinator August 2018 Police Report had arrived and had been forwarded to Councillors. In future the Police will be invited to the Town Development Committee. He was pleased to note that Op. Albatross will be operating during the summer months to try and sort out adult street drinkers, which we have in Westbury Gardens at the moment.

50. Minutes of the committees

(a) The minutes of the committees for Environment & Planning Committee on the 27th June 2018, 17th July and 1st August 2018 were noted.

(b) The minutes of the Resources Committee on the 10th July 2018 were noted.

(c) The minutes of the meeting for Community and Recreation Committee held on the 24th July 2018 were noted. Cllr Brown disagreed with Minute 59 St. Aldhelm's play area closed by Wiltshire Council as the surface need patching and repair – He noted that the Leader of the Council had sent a letter to Alan Ritchell, Interim Housing Director & Commercial Development at Wiltshire. He also noted that local residents were getting a petition together. A heated exchange of views followed.

He said that the Town Council had already saved the Youth and Community Centre from closure as well as the public toilets and Westbury Gardens.

He proposed that Bradford South children should:-

(i) have their play area repaired tomorrow at the cost quoted and this to funded jointly with Wiltshire Council's Area Board and

(ii) that we should take over the play area from Wiltshire Council and

(iii) exchange correspondence.

Cllr Roberts seconded this and with 8 in favour and 1 against it was **RESOLVED**.

51. Community & Recreation Committee

Items referred to Full Council from Community & Recreation Committee held on the 24th July 2018

(i) Bobcat Rugby – After some discussion, it was proposed by Cllr Roberts, seconded by Cllr Plummer and with all in favour it was **RESOLVED**: That £1,000 be awarded to Bobcat Rugby and that the applicants apply separately to the Area Board and Colonel William Llewellyn Palmer Educational Charity.

(ii) Skate Park – After some discussion, it was proposed by Cllr Newton, seconded by Cllr Garwood and with 9 in favour and 1 abstention it was **RESOLVED**: That £5,000 be set aside for feasibility costs, consultation and planning advice for a skate park.

(iii) Some changes to the Part 2 form were discussed, it was proposed by Cllr Newton, seconded by Cllr Garwood and with 6 in favour and 4 against it was **RESOLVED**: that minor changes to the Part 2 introduction form

52. Widbrook Wood, Trowbridge Road

Wiltshire Council need to decide whether to list the asset on the register of Assets of Community Value. Comments required on whether the asset meets the definition of community value. Comments due to Wiltshire Council by 22nd August 2018. Chris Hogg explained that like Holt Parish Council he was looking for the Town Council to support his application. After some discussion, Cllr Brown proposed that the Town Council supports his application and Cllr Newton seconded and with all in favour it was **RESOLVED**: That the Town Council supports the Chris Hogg's application.

53. Water Station

After some discussion and with the shops taking part in filling water bottles, it was agreed that this water station and fountain be placed in the Culver Close area of the town not at the front of St. Margaret's Hall.

54. Management Accounts Reports

The detailed management accounts and balance sheet up to the 30th June 2018 were noted.

55. Accounts for payment

Clerk explained that Cllr Kay had checked the accounts and found no problems. After some explanations had been given on the accounts members asked that if it was for the Women's 100 it should say so. Cllr Plummer also questioned why the Communications Manager was using her own money to finance the Town Council, members asked that this practice should cease and that the Town Council credit card should be used instead. It was proposed by Cllr Newton, seconded by Cllr Plummer and with all in favour it was **RESOLVED**: That June invoices and payroll amounting to £51,091.39 be paid.

56. Private Business

It was proposed by Cllr Roberts, seconded by Cllr Newton and with all in favour it was **RESOLVED**: That the private session should commence.

Private Business

57. Town Council and TIC websites and branding

Communications Manager and Tourism and Events Officer gave a presentation.

Cllr Brown congratulated the officers on their excellent presentation. Cllr Franklin noticed that the compass was pointing in the wrong direction on the Explore BoA logo. After some discussion it was proposed by Cllr Newton, seconded by Cllr Garwood and with all in favour it was **RESOLVED:** To accept the tender from Company 'B' subject to contract at a cost of £9,933.00.

58. H.R. and Health and Safety Companies

Cllr Newton and the Clerk gave additional information on the Part 2 form and report. After some discussion, it was proposed by Cllr Garwood, seconded by Cllr Brown and with all in favour it was **RESOLVED:** To accept the Leader of the Council and Clerk's recommendation to go with Company 'C'. at a cost of £4,020.00

59. Blue Frontier

Cllr Newton reported that the I.T. support for the Town Council was being investigated, as to whether it was still fit for purpose. He would be reporting on this at a future Full Council meeting.

The meeting closed at 9.17p.m.

Appendix 1

Members of the Public who spoke at the Full Council meeting on the 7th August 2018

1. Glenys Lunt said that she thought a water station on St. Margaret's Hall would not be a good use of public funds. She said that most of the shops gave out water at the moment. How would the Town Council be able to look after it, as one of the public toilets in the St. Margaret's car park had been out of use since 7th July 2018 due to a faulty catch on the door.
2. John Potter said that he wished to speak about the closed playground at St. Aldhelm's. He said he was compiling a petition and had no idea how popular it was. He requested reassurance from the Town Council that they were doing everything possible to re-open the play area.
3. Cllr Sarah Gibson said that she was frustrated and annoyed that the St. Aldhelm's play area was closed and she thought that there should be a better mechanism to communicate. She thought that the Area Board and Town Council should go 50:50 to pay for the repairs to the playground and re-open it.

Minutes of the Highways & Transport Committee meeting of
BRADFORD ON AVON TOWN COUNCIL held at St. Margaret's Hall, Bradford on
Avon on Tuesday 14th August 2018 at 7.00p.m.

Attendance – Town Council

Cllr D Garwood
Cllr S McNeill-Ritchie
Cllr J Lynch
Cllr D Newton (Leader of the Council and Chairman)
Cllr M Roberts (non-member)
Sandra Bartlett (Town Clerk)

Non-councillor members at this committee

Trevor Bedeman from Streets Ahead
Cllr Sarah Gibson
Malcolm Walsh

Apologies: Cllr E Franklin, Cllr A Kay, Cllr Lomax and Simon Kay Streets Ahead.

Members of the Public: Godfrey Marks, Christine Steel, Pam Hyde, Martin Newman, Jeremy Wire, Georgina Newton, Caroline Tassell, Mr Lawrence, Jane Lawrence, Gerald Milward-Oliver, John Baker from the Wiltshire Times, Feona Baker, Joyce Shaw, Beryl Turner, Anne Marie Cooper from Friends of Woolley and 2 other members of the public.

13. Declarations of interest

- (i) Chairman declared a non-pecuniary interest in the item at Whitehill as he was a resident.
- (ii) Cllr Garwood declared a non-pecuniary interest in the item at Market Street as he was a resident.

14. Minutes

After some amendments were made, it was proposed by Cllr. Garwood seconded by Cllr. McNeill-Ritchie and with all in favour it was **RESOLVED:** That the minutes of the last meeting held on the 12th June 2018 be accepted as a true record.

15. Lorry Watch update

Cllr Roberts reported that in July 24 lorry drivers were caught going over the town bridge. No news that any prosecutions had taken place.

