



**Chippenham
Town Council**

Improving
the quality
of town life

Wednesday 09 May 2018

To: Councillors:

James Adman
Richard Bambury
Holly Bradfield
Clare Cape
Rajvir Gill
Teresa Hutton
Michael Merry
Ashley O'Neill
Andy Phillips
David Powell
John Scragg
Sandie Webb

Desna Allen
Peter Bishop
Jenny Budgell
Bill Douglas
Peter Hutton
Ruth Lloyd
Nick Murry
Michelle Pearce
Nina Phillips
Chris Ruck
Melody Thompson
Mary Norton (Chairman for item one only)

Dear Councillor,

ANNUAL MEETING OF THE COUNCIL – WEDNESDAY 16 MAY 2018

You are summoned to attend the Annual Meeting of Chippenham Town Council to be held at The Town Hall, High Street, Chippenham on **Wednesday 16 May 2018** commencing at **7pm** for the transaction of the business given in the Agenda attached.

All Council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm.

Yours faithfully,

1

Mark Smith MBA LLB (Hons) C.Mgr FCMJ FILCM
Chief Executive

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

7pm PUBLIC QUESTION TIME: (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

AGENDA

ANNUAL MEETING OF THE COUNCIL – WEDNESDAY 16 MAY 2018

1. MAYORS ANNOUNCEMENTS

- (i) To receive any announcements from Councillor Mary Norton, outgoing Town Mayor.
- (ii) To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of Council held on Wednesday 28 March 2018 (copy attached).

2. ELECTION OF THE CHAIRMAN OF THE COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2018/2019

In accordance with Standing Order 8.1g to elect a Chairman of the Council who shall be known as the Town Mayor for 2018/2019:

- (i) Nominee: Cllr Andy Phillips, automatically nominated by virtue of his role as Deputy Town Mayor 2017/2018.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR

The newly elected Town Mayor will read and sign the Declaration of Acceptance of Office, which will be witnessed by the Chief Executive and be presented with the Chain of Office by the outgoing Mayor.

Elected Town Mayor to take the Chair.

4. APOLOGIES FOR ABSENCE

2

To receive any apologies for absence.

5. DECLARATION OF INTEREST

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

6. ELECTION OF VICE CHAIRMAN OF COUNCIL WHO SHALL BE KNOWN AS DEPUTY TOWN MAYOR 2018/2019

In accordance with Standing Order 8.1e to elect a Deputy Town Mayor, based on the following received nominations, submitted at least 7 clear days before the meeting..

- a. Cllr Teresa Hutton proposed by Cllr Peter Hutton
- b. Cllr Desna Allen proposed by Cllr John Scragg

The elected Deputy Town Mayor will be presented with the Chain of Office by the Mayor.

7. MINUTES

To receive the draft minutes of the Council meeting held on Wednesday 28 March 2018 (copy attached).

8. COMMITTEE MINUTES

To receive the following:-

- a. Strategy and Resources Committee
Draft minutes of the meeting held on Wednesday 11 April 2018 (previously circulated).
- b. Planning, Environment & Transport Committee
Draft minutes of the meetings held on Thursday 29 March and 19 April (previously circulated).

9. ELECTION OF LEADER OF THE COUNCIL

- (i) To elect a Leader of the Council who shall be the Chairman of the Strategy and Resources Committee.

Any nomination for Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 8.1viii.

10. ELECTION OF DEPUTY LEADER OF THE COUNCIL

- (ii) To elect a Deputy Leader of the Council who shall be Vice-Chairman of the Strategy and Resources Committee.

Any nomination received for Deputy Leader of the Council will be proposed, seconded and voted upon in accordance with Standing Order 8.1ix

11. ARRANGEMENTS FOR APPOINTMENT OF STANDING COMMITTEE CHAIRMEN

To receive a verbal report with a recommendation, from the Chief Executive on the selection of a Chairman at the first meeting of each Standing Committee.

