

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 29th November 2017 at 7pm.

COUNCILLORS:

Desna Allen	James Adman
Peter Bishop	Jenny Budgell
Bill Douglas (to item	Peter Hutton
Teresa Hutton	Ruth Lloyd
Nick Murry	Michael Merry (to item 76)
Mary Norton (Chairman)	Michelle Pearce (to item 67ii)
Nina Phillips (to item 76)	Andy Phillips (to item 76)
David Powell	Chris Ruck
John Scragg	Melody Thompson (to item 70)
Sandie Webb	

OFFICERS PRESENT:

Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive)
Charlotte Starkie (Head of Finance and Administration)
Melissa Barnett (Curator of the Museum)
Lynsey Nichols (Marketing and Communication Officer)

PUBLIC PRESENT:

4 members of the public
Inspector Luffman, Wiltshire Police
Michael Weeks, Street Pastors

PUBLIC QUESTION TIME

- a. A member of the public asked a question in relation to the Chippenham Business Improvement District (BID). He asked why the BID had failed to publish its accounts for the public to see, believing that the BID was accountable to the Town Council. He requested that the accounts are published for the purpose of transparency to the levy payers.

The Mayor thanked the member of the public and stated that he would receive a written response (which is included in **Appendix A** to these minutes).

- b. A resident thanked the Council for the new layout for public questions time. She suggested also that if the Council wishes to pursue the tapestry at Item 68 it might wish to make use of the Royal School of Needlework in Bath.
- c. The same resident asked the Council to send a letter to Wiltshire Council about the extended delivery hours at Morrison's, and the noise emitting from the site. There is extensive night time noise, residents are sleep deprived, it is contravening the Anti-Social Behaviour Act and the Noise Act and contrary to the conditions placed on the business. She requested that the Town Council write to Wiltshire Council to bring the issue to their attention and request Wiltshire Council responds to the complainants.

The Mayor replied that the Town Council was not responsible for breaches of planning conditions, nor noise complaints, but that the Council would write to Wiltshire Council requesting a response to the member of public's concerns.

A copy of the response is at **Appendix B**.

- d. A resident raised a concern about a lack of police presence in the Cepen Park North area, in particular following a recent spree of burglaries.

The Mayor replied that the police presence at the meeting would hopefully answer questions.

Written responses to Public Question Time are contained at Appendix A and B.

60. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ashley O'Neill, Holly Bradfield, Rajvir Gill, Clare Cape and Richard Bambury.

61. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

62. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Wednesday 27th September 2017 were approved as a true record of proceedings and signed by the Mayor.

RESOLVED that:

The minutes be accepted as a true record of proceedings.

63. MAYOR'S ANNOUNCEMENTS

- i. The Mayor confirmed that the Town Council had been awarded a certificate from the Twinning Town of Friedberg. The Mayor would write to the town of Friedberg to thank them.
- ii. The Mayor confirmed the success of the Christmas Lights Switch on Event and thanked everyone who was involved for a most enjoyable evening.
- iii. The Mayor invited Councillors to join her outside the Museum on Monday 11th December at 9am as a team of walkers supporting the London to Bristol Elephant Walk, set off on their walk to Bath.
- iv. The Mayor requested that Item 13 The Commemorative Tapestry be brought forward in the meeting. All present agreed to this request.
- v. The Mayor requested that all members be observant of the time constraints this evening, due to a very full agenda.
- vi. Members received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting.

64. LEADER'S UPDATE

The Leader confirmed that an email update had been sent to members.

65. WILTSHIRE POLICE UPDATE REPORT

The meeting received a presentation from Inspector Mark Luffman on community policing in the town. He drew Councillors attention to the following:

- Whilst Police Officers were not always visible, they were often in plain clothes and vehicles and dealing with burglaries and serious crime.
- Automatic number plate recognition was being used as a deterrent.
- The police had met with relevant partner agencies to discuss the problem of rough sleepers and street drinkers. Dealing with vulnerable people was not always a police matter and the health services were involved too.
- Inspector Luffman received questions on burglaries in town, on speeding in the residential areas, on drug misuse in Bath Road toilet, anti-social behaviour in St Andrews churchyard, litter and the structure of community policing.
- Inspector Luffman finished by stating that Chippenham had a low crime rate, that many officers were out on duty, but in plain clothes and that he was willing to attend future meetings.

The Mayor thanked Inspector Luffman for his attendance.