16. Strategic updates

- (i) Potential use of camera technology for multiple use-cases; in combination with weight detectors for the town bridge to detect oversized vehicles on a for 24-hour basis; to detect traffic illegally using access-only streets; to monitor traffic levels in known hot-spots such as Berryfield Road. This would need to be discussed with the Highways Department at Wiltshire Council. Bridge camera with weight sensors would cost £13,000 (without costing in highways works), 2 cameras for monitoring purposes around £14,000 plus £1,000 for subsequent move. Two more quotes will be acquired. They attach to streetlights and a 3G base unit and send the data. This could be used at Whitehill, Berryfield Road, Frome Road and Turleigh Road. Chairman asked the Clerk to remind Cllr Plummer that at a previous meeting he was going to contact the Traffic Commissioner in Bristol to find out whether this type of equipment could be used. Cllr Roberts reported that Inspector Brain had advised that this type of equipment could not be used at the moment – Cllr Newton will discuss this further with Wiltshire Police. Cllr Lynch said that perhaps a congestion charge for motorists and cyclists should be introduced.
- (ii) To note that Cllrs. McNeill-Ritchie, Newton and Roberts attended a meeting with Keith Firth regarding potential road systems. Cllr McNeill-Ritchie said that he had written twice to Keith Firth and that the next stage was interventions. Cllr Roberts said that Michelle

Donelan, MP, had taken the results of a survey from the Seniors Forum to Jane Scott to trial a one-way system. He said that he had a letter from 'them' to say that Wiltshire Council might finance it. Cllr Gibson and Cllr Newton asked Cllr Roberts to forward a copy of the letter to the committee. He said that Keith Firth suggested using a model with various variables which included the bottlenecks in the town. Cllr Newton said that he would like to see the new analysis of the data first as a one-way system without other measures could make other issues worse; this analysis would be available within a week or two. Cllr McNeill-Ritchie said that pedestrian safety was important too and air quality. He said that air pollution was better in the summer months and worse in winter months. Cllr Garwood said that by removing the hatched boxes up Market Street the traffic flowed better. Cllr Gibson said that the flow of traffic from Bath could have an effect on Bradford on Avon. It was agreed that the data would be looked at and Cllr Roberts asked to be involved. Ex Town Councillor Martin Newman said that Wiltshire Council used to advise, give us your objectives and we will give you solutions. Don't try and give us solutions because that's what they are there for – Cllr Newton responded that the Council had defined the outcomes and that was what the Council was now working towards..

- (iii) Station Approach – Cllr. Gibson reported that various options had been looked at taking into account the coach friendly status. The roads are too narrow to have an island in the middle as coaches needed access to the car park. WC/CATG will be revisiting the whole area.
- (iv) Requests from Streets Ahead to discuss crossings at Station Approach at all roads leading off the roundabout (St. Margaret's Street, Frome Road and Station Approach) and at all roads leading off the roundabout by the Castle Public House (Mason's Lane and B3109), and also status of additional pedestrian crossings - On Market Street at either end, at the bottom end at the Shambles and at the top of Market Street just downhill of Newtown. Cllr Gibson advised that she was waiting for Station Approach access to be improved first before pedestrian crossings in this area are looked at.

17. Tactical updates

- (i) School engagement - illegal parking outside Christchurch School drop off. Cllr Gibson advised that this needs to be in the school's travel plan; Cllr Newton noted that this issue is distinct from the school travel plan and is an enforcement issue – and that the Travel Plan is supporting feasibility studies of a crossing on Bath Road. Feona Baker advised that cars should not block the Wiltshire Heights entrance as they might need access for ambulances for their elderly residents.
- (ii) Pedestrian safety and pavement damage – request for bollards or alternative pavement protection on Market Street by Pippet Buildings. Cllr Garwood advised that bollards could not be placed because they would be hit and there were utility services underneath the pavement.
- (iii) Wiltshire Council were reviewing crossing options at the top of Market Street. This will be discussed at the CATG on the 3rd September 2018.
- (iv) Whitehill, current status. Cllr Newton reported no change at the moment and he was looking with WC CATG into a potential mobile camera scheme. He said that a small minority of residents were not happy with the proposed 'no entry' signs causing access problems near their properties.
- (v) Issues arising from erection of scaffolding on Masons Lane, August 8th 2018. Cllr Newton reported that the scaffolders had suffered a lot of abuse from motorists because traffic lights were not in place but only a stop and go system. He said that the traffic lights arrived by 4.55pm that day. Cllr Gibson agreed to talk to the Highways Engineer about this. She asked for copies of emails from the Clerk. Pam Hyde said that it shows the Origin and Destination Survey was wrong to say that the traffic is fine in the school summer holidays.
- (vi) Email from residents in Belcombe Road about speeding issues and lack of advisory speed limit signs along Newtown and Belcombe Road. Cllr Roberts explained that he had data in that area before and the results showed that the motorists were not speeding and did not warrant a CSW (Community Speed Watch). The Chair and Mr Lawrence requested copies of that data, as it was not clear what type of data had been collected.

18. Footpaths

- (i) Malcolm Walsh's report previously circulated was noted.
- (ii) Chairman reported that when Malcolm retires this year he asked for help from Malcolm and others in developing a questionnaire for public use to evaluate rights of way quality on the Town Council's website.
- (iii) Malcolm said that any problems with footpaths should be reported on Wiltshire Council's app.
- (iv) Malcolm reported that there was still severe ivy overgrowth in St. Margaret's Street in the region of the Margaret Street overbridge, obstructing the pavements. This was on the southwest side on the Trowbridge side of the bridge from ivy in the garden overhanging the boundary wall all the way along the back of the property adjacent to the bridge. Clerk to advise Wiltshire Council.
- (v) Malcolm also reported that a while ago the Town Council adopted a policy for every resident in the parish to have a safe passage walk to walk to the centre of the town. He thinks that now it was about time that a strategic plan with targeted timescales for this to be achieved should be produced by the Council. Obviously, this will have to be done in co-operation with Wiltshire council.
- (vi) Malcolm said that the cycling festival had taken place a couple of weeks ago and he was dismayed that they were cycling on footpaths outside the swimming pool which were Rights of Way for pedestrians not cycle paths. Jeremy Wire said that there was not enough signage to warn motorists of this event further out of the town.

19. New enquiries from the public and other parish councils

- (i) Enquiry from resident in Woolley Street requesting speed humps. This will be taken to the WC CATG meeting on the 3rd September 2018.
- (ii) Email from Westwood Parish Council seeking support about the dangers of traffic and other road users using Jones Hill. After some discussion, it was proposed by Cllr Newton, seconded Garwood and with all in favour it was **RESOLVED:** That the Town Council supports Westwood Parish Council to recommend to Wiltshire Council's CATG meeting for traffic restrictions to be imposed on Jones Hill and to request that width restriction signs – similar to those at Upper Westwood be erected at the Bradford on Avon end near to the canal.

20. Date of next meeting

The next meeting had been arranged for 9th October 2018.

The meeting closed at 8.24p.m.

Appendix 1

Members of the Public who spoke at the Highways & Transport Committee on the 14th August 2018

1. Mr Harris addressed the committee that he had contacted Wiltshire Council about the developers on either side of the Holt Road removing the speed limit signs, thus rendering the 30mph restriction through the town unenforceable, as is the 50mph between Bradford and Holt/Staverton.

Following his email Tithecote replaced the signs on one side but the developers of Kingston Farm site have still not replaced the signs they removed last year, so the restrictions still remain unenforceable, despite me chasing my elected Wiltshire councillors for action.

In view of this lack of action, what action has the Town Council taken, or what does it propose to take to put pressure on Wiltshire officers to force the developers to meet their obligations and take appropriate remedial action asap to rectify the situation so the restrictions area enforceable once again? He said he had been speaking to Parvis Khansari, Director at Wiltshire Council. Cllr Lynch to rectify this problem.

2. Christine Steel asked when McKeever Bridge would be sign posted? Cllr McNeill-Ritchie advised that the Tourism Strategy would be available in a couple of weeks' time and then signage will be looked at as part of that.

3. Pam Hyde asked about strategic updates from 12th June 2018 minutes.

In Cllr McNeill-Ritchie's presentation of KERB he stated that they would not be proposing any solutions. There is no mention of the group in tonight's agenda so, how often will they meet and where will their debates be reported so that the residents can see and hear what is being discussed on their behalf? Cllr McNeill-Ritchie said that the evidence was being compiled at the moment and the group will meet again and then report back to this committee in due course.

Strategic Updates at this meeting – She was interested to see that you have had a meeting with a consultant about potential road systems. In her opinion she thought this was not a good idea.

