

All council meetings are open to the public and press

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.

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

AMENITIES, CULTURE & LEISURE COMMITTEE

01 AUGUST 2018

	Wards Affected	Page No.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.		
2. <u>NOTIFICATION OF SUBSTITUTION</u>		
To receive any notification of substitution made to the Chief Executive.		
3. <u>DECLARATION OF INTEREST</u>		
<i>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.</i>		
4. <u>MINUTES</u>		5
To approve as a correct record and to sign the draft Minutes of the meeting held on Wednesday 06 June 2018 (previously emailed and copy attached).		
5. <u>CHAIRMAN'S ANNOUNCEMENTS</u>		2

		Wards Affected	Page No.
6.	<u>PUBLIC PETITION</u>	Hardenhulsh	11
	To receive a petition regarding the entry/exit gates at John Coles Park as well as a report from the Deputy Chief Executive on actions taken.		
7.	<u>ALLOTMENTS FEES</u>	Hardens & England/All	15
	To receive a report from the Deputy Chief Executive on the implementation of the budget (copy attached).		
8.	<u>STANLEY PARK</u>	Hardens & England/All	17
	<u>Forest Green Rovers.FC</u> To receive a report from the Manager of Stanley Park on the outcome of discussions regarding additional land to expand their temporary building unit (copy attached).		
9.	<u>NEELD CINEMA PROJECT</u>	Hardens & England/All	19
	To receive a report from the Venues Manager on (copy attached).		
10.	<u>JOHN COLES PARK</u>		
	(i) <u>Actions Following Instances of Anti-social Behaviour</u> To receive a report from the Service Delivery Manager and the Manager of Stanley Park to inform Councillors on the positive actions put in place to overcome instances of anti-social behaviour in John Coles Park (copy attached).	Hardenhulsh	22
	(ii) <u>Fun Day</u> To receive a report from the Customer Services and Information Officer on this year's event and proposed format and date for 2019 event (copy attached).	Hardenhuish	24
11.	<u>PARTNERSHIP WORKING WITH WILTSHIRE COUNCIL</u>		
	(i) <u>Bridge Centre update</u> To receive a verbal update from the Deputy Chief Executive on	Monkton	
	(ii) <u>Barrowman/litter initiative</u> To receive a report from the Service Delivery Manager on a new Wiltshire Council litter initiative in the Town (copy attached).	Hardens & England/All	26
12.	<u>CHIPPENHAM CYCLE NETWORK DEVELOPMENT GROUP</u>	Hardens & England/All	
	To receive a verbal report from the Deputy Chief Executive.		

13. PRESS RELEASE

To consider, if necessary, the issue of a press release arising from the meeting.

14. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Wednesday 12 September 2018.

15. EXCLUSION OF THE PUBLIC AND PRESS

To pass, if considered necessary, the following resolution:

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2".

16. ROUNDAABOUT SPONSORSHIP

To receive a report from the Deputy Chief Executive (copy attached).

**Cepen Park
& Redlands,
Cepen Park
& Derriads
and Queens
& Sheldon**

CHIPPENHAM TOWN COUNCIL

AMENITIES, CULTURE AND LEISURE COMMITTEE

Minutes of the meeting of the Amenities, Culture and Leisure Committee held at the Town Hall, High Street, Chippenham on Wednesday 6 June 2018 at 7pm.

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

OFFICERS

PRESENT:

Adrian Jones (Deputy Chief Executive)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Communications & Marketing Officer)
Melissa Barnett (Museum Curator)
Julie Hook (Venues Manager)
Pete Hussey (Manager - Stanley Park Sports Ground)
Will Tidmarsh (Service Delivery Manager)

PUBLIC QUESTION TIME

There were no questions raised by the public.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Holly Bradfield.

2. NOTIFICATION OF SUBSTITUTION

No notification of substitution were received.

3. DECLARATION OF INTEREST

No declarations of interest were made.

4. ELECTION OF CHAIRMAN

The Mayor, Councillor Andy Phillips took the Chair and invited nominations for the post of Chairman of the Amenities, Culture & Leisure Committee for the ensuing Municipal Year.

Councillor Teresa Hutton was proposed by Councillor Sandie Webb and seconded by Councillor Chris Ruck. There were no other nominations.

RESOLVED that

Councillor Teresa Hutton be the Chairman of the Amenities, Culture & Leisure Committee for the ensuing Municipal Year.

