






Town Development Committee

Town Development Committee

5/14/2019 7:00 PM - 8:00 PM ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

Topic	Presenter
<p>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></p> <p>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.</i></p>	Town Clerk
<p>2 Apologies <i>To accept apologies.</i></p>	
<p>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></p>	
<p>4 Minutes <i>To approve the minutes of the last meeting held on the 12th March 2019.</i></p> <p> 2019.03.12_TD Minutes.pdf</p>	3
<p>5 Matters arising (FOR INFORMATION ONLY)</p>	
<p>6 Chairman's report <i>Report attached.</i></p> <p> Chairman's Report 14.05.19.pdf</p>	Cllr Simon McNeill-Ritchie 6
<p>7 Vice-Chairman <i>To accept nominations for a Vice-Chairman on this committee.</i></p>	
<p>8 Lucy Millar Chairman from Bradford on Avon Business and Non Councillor members on this committee <i>(i) Lucy Millar, new Chairman from Bradford on Avon Business to address the committee.</i> <i>(ii) To decide non councillor members on this committee.</i></p>	
<p>9 CCTV and Anti Social Behaviour in Westbury Gardens. <i>(i) Operations Manager to report on CCTV.</i> <i>(ii) Cllr Mike Roberts to report on a.s.b. and other matters.</i></p> <p> CCTV SMH Westbury Gardens (1).pdf</p>	7
<p>10 Police Up-date <i>P.C. Charly Chilton to report</i></p>	
<p>11 New Lighting Desk St Margaret's Hall <i>Report attached from the Operations Manager.</i></p> <p> SMH new lighting desk 2019.pdf</p>	9
<p>12 T.I.C. Refurbishment <i>Report attached from the Operations Manager.</i></p> <p> TIC.pdf</p>	10
<p>13 Date of next meeting <i>The next meeting has been scheduled for the 24th July 2019.</i></p>	

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Daniel Taylor	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Dom Newton	Unconfirmed
CLlr Jim Lynch	Unconfirmed
CLlr Laurie Brown	Unconfirmed
CLlr Michael Roberts	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed



Minutes of the Bradford on Avon Town Council
Town Development Committee
Held at St. Margaret's Hall, Bradford on Avon
on 12th March 2019 at 7.00p.m.

Present:

Cllr L Brown
Cllr E Franklin
Cllr D Garwood
Cllr S McNeill-Ritchie
Cllr M Roberts
Cllr D Taylor
Ian Brown – Operations Manager
Sandra Bartlett – Town Clerk

Members of the Public.

Joyce Shaw, Annette and John Seekings and 3 others.
Apologies: Cllr A Kay, Cllr J Lynch and Cllr D Newton.

49. Declarations of interest

- (i) Cllr McNeill-Ritchie declared a non-pecuniary interest in the item regarding changing the premises licence at Ruby Red Wine Cellars.
- (ii) Cllr Franklin declared a non-pecuniary interest in the Section 96 licence for the planter at Whitehill.

50. Minutes

After one small amendment was made, it was proposed by Cllr Franklin, seconded by Cllr Roberts and with all in favour it was **RESOLVED:** that the minutes of the last meeting held on the 22nd January 2019 were accepted as a true record.

51. Matters arising

- (i) Minute 40(i) Lowering the wall at Greenland View – The extra charge for additional work as agreed with Cllr Roberts was discussed. Chairman advised that future situations like this involving public funds had to be prevented. He recommended that officers should handle such matters and obtain detailed quotes in advance to avoid the scope for any misunderstandings. It was proposed by Cllr Roberts, seconded by Cllr Garwood and with all in favour it was **RESOLVED:** To pay the extra £110 but not repeat this practice in the future.

52. Chairman's Report

Chairman explained his report and mentioned that there was a new Chairman of the Bradford on Avon Business. Chairman reported that he had been investigating development opportunities in Bradford on Avon. Cllr Brown cautioned against allowing the cricket club to have sole control over with any new pavilion on Culver Close. The Chairman replied that at present he was investigating sources of funding only, not the future design and use of the building. He would convene shortly a meeting to explore the best way forward for all users of a new pavilion, present and future. More generally, although the council was still waiting to hear from Wiltshire Council when negotiations about the transfer of community assets back to the town would open, he proposed to open a series of internal discussions before the next meeting to examine the future use and operation of the public areas likely to be included in this process. The Chairman explained that the CEVs had their one-day First Aid training course scheduled for the 23rd March 2019 and to be quarterly thereafter. He and

other volunteers would be trained first, but then they hoped to make the training open to other groups and members of the public. Cllr Franklin explained the new criteria for judging the South West in Bloom Competition. Chairman reported that the Town Council would be looking to support St. Laurence Science Fundraising Campaign. This will be discussed in more detail at Community & Recreation Committee next week.

