



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, 10 May 2016

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: Councillor Geddes

Councillors: Mrs Bridewell
East
Nash

Mrs Burton
Evans
Wooldridge

Corbett
Hopkins

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 29 March 2016 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. REPORT FOR INFORMATION – FINANCIAL REPORT - NARRATIVE INCOME & EXPENDITURE ACCOUNT 2015/2016 YEAR END

INCOME

1. Nil income 19 the Brittox, Temporary rent reductions regarding Handel House and 3 Albion Place agreed by Council during the year.
2. Town Hall room income at 80.5% of budget
3. Corn Exchange room income at 74.7% of budget
4. Town Council now administering Hillworth Park Café therefore additional income. Final Heritage Lottery of £41K drawdown Received in March 2016, however £34,304 of income accrued in 2014/15 financial results.
5. General Reserve at 2014/15 year end £67,526.

EXPENDITURE

6. Savings across all cost headings. Repairs, bad Debts, legal fees and commercial property management.
7. Additional spend due to Devizes Town Council taking over staffing of Park café in September 2015, partially negated by Heritage Lottery final drawdown – see 4 above.
8. Significant additional capital expenditure during the financial year. File Server £12,940 against budget of £6,300, External painting of Town Hall £15,105 against budget of £10,900, Lift Refurbishment £11,821 no budget, replacement of automatic doors £4,005 no budget and new roof at 26 the Brittox £17,489 against budget of £7,500 in financial year 2015/16 and £7,500 in financial year 2016/17.
9. Reduction in General reserve agreed Recreation & Properties Committee 3 march 2015.
10. Transfer from Fear Marked reserve Building Repairs
11. Temporary reduction in General Reserve - £7500 provided in 2016/17 budget.

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 INFORMATION – DEVIZES EISTEDDFOD

Attached (doc 7/1) is a letter of thanks from Devizes Eisteddfod thanking the Council for its grace and favour.

8. REPORT FOR INFORMATION - ROUGH SLEEPER IN DEVIZES

Following a community meeting earlier this year where there was an exchange of views around the increasing problem of people sleeping rough in Devizes, a working group was set up under the umbrella of St Andrews Church to look at some of the outcomes from that meeting.

The notes from this group are attached for member's information. In addition there is an attached outline proposal for developing short term overnight accommodation for those with nowhere to sleep.

Progression of the proposal to clear the Newlands wood has been very slow with the details of the lease remaining with the Merchant Venturers solicitors. Officers have sought to progress this on a number of occasions however there has been a sticking point on two issues.

- **Ongoing financial support to help tackle the local problem of rough sleepers.** The Merchant Venturers have rejected a view that although the community is seeking to take over the wood in attempt to improve its management, which in turn is hoped will stop its used by rough sleepers, the charity have an ongoing moral obligation to continue to work with the community to tackle the problem of displaced rough sleeps from the wood. The charity's view is such support is outside its charitable intent.
- **Removal of Tents.** The Merchant Venturers feel that they are not in a position to remove tents from the wood and have asked that Devizes Town Council remove them. The Town Council has rejected this request, advising that the land is currently still the responsibility of the Merchant Venturers and it is there obligation to hand the land over clean and tidy with vacant position.

Once the issue of the transfer of the wood has been agreed, officers will update member.

9. REPORT FOR INFORMATION – COMMUNITY GRANTS

Thank you letters have been received from The Crown Centre (£200) and Alzheimers Support (£150) for the Community Grants that have been awarded.

10. REPORT FOR INFORMATION – DEVIZES OUTDOOR CELEBRATORY ARTS FUNDING AND MANAGEMENT

Circulated alongside this agenda is a report received from Devizes' Outdoor Celebratory Arts Group setting out their funding position for the coming year and changes in their management.

11. REPORT FOR DECISION – DEVIZES BENCHMARKING REPORT 2015

Recommendation

That the committee notes the Devizes Benchmarking Report and the work of the Devizes Benchmarking Steering Group.

Purpose of the Report

To consider and note the findings of the report and the work of the Devizes Benchmarking Group comprising of representatives of the Town Council, Devizes Community Area Partnership and Chamber of Commerce.

Background

The 2015 Devizes Benchmarking Report is the fourth year of reporting on 12 key performance indicators that give empirical evidence to judge the economic health of the town centre. A copy is circulated alongside the agenda.

