



05 September 2019

To Councillors:

Desna Allen	Pete Bishop
Holly Bradfield	Bill Douglas
Rajvir Gill	Teresa Hutton (Chairman)
Ruth Lloyd	Nina Phillips
David Powell (Vice)	Chris Ruck
Melody Thompson	Sandie Webb

Meeting of the Amenities, Culture and Leisure Committee 11 September 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 11 September 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.

Agenda

Amenities, Culture and Leisure Committee - 11 September 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 31 July 2019 (previously emailed and copy attached).		

		Wards affected	Page no.
5.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> To receive any announcements from the Chairman.		
6.	<u>REPORT IT UPDATE</u> To receive a report from the Communications of Customer Service Manager updating councillors on the report it scheme (copy attached).	All	10
7.	<u>FRIDAY AND SATURDAY MARKETS</u> To receive and consider a report from the Markets and Compliance Manager on the current status of the market following devolution (copy attached).	All	13
8.	<u>ALLOTMENT FEES AND CHARGES (MICHAELMAS TERM - ANNUAL)</u> To receive a report from the Head of Environmental Services on proposed fees and charges for 2020/21.	All	15
9.	<u>BATH ROAD TOILETS</u> To receive and consider a report from the Head of Environmental Services regarding the Bath Road Toilets (copy attached).	All	17
10.	<u>JOHN COLES PARK UPDATE</u> To receive a report from the Head of Environmental Services updating councillors on John Coles Park (copy attached).	All	20
11.	<u>PRESS RELEASE</u> To consider, if necessary, the issue of a press release arising from the meeting.		
12.	<u>DATE OF NEXT MEETING</u> The next meeting of this Committee will take place on 13 November 2019.		



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 31 July at 7pm.

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

**OFFICERS
PRESENT:** Adrian Jones (Deputy Chief Executive)
Lynsey Nichols (Communications and Customer Services Manager)
Will Tidmarsh (Head of Environmental Services)
Melissa Barnett (Head of Museum and Heritage Services)
Paul Harvey (Head of Leisure Service (Acting))
Heather Rae (Democratic Services Manager)
Michael Weeks (Democratic & Civic Officer)

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

PUBLIC QUESTION TIME

There were five public questions. A copy of the comments and questions asked is included in **APPENDIX A** to these minutes.

7.25pm Councillor Rajvir Gill joined the meeting

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chris Ruck and Melody Thompson.

17. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitution.

18. DECLARATION OF INTEREST

Councillor Pete Bishop declared a non-pecuniary interest in agenda item 12 as a trustee of Chippenham Borough Lands Charity and abstained from voting.

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19. MINUTES

The minutes of the meeting held on Wednesday 05 June 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.

20. CHAIRMANS ANNOUNCEMENTS

- i) The Chairman noted that this was the Deputy Chief Executives, Adrian Jones, final Amenities, Culture and Leisure Committee meeting. The Chairman thanked Adrian for the huge amount of work he has done for the committee and Chippenham Town Council over the years, and wished him well for the future.
- ii) The Chairman noted that in June 2019, at their annual awards evening, the Chippenham Civic Society, recognised Chippenham Town Council, for its restoration of the entrance to the Chippenham museum.
- iii) The Chairman congratulated the Head of the Environmental Services and team for their hard work resulting in John Coles Park being awarded Green Flag Status.
- iv) BBC Radio Wiltshire recently hosted their Breakfast Show live from the park as part of their 30th year anniversary celebration tour.
- v) The Chairman read a statement to councillors regarding the Multi Use Games Area Net at John Coles Park. A copy of this statement is at APPENDIX B to the minutes.

21. CHILDREN'S FUNERAL FUND FOR ENGLAND

The Deputy Chief Executive presented the report to councillors regarding the introduction by Central Government of the Children's Funeral Fund for England, which came into effect on 23 July 2019. The Deputy Chief Executive noted that the online procedure was straightforward and details had been passed onto the finance department.

