



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

BRADFORD ON AVON TOWN COUNCIL

You are hereby summoned to a Full Council meeting
of Bradford on Avon Town Council
On Tuesday 9th November 2021
At 7.00pm in St. Margaret's Hall, Bradford on Avon

Sandra Bartlett
Town Clerk
4th November 2021

AGENDA

1. 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) 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 2 minutes.
2. Apologies - To accept any apologies
3. Declarations of Interest 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.
4. Minutes To approve the minutes of the meeting held on the 7th September 2021.
5. Matters arising (FOR INFORMATION ONLY) Member of the Public 2. From last meeting on the 7 th September 2021 Reply received from Environment Agency concerning river levels in Bradford on Avon.
6. Chairman's report attached
7. Minutes of Committees To note the minutes and decisions taken under delegated powers. These minutes are not for discussion. – Circulated by email to members. (i) 14.09.21 Community & Wellbeing Committee. (ii) 21.09.21 Town Development Committee. (iii) 28.09.21 Environment & Green Spaces Committee. (iv) 05.10.21 Sustainable Travel Committee (v) 19.10.21 Resources Committee
8. Business Plan 2021 - 2025 Draft Business Plan for adoption - this is recommended to Full Council by the Resources Committee at their meeting on the 19th October 2021.
9. Environment & Green Spaces Committee Recommendation from Environment and Green Spaces Committee on the 28th September 2021 to change their Terms of Reference: - <ul style="list-style-type: none"> • under item 2. Aims the committee can also approve grants to support environmental projects. • Under item 3. Delegated Business: Item 3.8 Encourage and assist in the development of climate projects from individuals, groups or small businesses in the Town which can include approving grants from the Climate & Ecological Emergency Community Fund Existing item 3.8 to be renumbered. Town Council's Grants Policy attached.
10. Confidential Business 'Under the Public Bodies (Admission to Meetings) Act 1960 by reason of a confidential nature to be discussed, that the public and press be excluded from the meeting'. Commercial matter to be discussed.



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Minutes of the Extraordinary Full Council meeting of
BRADFORD ON AVON TOWN COUNCIL held
on Tuesday 7th September 2021 at 7p.m in St. Margaret's Hall

Attendance – Town Council

Cllr K Bessant
Cllr S Blackwell
Cllr E Franklin
Cllr S Gibson
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr J Parker
Cllr A Potter
Cllr T Trimble
Cllr J Vittles
Mrs S Bartlett (Town Clerk)
Ms S Draper (Accountant)

Apologies: Cllr D Garwood and Cllr K Vigar

Members of the public Tessa Edgecombe, Alan Roland Price and Louise Weissel and 12 others.

34. Declarations of interest - none

35. Minutes

Cllr Kay complained that the Media Policy had been rushed through on the grounds that we did not have a Leader of the Council. Chairman said that this policy had been to Resources Committee and Full Council and voted through both times. Chairman agreed to look at the Media Policy with her.

It was proposed by Cllr Trimble and seconded by Cllr Blackwell and with 8 in favour it was

RESOLVED: To accept the minutes of the last meeting held on the 6th July 2021.

It was proposed by Cllr Trimble and seconded by Cllr Vittles and with 6 in favour, 2 against and 1 abstention it was **RESOLVED:** to accept the minutes from the Extraordinary Full Council meeting held on the 21st July 2021.

36. Matters arising - none

37. Chairman's Report

Chairman said her report had been published with the minutes. The Chairman congratulated Cllr Bessant on the success with the auction for the Art Deco. Chairman reminded members that on 21st September there will be a briefing from our Planning Consultant at 6pm on updating the Neighbourhood Plan before Town Development Committee. Chairman had received a question from the public on the Afghan refugees. She said that she would know more tomorrow but there were 100 refugees in a hotel in Swindon, the responsibility of Wiltshire Council. She will find out what their requirements are and if we can help. Cllr Kay said that Limpley Stoke has a list of things they want, e.g. toiletries and prayer mats etc.