In the Times on the 26th July 2018 there was an article stating that 'The government has signalled the end of shared-space roads after concerns that they are too dangerous for large numbers of pedestrians'. Basically shared-space schemes for traffic and pedestrians have run out of road.

Is the Town Council going to use him or his company for any design work that this consultant might recommend?

Woolley Street – I note that there is a request for speed humps in Woolley Street. I will wait with interest to see where, but can I please ask that before any proposal is put forward that the southern section is taken as a whole. From the garage down to the bottom of Frying Pan Hill towards Silver Street. There was a death along there a number of years ago. I and many other residents have witnessed cars and cyclists ignoring the one-way system. The signs are not good enough, we need a no entry sign painted on the tarmac at the very least.

4. Beryl Turner said that the 20mph scheme was a joke and was mainly ignored along Frome Road from the station to the canal bridge. Cllr Newton pointed that there were repeater signs and the speeds recorded were 23mph to 24mph.

5. Joyce Shaw asked why the temporary signs from the Bike Festival were still in Church Street and Lamb Yard and not collected yet. Clerk to ask the organisers to remove them. She said that 4 or 5 ambulances had been through the town today and the noise level from the siren was very loud and she thought above the decibel level allowed. She saw a distressed deaf person unable to cope with the noise.

6. Jane Lawrence said that there was a lot more traffic and parking in Newtown and Belcombe Road and asked about speeding issues and lack of advisory speed limit signs in that area. Mr Lawrence said that families, runners, cyclists, mono cyclists all use this road at the weekends and they cannot run on the pavements because either this no pavement or cars park on the pavements. Cllr Gibson explained that the road goes from a 60mph into a 30mph and where there are streetlights motorists should be aware that they are in a 30pmh. She said that there was a proposal to have a cobble effect road but it would cost £12,000 the entire CATG budget for the year and so not affordable.

Cllr Roberts said that he carried out a Community Speed Watch at rush hour and found no evidence of speeding. He said there was also a metro count done in this area. Mr Lawrence asked to see this data.

7. Feona Baker said that with the 20mph speed limit when cars are travelling at 10-20mph there were most emissions from their exhaust affecting air quality. Cllr Garwood said that up Market Street there is a noise issue with loud exhausts. Feona Baker also asked for disabled parking in the south of the town and thought that the Youth and Community Centre should be used for people accessing the canal.

8. Caroline Tassell and Georgina Newton requested speed bumps outside The George Public House because the 20mph speed limit was being ignored. They said that this was a very dangerous area for pedestrians and elderly residents with speeding traffic both coming into the town and leaving the town. Anne Marie Cooper from Friends of Woolley said that they will be raising this issue when they attend the next Wiltshire Council Community Area Transport Group (WC CATG) on the 3rd September 2018.



Minutes of the Bradford on Avon Town Council Environment & Planning Committee
Held in the Town Council office, St Margaret's Street, Bradford on Avon
On Tuesday 28th August 2018 at 7.00 p.m

Present:

Cllr A Kay (Chairman)
Cllr J Parker
Cllr D Garwood
Cllr D Newton
Nigel Gerdes (Climate Friendly)
Sandra Bartlett (Town Clerk)

Members of the Public: John Pearce from Plastic-free Bradford on Avon, Gillian Ellis-King, Paul Newman, Rowena Quantrill and Kate Nicholls.

Apologies:

26. Declarations of interest

- (i) Cllr Newton declared a pecuniary interest in his own planning application and took no part in the delegated decision.
- (ii) Chairman declared a pecuniary interest in the planning application by her house and took no part in the delegated decision.

27. Minutes

It was proposed by Cllr Garwood seconded by Cllr Parker and with all in favour **RESOLVED** that the minutes of the meeting for the 13th June 2018 be approved as true record and signed by the Chairman.

28. Solar Panels – St Margaret's Hall

This project has already been approved unanimously to continue through tendering process by Full Town Council. Chairman reported that she had received an email from a local resident in favour of having solar panels on St. Margaret's Hall. She said that there was ca. £400 per month saving to the Town Council to generate its own electricity and this will be self-funding in 7 to 10 years. Solar panels will need to be installed by April 2019 when this scheme finishes. Bradford on Avon Town Council was working towards carbon neutrality by 2050. Chairman reported that three quotes had been received and a sub-group of Town Councillors and Nigel Gerdes Non-Councillor member had recommended quote 'C'. She was keen to optimise the aesthetics and would be working to the CPRE guidelines. An additional extra was a device to show how much electricity the panels were generating. Chairman proposed, Cllr Newton seconded and with all in favour it was **RESOLVED:** to recommend to Full Council that Quote 'C' be the chosen supplier of the solar panels for the St. Margaret's Hall roof. South side only.

29. Correspondence relating to planning applications to be considered at this meeting

Letter from neighbour relating to planning application number 18/07285/FUL.

30. Planning Applications

- (i) It was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour **RESOLVED:** to forward the planning recommendations on the attached sheet to be sent to Wiltshire Council.
- (ii) Delegated recommendations made on the 27th June, 17th July and the 1st August were noted.

31. Chairman's report

Chairman reported that Wiltshire Council's Councillors Briefing Note No. 365 – Green Paper; A new Deal; for social housing, Rough Sleeping Strategy and Consultation on use of Right to buy receipts. This note had arrived today and consultation responses due by the 6th November 2018.

32. Plastic-Free community status for Bradford on Avon

(i) A document about the Plastic Free Bradford on Avon had been circulated with the agenda. After discussion Cllr Newton proposed, seconded by Cllr Parker and with all in favour it was **RESOLVED**: To recommend to Full Council on the September 4th meeting that the Town Council whole-heartedly supports an application for the town to be awarded Plastic-Free Community status under the Surfers Against Sewage scheme and will work with a steering group to achieve this aim. The Council commits to phasing out all single-use plastic on its premises, including by its suppliers for catering and events. It was agreed that Cllr Kay be the nominated town councillor to sit on their steering group for a short period of time in order to get the accreditation.

(ii) Rachel Berger from Climate Friendly asked that the film 'The Plastic Ocean' be shown in St. Margaret's Hall. After some discussion, it was proposed by Cllr Newton, seconded by Cllr Garwood and with all in favour it was **RESOLVED**: That the film be shown in St. Margaret's Hall free of charge at a mutually satisfactory date.

33. Water Fountain

Chairman reported that at the last Town Council's Full Council meeting it was decided not to place the water station at the front of St. Margaret's Hall, because the request to pre-order to save money on freight charges was miscommunicated. Chairman said that she had been working in partnership with the Preservation Trust and Climate Friendly on this project and they had decided to have a more linear approach. They intend to move forward with a project to review the full town's need of drinking water fountains, and provide several water stations/fountains in the town. They will seek to obtain grants from Wessex Water and Colonel William Llewellyn Palmer Educational Charity and Wiltshire Council's Area Board. Chairman will prepare the Part 2 form for this project soon, with target installation early 2019.

34. Correspondence to note

- (i) CPRE (Campaign to Protect Rural England Summer newsletter noted.
- (ii) Countryside Voice magazine noted.

The meeting closed at 7.53p.m.

APPENDIX 1

QUESTION TIME OPEN TO THE PRESS AND PUBLIC

Comments from members of public

1. Mr Newman tabled a plan which had 24 houses and a care home. He tabled a contamination report on the golf course. He had been advised by Cllr Roberts that the town needed extra car parking. He asked whether the Town Council would be interested in this plan and said that he would look forward to receiving an answer in due course. Chairman advised that our Neighbourhood Plan was in place to protect our green spaces and that this was not a development area, as it contained contaminated land.
2. Gillian Ellis-King addressed the committee about planning application number 18/07285/FUL. She explained her objections to this application and that a smaller extension was required.
3. John Pearce from Plastic-Free Bradford on Avon said that plastic-free communities had been achieved in Wells, Weston Super Mare and Frome. He said the aim was to phase out single use plastic. He said a resolution from Full Council would be needed along with the name of a Town Councillor to sit on the Steering Group, in order to get this accreditation.
4. Rowena Quantrill supported having solar panels on St. Margaret's Hall.
5. Kate Nicholls supported Rowena on having solar panels on St. Margaret's Hall. She also was in favour of plastic-free Bradford on Avon and water fountains.
6. Cllr Newton, Leader of the Council spoke about air quality and trailing a one-way system. He said that at a recent Highways & Transport Committee meeting held on the 14th August 2018 no resolution was passed to trial a one-way system. KERB would be looking at the evidence available and reporting back to Highways & Transport Committee in October. They were trying to re balance the use of roads that would cause no other problems elsewhere and be safe for pedestrians. He said it had not been well reported locally. He said we were not at the solutions stage yet and he wished to set the record straight.

