



**24 July 2019**

**To Councillors:**

**Desna Allen  
Holly Bradfield  
Rajvir Gill  
Ruth Lloyd  
David Powell  
Melody Thompson**

**Pete Bishop  
Bill Douglas  
Teresa Hutton  
Nina Phillips  
Chris Ruck  
Sandie Webb**

**Meeting of the Amenities, Culture and Leisure Committee 31 July 2019**

**Dear Councillor,**

**You are summoned to attend a meeting of the Amenities, Culture and Leisure Committee to be held at the Town Hall, High Street, Chippenham on Wednesday 31 July 2019 commencing at 7pm for the transaction of the business given in the agenda attached.**

**Please note members of the public are invited to address the council at the meeting at 7pm.**

**Yours faithfully,**

**Mark Smith MBA LLB (Hons) CMgr FCI FSLCC  
Chief Executive**

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:

#### 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.

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## Agenda

Amenities, Culture and Leisure Committee - 31 July 2019

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive apologies for absence.		
2. <u>NOTIFICATION OF SUBSTITUTION</u>		
To receive any notification of substitution made to the Chief Executive.		
3. <u>DECLARATION OF INTEREST</u>		
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.		
4. <u>MINUTES</u>		4
To approve as a correct record and to sign the draft minutes of the meeting held on Wednesday 5 June 2019 (previously emailed and copy attached).		

		Wards affected	Page no.
5.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> To receive any announcements from the Chairman.		
6.	<b><u>CHILDREN'S FUNERAL FUND FOR ENGLAND</u></b> To receive a report from the Deputy Chief Executive on the new Children's Funeral Fund for England (copy attached).	All	9
7.	<b><u>YELDE HALL DEVELOPMENT</u></b> To receive a report from the Head of Heritage and Museum Services on a proposal to further develop the Yelde Hall (copy attached)	Hardens & England	12
8.	<b><u>PRESS RELEASE</u></b> To consider, if necessary, the issue of a press release arising from the meeting.		
9.	<b><u>DATE OF NEXT MEETING</u></b> The next meeting of this Committee will take place on 11 September 2019.		
10.	<b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b> 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".		
11.	<b><u>JOHN COLES PARK - LEASE TO CHIPPENHAM PARK TENNIS CLUB</u></b> To receive a report from the Deputy Chief Executive regarding the lease to Chippenham Park Tennis Club (copy attached).	Hardenhuish	14
12.	<b><u>CHIPPENHAM BOROUGH LANDS CHARITY - LEASE OF LAND AT WESTMEAD</u></b> To receive a report from the Deputy Chief Executive regarding the lease of land at Westmead (copy attached).	Hardens & England	17



**4. ELECTION OF CHAIRMAN**

The Mayor invited nominations for the post of Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

Councillor Teresa Hutton proposed herself and was seconded by Councillor David Powell. There were no other nominations and it was

**RESOLVED that**

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

**Councillor Teresa Hutton in the Chair**

**5. ELECTION OF VICE-CHAIRMAN**

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

Councillor David Powell was proposed by Councillor Jenny Budgell and seconded by Councillor Desna Allen. There were no other nominations and with all in favour it was

**RESOLVED that**

Councillor David Powell be Vice-Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

**6. MINUTES**

The minutes of the meeting held on Wednesday 06 March 2019 were approved as a true record and duly signed by the Chairman.

**RESOLVED that**

The minutes be accepted as a true record of the proceedings.

**7. CHAIRMAN'S ANNOUNCEMENTS**

- i) The Chairman welcomed Michael Weeks, the newly appointed Democratic and Civic Officer, and Paul Harvey in his capacity as interim manager at Stanley Park Sports Ground.
- ii) The Chairman reminded Councillors that Family Fun Day was taking place on Saturday 08 June and noted that helping out on the day was a great way to engage with the public.
- iii) The Chairman noted that the 'We'll Meet Again' exhibition in the Yelde by Richard Broadhead will be open until 07 July 2019.

