

# Joint Governance Committee

You are summonsed to attend a meeting of the Joint Governance Committee at the following, place and date.

Date: 28 FEBRUARY 2017

Time: 7.00 pm

Venue: Assembly Room, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

Councillors:

Batchelor	Mrs Bridewell	Mrs Burton	Callow
Carter	Collis	Corbett	East
Evans	Mrs Evans	Geddes	Giraud-Saunders
Hopkins	Johnson	Nash	Ody
Parker	Parsons	Mrs Rose	Rowland
Mrs Steel	Stevens	Ms Valentine	Miss Von Berg
Wooldridge			

1. **REPORT FOR DECISION — CHAIRMANSHIP DURING THE INTERIM GOVERNANCE ARRANGEMENTS AND ELECTION OF CHAIRMAN FOR THE FIRST MEETING**

**Recommendation**

That the Joint Governance Committee agree that the chairmanship during the interim government arrangements shall alternate meeting by meeting between the Town Mayor of Devizes Town Council and the Chairman of Roundway Parish Council and, if agreed, who will commence the schedule at this meeting.

**Purpose of the Report**

To agree a Chairmanship during the interim government arrangements.

### **Background**

The Joint Governance Committee is comprised of all members of both authorities – Devizes Town Council and Roundway Parish Council.

In order for the Chairmanship to reflect both authorities prior to the Local Council elections on 4 May 2017, it is recommended that the Chairmanship be shared meeting by meeting between the Mayor and the Chairman. In the event that neither is present at the meeting, then a Chairman to be elected for that meeting from the members present.

### **Options Considered**

That the Joint Governance Committee agree chairmanship shall alternate between the Town Mayor and Chairman of Roundway Parish Council until the election of a new council in May. In the event that neither is present, a Chairman be elected from the members present at the meeting.

### **Implications & Risks**

#### **Financial and Resource Implications**

There are no financial or resource implications to this decision

#### **Legal Implications and Legislative Powers**

The Committee will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

#### **Risk Assessment**

Alternating the Chairmanship between the two councils will ensure that both authority areas are represented until the new council is democratically elected in May 2017

#### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

## **2. MINUTES**

To approve as a correct record and authorise the signing of the minutes of the meetings set out below and which have been circulated alongside the agenda.

<b>COMMITTEE NAME</b>	<b>COMMITTEE DATE</b>
Roundway Parish Council	20 February 2017

<b>COMMITTEE NAME</b>	<b>COMMITTEE DATE</b>
Joint Burial Committee	6 June 2017

<b>COMMITTEE NAME</b>	<b>COMMITTEE DATE</b>
Devizes Town Council	15 December 2016
Joint Governance Committee	1 December 2016
Recreation & Properties Committee	17 January 2017
Planning Committee	14 February 2017
Community & Civic Resources Committee	14 February 2017

**2. APOLOGIES FOR ABSENCE**

Non-attendance at meetings should be notified to the Town Hall offices by no later than 5pm on the day of the meeting. No apologies will be accepted in other circumstances unless the non-attendance was an unavoidable emergency.

**3. DISCLOSURE(S) OF INTEREST**

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business.

**5. REPORT FOR DECISION - DECISIONS RESERVED FOR AN INDIVIDUAL COUNCIL**

If considered necessary, Councillors have the opportunity to call for a vote that a matter notified on this agenda being entirely relevant to only one of the Councils, or is a matter on which an individual council has already made a decision for the matter to be considered by the members of that Council.

A member of the relevant Council can make a proposal and only members of the relevant Council will be able to vote on the proposal with voting will be on a simple majority of those present.

**6. FOR DECISION – WILTSHIRE COUNCIL'S NOTICE OF PLANNING APPLICATIONS FOR CONSIDERATION**

Details of Planning Applications for Consideration are attached (doc 6/1).

Members wishing to make enquiries about any of the applications listed or inspect plans before the meeting are advised to do so on line at Wiltshire Council.

**7. REPORT FOR INFORMATION – WILTSHIRE COUNCIL’S NOTICE OF PLANS GRANTED OR REFUSED**

Attached (doc 7/1) a list of plans granted, refused or withdrawn.

