

Devizes Town Council

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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 4 June 2019

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 Rose

Chairman: Councillor Carter

Councillors: Bridewell

Gay

Hopkins

Pennington

Burton

Geddes

Johnson

Evans

Godwin

Nash

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 21 May 2019 and 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 June 2019

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 INFORMATION – SCHEDULE OF ACCOUNTS PAID

A Schedule of Accounts Paid is attached for information ([doc 5/1](#)).

6. NARRATIVE INCOME & EXPENDITURE ACCOUNT & KEY PERFORMANCE INDICATORS 2018/2019

A report is attached for information ([doc 6/1](#)).

7. REPORT FOR INFORMATION – REPORT BY ACTING INSPECTOR PETE FOSTER

Acting Inspector Pete Foster will be attending the meeting and giving a presentation on policing both in the town and more generally. Inspector Foster will give a brief power point presentation.

8. REPORT FOR INFORMATION – NEIGHBOURHOOD PLANNING

Very little progress has been made over the last few month on progressing the development of the Neighbourhood Plan due to uncertainty around any implications the review of Wiltshire's Core Strategy will have.

Following an officer meeting with Wiltshire Council's Spatial Planning Team, there is an indication that the review of the Core Strategy is now sufficiently progressed that there is an opportunity for the Devizes Plan to work alongside Core Strategy.

Officers have attached the notes from the officer meeting with Wiltshire Council held on the 9 May ([Doc 8/1](#)) and the Neighbourhood Planning Meeting held on the 22 May ([Doc 8/2](#)).

On the 4 June, members of the Neighbourhood Plan Steering Group will be joined by parishes that adjoin Devizes to discuss with Wiltshire Council's Special Planning Team how the emerging review of the Core Strategy may impact on the Devizes Area.

9. REPORT FOR INFORMATION - WEAPONS AMNESTY IN DEVIZES

For the last few months Rob Jackson, an outreach worker at St James Church, has been working in collaboration with Wiltshire Police to organise a weapons amnesty in Devizes, at St James' Church.

The amnesty is being hosted collaboratively, with police officers being involved throughout. Wiltshire Police have undertaken the necessary procedural and safety checks.

The 24 hour amnesty will happen from 9am on Wednesday 5th to 9am Thursday 6th of June at St James'. At the same time the church are hosting a 24 hour prayer vigil in a room opposite the church.

Given the recent increase in reported knife crimes, officers have agreed to support the event by helping to promote it.



9am Wed 5th - 9am Thur 6th June
ST JAMES CHURCH, DEVIZES
(Near The Crammer Pond)



so why not hand
in your firearms
and weapons
quickly and
anonymously

Working in partnership to make our homes, streets and community safer.



A local Thy Kingdom Come/ You Are Loved initiative.

10. REPORT FOR INFORMATION -- ASSET TRANSFER AND SERVICE DEVOLUTION

The agreed date for the asset transfers and the taking on of devolved services was 1st April this year and operationally there has been a fairly smooth transition.

- **Indoor and Outdoor Markets.** These are now being fully operated by the Town Council with trading agreements now in place between Devizes Town Council and Market Traders. Rebranding of the Shambles should be completed by the weekend of 31 May.

In terms of the day to day operations, the Devizes' market rules and contractual agreements currently mirrors Wiltshire Council's, on the basis that the Council needs to better understand the strengths and weaknesses of the service in order that it makes informed decisions when it comes to any later changes and that traders have confidence in the Council's management ability

- **Open Spaces Maintenance.** Contractors responsible for the delivery of street scene maintenance now report to Devizes Town Council and officers meet the contractors on a weekly basis. It should be remembered that the Council is tied into the contractual arrangements, as set up by Wiltshire Council, therefore until June 2020 when the contract comes to an end, there is limited opportunity to change service standards.

Complaints about open spaces now come thorough the Town Council and whilst on the whole they are passed directly to the contractor to deal with, under the contract, on occasions they are resolved by the open spaces team as this is more expedient.

Officers will start to work with the new Services Working Group to look at Service Standard levels after June 2020.

- **Play Areas.** The Asset transfer includes a number of play areas, some of which have been closed due to maintenance issues. As faults on transferred play areas have been resolved and the areas reopened, play areas have been rebranded.
- **Woodlands and Trees.** As part of the transfer the Council has taken on a new woodland at Broadleas. The management of the wood is supported by a local families group who have occasional working days. A member of the open spaces team has agreed to help run these events and the necessary equipment and PPE has been purchased.