BRADFORD ON AVON TOWN COUNCIL
PLANNING APPLICATIONS TO BE CONSIDERED AT THE ENVIRONMENT & PLANNING
COMMITTEE MEETING ON TUESDAY 28TH AUGUST 2018

Town Council reference	1
Ward	BRADFORD ON AVON NORTH
Planning Application Number	18/06787/LBC
Type of application	LBC
Date to comment	31.08.18
Town Council meeting date	28.08.18
Case Officer	Russell Brown
Applicant	Ms Rowena Scott
Address	Wellclose House, 3 Belcombe Road
Description of work	Replacement of fireplace surround and insertion of wood burner in place of grate
Town Council recommendation	PERMIT - No objections

Town Council reference	2
Ward	BRADFORD ON AVON SOUTH
Planning Application Number	18/07040/FUL
Type of application	FUL
Date to comment	29.08.18
Town Council meeting date	28.08.18
Case Officer	Verity Giles-Franklin
Applicant	Mr T Drake
Address	30 Avonfield Avenue,
Description of work	Proposed Single Storey Rear Extension
Town Council recommendation	PERMIT - No objections but recommend reducing overlooking issue with neighbour, e.g frosted glass as requested.

Town Council reference	3
Ward	BRADFORD ON AVON NORTH
Planning Application Number	18/07049/FUL
Type of application	FUL
Date to comment	28.08.18
Town Council meeting date	28.08.18
Case Officer	Verity Giles-Franklin
Applicant	Mr & Mrs T Dyer
Address	48 Berryfield Road, BA15 1SX
Description of work	Proposed Extension
Town Council recommendation	PERMIT - No objections

BRADFORD ON AVON TOWN COUNCIL
 PLANNING APPLICATIONS TO BE CONSIDERED AT THE ENVIRONMENT & PLANNING
 COMMITTEE MEETING ON TUESDAY 28TH AUGUST 2018

Town Council reference 4
 Ward BRADFORD ON AVON SOUTH
 Planning Application Number 18/07120/FUL
 Type of application FUL
 Date to comment 29.08.18
 Town Council meeting date 28.08.18
 Case Officer Kate Sullivan
 Applicant Mr D Mumford
 Address 12 Elms Cross Drive, BA15 2EH
 Description of work Erection of dormer (revised application)
 Town Council recommendation PERMIT - No objections

Town Council reference 5
 Ward BRADFORD ON AVON NORTH
 Planning Application Number 18/07236/FUL
 Type of application FUL
 Date to comment 07.09.18
 Town Council meeting date 28.08.18
 Case Officer Verity Giles-Franklin
 Applicant Mr & Mrs Burchell
 Address Weaver House, 49 Newtown, BA15 1NG
 Description of work Erection of rear single storey extension with provision for roof terrace, alterations to existing rear window to reinstate door, alterations to existing rear door to create window.
 Town Council recommendation PERMIT - No objections - The proposed extension does not impact on the listed building or the conservation area. We cannot tell if there may be an overlooking issues as there were no objections received from neighbours, but this is for Wiltshire Council to assess.

Town Council reference 6
 Ward BRADFORD ON AVON NORTH
 Planning Application Number 18/07385/LBC
 Type of application LBC
 Date to comment 07.09.18
 Town Council meeting date 28.08.18
 Case Officer Verity Giles-Franklin
 Applicant Mr & Mrs Burchell
 Address Weaver House, 49 Newtown, BA15 1NG
 Description of work Erection of rear single storey extension with provision for roof terrace, alterations to existing rear window to reinstate door, alterations to existing rear door to create window.
 Town Council recommendation PERMIT - No objections - The proposed extension does not impact on the listed building or the conservation area. We cannot tell if there may be an overlooking issues as there were no objections received from neighbours, but this is for Wiltshire Council to assess.

BRADFORD ON AVON TOWN COUNCIL
PLANNING APPLICATIONS TO BE CONSIDERED AT THE ENVIRONMENT & PLANNING
COMMITTEE MEETING ON TUESDAY 28TH AUGUST 2018

Town Council reference 7
Ward BRADFORD ON AVON NORTH
Planning Application Number 18/07285/FUL
Type of application FUL
Date to comment 03.09.18
Town Council meeting date 28.08.18
Case Officer Katie Yeoman
Applicant Mr & Mrs Berry
Address 2 Belcombe Road, BA15 1LY
Description of work Conversion and extension of existing attached garage and the erection of first floor extension above.
Town Council recommendation REFUSE - See attached comments.

Town Council reference 8
Ward BRADFORD ON AVON SOUTH
Planning Application Number 18/07060/FUL
Type of application FUL
Date to comment 03.09.18
Town Council meeting date 28.08.18
Case Officer Katie Yeoman
Applicant Mr & Mrs A Nicholson
Address 5 Southville Close, BA15 1HS
Description of work Single storey front extension and two storey side extension
Town Council recommendation PERMIT - No objection, subject to the reduction in the height of the fence to 2 mtrs.

Town Council reference 9
Ward BRADFORD ON AVON NORTH
Planning Application Number 18/04770/FUL
Type of application FUL
Date to comment 27.08.18
Town Council meeting date 28.08.18
Case Officer Kate Sullivan
Applicant Mr & Mrs D Weaver
Address 196 Bath Road, BA15 1SL
Description of work Amended Plans - Single Storey rear extension & new drive with dropped kerb
Town Council recommendation PERMIT - No objection on the basis of the previous Town Council recommendation of 'No objections' - the revision is insignificant.

No. 7 Planning Application: 18/07285/FUL - 2 Belcombe Road, BA15 1LY

REFUSE

That the application be refused. The form, scale and bulk of the proposed extension have a damaging effect on the host building and on the setting of nearby listed buildings and the conservation area. The proposal is thus contrary to policies in the NPPF, the Wiltshire Core Strategy and the Bradford on Avon Neighbourhood Plan that require a high standard of design. To further elaborate on the many reasons why the scheme is unacceptable Town Council full endorses the objections presented in the letter from the owners of 13 Newtown and in particular agrees with the comments made on how the design needs to be improved.

(A)

bluefrontier

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Lysander Way, Old Sarum
Salisbury SP4 6BU

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W: www.bluefrontier.co.uk

Bradford On Avon Town Council
St Margaret's Hall
St Margaret's Street
Bradford on Avon
Wiltshire

BA15 1DE

OurRef: BR004 / ORD1501
Estimate Ref: ORD1501
Estimate Date: 24/08/2018

Estimate

Goods	Net Amount
For Laptops up to 13.3" Removable shoulder strap Carrying Handle Polyester Black	£12.98
Intel Core i7-8550U 1.8GHz 8GB DDR4 + 512GB SSD 13.3" Full HD Touch + WIFI Webcam + Bluetooth Windows 10 Pro	£1,299.96 = 6,1539.95
Sub Total	£1,312.94
Labour	Net Amount
- DOA Check - Initial Setup - User Config - Installation of 3rd party apps [UP TO 4 HRS]	£280.00
Sub Total	£280.00
Net Total	£1,592.94
VAT Total	£318.59
Gross Amount	£1,911.53

13

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Shopping Cart



Lenovo ThinkPad X380 YOGA 22TP2TX380 Laptop - 13.3-inch FHD, Intel Core i7-8650U, 16GB RAM, 1TB SSD Qty 1 £1,929.00

