



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

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 06 March at 7pm.

PRESENT: Councillors: Desna Allen
Holly Bradfield
Ruth Lloyd
David Powell
Sandie Webb
Pete Bishop
Teresa Hutton (Chairman)
Nina Phillips
Chris Ruck

**OFFICERS
PRESENT:** Adrian Jones (Deputy Chief Executive)
Lynsey Nichols (Communications & Marketing Officer)
Julie Hook (Venues Manager)
Will Tidmarsh (Service Delivery Manager)
Melissa Barnett (Museum Curator)
Heather Rae (Democratic & Civic Officer)

**ALSO
PRESENT:** There were three members of the public present.

PUBLIC QUESTION TIME

There was one question from the member of the public submitted in advance regarding Chippfest, the Chairman suggested this be read out at the appropriate point on the agenda.

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bill Douglas and Councillor Melody Thompson.

76. NOTIFICATION OF SUBSTITUTION

No notification of substitution were received.

77. DECLARATION OF INTEREST

There were no declarations of interest.

78. MINUTES

The minutes of the meeting held on Wednesday 09 January were approved as a true record and duly signed by the Chairman.

79. CHAIRMANS ANNOUNCEMENTS

- i) The Chairman congratulated John Coles Park and Stanley Park for gaining the five star award in the parks category and noted that it was good to get recognized in the first year of entry.
- ii) The Chairman noted that the area board supported the grant application for the Mental Health Awareness Training to be held at Stanley Park Sports Ground as agreed at the last meeting of this committee.
- iii) The Chairman highlighted that the Mayor's Silver Anniversary Jazz Evening will take place on Friday 12th April and tickets are on sale and that Commonwealth Day will take place on Monday 11th March.
- iv) The Chairman noted that this was the last ACL Committee meeting of the municipal year and took the opportunity to thank fellow councilors, staff and officers for their support. The Chairman noted that the Committee has been hugely hardworking over the year and have seen good results.

80. WILTSHIRE COUNCIL - LOCAL HIGHWAY TOWN AND PARISH COUNCIL MEETINGS

The Deputy Chief Executive brought the dates of the Local Highway Town and Parish Meetings to the attention of Councillors and noted that there would be two Heads of Service from Wiltshire Council in attendance to answer any questions.

RESOLVED that

- a) Councillors received and noted the dates as:

<u>Date</u>	<u>Venue</u>
01/05/19	Chippenham - Monkton Park
08/05/19	Salisbury
15/05/19	Trowbridge
22/05/19	Swindon

81. AQUIRING A NEW SERVICE DEPOT - OPTIONS FOR CONSIDERATION

The Deputy Chief Executive presented the report emphasizing that additional depot space will be required from June, to meet the additional responsibilities associated with the devolution of services and assets from Wiltshire Council.

Two options were considered: Short term security space via temporary rental from possibly Wiltshire Council at their Bath Road depot and a unit at Bumpers Farm and longer term, providing a second storage shed at Stanley Park Sports Ground.

Councillors noted that the locality of the depot space and a short lease only should be considered. The Deputy Chief Executive noted that over the long term it would be preferable to use our own land.

RESOLVED that

- a) Officers submit a pre-planning application to Wiltshire Council for the provision of an additional storage shed at Stanley Park Sports Ground.
- b) Officers report back on the ongoing discussions with Wiltshire Council regarding the shared use of space at Bath Road depot and also the industrial unit it owns at Bumpers Farm which is available to lease/rent.
- c) A future report is tabled to Council - i.e. the Strategy & Resources Committee on 10 April 2019 given its remit for land and property - on the preferred option to provide an additional depot and storage facility.

82. RIVER ROUTE SERVICE LEVEL AGREEMENT (SLA) WITH WILTSHIRE COUNCIL

The Deputy Chief Executive presented the report to Councillors on the River Route Service Level Agreement (SLA) with Wiltshire Council noting that it is a great asset that we maintain. The Deputy Chief Executive was able to confirm that since the time of writing the report Wiltshire Council have confirmed that the SLA will be met up to March 2020 but there may be uncertainty on funding in the future beyond this date.

RESOLVED that

- a) The report was noted.
- b) A further report be brought to a future meeting, once the outcome of discussions between Wiltshire Council and the various landowners are known.

One member of the public left the meeting.

83. JOHN COLES PARK MULTI USE GAMES AREA (MUGA) DAMAGE AND OPTIONS

The Service Delivery Manager presented the report regarding damage to the John Coles Park Multi Use Games Area (MUGA) to Councillors and options available. Councillors noted that negative behavior could return and affect residents. The Deputy Chief Executive noted that the snow was unexpected and the town council would communicate with residents to ensure there are no issues.

RESOLVED that

- a) The height of the MUGA net at one end be raised slightly.

84. JOHN COLES PARK PERIMETER FENCE - UPDATE ON WORK UNDERTAKEN AND PHASE 2

The Service Delivery Manager noted that at the meeting of this committee on June 6th 2018 Councillors agreed to a three year phased replacement of the John Coles Park perimeter fence. It was noted that phase two of the replacement work would be finishing in the next couple of days, Councillors were updated on the cost, Section 106 monies and asked to consider funding for next year.

RESOLVED that

- a) Councillors agreed to the replacement of a further 200m section of the perimeter fence at John Coles Park during the winter of 2020, the cost of which to be met from Section 106 monies.
- b) A further update report be brought to Committee in March 2020 reporting on progress on phase 2 works, including costs and plans for the final phase 3.