Lease has arrived today for Living Green Wall. As soon as it is signed off, the order can be placed.

38. Minutes of committees

- (i) Environment & Planning Committee 16th June 2021 noted.
- (ii) Community & Recreation Committee 22nd June 2021 noted.
- (iii) Resources Committee 29th June 2021 noted.

39. South West Railways service change

After discussion, it was decided to send a comment against the direct service from Bradford on Avon to Waterloo being cut. This was a much used service. Cllr Trimble said that passengers face a long wait at Salisbury and Westbury for a connecting train. Cllr McNeill-Ritchie said that he had already written on the subject. Cllr Blackwell said it was out of sync with the demographic and labour market changes taking place. Cllr Trimble agreed to action and circulate a letter to all members for their comments in time for their deadline of the 19th September 2021.

40. Residents Panel

After discussion, it was decided to defer this item to another meeting. Further clarification was needed on the purpose of the surveys, why meeting in the hall with tea and cake in person would not be appropriate as a substitute as suggested by Cllr. Bessant, and why the elected members were not sufficient. What status would the answers to the surveys be used for. Chairman recommended that this matter be discussed again at a future committee meeting.

41. E.V. Charging Points

It was noted that 4 E.V. points were going live today at the Youth and Community Centre. It will cost 35p per kilowatt. A launch ceremony will be arranged in due course with Electric Blue. More communications on this to be put out.

42. Confidential business

It was proposed by Cllr Parker seconded by Cllr Vittles and with all in favour it was **RESOLVED**: To start confidential business.

Members of the public who spoke at the meeting on the 7th September 2021

1. Alan Roland Price had a question about governance and procedure. He said that a planning application was submitted for a permanent structure without the approval or recommendation of town councillors. He wanted to know who authorised it at the Town Council and what will the council do to ensure that this does not happen again. Chairman responded and said the Cricket Club lodged the application with the agreement of the Director of Operations. The Town Council subsequently asked them to withdraw it. Cllr Kay said it was the wrong process and wrong plan. The whole area will be discussed in detail. Cllr McNeill-Ritchie said this was a poor start and needed much more careful studying. Cllr Vittles said that he was Chairman of the Cricket Club and that the application had not been handled ideally and some processes had been gone through quickly. Alan said that nearby residents had been against the way the planning application had been handled and not improving their cricket facilities.

2. Tessa Edgecombe asked if the Town Council could do something about the low level of the river which was the worst it had been in 25 years due to the sluice being opened at North Mill. She had witnessed a dog cutting its paw on the stones and hard ground. Cllr Kay noticed water coming in on the north side of the old sluice gates. She said that the repair last summer was holding up well, which was to stop imminent collapse. Cllr Gibson agreed to write a letter checked by Cllr Kay to Environment Agency with a copy to Wiltshire Council.

3. Louise Weissel asked will the council go ahead nominating the old golf course site as an asset of community value this evening? She said that she had 30 signatures already and this was a serious nomination. Chairman advised that this matter will be discussed at Town Development Committee on the 21st September 2021. Cllr Bessant said that she was disappointed that the item is not on the agenda, she submitted it in good time and did not think the Chairman's views on the matter had any merit.

CHAIRMAN'S REPORT 04/11/21

Public Consultation

On the 10th September in the afternoon, I attended the public consultation on Poulton Park at the Youth and Community Centre.

On the 11th September along with Cllr Vigar and other councillors I attended the public consultation in St. Margaret's Hall on Poulton Park and Culver Close.

Peace Walk

On the 19th September I attended the Friends of Palestine Peace Walk. As a town we are supporting the Friends of Palestine who are working with young people to help sport continue in Palestine despite the on-going issues and raise awareness

Great Big Green Week

On the 25th September along with Cllr Vigar and other Councillors I attended the Great Big Green Week in Westbury Gardens and St. Margaret's Hall.