As part of the open spaces services we have become responsible for many trees and have received a number of complaints that trees have not been

maintained. Officers are taking a fairly robust stance at this time only agreeing to carry our works where there is a genuine health and safety risk. In time new polices around three management will need to be developed.

- **Market Place.** It has been decided to complete the review of the layout of this area before the asset transfer is progressed.
- **Legal Agreements.** As yet the legal agreements that will see the formal transfer of assets and services have not been completed. The Councils legal adviser has spent many hours reviewing all property transfer documents and the extent of the service delegation. There have been a number of areas that we have tried to seek clarification or amendment from Wiltshire Council.

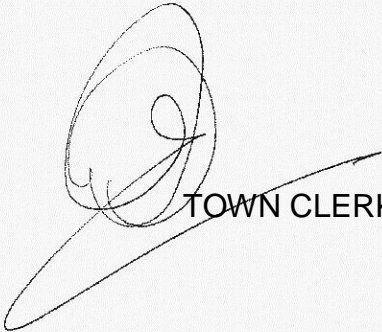
This element of the transfer has been the most challenging with on occasions the legal delivery of projects not always meeting the intent of the initial agreement.

Once the legal process has been completed, a report will be provided for members.

11. 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 and the request should be submitted through the Town Clerk



TOWN CLERK

		COMMUNITY & CMC RESOURCES			DOC 5/1	
		COMMITTEE 4TH JUNE 2019				
NO.	REF NO.	COMPANY/PAYEE	DETAILS	VAT	TOTAL	PAYMENT METHOD
		Direct Debit Payments				
1	POSTED	WILTSHIRE COUNCIL	Non-Domestic Rates - All Areas - (2017/2020) - (1 Month)		3577.00	DD
2	24036	ARVAL PHH	Lease Rental on LR56 JNX Isuzu Commercial & Repairs (1 Month)	96.48	578.87	DD
3	24037 / 24116	ALLSTAR	Petrol and Diesel for Park Vehicles Incl Mowers - (2 Months)	94.75	568.78	DD
4	24114	RHM TELECOMMUNICATIONS LTD	Monthly Telephone Call Charges - (1 Month)	48.81	292.87	DD
5	24038	PAYROLL SERVICE COMPANY LTD	Process Payroll on a Monthly Basis (1 Month)	49.81	298.87	DD
6	24104-24105	BANCLAYCARD MERCHANT SERVICES	Charges for Electronic Pin Machine (Park Cafe - 1 Month) & (Town Hall - 1 Month)	7.92	318.42	DD
7	24117	EE	Mobile phone for Parks (Monthly) - (1 Month)	3.85	21.88	DD
8	24039	VODAFONE LTD	Venues Mobile Work Phone - (1 Month)	1.88	10.00	DD
9	24100	BSL	Gas Bill -Market Place (29/01/19-28/04/19)	3.45	20.79	DD
10	24101	CLOSE BROTHERS	Van Insurance (Recharged) - Monthly - (1 Month)		315.24	DD
11	24102	PEAC (UK) LTD	Telephone Lease Rental - (18/05/2019 - 18/05/2019)	19.42	118.93	DD
12	24040-24042 / 24103	BNP PARIBAS LEASING SOLUTIONS LTD	Lease of Kubota Tractor (3 Instalments) plus Documentation Fee	224.73	1348.74	DD
		Government Procurement Card Transactions				