The Recommendation being that the Town Mayor attends the first meeting of each standing committee in the new municipal year to preside over the opening of the meeting and the election of the Chairman.

12. COMMITTEE APPOINTMENT

- (a) To appoint the following Standing Committees of the Town Council in accordance with Standing Order 8.1ix:-
- (i) Amenities, Culture & Leisure Committee (12 Members)
 - (ii) Planning, Environment & Transport Committee, including one Councillor from each Ward (12 Members)
 - (iii) Human Resources (9 Members)
- (b) Strategy & Resources Committee (12 Members)
- (i) To note the Leader of the Council is automatically Chairman of Strategy and Resources Committee (Standing Orders 8.1m (viii)).
 - (ii) To note the Deputy Leader of the Council is automatically Vice Chairman of Strategy and Resources Committee (Standing Order 8.1m (ix)).
 - (iii) To note the Chairman of the Council (Town Mayor) is automatically appointed to the Strategy & Resources Committee (Standing Order 3.1c).
 - (iv) To appoint 9 Councillors to fill the remaining seats.
- (c) To appoint a Civic Matters Sub-Committee comprising 5 Members (to include the Mayor and Deputy Mayor), 3 further Members are sought.
- (d) To appoint a Dispensations Sub-Committee comprising 5 Members.
- (e) To appoint a Community Donations Sub-Committee comprising 7 Members.

13. REPRESENTATION ON OUTSIDE BODIES

To consider the Representation on Outside Bodies and appoint Members to the relevant positions.

Appendix A, Current representation for 2017/2018 (copy attached).

Appendix B, Representation to be nominated at this meeting – 2018/2019 (copy attached).

4

14. GENERAL POWER OF COMPETENCE

Chippenham Town Council resolves from 16 May 2018, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, to adopt the General Power of Competence.

15. NEIGHBOURHOOD PLAN WORKING PARTY

To receive a report from the Chief Executive on the proposal to set up a Neighbourhood Plan Working Party (Minute 70i/291117 refers) (copy attached).

16. PRESS RELEASE

Councillors are invited to raise items for a press release.

17. DATE OF NEXT MEETING

The next meeting of Full Council will be held on Wednesday 20 June 2018.



**Chippenham
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Agenda Item 1(ii)

Mayoral Engagements 28 March – 16 May 2018

Mayor - Cllr Mary Norton

March	
31 Mar	BID Easter Events – Town Centre
April	
14 April	Mayors Ball
16 Apr	NSPCC Special Celebration Evening - Swindon
18 Apr	Citizenship Ceremony
19 Apr	British Heart Foundation Afternoon Tea
20 Apr	Funeral for Twinning Member
20 Apr	Friends of St Nicholas School Quiz and Chips
21 Apr	Right Royal Tea Party – Cepen Lodge
22 Apr	Warminster Civic Service
29 Apr	St Paul's Community Service
30 Apr	Museum Photo Call
May	
05 May	RAF Celebration Walk
06 May	WWAF Memorial Window Stanton St Quinton
09 May	Chinese Students with Sheldon School
09 May	MASK Opera – Methodist Church
10 May	Royal Wootton Bassett Mayor Making Ceremony
11 May	Girlguiding Celebration - Cricklade
14 May	Caine Mayor Making
16 May	Citizenship Ceremony

Mayoral Engagements – 28 March – 16 May 2018

Deputy Mayor - Cllr Andy Phillips

May	
06 May	Spring in the Park Warminster
16 May	Cancer Research AGM

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 28th March 2018.

COUNCILLORS	James Adman	Desna Allen
	Richard Bambury	Peter Bishop
	Jenny Budgetell	Clare Cape
	Bill Douglas	Peter Hutton
	Teresa Hutton	Ruth Lloyd
	Nick Murry	Mary Norton (Chairman)
	Ashley O'Neill	Michelle Pearce
	Andy Phillips	Nina Phillips
	David Powell	Chris Ruck
	John Scragg	Sandie Webb

OFFICERS PRESENT:	Mark Smith (Chief Executive)
	Adrian Jones (Deputy Chief Executive)
	Charlotte Starkie (Head of Finance and Administration)
	Daryl Jones (Corporate Support Manager)
	Lynsey Nichols (Marketing and Communications Manager)

PUBLIC PRESENT:	None
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PUBLIC QUESTION TIME

No public questions were received.

93. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Holly Bradfield, Rajvir Gill, Michael Merry and Melody Thompson.

94. DECLARATIONS OF INTEREST

No Declarations of Interest were made.

95. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on Wednesday 17th January 2018 were approved as true records of proceedings and signed by the Mayor.

RESOLVED that:

The minutes be accepted as true records of proceedings.

96. MAYOR'S ANNOUNCEMENTS

- i. The Mayor informed Councillors that there are still tickets available for the Mayoral Ball on Saturday 14th April 2018.
- ii. The Mayor asked Councillors to encourage local residents to attend the forthcoming Annual Town Meeting which is being held on Wednesday 2nd May 2018.
- iii. Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting.

97. LEADER'S UPDATE

The Leader, Councillor Sandie Webb gave an update to Councillors on the activities undertaken and meetings attended since the last meeting. In particular, representing the Town Council in building good working partnership relationships with Wiltshire Council, local businesses, the BID, Chamber of Commerce and Borough Lands. The Leader thanked the staff for setting up the Councillors' Room. The Leader highlighted the forthcoming 'Media Training' for Councillors on Monday 30th April 2018 and encouraged Councillors to attend.

98. WILTSHIRE POLICE UPDATE REPORT

Councillors received a written update from Wiltshire Police and a verbal presentation from the Acting Superintendent. The information contained details of the new policing staff arrangements for Wiltshire.

RESOLVED that:

The report be noted and asked that the presentation be circulated with the minutes.

99. COMMITTEE MINUTES

- a. Amenities, Culture and Leisure Committee
The draft minutes of the meeting held on Wednesday 07 March 2018 were presented and all matters resolved.
- b. Strategy & Resources Committee
The draft minutes of the meeting held on Wednesday 21 February 2018 were presented and all matters resolved.
- c. Planning, Environment and Transport Committee
The draft minutes of the meetings held on Thursday 25 January, 15 February and 08 March 2018 were presented and all matters resolved.
- d. Personnel Sub-Committee
The draft minutes of the meeting held on Thursday 01 February 2018 were presented and all matters resolved.

100. TOURISM STRATEGY WORKING PARTY

Councillors considered the report to set up a Tourism Strategy Working Party to oversee the development of the Council's tourism strategy in line with the Corporate Strategic Plan 2018 - 2020.

RESOLVED that:

- i. To establish a Tourism Strategy Working Party.
- ii. To nominate nine Councillors to be on the working party; these included Councillors James Adman, Claire Cape, Teresa Hutton, Mary Norton, Nina Phillips, David Powell, Chris Ruck, Sandie Webb and Rajvir Gill, who although not present had previously shown an interest in Tourism.
- iii. To authorise the Chief Executive to determine the terms of reference, level of adequate support required and arrange the date for the first meeting.

101. THE VOICE OF THE COUNCILLOR

Councillors received and noted the report which outlined details of the publication; a copy of which is available in the Councillors' Room at the Town Hall.

102. MINISTRY OF JUSTICE UPDATE

The Chief Executive gave a verbal update on the Ministry of Justice and HM Courts and Tribunal Service consultation, "Fit for the future: transforming the Court and Tribunal Estate".

RESOLVED that:

Delegation be given to the Chief Executive to respond to the relevant government departments.

103. STANDING ORDERS ADOPTION

Councillors considered the report from the Head of Finance and Administration, who also verbally outlined the process on how the draft standing orders had been updated by the Standing Orders Working Party. The Chairman of the Standing Orders Working Party explained the points raised in the addendum to Appendix A and Councillor Pete Bishop withdrew his comments noted on Appendix A. It was unanimously agreed by all Councillors.

