



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

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Minutes of the
Town Development Committee meeting of
BRADFORD ON AVON TOWN COUNCIL held
on Tuesday 24th January 2023 at 7p.m in St. Margaret's Hall

Present:

Cllr D Garwood

Cllr S Gibson

Cllr S McNeill-Ritchie

Cllr J Parker

Cllr T Trimble

Cllr K Vigar

Cllr J Vittles (Chairman)

Ian Brown – Chief Executive/Town Clerk

Sarah Howe – Committee Clerk

Matthew McLaughlin - Communications Officer

Chris Stringer – Deputy Town Clerk

Katie Ponsford – Tourism & Events Officer

Apologies: Cllr K Bessant (Vice-Chairman), Cllr A Kay, Cllr A Potter

Members of the Public: Alfie and Jan Windsor, Joyce Shaw, Ether Gordon-Smith

38. Declarations of interest

Cllr Vittles declared his membership of the Bradford on Avon Cricket Club.

39. Minutes

It was proposed by Cllr Trimble and seconded by Cllr Vigar and with 6 in favour and 1 abstention it was **RESOLVED**: To accept the minutes of the last meeting held on the 15th November 2022 as a true record.

40. Matters arising – None

41. Chairman's Report

The Chair summarised his report as supplied in the agenda.

Regarding point 3. of the chair's report Cllr Trimble stated that following the recent work done by Community Emergency Volunteers (CEVs) to avert the flooding of a property in Silver Street one of the volunteers has offered to come forward as supervising volunteer for flooding issues. Cllr Vigar stated that she would write, on behalf of the council, to thank the outgoing CEV supervisor Paul Robertson for his valuable contribution over the years.

The Chair welcomed the newly appointed Deputy Town Clerk.

Cllr McNeil-Ritchie added, in respect of point 2. of the report, that the newly formed CIO 'Bradford on Avon Playing Fields Association' would require a CLG (Company Limited by Guarantee) should there be a trading element to the organisation.

42. The BoA Green Man Festival 2023

Alfie Windsor introduced himself to the current committee and gave a presentation on The Green Man Festival 2023. This will take place on Saturday 13th May. After a couple of years of losses and breaking even the 2022 festival made a small profit which is being used to fund this year's event alongside the hope that grant applications to Area Board and the town council will also be forthcoming to assist with elements such as publicity, closure of some of the town's carparks and the use of St Margaret's Hall (SMH).

The event is developing a national reputation with around 5,000 visitors to the town of which 200 or so stay locally bringing business to the town's hotels and restaurants. Warm up events will take place in the run up to the day such as window dressings of local shops, craft workshops and the dressing of Jack and the Saturday sees a multitude of dancing groups, artisan and craft markets, a funfair, a busking circuit throughout the town culminating in the stripping of Jack at the Tithe Barn in the late afternoon alongside more music and dancing. In the evening there will be a music event in association with the Wiltshire Music Centre and Ceilidh at the Football Ground.

There was a Q&A to follow; All Cllrs agreed that this was a fabulous event, was widely enjoyed throughout the town and wished to thank Mr Windsor and his wife, for all their hard work. Both Cllrs Garwood and Gibson stated that a Working Group which provided support offering advice and help (such as the provision of cancellation advice and stewards from the CEVS) as required would be a good idea to support events like the Green Man Festival.

Both Cllrs Gibson and Trimble highlighted that funds from Area Board are available to apply for if Mr Windsor could make his application before financial year end and Cllr McNeil-Ritchie stated that grants are also available as part of the King's Coronation Celebrations and as volunteering is a theme of the Coronation Weekend this could tie in with the festivals plans.

43. Culver Close Pavilion (standing item)

Nothing to update. Cllr Gibson has chased various officers at WC.

44. Neighbourhood Plan Working Group (standing item)

The Cllr led groups dealing with the six areas of interest have been meeting and will shortly be ready to consult with the public. Updates were requested for the next TD meeting.

45. Delegated decisions

Planning recommendations for 16th November, 7th & 21st December 2022 and 11th January 2023 were noted.

46. Town Council Events Working Groups

Following on from the approved motion to formalise working groups for town council events taken at Full Council on 10th January 2023, the Chair wished to discuss and decide, with members, which events over the coming year would need a working group and to finalise the scope and remit of the groups.