13	24106	DOUBLE THE BOBBIES LTD	Griffiths Mouse & Mascot Costume - Hillroth Park Event		180.00	Credit Card
14	24107	LEBAY	Higgins Kitchen Roll		21.98	Credit Card
15	24108	AMAZON	Market Trader Money Bag - Markets	1.33	7.93	Credit Card
16	24109	VODAFONE	PAYD Phone for Market Manager	8.33	60.00	Credit Card
17	24110	T J SELF DRIVE HIRE	Twining Event Travel Costs - Deposit		100.00	Credit Card
18	24111	FASTPOSTS	Charges for Professional Mailbox - April 2019 (Monthly)	1.33	7.91	Credit Card
19	24112	AMAZON	Lyme Bay Traditional Mead - Twining Event	8.00	35.97	Credit Card
20	24113	SECURITY METRICS	Technical Support Credit Card Payments		25.99	Credit Card
		Cheque & BACS Payments				
21	CB	PETTY CASH	DTC Petty Cash - April 2019	14.07	175.26	Chq No J06137
22	CB	PETTY CASH	Hillroth Park Cafe Petty Cash	1.50	72.90	Chq No J06138
23	CB	WILTSHIRE COUNCIL	Superannuation - April 2019		10860.74	Chq No J06139
24	CB	INLAND REVENUE	PAYE / NI - April 2019		6488.73	Chq No J06140
25	CB	JAZMIN BUCK	Devices Town Trust payment to be refunded		270.00	Chq No J06141
26	24043	MAJESTIC MOTOR PANELS	Welding rods to repair Topper - Parks Dept.	1.30	7.78	Chq No J06142
27	24044	MAJESTIC WINE WAREHOUSES LTD	Wine for stock (Rechargeable)	20.36	134.16	Chq No J06143
28	24045-24048	MRS COMMUNICATIONS LTD	Storatel Radios	38.40	218.40	Chq No J06144
29	24047	CONSORTIUM	Soap Dispenser - Venues	11.99	71.96	BACS
30	24048-24050	ROSES	General Stone for Parks	2.74	28.41	BACS
31	24051-24053	T H WHITE LTD	Parts for Topper - Parks Dept.	4.40	27.72	BACS
32	24054	WOLSELEY UK LTD	Toilet Seat for Park - Parks Dept.	11.08	68.50	BACS
33	24055	JEWSON LTD	Master Keys - Parks Dept.	5.91	34.88	BACS
34	24056	LISTER WILDER LTD	Switch for electric buzzer - Parks Dept.	2.37	14.20	BACS
35	24057-24058	ANNIE'S CATERING LTD	Catering for Functions - (Rechargeable)		479.83	BACS
36	24059	LYRECO UK LIMITED	Navigator Copy Paper - Office	7.30	43.80	BACS
37	24060	ALL IN ONE CATERING AND BARS	Wine & Drink (Rechargeable)	9.33	58.00	BACS
38	24061-24063	SWEETPEA CATERING	Catering for Functions - (Rechargeable)		954.55	BACS
39	24064-24065	SHRINGTON LAUNDRY LTD	Cleaning of Tablecloths & Dust Mats - Venues		100.88	BACS
40	24066	YATE SUPPLIES	Miscellaneous Products - Venues	68.38	382.27	BACS
41	24067-24068	OFFICE RIGHT BUSINESS SOLUTIONS LTD	Stationery - Office		92.17	BACS
42	24069	G B SPORTS & LEISURE	Play Equipment - Parks Dept.	180.19	981.13	BACS
43	24070	KEW (ELECTRICAL DIST) LTD	Consort Quartz - Cemetery	59.00	354.10	BACS
44	24071	FRS GROUP PLC	Fresheners, Sanitary etc - Venues	50.25	301.57	BACS
45	24072	GRST ENVIRONMENTAL LTD	Waste & Recycling Collection - Venues & Parks	128.37	752.57	BACS
46	24073	SHIRE GARDEN MACHINES	Lawn Mower - Parks Dept.	99.83	599.00	BACS

