

Supporting Documentation
Environment & Leisure
Committee Meeting

Tuesday 4th June 2024



Agenda Item 6: Terms of Reference

1. Delegation

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the E&L Committee Terms of Reference at its Meeting held on the Tuesday 14 May 2024 and recorded the decision under Minute 5 of the Annual Council Meeting.

2. Membership

- 2.1. The E&L Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. Meetings must have a third or 3 Members, not including ex-officio members, to be quorate.¹

3. Procedures

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting, Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meetings at the next appropriate meeting of this committee, Minutes will be noted at Full Council once approved by the Committee. Minutes will be circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will set a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.
- 3.6. The Committee will make recommendations to Full Council for decisions to be made outside the committee functions in this document.

4. Meeting Dates

1.1. ¹ Standing Order 4d (viii).

- 4.1. The Schedule of Meetings shall be agreed at the Annual Council Meeting. The Committee shall meet at least annually.

5. Committee Functions

- 5.1. To oversee the management, maintenance and upkeep of the Cricklade Road Cemetery.
- 5.2. To oversee the management, maintenance, upkeep, and improvement of the allotment sites.
- 5.3. To oversee the land leased or owned by HTC, consisting of the Upper and Lower Rec, Barra Close Field, Northview Open Space, the Town Green, Town Gardens, Crane Furlong Open Space, Allotments, The Chapel and Cemetery in Cricklade Road, Brewery Street Car Park, Public Toilets and Depot, The Rec Car Park and Home Farm Garage Depot.
- 5.4. To develop, oversee, and promote all projects that relate to the upgrading and improvement of the Allotments and Cemetery facilities.
- 5.5. To be responsible for overseeing the Council's Health & Safety Policy in all areas that the Committee manages and controls.
- 5.6. To be responsible for ensuring the grass and hedge cutting of all areas of the Town.
- 5.7. To be responsible for the daily cleaning of commercial areas, High Street, Swindon Street and Newburgh Place and litter clearance across the Town.
- 5.8. To work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in and around the leisure facilities under the control of the Committee.
- 5.9. To investigate ways of increasing recycling opportunities within the leisure facilities.
- 5.10. To actively promote and encourage sporting and recreation ventures within the leisure provision of the Council and to liaise with all relevant sporting organisations as appropriate.
- 5.11. In line with HTC Climate Emergency Resolution, actively encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.
- 5.12. To actively promote all the Environmental and Health aspects and benefits of a healthy lifestyle in line with our Climate Emergency Resolution. Actively encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.
- 5.13. To develop additional provision for specific target groups within Highworth including the young and the elderly.

- 5.14. To promote where appropriate cultural and civic events within Highworth and arrange public entertainment as directed by the Council.
- 5.15. To derive benefit from and act as a conduit to, extra Highworth Town Council and Swindon Borough Council funding sources.
- 5.16. To proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open space.
- 5.17. To work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of Highworth.
- 5.18. To monitor National, SBC and other Council ES initiatives.
- 5.19. To share Environmental Sustainability best practice with the wider community
- 5.20. To develop a fully costed, prioritised and achievable ES Plan to be included within the precept and utilising external funding sources.
- 5.21. To actively promote all the environmental aspects, including biodiversity and benefits of recreational open spaces in Highworth.
- 5.22. Either directly or in partnership, provide, maintain, and replace street furniture including seating and litter bins as deemed appropriate.
- 5.23. To actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces.
- 5.24. The Committee will review the suggestions submitted by Highworth Community through public consultation and identify feasible actions at individual, community and council level.
- 5.25. The Committee will establish an accessible programme of community engagement utilising local group and communication channels, including social media, to keep local residents informed of and engaged with the activities undertaken through the Clerk.

Agenda Item 7: Environmental & Leisure Policy Statement

The following is the Highworth Town Council policy regarding environmental and leisure activities within its aegis.

Highworth Town Council and its staff will operate at all times demonstrating due regard to global environmental considerations and issues. Highworth Town Council will therefore conduct itself and encourage Town Residents to behave in such a manner so as to improve the environment and leisure activity or ensure that its operation minimizes Highworth Town Council's impact there on. Employees will observe policies in force at sites visited in the course of their duties.

The Clerk and Staff are therefore charged with:

- 1) Ensuring that the daily operation of Highworth Town Council does not constitute a nuisance to others or minimises necessary impact.
- 2) Correctly using equipment and facilities provided to ensure the safe and correct handling and disposal of materials and waste products.
- 3) The economical use of all resources so as to minimise waste and take advantage of recycling schemes. Equally, encourage the community to do the same.
- 4) The containment and safe disposal and/or recycling of chemicals, liquids, solids and gases in accordance with good operating practices guided by HSE regulations.
- 6) Promotion of environmental awareness and general encouragement for staff and community to raise issues of concern and make recommendations and offer ideas to the Clerk to improve Highworth Town Council's and Highworth's community performance.
- 7) Promotion of leisure activity that is commensurate with developing a healthy Highworth.
- 8) Being a focal point of environmental and leisure advice and information
- 9) Creating and managing a strategy that promotes a healthier and more environmentally sustainable community.

In addition, field staff will, at all times, observe the environmental policies and instructions issued by competent, recognised authorities when visiting customer sites and premises. If, in the event that such instruction would appear to contradict Highworth Town Council policy statements, common good sense or create a potential environmental or safety hazard, staff are instructed to refer to the Town Clerk or Supervisor for advice before proceeding.

Agenda Item 11: Music on the Podium

To consider the suggestion that the playing of live music and other performances on the Podium be encouraged and if agreed, to recommend to Full Council that the concept be adopted.

The purpose of using the **Podium** for live music is to:

- Showcase local talent.
- Enhance the market.
- Encourage people into the town, not only for the entertainment, but to avail themselves of the amenities offered by the local shops and businesses.

The concept: That between 1 & 3 persons should be allowed to busk on part of the raised area of the podium, located behind the map of Highworth, situated between the flag poles and the power box.

To also consider:

Setting aside the Eastern end spur of the podium, (where we currently set up a gazebo for performers on May Day, switching on the lights etc), to, if required, enable larger numbers of artists to perform.

Additional information

- Music on the podium featured quite high in the responses to the Neighbourhood plan workshop regarding the market and market place.
- Should consent be solely for music? or should it be wider i.e. Theatrical, Poetry etc?
- Currently any group or organisation which books the podium, have sole use of the whole of the podium.
- The proposal would mean any charities, groups etc using the podium to raise funds increase membership etc. would be confined to the main central area of the podium.
- Anyone wishing to use the podium for the above purposes, music/entertainment etc. would need to book the space with the Town Council which may place an increased workload on the staff.
- Performers may well require power to their equipment, which has a financial implication for the Town Council.
- HTC do have charge rate for electricity for market traders, the question is, should this be applied to performers?

Extract from GOV.UK

You may need a licence from your council to busk in England and Wales. Busking is not illegal but your council will tell you about byelaws or rules you must observe, such as:

- not making too much noise
- not blocking public highways (footpaths, pavements, open pedestrian areas)
- not displaying notices asking for payment
- not carrying out street trading (you need a street trading licence for this)
- only busking in certain parts of the town or for a limited period of time
- Children under 14 aren't allowed to busk.

*It may be prudent to adopt the above recommendations alongside any other necessary restrictions. **N.B.** SBC Licensing do not appear to have a busking policy.*