Councillor Teresa Hutton took the Chair and thanked the outgoing Chairman, Councillor Desna Allen.

5. ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for the post of Vice-Chairman of the Amenities, Culture & Leisure Committee for the ensuing Municipal Year.

Councillor Bill Douglas was proposed by Councillor Desna Allen and seconded by Councillor Ruth Lloyd. There were no other nominations.

RESOLVED that

Councillor Bill Douglas be Vice-Chairman of the Amenities, Culture & Leisure Committee for the ensuing Municipal Year.

6. MINUTES

The minutes of the meeting held on Wednesday 7 March 2018 were approved as a correct record and duly signed by the Chairman.

(The Mayor, Councillor Andy Phillips left the room at 7.04pm).

7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Councillors of the Fun Day planned at John Coles Park on Saturday 9th June and invited them to come along and help with the tombola.

8. STANLEY PARK SPORTS GROUND WORKING PARTY

The minutes from the Stanley Park Sports Ground Working Party on 16 April 2018 were presented with all matters resolved. Notes prepared by the scoping study consultant were distributed to Councillors. Councillor Sandie Webb and the Deputy Chief Executive gave a short resume on the workshop seminar held on 11 May 2018. The project to determine future sport and recreation needs for Stanley Park Sports Ground is progressing well.

9. BRIDGE CENTRE OPEN SPACE

The Deputy Chief Executive presented the report on a proposal for the Town Council to take on the future grounds maintenance responsibilities for the Bridge Centre open space. Councillors considered the proposal.

RESOLVED that

- i) The Town Council agrees to take on the future grounds maintenance responsibility of the Bridge Centre open space.

- ii) The Chief Executive is granted delegated authority to sign any Licence Agreement in order to mitigate any risks to the Town Council, as detailed within the legal implications outlined in the section 7 of the report.

10. MUSEUM ENTRANCE AND RETAIL SPACE – FINAL COST

The Deputy Chief Executive presented the report outlining the final costs of the Museum Entrance and Retail Space project. Councillors considered the report.

RESOLVED that

Council notes the report and that the final cost of the project is reported as £57,288 against a budget figure of £81,000.

11. YELDE HALL

The Museum Curator presented the report seeking approval for a project to consider options and costs to improve and develop the town's Medieval Yelde Hall. Councillors considered the proposal.

(The Mayor, Councillor Andy Phillips re-joined the meeting at 7.26pm).

RESOLVED that

Chippenham Museum work with the Venues Manager on a full scoping scheme which will take into account the options outlined in sections 8.2 & 8.3 and report back to a future meeting of this Committee with fully costed proposals.

12. NEELD COMMUNITY & ARTS CENTRE

The Venues Manager presented the report outlining an overview of the venues operations in 2018; key achievements and future development plans.

RESOLVED that

Council notes the contents of the report and awaits further information regarding the cinema offer as highlighted in section 3.11 at a later date.

13. STANLEY PARK SPORTS GROUND

i) Forest Green Rovers FC

The Stanley Park Sports Ground Manager presented the report providing an update on the first year of hosting Forest Green Rovers Football Club (FGRFC) and outlining any operational issues pertaining to the lease agreement. Councillors considered the report.

RESOLVED that

- a) Council notes the contents of the report

- b) Officers progress any exploratory discussions with Forest Green Rovers FC regarding their potential intention to lease more land to expand their temporary building unit and as circumstances pertain, report back to a future meeting.

ii) **Catering Unit**

The Stanley Park Sports Ground Manager presented the report providing an update on the catering services and installation of the new catering unit at Stanley Park Sports Ground.

RESOLVED that

Council notes the contents of the report.

14. **HIGH STREET TREES REPLACEMENT**

The Service Delivery Manager presented the report on proposals to replace the trees and box containers located in the High Street. Councillors discussed various options.

RESOLVED that

The 9 existing boxed trees in the High Street are replaced using natural wooden containers and Liquidamber trees.

15. **JOHN COLES PARK – PERIMETER FENCE**

The Service Delivery Manager presented the report on a proposal to renew the ageing perimeter fence at John Coles Park and programme of work. Councillors considered the design of the fence.