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47	24074	CLIFTON COFFEE	Tea & Coffee - Hillworth Park Cafe (Rechargeable)		153.83	BACS
48	24075	WILTSHIRE ASSOCIATION OF LOCAL COUNCILS	Annual Subscription 2019 / 2020	321.24	1927.48	BACS
49	24076	WILLINGS SERVICES LTD	2nd Maintenance Visit - Toilets	44.58	267.30	BACS
50	24077-24078	OVERDE LTD	Grass Cutting Devices Cemetery & Monthly Top Ups	801.77	4910.61	BACS
51	24079	SMART INTEGRATED SOLUTIONS LTD	Call out to Town Hall Boiler	19.00	114.00	BACS
52	24080	PAQ LTD	Service of 2 Shutters - Town Hall	63.00	378.00	BACS
53	24081-24084	HUNTS FOODSERVICE	Stock for parka cafe - (Rechargeable)	33.40	332.97	BACS
54	24085	JURCH MUNICIPAL	Tractor Insurance - Parks Dept.		134.28	BACS
55	24086-24087	BWT UK LTD	Rental Charges for Water Machines - Venues (01/04/2019 - 01/05/2019)	19.80	118.80	BACS
56	24088	WOOLRYCH COMPUTER SERVICES LTD	CCTV & Installation fee - Corn Exchange	101.33	808.00	BACS
57	24089	NEW UNION PUBLISHING LTD	Adverts in West Country Advertiser & West Country Wedding	50.00	300.00	BACS
58	24090-24091	BIOPAC (UK) LTD	Combustible Green cups for Hillworth Cafe	25.00	165.56	BACS
59	24092	GATE CONTROL GEAR LTD	Replacement gate closer cylinder & kit - Parks Dept.	17.30	103.21	BACS
60	24093	DDO OF THE YEAR AWARDS LTD	Entry 2019 to Ddo of Year Awards - Superloop	31.80	189.60	BACS
61	24095	DESIGNS IN AIR LTD	Costs for Conflict Bottle - DOCA - Taken out of DOCA Grant	500.00	3000.00	BACS
62	24094	SOUTHERN ELECTRIC POWER DIST. PLC	Connection Works at 3 Little Brittas		2756.81	BACS
63	CB	MR ANDY GEDDES	Mayoral Mileage Expenses		164.46	Chq No 706145
64	CB	NATASHA CHALLAND	Damage Deposit Refunded ref Cancelled Event on 25/09/2021	26.67	160.00	Chq No 706146
65	CB	MR ANDY GEDDES	Mayoral Mileage Expenses		29.90	Chq No 706147
66	CB	6TH DEVICES SCOUT GROUP	Community Grant - 2019 / 2020		250.00	Chq No 706148
67	CB	DEVICES & DISTRICT ASSC. FOR THE DISABLED	Community Grant - 2019 / 2020		300.00	Chq No 706149
68	CB	THE DEVICES MONDAY CLUB	Community Grant - 2019 / 2020		100.00	Chq No 706150
69	CB	DEVICES TOWN YOUTH FOOTBALL CLUB	Community Grant - 2019 / 2020		300.00	Chq No 706151
70	CB	BOWDEFORD SCHOOL	Community Grant - 2019 / 2020		200.00	Chq No 706152
71	24115	TELESHORE (UK) LTD	Bronze Memorial Plaque (Rechargeable)	18.67	113.24	Chq No 706153
72	CB	NICK RUSBY	Civic Officers - Mayor Making Event		40.00	Chq No 706154
73	CB	ANDY BEWLEY	Civic Officers - Mayor Making Event		40.00	Chq No 706155
74	CB	RICHARD HOPKINS	Civic Officers - Mayor Making Event		40.00	Chq No 706156