Neighbourhood Plan Review

On the 21st September I along with members and officers were very pleased to have an initial briefing with our Planning Consultant before the Town Development Committee meeting on the requirements for the update of the Neighbourhood Plan and an initial meeting with Councillors on setting up a working party was held on the 27th September 2021. This will resume once the traffic consultation, at the end of this month, is complete so that information can be fed into our first phase of the Neighbourhood Plan update.

South West in Bloom

On the 6th October I was hugely excited to attend the South West in Bloom Civic Reception in Weston-super-Mare along with our Green Spaces Officer Chris Hogg. He was able to discuss the work that we had done in Bradford on Avon with other towns and with past and future judges of the South West in Bloom. We invited them to hold future events in our town as they have done so previously in Trowbridge. The following week on the 12th October we were able to hold a certificate giving event in Westbury gardens as we, as a town, were awarded the Gold award and the Preece Cup for a town of our size with certificates for the Railway Station Volunteers Level 3 'Advancing', Wiltshire Heights Level 4 'Thriving', Secret Gardens Level 4 'Thriving' and The Three Horseshoes Pub received Level 5 'Outstanding' rating – the highest possible.

Age Friendly Melksham

On Friday the 27th of October along with Councillor Jennie Parker I attended Age Friendly Melksham event with the results of survey work that they have been doing to work towards making Melksham age friendly it was attended by other residents of Bradford on Avon and is something where we hope to work more closely with them to see if Bradford can become age friendly as well.

Civic Service in Westbury

On Sunday the 24th of October I was pleased to be able to attend the Civic Service in Westbury with other Mayors of market towns in Wiltshire and discuss with them how we might work together in various areas such as markets, public transport and lobbying.

Elblag Polish Twinning

On Thursday the 4th of November, Councillor Sam Blackwell will be chairing the AGM of the Polish Twinning Association, as it is Bradford on Avon's turn to be President for the year. This association was formed with the five towns of the old West Wilts. District Council, and we are proud to be able

to be part of this. We hope to hold a more sociable event in March of next year in celebration of our presidency for this year.

Deputy Mayor's Report

On 26th September, it was a great pleasure to attend the Chippenham Civic Service and reception and to hear of the work residents have been doing to support the local community through the pandemic. I also had the opportunity to talk with the Mayors of Salisbury and Trowbridge as well as Chippenham and Corsham councillors. It was similarly an honour to represent the town at the Civic Service in Royal Wootton Bassett on the 24th October where the voluntary work of members of the community through the pandemic was also recognised.

Bradford on Avon Town Council



Business Plan 2021-2025



Introduction

The Council elected in May 2021, starts its tenure amid the Covid-19 pandemic which has affected the lives of all the residents of Bradford on Avon. The town's response to the pandemic has been nothing but remarkable, supporting one another, coming together as a community and working together.

There are many challenges ahead, and to move forward as a community, we need a Town Council that doesn't simply take decisions but gives everybody the chance to be involved. This principle of listening and engaging is how we will make the best decisions for the town.

We have seen that individuals thrive best in a strong community, that our outdoor spaces are precious and that secure local jobs and thriving businesses are vital for the town.

We also know that must address the long-term crisis in our climate and natural environment and this must inform the decisions that we make.

To achieve our ambitions for Bradford on Avon, the Town Council wants to work closely with the public - residents, communities, businesses, Bradford on Avon Community Area Board (Wiltshire Council) and voluntary organisations.



**Cllr Sarah Gibson
Mayor**



**Cllr Katie Vigar
Deputy Mayor**

Business Plan

This plan builds on the 2019-2021 Business Plan and sets out the Council's vision for the period 2021-2025. The plan ensures that the Town Council has an overarching strategy in place to guide the Council's direction.

The purpose of the business plan is to provide an overview of the Town Council's strategic objectives; it is a statement of the Town Council's vision and objectives, ensuring that the Council can take a consistent approach to:

- the development of strategies
- the design and delivery of services
- the need to improve facilities
- the prioritisation and allocation of resources
- the achievement of value for money

The plan remains a living document, which will need to be regularly monitored, reviewed, and updated, responding to pressures arising from changing circumstances.