53. New Map and Visitors Guide

After discussion, it was proposed by Cllr Franklin, seconded Cllr Taylor and with all in favour it was **RESOLVED**: To appoint Illustrator 2 at a cost of £1200. To appoint Graphic Designer 1 at a cost of £350 for design work on the map and £2,000 for a 40-page visitors guide. To appoint Printer 1 at a cost of £570 for 6000 maps, £1,771 for a print of 4000 visitors guides. Totalling £5,891.00.

54. Tourism & Destination Management Plan

Cllr Garwood explained the proposed changes. After some discussion, it was proposed by Cllr Garwood, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: To accept the Tourism Strategy and Destination Management Plan with the proposed changes. The Chairman thanked everyone who had contributed during the consultation.

55. Middle Rank Handrail

The report was considered and after discussion it was proposed by Cllr Franklin and seconded by Cllr Roberts and with all in favour it was **RESOLVED**: To accept Contractor 1, who had previously undertaken work for the Council satisfactorily, to supply and fit a galvanised and painted handrail to the steps up to Tory at a cost of £2702.00

56. Repair of Victory Field pavilion roof

The Chairman and Cllr Brown both expressed their determination to resolve this recurring problem permanently through the construction of a pavilion on Culver Close. In the meantime, it was proposed by Cllr Franklin, seconded by Cllr Roberts and with all in favour it was **RESOLVED**: To accept Contractor 2 in the amount of £1,450.

57. Volunteers' Code of Conduct

The Volunteer Code of Conduct was considered. Cllr Roberts said that he had some items to add and agreed to come and talk these over with the Operations Manager. It was proposed by Cllr Roberts, seconded by Cllr Brown and with all in favour it was **RESOLVED**: To accept the new Volunteers Code of Conduct. Operations Manager agreed to discuss this with other volunteer groups.

58. Variation to the Premises Licence at Ruby Red Wine Cellars

This was discussed, but as members required clarification on a number of matters, the Town Clerk was asked to investigate and bring the matter to Resources Committee.

59. Section 96 licence for Whitehill Planter

It was noted that a Section 96 licence had been granted to the Town Council by Wiltshire Council to display the planter at Whitehill. This licence is valid for ten years.

60. Date of next meeting

It was noted that the next meeting had been arranged for 14th May 2019.

The meeting closed at 8.05p.m.

Appendix 1

Members of the public who attended the Town Development Committee meeting on the 12th March 2019

1. John Seekings reported that he would be assisting the Tourism and Events Officer with a Survey of Visitors and the towns capacity to provide accommodation. He would also be comparing Bradford on Avon to Wells, as it is a town of similar size. He hoped that this work would be completed by the end of April 2019.

2. Joyce Shaw reported that in relation to the Tourism and Destination Management Plan, two matters were causing her concern:-
 1. Canal boats not moving on after 14 days but staying for months. She also wondered where all the waste was going.

 - 2, Drunks in Westbury Gardens. She had telephoned the Police recently because one of them had climbed a large tree and was sitting on a limb and could have fallen into the river. She had also witnessed them urinating on the tree. Chairman advised that the Police were monitoring this area and that CCTV was being investigated for this area.

CHAIRMAN'S REPORT

Chairman's Report for the 14th May 2019 Town Development Committee

Station Development

Had three conversations with the out going Head of the Economic Development Team at Wiltshire Council about the Station Development and they are looking to see if and how they might be able to work with us to move this forward.

Culver Close Cricket Pavilion

Had meeting 26th March and 23rd April 2019 on the Cricket pavilion with both the local club and representatives from Wiltshire Cricket Club. More funding is expected to come on stream for W.C.C. from 2020. The next step is for us to put together a Working Party of stakeholders to set out our needs and wishes.

Market Towns & C.E.V.s

Together with Cllr Roberts went to Market Towns Development meeting on the 28th March 2019 where Paul Robertson gave a presentation on the role of C.E.V.s in Bradford on Avon.