66. COMMITTEE MINUTES

Members received the minutes from the following committee meetings:

- i. Amenities, Culture and Leisure Committee
The minutes from the Amenities, Culture and Leisure Committee on 15th November 2017 were presented and all matters were resolved and a recommendation regarding the surface at the Stanley Park carpark was brought to this Council meeting for consideration.
- ii. Strategy and Resources Committee
The draft minutes from the Strategy and Resources Committee on 25th October 2017 were presented with all matters resolved.
- iii. Planning, Environment and Transport Committee
The minutes of the Planning, Environment and Transport Committee on 5th and 26th October and 9th November 2017 were presented with all matters resolved.
- iv. Personnel Sub Committee
The draft minutes of the Personnel Sub Committee held on 9th November 2017 were presented with all matters resolved.

67. MEMBERSHIP OF OUTSIDE BODIES

- i. Chippenham Twinning Association Vacancy

It was agreed that this organisation be added to the list of recognised outside bodies to which the Council sends a representative.

Councillor Nick Murry was nominated as the Council's representative to the Twinning Association.

RESOLVED that:

Councillor Nick Murry is the Council representative on the Chippenham Twinning Association.

(Councillor Michelle Pearce left the meeting).

(Councillor Michael Merry left the room).

ii. **Chippenham Rail Users Group Meeting**

Councillor John Scragg informed the meeting that whilst Councillors Andy Phillips and Nick Murry were already members on the Executive Committee that the group also needed other member who did not have any conflict of interests. Councillor John Scragg was nominated as a representative.

RESOLVED that:

Councillor John Scragg is the Council representative on the Chippenham Rail Users Group.

(Councillor Michal Merry returned to the room).

68. **COMMEMORATIVE TAPESTRY**

Members received a report from the Curator of the Museum on a proposal to mark the end of the First World War with a commemorative Tapestry. In the absence of an allocated budget the project would need to be funded by the Council's General Reserves and any partnership funding that may be forthcoming. Three proposals were submitted (contained in the report) and members considered the merits of each proposal.

Councillor Peter Hutton, who had made the initial suggestion, thanked the Curator for her report and requested that the project involve partners across town.

RESOLVED that:

- i. Councillors agreed to proceed with the proposal of a stitched Tapestry; A programme of community engagement, led by the Council's Museum Curator and Learning & Outreach Officer. A freelance textile artist would be engaged to work with the schools/groups to design and produce the stitched tapestry. Costs are estimated at £10,000 to commemorate the First World War 1918-2018.
- ii. Officers progress grant applications and local funding to support the costs of producing a stitched tapestry.
- iii. Council underwrites the project costs up to the value of £10,000 utilising funding from General Reserves, if applications to other agencies/partners prove to be unsuccessful.
- iv. Officers progress with engaging local schools and community groups to deliver a community stitched tapestry, as detailed in this report.

69. **CALENDAR OF MEETINGS**

Members received the draft calendar of meetings for the municipal year 2018/2019 and agreed with the dates proposed.

RESOLVED that:

The draft calendar of meetings be adopted as the dates for meeting 2018/2019.

(Members of the public left the meeting)

70. **NEIGHBOURHOOD PLAN**

Councillors received a report from the Chief Executive outlining the merits of producing a Neighbourhood Plan and requesting that Chippenham Town Council makes a decision on whether to proceed with a Neighbourhood Plan. Councillors discussed the merits, cost, the opportunities to gain more Community Infrastructure Levy (CIL) income and the opportunity to engage with and influence development across the town and up to the year 2036. Some Councillors did not support the introduction of a plan due to the cost of its production, and accepting that future development may actually go outside of the town boundary and not bring any additional income to the Town Council. There was a discussion on the amount of CIL that the Town Council would receive, and that the Council must continue to influence the 123 list that allocates expenditure of Wiltshire Council CIL.

Councillors voted on the recommendations contained in the report and agreed, with a majority of 15 Councillors in favour and 3 Councillors against, to proceed to develop a Neighbourhood Plan.