Councillors noted that this is a positive step by Central Government to assist families in need, at a very difficult time.

RESOLVED that

- i) Council noted the introduction of the Children's Funeral Fund for England and the implications to the Town Council, as detailed in the report.

22. YELDE HALL DEVELOPMENT

The Head of Heritage and Museum Services presented the report to councillors, noting that while the outside of the Yelde Hall is in a good repair, the inside of the building needs attention. The addition of a flexible hanging system would encourage local community groups and outside exhibitors to hire the space.

It was proposed by councillor Nina Phillips and seconded by councillor David Powell and with all in favour.

RESOLVED that

i) The lighting and exhibition boards are purchased utilising the Museum Infrastructure Ear marked Fund.

23. PRESS RELEASE

Councillors did not request a press release.

24. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 11 September 2019.

25. 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.

Five members of the public left the meeting

26. JOHN COLES PARK - LEASE TO CHIPPENHAM PARK TENNIS CLUB

The Deputy Chief Executive presented a report to Councillors regarding the lease to Chippenham Park Tennis Club.

RESOLVED that

i) Councillors approved the recommendation as per the report.

27. CHIPPENHAM BOROUGH LANDS CHARITY - LEASE OF LAND AT WESTMEAD

Councillor Pete Bishop declared a non-pecuniary interest in agenda item 12 as a trustee of Chippenham Borough Lands Charity and abstained from voting.

The Deputy Chief Executive presented a report to Councillors regarding the lease of land at Westmead.

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RESOLVED that

- i) Councillors approved the recommendation as per the report.**

The meeting closed at 7.50pm

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

APPENDIX A

Public Questions and Comments

At the invitation of the Chairman a resident spoke regarding Monkton Park. The resident highlighted the opportunity the Town Council has to work with local wildlife groups to plant wild flowers in parts of the park. The resident noted that the feeding of garden birds by the British has improved their diversity and that there is a huge opportunity for more biodiversity in Chippenham.

The Deputy Chief Executive noted the Town Council has been responsible for Monkton Park for eight weeks and are developing a management plan for the park which will cover these areas. The Deputy Chief Executive also highlighted that the Town Council is currently looking for six residents of Chippenham to apply to join the Climate Emergency Advisory Group.

At the invitation of the Chairman a resident spoke regarding the grass cutting in Monkton Park. The resident noted that frequent grass cutting encourages people to go outside but can cause problems for insects and pollinators. The resident suggested that the river bank would benefit from wild flowers and that the grass can be grown longer for it to develop.

At the invitation of the Chairman a resident spoke about John Coles Park. They noted that the Park is a great asset for the town with native trees supporting native insects and the sensory garden. The resident noted that the bedding areas are good but contain plants not native to this country. The resident asked whether the Town Council would consider planting native plants in these areas next year to attract native insect species.

The Deputy Chief Executive highlighted that the Green Flag Award judges also advised the Town Council to have more native plants which this is being looked at as part of the management plan. The Deputy Chief Executive noted that the Town Council are hoping to develop a friends group to work with residents to improve John Coles Park.

At the invitation of the Chairman a resident spoke about their confusion on recent decisions made by the Town Council on the clearance work at Monkton Park, the wild flower meadow at the Bridge Centre not being cared for and grass verges in Cepen Park being cut, but brambles growing and blocking pavements. The resident asked the council to; Stop the clearance work at Monkton Park, plant more wildflowers and stop unnecessary cutting of grass verges and ensuring pavements are clear.

The Deputy Chief Executive noted that the residents' comments had been addressed previously and there were no other comments.

At the invitation of the Chairman a resident spoke regarding Monkton Park. They noted their shock at recent clearance work, and asked why this had been done. The resident also questioned why the riverbank had been cut, where Japanese knotweed is growing and needs to be treated correctly.