## **8. MUSEUM ACCREDITATION**

The Head of Heritage and Museum Services presented the report to Councillors and noted that the accreditation process takes part every four or five years to ensure that the work done is up to the correct standards. The Head of Heritage and Museum Services commented on the policies which had been made available to Councillors and noted that they were written in the format required by the Arts Council.

### **RESOLVED that**

i) The Town Council approved the four documents referred to in paragraph 1.1 as evidence in its submission to Arts Council (England) for Museum Accreditation.

## **9. MONKTON PARK - EVENT ENQUIRIES AND BOOKING PROCEDURES**

The Deputy Chief Executive presented the report regarding event enquiries and booking procedures for Monkton Park. It was noted that on Saturday 01 June 2019 the freehold of Monkton Park was transferred to the Town Council, and it was therefore necessary for the Town Council to have in place a process to ensure events happening on Council land are safe and within regulations.

The Deputy Chief Executive noted that the applications for hire form and the events guide were based on the previous versions which Wiltshire Council used and functioned well. It was noted that the hire charges would remain the same for the financial year and might be revisited as part of the budget build in November this year.

Councillor David Powell questioned whether there would be support available to applicants to complete the paperwork, officers confirmed that support would be available.

Councillor Jenny Budgell questioned whether the recent Council decision against the use of balloons and Chinese lanterns would be incorporated into the paperwork, the Deputy Chief Executive confirmed that this Council policy would be included.

Councillor Ruth Lloyd questioned the admin fee amount, the Deputy Chief Executive confirmed this would be at a rate of £30.

### **RESOLVED that**

i) The Council adopts the booking procedures as detailed in the report with the inclusion of the Council's policy on balloons and Chinese lanterns.

ii) The fees and charges detailed in the report were accepted and will be reviewed in November 2019 as part of the Council's 2020/21 budget build process.

## **10. REPORTING PROCEDURES FOR GROUNDS/STREET SCENE ENQUIRIES**

The Deputy Chief Executive noted that officers had spent time and effort reviewing the reporting procedures for grounds maintenance, litter and other issues. It was noted that from Saturday 01 June reports from residents will continue to be received by the Wiltshire Council App, sent to Chippenham Town Council as appropriate and then delegated to staff to manage the process and communicate with residents.

It was noted that a new email address had been set up to receive reports from residents, and Councillors were asked to direct residents to this address: report-it@chippenham.gov.uk

Councillors asked whether there was a set time to use the Wiltshire Council app, the Marketing and Communications Manager noted that there is not, Salisbury City Council having been through the devolution process have been using the app for two years. Councillors noted that it was important for residents to receive feedback once a report has been submitted.

### **RESOLVED that**

- 1) Council approved the proposed new reporting procedure for all streetscene and grounds maintenance enquiries.

## **11. VARIATION TO THE PREMISES LICENSE - NEELD COMMUNITY AND ARTS CENTRE**

The Deputy Chief Executive presented the report and explained that the premises license for the Town Hall and the Neeld Community and Arts Centre should be extended to incorporate the Meeting Point. This area (former café) is no longer licensed as it lapsed when the previous tenant left.

Members of the public are making use of this area for private functions which in future may require a license for music, dance and alcohol. The Deputy Chief Executive suggested that an application is therefore submitted in order to meet customer requests. The notice to vary the license has to be placed in the local paper. The Meeting Point area was shown to Councillors on the screen.

### **RESOLVED that**

- 1) The Chief Executive be granted delegated authority to vary the current Premises License to incorporate the Meeting Point area.

## **12. PRESS RELEASE**

Councillors agreed that a press release be drafted detailing the new format for reporting procedures.

## **13. DATE OF NEXT MEETING**

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 31 July 2019.

## **14. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that**

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.

Councillor Jenny Budgell declared a commercial interest in the following item and left the meeting.

**15. STANLEY PARK LEASE RENEWALS**

The Deputy Chief Executive presented a report to Councillors regarding two leases at Stanley Park.