75	CB	STEPHANIE REEVES	Damage Deposit Refunded ref Cancelled Event on 18/04/2020	26.67	160.00	Chq No 706157
76	24116	MAJESTIC WINE WAREHOUSES LTD	Wine for stock (Rechargeable)	22.38	134.18	Chq No 706158
77	24119-24120	SPALDINGS (UK) LTD	Protective gloves, ear defenders and goggles - Parks Dept.	68.11	348.66	BACS
78	24121	VRING PAYMENTS	Batteries - Venues	7.00	42.96	BACS
79	24122	LISTER WILDER LTD	Spares for Topper - Parks Dept.	11.36	68.10	BACS
80	24123	THERMOCOOL LTD	Maintenance on the Corn Exchange	110.00	660.00	BACS
81	24124	NOMD ENVIRO LTD	Weed Killer - Parks Dept.	111.70	670.20	BACS
82	24125	PURCHASE POWER - PITNEY BOWES	Franking Machine Top Up		258.93	BACS
83	24126	ALL IN ONE CATERING AND BARS	Wine & Drink (Rechargeable)	46.67	260.00	BACS
84	24127-24132	SWEET TREA CATERING	Catering for Functions - (Rechargeable)	350.79	2104.74	BACS
85	24133-24136	YATE SUPPLIES	Miscellaneous Products - Venues	128.54	759.21	BACS
86	24137	RENNET SIGN & DISPLAY	Labels for Market Place Parking	10.20	61.20	BACS
87	24138	CARTER PUMPS LTD	New pump for fountain - Parks Dept.	50.40	542.40	BACS
88	24139	CRONA LTD	Repairs to Corn Exchange Lift	33.66	201.96	BACS
89	24140	PEARL TECHNOLOGY SERVICES LTD	IT Mapper & Maplink Tech Support & Updates up to 30/04/2020	50.00	300.00	BACS
90	24141-24142	AMAC WINDOW CLEANING LTD	Window Cleaning & Bus Shelters / Hillworth Park Centre - May 2019	45.53	273.12	BACS
91	24143-24144	OFFICE RIGHT BUSINESS SOLUTIONS LTD	Stationery - Office	2.10	275.06	BACS
92	24145	KAUGHAN'S KITCHEN	Catering for Functions - (Rechargeable)	403.00	2412.00	BACS
93	24146-24147	SYDENHAMS LTD	Wood For play area and work boots for Parks Staff	4.66	61.34	BACS
94	24148	GRIST ENVIRONMENTAL LTD	Labour & Equipment to clean Brittas Paving	129.00	1194.00	BACS
95	24149-24150	CARTIDGESHOP LTD	Printer Ink Cartridges - Office		25.54	BACS
96	24151	ROYAL MAIL GROUP LTD	Usage of Prepaid Envelopes		90.93	BACS
97	24152-24155	HUNTS FOODSERVICE LTD	Stock for parka cafe	128.64	1025.33	BACS
98	24156	RAVE MAILING SYSTEM LTD	Renewal of Complete Care Plan for Pitney Bowes CW150 Franking Machine - (06/09/19-09/09/20)	30.00	180.00	BACS
99	24157	CLARESBROS SOFTWARE LTD	SACAS Support - (1 April 2019 - 31 March 2020)	250.00	1500.00	BACS
100	24158	LIGHTING & ILLUMINATION TECH. EXP LTD	25% of Festive Lighting Displays - New Park Street & Sidmouth Street	120.15	720.90	BACS
101	CB	ASTER GROUP	ACIE - Rent & Amens - (Monthly Deduction)		562.50	BACS
102	24159	RAINBOW SLUSH	Stock for parka cafe	81.95	491.67	BACS
103	24160	SAFE FENCE LTD	Cable Covers and Cable ramps - Market Place	202.08	1392.90	BACS