The Deputy Chief Executive noted the residents' comments but highlighted that the Town Council are aware of the areas of Japanese Knotweed along the river bank, and specially trained staff within the Town Council have dealt with these areas.

Amenities, Culture & Leisure Committee - 31st July 2019

Statement under Chairman's Announcement

At the ACL Committee on 6th March 2019 Officers presented a report on the Multi Use Games Area net at John Coles Park, which had broken and collapsed inwards following heavy snow. Council resolved the following:

"The height of the MUGA net at one end be raised slightly"

This work subsequently took place.

Within the minute the following was recorded:

"Councillors noted that negative behaviour could return and affect residents".

Within the body of the report Officers presented to the March meeting it stated that and I quote:

"Subject to Council approval, the situation can be monitored over the coming months and as necessary, a further report be brought back to Committee for consideration.

Clearly the Committee's decision I have already read out.

In May the Chief Executive received correspondence from a resident who lives next to the MUGA complaining that youths were once again entering their property to retrieve balls and such action should be prevented.

The Chief Executive, Deputy Chief Executive and Head of Environmental Services subsequently met with a group of residents at the MUGA on 28th May to hear their concerns.

Following the meeting officers made the decision to reinstate the MUGA net and the residents were written to accordingly. Quotations were sought for the works and an order was placed. This week work to reinstate the net commenced and the cost of £3,175 will be met from an existing Earmarked Fund.

Officers made the decision 'in the best interests of the Town Council'. Given the past involvement of Wiltshire Council's Public Protection section, who had received complaints that the Town Council were not protecting neighbouring properties from unauthorised access, Officers felt that the net ought to be reinstated to placate the residents' ongoing complaints.

Officers felt they were acting in accordance with the Council resolution and for the purpose of the Minute this statement should be noted.



Agenda Item 6

Meeting	Amenities, Culture and Leisure
Date	11 September 2019
Report Title	Report-it update.
Author	Lynsey Nichols, Communications and Customer Services Manager

1.0 PURPOSE OF REPORT

- 1.1 To update councillors on the report-it process and management of the complaints.

2.0 REPORTING PROCESS

- 2.1 Councillors will recall a report back in June which stated how the new reporting system would work. Since 01 June 2019 we have been receiving all of the reports within the Chippenham boundary which are reported through the Wiltshire Council website an app.
- 2.2 Councillors will also recall we have set up our own dedicated email address to receive reports which is report-it@chippenham.gov.uk.
- 2.3 In our early discussions with Wiltshire Council we were informed they received on average 8 reports per week concerning Chippenham. We are receiving 21 per week on average. This is many more than we anticipated and is stretching our customer services team and our service delivery teams with the amount of time it takes to process each report. Each report has an initial response from the customer services team. They forward the report to the Head of Environmental Services who will organise a site visit and prioritise the work or liaise with the relevant landowner or organisation for appropriate action to be taken. A response is then given to the customer who made the initial report. Sometimes there may be a few emails or telephones calls to the reporting customer if it is taking some time to get a response or if they are not satisfied with the response we give them.
- 2.4 This process can take anywhere between 24hours - 3 months as sometimes it is difficult to acquire the correct information.
- 2.5 We are collating data from the 01 June 2019 to monitor the quantity of reports we are receiving, please refer to **APPENDIX A**.
- 2.6 The most popular subjects for reporting are hedges, grass and weeds and litter. We are aware of seasonal changes and although we have experienced a quieter couple of weeks during the summer holiday we are anticipating a rise in the reports in the autumn and winter months.

3.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 3.1** The introduction of a new reporting system covers all of the priorities in the Corporate Strategic Plan.
- i.** Corporate Priority 1 - Provide facilities and services which support and develop a well connected town, which promotes health and wellbeing.
 - ii.** Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders.
 - iii.** Corporate Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment.
 - iv.** Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.
 - v.** Corporate Priority 5 - Effective and efficient use of resources.

