



Full Council meeting

Minutes

From the meeting at 7pm on Tuesday 5 November 2024

At: St Margaret's Hall, St Margaret's Street, Bradford on Avon

Decision making

The **decisions** made by the Full Council at this meeting are at minutes [36](#), [39](#) & [40](#).

Present

Councillors:

- Kate Bessant
- Sam Blackwell
- Emma Franklin
- Tim Trimble
- Alex Kay
- Jack Vittles

Town Council Officers:

- Ian Brown - Chief Executive & Town Clerk
- Matthew McLaughlin – Communications Officer
- Sarah Hawkins - Accountant

Meeting clerk:

- Sarah Howe – Committee Clerk
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Apologies

From Councillors unable to attend the meeting:

- Dave Garwood
 - Sarah Gibson
 - Simon McNeil-Ritchie
 - Jennie Parker
 - Alison Potter
 - Katie Vigar
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35. Agenda item 5 - Declarations of interest
No declarations of interest were made.

36. Agenda item 4 - Minutes from the previous meeting of the Full Council
Proposed by Councillor Tim Trimble
Seconded by Councillor Kate Bessant
and with all in favour it was **resolved** to accept the minutes of the Full Council meeting held on the 24 September 2024.

37. Agenda item 5 - Matters arising
None.

38. Agenda item 6 – Chair’s Update

The Chair gave a verbal update as follows:

- Following on from the previous Full Council meeting on the 24 September a letter was sent on the 1 October 2024 to the Wiltshire Council Cabinet member for Transport detailing the agreed town council resolution. Following delays due to sickness and annual leave a meeting looks likely in the coming weeks.
- The Chair thanked the town for supporting the Fireworks event which took place on Sunday 3 November. It was a wonderful community event with between 5-7,000 people attending and money raised for Phase 2 of the Poulton play area. The Chair also thanked all those involved in the organisation of the event, a real team effort between councillors, town council officers and volunteers.
- Also, on November 3rd the Chair attended the annual BoA Lions Club charter lunch. The Chair is looking forward to a strong continuing relationship between the Lions and the town council. They have just pledged £1,000 towards phase 2 of the Poulton Park play area improvements too for which the council would like to thank them.
- The Christmas lights switch on is on Friday 29th November. There will be the usual entertainments in Westbury Gardens and additionally, at Lamb Yard and down at the Tithe Barn workshops, late night shopping and the St Margaret’s Hall Fair. The lights will be switched on at 6pm.



- Finally, all councillors have been invited to the installation of the new rector at Holy Trinity Church on Thursday 7th November.

39. Agenda item 7 – Neighbourhood Plan

The Chair referred members to the Deputy Town Clerk's report as supplied with the agenda. He added that the steering group would be made up of councillors, officers and stakeholders from the community.

Councillor Kay asked how many can realistically be on the steering group and it was agreed to take advice from Place Studio (the proposed consultants). The Chair confirmed that the membership of the group would not be agreed at the initial meeting, and he would email all councillors the following day to ask for volunteers and for members to propose suitable community stakeholders to join the group.

Councillor Blackwell asked about the timeline for producing the plan. The Chair confirmed that the first meeting should be ASAP but the process is likely to take around 18 months according to Place Studio. Councillor Kay thought a referendum might be needed eventually, so possibly up to 2 years.

Each recommendation was taken in turn:

1. Proposed by Councillor Vittles
Seconded by Councillor Trimble
And with all in favour **resolved:** to appoint Place Studio as the town council consultant for the Neighbourhood Plan review.
2. It was agreed to delay the approval of the suggested town council membership of the steering group for the review until members had been canvased.
3. Proposed by Councillor Vittles
Seconded by Councillor Bessant
And with all in favour **resolved:** to delegate responsibility to the steering group to agree on a list of community groups and organisations to approach to nominate representatives to become members of the steering group.
4. Proposed by Councillor Vittles
Seconded by Councillor Trimble
And with all in favour **resolved:** to delegate responsibility to the steering group the draft terms of reference for the steering group.



40. Fairtrade status in Bradford on Avon

Councillor Kay proposed the resolution set out in the report supplied with the agenda for the town to renew its support of the town as a Fairtrade community. This is something the town has supported for 20 years.

Proposed by Councillor Kay

Seconded by Councillor Vittles

And with all in favour **resolved to:**

- Offer Fairtrade marked food and drink options internally and make them available for internal meetings. Also consider Fairtrade cotton for staff uniforms and other opportunities to use Fairtrade products.
- Make sure Fairtrade choice and a commitment to fairer trade is recognised as a way to deliver against other sustainability commitments
- Make sure posts promoting Fairtrade and celebrating the local community's Fairtrade Community commitment are regularly posted on social media channels
- Promote the FAIRTRADE Mark on the Council website
- Supporting local Fairtrade groups to connect and use influence to urge local retailers to provide Fairtrade options for residents.
- Use influence to urge local business to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally.
- Encourage a Council representative (member of office) to engage with the Fairtrade Steering Group and support ongoing work to promote Fairtrade.
- Support local fairtrade groups in your area, including aiding events and publicity during national Fairtrade Fortnight – the annual national campaign to promote sales of products with the FAIRTRADE Mark.

41. Next meeting

The next Full Council meeting is planned for Tuesday 7 January 2025.

End of the meeting

The meeting finished at 7.35 pm.



Appendix A:

There were 7 members of the public present and 5 questions were asked.

(Q1) Motorhomes and caravans are parking up along Moulton Drive with the owners often sleeping overnight, sometimes for a few nights and sometimes for a month at a time. The resident has contacted both the town council and Wiltshire council and has discovered that it is legal to sleep overnight in motorhomes unless a Traffic Regulation Order (TRO) is in place preventing such activity. The resident also suggested a section of the station carpark might be a better location as there are some facilities there. The resident asked the council's view.

The Chair and Councillor Trimble confirmed that there are currently no TROs in place along Moulton Drive but Councillor Trimble offered to look into the matter and then the council could decide what if anything they would like to do. Councillor Kay reminded the meeting that those who are essentially homeless would need a different approach where organisations are contacted to reach out to those individuals who need support.

(Q2) There was a comment from a resident thanking the meeting clerk for the minutes produced from the previous Full Council meeting. The resident is wondering why Councillor Blackwell's statement was not recorded in full and asked what 'consultative' means which appears in the resolution.

The Chair confirmed that consultative mitigations will be plans/mitigations designed by Wiltshire Council for the traffic scheme which will still have a consultation process before any final decision is taken on their appropriateness.

The Chair also confirmed that all minutes are a summarised version of the meeting, never verbatim.

(Q3) Regarding Agenda item 7 – the Neighbourhood plan review, the resident asked whether Climate Friendly Bradford on Avon could be part of the proposed steering group.

The Chair confirmed that councillors and officers will determine the key community stakeholders however Climate Friendly are likely to be asked to join.

(Q4) There was a request to have lights outside the toilets in St Margaret's carpark.



The Chair confirmed that the carpark and toilets are the responsibility of Wiltshire Council but, yes, the town council will ask on the resident's behalf.

(Q5) There was a query about how one can book a tennis court. There are currently no instructions either on the website or attached to the courts.

The Town Clerk confirmed there will be advanced notice on booking courts once all the preparations are completed, and also confirmed they were resurfaced because the existing surfaces were failing.

Councillor Bessant asked about the pricing structure. It's £6 per hour or £40 for an annual household membership.

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