Bradford on Avon Business

Attended the meeting of BOA Business on the 3rd April 2019 and, their breakfast meeting on the 18th April where we discussed the emerging role of BOA Business under the new Chair and her team.

Crime Forum

There was a Police Forum on the 18th April with a panel including Michelle Donelan MP and Angus McPherson and Cllr A Kay, Mayor.

South West in Bloom

South West in Bloom on the 25th April 2019. The competition will be judged on the 11th or 16th July 2019.

Iford Arts

Cllr Gibson and I had a meeting with Iford Arts in the hope of identifying a home or at least facilities for them in Bradford on Avon.

Bradford on Avon Town Council

Town Development Committee

14th May 2019



Installation of CCTV.

Purpose of Report

To seek members approval to appoint a contractor to undertake the supply and installation of a CCTV system to cover St Margaret's Hall and Westbury Gardens.

Background

The Town Council owns Westbury Gardens in Bradford on Avon and operates the area as a public garden. During the summer of 2018, an issue began to develop with behaviour of a group of people in the gardens. This issue caused an influx of complaints regarding the anti-social behaviour. The complaints reduced, somewhat, during the winter period, but the behaviour and complaints have started to increase in the spring of 2019.

The Council is aware of the behaviour within Westbury Gardens, this has been attributed to drink and drugs and has caused complaints to increase and residents have informed the council of their apprehension in using the gardens. There is also the issue that the council's Tourist Information Centre (TIC) is situated in the greenhouse building in the gardens and the service is operated by volunteers.

Considerations

The introduction of CCTV to monitor the area, which then can provide evidence following any incidents, this would be a record and retrieve system [not manned]. This would initially provide a deterrent as the cameras are both visible and recording 24/7. In the event of an incident or the perception of an incident, the recording could be reviewed and where warranted and in line with the code of practice, could be used as evidence in either formal or informal action. The actual perpetrators of any incident would be identifiable and not reliant on being witnessed first-hand.

The Council has approached local companies to obtain quotes for the provision on CCTV. The initial request to the contractors required the quotes to provide coverage of both Westbury Gardens and St Margaret's car park sites using multiple cameras, with the coverage designed by the supplier.

Following receipt of the first quotes it was felt that, due to both sites falling within the conservation area, that the fewest cameras possible should be used. Therefore, a second quote, for a specified single 360° camera provided at both sites, which would cover as much of the gardens and the car park as possible, was requested.

The proposed systems will require the images to be of quality to be accepted as evidence. Therefore, the decision to award the contract needs to be taken against the balance of both cost and quality.

In reviewing the submissions, officers have reduced the companies to two and these companies have been invited to demonstrate their systems on the 15th May 2019 (i. 9.30am and ii. 12.00pm). The third company was discounted due to the equipment proposed.

Cost of Proposal

The contractors have quoted for labour and materials.

Contractor a	£4,571.00
Contractor b	£3,645.00
Contractor c	£3,996.80

All excluding vat

Budget

Town Council estimated £7,500 for this project.

Recommendation:

The Council;

- i) Agrees to proceed with the procurement of a CCTV system.
- ii) Appoints three members plus the chair of Town Development Committee to review the quality of the CCTV systems (15th May 9.30am and 12.00pm).
- iii) Following (ii) delegates authority to the Operations Manager to procure the CCTV system based on cost/quality, agreed by members at the quality demonstrations.

Operations Manager
7th May 2019

Bradford on Avon Town Council

Town Development Committee

14th May 2019



Replacement Lighting desk for St Margaret’s Hall.

Purpose of Report

To seek members approval to purchase a new lighting desk for St Margaret’s hall.

Background

The current lighting desk was procured in 2014 and was considered a budget model at the time of purchase. The desk is now reaching the end of its economic life and is no longer fit for purposes. Several of its controls are no longer working and it does not allow users to control the lighting in a professional manor.

The provision of the new desk has been allowed for in the equipment purchase budget for 2019.

Considerations

Officers have researched a number of different lighting desk, consideration has been giving to the ease of use, the type of current lighting in the hall (both conventional halogens and LEDs) and to ensure the system is future proof as far as possible.

The lighting desk that match the criteria that officers identified was the FLX S24 made by Zero88, which provides professional level functionality and the ability to remote control the desk from a mobile device.

