

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 12 September 2018 at 7pm.

PRESENT: Councillors: Desna Allen
Holly Bradfield
Teresa Hutton (Chairman)
Ruth Lloyd
Peter Bishop
Bill Douglas
David Powell
Andy Phillips (from 7.25pm,
Agenda Item 8)

OFFICERS

PRESENT: Adrian Jones (Deputy Chief Executive)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Communications & Marketing Officer)
Julie Hook (Venues Manager)
Pete Hussey (Manager - Stanley Park Sports Ground)
Melissa Barnett (Museum Curator)
Heather Rae (Democratic & Civic Officer)

PUBLIC QUESTION TIME

There were no questions raised by the public.

38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rajvir Gill, Nina Phillips, Chris Ruck, Melody Thompson and Sandie Webb.

39. NOTIFICATION OF SUBSTITUTION

Notification received that Councillor Andy Phillips would be substituting for Councillor Nina Phillips.

40. DECLARATION OF INTEREST

No declarations of interest were made.

41. MINUTES

The minutes of the meeting held on Wednesday 1 August 2018 were approved as a true record and duly signed by the Chairman.

42. CHAIRMANS ANNOUNCEMENTS

- i) The Chairman congratulated officers, councillors and partners for retaining the Purple Flag accreditation.

- ii) The Chairman reminded councillors of the Purple Flag Breakfast event on 5 October 2018.
- iii) The Chairman noted that scaffolding had been erected on the Town Hall in order to carry out maintenance to the building and would be there for the next three weeks moving to the museum afterwards.
- iv) The Chairman informed councillors of the Christmas lights preview, The BID manager announced the programme of what to expect. It was noted that this year BBC Wiltshire will be more involved with the day and there will be lots of promotion in general of the event.
- v) The Chairman drew the attention of councillors to 'The Woman Who Made Me Exhibition' at the Yelde, which is on until Saturday.
- vi) The Chairman reminded councillors of the upcoming Macmillan Coffee Morning at the Town Hall on Friday 28 September.

43. JOHN COLES PARK

i) Chippenham Park Bowls Club Lease

The Deputy Chief Executive presented the report in respect to changing the name of a Trustee on the Lease between the Council and Chippenham Park Bowls Club.

It was proposed by Councillor Desna Allen, seconded by Councillor David Powell and with all in favour it was,

RESOLVED that

The Town Council agrees to the request made by Chippenham Park Bowls Club to change the name of a Trustee on the Lease agreement, via an exchange of letters.

ii) John Coles Park Catering Unit

The Deputy Chief Executive presented the report seeking authority to purchase a new catering unit for John Coles Park utilising external Section 106 funding.

It was proposed by Councillor Desna Allen, seconded by Councillor David Powell and with all in favour it was,

RESOLVED that

- a) Officers are authorised to submit a Section 106 application to Wiltshire Council for £25,000 for a new catering unit at John Coles Park.
- b) Subject to the above and a successful S106 application, Officers place the necessary order for a new catering unit.

44. VEHICLE AND MACHINERY 5 YEAR CAPITAL INVESTMENT REPLACEMENT PROGRAMME

The Deputy Chief Executive presented a report on the costs to replace vehicles and machinery primarily for inclusion in the 2019/20 budget and to note replacement costs for forthcoming years. The Deputy Chief Executive recommended that vehicles are leased rather than purchased outright, thereby resulting in less burden on the Council's overall budget.

It was proposed by Councillor Teresa Hutton, seconded by Councillor Desna Allen and with all in favour it was,

RESOLVED that

- i) A sum of £10,000 is approved for inclusion in the Council's 2019/20 capital budget as a contribution towards the Earmarked Vehicles Replacement Fund.
- ii) The lease contribution payments built into the 2019/20 vehicle and machinery budgets are increased by £16,000 to enable the Town Council to lease three new vehicles, as detailed in this report.
- iii) The lease amount in the 2018/19 budget is rolled forward to 2019/20 thereby ensuring that sufficient funding is in place to meet the Council's current lease purchase obligations and for the remaining years of the agreements.

45. CHIPPENHAM MUSEUM

- i) Annual Performance Review – April 2017- March 2018

The Museum Curator presented the report updating Councillors regarding usage, statistics, shop trading information following its repositioning and rebranding, in addition to other operational matters pertaining to the Museum.

RESOLVED that

That the report be noted and the work of the museum endorsed.

ii) WW1 Tapestry Project – Proposed Re-enactment

The Museum Curator presented the report updating Councillors on the WW1 tapestry project including details of the official launch event plus other planned events throughout the year.

RESOLVED that

That the report be noted.

46. STANLEY PARK SPORTS GROUND

i) Car Park Update

The Stanley Park Sports Ground Manager presented the report to update Councillors on the status of the car park enhancement project at Stanley Park.

RESOLVED that

The report be noted.

ii) Active Chippenham Initiative

The Stanley Park Sports Ground Manager presented the report to inform Councillors on a new school's initiative branded 'Active Chippenham'. Councillors discussed the inclusion of schools in nearby villages and similar existing programmes elsewhere in the County. The Stanley Park Sports Ground Manager agreed that over time more schools would be looked at but it would start with the ten schools in Chippenham.

RESOLVED that

- a) Council support the opportunity to deliver a Sport & PE offer to all Chippenham Primary schools, as detailed in this report.
- b) The scheme is re-branded as 'Active Chippenham'
- c) The Chief Executive is granted delegated authority to sign agreement to support the 'Active Chippenham' scheme, up to a maximum 2 years.
- d) A report on any staffing implications is taken to a future meeting of the Human Resources Committee.

iii) Review of fees and charges at Stanley Park

The Stanley Park Sports Ground Manager presented the report on the site fees and charges as compared with similar neighboring facilities.

RESOLVED that

- a) Officers undertake a benchmarking exercise to compare Stanley Park's fees and charges with those of comparable facilities.
- b) The outcome of the above be reported back to the next meeting of this committee.

47. VENUES – NEEDL COMMUNITY & ARTS VENUE

i) Box Office Review

The Venues Manager presented the report informing Councillors of the current box office service and future options available for consideration.

RESOLVED that

Officers further review the current box office ticket booking system and obtain quotations for a new improved system and provide a further report to a future Committee meeting.

ii) Venues Programming

The Venues Manager presented the report informing Councillors of the proposed events programme for 2019. The involvement of secondary school aged children and up was discussed. The Venues Manager noted that in May there will be an open day event to inspire young people to take part in events in the Neeld Community and Arts Centre.

RESOLVED that

The report be noted.

48. PRESS RELEASE

Councillors agreed that press releases should be made to highlight the success of the Neeld Community and Arts Centre, and across all areas of the Town Council.

49. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 14 November 2018.

The meeting closed at 8.06pm

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