It should be noted that Devizes collates its data, in particular with regard to the town centre businesses, in mid-December so that comparisons are consistent, although it is appreciated that some indicators fluctuate during the course of the year – in particular vacancy rates. However, using a fixed point for data collation allows for consistent comparison,

The report demonstrates mostly positive information with regard to Devizes although the subjective data captured through the Town Centre User and Business Confidence surveys highlights ongoing dissatisfaction with certain issues such as carparking and the visual appearance of the town centre which is the subject of a separate report to be considered by the committee at this meeting.

With regard to launching the report, the Steering Group have agreed to seek the views of the new Retailer Group, to see if something different to the Business Reception arrangements that have taken place in the last few years might be more appropriate. It is hoped to update the Committee at the meeting as the retailer meeting is taking place after dispatch of agendas.

Options Considered

The committee notes the findings of the report and the work of the Devizes Benchmarking Group.

Implications and Risks

Financial and Resource Implications

There are no financial or resource implications other than officer support.

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

The health of town centres has become increasingly fragile. The work of the Benchmarking Group on behalf of the three constituent organisations is looking to build relationships and support networks to sustain a healthy Devizes town centre.

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 DECISION – PROMOTION OF ACTIONS TO SEEK TO IMPROVE THE APPEARANCE OF THE TOWN

Recommendation

To agree a series of actions to be actively promoted in order to address some of the issues raised through the most recent Town Benchmarking Report.

Purpose of the Report

To take positive action to encourage other parties to work together with the Town Council to improve the appearance of the town for local people and visitor alike.

Background

This report has been brought to the Town Council by Councillor East following a meeting of the Town Benchmarking Steering Group.

The Steering Group have started to consider some actions resulting from the most recent Benchmarking Report which has been considered as an earlier agenda item at this committee.

There are a number of recurring themes within the report, but a matter which seems to have become of more widespread concern is the general reduction in the appearance and appeal of the town which may deter people and, therefore, a number of suggestions are brought forward for consideration.

Common complaints include litter, dog fouling and people begging.

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- Cigarette ends accumulate where staff and users of business premises gather outside to smoke and then discard cigarette ends on the ground. This is not only unsightly but is also littering, which is an offence for which the Town Council has powers to prosecute.
- A minority of anti-social dog owners fail to clear up after their dogs have fouled public areas. That is an offence for which the town Council has powers to prosecute. Dog faeces carry diseases which can, for example, cause blindness in children.
- Beggars may be homeless but this is not necessarily the case. Anecdotal reports are that some come from other towns to Devizes because they are more likely to obtain cash. There is no control over the use of donated cash, which may well be used for drugs. If offered food or hot drinks instead of cash, it has been suggested that some can become abusive. It is more effective to donate money to charities that provide accommodation for the homeless. Some people find the appearance of groups threatening, especially when they gather together, and shoppers may be deterred from visiting the town.

Genuine buskers are welcome but the situation might be better controlled by a licensing scheme, as operated successfully in some towns.

Options Considered

Councillor East recommends that

1. The Town Council requests businesses to encourage their staff not to drop cigarette ends on the ground outside their premises and to advise that this is littering, which is not only an offence but also is very detrimental to the appearance of their premises.
2. The Town Council reminds dog owners they must clear up after their pets because allowing their dogs to foul public areas is not only an offence, but is a significant health hazard and also is very detrimental to the appearance of the town.
3. The Town Council requests that people do not donate money to beggars in the street because that is not an effective way to help genuinely needy people and money should be donated to charitable organisations. People are reminded that street begging is detrimental to the appearance of the town and some people find them threatening.
4. The Town Council requests the police to ensure that beggars are discouraged by being moved on promptly.
5. The Town Council requests Wiltshire Council to create a by-law that will require buskers in Devizes to have a licence to perform.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any significant financial or resource implications of this decision, other than officer and member time in delivering the programmes to facilitate these recommendations

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are not aware of any negative environmental implications associated with this decision – the environment of the town could be improved by the successful delivery of the recommendations

Risk Assessment

With regard to begging and groups gathering, it is important not to make judgement decisions about deserving or undeserving poor and to emphasise that the motivation for these recommendations is to support more effective mechanisms to support vulnerable people whilst improving the image of the town

Crime and Disorder

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

13. REPORT FOR DECISION – APPOINTMENT TO COMMITTEES

Recommendation

1. To make the appointment of members to the Recreation & Properties Committee.
2. To make the appointment of members to the Community & Civic Resources Committee.
3. To make the appointment of members to the Joint Governance Committee.
4. To make the appointment of members to the Devizes & Roundway Joint Burial Committee.