RESOLVED that:

- i. Chippenham Town Council will commence with the process to develop a Neighbourhood Plan for Chippenham.
- ii. Councillors delegate authority to the Chief Executive to commence the recruitment process for a suitably qualified Officer to be employed after 1st April 2018 (on a fixed term two year contract), subject to a further detailed report to the Council's Personnel Sub-Committee on February 1st 2018.
- iii. Councillors authorise the Chief Executive (*In consultation with the Leader and Deputy Leader and in accordance with the Council's Financial Regulations*) to commence a tender process to engage a professional Planning Consultant to provide on-going advice and support throughout the development of the Neighbourhood Plan.
- iv. Officers bring a further report to a future meeting of Full Council that details the governance process and timelines, with key milestones and actions relating to the development of a Neighbourhood Plan for Chippenham.

(Councillor Melody Thompson left the meeting).

71. THE DRAFT CORPORATE STRATEGIC PLAN

Councillors received a report from the Chief Executive on the need Councillors to adopt the Draft Corporate Strategic Plan. Members discussed it and requested that it be reviewed on an annual basis and that the plan can be modified as needed.

Councillors voted on whether to adopt the draft plan and agreed with a majority of 14 Councillors in favour and 2 Councillors abstaining that the Corporate Strategic Plan be adopted.

RESOLVED that:

- i. The Corporate Strategic Plan for Chippenham Town Council for 2018 to 2022 be adopted.
- ii. The plan be subject to an annual review and can be amended as necessary.

72. COUNCIL CHAMPIONS

Members received a report from the Chief Executive of introducing Council Champions and considered a number of options. Councillors discussed a variety of alternative champions, such as a Disability and Dementia (or health) Champion and a Culture and Heritage Champion. It was suggested that the scheme would generate an additional burden for Officers and create additional work and that the proposal not be supported.

Councillors voted on whether to introduce Council Champion with the results of the vote as 6 Councillors in favour and 10 Councillors against the introduction of the scheme.

RESOLVED that:

Council does not use Council Champions.

73. STANLEY PARK CARPARK RESURFACING

Councillors received a report from the Deputy Chief Executive, containing a recommendation from the Amenities, Culture and Leisure Committee dated 15th November 2017, that the Council improves the carpark surface at Stanley Park Sports Ground utilising funding from General Reserves and Community Infrastructure Levy (CIL).

Councillors discussed its likely cost and the utilisation of General Reserves as well as the use of CIL money in the future. It was recognised that additional CIL money would be received over the coming years and that it was necessary to improve the assets of the Council, especially as Stanley Park receives many visitors.

Councillors voted on whether to undertake the replacement of the surface of the car park at Stanley Park and all Councillors supported the recommendation.

RESOLVED that:

- i. Council approve the works to resurface the carpark at Stanley Park Sports Ground with costs being met from the Community Infrastructure Levy and General Reserves.
- ii. Officers seek formal tenders for the work, in accordance with the Council's Procurement Policy.
- iii. The Chief Executive is granted delegated authority to place a works order to accept the tender that represents 'the best value for money' and up to a maximum spend of £80,000 plus vat.

(Councillor Bill Douglas left the meeting.)

Councillors discussed whether the meeting should continue as it was 9pm. It was proposed, with 9 Councillors in favour and 5 Councillors against, that the meeting continue after 9pm.

74. WILTSHIRE LOCAL PLAN REVIEW CONSULTATION

Councillors received a report from the Chief Executive on a proposal to form a single meeting working party for the Council to formulate a response to the Local Plan Review Consultation.

It was agreed that a Working Party be established and that it to be formed with Councillors Nick Murry, Michael Merry, Chris Ruck and John Scragg.

RESOLVED that:

A single meeting working party be established to respond to the Wiltshire Council Issues and Opportunities Consultation and that the Working Party to consist of Councillors Nick Murry, Michael Merry, Chris Ruck and John Scragg.

75. STREET PASTORS

Councillors received a report from the Chief Executive to demonstrate support to the Street Pastors to extend their hours of operation to include day-time activities on market days in Chippenham.

RESOLVED that:

Chippenham Town Council supports the Chippenham Street Pastors in extending their current night-time activity into day-time activities on market days in Chippenham.

(Councillors Andy and Nina Phillips left the meeting.)

76. MOTIONS FROM COUNCILLORS

Councillors received a report from Councillor Murry:

A. Motion One:

That Chippenham Town Council appoints a Tree Warden to work as a volunteer under the National Tree Wardens Scheme, in collaboration with Wiltshire Council, and allows for the appointment of additional Tree Wardens in future, should participation in the scheme prove successful.

Councillors considered the motion and agreed to support it.