Bradford on Avon

Bradford on Avon is a small market town at the southern end of the Cotswolds, with a population of approximately 10,000.

Bradford on Avon is renowned for both its natural beauty and historic buildings. The town crosses the River Avon from the high ground on the north bank into the valley below, surrounded by lush countryside. Widely recognised as one of the most important historic towns in the south-west of England, it has several buildings of national significance and coherent architecture. The town centre sits within a conservation area and gives visitors a wonderful setting for leisure, cultural and tourist activities. Bradford on Avon has delightful shops, restaurants, hotels and bed and breakfasts lining the narrow streets of the town centre.

Bradford on Avon has been highlighted in a comprehensive new ranking of the best places to live in England and Wales, Bradford on Avon, ranked third overall, was also listed as the 19th best place to live in terms of natural beauty¹.

¹ Jan 2021 - compiled by the buying agents Garrington Property Finders

Corporate Vision, Aim and Objectives

Vision

To create a strong community where everybody has the opportunity to engage with and contribute to a successful town. To underpin the Council's decision-making with a resolve to address the long-term crisis in our climate and natural environment.

The Town Council will aim to support and develop our community through the following objectives:

- A Thriving Town
 - Successful economically, socially, and environmentally
- A Flourishing Community
 - Where individuals thrive best
- A Greener Place
 - Working towards carbon neutrality and improved biodiversity
- An Engaged Town Council
 - Listening and engaging because that is how the best decisions can be made

Bradford on Avon Town Council will direct its influence, capacity, and resources to promote the best interests of the town for the benefit of the whole community.

Objective

A Thriving Town - Successful economically, socially, and environmentally

Bradford on Avon is a special town with historic buildings and independent shops, set in a rural landscape. The Town Council wishes to ensure a town where heritage and environment are valued, creating a successful and thriving community for residents, businesses, and visitors.

It seeks a town where all residents have their say and can take part in making the decisions that affect their lives, where residents have access to a high quality of life both now and in the future.

Aims

Working with residents and Wiltshire Council we intend to

- ✎ Review the Neighbourhood plan 2013 – 2026 and produce an updated version
- ✎ Investigate the potential for a re-development of the health centre and station car park site.
- ✎ Investigate options for improving pedestrian safety and tackling air pollution
- ✎ Work towards building a new pedestrian bridge from the library to Lamb Yard

Working with the business community we intend to

- ✎ Encourage more economic planning to help the local economy
- ✎ Continue to support initiatives such as 'Shop Local'
- ✎ Provide ongoing support via Explore
- ✎ Review the Tourism Strategy 2019-2024 and produce a new version
- ✎ Promote Bradford on Avon as a tourist destination

Objective

A Flourishing Community – where individuals thrive best

To ensure that we have a flourishing community we need to support the community's well-being, building on the resilience shown during the pandemic to combat social isolation, supporting both physical and mental health. We need to create an environment where anybody and everybody has the opportunity to be involved.

The Council will encourage and harness the passion of its residents, and their commitment to the town, by encouraging and supporting volunteers, recognising the added value that volunteers provide, and the community spirit that is generated.

Aims

The Council will endeavour to

- Develop projects to address well-being
- Develop the Youth Services contract offer
- Support volunteer groups and encourage community participation
- Engage with residents and encourage participation in decision making, securing better services, and creating a more active and informed community.
- Provide grant support to third party organisations delivering the Council's objectives

- Develop sporting facilities, including a new community pavilion and a skateboard park
- Invest in our outdoor spaces to maximise the opportunity for exercise and recreation for all ages
- Develop an annual calendar of diverse events for the town
- Complete service delegation and asset transfer from Wiltshire Council to safeguard the quality of services within the town
- Work with local campaign groups to secure the golf course site, allotments close to Coronation Avenue and land north of Cemetery Lane as green space
- Invest in our green spaces, developing sympathetic plans to improve the infrastructure

Objective

A Greener Place – working towards carbon neutrality and improved biodiversity

We must play our part locally in tackling the global crisis in climate and biodiversity by working towards carbon neutrality and enhancing the biodiversity of our local green spaces