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Update cart

Cart totals

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280.00
1298

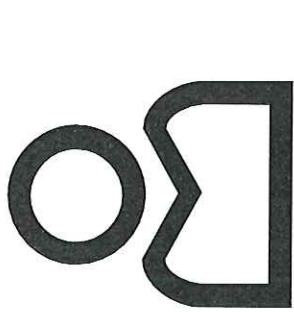
Enter coupon

£1,900.48 + VAT

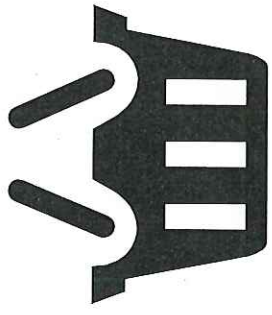
Subtotal

£1,929.00

2



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Sandra Bartlett
Bradford on Avon Town Council
St Margaret's Hall
St Margaret's Street
Bradford on Avon
Wiltshire
BA15 1DE

28 August 2018

Dear Ms Bartlett,

ELECTORAL REVIEW OF WILTSHIRE: WARDING ARRANGEMENTS

The Local Government Boundary Commission for England has formally commenced an electoral review of Wiltshire Council. The purpose of this letter is to inform you of the review and seek your views on future division boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the county. At present, some county councillors represent many more, or many fewer, electors than their colleagues elsewhere in the county. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Wiltshire Council. It will propose:

- The total number of councillors elected to the council in the future
- The number of divisions
- The number of councillors representing each division
- Division boundaries
- Names of divisions

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

28 August 2018 is the start of a 10-week public consultation during which the Commission is inviting proposals for new division arrangements. The consultation will close on 5 November 2018. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in February 2019. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in July 2019. The new electoral arrangements will come into effect at the local elections in 2021.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the county on where they think new division patterns should be drawn.

The Commission is minded to recommend that 98 councillors should be elected to Wiltshire Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 98 county councillors.

In drawing up a pattern of electoral divisions, the Commission must balance three legal criteria, namely:

- To deliver electoral equality, where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of divisions for the county which meet the requirements set out above. We encourage local organisations and parish councils to engage their local networks and communities in the review.

The Commission will treat all submissions equally and will judge each case on its merits and against the legal criteria. If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission. For example, if you wish to argue that two areas should be included in the same electoral division, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is more advice on our website, at www.lgbce.org.uk, about how you can get involved in the consultation. Our website features technical guidance that explains the process and our policies, as well as guidance on how to take part in each part of the process. We have set up a page on our website which is dedicated to the review

Local Government Boundary Commission for England, 1st Floor, Windsor House, 50 Victoria Street, London, SW1H 0TL

Tel: 0330 500 1525; reviews@lgbce.org.uk; www.lgbce.org.uk

of Wiltshire, where you can find all the relevant information.

Get in touch

View interactive maps of the current division boundaries across the county, draw your own boundaries, mark areas of interest, upload documents and have your say, on our specialist consultation portal at: <https://consultation.lgbce.org.uk>.

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Wiltshire)
 Local Government Boundary Commission for England
 1st Floor, Windsor House,
 50 Victoria Street,
 London,
 SW1H 0TL

This phase of consultation closes on **5 November 2018**. We will write to you again when we open our consultation on draft recommendations.

The Commission aims to publish every response it receives during phases of consultation. We will remove all personal information from your submission before publication. You can find out more about how we deal with consultation responses and your personal data at: www.lgbce.org.uk/about-us/privacy.

Yours sincerely



David Owen
Review Officer
Reviews@lgbce.org.uk
0330 500 1277

Wiltshire Council Electoral Review



Tell us what you think

The independent Local Government Boundary Commission for England is asking for your views on our electoral review of Wiltshire Council. The review will agree new council division boundaries across the county.

- Do you have suggestions about where your electoral division boundaries should be?
- Where do people in your area go to access local facilities, such as shops and leisure activities?
- Which areas do you identify as your local community?

Your opinion matters

**Consultation closes:
5 November 2018**

For more information and interactive maps, visit:
consultation.lgbce.org.uk and www.lgbce.org.uk.

Write to: Review Officer (Wiltshire), LGBCE, 1st Floor, Windsor House, 50 Victoria Street, London, SW1H 0TL

Email: reviews@lgbce.org.uk.

Twitter: @LGBCE



Detailed Balance Sheet (Excluding Stock Movement)

Month No: 4 31 July 2018

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
100	Trade Debtors	6,864	
105	VAT Control A/c	724	
110	Prepayments	36,947	
150	CWLPEC Dr	2,959	
200	Lloyds Current Account	492,511	
201	Lloyds Premier Interest Acct	95,953	
204	Lloyds Fixed Term Deposit	279,581	
231	Petty Cash	300	
232	TIC Float	50	
233	Events Float	100	
235	Youth Club Petty Cash	100	
	Total Current Assets	916,089	
	<i>Current Liabilities</i>		
501	Creditors	30,172	
510	Accruals	5,564	
515	PAYE/NI Due	5,515	
525	SMH Cleaning Deposit	42	
530	Deposits	50	
565	Holding Deposit - Bookings	856	
575	Cards For Good Causes	534	
580	Misc Creditors	433	
585	BOA Womens 100	3,357	
	Total Current Liabilities	46,522	
	Net Current Assets		869,566
	Total Assets less Current Liabilities		869,566
	<i>Represented By :-</i>		
300	Current Year Fund	192,632	
310	General Reserves	552,981	
335	EMR - Infrastructure Funding	76,000	
337	EMR - CWLPEC	14,105	
339	EMR - Youth Strategy	13,000	
340	EMR - Car Parking Study	1,000	
341	EMR - Grants	3,163	
342	EMR - Highways Budget	16,685	
	Total Equity		869,566

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
Resources						
101 Administration						
4001	Staff Employment Costs	13,535	57,277	175,524	118,247	118,247
4002	Agency/Temp Staff	0	0	3,000	3,000	3,000
4006	Refreshments	98	337	1,200	863	863
4007	Staff Travel	0	13	206	193	193
4008	Training and Conferences	0	274	500	226	226
4013	Rent	0	0	20,000	20,000	20,000
4017	Cleaning	42	122	250	128	128
4019	Miscellaneous	7	66	0	-66	-66
4020	Misc Establishment Costs	0	0	500	500	500
4021	Telephone & Broadband	129	526	2,850	2,324	2,324
4022	Postage (incl Franking M/c)	-40	52	1,000	948	948
4023	Stationery	30	179	1,900	1,721	1,721
4024	Photocopying	22	236	1,600	1,364	1,364
4025	Insurance	807	1,632	1,960	328	328
4026	Subscriptions	142	601	3,000	2,399	2,399
4027	Licences	153	182	0	-182	-182
4031	Recruitment Advertising	0	850	2,500	1,650	1,650
4032	Publicity	29	175	0	-175	-175
4036	Software & Support	731	5,156	4,615	-541	-541
4037	Computer Hardware	12	1,165	4,600	3,435	3,435
4038	Town Clock Maintenance	0	0	150	150	150
4046	Equipment Purchase	25	115	500	385	385
4051	Audit Fees - external	108	-1,067	1,500	2,567	2,567
4052	Audit Fees - internal	58	230	750	520	520
4053	Accountancy Fees	0	0	1,000	1,000	1,000
4054	Payroll Fees	60	324	750	426	426
4055	Legal Fees	0	325	0	-325	-325
4056	HR Consultancy	644	644	0	-644	-644
4058	Professional Fees	0	0	2,000	2,000	2,000
4064	Bank Charges	17	124	0	-124	-124
	Administration :- Expenditure	16,609	69,539	231,855	162,316	0
1076	Precept	0	344,795	546,708	-201,913	0
1090	Interest Received	4	360	750	-390	0
	Administration :- Income	4	345,155	547,458	-202,303	
	Net Expenditure over	16,605	-275,617	-315,603	-39,986	