**8. REPORT FOR DECISION – PARKING ISSUES ON GREEN LANE**

**Recommendation**

The committee considers making a request to CATG for white “H-Bar” lines along the residential stretch of Green Lane where the road is at its narrowest.

**Purpose of the Report**

To considers a request by a resident of Green Lane to help manage access to properties which is being restricted by parked vehicles.

**Background**

A request has been received from a resident of Green Lane for the Town Council to support measures which will help to alleviate restrictions in access to properties along the narrow section of Green Lane between numbers 32 & 38.

Following a meeting with ward councillors, it has been established that whilst double yellow lines protect the nearby junction at the end of Green Lane from obstructive parking, it does not prevent vehicles from being parked further along the road, adjacent to private drives.

Access from Green Lane into Newman Road and Marshall Road is restricted at this location as there are traffic bollards to prevent drivers using Green Lane as a rat run between Nursteed Road and Potterne Road.

The resident is asking for ‘H-Bars’ to be placed in the area. The purpose of this is to deter cars from parking opposite drive entrances making it extremely difficult, if not impossible, to manoeuvre in and out of them. It is not uncommon for residents who live on one side of the road closure bollards to park on the other rather than driving around the town to park a few yards closer to the homes. There is a concern that with the development of further homes at the entrance to Byron Road this problem could increase.

**Options Considered**

The Committee needs to decide if it believes intervention is needed in the location to protect residents access into their drives.

The Committee needs to decide if it supports the request for “H-bar” marking in the area.

The Committee may also have an alternative view on how tackle the problem.

**Implications and Risks**

**Financial and Resource Implications**

Should CATG agree that there is a practical solution to mitigate a perceived risk, it is normal for a request of between a quarter and half the cost of the work to be funded by the Town Council. There is no allocated funding within Town Council budgets, however given the period of planning time required to implement such projects it may be possible to make an allocation in a future financial year.

**Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

**Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**9. REPORT FOR DECISION – CONCERNS OF JUNCTION SAFETY AT ROSELAND AVENUE AND LONGCROFT ROAD**

**Recommendation**

That committee considers making a request to CATG for double yellow lines at the junction of Roseland Avenue and Longcroft Road.

**Purpose of the Report**

To considers a request to improve safety at the junction of Roseland Avenue and Longcroft Road.

### **Background**

A request has been received from a resident of Longcroft Road for the Town Council to support safety improvements at the junction of Roseland Avenue and Longcroft Road as he is becoming increasingly concerned about the number and frequency of vehicles parking too close to the junction.

Following his meeting with ward councillors, it has been established that over the last few years the number of cars belonging to residents of Longcroft Avenue has steadily increased, with the consequence that some cars are being displaced into Roseland Avenue and this combined with the increasing problem of commuters parking in residential streets is resulting in cars being parked right up to the junction.

Cars continually park on both sides of Roseland Avenue toward Brickley Lane, creating a chicane effect and coupled with the speed some vehicles travelling along that section of road, increases the chances of cars leaving Longcroft Road, which have to pull into the centre of the road to make their manoeuvre, being involved in an accident.

Advice received from Wiltshire Council is unless there is a written restriction, Highway Code rule 243 states "Do not stop or park within 1 meter (32") of a junction except in an authorised bay". This is not legislation but good practice guidance and it is for the police to determine if a parked car is causing a hazard. If they believe it is, they have the power to take enforcement action.

The resident is asking for double yellow lines to be placed around all four corners of the junction to improve the line of sight. In making this suggestion, it is recognised that it will be for Wiltshire Council to enforce illegal parking, but the presence of yellow lines should deter most people. There are a number of junctions in the town where similar action has been taken.

### **Options Considered**

The Committee needs to decide if it believes that safety improvements are warranted for the Roseland Avenue and Longcroft Road junction.

The Committee needs to decide if it supports the request for double yellow lines at the junction of Roseland Avenue and Longcroft Road.

The Committee may also have an alternative view on how to reduce any potential concerns about safety at the Roseland Avenue and Longcroft Road junction.

## **Implications and Risks**

### **Financial and Resource Implications**

Should CATG agree that there is a practical solution to mitigate a perceived risk, it is normal for a request of between a quarter and half the cost of the work to be funded by the Town Council. There is no allocated funding within Town Council budgets, however given the period of planning time required to implement such projects it may be possible to make an allocation in a future financial year.

### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

### **Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

## **10. REPORT FOR DECISION – HIGH WAY ACCESS INTO ST JAMES PLACE**

### **Recommendation**

That the committee considers the concerns of a local residents about damage caused to their building as vehicles turn in from Southbroom Road into St James Place and if representation should be made to CATG to see if there is a solution to the problem.

### **Purpose of the Report**

To consider vehicle access issues into St James Place from Southbroom Road.

### **Background**

A resident of Southbroom Road has contacted the Town Council following a provisional enquiry to Wiltshire Council where they were asked to gain Town Council support for his concerns about the danger of vehicles manoeuvring from Southbroom Road into St James Place where, on a number of occasions, property has been hit.

Set out below are images of the access into St James Place



Whilst the resident makes no suggestion about what a possible solution may be, he feels this cannot be the only access like this in the town and asks what has been done to alleviate the danger at other locations.

#### **Options Considered**

The committee needs to decide if it believes there are some inherent risk when vehicles manoeuvre at the access to St James and if so, if it wishes to refer it to the CATG for it to determine if there is a solution to mitigate that risk.

#### **Implications and Risks**

##### **Financial and Resource Implications**

Should CATG agree that there is a practical solution to mitigate a perceived risk, it is normal for a request of between a quarter and half the cost of the work to be funded by the Town Council. There is no allocated funding within Town Council budgets, however given the period of planning time required to implement such projects it may be possible to make an allocation in a future financial year.

##### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

##### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**11. REPORT FOR DECISION – PARKING CONCERNS ON SERGEANT ROGERS WAY**

**Recommendation**

The committee considers making a request to CATG for an extension to the double yellow lines near the entrance Coral Cove to help with traffic movement.

**Purpose of the Report**

To consider a request to extend the double yellow lines in Sergeant Rogers Way adjacent to Coral Cove.

**Background**

A request has been received from a the directors of Coral Cove for the Town Council to support them in dealing with the problem of cars parking next to the dropped kerbs adjacent to their promises making access and egress extremely difficult for their customers.

Following a meeting with a Roundway Councillor, it appears that the issues are a result of cars overflowing from the adjacent Kennet House carpark. Despite requests to those who work at Kennet House, the problem continues therefore the Town Council has been asked if it will support their suggestion that extending the double yellow lines will improve the visibility from Coral Cove's car park making vehicle movements safer.

**Options Considered**

The Committee need to decide if they support the request for an extension to the double yellow lines adjacent to the entrance of Coral Cove.

The Committee may also have an alternative view on how to reduce the number of cars parking adjacent to the Coral Cove entrance.

**Implications and Risks**

**Financial and Resource Implications**

Should CATG agree that there is a practical solution to mitigate a perceived risk, it is normal for a request of between a quarter and half the cost of the work to be funded by the Town Council.

There is no allocated funding within Town Council budgets, however given the period of planning time required to implement such projects it may be possible to make an allocation in a future financial year.

**Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

**Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**12. REPORT FOR INFORMATION TEMPORARY CLOSURE OF: A360 (PART), TILSHEAD AND ORCHESTON**

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

A360 (Part), Tilshead and Orcheston; from a point approximately 300m south of its junction with Candown Road, Tilshead in a south-easterly direction to its junction with The Gibbet, Orcheston.

To enable: Wiltshire Council to carry out carriageway reconstruction work, surface dressing, road markings and associated works.

**13. REPORT FOR DECISION – VARIATION OF A PREMISES LICENCE APPLICATION FOR 1 SPICE, 9-10 MARYPORT STREET**

**Recommendation**

That the committee reviews the application by 1 Spice Devizes to vary its premises licence and decide if it has any comments or concerns it would like to raise as part of the consultation.

**Purpose of the Report**

To decide if the Council wishes to respond to the consultation on an application to vary the premises licence for 1 Spice, 9-10 Maryport Street.