4.0 STAFFING IMPLICATIONS

- 4.1** Staff are currently being stretched beyond capacity.
- 4.2** Staff are regularly being verbally abused.
- 4.3** If the level of reports remain at the current volume we may need to consider extra staffing.

5.0 FINANCIAL IMPLICATIONS

- 5.1** There are no financial implications.

6.0 LEGAL IMPLICATIONS

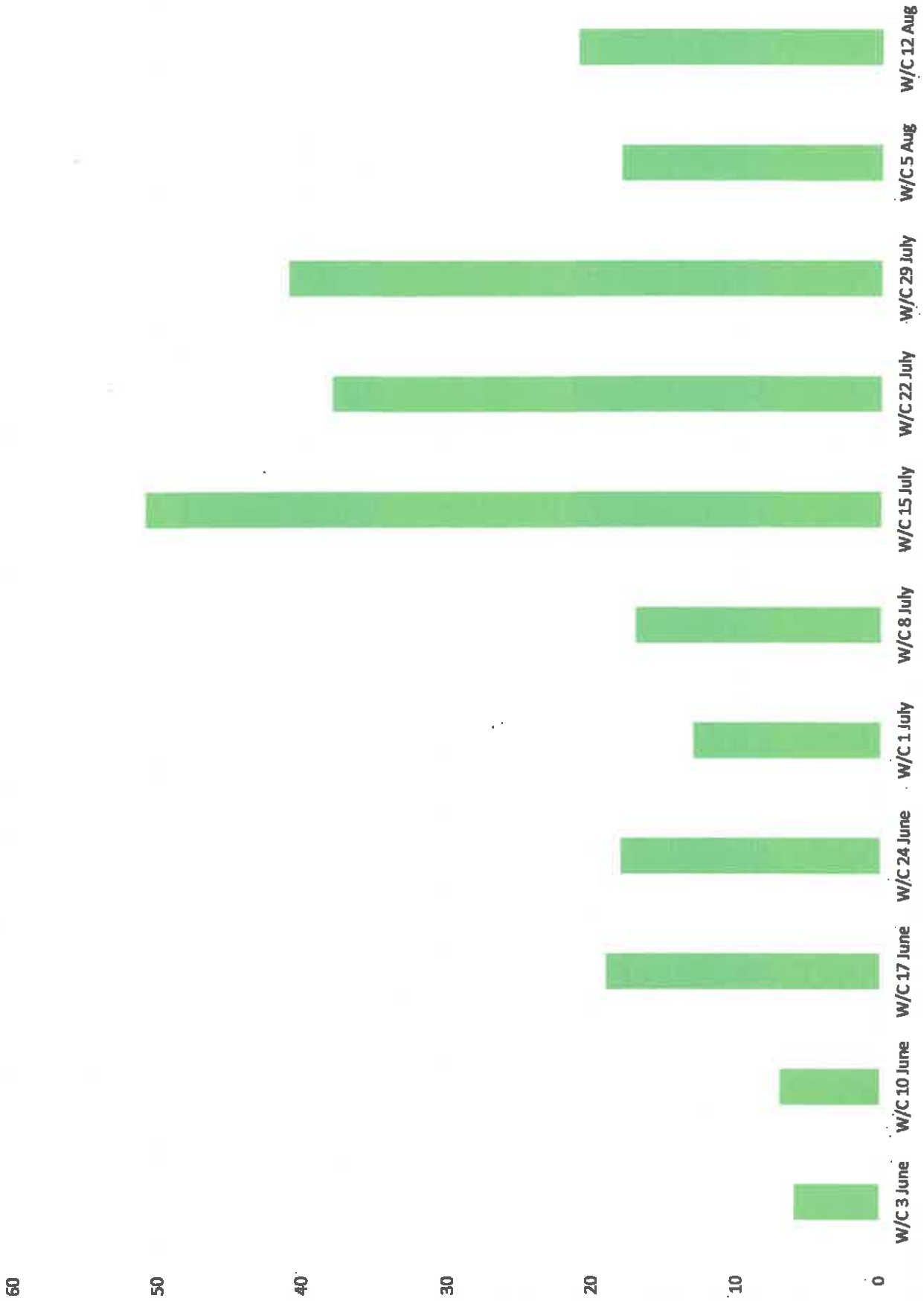
- 6.1** There are no legal implications.