Purpose of the Report

To make appointments to the Council's committees.

Background

Standing Orders provide that, as far as practicable, appointments to committees will be made proportionate to the make-up of the Council and every member must have a seat on either Recreation & Properties or Community & Civic Resources Committee.

Committee A	Committee B
6 Guardian	7 Guardian
2 Conservative	3 Conservative
1 Independent	

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All members have been given the opportunity to express a preference for the committees on which they wish to sit which are indicated, but this committee makes the final decision.

At the time of despatching this agenda, Councillor Hopkin's preferences had not been received.

Recreation & Properties	Community & Civic Resources
Councillor Parker	Councillor Carter
Councillor Ody	Councillor Mrs Burton
Councillor Carter	Councillor Giraud-Saunders
Councillor Wooldridge	Councillor Geddes
Councillor Mrs Burton	Councillor Nash
Councillor Giraud-Saunders	Councillor Corbett
Councillor Smith	Councillor Mrs Bridewell
Councillor Johnson	Councillor East
Councillor Mrs Evans	Councillor Evans
Councillor Mrs Rose	

The political balance for the Joint Burial Committee is as follows

Joint Burial Committee
5 Guardians
2 Conservative
1 Independent

Preferences have been received as follows

Joint Burial Committee
Councillor Parker
Councillor Wooldridge
Councillor Mrs Burton
Councillor Smith
Councillor Nash
Councillor Mrs Bridewell
Councillor Mrs Evans
Cllr East

Joint Governance Committee
2 Guardians
2 Conservative
1 Independent

Joint Governance Committee
Councillor Wooldridge
Councillor Smith
Councillor Geddes
Councillor Nash

Options Considered

On this basis, given members' preference an incorrect balance has been reached on Community & Civic Resources Committees, to correct this it requires the independent member to sit on this committee.

One Guardian is required for the Joint Burial Committee, also two Conservatives are required to leave the Committee, unless the Independent member does not wish to sit on the committee, in which case 1 Conservative member needs to leave the Committee.

The Joint Governance Committee requires 1 Guardian to step down and one Conservative and Independent member to sit on this committee.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications.

Legal Implications and Legislative Powers

The Council is required to make the appointment to committees in accordance with Standing Orders.

Environmental Implications

Officers are not aware of any environmental implications

Risk Assessment

If the council did not make the appropriate appointments in accordance with its Standing Orders it could be open to legal challenge.

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 – APPOINTMENT TO WORKING PARTIES, AREAS OF SPECIAL RESPONSIBILITY AND OUTSIDE BODIES

Recommendation

1. To appoint members to working parties
2. To appoint members to areas of special responsibility

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3. To appoint representatives to outside bodies

Purpose of the Report

To appoint members to working parties, areas of special responsibility and outside bodies.

Background

All members have been given an opportunity to express preferences in respect of which working parties; outside bodies and special areas of interest they would like to be allocated. Standing Orders do not require a political balance.

The following show the preferences indicated.

Black type face = numbers appropriate

Blue type face = over subscribed

Red type face = under subscribed

Outside Bodies	Please Indicate
Wiltshire Association of Local Councils (Exec Com) 1 Representative plus deputy	Cllr Wooldridge Cllr Carter Cllr Corbett
Devizes Development Partnership 1 Representative	Cllr Corbett Cllr Evans
Devizes Community Area Partnership – main committee	
----- Housing	Cllr Johnson Cllr Corbett
----- Environment	Cllr Carter
----- Countryside	
----- Transport	Cllr Ody Cllr Nash Cllr Corbett
----- Community Safety (including policing priorities and neighbourhood tasking)	Cllr Johnson Cllr Corbett Cllr Mrs Evans
----- Health & Wellbeing	Cllr Mrs Burton Cllr Geddes Cllr Johnson Cllr Mrs Rose
----- Economy	Cllr Corbett
----- Culture & Leisure	Cllr Geddes
----- 1 Representative per area	