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104	24161	WHITEWED DIRECTORY (LOVE TO PLAN LTD)	Whitewed Directory Enhanced Membership - (02/05/2019 - 01/05/2020)	21.00	126.00	BACS
105	CB	NATASHA CHALLAND	Cancelled Cheque Refunded by card	-26.67	-160.00	Chq No 706146
106		THE COMMUNITY FOUNDATION	Mayoral High Sheriff Event - Mayoral Allowance		25.00	Chq No 706159
107		SOUTH WEST COUNCILS	Annual Subscription (1 April 2019 - 31 March 2020)	85.00	510.00	Chq No 706160
		Salaries by BACS Payment				
		SALARIES	Employees Salaries for May 2019 Wages		34671.09	BACS
				6238.43	101309.77	

COMMUNITY & CIVIC RESOURCES COMMITTEE
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DOC 6/1

Income and Expenditure Account for Period to 30 April 2019

Doc 6

PREV YEAR ACTUAL	YTD ACTUAL	YTD BUDGET	+/- %AGE	YEAR END BUDGET	YEAR END FORECAST	+/- %AGE
<u>Operating Income</u>						
0 MARKETS	20,293	13,667	0%	164,000	144,749	0%
0 TWINNING	0	0	0%	0	0	0%
367 CIVIC & CEREMONIAL	0	0	0%	450	440	98%
893,755 CORPORATE MANAGEMENT	462,410	462,260	100%	926,185	928,185	100%
1,086 GRANTS	0	0	0%	0	0	0%
280,515 COMMERCIAL PROPERTIES	13,998	14,069	99%	292,623	292,623	100%
48,843 TOWN HALL	3,528	4,080	86%	51,000	43,860	86% YTD reflects period 1 percentage
108,089 CORN EXCHANGE	7,475	7,875	95%	112,500	108,000	96%
57,726 HILLWORTH PARK CAFÉ	6,553	5,427	121%	60,000	61,126	102% Strong April income
16,685 COMMUNITY SPACES CENTRAL SUPPORT	1,778	1,991	89%	12,840	12,840	100%
7,036 PUBLIC CONVENIENCES	545	708	77%	8,500	6,545	77% YTD reflects period 1 percentage
3,947 CHRISTMAS TREES - BUSINESS	0	0	0%	3,500	3,500	100%
1,043 CHRISTMAS FESTIVAL & LIGHTS	0	0	0%	847	847	100%
59,783 CEMETERY	4,437	5,567	80%	66,800	53,440	80% YTD reflects period 1 percentage
0 ADMIN SUPPORT SERVICES	0	0	0%	0	0	0%
2,500 CAPITAL INCOME	1,000	0	0%	0	1,000	0% Easement over DTC land
1,481,375 Total Income	522,017	515,643	101%	1,699,245	1,657,155	98%
<u>Running Costs</u>						
0 MARKETS	4,749	8,629	55%	103,544	98,121	95% Transfer from Wiltshire Council not completed to date
34,429 COMMITTEE SERVICES	3,123	3,109	100%	37,311	37,476	100%
23,042 MEMBER SUPPORT	1,765	1,991	89%	23,893	22,992	96%
4,326 TWINNING	861	451	191%	5,413	5,116	95% Tomio Twinning costs
24,216 CIVIC AND CEREMONIAL	2,146	2,394	90%	28,729	27,996	97%
12,371 COMMUNICATIONS	1,088	1,178	92%	18,630	20,056	108%
86,509 CORPORATE MANAGEMENT	4,712	5,260	90%	63,124	59,006	93%
17,663 GRANTS	972	1,083	90%	23,700	22,364	94%
86,178 COMMERCIAL PROPERTIES	505	1,416	36%	50,996	48,568	95% Costs will fall in line with budget as year progresses
27,741 ARTS DEVELOPMENT	541	691	78%	30,591	30,488	100% Costs will fall in line with budget as year progresses
157,868 TOWN HALL	8,803	11,202	79%	136,418	136,197	100% Costs will fall in line with budget as year progresses
166,832 CORN EXCHANGE	9,297	12,739	73%	152,869	150,899	99% Costs will fall in line with budget as year progresses
67,076 DEVIZES LEISURE CENTRE	0	0	0%	67,500	67,500	100%
77,944 HILLWORTH PARK CAFÉ	9,130	7,559	121%	90,712	98,412	108% Increased salary costs high due to Bank Holidays
331,824 COMMUNITY SPACES CENTRAL SUPPORT	17,244	28,662	60%	513,942	512,068	100% Invoice from Wiltshire Council in respect of IDVerde not received
66,592 PUBLIC CONVENIENCES	5,680	8,616	66%	103,396	78,094	76% Salary costs lower than anticipated
14,882 CHRISTMAS TREES - BUSINESS	401	391	103%	6,888	6,812	102%
31,197 CHRISTMAS FESTIVAL & LIGHTS	235	282	83%	19,878	19,320	97% Insignificant variance
57,339 CEMETERY	2,568	4,224	61%	50,683	45,881	91% No grave digging invoices received YTD
25,426 COMMUNITY SAFETY & T C MANAGEMENT	4,000	4,311	93%	71,728	71,728	100%
0 ADMIN SUPPORT SERVICES	0	0	0%	0	0	0%
116,462 CAPITAL EXPENDITURE	704	0	0%	99,500	99,500	100%
1,429,917 Total Expenditure	78,524	104,187	75%	1,699,245	1,658,594	98%

Subject : Meeting with Wiltshire's Spatial Planning Team	
Date: 2 May 2019	Venue: County Hall
Those Present: Carolyn Gibson – Spatial Planning Manager Jane Wilkie – Senior Planning Officer Simon Fisher – Devizes Town Council	
Notes taken by SF	

Item	Notes:	Action:
1.	<p>Compliance with the NPPF</p> <p>It was strongly advised that an early stage of the Neighbourhood Plans review should include a check that it is still compliant with the amended NPPF and a statement to that effect added to the document.</p>	<p>Some of this work has been done but no statement to that effect.</p>
2.	<p>Devizes absorption to the Chippenham Housing Market Area (HMA)</p> <p>For the purpose of the Local Plan Review Devizes now forms part of the Chippenham HMA. This is based on evidence in the Swindon and Wiltshire Strategic Housing Market Assessment which looks at the location of homes and jobs and movements for both within the County. From the analysis a geography is identified which relates to where these movements are concentrated.</p> <p>There is evidence that a significant number of moves to and from Devizes are within the proposed Chippenham HMA. SF expressed his concern at this relationship as it seems counter intuitive.</p>	
3.	<p>Projected housing number for 2016 to 2036</p> <p>Wiltshire Council's Cabinet have agreed a spread of housing needs for the county based on two calculation methods. The lower number is based on the Government's current calculation method. The higher number is based on consideration of a local housing needs figure for Wiltshire which responds to job prospects in the county. The Council are considering a higher number because the</p>	