85. CHIPPFEST EVENT - JOHN COLES PARK

There was one public question, included as **APPENDIX A** to these minutes, which was read by the Deputy Chief Executive who noted that the public question came from the organizer of the event who had sent his apologies for this meeting.

The Deputy Chief Executive highlighted that Chippfest is a significant event and poses challenges such as car parking, numbers and access, it is a credible community event but with some issues. It was noted that risks can be mitigated by insurance and a thorough events plan.

Councillors noted that receiving the risk assessment two weeks prior to the event was not enough advance notice and that specific plans would need to be in place and communicated to the Town Council by a specific date prior to the event. If these conditions are not met then permission would not be granted.

It was noted that through the process of devolution it will be necessary to have a framework in place to ensure the council receives required paperwork from organisers as part of the event planning process.

RESOLVED that

- a) Councillors considered granting permission to the organisers of the proposed Panto in The Park & Community Family Day to stage the event at John Coles Park on Saturday 29th June 2019 with the following conditions:
 - i) The event is alcohol free in line with the Park's recent introduction of a Public Spaces Protection Order (alcohol free park)
 - ii) An event transport plan will be required and should be submitted by Friday 3rd May.
 - iii) An Event Management Plan and Risk Assessment should be provided to the Town Council by Friday 3rd May.
 - iv) Evidence of Public Liability is received by Friday 3rd May.
 - v) The event should not be marketed or promoted until the Town Council has received the above information by Friday 3rd May, and is satisfied that the event can go ahead.

86. WW1 COMMEMORATIVE TAPESTRY

The Museum Curator presented the report on the display position of the WW1 Commemorative Tapestry and noted that it was necessary to have a safe, permanent place for the tapestry.

RESOLVED that

- a) Councillors agreed to display the tapestry on a vacant wall in the museum.

87. TREE POLICY

The Service Delivery Manager presented the report to Councillors and noted that through the process of devolution the Town Council will be taking on responsibility for many trees and it is necessary to have a maintenance programme in place.

Councillors questioned whether ivy on trees would be cut back on a regular basis, the Service Delivery Manager confirmed it would and this would be included into the Policy.

RESOLVED that

- a) Council adopted the draft Policy on Tree Inspection with the insertion of cutting back ivy on a regular basis.

One member of the public left the meeting.

88. PRIMARY SCHOOLS PHYSICAL EDUCATION UPDATE

The Deputy Chief Executive presented the report to Councillors on behalf of the Manager of Stanley Park Sports Ground and noted that the outreach scheme will bring in a net income of £13,000.

RESOLVED that

- a) Council agreed to proceed to the mobilisation and delivery stage of the Active Chippenham PE scheme and deliver sports provision to the six primary schools who have submitted expressions of interest.

Councillor Holly Bradfield left the meeting.

89. BOX OFFICE REVIEW

The Venues Manager presented the report, updating Councillors on the box office review and noted that moving the box office to the new entrance would be costly and would be put on hold to allow time to look at quotes.

RESOLVED that

- a) Councillors noted the report.

90. UPDATE ON BISTRO AREA

The Venues Manager updated Councillors on the bistro area and noted that most of the work had been completed and the area can now be used as a formal hire space for smaller parties.

Councillors discussed the potential name for the area and decided to delegate this to the Museum Curator to investigate a suitable name that has historical value for the Town.

Councillors discussed the proposed hire charges for the area noting that £25.00 per hour would be too high for community groups and decided to reduce this to £15.50 per hour with a review in 6 months.

RESOLVED that

- a) Council agreed to delegate the name for the area to officers with the focus being on historical value.
- b) Council agreed to apply the proposed hire charge of £15.50 per hour and review this in 6 months.

91. PRESS RELEASE

Councillors agreed that a press release would be determined by the Communications and Marketing Officer including the hire charges of the bistro area and new name once decided.

92. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 5th June 2019.

The meeting closed at 8.45pm

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

Public Question: ACL 060319 Minute 85. CHIPPFEST EVENT - JOHN COLES PARK

“Chairman, Councillors

I would just like to add a few things to the application that you've already got.

Firstly this application has been granted on 3 past occasions the first year without a bar and the second and third years with a bar the third year the licence was not used in the end because of a problem with the security people letting us down.

The Event this year is largely the same but has some important differences. On the Music side the plan is that the amplification is based on the audience coming to listen to the band and not the amplification reaching the entirety of the Park boundaries. During the day there will be DJs from Chippenham FM Internet Radio Station on the bandstand and introducing various acts like dances and others on a Low level stage that we plan to put in front of the bandstand the entertainment throughout will be very family oriented.

New for this year we are aiming to put on a Panto in the Park as a main activity. It will be produced on the day, The day will start at 10 am. and then have a Dress Rehearsal at 2 pm. and the Show proper at 4.15pm. Obviously there are a lot of plans in the background we need about 130 people, including people painting scenery, people helping with Props, Sound and Light etc. This will be a real Community Project. There will be two meetings / Socials beforehand to sort tasks etc and bring the group together. The Panto will then be produced on the Day with prompt cards for characters.

Those not involved or not watching the Panto will have other activities that they can take part in. From the Bandstand we are going to do some old type quizzes like the old yes and no quiz and others. There will also be some Dancing and Poetry.

There will also be a Food and Refreshment Avenue available throughout The Event.

There will be Craft stalls, Charity and Game stalls.

The Pantomime ends at 6pm. Then the Main Stage in front the Bandstand will start its Evening programme of Bands which will end at 8.45pm, latest.

A full plan of the park together with an Event Time schedule and Risk Assessment will be Available 2 weeks prior to the Event. I am only too happy to answer any questions you feel are not covered.”