

CHIPPENHAM TOWN COUNCIL

Minutes of the meeting of the Amenities, Culture and Leisure Committee held at the Town Hall, High Street, Chippenham on Wednesday 15 November 2017 at 7pm.

PRESENT: Councillors: Desna Allen (Chairman) Holly Bradfield
Peter Bishop Bill Douglas
Rajvir Gill Ruth Lloyd
Nina Phillips David Powell
Chris Ruck Teresa Hutton
Sandie Webb

IN ATTENDANCE: Councillors:
Jenny Budgell Mary Norton
Andy Phillips John Scragg

PUBLIC / PRESS

PRESENT: None present.

OFFICERS

PRESENT: Adrian Jones (Deputy Chief Executive)
Charlotte Starkie (Head of Finance & Admin)
Melissa Barnett (Curator of Chippenham Museum)
Pete Hussey (Manager of Stanley Park)

PUBLIC QUESTION TIME

There were no questions raised by the public.

42. APOLOGIES FOR ABSENCE

No apologies had been submitted.

43. DECLARATION OF INTEREST

No declarations were made.

44. MINUTES

The minutes of the meeting held on Wednesday 30 August 2017 were approved as a correct record and duly signed by the Chairman.

45. CHAIRMANS ANNOUNCEMENTS

a. The Chairman informed the meeting that all Councillors were invited to the opening of a new gallery space in the Museum on Tuesday 21st November at 5.30pm. The work has been funded by the Arts Council England with a Ready to Borrow grant. The first exhibition will be Creative Wiltshire, facilitated by the Wilts and Swindon History Centre.

b. The Christmas lights switch on event “Chippenham in Colour” will take place on Friday 24th November with entertainment in the High Street from 4pm, and the lights switch on at 6.30pm.

c. The Chairman requested that the report considering play equipment be brought forward in the meeting. All members agreed to this request.

46. WORKING PARTY MINUTES

Neeld Experience Working Party

The Chairman of the Neeld Experience Working Party presented the notes from meetings held on 25 September, 16 October and 30 October 2017. Members agreed to the recommendation from the meeting held on 16 October.

RESOLVED that:

The draft Vision and Mission statement for the Neeld Community and Arts Centre be adopted.

47. VEHICLE & MACHINERY FIVE YEAR CAPITAL REPLACEMENT PROGRAMME

Members considered a report from the Deputy Chief Executive regarding the costs to replace vehicles and machinery, primarily for inclusion in the 2018/19 budget and replacement costs for forthcoming years (copy in Minute Book). There was a discussion about maintenance costs, damage and mileage penalties when returning vehicles on lease agreements and on whether it was necessary to replenish the Earmarked Fund with new monies, or General Reserves be utilised to cover unexpected replacement vehicle costs. It was suggested that the proposed £10,000 to replenish the Earmarked Fund be taken from the General Reserve (i.e. an internal transfer between funds) and not from the council tax.

Members considered the recommendations in the report and agreed as follows:

RESOLVED that:

- i) The Finance Working Party, at its meeting on 20th November, considers if the proposed sum of £10,000 as a contribution towards the Earmarked/Vehicles Replacement Fund by taken either as new money from the precept, or an internal transfer of funds from the General Reserves and for the Working Party to consider all proposed contributions to Earmarked Funds in their entirety as part of the budget setting process.
- ii) A recommendation is made to the Strategy and Resources Committee that the lease contribution payments built into the 2018/19 vehicle and machinery budgets are increased by £5,000 to enable the Town Council to lease three replacement vehicles, as detailed in this report.
- iii) A recommendation is made to the Strategy and Resources Committee that the lease amount in the 2017/18 budget is included in the 2018/19 budget thereby ensuring that sufficient funding is in place to meet the Council’s current lease purchase obligations and to enable three new vehicles to be leased.

48. PLAY AREA ENHANCEMENTS

Members received a report from the Deputy Chief Executive on plans to enhance a number of the Council's play areas (copy in Minute Book). Members were shown an illustration of the proposed new equipment for Gascelyn Close Play Area and requested that the community be consulted on its fit-for purpose to ensure that it will be utilised. Members supported the recommendations in the report and agreed as follows:

RESOLVED that:

- i) Members endorse the proposals to improve play facilities at Little Battens and Gascelyn Close, subject to a community consultation with the proposed piece of play equipment.
- ii) A recommendation is made to the Strategy and Resources Committee that:
- iii) An identical capital budget provision of £30,000, as included in this year's play budget, is made in the 2018/19 budget.
- iv) The Finance Working Party, at its meeting on 20th November, considers if the proposed sum of £11,500 as a contribution towards the Parks Improvement Earmarked Fund by taken either as new money from the precept, or an internal transfer of funds from the General Reserves and for the Working Party to consider all proposed contributions to Earmarked Funds in their entirety as part of the budget setting process.

49. PROPOSED BUDGET FOR 2018/19:

a. PROPOSED REVENUE AND CAPITAL BUDGET – 2018/19

Members received a report from the Head of Finance and Administration regarding the proposed budget for this committee for 2018/19 (copies in Minute Book). It was noted that the Finance Working Party will be undertaking further scrutiny and considering the level of precept to set at the same time as considering the amount of money to transfer between internal funds (General Reserves and Earmarked Funds). The Neeld has previously been partially funded by money from an Earmarked Fund, and this could continue while the Neeld develops its presence and audience. Members supported the proposals in the revenue budget but requested that the Finance Working Party consider movements into/between Earmarked Funds and General Reserves in their entirety.