	<p>Government will change the basis of their calculation within the next 18 months and baseline information suggests this will result in a increase above the 40, 840 homes currently proposed.</p> <ul style="list-style-type: none"> • Lower housing figure for the County – 40,840 homes • Higher housing figure for the County – 45,600 homes 																													
4.	<p>Impact on County Housing Numbers on Chippenham HMA</p> <p>All figures are based on the higher housing figure for the County as this is likely to be the more accurate figure and it is easier to reduce numbers rather than increase them.</p> <p>If the new housing share is rolled forward on the same basis as the current plan period, then 20,400 new properties will need to be built within the Chippenham HMA between 2016 and 2036. However, this also includes a 43% growth rate on the previous plan period to account for the trend of people choosing Chippenham HMA to settle in.</p>																													
5.	<p>Alternative Strategies</p> <p>A paper to Wiltshire Council’s Cabinet set alternative strategies for delivering the Chippenham HMA’s housing and employment land allocation.</p>																													
<p>1 Rolling Forward the Core Strategy (Ch-A)</p> <p>Housing and employment land requirements will be distributed pro-rata to roll forward the current strategy.</p> <p><u>Devizes.</u></p> <table border="1" data-bbox="331 1518 1449 1765"> <thead> <tr> <th colspan="2">Wiltshire Core Strategy 2006-2026</th> <th colspan="4">Rolling Forward 2016-2036</th> </tr> <tr> <th rowspan="2">Housing</th> <th rowspan="2">Employment</th> <th colspan="2">Housing</th> <th colspan="2">Employment</th> </tr> <tr> <th>Requirement</th> <th>Residual</th> <th>Requirement</th> <th>Residual</th> </tr> <tr> <th>Dwelling</th> <th>Hectares</th> <th colspan="2">Dwelling</th> <th colspan="2">Hectares</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>9.9</td> <td>2870</td> <td>2023</td> <td>9.1</td> <td>-</td> </tr> </tbody> </table> <p>Under this strategy employment Land growth for the Chippenham HMA will only be centred around Calne, Corsham & Melksham</p>			Wiltshire Core Strategy 2006-2026		Rolling Forward 2016-2036				Housing	Employment	Housing		Employment		Requirement	Residual	Requirement	Residual	Dwelling	Hectares	Dwelling		Hectares		2010	9.9	2870	2023	9.1	-
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2 Chippenham Extended Community (Ch-B)

Corsham, Calne, Devizes, Malmesbury and Melksham continue Wiltshire Core Strategy scales of growth, which is lower than rolling forward the current strategy. The rest of the HMA accommodates a scale equivalent to rolling forward the current strategy. This approximates to past rates of development in the rural area.

Chippenham is the main focus for growth, based on a concept of an expanded community that more than doubles the Wiltshire Core Strategy allocation.

Devizes.

Wiltshire Core Strategy 2006-2026		Rolling Forward 2016-2036			
Housing	Employment	Housing		Employment	
		Requirement	Residual	Requirement	Residual
Dwelling	Hectares	Dwelling		Hectares	
2010	9.9	2010	1163	-	

For employment, the strategy responds to the conclusions of the Employment Land Review that new employment land should be considered at Chippenham and consultation concerns about the lack of employment in Calne.

3 Melksham Focus (ChC)

Rather than Wiltshire Core Strategy scales of growth, rates of development at Calne, Corsham, Devizes and Malmesbury are 'capped' to a 40% increase on the Wiltshire Core Strategy as a deliverable response to the much higher assessment of local housing need.

The rate of development at Chippenham rolls forward the current strategy uncapped, reflecting its prospects for future growth and as a response to past suppressed demand.

Melksham has a focus for growth, continuing its recent track record. One option would be to see new homes supported by the provision of new road infrastructure.

Devizes.

Wiltshire Core Strategy 2006-2026		Rolling Forward 2016-2036			
Housing	Employment	Housing		Employment	
		Requirement	Residual	Requirement	Residual
Dwelling	Hectares	Dwelling		Hectares	
2010	9.9	2250	1405	-	

For employment, the strategy responds to the conclusions of the Employment Land Review that there is a case for new allocations in Melksham and

	Corsham.	
	<p>Employment land In Devizes</p> <p>It was noted that under each of the Chippenham HMA strategies, no future employment land allocation has been made for Devizes.</p> <p>SF expressed concern at this as Devizes has high commercial property occupancy rates and therefore local companies were finding it almost imposable to expand let alone give the town any ability to attract new employers.</p> <p>The Devizes Area Neighbourhood Plan (DANP) recognises that the last remaining available employment site has remained for sale for many years and following a meeting with the owners it is clear that they are not interested in a piecemeal development approach of the whole site.</p> <p>Disparity between housing land values and commercial land provides no incentive for developers to piecemeal or speculatively develop commercial sites, therefore the DANP is developing a policy that will allow mixed use of these site.</p> <p>Bringing employment land forward has been an issue elsewhere in the county however the recent Wiltshire Employment Land Review still recognises the value of the site at Horton Road.</p> <p>The local plan review and roll forward of the Devizes NP is an opportunity to review the status of this land and consider whether a mixed use development would be more appropriate to deliver employment land.</p> <p>Any loss of employment land would need to be replaced by an alternative site.</p>	
	<p>Allocation of Housing Sites</p> <p>WC raised the question about the allocation of housing sites and whether they should be identified within the Neighbourhood Plan or the Core Strategy.</p>	<p>Follow up meeting to be arranged to discuss relative role of</p>