RESOLVED that

- i. Council agrees to the replacement of the John Coles Park perimeter fence using the round top design.
- ii. Phase 1 of the project to commence in the winter of 2018/19 at a cost of £10,000 to be met from the Parks Improvement EMF.
- iii. A further update report is brought to this committee, which will report on progress on Phase 1 in the spring committee cycle in 2019.

16. **PRESS RELEASE**

Councillors agreed that the news regarding the future grounds maintenance for the Bridge Centre open space be released in partnership with Wiltshire Council.

17. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 01 August 2018.

18. EXCLUSION OF THE PUBLIC AND PRESS

Councillors agreed to the passing of the following resolution:

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

19. ROUNABOUT SPONSORSHIP

The Deputy Chief Executive presented the report on a proposal for the Town Council to take on the future grounds maintenance responsibilities and sponsorship opportunities of a number of roundabouts in the town. Councillors discussed the report but sought clarification over 'ownership' of the roundabouts being the responsibility of Wiltshire Council.

RESOLVED that

A business case be presented to the next Amenities, Leisure & Culture meeting in August and in the meantime, officers are requested to contact Wiltshire Council to determine ownership and establish ongoing responsibilities.

20. JOHN COLES PARK – CHIPPENHAM PARK BOWLING CLUB PAVILION (CLUB) RENT

The Deputy Chief Executive presented the report reviewing the lease Agreement rent for the Bowls Pavilion at John Coles Park.

RESOLVED that

A rent increase of 3% is applied to the Chippenham Park Bowling Club for the lease of the Bowls Pavilion at John Coles Park, with effect from 01 October 2018.

21. NEW VEHICLE ACQUISITIONS – OUTCOME OF QUOTATIONS

The Deputy Chief Executive presented the report advising Councillors on the outcome of the quotations received for a new Scag Liberty Zero turn ride-on mower for London Road cemetery.

RESOLVED that

- i. Councillors approved the tender received from Company B at the lease details as contained within the report.

- ii. The Chief Executive is authorised to place the necessary order and sign the appropriate lease agreement, in accordance with financial regulations / standing orders and the procurement strategy.

The meeting closed at 8:32 pm.

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

CHIPPENHAM TOWN COUNCIL



Agenda Item 6

Meeting	Amenities, Culture and Leisure Committee
Date	1 st August 2018
Report Title	Public Petition – John Coles Park
Author	Adrian Jones, Deputy Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To advise Councillors that a petition was submitted to Council on 13th July 2018 regarding the design of the pedestrian access/exit gates to the park

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 At the previous ACL meeting Councillors considered a report seeking approval to replace a section of the perimeter fence to the park, as it was old, rusted and in places broken. Within the body of the report mention was made of the three access pedestrian access gates that would also be replaced as part of the project. Council approved the project (Minute 15/06.06.18 refers).
- 2.2 Officers were in late June/early July aware of comments appearing on social media regarding the design of these access gates. Comments expressed concerns that the designs of the gate should be changed as they presented a potential risk to dogs and young children who could run out onto oncoming traffic on Malmesbury Road. At this point in time no formal petition had been submitted and Officers monitored the social media.
- 2.3 A petition was emailed to the Council's enquiries address on 13th July. The petition requested the Council should "Place Spring loaded gates on road facing entrances". The petition contained 255 names and the postcodes of the persons. A copy of the accompanying letter by the resident (Ms V. Jones) is appended to this report (Appendix A). The petition is a lengthy document and a copy will be available to view at the ACL meeting on 1st August.
- 2.4 Officers undertook a further review of the park gates as it did after the incident in May 2017, in light of this letter and petition. As stated above, these pedestrian gates have been in place for some many years. They are left open to enable uninterrupted access for a broad range of users including disabled users, electric buggy users, parents/guardians with pushchairs and able bodied persons.
- 2.5 If the gates are re-designed and installed with spring or piston self-closing devices, then access for some of the park's users may be compromised. Spring/piston loaded gates are installed at all of the Council's play areas (including the Splashpad) to keep young children within the play area, and dogs out. Other large parks have uninterrupted access with gates that are 'fixed open'.
- 2.6 A copy of the Officer letter sent in response to Ms Jones is appended to this report (Appendix B). Mrs Jones responded by email on 17th July thanking the

Council for the response and stating her appreciation that the council would take her comments into account when replacing the fence.