**RESOLVED that**

i) Councillors approved the recommendation as per the report.

The meeting closed at 7.35pm

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





## Agenda Item 6

Meeting	Amenities, Culture and Leisure Committee
Date	31 July 2019
Report Title	Children's Funeral Fund for England
Author	Adrian Jones, Deputy Chief Executive

### **1.0 PURPOSE OF REPORT**

- 1.1 To provide an update on the introduction by Central Government of the Children's Funeral Fund for England and to consider the implications for the Town Council.

### **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 On 1st July 2019 the Prime Minister laid before Parliament a Statutory Instrument (no. 1094) to establish the Children's Funeral Fund for England (CFF). Under the scheme, bereaved parents, guardians or carers will no longer pay the fees charged for a cremation or burial of a child under the age of 18 in addition to certain associated expenses.
- 2.2 Fees and expenses will be met instead by government funding with providers (e.g. funeral directors, or the Town Council) claiming from the CFF the charges they would have otherwise charged to families.
- 2.3 The objective of the CFF is to provide practical support to bereaved parents with the fees arising from their child's burial or cremation. The Regulations were laid before Parliament on 1<sup>st</sup> July and came into effect on 23<sup>rd</sup> July.
- 2.4 To be eligible for the CFF, a child must be under 18 at the time of death or stillborn after the 24<sup>th</sup> week of pregnancy, and the burial or cremation must take place in England.
- 2.5 The Fund will be available regardless of a family's income, and will also offer £300 towards the price of a coffin.

### **3.0 HOW THE CHILDREN'S FUNERAL FUND WILL WORK**

- 3.1 The Fund has been developed on the basis that, wherever possible, providers will apply to the scheme for reimbursement, making provision free for bereaved families at the point of need. The scheme is not means-tested and all parents who want to make use of it will be able to do so.

- 3.2 The Town Council and indeed funeral directors will be able to apply to the CFF on GOV.UK. All providers of burial and cremation services - i.e. local authority, private, and faith-based providers - will be eligible for CFF provision.
- 3.3 Some parents elect to not use a funeral director and deal directly with Town Council Officers to arrange a burial. In this instance the Town Council will make a claim for reimbursement to the CFF for the expenses in some instances a funeral director would normally handle. These include the charge for the Exclusive Rights of Burial in addition to the interment (i.e. burial or cremation) fee. The current charges are detailed in paragraph 6.0.
- 3.4 The Town Council will claim reimbursement via the online procedure available on the website GOV.UK. However a non-digital means of claiming (including by phone and by post) is also available.
- 3.5 At the time of writing this report, the exact online procedure for claiming reimbursement is not available. The Government will undoubtedly provide such detail when the scheme goes live on 23<sup>rd</sup> July.
- 3.6 The only conditions for the scheme are that the child is under 18 at the time of death or is stillborn after the 24<sup>th</sup> week of pregnancy, and that the burial or cremation takes place in England. There are no residency or nationality requirements.
- 3.7 Both the Welsh Government and the Scottish Government have established schemes, under devolved powers, to make financial support available to providers of burial and cremation for children.
- 3.8 Any bereaved family, regardless of religion or belief, will be eligible for CFF provision, providing that the qualifying age requirements are met and that the disposal takes place in England.
- 3.9 There are very few funerals for children under 18 held at the Council's London Road Cemetery. On average there are less than 5 funerals a year and these tend to be for still born children or a child aged less than 12 months. There is no charge for the interment of exclusive right of burial for a child aged less than 12 months.
- 4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**
- 4.1 The introduction of the Children's Fund for England will contribute to the following corporate priorities;
- i. Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
- ii. Corporate Priority 5 - Effective and efficient 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 current charges for children aged under 18 are as follows:**

### **Exclusive right of burial for a term of 99 years**

- Where the interment is that of a still born child or a child whose age at the time of death did not exceed 12 months - **no charge**
- Where the interment is that of a child whose age at the time of death exceeded 12 months but did not exceed 12 years - **£195**
- For the interment of a person exceeding 12 years in a single grave - **£450**