Aims

The Council will

- Reduce its carbon footprint
- Communicate the Climate and Ecological emergencies
- Introduce 're-wilding' initiatives as part of our site management plans
- Manage our sites ecologically in a responsible way
- Support projects that reduce waste to landfill
- Promote public transport and investigate improving community bus provision
- Encourage the development of electric vehicle charging infrastructure

Objective

An Engaged Town Council – listening and engaging because that is how the best decisions can be made

Developing a culture where people are enabled to have their say and take part in making the decisions that affect their lives. Building an engaged council that works well as a team.

Aims

The Council will

- Establish a residents panel
- Improve Consultations
- Improve the council's communications
- Live stream full council meetings
- Foster collaborative working
- Encourage a 'One council' ethos
- Develop 'fit for purpose' Council offices

The Town Council

The Council officer team is led by the qualified Town Clerk, who is both the Council's Proper Officer and Responsible Finance Officer and is supported by the Director of Operations. The Council's establishment is currently 16 permanent posts and 3 casual posts, which is also supplemented with local volunteers.

The staffing structure and levels will need to be flexible and reviewed with the advent of any further asset transfer and service delegation from Wiltshire Council.

The Town Clerk has obtained the Certificate in Local Council Administration (CiLCA) which allows the Council to use the Section 7 General Power of Competence (September 2014). The Council has resolved to use the power. This enables it to deliver an enhanced role and allows it to do things that otherwise it would have been unable to do. The power is to do anything that an individual generally may do, as long as the Council does not break the law. It is intended to be the power of first, not last, resort.

A Quality Council

The Town Council is a professional 'Quality Gold Town Council' committed to providing high standard, cost-effective services to help meet the needs of its residents.

The Quality Gold Award demonstrates that a council operates within recognised best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together and have excellent business planning processes, ensuring value for money as well as constantly seeking new innovations and opportunities to improve.

Governance

The Town Council is made up of 12 Councillors who are elected every four years. The next scheduled elections are to be held in May 2025. The Council is chaired by the Town Mayor, who with the Deputy Town Mayor are elected annually at the Annual Town Council meeting.

The Town Council has six main committees:

- Full Council
- Environment and Green Spaces
- Community and Well-being
- Sustainable Travel
- Resources
- Town Development

The Town Council has a permanent sub-committee:

- Delegated Planning

The committee responsibilities are set out in the Council's 'Terms of Reference' document.

The committee chairs are also elected at the Annual Town Council meeting in May.

The Council will ensure that agendas and minutes are published on the website and made available as soon as possible after meetings. The Council posts public notices on the Town Council Notice Boards. Meetings are held at the Town Council offices in St Margaret's Hall and are open to the public, with the full council meeting streamed live.

In all council meetings, time is set aside for members of the public to address the committee.

Financial Information

The Town Council has a budget of £1,174,150 for 2021/22, which is funded by the precept of £885,590 (equates for a Band D household to £216.90 per year), fees & charges. The council looks at innovative ways of raising finance to enable it to deliver its plans, to minimise the impact on the precept.

The Town Council regularly reviews its Treasury and Investment policy to ensure that all capital plans are affordable. The Council adopts a measured approach in earmarking its reserves by rolling capital and revenue funds accrued towards identified future projects and ensure they are budgeted for in the Council's forward capital plan. All borrowing and long-term liabilities are within prudent and sustainable levels and investment decisions are taken in accordance with good professional practice.

The Council will adopt a balanced approach to its levels of reserves which will be reviewed annually or more frequently if necessary. The revenue reserves will continue to be maintained to a level that would be set at 3 to 6 months operating costs.

The Council is registered for VAT and is therefore able to recover this element.

The Council Functions

Local Government in Wiltshire operates in a two-tier system: Wiltshire Council Unitary Authority (upper tier) and Bradford on Avon Town Council (lower tier). The Town Council is a progressive town council with aspirations to use its influence, capacity, and resources to ensure that it works for the whole community. The Town Council promotes the best interests of the town for the betterment of the local community.