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Outside Bodies	Please Indicate
Devizes Leisure Centre Advisory Committee (2 Representatives plus 1 Deputy) Daytime meetings	Cllr Geddes Cllr Johnson Cllr Mrs Bridewell (Deputy)
Devizes & District Twinning Association 1 Representative (plus Mayor ex officio)	Cllr Mrs Burton Cllr Mrs Bridewell
Twining Joint Management Committee (3 representatives)	Cllr Mrs Burton Cllr Nash Cllr Mrs Evans Cllr Evans
Devizes & Tornio Twinning Association 1 Representative (plus Mayor ex officio)	Cllr Mrs Burton
Devizes Festival Committee 1 Representative	Cllr East Cllr Mrs Rose
DOCA Christmas Festival Committee 1 Representative	
DOCA Devizes Carnival Committee 3 Representatives (plus Mayor ex officio)	Cllr Mrs Burton Cllr Mrs Rose
Wiltshire Archaeological and Natural History Society 1 Representative	Cllr Ody Cllr Geddes Cllr Giraud-Saunders
Devizes & District Hospital League of Friends 1 Representative	Cllr Mrs Burton
Devizes Town Trusts Management Committee 2 Representatives (plus Mayor ex-officio)	Cllr Mrs Burton Cllr Geddes
Fair Trade Committee 1 Representative	
Devizes Youth Advisory Group 1 Representative	Cllr Johnson
Area Board Community Transport Group ----- Area Board Devizes Campus ----- Area Board Air Quality Steering Group 1 Representative per group	Cllr Ody Cllr Nash Cllr Evans ----- -----
Tourism Group 1 Representative	Cllr Parker Cllr Giraud-Saunders
Flood Wardens Currently are; North Ward East Ward South Ward	Cllr Smith Cllr Corbett Cllr East

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<u>Working Party</u>	<u>Please Indicate</u>
Neighbourhood Area Planning 4 Members Early evening meetings	Cllr Geddes Cllr Johnson Cllr Corbett Cllr East Cllr Mrs Rose
Communications Working Party 4 Members Late afternoon meetings	Cllr Carter Cllr Parker Cllr Geddes
Devizes/South West in Bloom 4 Members Sometimes daytime or evening meetings	Cllr Mrs Burton Cllr Wooldridge Cllr Ody Cllr Mrs Bridewell
Christmas Lights 5 Members Time of meetings flexible	Cllr Mrs Burton Cllr Ody Cllr Nash Cllr Johnson Cllr Mrs Bridewell Cllr Mrs Rose
Hillworth Park Steering Group Day time meetings	Cllr Ody Cllr Parker Cllr Nash
Development of Economic Plan 1 Member	Cllr Carter Cllr Geddes
Finance Working Party 5 Members, cross party	Cllr Carter Cllr Geddes Cllr Corbett Cllr Mrs Bridewell Cllr Evans
Community Grants Working Party 4 Members	Cllr Mrs Burton Cllr Ody Cllr Johnson Cllr Mrs Bridewell Cllr Mrs Evans
Chequers Working Party 4 Members Daytime meetings	Cllr Mrs Burton Cllr Wooldridge Cllr Ody Cllr Mrs Evans Cllr Mrs Rose
Venues Working Party 4 Members Early evenings	Cllr Carter Cllr Parker Cllr Johnson Cllr Corbett Cllr Giraud-Saunders Cllr Mrs Evans Cllr Mrs Rose
Benchmarking Steering Group 2 Members Daytime meetings	Cllr Carter Cllr Geddes

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Areas of special responsibility – in the event that an item of information is received or a meeting needs to be attended on a certain area at short notice, members are allocated areas of special responsibility. Each member is allocated an area except the Mayor.

To reiterate last years explanation, it is a requirement for 2 members to be listed in each area, however members are only allocated one area of special responsibility with the exception of the Mayor elect.

<u>Areas of special responsibility</u>	<u>Councillor</u>
Arts & Tourism	Cllr Carter Cllr Parker Cllr Nash Cllr Giraud-Saunders Cllr Mrs Bridewell Cllr Mrs Rose
Community Safety	
Environment	Cllr Carter Cllr East Cllr Evans
Health	
Urban Regeneration	Cllr Carter Cllr Corbett
Disabled Issues	Cllr Wooldridge Cllr Geddes Cllr Mrs Evans
Transport	Cllr Ody Cllr Smith
Youth Issues	Cllr Johnson Cllr Mrs Bridewell

Options Considered

Having expressed preferences, the Council will now need to make the appropriate appointments, resolving over and under subscription where necessary.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial or resource implications.

Legal Implications and Legislative Powers

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

Environmental Implications

Officers are not aware of any environmental implications

Risk Assessment

Failure to appoint representatives to the relevant bodies may result in the council being unrepresented.

Crime and Disorder

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

15. 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