

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Amenities Committee held at the Town Hall, High Street, Chippenham on Wednesday 11 January 2012 at 7.00pm

PRESENT: Councillor Mrs SA Gibson (Chairman)
Councillors Mrs LK André, TC Bate, Mr R Jones,
Mrs EA Kennedy, Mrs MF Lloyd, JA Phillips, Mrs M Pile, RHP Purdon.

OFFICERS

PRESENT: Mr A Jones (Head of Service Delivery)
Mrs V Lowkis (Halls Manager)

50. APOLOGIES

Apologies for absence were received from Councillors MC Coates, Mrs LS Roberts-Rance and Mrs ME Stickland.

51. DECLARATION OF INTEREST

No declaration of interest as defined by the Code of Conduct in the current approved Standing Orders was received.

52. PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

53. MINUTES

The Minutes of the meeting held on Wednesday 16th November 2011 were approved as a true record and signed by the Chairman.

54. MATTERS ARISING

There were no matters arising not covered elsewhere on the Agenda.

55. CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated the staff at Stanley Park Sports Ground for winning the Public Sector Outdoor Facility of the Year Award at the Institute of Groundsmanship national awards ceremony on December 1st 2011. The award duly recognises the expertise, dedication and passion shown by the team at Stanley Park and is a great achievement for both the Members and staff of Chippenham Town Council.

56. ADVERSE WEATHER POLICY AND PROCEDURES – Snow and Ice

A report by the Head of Service Delivery was received (copy in Minute Book) detailing a proposed adverse weather policy and procedures regarding snow and ice. It highlighted the Council's priorities and responsibilities and was well received.

RESOLVED that Chippenham Town Council adopts the Adverse Weather Policy and Procedure (snow and ice) and associated Risk Assessments and it should be reviewed annually each October.

57. RULES AND REGULATIONS FOR LONDON ROAD CEMETERY

An in depth report by the Head of Service Delivery was received (copy in Minute Book) detailing the Rules and Regulations for the London Road Cemetery. It highlighted the need for a Customer Charter, general information for visitors and the need for rules and regulations concerning the booking of graves and other procedural matters pertaining to the cemetery.

After taking Members Questions a number of amendments were agreed including a signatory from the Clerk and Chief Executive at the foot of the Rules and Regulations and the abbreviated letters BRAMM (the British Register of Accredited Memorial Masons) and NAMM (the National Association of Memorial Masons) should be written in their full meaning.

The Substantive Motion was then proposed and duly seconded and a vote taken which was unanimous.

RESOLVED that Chippenham Town Council adopts the Rules and Regulations for the London Road Cemetery and it should be reviewed annually each January.

58. REFURBISHMENT OF PUBLIC CONVENIENCES AT JOHN COLES PARK
OUTCOME OF TENDER BIDS

A report by the Head of Service Delivery was received (copy in Minute Book). There were no Members' questions and a vote was taken that was unanimous.

RESOLVED that

1. The Tender received from Sherston Property Services to the value of £36,095 was approved and the appropriate order(s) is placed in accordance with the financial regulations/standing orders and the procurement strategy.
2. In the unlikely event of the works not being substantially completed by 31st March 2012 then an Earmarked Fund will be created.
3. A virement of £2,000 be approved from the provision of the kiosk at John Coles Park to the public conveniences project.

59. OPERATIONAL REPORT & ACHIEVEMENTS 2011/12

A report by the Head of Service Delivery was received (copy in Minute Book) which included answers to questions raised at the last Amenities Meeting regarding the London Road Cemetery.

- (i) LONDON ROAD CEMETERY – questions raised by Members at the previous meeting regarding arrangements and procedures for cremated remains

No further questions were asked by Members

RESOLVED that Members note the report

- (ii) SILVER BIRCH TREES

RESOLVED that Members note the report

- (iii) STANLEY PARK SPORTS GROUND – Chippenham Games

RESOLVED that Chippenham Town Council supports the Chippenham Schools Games, in connection with the 2012 Olympics, and forgoes the standard pitch hire charges for the duration of the event

- (iv) STANLEY PARK – Institute of Groundsmanship National Award

RESOLVED that Members note the report and that the Head of Service Delivery arranges an informal evening reception to celebrate the award, at a convenient date in late January or early February

- (v) CHIPPENHAM MARKET

Members' views were sought regarding the proposal to extend the Friday Market down the High Street in order for a response to be issued to Wiltshire Council. The following comments were noted:

- Traders would wish to trade during the peak shopping times which coincides when the High Street was open to traffic. Thus opening after the High Street was closed to traffic (i.e. after 9.30pm) appeared counterproductive to the standard hours for market trading
- If a Traffic Order closing the High Street to traffic earlier was not possible then it seemed illogical to offer a market at reduced opening times
- Opening the market later – i.e. beyond 4/5pm – seemed illogical despite the fact that the High Street was closed to traffic
- The Buttercross acted as a barrier preventing the High Street and Market Place flowing into one 'retail offer'. A suggestion was made to move the Buttercross to the top of the Market Place

- The longer term solution might be to pedestrianise the High Street on all days/times.

RESOLVED that Members note the report and that the Head of Service Delivery responds to the Markets team at Wiltshire Council feeding back the comments expressed by Members.

60. UPDATE ON THE CAPITAL PROGRAMME 2011/12

A report by the Head of Service Delivery was received (copy in Minute Book)

RESOLVED that Members note the report

61. STRATEGIC PLAN 2011 -13

The Chairman noted that the Council would be considering the adoption of the Strategic Plan (2011-132) at its meeting on 18th January 2012 and following this the Amenities Committee, guided by the Head of Service Delivery, would look at the various work priorities relevant for this Committee.

62. TOWN & NEELD HALLS OPERATIONS MANAGEMENT REPORT

A report by the Halls Manager was received (copy in Minute Book).

RESOLVED that Members note the report

63. STANLEY PARK SPORTS GROUND OPERATIONS REPORT

A report by the Community Development Officer & Manager of Stanley Park Sports Ground was received (copy in Minute Book).

RESOLVED that Members note the report

64. PRESS RELEASE

RESOLVED that no formal Press Release be issued and the Minutes be made available in the usual way.

The meeting closed at 7.45 pm

These Minutes are subject to confirmation at the next meeting.