3.0 CURRENT ACTIONS

3.1 As stated above, Officers have visited the park and assessed the gates in light of the petition. The view is that changing the design of the three gates would likely have a detrimental effect on other users such as wheelchair users and other less abled bodied visitors. However, officers are currently reviewing various options to help reduce the risks with regard to having open gates.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

John Coles Park contributes to the following Corporate Priority:

- Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment

5.0 STAFFING IMPLICATIONS

5.1 There are no known staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no known financial implications associated with this report.

7.0 LEGAL IMPLICATIONS

7.1 There are no known legal implications associated with this report.

7.2 The Town Council not be deemed to be liable, unless in the case of proven negligence.

8.0 RECOMMENDATIONS

9.1 Council notes the contents of this report.

Appendix A – Item 6, Amenities, Culture & Leisure Committee, 1st August 2018

Chippenham Town Council,
The Town Hall,
High Street
Chippenham,
Wiltshire
SN15 3ER

Dear Chippenham Town Council.

My name is Victoria Jones, and I'm a resident of Chippenham, a regular dog walker of John Coles park and also I use of the play area with my two-year-old.

I have recently become aware of the dangers, as I've witnessed dogs and children running out of the park leading on to Malmesbury road. Therefore, we're requesting the three gates be updated with spring loaded gates to prevent this problem. The traffic will become more and more busy increasing the danger.

In the past dogs have ran out, been hit by moving cars which resulted in the dog's death.

We feel adding spring-loaded gates would prevent this from happening and furthermore prevent injury to a child or even death.

Kind regards
Victoria Jones

Appendix B – Item 6, Amenities, Culture & Leisure Committee, 1st August 2018

16th July 2018

Dear Ms Jones

Subject: Petition Submitted to Chippenham Town Council – replacement gates at John Coles Park

Thank you for your letter dated 13th July and supporting petition requesting that the Town Council considered replacing the three access gates located on the perimeter fencing that borders the Malmesbury Road, with alternative 'self-closing' gates.

By means of providing some background information may I respectfully state the following:

I was aware that a dog unfortunately ran out of the park and was killed by a passing car as I was in contact with the owner at the time of the incident back in May 2017.

As unfortunate as this incident was, for the record it was the first time in some 30 years of operation that such an occurrence had taken place. Also I must emphasise that parents/guardians and dog owners have to take full responsibility for their children and dogs: the Town Council cannot be held responsible, unless in the case of proven negligence.

That said in June this year one of my Service Managers tabled a report to the Council seeking permission and funding to replace a section of the perimeter fence. I enclose a copy of this report for your attention. You will note that the report states that the fence is old and in need of replacement. I am pleased to report that Councillors approved my recommendation – and the necessary £10,000 - and a section of the fence will be replaced later this year. It is likely that the gates will be replaced at this time and an alternative design will be considered.

With regards to spring or piston self-closing gates, you will undoubtedly be aware that this type of design is installed at our John Coles Park children's play areas: both at the Splashpad and the general play area. Indeed such gates are installed at all of the Town Council's 8 play areas in town. These gates are designed to 'keep children in and dogs out'. Installing such gates on general entry and exit points to the park is however a challenge as the Council has to be mindful of access for all users. For example some less abled visitors, such as those in wheelchairs or disabled scooters and those with buggies, could possibly find the self-closing gates a hindrance as they come and go. The Council has to therefore consider the needs and requirements of all users.

Thank you once again for your letter and petition and I trust my response goes some way to reassure you and alleviate your concerns.

Yours sincerely

Adrian Jones
Deputy Chief Executive

CHIPPENHAM TOWN COUNCIL



Agenda Item 7

Meeting	Amenities, Culture and Leisure Committee
Date	1 st August 2018
Report Title	Allotment Fees
Author	Adrian Jones, Deputy Chief Executive

