



Twinned with Pontorson



Twinned with Wassenberg

3 GILBERTS LANE  
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[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

**ENVIRONMENT & LEISURE MEETING MINUTES  
TUESDAY 5 JULY 2022 @ 7.00 PM**

<b>Present:</b>	
<b>Councillors:</b>	K Saunders (Chair), (Mrs) J Bishop, A Bishop, G Dennis (No Voting Rights), G Evans, N Gardiner, (Mrs) L Vardy and R Williams.
<b>Town Clerk:</b>	(Mrs) D Rose
<b>Members of the Public:</b>	3
<b>Apologies:</b>	None

		Action
10	<b>APOLOGIES &amp; DECLARATIONS OF INTEREST:</b>  None	
11	<b>PUBLIC QUESTION TIME (Maximum 10 Minutes)</b>  A member of the Public read out an email on behalf of a neighbour stating concerns regarding pigeon mess, rats and rubbish in Swindon Street. The Chairman requested the neighbour send the email to the Town Clerk.	
12	<b>CORRESPONDENCE:</b>  a. Councillor P Newton Smith resigned from the Planning Committee with immediate effect due to health reasons.  b. A resident emailed to request:  Councillors make a definite decision on how the High Street is going to be cleaned and rid of this ongoing pigeon problem.  c. An email was received from a resident raising their concern at the growing population of pigeons in the High Street and Swindon Street.  The Town Clerk advised Councillors a local resident has been speaking with local businesses and has so far raised £1000.00 towards tackling this ongoing issue.	

E&L.4



Highworth is a Fair Trade Town

	The Town Clerk is to send a letter to the takeaway shops to encourage them to keep the area around their shops clean and clear of rubbish.	DR
13	<p><b>MINUTES OF THE MEETING:</b></p> <p><b>RESOLVED</b> to confirm and sign the Minutes of the Environment &amp; Leisure Committee Meeting Tuesday 7 June 2022.</p> <p>Standing Orders were suspended to allow Councillor K Smith to provide an update regarding out of hours drinking at the King &amp; Queen.</p> <p>He has spoken to the Landlord who will be making various changes to address this issue. Councillor A Bishop is meeting the Licencing Officer regarding this issue and is to invite the Licencing Officer to speak with the Landlord directly.</p> <p>Standing Orders were reinstated.</p>	AB
14	<p><b>CEMETERY REPORT:</b></p> <p>Highworth Town Council (HTC) is a member of the Institute of Cemetery &amp; Crematorium Management (ICCM) which offers free advice, guidance and training courses.</p> <p>Cemetery administration package is up and running and historical paper data is being input to bring up to date.</p> <p>The Town Clerk in conjunction with the Grounds Manager, is currently preparing a draft 5 Year Cemetery Management Plan, prepared in line with the Green Flag criteria. The 1<sup>st</sup> draft will be shared with the Committee at the end of 2022. This will essentially present the history of the Cemetery whilst ensuring future burial provision for Highworth.</p>	
15	<p><b>ALLOTMENT UPDATE:</b></p> <p>March 2022 following a recent site visit the Old Golf Course allotments there were 35 allotments that were looking neglected. All were telephoned by way of courtesy to discuss.</p> <p>The Rec Allotment Sites were visited again at the end of June. Some were in an improved state, 9 were still in a poor state, they have been contacted to advise their allotment was contravening Allotment Rule 1. 'He/She shall keep the allotment clean and in a good state of cultivation, fertility and in good condition'.</p> <p>Further advised that there would be another site visit in a months' time if no change we would reallocate the allotment plot.</p> <p>Two plots were surrendered and have since been reallocated to new tenants.</p> <p>The Park Avenue site is scheduled to be visited in July 2022.</p>	
16	<p><b>HMRC – RED DIESEL:</b></p> <p>Cost of fuel rising and new legislation on Red Diesel in the budget is forecast to be overspent.</p> <p>Councillors agreed to monitor the situation regarding grass cutting.</p>	

17	<p><b>POLICIES:</b></p> <p><b>RESOLVED</b> to recommend to Full Council to re-adopt following policies:</p> <ul style="list-style-type: none"> <li>a) Environmental Policy</li> <li>b) Tree Policy</li> <li>c) Use of Podium</li> </ul>	
18	<p><b>PREVENTION MEASURE AT LOWER REC SITE:</b></p> <p>Swindon Borough Council (SBC) have been in contact for the requirements of a height restriction barrier, I have been liaising with all parties concerned, an update from SBC is imminent.</p> <p>Backhouse are sourcing soil and will be in touch with a delivery date to proceed with mounds.</p>	
19	<p><b>WILDFLOWER AREAS:</b></p> <p><b>RESOLVED</b> by Councillor (Mrs) J Bishop, Seconded by Councillor R Williams that the Grounds Team convert the Fairview areas to low maintenance shrubs in the Autumn. Voting was unanimous, the Resolution was duly carried.</p> <p><b>RESOLVED</b> by Councillor R Williams, Seconded by K Saunders to retain the wildflower area at Park View, Councillor R Williams is to weed and plant more wildflowers to prevent the area from becoming unsightly. Voting was 4 in Favour, 3 Against, no Abstention, the Resolution was duly carried.</p>	
20	<p><b>ROAD SWEEPER AND GROUNDS TEAM VEHICLES:</b></p> <p><b>RESOLVED</b> by Councillor (Mrs) L Vardy, Seconded by Councillor R Williams to recommend to Full Council a replacement Road Sweeper is purchased. Voting was unanimous, the Resolution was duly carried.</p> <p><b>RESOLVED</b> by Councillor R Williams, Seconded by G Evans to recommend to Full Council to lease the Highworth Town Council Fleet Vans. Voting was unanimous, the Resolution was duly carried.</p>	<p>DR</p> <p>DR</p>
21	<p><b>FIREWORKS:</b></p> <p><b>RESOLVED</b> by Councillor J Bishop, Seconded by Councillor R Williams to retain the ticket prices as last year. Voting was unanimous, the Resolution was duly carried.</p>	
22	<p><b>MEMBERS BUSINESS:</b></p> <p><u>Councillor N Gardner:</u> Complaint has been received regarding a large number of cars parking in the evenings in Barra Close. The Town Clerk is to arrange for a No Parking sign to be sited on the gates.</p>	
	<p><b>Meeting Closed 8.28pm</b></p>	

Signed: .....

Date: .....