



# Devizes Town Council

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

## **Community & Civic Resources Committee**

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date.

Date: Tuesday, 2 JUNE 2015

Time: Immediately after the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Giraud-Saunders)

Chairman:

Councillors: Mrs Bridewell  
East  
Hopkins

Mrs Burton  
Evans  
Nash

Corbett  
Geddes  
Wooldridge

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 19 May 2015 which have been circulated alongside the agenda.

### **2. APOLOGIES FOR ABSENCE**

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

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with 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. NARRATIVE INCOME & EXPENDITURE ACCOUNT APRIL 2015**

**1 MONTH THEREFORE 8% - REFER DOC 5/1**

**INCOME**

1. 1<sup>st</sup> half of precept received April 2015
2. 8 commercial properties pay on a quarterly basis therefore income skewed.
3. JBC salary recharge received quarterly therefore income again skewed.

**EXPENDITURE**

4. Initial £2,500 DOCA grant paid in April 2015
5. Green Lane rental of £2450 paid in April 2015.
6. Christmas Festival & Lights weighted towards end of year.
7. Initial £4,000 payment to Town CCTV system paid in April 2015
8. Capital Expenditure not consistently spread over the year.

**6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID**

A Schedule of Accounts Paid is attached for information (doc 6/1 – doc 6/2).

**7. REPORT FOR DECISION – FREE USE OF THE TOWN HALL FOR DEVIZES HERITAGE DAY 12 SEPTEMBER 2015**

**Recommendation**

To consider a further request by the Trust for Devizes for the whole of the Town Hall to be made available, free of charge, for the Devizes Heritage Open Day on the 12 September 2015.

**Purpose of the Report**

To consider if the Town Hall should be made available free of charge for the Heritage Open Day on the 12 September 2015.

### **Background**

Officers have received a further request from the Trust for Devizes asking that the Town Council make the Town Hall available for the Heritage Open Day on the 12 September without charge.

The request fails to meet the Council's "Grace and Favour Policy" as the date requested is a Saturday and the booking request is more than six weeks in advance of the event. In addition the applicant, The Trust for Devizes, annually receives "Grace and Favour" status for its AGM in March and it is only permitted one free use. For this reason the Committee are asked to decide on this request.

In its request doc 7/1, the Trust set out its belief in the importance of the Heritage open day both in terms of raising civic pride within the community as well as allowing the council to show off the facilities to potential hirers.

On the 18<sup>th</sup> of November the committee considered an identical request from the Trust and at that time it was proposed by Councillor Geddes, seconded by Councillor Brewer and unanimously agreed that "the Committee could not agree to have the whole of the Town Hall available for the Devizes Heritage open day, however the Lock-up would be available". Under standing order 65 "Recession of Previous Resolution", resolution cannot be rescinded unless certain criteria have been met; however the six months passed on the 17<sup>th</sup> of May 2015.

### **Options Considered**

The committee is asked to consider the further request from the Trust for Devizes for the free use of Devizes Town Hall and decide if it agrees to it.

Should the committee decide that it now wishes to agree the free use of the Town Hall, it should set out the change of circumstances that has led to the amendment to the original decision.

### **Implications and Risks**

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

Whist Officers are unaware of any Resource the granting of a free use will remove any possibility of generating income on that day.

#### **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 for the Council associated with this decision.

**8. REPORT FOR DECISION – LOCATION FOR A FUTURE DEVIZES TOURIST INFORMATION CENTRE**

The report has been requested by The Town Mayor, Cllr Roger Giraud-Saunders

**Recommendation**

That the committee recommends the use of a lock up retail unit in the refurbished Shambles Market as a Tourist Information Centre.

**Purpose of the Report**

To determine if a suitable location can be found for a Tourist Information Centre.

**Background**

Devizes has been without a Tourist Information Centre for some time and, with the increase in visitor numbers, a suitable venue needs to be found. The Shambles Market is at the "entrance" to Devizes from the coach drop off points via the public lavatories and would provide an "en route" information point to the town centre. It would also serve to increase foot-fall through the Shambles to the potential benefit of traders in the market.

The issue was raised at a recent benchmarking event in the Town Hall and as a result has been added to this agenda to gauge the opinion of Town Council members. Currently there is no funding or resource available for such a project and therefore if the Town Council believes that the initiative is sufficiently important in the future it may need to make budget provision to support partner organisations deliver such a facility.

The original vision for the campus promoted a reception area staffed by volunteers able to offer advice and guidance on local facilities and places of interest. This vision could be replicated quite modestly in a facility in the Shambles.