8.0 RECOMMENDATIONS

- 8.1** Recommendations are as follows:

- a)** Councillors to note the report, we review the situation in three months to assess if anything has changed and if more staff are required.
- b)** Arrange training for the customer facing staff in confrontational situations if needed.
- c)** Produce an information leaflet to clearly show who is responsible for which area in the town.

APPENDIX A





Agenda Item 7

Meeting	Amenities, Culture & Leisure Committee
Date	11 September 2019
Report Title	Friday & Saturday Markets
Author	Tracy Howell, Market & Compliance Manager

1.0 PURPOSE OF REPORT

- 1.1 To update Councillors on the progress of the Friday & Saturday Markets, now under Chippenham Town Council Management, since the 01 June 2019.
- 1.2 To consider the below recommendations.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Town Council acquired the management of Chippenham's Friday & Saturday Markets from the 01 June 2019. The Markets formed part of a large transfer of services and assets from Wiltshire Council.

3.0 CURRENT STATUS OF THE FRIDAY & SATURDAY MARKETS

- 3.1 The following table provides the number of market traders, on a Friday & Saturday, inherited from Wiltshire Council and the number increased by Chippenham Town Council's Market & Compliance Manager, from July 2019.

Market Day	Wiltshire Council (June'19)	July 2019 CTC	August 2019 CTC
Friday	8	11	12
Saturday	11	12	14

- 3.2 The number of traders will fluctuate throughout the year, due to the mix of casual and permanent licences, along with the newly introduced temporary licence. These figures are representative of the highest number of traders in any given week.
- 3.3 A temporary licence has been introduced to offer "taster sessions" to attract traders to the Markets. Chippenham BID and Chippenham Chamber of Commerce businesses have been invited to showcase on the High Street. Contact will be made with the Heads of Chippenham's Secondary schools, in the new term to invite their young enterprise

students to bring their products to Chippenham's Markets. Several charities have also been guests of the Market, at a reduced fee.

3.4 Saturday 10 August 2019 was a first for Chippenham, as we did not cancel the market due to high winds we simply offered traders the foyer of the Town Hall.

3.5 Chippenham Town Council, along with Chippenham BID, have written to Wiltshire Council expressing concern on the increase of vehicles, specifically delivery vans and cyclists entering the High Street during the pedestrianised period. It's requested that Wiltshire Council, as the responsible authority, become visibly active in enforcing the long-standing Traffic Order that has been in place since 1996.

3.6 Having spoken with our traders and members of the public the vision for the Markets is to maintain the "traditional" ethos. Since June, we have established a food court providing vegan, vegetarian and meat eating options. The current focus is to increase the assortment of goods for sale.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The Friday & Saturday Markets 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 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

5.0 STAFFING IMPLICATIONS

5.1 The Council has a dedicated Market & Compliance Manager to oversee the Markets and act as the competent person ensuring the Markets are organised in accordance with good working practises and due consideration to health and safety legislation.

6.0 FINANCIAL IMPLICATIONS

6.1 The current income collected from the Markets, since the 01 June 2019 to the 29 August 2019 is £9,512.30.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

8.1 Councillors note the report.



Agenda Item 8

Meeting	Amenities, Culture and Leisure Committee
Date	11 September 2019
Report Title	Allotment Fees
Author	Will Tidmarsh, Head of Environmental Services

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 29 September 2020.