RESOLVED that:

Chippenham Town Council appoints a Tree Warden to work as a volunteer under the National Tree Wardens Scheme, in collaboration with Wiltshire Council, and allows for the appointment of additional Tree Wardens in future should participation in the scheme prove successful.

B. Motion Two:

“That in keeping with Wiltshire Council’s recently adopted resolution, Chippenham Town Council requires that all budgetary and policy matters, and any other substantive motions proposed at Full Council (i.e. those put forward by the Council or its members for resolution at the meeting) be resolved by a recorded vote as a matter of course. Details of the recorded vote will then be published with the minutes of every meeting of Full Council and made available to elected members and the public following each meeting upon request. This is in line with Chippenham Town Council’s commitment to transparency, accountability and promotion of public participation.”

Councillors considered this and made some suggested amendments to the motion. Councillor Peter Hutton made an amendment to the motion that a recorded vote should be made on the precept at the relevant Full Council meeting, but the Standing Orders Working Party should consider the motion and determine if votes on other matters fall under a recorded vote.

Councillors voted on the amendment to the motion with 7 Councillors in favour and 4 Councillors against and so it was agreed that the precept vote at Full Council would always be a recorded vote but that other matters in the motion be considered by the Standing Orders Review Working Party.

RESOLVED that:

- i. When voting on the precept at full council a recorded vote will be taken.
- ii. The proposed motion be considered by the Standing Orders Working Party

77. COUNCILLOR FEEDBACK

Members received a written report from Councillor John Scragg, the representative on the Wiltshire Association of Local Councils (WALC).

78. TO SUBMIT ITEMS FOR INCLUSION ON FUTURE COUNCIL AGENDAS

No items were submitted.

79. PRESS RELEASE

No press release was issued.

80. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 17th January 2018.

Members proposed that the remained of the meeting be suspended.

The meeting closed at 9.25pm.

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:

DRAFT

APPENDIX A

RESPONSE TO PUBLIC QUESTION

Subject: Question raised at Full Council on 29th November 2017

Thank you for your question regarding the Chippenham Business Improvement District (BID) raised at the Chippenham Town Council meeting on 29th November 2017. I can respond as follows:

The Chippenham BID is not accountable to the Town Council. The BID is an independent and private company completely separate and autonomous to the Town Council. The Town is not in a position to divulge financial information pertaining to the BID without its express permission.

Having stated the above, the only financial information the Town Council can share with you is that associated with a Service Level Agreement the Town Council has with the BID regarding the delivery of events. This information has been passed by the BID to the Council and is within the public domain. A copy of the events accounts linked to the Town Council's SLA and as presented to the Strategy & Resources Committee on 25th October 2017 are enclosed.

Finally I enclose a copy of correspondence between Mrs Sue Wilthew (previous Chief Executive) and yourself dated 26th October 2016 which may also go some way to answer your question.

Yours sincerely

Councillor Mary Norton, Mayor of Chippenham

APPENDIX B

RESPONSE TO PUBLIC QUESTION

Noise Complaints from the Morrisons Superstore, Cepen Park, Chippenham

Thank you for your statement presented to the Council meeting on 29th November 2017 in relation to the noise complaints related to Morrisons Superstore in Cepen Park. This is a Wiltshire Council issue, the Town Council have neither powers or duties with regard to noise related issues.

This matter was first raised at a meeting of the Town Council's Planning, Environment & Transport Committee (PET) on 24 August 2017, when the committee received verbal representations from a number of residents relating to noise issues originating from the Chippenham Morrisons store, following the planning variation of delivery hours (15/07667/VAR). One resident in particular had historic concerns and informed the committee that he had submitted noise complaints to Wiltshire Council but that no action was being taken to address these concerns.

This meeting agreed that a letter would be sent to Wiltshire Council requesting an update on the current position regarding the monitoring of noise following concerns raised by local residents and a date for a proposed meeting, so that any outstanding matters could be raised and discussed. A response from the Senior Environmental Health Officer, Wiltshire Council was received on 15 September 2017 and this was circulated to PET Committee members.

The response from Wiltshire Council confirmed that they were corresponding with the resident who had raised the issue, with the local residents' association and with local residents.

May I suggest in future that if you have any further questions regarding this issue, you contact your Wiltshire Council Ward Member, Councillor Andy Phillips (Tel 01249 661068, email andy.phillips@wiltshire.gov.uk).

Yours sincerely

Councillor Mary Norton
Chairman of Chippenham Town Council