### **Options Considered**

The Committee needs to decide if it supports such an initiative and if it does what action it wishes to take to support its delivery.

### **Implications and Risks**

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

Currently no finance or resource capacity has been allocated to such a project.

#### **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.

#### **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 – USE OF THE TOWN CREST**

### **Recommendation**

That the committee approves a request by the Devizes Decorative and Fine Arts Society to use the outline of the Devizes Crest on their Website

### **Purpose of the Report**

To consider a request to use the town crest on a local website.

### **Background**

Officers have been approached by the organisers of the Devizes Decorative and Fine Arts Society (DDFAS) to use the outline town crest on a new website they are developing.

The Town Council has agreed that a number of Devizes based organisations can use the crest, however in general these have been predominantly sporting based groups such as the Rugby Club and the Swimming Club rather than arts based groups.

Whilst DDFAS is affiliated to the National Association of Decorative and Fine Arts Societies, it is run by local volunteers as a not for profit organisation. Meetings are held every month at the Town Hall and the society has a strong local following.

The organisers of the local group believe that developing a website will help keep their members informed about activities that are being organised and by incorporating the town crest will give it a strong branding to the town. (Doc 9/1)

### **Options Considered**

The committee are asked to decide if they agree this request. Given that in the past the Council has agreed that local not for profit organisations, which have Devizes in their name, have been able to use the crest, should the committee decide that this request is not appropriate the reason should be included within the decision.

### **Implications and Risks**

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

Officers are unaware of any Finance and Resource implications 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.

## **10. REPORT INFORMATION – ADOPTION OF WILTSHIRE COMMUNITY INFRASTRUCTURE LEVY (CiL)**

The following email has been received advising the Town Council that the CiL has been adopted by Wiltshire Council.

I'm writing to inform you that, in accordance with Regulation 25 of the CiL Regulations 2010 and Regulations 11 of the Town and Country Planning (Local Planning) (England) Regulations 2012 that the Wiltshire Community Infrastructure Levy (CiL) Charging Schedule ('the Charging Schedule') and Planning Obligations Supplementary Planning Document (SPD) were adopted by Wiltshire Council on **12 May 2015**.

The Charging Schedule enables Wiltshire to secure money from new development towards the funding of infrastructure to support growth set out in the adopted Wiltshire Core Strategy. The Charging Schedule was the subject of an independent examination conducted by an Examiner appointed by Wiltshire Council. The Examiner's Report was published in March 2015 and the recommended modifications have been included in the adopted Charging Schedule. Wiltshire Council also approved a Regulation 123 List under Regulation 123(4) of the CIL Regulations, which sets out the infrastructure that the council may fund through CIL, and a CIL Instalments Policy under Regulation 69(B) of the CIL Regulations, which accompany the Charging Schedule.

The Planning Obligations SPD provides detailed guidance on the application of Core Policy 3 of the Wiltshire Core Strategy. The SPD was subject to a four week public consultation between March and April 2015. It sets out how the Council will use section 106 planning obligations alongside other mechanisms for securing developer contributions towards infrastructure, such as CIL, highways agreements and planning conditions.

The Charging Schedule, Planning Obligations SPD, Regulation 123 List and CIL Instalments Policy will take effect on **Monday 18 May 2015**.

#### **Availability of documents**

The Charging Schedule, Planning Obligations SPD, Regulation 123 List and CIL Instalments Policy, together with associated documents (including the CIL Examiner's Report and the Planning Obligations SPD Adoption Statement), are available to view on the Wiltshire Council website at: [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy).

These documents are available for viewing at all council libraries across Wiltshire and during normal office hours at the main council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (Bourne Hill) and Trowbridge (County Hall).

Copies of any of the documents listed above may be obtained on request and upon payment of a reasonable charge for such copies.

*Any person with sufficient interest in the decision to adopt the Planning Obligations SPD may apply to the High Court for judicial review of that decision, any such application must be made within 3 months of the date on which the Planning Obligations SPD was adopted.*

**For further information please phone: 01225 713223 or email: [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk).**

**11. REPORT FOR INFORMATION – TWINNING DATES 2016**

It has been proposed by Mayenne that the twinning weekend for 2016 will take place from 17-20 June.

**12. REPORT FOR INFORMATION – LETTER FROM HRH THE DUKE AND DUCHESS OF CAMBRIDGE**

Attached is a letter from Kensington Palace (doc 12/1), replying to a letter of congratulations sent from the Town Council on the birth of their daughter.

**13. QUESTION TIME**

A short time is allowed at the discretion of the Chairman 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 form and the request should be submitted through the Town Clerk

DEPUTY TOWN CLERK