The Council provides and operates St Margaret's Hall, which is operated as a venue along with the Youth and Community Centre. The Council owns and manages many of the green open spaces in the town: Victory Field, Westbury Gardens, Culver Close, along with woodlands and play areas. The Council is responsible for the public toilets and managing the Town Lock up.

The Council provides a commissioned youth service for the town and provides the Tourist Information Centre in Westbury Gardens, along with the additional capacity in managing the street scene, via the Town Wardens.

The Council is working with Wiltshire Council towards the devolution of further services and assets into its portfolio.

The Council is the sole trustee for the Colonel William Llewellyn Palmer Educational Charity, providing allotments and the Sladesbrook playing field. The Charity is for the benefit of children and young person's up to the age of 25 attending, or who have attended, schools in Bradford on Avon, and for the provision of recreational facilities for the same age group in the town.

The Council is also the trustee for Bearfield playing field and Festival Garden.

The council sets its determination to address the climate and ecological emergencies at the heart of all its services.



GRANTS POLICY

2021

1. Introduction

The community of Bradford on Avon is vibrant and supports a wealth of community groups and activities. Bradford on Avon Town Council is committed to providing assistance and support to local community groups and organisations which are set up to promote community life for the residents of the town.

The Town Council provides grants, via the Community and Well Being committee.

2. The Aim of the Councils Grant Policy

The policy is intended to set out how the Town Council operates its grant making process, providing clarity to assist organisations who may wish to apply. The Town Council will consider applications that support its vision;

“Bradford on Avon Town Council celebrates our community and believes that a cohesive and inclusive community is central to building a happy, vibrant and successful town.

The Town Council recognises the diverse needs and aspirations of our community. Regardless of age, gender, sexuality, race, religion or economic status, we value and will support all who live, work or otherwise contribute to our Town.

The Town Council wants to create a town where its heritage and environment is valued and where people want to live, work, play and visit. A town where all residents have access to a high quality of life both now and in the future”.

The Town Council’s Policy on grants is based on the principle of promoting the development of partnerships which encourage and enable local community groups to deliver local projects and services to the residents of Bradford on Avon.

3. Grants Policy

The Council is committed to supporting community groups by using its resources to make a difference to the lives of the town’s residents. The Town Council defines a community group as a non-profit making voluntary organisation or a charity.

Grants are available for projects that meet the Council’s vision and sit within the Town Council’s Business Plan.

Grants will be awarded based on the merit of the project and overall benefit to the local community. Applicants must clearly show how any assistance given will benefit the people living in Bradford on Avon or the environment of Bradford on Avon. The Town Council’s decision is final.

There is no restriction on whether the funds are used for capital or revenue projects, any amount not used **MUST** be repaid in full.

All grants will be subject to funding being available and the commitment of the applicant to provide an end of project evaluation report covering the outcomes from the project. The

grant cannot be used as a general contribution, it **must be** for a specific cost. Organisations should not make a presumption that funding will continue on a year to year basis.

3. General Conditions

Applications are invited throughout the year and all applications must be submitted on a completed Council application form.

All applications will be considered by Council officers to ensure they are complete and meet the policy requirements. The applications are then submitted to a review panel, consisting of Town Council elected members, officers and representatives from the Bradford on Avon Area board to ensure that they are not duplicate of other grants and that the Town Council is the correct body for the grant (the application could be forwarded to another body). The review panel then makes a recommendation to the Town Council's Community and Well-being committee.

All projects must acknowledge Bradford on Avon Town Council's financial contribution in all marketing material. The Council may require a photograph to promote the project in its literature.

Projects/services being considered for grant funding must be available to the community of Bradford on Avon.

Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation/delivery of other projects and are not earmarked reserves.

No grants will be awarded for the costs of general routine maintenance of buildings and equipment or where spending has taken place prior to approval.

Grants cannot be used to contribute to a surplus for charitable distribution or to increase an organisations reserve. Grants will not be awarded for organisations to pass on to third parties.