RESOLVED that:

- i) Members delegate responsibility to the Head of Finance and Administration to note comments raised by this meeting and bring them to the attention of the Finance Working Party which will be scrutinising the budget proposal, and where appropriate, factor any changes into the budget.
- ii) Delegate responsibility to the Head of Finance and Administration to continue to prepare the revenue budget for this committee based on known operational costs and income and expenditure.
- iii) Delegate responsibility to the Head of Finance and Administration in consultation with the Chief Executive to make a budget recommendation to the Strategy and Resources Committee on the proposed budget, the proposed capital costs, the proposed increases to Earmarked Funds and known income.

b. PROPOSED ANNUAL FEES & CHARGES – 2018/19

Members received a report from the Head of Finance and Administration on the proposed Fees and Charges for the Council for 2018/19 (copy in minute book). A new entry had been proposed; to introduce a charge for additional staff that are required to support private hire events in the Neeld and Town Hall.

RESOLVED that:

Members support the proposed fees and charges as fair and realistic increases in the cost to the service for incorporation into the Council's budget for 2018/19.

50. COMMUNITY DEFIBRILLATOR

Members considered a report by the Deputy Chief Executive on an initiative to install an accessible and centrally located defibrillator in the Town centre (copy in Minute Book). After a discussion, on the other partners that might be willing to contribute towards its cost and safety matters, members endorsed the proposal.

RESOLVED that:

- i) Members endorse the proposal to install a Community Public Access Defibrillator (CPAD) on the exterior of the Town Hall.
- ii) Officers seek partnership funding to support the purchase of the CPAD.

51. MUSEUM

a. Heritage Open Days

Members received a report from the Museum Curator on this year's Heritage Open Days programme and plans for improving this offer for 2018 (copy in Minute Book). Thanks were expressed to the Curator for her enthusiasm and work programme.

Resolved that:

That the Museum team work on a collaborative basis with local heritage groups and communities to produce a programme of events and openings for 2018.

b. Signaling the Changes – the Westinghouse Legacy in Chippenham – Grant Application

Members considered a report from the Museum Curator on details of a grant application submitted to support this project and the operational and staffing implications (copy in Minute Book).

RESOLVED that:

- i) If the application is successful a report detailing planned staff changes will be presented to the Personnel Committee for consideration.
- ii) If the application is not successful the museum will look at other ways to secure funding to care for and promote this important collection.

c. Museum Project

The Deputy Chief Executive informed members that the public pay phone had been removed, that listed building consent and planning permission had been granted and that the invitations to tender for the work had been received. A decision on which contractor to employ had yet to be made but work would commence within the next 2 months.

RESOLVED that:

- i) The report be noted.
- ii) That a press release on the above relevant matters be prepared.

52. STANLEY PARK SPORTS GROUND

a. BMX Track

Members considered a report by the Deputy Chief Executive on proposals to amend the design of the BMX track (copy in Minute Book). There was a discussion on whether the council spend additional funds on a facility that is relatively under used, or improve the course to encourage more users. Members agreed that it was necessary to receive further quotations for the proposed work to be undertaken and to seek other fully costed alternative designs.

RESOLVED that:

- i) Members note the report.

- ii) Officers obtain further quotations to re-design the BMX track and bring a report back to the Amenities, Culture and Leisure Committee and/or Full Council seeking spend approval for the preferred redesign, with a proposal for consideration on how the scheme will be funded.

b. Forest Green Rovers FC – Community Education Project

Members considered a report from the Manager of Stanley Park on a partnership initiative for Forest Green Rovers FC engaging with young people and schools in addition to a number of other initiatives (copy in Minute Book). Members were delighted with the progress that has been made and the community and sustainability benefits that were being sought.

RESOLVED that:

- i) Members note the report and endorse the partnership work with Forest Green Rovers FC and the links with local schools and the plans to develop a community outreach programme.
- ii) Officers progress further relevant environmental and sustainable initiatives as outlined in this report and report back on progress to a future meeting.
- iii) A press release, and social media feeds, be prepared to capture the excellent working relationship that exists between Forest Green Rovers FC and Chippenham Town Council.

Members expressed their thanks to the Manager of Stanley Park and his staff for all the work that goes into creating these opportunities.

c. Car Park

Members considered a report by the Manager of Stanley Park on progress with regards to the re-surfacing of the car park (copy in Minute Book). There was a lengthy discussion on the merits of replacing the car park surface in its entirety to achieve economies of scale and that the resurfacing was necessary due to the high foot fall at the facility and the current car park being inadequate. It was noted that if the committee wished to spend from the council's General Reserves (to fund the project as no other money had been set aside for the work) that a request must be made to Full Council. The council can also use the recently received Community Infrastructure Levy (£17,500) to assist with funding the project.

It was proposed that a report be prepared for full council that contains the following:

The likely cost of the replacement surface for the 2 parking areas within the car park

That an upper limit be recommended to complete the work

That the report seeks delegation to officers to proceed with the formal tender process within an agreed spending limit (to come from funds to be determined by full council).

RESOLVED that:

- i) Members note the report.
- ii) Members recommend that a report be submitted to the next full council meeting containing the following:
 - a. A request to utilise both the CIL income and General Reserves to proceed with the Stanley Park carpark project.
 - b. The likely cost of the replacement surface for the 2 parking areas within the car park
 - c. That an upper cost limit be recommended and agreed to complete the work
 - d. That the report seeks delegation to officers to proceed with the formal tender process.

53. ITEMS FOR FUTURE AGENDA

- i) Councillor Nina Phillips requested if any progress had been made with the council making an application to stage community event in Monkton Park. It was suggested that the BID may wish to include community events in Monkton Park in their schedule of event.
- ii) ii. Members requested that the opportunity to consider press releases on committee business be included in every agenda.

54. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 10 January 2018.

The meeting closed at 9.00pm

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date