1.0 PURPOSE OF REPORT

- 1.1 To request that the Chippenham Garden & Allotment Society (acting as agents to the Town Council) serves notice of a rent review on all allotment tenants effective from 29th September 2019.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 This item is a recurring 'standing annual item' and requires the Town Council as Landlords to carry out a rent review giving 12 clear months' notice to the allotment tenants. The notice to be served will implement a rent increase to be payable in advance on 29th September 2019 for the period ending 28th September 2020. This is in accordance with the Michaelmas Calendar.
- 2.2 Responsibility for serving the notice of any rent review on allotment tenants rests with the Chippenham Garden and Allotment Society, who act as the Town Council's agents. Collection of the allotment plot rent forms part of the Garden and Allotment Society's management duties and is in accordance with the current Agreement between the Society and the Town Council.
- 2.3 The Allotment Society is paid a Management Fee and the budgeted figure for 2018/19 is £1,550. Communication and relations between the Council and the Society is deemed to be good and meetings are held to ensure the sites are managed effectively and both parties are fulfilling their responsibilities and obligations. The Deputy Chief Executive attended the Chippenham Garden & Allotment Society AGM on 30th January and answered questions from both tenants and their management committee.
- 2.4 In addition to the collection of the plot rents, the Garden and Allotment Society undertake a number of other duties including the management and operation of the sites and dealing with all new enquiries and managing the waiting lists.

3.0 THE RENT REVIEW

- 3.1 At the July 2017 meeting the ACL Committee resolved to not increase the allotment fees on 29th September 2018 and the Allotment Society and plot holders were advised accordingly. This was the second year allotment rents were not increased.
- 3.2 Current allotment fees and those with effect from 29th September 2018 are:

- £7.30 per lug or £73.00 per full size plot (10 lugs) and £37.00 per half size plot (5 lugs).

3.3 Officers are recommending an increase of approximately 3% as follows:

- £7.50 per lug or £75.00 per full size plot (i.e. 10 lugs) and £37.50 per half size plot (5 lugs).

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

Allotment sites contribute towards the following Corporate Priority:

- Provide facilities and services that support and develop a well-connected town, which promotes health and wellbeing
- Efficient and effective use of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 The financial implications are contained in this report.

6.2 The Council in this financial year will pay to the Chippenham Garden & Allotment Society a management fee of £1,550. This is for administering the sites, the allocation of plots to new tenants and collecting all rents that are then reimbursed to the Council.

6.3 Allotment rent income for 2018/19 is budgeted at £9,000.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report. The Town Council has applied a 'reasonable rent increase' and therefore should not be contravening Section 10 of the Allotment Act 1950.

8.0 RECOMMENDATIONS

8.1 The Chippenham Garden & Allotment Society acting as agents for the Town Council serves notice of a rent review on all allotment holders before 29th September 2018 effective from 29th September 2019.

8.2 That the rent payable from 29th September 2019 be £7.50 per lug or £75.00 per full size plot (10 lugs) and £37.50 per half size plot (5 lugs).

8.3 That the Management Fee payment to the Chippenham Garden & Allotment Society for 2019/20 be adjusted in line with any uplift the Council might apply, when it sets next year's budget later this year.

CHIPPENHAM TOWN COUNCIL



Agenda Item 8

Meeting	Amenities, Culture & Amenities Committee
Date	1 st August 2018
Report Title	Stanley Park – update on Forest Green Rovers FC and the provision of a new catering unit
Author	Pete Hussey – Manager Stanley Park Sports Ground

1.0 PURPOSE OF REPORT

To provide updates on:

- 1.1 The outcome of discussions with Forest Green Rovers FC (FGRFC) regarding additional land to expand their temporary building unit.
- 1.2 Progress with regards to the new catering unit and concession.

2.0 OUTCOME OF DISCUSSIONS WITH FGRFC

- 2.1 At the previous ACL meeting Councillors were advised that FGRFC were considering seeking approval to expand their meeting room space. This currently takes the form of a single height temporary building. The land is leased to FGRFC via a two year agreement. FGRFC were outgrowing their current meeting room space and were requiring additional rooms for a physiotherapy service and a manager office.
- 2.2 Any new space would require either an amendment to the existing lease agreement, or the production of a new one. The new space would either be single storey (i.e. as per the existing unit) occupying a larger parcel of land, or further portable units would be positioned on top of the existing ones, forming a second storey. Either option would require formal planning permission. The club would continue to use changing rooms in the main building and hire pitches.
- 2.3 As previously stated discussions between Officers and representatives from FGRFC were informal and exploratory.
- 2.4 It can now be reported that FGRFC has decided to not progress with the additional meeting room space and for the immediate future, this matter is closed.

3.0 PROGRESS WITH REGARDS TO ONSITE CATERING

- 3.1 Following detailed discussions with the new catering operator to ensure the new unit met their requirement plus Officers undertaking a full tender exercise, a new catering unit was ordered in early June. The cost of the unit was £9,533 (excluding VAT) and within the set budget limit (i.e. £10,000).