Three companies where asked for quotes to supply the desk.

Cost of Proposal

The suppliers have quoted for the desk and delivery.

Supplier 1	£1,094.95
Supplier 2	£1,199.00
Supplier 3	£1,350.00

All excluding vat

Recommendation:

The Council;

- i) Accepts the quote from supplier 1.

Hall Manager
17th April 2019

Bradford on Avon Town Council

Town Development Committee

14th May 2019



Tourist Information Building Refurbishment

Purpose of Report

To refurbish the current Tourist Information Centre and make it more of a useable and professional space for the community and visitors. This proposal allows the council to achieve an element identified in priority 1 [Visitor Experience] action plan from the Tourism strategy;

“Improve the Tourist Information Centre (TIC) appearance”

Background

Bradford on Avon Town Council leases The Greenhouse building in Westbury Gardens, the building provides accommodation on two floors, with the upstairs being used as office and storage space and the downstairs houses the Tourist Information centre.

The Council had previously sub leased part of the space to provide a café, this lease was not renewed in 2018, which provides the opportunity to improve and utilise the space.

The Council have undertaken a branding exercise during 2018, creating the brand ‘Explore BoA’ and adopted a new Tourism Strategy, with the vision “To make Bradford on Avon a destination of choice for visitors to the South West of England”. We have this in our future capital projects.

Considerations

The current Tourism Information space is in a small room at the front of the green house building which doesn’t have enough room for all the literature that is required to help visitors and the community. The space is very dated and not particularly user friendly.

The Council has an opportunity to utilise the space to make a fresh and professional tourist information centre that can be include more information and allow the council to start selling more branded ‘explore’ products in a conducive environment.

The Council approached over 27 businesses to ask if they would like to tender for the work, unfortunately, due to the limited size of the project, only 3 businesses came back with quotes after a site visit, Company C came back with an incomplete quote which they have yet to updated.

Company A	£16,784.76
Company B	£11,991.76
Company C	£3,950.00*

* Company C - incomplete tender
All exclude VAT

The schedule of works is attached as appendix A, no detailed survey has been undertaken prior to the drawing up of the schedule and due to the nature of the works and the building it is suggested to allow a £2,000 provisional sum for any additional work that might be required.

The building owner has agreed in principle for the works to be undertaken, however, if the council proceeds, the owner would require a site meeting to agree the details in situ.

Recommendation

The Council;

- i) Accepts the quote from company B
- ii) Allows a provisional sum of £2,000 for additional works, if required.

Operations Manager

7th May 2019

Appendix A

supply and install new slat wall to lower level sales area to both main walls, slat wall to be white with aluminium inserts fitted
allow a PC sum for various shelves and leaflet holders to fit slat wall inserts, quantity yet to be agreed
allow to install new vinyl flooring to 4 nr steps on stairway to lower sales floor to match existing laminate flooring colour
supply and install new spotlight tracks to lower sales floor and fit new LED spotlighting to show two main sales walls to either side
all existing emergency lighting and exit signage to remain throughout
all existing power and heating are to remain on walls as existing
supply and install new 12mm plasterboard dot and dabbed to existing rough cast walls to upper sales floor and tape, joint and prepare ready for decorations. Leave all power and service in situ
supply and install new spotlight tracking and LED spotlights to upper sales floor, leave all emergency lighting and signs as existing
remove existing till point in entrance lobby and supply and install new till point in colour (tba) reconnect phonedlines and power as required
supply and install new LED lighting above sales counter
remove existing sink and all plumbing, waste pipes and hot/cold water feeds to existing back of house area to for new managers desk position
construct new wall from timber and 12mm MDF to form new back of house area, supply and fit new door complete with closer and ironmongery
install new work top to back wall to form new managers desk position and install chrome twin slot and white MDF shelving as per drawing
supply and install twin socket to new managers desk position
supply and install chrome twin slot system and MDF shelving to as much wall space as possible to newly formed back of house store area
remove kitchen base unit and sink and supply and install new base unit and stainless-steel sink and taps, also supply additional 1000mm wall unit for additional storage space
prepare and decorate all walls with 2 nr coats of dulux vinyl silk emulsion, colours tba
prepare and decorate all skirtings and woodwork thought out with 1 nr coat of undercoat and 2nr coats of white gloss