### **Interment Fees**

- Where the interment is that of a still born child or a child whose age at the time of death did not exceeds 12 months - **no charge**
  - Where the interment is that of a child whose age at the time of death exceeded 12 months but did not exceeds 12 years - **£195**
  - For the interment of a person exceeding 12 years - **£500**
  - There are some other charges for such items as the right to provide a walled garden, the provision of a memorial plaque and the hire of the chapel for a funeral service and these are not detailed in this report, but are included within the Council's fees & charges.
- 6.2 As the new Children's Funeral Fund enables parents/guardians to have free funerals, the above fees will be claimed back by the Town Council from the Government.**

## **7.0 LEGAL IMPLICATIONS**

**7.1 There are no legal implications associated with this report. The Town Council must comply with the new legislation.**

## **8.0 RECOMMENDATION that:**

**8.1 Council notes the introduction of the Children's Funeral Fund for England and the implications to the Town Council, as detailed in this report.**



## Agenda Item 7

Meeting	Amenities, Culture & Leisure Committee
Date	31 July 2019
Report Title	Yelde Hall Development
Author	Melissa Barnett, Head of Heritage & Museum Services

### 1.0 PURPOSE OF REPORT

- 1.1 To seek approval to purchase hanging exhibition boards and lighting system to enable the Yelde Hall to stage further exhibitions and events.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Following the recent transfer of assets and services from Wiltshire Council, the Town Council now has full (freehold) responsibility for The Grade 1 listed Medieval Yelde Hall. Prior to the transfer the building was leased to the Town Council with maintenance responsibility for the building falling to Wiltshire Council as the landlord.
- 2.2 The Yelde Hall is a landmark building and a rare surviving example of a medieval civic or town hall and Chippenham's most iconic building.
- 2.3 Chippenham Museum is working on finding the best use for the building whilst maintaining its historical integrity. A report to this Committee on 6 June 2018 put forward a number of development options and listed a number of building enhancements that would have to take place, in order to make the building both hireable and capable of accommodating exciting new exhibitions.
- 2.4 In the short term and to meet the Museum's use of the building for exhibitions and events, there is a need to provide a flexible hanging system. This will not affect the structure of the building and therefore planning permission/listed building consent is not required.
- 2.5 The museum has hirers interested in using the space from September and a community art exhibition is planned for October as part of the Peacock Arts Trail

### 3.0 PROJECT PLAN

- 3.1 Using a flexible, temporary, hanging wall system from a specialist exhibition provider the museum staff will be able to hang paintings and information boards securely and without damaging the fabric of the building.
- 3.2 The exhibition boards are re-usable and can be easily filled and painted according to the display or exhibition design
- 3.3 Lighting can be attached directly to the boards.

3.4 The system can be dismantled and stored so that the hall can be used for other activities or the system used elsewhere.

#### **4.0 CORPORATE PLAN PRIORITIES**

4.1 The purchase of a hanging system for the Yelde Hall will contribute to the following corporate priority:

- i. Corporate Priority 4 -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.

#### **6.0 FINANCIAL IMPLICATIONS**

6.1 The cost of the new lighting and exhibition system is £4,418.

6.2 There is insufficient budget in this year's Museum revenue capital/revenue budget.

6.3 The current balance in the Museum Infrastructure Earmarked Fund is £34,381 and subject to Council approval, the new lighting and exhibition equipment could be purchased from this.

6.4 The Council has already set a hire charge for use of the Yelde Hall and the provision of this new exhibition equipment will increase its appeal and suitability to hirers.

#### **7.0 LEGAL IMPLICATIONS**

7.1 There are no legal implications associated with this report.

7.2 Although the Yelde Hall is a Grade I listed building, the equipment is 'free standing' and will not impact on the fabric of the building and therefore require planning permission.

#### **8.0 RECOMMENDATION that:**

8.1 The lighting and exhibition boards are purchased utilising the Museum Infrastructure Earmarked Fund.