3.2 The new unit is set to be delivered w/c 6th August 2018 where it will immediately be fitted out with the necessary equipment by the new concessionaire, ready for the start of the new season in September 2018.

3.3 The new concession agreement will commence as soon as the unit is fully operational.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

Stanley Park Sports Ground contributes towards the following Corporate Priority:

- Provide facilities and services that support and develop a well-connected town, which promotes health and wellbeing

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications associated with this report.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report currently.

8.0 RECOMMENDATION that:

8.1 The report is duly noted and received.

CHIPPENHAM TOWN COUNCIL



Agenda Item 9

Meeting	Amenities Culture and Leisure Committee
Date	1 st August 2018
Report Title	Neeld Cinema Project
Author	Julie Hook, Venues Manager

1.0 PURPOSE OF REPORT

- 1.1 To provide Councillors with an update on the project to purchase equipment to enable a film/screening programme at the Neeld Community and Arts Centre.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 At the A.C.L. meeting on 30th August 2017 Councillors received a report from the then Venues Manager introducing the concept of film screening to the Neeld and whether the Council should invest in the necessary equipment to enable this.
- 2.2 Council resolved the following:
- (i) The Chief executive is granted delegated authority to purchase the film/screening equipment for the Neeld Community and Arts Centre up to the value of £25,000 to be met from the Neeld Phase 3 Earmarked Fund.
(Minute 38ii/30.08.17 refers).
- 2.3 At the previous A.C.L. meeting the Venues Manager's report aired some caution on whether the Council should make a capital investment in cinema equipment, in light of the recent upgrade to the town's cinema and the BID's open air cinema. It was agreed that a future report should be brought before Councillors "once all the variables have been fully established".
- 2.4 This report therefore considers in some detail the implications for investing in permanent cinema equipment and puts forward a case on an alternative model to screen film.

3.0 CINEMA SCREENING EQUIPMENT UPDATE

- 3.1 It was previously reported that quotations for screening equipment were very different in specification and costs which led to a consultation with an expert on which equipment would be suitable.

- 3.2 Research has been carried out with regard to demand for this service in our community and it is relatively unknown until we put such plans in place to provide a cinema offer. However a group of seniors from our community reported during a meeting with the Venues Manager in June 2018, that they were hoping to attend the afternoon screening of films when the new cinema in town opens following a similar model to that in other areas of the county.
- 3.3 The recommendation from the expert consulted is that the two quotations vary significantly because one is for a dual projection unit whereas the least expensive version was for a single projection unit. The difference being if a film were being shown and the lamp failed it would automatically transfer to the other lamp allowing the film to continue without technical intervention to repair. In addition the screen was of a better quality. The recommendation was that further options should be considered as this model has not been beneficial in other areas of the country both in numbers of patrons participating or financially.
- 3.4 If we were opting for the higher specification the costs are outlined as follows:

Projection Screen	£4,629.71
Dual Lamp Video Projector	£11,580.24
HDMI & VGA Input Panel	£779.91
Video rack for transmission to projector	£2,878.88
Installation and commissioning	£4105.10
Net total	£23,973.84
VAT	4,794.77
Total	£28,768.61

An Alternative Film Screening Option

- 3.5 Given the above and discussions at the previous A.C.L. meeting, an alternative way of delivering film screenings might be a way forward.
- 3.6 This would involve the Council working with an external specialist cinema screening organisation who would provide a complete service to include:
- A library of film choice, refreshed three times per year
 - The Council would book the films it wanted to show with the provider
 - The external provider sends a presenter who will set up equipment
 - The presenter will carry out the technical work and show the film
 - The external provider will promote our film showing on their website and social media
 - The external provider will provide tickets, basic posters and flyers to promote the event.
- 3.7 One of the clear advantages of this operation would be that all capital costs would be met by the external organisation. The Council would be responsible

for hiring in the services of the organisation. Financial implications of this are shown in section 6.0.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

The Town Council's venues contribute towards the following Corporate Priorities:

- Priority 1: Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
- Priority 3: To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 For each film shown we would need to pay a royalty to the film provider of 35% of our box office revenue, this provides the licence to show the film to the public (this is standard whether the screening equipment is owned, hired or by the proposed service method).

For each film shown we would need to pay £140.00 to the external organisation, this will provide the complete service as outlined in section 3.3.