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
102 Civic & Democratic						
4007 Staff Travel	0	24	200	176		176
4008 Training and Conferences	0	175	2,000	1,825		1,825
4030 Events	19	447	0	-447		-447
4034 Newsletter	0	1,546	5,000	3,454		3,454
4201 Chairmans Allowance	0	1,100	1,030	-70		-70
4202 Chairmans Expenses	69	203	1,200	997		997
4203 Members Expenses	32	44	0	-44		-44
4211 Town Council Events	0	0	7,000	7,000		7,000
4215 Remembrance Day	0	0	200	200		200
4221 Twinning	0	10	1,300	1,290		1,290
Civic & Democratic :- Expenditure	120	3,550	17,930	14,380	0	14,380
Net Expenditure over	120	3,550	17,930	14,380		
109 Capital & Projects						
4901 CP - Loan Repayment	0	0	18,340	18,340		18,340
4902 Rolling Contingency Fund	1,468	5,740	25,985	20,245		20,245
4903 Rolling Capital Fund Special	0	0	20,000	20,000		20,000
Capital & Projects :- Expenditure	1,468	5,740	64,325	58,585	0	58,585
1075 CIL (S106) Grants Receivable	0	5,933	0	5,933		0
Capital & Projects :- Income	0	5,933	0	5,933		
Net Expenditure over	1,468	-194	64,325	64,519		
201 Victory Field						
4001 Staff Employment Costs	637	2,296	6,143	3,847		3,847
4012 Water	7	25	0	-25		-25
4014 Light & Heat	19	35	0	-35		-35
4036 Software & Support	22	22	0	-22		-22
4251 V F Sports Association Grant	0	0	11,000	11,000		11,000
4252 Victory Field Maintenance	125	1,168	6,000	4,832		4,832
4253 V F Safety Checks Play Eqpt	0	0	450	450		450
Victory Field :- Expenditure	810	3,546	23,593	20,047	0	20,047
1001 Booking Income	45	765	0	765		0
Victory Field :- Income	45	765	0	765		
Net Expenditure over	765	2,781	23,593	20,812		

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>203 Youth & Community Centre</u>						
4001 Staff Employment Costs	413	2,150	2,808	658		658
4011 Rates	287	1,148	3,000	1,852		1,852
4012 Water	34	160	200	40		40
4013 Rent	80	329	1,000	671		671
4014 Light & Heat	153	976	2,000	1,024		1,024
4016 Refuse Disposal	41	156	500	344		344
4017 Cleaning	36	187	150	-37		-37
4020 Misc Establishment Costs	0	0	250	250		250
4021 Telephone & Broadband	37	125	300	175		175
4025 Insurance	0	0	80	80		80
4026 Subscriptions	0	0	50	50		50
4027 Licences	30	30	0	-30		-30
4036 Software & Support	0	0	50	50		50
4039 CCTV Costs	0	0	60	60		60
4040 Alarms	0	48	350	302		302
4041 Property & Other Maintenance	0	736	5,000	4,264		4,264
4046 Equipment Purchase	0	667	250	-417		-417
Youth & Community Centre :- Expenditure	1,111	6,712	16,048	9,336	0	9,336
1001 Booking Income	1,452	7,554	10,000	-2,447		0
1005 BoA Youth Service Bookings	25	350	0	350		0
1010 Grants Received	0	0	10,000	-10,000		0
Youth & Community Centre :- Income	1,477	7,904	20,000	-12,097		
Net Expenditure over	-366	-1,192	-3,952	-2,760		
<u>302 Closed Churchyard</u>						
4042 Churchyard Maintenance	0	0	600	600		600
Closed Churchyard :- Expenditure	0	0	600	600	0	600
Net Expenditure over	0	0	600	600		
<u>303 Westbury Gardens</u>						
4001 Staff Employment Costs	427	1,538	4,116	2,578		2,578
4062 Westbury Gardens Maintenance	40	840	10,000	9,160		9,160
Westbury Gardens :- Expenditure	467	2,378	14,116	11,738	0	11,738
1001 Booking Income	50	100	500	-400		0
Westbury Gardens :- Income	50	100	500	-400		
Net Expenditure over	417	2,278	13,616	11,338		

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
305 <u>Bridge Street</u>						
4014 Light & Heat	18	71	0	-71		-71
Bridge Street :- Expenditure	18	71	0	-71	0	-71
1305 Utilities recharge	0	0	0	0		0
Bridge Street :- Income	0	0	0	0		
Net Expenditure over	18	71	0	-71		
403 <u>Public Conveniences</u>						
4001 Staff Employment Costs	1,694	6,107	16,340	10,233		10,233
4011 Rates	464	1,856	6,000	4,144		4,144
4012 Water	499	928	3,500	2,572		2,572
4014 Light & Heat	160	896	2,076	1,180		1,180
4025 Insurance	0	0	60	60		60
4028 Uniforms/Protective Clothing	9	44	150	106		106
4041 Property & Other Maintenance	368	583	500	-83		-83
4311 Public Conv's Cleaning Product	83	343	1,700	1,357		1,357
Public Conveniences :- Expenditure	3,277	10,757	30,326	19,569	0	19,569
Net Expenditure over	3,277	10,757	30,326	19,569		
501 <u>St Margaret's Hall</u>						
4001 Staff Employment Costs	5,064	20,938	61,450	40,512		40,512
4011 Rates	388	1,552	5,110	3,558		3,558
4012 Water	-170	185	1,600	1,415		1,415
4013 Rent	0	0	-20,000	-20,000		-20,000
4014 Light & Heat	396	1,192	5,350	4,158		4,158
4016 Refuse Disposal	185	719	1,600	881		881
4017 Cleaning	111	384	1,000	616		616
4020 Misc Establishment Costs	0	0	750	750		750
4025 Insurance	0	0	3,200	3,200		3,200
4027 Licences	140	226	1,000	774		774
4030 Events	1,122	1,863	4,000	2,137		2,137
4032 Publicity	45	194	1,500	1,306		1,306
4040 Alarms	50	228	1,200	972		972
4041 Property & Other Maintenance	193	2,303	7,500	5,197		5,197
4043 Equipment Repairs&RunningCosts	46	232	300	68		68
4046 Equipment Purchase	0	529	4,500	3,971		3,971
4057 Seat Sponsorship Costs	0	0	50	50		50
St Margaret's Hall :- Expenditure	7,569	30,547	80,110	49,563	0	49,563

Month No : 4

I&E By Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
1001	Booking Income	3,700	12,237	55,000	-42,763		0
1203	Events Income	364	1,789	3,500	-1,711		0
	St Margaret's Hall :- Income	4,063	14,027	58,500	-44,473		
	Net Expenditure over	3,505	16,520	21,610	5,090		
601	Bearfield						
4601	Bearfield Maintenance	490	980	2,500	1,520		1,520
	Bearfield :- Expenditure	490	980	2,500	1,520	0	1,520
	Net Expenditure over	490	980	2,500	1,520		
602	Festival Gardens						
4602	Festival Gardens	0	0	1,000	1,000		1,000
	Festival Gardens :- Expenditure	0	0	1,000	1,000	0	1,000
	Net Expenditure over	0	0	1,000	1,000		
	Resources :- Expenditure	31,938	133,818	482,403	348,585	0	348,585
	Income	5,639	373,883	626,458	-252,575		
	Net Expenditure over Income	26,300	-240,065	-144,055	96,010		