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 29 September 2020 for the period ending 28 September 2021. 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 2019/20 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 Head of Environment al Services and the previous Deputy Chief Executive attended the Chippenham Garden & Allotment Society AGM in January 2019 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 August 2018 meeting the ACL Committee resolved to increase the allotment fees by fees from 29 September 2019 by approximately 3% to the following:
- £7.50 per lug or £75.00 per full size plot (i.e. 10 lugs) and £37.50 per half size plot (5 lugs).

3.2 Officers are recommending an increase of approximately 3% for the period from 29 September 2020 as follows:

- £7.75 per lug or £77.50 per full size plot (i.e. 10 lugs) and £39.00 per half size plot (5 lugs).

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Allotment sites 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 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 £9,600.

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 29 September 2019. This rent increase will be effective from 29 September 2020.

8.2 That the rent payable from 29 September 2020 be £7.75 per lug or £77.50 per full size plot (10 lugs) and £39.00 per half size plot (5 lugs).

8.3 That the Management Fee payment to the Chippenham Garden & Allotment Society for 2020/21 be adjusted in line with any uplift the Council might apply, when it sets next year's budget later this year.



Agenda Item 9

Meeting	Amenities, Culture and leisure
Date	11 September 2019
Report Title	Bath Road Toilets
Author	Will Tidmarsh, Head of Environmental Services

1.0 PURPOSE OF REPORT

- 1.1 To provide an update on the operation of the Bath Road Toilet, the issues surrounding operation and consider the future provision of this facility.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Bath Road toilets were owned and managed by Wiltshire Council and were closed by them on 31st March 2016.
- 2.2 The disabled toilet was refurbished by CTC (Paid for by the BID at a cost of £4,900) and reopened as a single use toilet for all in October 2017.
- 2.3 The Lease Agreement between the Town Council and Wiltshire Council is for 7 years. This is identical to the Lease for the Monkton Park toilet facility and similar, if not identical, to toilet leases Wiltshire Council agreed with other Town & Parish Councils in the County. That said; Officers at the time the lease was being drafted, negotiated a break-clause that enables the Town Council to serve 4 weeks' notice on Wiltshire Council should it decide to cease using the property. The lease also has provisions for Wiltshire Council to serve at least 6 months' notice on the Town Council, should it sell or wish to re-develop the car-park area.
- Alongside the toilet is a storage area that CTC utilises.
- 2.4 The BID originally agreed to fund the operation of the toilet for an initial 12 month period. (£9600) This was further extended until the end of 2018/19 financial year. For the 2019/20 Budget the BID could only fund half (£4800) it is unclear whether any financial contribution will be made for the 2020/21 Budget.

3.0 OPERATIONAL ISSUES AND THE FUTURE OF THE TOILET

- 3.1 First 3 months of operation - significant problems associated with rough sleepers accessing the facility and using it for drug misuse. The car-park canopy is used as a sleeping area. This has eased recently with the homeless persons moving elsewhere but equally the problem persists.
- 3.2 The above warranted extra cleaning and staff visits and complaints from other users regarding the state of the toilets and the regularity of certain users.
- 3.3 The facility was vandalised - door broken in the middle of the night when locked, bin stolen/removed, toilet seat and flush handle broken off.

3.4 Known instances of cottaging - staff attended on site following reports the facility was locked for some considerable time to discover the facility being used for this purpose. The users were also intoxicated from drugs.

3.5 All of the above issues were lessened in February 2018 when a Coin pay was installed at the cost of £1550 that charged users 20p a visit.

- The use of the toilets stabilized for a number of months with just operational maintenance needed.
- October 2018 saw the increase again of drug related problems, including needles left in hand wash facility.
- December 2018 a Sharp shoot was fitted at the cost of £300.
- First 6 months of 2019 has seen the door kicked in 5 times with 5 new locks fitted @£45 per lock.
- The door has taken significant damage and has started to twist the whole unit a new door could be needed at the cost of £2500 in the future.
- The coin pay unit is regularly being tampered with causing it to malfunction and the toilet being out of order whilst an engineer attends site.