6.2 There is no contractual obligation on our part to enter into any minimum or maximum film showings during any time frame and we can opt out at any time without penalty.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report.

8.0 RECOMMENDATION that:

8.1 Council pursues the option of film screening using the services of an external third party provider.

CHIPPENHAM TOWN COUNCIL



Agenda Item 10i

Meeting	Amenities, Culture & Amenities Committee
Date	1 st August 2018
Report Title	Anti-Social Behaviour In John Coles Park – Positive Actions
Author	Pete Hussey – Manager Stanley Park Sports Ground, Will Tidmarsh – Manager Service Delivery.

1.0 PURPOSE OF REPORT

- 1.1 To inform Councillors on the positive actions put in place to overcome instances of anti-social behaviour in John Coles Park.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Council will be aware via recent Councillor Bulletins – specifically numbers 11 and 13 – that there has been some instances of anti-social behaviour involving young people in the town. These have centred on Monkton Park and John Coles Park.
- 2.2 Working in partnership with Wiltshire Council's Local Youth Network (LYN), Kandu Arts (an independent charity), Wiltshire Council's Youth Services and the Police, Officers have implemented a number of actions to promote positive outcomes to these instances of A.S.B. This report therefore seeks to inform Councillors on these actions.

3.0 POSITIVE ACTIVITIES

- 3.1 Officers have met with Kandu Arts and the Chippenham LYN group with the aim of working collaboratively on ways to engage with the young people. The consensus was that sport could be used as a tool to engage. It was also agreed that if the young people had an appreciation of JCP and how it was valued by a broad range of users, then they might respect the facilities and other users more. In readiness for the summer holidays, an action plan comprising a number of activities was agreed.
- 3.2 Kandu Arts have been engaged to undertake a number of activities with the young people. These will include football, tennis, bowls and basketball using park facilities. Some of the coaching staff at Stanley Park will work in collaboration with the youth workers at Kandu Arts to deliver the activities.
- 3.3 As well as the sports activities, the young people will be given a tour of the facilities and meet with other users groups – e.g. band concerts, bowls club members, fitness groups etc. – to gain an appreciation of other users and their needs. The young people will be encouraged to work alongside park staff in undertaking a number of duties including basic maintenance of the Splashpad, safety checks to the play equipment, litter picking and watering duties.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

Stanley Park Sports Ground and John Coles Park contribute towards the following Corporate Priority:

- Provide facilities and services that support and develop a well-connected town, which promotes health and wellbeing

5.0 STAFFING IMPLICATIONS

5.1 There are no known staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 The costs associated with this work will be met from existing budgets.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report currently.

8.0 RECOMMENDATION that:

8.1 The report is duly noted and received.

CHIPPENHAM TOWN COUNCIL



Agenda Item 10ii

Meeting	Amenities, Culture and Leisure Committee
Date	1 st August 2018
Report Title	John Coles Park Annual Fun Day
Author	Tracy Howell, Customer Services & Information Officer

1.0 PURPOSE OF REPORT

- 1.1 To review the family fun day held at John Coles Park on Saturday 9th June 2018.
- 1.2 To agree the format and date for the Town Council's annual fun day 2019.

2.0 REVIEW OF THE RECENT FUN DAY

- 2.1 The Town Council hosted another successful Family Fun Day in John Coles Park on Saturday 9th June 2018. Inspired by summer holidays spent at the beach, thousands of people arrived for an afternoon filled with activities including donkey rides, punch & judy, sandcastles were built in the sand play area whilst others relaxed in the deck chairs or tried circus skills and martial arts workshops.
- 2.2 A selection of local community and charity stands took part, all raising funds for good causes. The crowds were entertained with summer tunes by the DJ in the bandstand and a surprise flashmob performance enthralled.
- 2.3 A selection of food vendors were also introduced this year, selling a selection of food and beverages. It was prior agreed that our onsite catering concessionaire would have the right to serve drinks and ice cream.
- 2.4 Additional public car parking was secured for visitors, at Ivy Lane School, Sheldon School and Chippenham Sports Club. These were well advertised in advance, allowing for the onsite car park to be allocated for blue badge holders only.
- 2.5 Very positive feedback has been received from visitors, participants, councillors and staff.
- 2.6 For 2019 it is noted that the event could accommodate more food vendors, including ice cream vans. The ladies toilets could not keep up with demand this year, therefore portaloos are recommended to overcome congestion and would therefore be an additional event cost.