Month No : 4

I&E By Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
Community & Recreation							
103	Grants						
4102	Grants	50	21,296	12,000	-9,296		-9,296
4103	Grant - BoA Historic Bldgs C C	0	0	5,000	5,000		5,000
4106	Grant - Museum	0	0	2,000	2,000		2,000
4107	Grant - Mt Pleasant Centre	0	0	1,500	1,500		1,500
4109	Grant - The Hub	0	0	5,150	5,150		5,150
	Grants :- Expenditure	50	21,296	25,650	4,354	0	4,354
	Net Expenditure over	50	21,296	25,650	4,354		
202	Events						
4030	Events	20	809	0	-809		-809
4261	Arts & Festival Grants	0	0	8,500	8,500		8,500
4264	Flower Show	0	0	750	750		750
	Events :- Expenditure	20	809	9,250	8,441	0	8,441
1070	Miscellaneous Income	41	41	1,200	-1,160		0
1203	Events Income	0	653	0	653		0
	Events :- Income	41	694	1,200	-507		
	Net Expenditure over	-21	116	8,050	7,934		
204	Youth Club						
4001	Staff Employment Costs	895	895	0	-895		-895
4016	Refuse Disposal	33	33	0	-33		-33
4019	Miscellaneous	420	433	0	-433		-433
4213	Hall/Room Hire	0	325	0	-325		-325
	Youth Club :- Expenditure	1,348	1,686	0	-1,686	0	-1,686
1210	Youth Club Subs	129	181	0	181		0
1211	Youth Club Tuck Shop	47	92	0	92		0
	Youth Club :- Income	176	273	0	273		
	Net Expenditure over	1,172	1,413	0	-1,413		
205	Youth Services						
4650	Youth Strategy	2,516	2,516	0	-2,516		-2,516
	Youth Services :- Expenditure	2,516	2,516	0	-2,516	0	-2,516
1215	Youth Services Income	0	6,500	0	6,500		0
	Youth Services :- Income	0	6,500	0	6,500		
	Net Expenditure over	2,516	-3,984	0	3,984		

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
Community & Recreation :- Expenditure	3,934	26,308	34,900	8,592	0	8,592
Income	216	7,466	1,200	6,266		
Net Expenditure over Income	3,718	18,841	33,700	14,859		

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Town Development</u>						
<u>301 Town Development</u>						
4001	Staff Employment Costs	427	1,538	4,116	2,578	2,578
4025	Insurance	42	167	3,200	3,033	3,033
4059	CEV	919	1,159	8,500	7,341	7,341
4302	Hanging Baskets	0	5,559	5,300	-259	-259
4303	Seat Repairs&Renewals	0	0	1,000	1,000	1,000
4308	Pedestrian Safety/Cycle Net.	0	0	2,000	2,000	2,000
4404	Tory Trees	0	430	500	70	70
4700	Tourism Development Fund	2,000	2,000	0	-2,000	-2,000
	Town Development :- Expenditure	3,387	10,854	24,616	13,762	0
1010	Grants Received	0	1,275	0	1,275	0
1070	Miscellaneous Income	0	250	0	250	0
	Town Development :- Income	0	1,525	0	1,525	
	Net Expenditure over	3,387	9,329	24,616	15,287	
<u>304 Business & Tourism inc TIC</u>						
4001	Staff Employment Costs	4,313	9,418	39,519	30,101	30,101
4007	Staff Travel	0	0	100	100	100
4011	Rates	288	1,150	4,000	2,850	2,850
4012	Water	32	51	500	449	449
4013	Rent	1,000	4,000	12,000	8,000	8,000
4014	Light & Heat	160	924	2,500	1,576	1,576
4017	Cleaning	0	0	500	500	500
4020	Misc Establishment Costs	0	0	500	500	500
4021	Telephone & Broadband	28	102	600	498	498
4022	Postage (incl Franking M/c)	6	23	0	-23	-23
4023	Stationery	0	0	100	100	100
4025	Insurance	25	100	900	800	800
4026	Subscriptions	257	458	3,500	3,042	3,042
4032	Publicity	0	0	1,500	1,500	1,500
4033	Printing	0	0	2,000	2,000	2,000
4036	Software & Support	0	0	250	250	250
4041	Property & Other Maintenance	0	33	150	117	117
4045	Christmas Lights	0	0	10,000	10,000	10,000
4046	Equipment Purchase	37	37	500	463	463
4063	Service Charge	66	264	770	506	506
4070	Goods for Resale	76	446	1,500	1,054	1,054

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
4219 South West In Bloom	3,484	3,484	3,000	-484		-484
Business & Tourism inc TIC :- Expenditure	9,771	20,490	84,389	63,899	0	63,899
1010 Grants Received	0	0	1,500	-1,500		0
1070 Miscellaneous Income	500	500	0	500		0
1200 Christmas Lights Income	0	0	5,000	-5,000		0
1201 TIC Income	147	1,003	3,000	-1,997		0
1204 Charity Christmas Cards	0	0	1,500	-1,500		0
1205 Accommodation Guide Inc	0	113	0	113		0
1300 Cafe Rent	0	2,674	6,000	-3,326		0
1305 Utilities recharge	0	-2,093	1,250	-3,343		0
1310 Insurance Recharged	0	0	400	-400		0
1315 Business Rates Recharged	0	0	2,000	-2,000		0
Business & Tourism inc TIC :- Income	647	2,196	20,650	-18,454		
Net Expenditure over	9,124	18,294	63,739	45,445		
Town Development :- Expenditure	13,158	31,344	109,005	77,661	0	77,661
Income	647	3,721	20,650	-16,929		
Net Expenditure over Income	12,511	27,623	88,355	60,732		

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Environment & Planning</u>						
401	<u>Environment & Planning</u>					
4019	Miscellaneous	0	400	0	-400	-400
4401	Conservation Consultant	0	569	2,000	1,431	1,431
4406	BoA Neighbourhood Plan	0	0	2,000	2,000	2,000
	Environment & Planning :- Expenditure	0	969	4,000	3,031	0
	Net Expenditure over	0	969	4,000	3,031	
<hr/>						
	Environment & Planning :- Expenditure	0	969	4,000	3,031	0
	Income	0	0	0	0	
	Net Expenditure over Income	0	969	4,000	3,031	

Month No : 4

I&E By Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual	Committed Expenditure	Funds Available
<u>Highways & Transport</u>						
<u>402</u> <u>Highways & Transport</u>						
4409 Highways Improvements	0	0	18,000	18,000		18,000
Highways & Transport :- Expenditure	0	0	18,000	18,000	0	18,000
Net Expenditure over	0	0	18,000	18,000		
Highways & Transport :- Expenditure	0	0	18,000	18,000	0	18,000
Income	0	0	0	0		
Net Expenditure over Income	0	0	18,000	18,000		