### **Background**

Licencing officers at Wiltshire Council are seeking views on the request from the owners of 1 Spice in Maryport Street to vary the premises licence. The application is to add the following activities to the licence;

- The Provision of Late Night Refreshment – Monday to Sunday 23:00hrs to 00:00hrs
- The Sale of Alcohol for OFF Sales – Monday to Sunday 10:00hrs to 00:00hrs
- The Sale of Alcohol for ON sales – Monday to Sunday 10:00hrs to 00:00hrs

They are currently licensed for the Sale of Alcohol for consumption ON Sales 12:00hrs to 23:00hrs.

Any representations against/for the application must be received no later than 16th March 2017.

### **Options Considered**

The committee needs to decide if it wishes to make any comment on the application.

### **Implications and Risks**

#### **Financial and Resource Implications**

Officers are unaware of any financial or resource implication for the Council associated with this decision.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

#### **Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

#### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

## **14. REPORT FOR DECISION – JOINT BURIAL COMMITTEE FINANCIAL MATTERS**

Schedule of Payments: Since the last JBC meeting accounts to £139,929.72 (net) have been paid (Doc 14/1).

## 15. REPORT FOR INFORMATION – CEMETERY TOILETS

The coin operated toilets in the Cemetery have been subject to vandalism over the past year. The cash box has been repeatedly broken and emptied and this has taken time and resources to mend.

To break the pattern of this vandalism, officers have agreed to remove the cash box and allow free use of the toilets for a short period. Without the coin operated lock, the toilets are constantly open, however, the lights and heating go off at 5pm.

The Open Spaces team are monitoring the toilets and have reported that there has been no recent vandalism and no evidence of rough sleepers.

## 16. REPORT FOR DECISION – USE OF TOWN HALL BY DEVIZES EISTEDFODD

### **Recommendation**

That the committee considers a request by the organisers of Devizes Eisteddfod for free use of the Town Hall for the annual event in November.

### **Purpose of the Report**

To consider if the committee wishes to grant the organisers of the Devizes Eisteddfod free use of the Town Hall.

### **Background**

An application has been received for free use of the Town Hall for this year's Eisteddfod which is to be held on the 17<sup>th</sup> & 18<sup>th</sup> November 2017.

Should they have to pay for the hire of the building, the cost would be £948.00 including VAT.

### **Options Considered**

The Committee needs to decide if they wish to:

- agree to the request as it has been made
- agree to grant Grace and Favour status for one or both days
- agree how the grant should be acknowledged by the recipient. (The Committee could ask that the Town Council's logo be added to all publicity material as a condition of the grant.)

### **Implications & Risks**

#### **Financial and Resource Implications**

For the space required, at the current venue charges the cost of hire of the Town Hall is £474.00 per day including VAT based on the Community Hire Rate.

**Legal Implications and Legislative Powers**

The Council will be considering this matter under its Power of General Competence.

**Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

**17. REPORT FOR INFORMATION – VENUES INCOME FIGURES**

Document 17/1 is issued alongside this agenda

**18. REPORT FOR INFORMATION – VENUES - CUSTOMER SATISFACTION FEEDBACK**

Document 18/1 is issued alongside this agenda.

**19. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES & MARKETING INFORMATION**

Venues occupancy as per attached 19/1.

Following the recent presentation at Forward Planning, where members agreed that officers could engage a specialist marketing firm, officers have been in conversation with a number of leisure and tourism marketing specialists. The scope of the project has been agreed upon and once a third quote has been received, officers will be able to make a decision about which company can provide the most appropriate support.

The Devizes Register Office will shortly be closing and it is understood that the team based in Devizes are recommending both the Town Hall and the Bear Hotel as suitable venues for wedding ceremonies.

Officers have introduced, and widely advertised, a Spring offer for the use of the Town Hall for ceremonies, which has garnered a great deal of interest.

**20. REPORT FOR INFORMATION – UTILITY ELECTRIC BUGGY**

A new HDK Utility Electric Buggy has been purchased from Lister Wilder as a second vehicle for the Parks and Open Spaces team.

The buggy allows the team to travel to the open spaces we manage and can be used for rubbish collection, freeing the main van for other duties.

It has now been transferred from Lister Wilder and officers are in the process of investigating a suitable trailer attachment which will further enhance its versatility.