3.0 PROPOSED FORMAT AND DATE OF THE 2019 EVENT

- 3.1 Following on from the success of 2018, the proposed format for 2019 is to further develop the fun day activities, in keeping with the planning and layout of this year's event.
- 3.2 Proposed Date - Councillors are asked to agree next year's date as Saturday 8th June 2019.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The annual family fun day will contribute to the following corporate priorities:

Priority 1: To promote Chippenham as a destination market town based on a rich heritage, history and culture.

Priority 2: Encourage a range of events for the benefit of the community.

5.0 STAFFING IMPLICATIONS

5.1 All staff costs will be contained within existing budgets. Once again a collaborative approach will be taken across staff teams, with the event being coordinated by the Customer Services & Information Officer.

6.0 FINANCIAL IMPLICATIONS

6.1 The allocated budget for this year's event was £4,000. Expenditure was £3,500, excluding staff costs or publicity material. The income gained from sponsorship, food vendors and stall holders was £1,280.

6.2 For next year's event, it is envisaged that to further develop the fun day and to purchase additional resources that may be required – e.g. portaloos - the fun day allocated budget is increased by £1,000. Sponsorship has already been secured for next year's fun day.

7.0 LEGAL IMPLICATIONS

7.1 There are no known legal implications associated with this report.

8.0 RECOMMENDATIONS

8.1 Councillors to note the contents of this report.

8.2 Councillors to confirm the date next year is Saturday 8th June 2019 and to agree the proposed format for the event.

8.3 Councillors to recommend during the budget planning for 2019/2020, the fun day budget is raised to £5,000.

CHIPPENHAM TOWN COUNCIL



Agenda Item 11ii

Meeting	Amenities, Culture and Leisure Committee
Date	1st August 2018
Report Title	Wiltshire Council - Barrowman Litter Initiative
Author	Will Tidmarsh, Service Delivery Manager

1.0 PURPOSE OF REPORT

- 1.1 To inform Councillors on a new Wiltshire Council initiative to increase litter clearance and street sweeping in the town.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 A barrowman service is one whereby a dedicated operative is providing a continuous litter picking and street cleaning service, almost always on a manual basis i.e. a street sweeper.
- 2.2 Wiltshire Council has a statutory role to remove litter and keep the town clean. In previous years they provided a service whereby a mechanical sweeper cleaned the town centre and bordering areas and litter picked between 6am and 8am. Due to financial pressures this service has ceased and litter clearance has reduced in frequency and to an extent, become reactionary. Wiltshire Council contractors are advised to empty litter bins when full.
- 2.3 Having stated the above other towns in the county have benefitted from this service in addition to a barrowman. This operative is highly visible and akin to the Town Council's street cleaner. Devizes and Corsham have retained a barrowman service. As a result Officers sought to clarify with Wiltshire Council on why Chippenhams appears to be lacking this service.
- 2.4 Councillors are undoubtedly aware that up until March 2017 the Town and Wiltshire Councils had a long standing Service Level Agreement in place which included the Town Council providing a day-time litter top-up service in the High Street. Wiltshire Council funding for this service ceased in March 2017 and as a consequence the Town Council absorbed the cost. The absence of the Wiltshire Council early morning cleaning service has put additional pressure on Town Council resources (i.e. the purchase of the Green Machine pavement sweeper) hence Officers commencing dialogue with Wiltshire Council regarding the reinstatement of their barrowman service.

3.0 OUTCOME OF DISCUSSIONS WITH WILTSHIRE COUNCIL

- 3.1 Following positive discussions between officers at both Council's, Wiltshire Council has confirmed that it will provide an additional barrowman services as follows:
- 20 hours a week, Monday to Friday 4 hours per day, 7am to 11am.
- 3.2 Town Council Officers have had input on the route and areas this additional resource covers clearly to avoid duplication, optimise resources and ensure that as broad an area as possible of the town is covered.

3.3 This additional service is for 12 months and indications are that it will continue.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

This additional barrowman service contributes to the following Corporate Priority:

- Maintain and enhance opportunities to create a green, clean and safe environment.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications associated with this report.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report.

8.0 RECOMMENDATIONS

8.1 Council notes the contents of this report.