The Town Clerk confirmed that all events aim to be budget neutral individually.

Each working group would consist of 2 Cllrs formally appointed (and other interested Cllrs if there are any), appropriate Officers and experts as necessary.

The Chair supported by members confirmed that Event Working Groups will be autonomous as the make-up of group members would be capable of taking necessary decisions. Working groups should therefore report back to TD committee.

Event Working Groups will be a standing item on the TD committee agenda going forward.

A cancellation procedure should be set up for each event by the relevant working group.

The Chair confirmed that he would email Cllrs this week to ask for volunteers for the various working groups covering the town council's events for this year.

Referencing the report supplied with the agenda, and following a small discussion, the following events will have a working group:

King's Coronation, BoA Live Music Festival, BoA Fireworks (or alternative) Display, BoA Christmas Gift Fair, BoA Christmas Lights Switch On.

There will also be a 3rd party support working group to cover aspects such as safety, stewarding, cancellation matters and to offer advice. This will consist of two or three named Cllrs/Officers to be in contact via email. This group will be available to 3rd party organisers who wish to hold an event in town.

The Pancake race - will not have a working group.

The World Heritage Open Days - will appear on the TD agenda the meeting before the event takes place to ensure safety considerations are in place.

The Duck Race – will not have a working group as such but the 3rd party working group can oversee child safeguarding and stewarding of this event.

Finally, the recruitment of further CEV's was discussed. Appeals for volunteers have been made through the usual TC communication channels but the Chair also asked all Cllrs to do what they can to spread the word. Cllr Parker stated that once the new CEV supervisor was in post, training of and meetings with CEV's to discuss being called upon to act as stewards for events would be useful.

47. Skate Park

The meeting held on the 17th of January 2023 between various stakeholders was summarised. Cllr Trimble stated the meeting comprised mainly the designers, youngsters who would use the facility and in some cases their parents along with Councillors and Officers. The scope of the project was discussed as the budget has altered and the youngsters were given the opportunity to request various features. Cllr Gibson confirmed that the information gathered will be fed back to the Poulton Park landscape architect to ensure 'joined up thinking' across the whole project.

48. One Public Estate (standing item)

Cllr Gibson has contact Ms Mary Moore but has not received a response yet.

Cllr Parker has met with many of the surgery staff who have lots of ideas for the new development and are hopeful there will be progress soon.

49. Date of next meeting

The next meeting has been arranged for 28th March 2023.

The meeting closed at 7.56 pm.

APPENDIX 1

Members of the public who spoke at the Town Development meeting on the 24th January 2023

1. Joyce Shaw - Wants someone to come and clean the gullies around town and particularly at the bottom of Silver Street which are in a dreadful state.

Town Clerk confirmed it was in WC's remit. Cllr Trimble added that he had attended a WC on-line flooding meeting and gullies came up. WC own some 'gully suckers' but have purchased 3 more which will hopefully help alleviate the issue. Cllr Trimble stated he would chase up WC on this topic.

2. Esther Gordon-Smith

(i) can more meetings be streamed?

Cllr Vigar confirmed that Full Council is streamed but whether the costs justify streaming any more to be considered.

(ii) Although a WC matter, could the council consider, on the Neighbourhood plan (NP), the poor state of disrepair and lighting of several key footpaths, e.g. Rosemary Walk and Conigre?

Cllr Trimble confirmed that as a Unitary councillor and Chairman of LHFIG he is fighting to see repairs started on Rosemary Walk asap and Conigre is also pencilled in for this year. WC is finding materials costs for footpaths have gone up 25% recently and has spent their budget for the year so there will be some overhang. But scheduled for 2023 although could slip to 2024.

(iii) A new mechanism around biodiversity in NPs and being able to assign a proportion of development contributions to biodiversity creation announced recently, so I was wondering if the council is cognizant in its neighbourhood planning of the potential to get hold of development contributions for biodiversity project for the town?

Cllr Gibson asked Ms Gordon-Smith if she could forward the reference.

(iv) When consultations around planning items such as Culver Close are publicised, can they be publicised using the email list because I missed the last one by a couple of days and only saw the poster in the Co-op after the event?

The Chair confirmed that the e-newsletter circulation list could be used to publicise such information.