The buggy has zero tail pipe emissions and is cleaner than a petrol or diesel vehicle. The battery is expected to last for up to five years and will cost approximately £450 to replace when needed.

**21. REPORT FOR INFORMATION – NURSTEED ROAD TREES**

The Open Spaces Team has replaced two Mountain Ash trees along the Nursteed Road, working in association with Roundway Parish Councillors. The trees were to replace those damaged by strimmers during maintenance work carried out by Wiltshire Council contractors when they were first planted.

**22. REPORT FOR INFORMATION – TOWN HALL HEATING**

Three quotes have been received for a new heating system for the Town Hall.

Owing to the complexity of the proposed new system and the age of the building, officers are now beginning to meet with the contractors to better understand their proposals before making a recommendation to members.

The air conditioning system which is used to both cool and heat the Assembly Room has failed and officers are currently sourcing quotes for this new system also.

**23. REPORT FOR DECISION – GULLS REDUCTION FOR 2017**

**Recommendation**

To consider the options put forward by Wiltshire Council to manage gulls in the area of Hopton Industrial Estate and decide what the Committee's preferred option will be.

**Purpose of the Report**

To agree the Committee's preferred option for gull management in 2017.

**Background**

Following a meeting in December between Wiltshire Council, Roundway Parish Council and Devizes Town Council looking at a project on how to manage the number of gulls in the Hopton Industrial Estate area of the town will be undertaken in 2017. The first task is to carry out some telephone feedback interviews with the businesses where the gull removal has taken place and collate the information to feedback at the wider gull business residents meeting where all affected by the problem will be invited to discuss the issue.

The contractor has been asked to review the costs involved with the Devizes Gull project and below is a table with three options for this this year.

	<b>NBC Cost</b>	<b>Access Equipment</b>	<b>Total (+VAT)</b>
<b>Option 1</b> Continue as 2015-16 eg, 2 weeks of intensive hawk flying (3 hr sessions) & then 26 sessions of flying a year (3 hrs sessions). Total of 4 days of egg & nest removal	£10,112	£1,200	<b>£11,312</b>
<b>Option 2</b> Reduced hawk flying 2 hour session x 26 times a year Total of 6 days of egg and nest removal	£8,570	£1,800	<b>£10,370</b>
<b>Option 3</b> Just egg and nest removal total of 6 days	£4,800	£1,800	<b>£6,600</b>

### **Options Considered**

The Committee are asked to consider the options in order that it can advise Wiltshire Council on how it would like the project to proceed.

### **Implications and Risks**

#### **Financial and Resource Implications**

Set within the 2017/18 budget an allocation of £11,200 towards the cost of the project.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

Failure to manage this problem could impact of the environment of businesses and residents.

#### **Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

#### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

## **24. REPORT FOR DECISION – ADDITIONAL LITTER BINS**

### **Recommendation**

That the Committee considers where within the outskirts of the town it would like to place additional litter bins.

### **Purpose of the Report**

To decide where to place additional litter bins in the parish.

### **Background**

During the preparatory work undertaken by the Joint Governance Committee in preparation of the merging of the Councils, future projects that had been agreed by both Roundway Parish Council and Devizes Town Council were recorded.

One such project put forward by Roundway Parish Council was to increase the number of litter bins.

An additional £1000 was placed in the 2017/18 budget and with bins costing in the region of £250 to buy and install and as such this budget will fund four new bins. This style of bin is the simple plastic design rather than the steel design used in the town centre.

In preparation for the commencement in this project, the committee are asked to decide where they would like to locate these additional bins, which will guide officers if they need to acquire consent.

### **Options Considered**

The committee needs to decide where additional bins are to be located.

### **Implications and Risks**

#### **Financial and Resource Implications**

Budget provision has been included for the capital cost of bins and the ongoing maintenance will be covered within the additional enhanced service provision budget.

Existing staff, who already empty bins around the parish, will empty the bins and therefore there will be an extension of time on this task.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**25. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**

**26. EXEMPT REPORT FOR DECISION – MAYORAL PHOTOGRAPH**

**27. QUESTIONS UNDER STANDING ORDER NUMBER 13**

A short time is allowed at the discretion of the Town Mayor for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk.

TOWN CLERK