RESOLVED that:

The Standing Orders be adopted by the Town Council, subject to the Head of Finance and Administration making the changes as proposed in the Addendum.

104. COUNCILLOR'S MOTION

Councillors received a motion from Councillor Nick Murry that:

- i. Chippenham Town Council endorse the establishment of a Cycle Network Development Group aimed at promoting opportunities for expanding and improving cycle routes and cycle parking in Chippenham.
- ii. It agrees to support the group by providing it with space for its (occasional) meetings.

Councillors debated this motion in detail and the consensus of the group was they agreed with the principle and that an application should be made to the Community Donations Sub-Committee to cover the cost of room hire as all community groups are advised to do.

RESOLVED that:

- i. Chippenham Town Council endorsed the establishment of a Cycle Network Development Group aimed at promoting opportunities for expanding and improving cycle routes and cycle parking in Chippenham.
- ii. The Town Council invites the group to make an application for use of space in the Town Hall to the Community Donations Sub-Committee.

105. COUNCILLOR FEEDBACK

Town Councillors

- i. Councillor Teresa Hutton informed the meeting that she had been involved in a community litter pick and was actively supporting the Pewsham Community Centre's fundraising activities.
- ii. Councillor John Scragg informed the meeting that the French Twinning Group would be visiting La Fleche 25 – 29 May 2018 and that visitors from Friedberg would be coming to Chippenham 17 - 21 August 2018.

Wiltshire Councillors

- i. Councillor Nick Murry explained that litter pick equipment at Monkton Park is available for all to use; the code for which is available by request to himself.
- ii. Councillor Clare Cape informed Councillors that a recent Wiltshire Council meeting had been held at Salisbury to show support to the City following the recent event and she encouraged everyone to visit and support local businesses. She also mentioned a feasibility study on a 'Shared Lives' project and a task force looking at a performance matrix for the 'CAM' service.
- iii. Councillor Bill Douglas informed Councillors that he was actively seeking funding revenues via Wessex Water and McCarthy Stone to improve the Bridge Centre roundabout and following the recent medical emergencies as a result of the snow, he is liaising with local pharmacies to put plans in place for the future.

WALC

Councillors considered and noted the written report from Councillor John Scragg.

106. PRESS RELEASE

It was agreed that no press releases would be issued at this time.

107. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16th May 2018.

The meeting closed at 9.05pm

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

REPRESENTATION ON OUTSIDE BODIES FOR 2017/18

Organisation	Representative
Chippenham Area Board	Councillor Sandle Webb and Councillor Teresa Hutton. (Officer Support: Chief Executive)
Chippenham Community Area Transport Group (CATG)	Councillor John Scragg (Officer Support: Deputy Chief Executive)
Community Working Group - Older People Accommodation	Councillor Nina Phillips
Chippenham Health & Wellbeing Group	Councillor Clare Cape and Councillor Mary Norton
Chippenham Safe & Supportive Communities	Councillor Ruth Lloyd and Councillor Holly Bradfield
Pewsham Community Centre	Councillor Clare Cape and Councillor Teresa Hutton
The Parish Church of St. Andrews – Vicar and Churchwarden's Charities Committee	Councillor Mary Norton and Councillor Richard Bambury (until April 2019)
Chippenham BID: Director Link Member	Councillor David Powell (Director) Councillor Andy Phillips (Link Member)
Waste Not Want Not Recycling Project	Councillor Chris Ruck
Wiltshire Association Local Councils (WALC)	Councillor John Scragg (Officer Support: Chief Executive)
Mrs Utterson's Almshouses (for a 4 year period to Dec 2021)	Councillor Jenny Budgell and Councillor Richard Bambury (until December 2021)
Chippenham Sea Cadets	The Mayor (in her capacity as Honorary President)
Chippenham Twinning Association.	The Mayor (in her capacity as Honorary President) Councillor Nick Murry
Chippenham Borough Lands Charity	2 nominations – Councillor Vacancy Councillor Peter Bishop
Chippenham Rail Users Group Meeting – see Full Council Minute 67/291117	Councillor John Scragg
Rotary Club of Chippenham	At the Mayors Discretion to decide (to be Honorary Member)