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	<p>SF advised that there were pros and cons for each method. The DANP Steering group had felt that planners had not given sufficient weight to the Neighbourhood Plan as evidenced by successful application on the Quakers Road site but had to be balanced with the allocation of sites thought the Core Strategy that can give the impression that sites will be imposed on the town.</p>	<p>the local plan review and neighbourhood plan.</p>
	<p>Green Infrastructure</p> <p>It was agreed that this is an important part of planning guidance and it needed to be within the Neighbourhood Plan.</p> <p>Wiltshire Council have helped some towns develop a green infrastructure plan which can either be within the main Neighbourhood Plan or from an addendum to the plan.</p>	
	<p>Next Step</p> <p>Set up a meeting with neighbouring parishes to discuss the review of core strategy policies and the relationship with existing and emerging neighbourhood plans.</p>	

Subject : Neighbourhood Plan Steering Group		
Date: 22 May 2019	Venue: Town Hall	
Those Present: Richard Ormerod, Philippa Morgan,	Rick Rowland, Ray Parsons,	Chris Callow, Simon Fisher
SF took notes		

Item	Notes:	Action:
1.	<p>Compliance with Neighbourhood Planning Policy Framework</p> <p>It was accepted that the Neighbourhood Plan needed to be in compliance with the latest NPPF review which was published in February 2019.</p> <p>It was agreed that whilst the initial review provided no concerns the policies within the Neighbourhood Plan did not conflict with NPPF. It was agreed that a consultant should be appointed to undertake a more thorough review.</p>	<p>SF to developed a specification and brief for appointing a consultant</p>
2.	<p>Inclusion of the Devizes area into the Chippenham Housing Market Area.</p> <p>The inclusion of Devizes within the Chippenham Housing area was noted. There was a view expressed that given that Devizes was not allocated any future employment growth, then any additional housing would simply add to traffic congestion and a greater sense that the town is becoming a dormitory community.</p> <p>For these reasons, it was agreed that the Devizes Area Neighbourhood Plan Steering Group favoured the “Chippenham Extended Community Strategy” (Ch-B), as this would have the lowest housing growth for Devizes by placing the main focus for housing in Chippenham which would be linked to greater employment opportunities.</p>	
3.	<p>Projected housing numbers for 2016 to 2036</p> <p>It was noted that even with the strategy that required fewer</p>	

	<p>houses in Devizes (Ch-B), finding sufficient land which was compliant with the existing Neighbourhood Plan this would be a challenge.</p> <p>It was noted that the NPPF does draw reference to communities that have significant difficulties delivering their projected housing allocation, due to topographical constraints or land designation. If a planning consultant is to be appointed, this is something that could be worked through with them.</p> <p>There is a cation that in delivering greater housing numbers with limited land availability, that meets the current Neighbourhood Plan's policies, that there may be a requirement to increase building density, which may in turn lead to a proliferation of estates where parking is a significant issue, such as the Spitalcroft Estate.</p> <p>One of the tasks for the Neighbourhood Plan Steering Group will be to look at the Settle Framework Boundary and mitigation that maybe acceptable to bring sites which have previously not met the criteria of the Neighbourhood Plan. It was also noted that the Steering Groups would need to develop policies to protect and enhance key green spaces that may come under pressure to meet the new housing allocation alongside polices that would support delivery of allocated employment land for commercial use and how a mix of housing and employment on sites may deliver both more housing and commercial opportunities.</p> <p>To support the development of new Neighbourhood Plan Policies, the brief for any potential consultant should include this role.</p>	<p>SF to include this within the consultants brief</p>
<p>4.</p>	<p>Meeting Wiltshire Council's Strategic Planning Team</p> <p>The Steering Group were reminded that a member of Wiltshire Council's Strategic Planning would be meeting members of the Parishes that border Devizes and representatives of the Neighbourhood Steering Group on Tuesday 4 June.</p> <p>It was agreed that the comments made at this meeting should be reported to Wiltshire Council on the 4 June.</p>	
	<p>Next Meeting. No date Set</p>	