At : 11:29

Lloyds Current Account

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2018	Entanet International Ltd	DD 3Jul18	37.20		ADSL Jun-Jul18
03/07/2018	Bradford on Avon Business	BP 3Jul18	900.00		BOABusinessMinervaOwl FTCMin20
04/07/2018	West Mercia Energy	DD 4Jul18	319.05		Electricity (E14Z) Apr18
12/07/2018	Entanet International Ltd	DD 12Jul18	29.10		Purchase Ledger Payment
12/07/2018	PPE Delivered Ltd	BP 12Jul18	53.04		Purchase Ledger Payment
13/07/2018	Cash	101528	90.69		Mopheads
13/07/2018	Cater-Kwik Ltd	101529	471.59		Instanta Water Boiler
13/07/2018	Bath & West Fire & Safety	130818001	235.56		EmergencyLightingRepairs
13/07/2018	Mrs Angela DALE	130818002	170.00		Tea Dances Jun18
13/07/2018	Ductbusters Ltd	130818003	1,273.20		AHU Annual Cleaning/Maintenanc
13/07/2018	Ms El Franklin	130818004	264.60		MaterialsEtc WhitehillPlanters
13/07/2018	Knight's Ground Maintenance	130818005	225.00		Jun18 Grass Cut/Weedkill
13/07/2018	Koji Sakai	130818006	21.00		Magnets x28
13/07/2018	Jennie Parker	130818007	49.00		Event Gazebo JParker
13/07/2018	Pear Technology Services Ltd	130818008	798.00		Year 2of5 MappingSWto31May19
13/07/2018	Superior Plants	130818009	6,671.04		2018 Baskets&Maintenance
13/07/2018	Katie Vigar	130818010	56.84		TableRoll Feb18 Katie Vigar
13/07/2018	Westex Heating Ltd	130818011	354.00		SupplyFitCondenseTrapsBoiler
13/07/2018	Wiltshire Council	130818012	20.00		LotteryReg Renewal 18/19
13/07/2018	West Mercia Energy	DD 13Jul18	671.20		Purchase Ledger Payment
13/07/2018	Lloyds Bank plc	DD13Jul18	15.47		Charges 10May-9Jun18
16/07/2018	Wiltshire Council	DD112343	344.00		18/19 NDR YC
16/07/2018	Wiltshire Council	DD142337	345.00		18/19 NDR TIC
16/07/2018	Wiltshire Council	DD158763	278.00		18/19 NDR SCP
18/07/2018	Booker Ltd	DD 18Jul18	42.17		11July Refreshments
18/07/2018	West Mercia Energy	DD 18July	415.85		Gas May18
18/07/2018	BIRMINGHAM	DD18Jul18	94.22		Purchase Ledger Payment
19/07/2018	J&V Data Services Ltd	DD 19Jul	15.40		JunCalls/JulCharges
20/07/2018	EA Kay	200718001	212.61		July Exps AKay
20/07/2018	Sandra Bartlett	200718002	131.96		Town Railing Paint 2.5l x4
20/07/2018	Blue Frontier IT Ltd	200718003	1,533.71		Monthly Support Jun18
20/07/2018	Burbidge Electrical	200718004	54.00		InvestigatePavillionShutters
20/07/2018	Drain Services Ltd	200718005	414.00		Reepair SewagePump SCP
20/07/2018	Dave & Marsha MARS	200718006	237.00		MMars Quiz Night Exps
20/07/2018	D Perry	200718007	245.00		Jun18 Maintenance
20/07/2018	Mr R.W.A. Powell	200718008	40.00		GrassCut 4Jul
20/07/2018	Paul Robertson	200718009	48.00		Phaze17ah JumpStarter
20/07/2018	Royal Mail Group Ltd	200718010	600.00		D2D Delivery Summer N/Letter
20/07/2018	T&A Motors Ltd	200718011	35.00		Great Wall MOT Test
20/07/2018	Visit Wiltshire Limited	200718012	912.00		GoldTownPartnerMay18-Apr19
20/07/2018	Wiltshire Council	200718013	180.00		Premises Licence 8Aug18-7Aug19
20/07/2018	Zurich Municipal	200718014	505.49		Truck Insurance29Jul18-28Jul19
20/07/2018	Wallace Souza	BP 20Jul18	1,600.00		PaintWhiteRailingsTownBridge
20/07/2018	HMRC	BACS 20JUL	6,004.51		HMRC PAYE/NIC Jun18
23/07/2018	UK Wholesale Direct	DD 23Jul18	22.96		JunCalls/AugCharges
25/07/2018	Moorepay Limited	DD 25Jul18	69.79		Jun18 Payroll
25/07/2018	Lloyds Bank plc	DD25Jul18	594.72		Purchase Ledger Payment

At : 11:29

Lloyds Current Account

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2018	Salaries/Pension Jul18	BACS 26JUL	21,595.11		Salaries/Pension Jul18
30/07/2018	Wiltshire Council	DD134007	466.00		18/19 NDR SMH
30/07/2018	Wiltshire Council	DD159398	232.00		18/19 NDR SMCP
31/07/2018	Bath Tourism Plus	310718001	600.00		VisitBathM'shipAug18-Jul19
31/07/2018	OCS Group UK Ltd	310718002	75.08		Sanitary Dsposal AMJ18
31/07/2018	Grist Environmental Limited	310718003	389.00		Refuse Collections Jun18
31/07/2018	Sarah Hawkins	310718004	67.41		SHawkins Exps Jun18
31/07/2018	Integrated Water Services Ltd	310718005	82.09		Water Hygiene
31/07/2018	Little Blue Monster Ltd	310718006	1,140.00		DDdB 13Apr18
31/07/2018	Lyreco UK Limited	310718007	329.11		Jun18 Consumables
31/07/2018	Dave & Marsha MARS	310718008	812.50		SWiB VideoProductionDaveMars
31/07/2018	Office Beverages	310718009	80.55		Jun18 Monthly Charge
31/07/2018	Renney & Co	310718010	772.20		HR Matters Feb-Jul18
31/07/2018	Ricoh UK Ltd	310718011	362.22		JJA18 Copier Rental
31/07/2018	Mike Roberts	310718012	32.00		MRoberts InkCartHP62Multi
31/07/2018	Mr J Venables	310718013	2,662.50		Portfolio/Licences/Preproducti
31/07/2018	Eifion WALKER	310718014	80.00		FittingWaterHeaterSMHKitchen
31/07/2018	Entanet International Ltd	DD 31Jul18	37.20		ADSL Jul-Aug18
Total Payments			<u>57,515.94</u>		

Sub-Lease of the Greenhouse building 50 St. Margaret's Street

Background

Bradford on Avon Town Council leases the Greenhouse building 50 St Margaret Street, in which the Tourist Information Centre (TIC) is situated. The Town Council has leased the building since November 2015 and has since moved on to a rolling lease with a six-month notice period. In June 2016 the Town Council entered into a sub-lease agreement with Janet Caffrey for part of the building, in which, Janet runs a café, Poppies.

Purpose of Report

The Town Council needs to agree its medium-term strategy for the sub-lease of the building.

Considerations

The sub-lease with Janet comes to an end on 25th November 2018, Janet has decided to investigate the possibility of selling her business due to changes in her personal circumstances. She has several interested parties, with currently, one potential buyer, who has not run a café before but has skills and interests in a variety of businesses. He would like to obtain the café business for his daughter to own/manage.

In the interest of transparency officers have met with the potential buyer to explain the Town Councils position regarding the current lease and possible future plans for the building. This opportunity gives the Town Council scope to revise the conditions within the sub-lease based on the learning experience of sharing the building with an operating café.

The current practices were discussed, and it was explained that if the Town Council were to enter into a new sub-lease it would most likely, amend some of the current arrangements to allow for better use of the space, particularly upstairs. The potential buyer has been requested to outline how much of the upstairs space would be required, this allows the Town Council to consider the use of the remaining space with the possibility of situating officers within the space. These changes are not seen as onerous, more 'lessons learnt' from sharing the building over several years.

The proposals were agreed in principle with the potential buyer, who agreed to assess the space needed, the buyer had not viewed the upstairs and therefore intended to go and investigate and consider how the business would operate and then let the Town Council know the requirements.

The intention is to run the café, reducing the menu, serving fresh organic food. There was no formal proposal at this stage or business plan. The Town Council is unaware of how far discussions have progressed regarding the buying/selling of the café.

A café in Westbury Gardens is an amenity asset, regarding the provision of a service to users of the Gardens. In the summer months, the outside seating area enhances the ambience of the gardens for visitors.

Proposed new terms of a sub-lease

1. The sub-lease would become a rolling lease to match the Town Councils head lease.
2. Ensure responsibility for the management of the café's waste.
3. Allow only 1 'A' board outside.
4. Revise the percentage of utility bills to an appropriate level.

5. Clearly defined the area on the first floor for fridges and storage of dried food.
6. Ensure that tables and chairs are packed away within the café or outside, not in the TIC.
7. Clearly identify what outside space can be used and recognise within the lease.
8. Café to provide its own telephone line.

The Town Council will need to consult with the lessor to ensure compliance with the current head lease. The division of the upstairs space may require a partition which will also need to be agreed.

The Town Council will need to satisfy itself that it could utilise the remaining upstairs space, it would also need to identify the revised percentage split for the utilities and identify the outside space to include in the lease and any charge.

Options:

1. Let the current sub-lease finish and reclaim the café space.
2. (i) Renew the sub-lease with Janet on existing terms.
(ii) Enter a new sub-lease with any potential buyer on the existing terms.
3. (i) Agree to a new sub-lease agreement including the above terms with Janet.
(ii) Agree to a new sub-lease agreement including the above terms with any potential buyer.

Items 2 (i) and 3 (i) are provisions in the event that Janet does not sell the café prior to the end of the current sub-lease.

Town Clerk and Operations Manager
16.08.18