REPRESENTATION ON OUTSIDE BODIES FOR 2018/19

Organisation	Representative
Chippenham Area Board	Councillor Councillor (Officer Support: Chief Executive)
Chippenham Community Area Transport Group (CATG)	Councillor (Officer Support: Deputy Chief Executive)
Community Working Group - Older People Accommodation	Councillor
Chippenham Health & Wellbeing Group	Councillor Councillor
Chippenham Safe & Supportive Communities	Councillor Councillor
Pewsham Community Centre	Councillor Councillor
The Parish Church of St. Andrews – Vicar and Churchwarden's Charities Committee	Councillor Mary Norton and Councillor Richard Bambury (until April 2019)
Chippenham BID: Director Link Member to be determined by the Strategy & Resources Committee as agreed in the SLA	Councillor (Director) Councillor (Link Member)
Waste Not Want Not Recycling Project	Councillor
Wiltshire Association Local Councils (WALC)	Councillor (Officer Support: Chief Executive)
Mrs Utterson's Almshouses (for a 4 year period to Dec 2021)	Councillor Jenny Budgetell and Councillor Richard Bambury (until December 2021)
Chippenham Sea Cadets	The Mayor (in their capacity as Honorary President)
Chippenham Twinning Association	The Mayor (in their capacity as Honorary President) Councillor
Chippenham Borough Lands Charity	Councillor Councillor
Chippenham Rail Users Group Meeting – see Full Council Minute 67/291117	Councillor John Scragg
Rotary Club of Chippenham	At the Mayors Discretion to decide (to be an Honorary Member)

CHIPPENHAM TOWN COUNCIL



Agenda Item 15

Meeting	Full Council
Date	Wednesday 16 May 2018
Report Title	Neighbourhood Plan Working Party
Author	Mark Smith, Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 This report seeks the agreement of Full Council to establish a Neighbourhood Plan Working Party. It is likely that the Working Party shall meet on several occasions throughout 2018, up until the point that the official Neighbourhood Plan Steering Group is properly constituted.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Council will recall a report to the Full Council meeting on 29 November 2017 by the Chief Executive, (Minute 70i/291117 refers), at which it was determined to commence the process to develop a Neighbourhood Plan for Chippenham. Officers have now had the opportunity to meet with the retained consultant who will help guide the Council through the Neighbourhood Plan process.
- 2.2 The Consultant has advised that we shall be required to set up a steering group comprising of various town partners and stakeholders. However, having explained the internal governance of the Town Council, the consultant strongly advised that we constitute a Working Party which shall be active up to the point in time when we have the Steering Group properly constituted.
- 2.3 It is envisaged that the retained consultant shall be in attendance for the first meeting and the meeting shall be used to explain the timeline of activities up to and including the referendum process and shall also oversee the setting up of the steering group.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 A Neighbourhood Plan will contribute to Corporate Priority 2:
"An active role in the future development of Chippenham through collaboration with partners and stakeholders"

5.0 STAFFING IMPLICATIONS

- 5.1 Council will recall a previous decision (29th November 2017) to delegate responsibility to the Chief Executive to commence a recruitment process to appoint a Planning Officer on a two year fixed term contract. The recruitment process is currently in progress.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications as a budget has already been created to deal with this activity during 2018/2019 and included in the Council's budget.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

8.1 It is recommended that Full Council agree to:

- a) Establish a Neighbourhood Plan Working Party.
- b) Seek nine nominations from Councillors who wish to be on this working party.
- c) Authorise the Chief Executive to determine the terms of reference, level of adequate support required and arrange the date and time of the first meeting.