3.6 The toilet facility continues to cost the council a considerable amount of money to remain serviceable. This is once again being disrupted by antisocial behaviour and vandalism which historically is worse in the winter months as when the weather deteriorates rough sleepers search for undercover locations.

3.7 With the ongoing issues there are a several options to consider.

A - If the 20p charge was removed it would lessen the vandalism caused by the antisocial element but in turn this could increase the amount of Drug use as the area is in a secluded area. In turn the 2 other locations that CTC run Public Toilets (Monkton Park and Timber Street) the levy charge could be questioned.

B - Increase the charge to 40p to help offset the vandalism cost in the future.

C - No change to the charge and accept that periodically the toilets will be closed due to vandalism.

D - At the beginning of the financial year 2020/21 close the toilets completely, due to the continuous problems associated with this particular public toilets location.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The Bath Road toilet facility contributes to the following priorities;

- i Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders.
- ii Corporate Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment.

5.0 STAFFING IMPLICATIONS

5.1 There is no staffing implications associated in this report.

6.0 FINANCIAL IMPLICATIONS

- 6.1 Current running costs for Bath Road Toilets is estimated at £17000 per annum, CTC currently has a contribution from the BID of £4800 per annum. It is yet to be established if this will be contributed next year. The 20p levy brings in on average £1202 per annum.

Option A- A definite loss of £1202 per annum, if the Bid don't contribute again £6002.

Option B- Increased income of £1202 per annum.

Option C- No change to income.

Option D- Saving of £17000 per annum.

7.0 RECOMMENDATIONS

- 7.1 Recommend that councillors discuss options A-D in 3.4.



Agenda Item 10

Meeting	Amenities, Culture and Leisure
Date	11 September 2019
Report Title	JCP Update
Author	Will Tidmarsh, Head of Environmental Services

1.0 PURPOSE OF REPORT

- 1.1 To update councillors on the Multi Use Games Area (MUGA) roof net, Clock, Fountain, New canopies, Picnic Benches and Anti-social Behaviour.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 To report back to councillors on recent operational issues pertaining to John Coles Park (JCP).

3.0 JOHN COLES PARK - UPDATE

3.1 Multi Use Games Area (MUGA) Roof Net

At the Amenities, Culture and Leisure (ACL) committee 6th March a report was presented and a resolution made to increase the height of the net at the side closest to the neighbouring residential properties, rather than replace the whole roof net. This was undertaken immediately and for a period after installation there were no reported issues, unfortunately after this initial period some users of the MUGA reverted to kicking their balls into resident's gardens.

- 3.2 In May the Chief Executive received correspondence from several residents complaining that youths were entering their property to retrieve their balls and if challenged some unpleasant verbal exchanges took place to the point residents were being threatened on their own property.

- 3.3 The residents in question requested a meeting to talk through their concerns, the Chief Executive, Deputy Chief Executive and the Head of Environmental services met them on 28th May to listen to their concerns. Following the meeting a decision was made to reinstate the roof net immediately.

- 3.4 Officers realise this was outside of normal due process and standing orders as the previous ACL report stated that should any further work be required to the roof net a further report would be tabled, but due to the concerns of the local residents that the anti-social behaviour would continue officer delegation was used to expedite a speedy resolution to a simmering issue that has historically been damaging to the councils reputation. Please note that the roof net existed previously.

3.5 Clock

The clock in JCP was donated to the council by Sheldon School for the millennium, as it gets older it is becoming more unreliable, for the second time this summer it has had mechanical failure.

3.6 Replacement motor mechanisms were ordered on August 29th but the parts are specialist and previously have taken 2 months to arrive. The target repair date is currently early November.

3.7 Fountain

The water fountain has unfortunately had a number of operational issues this summer rendering it dormant.

3.8 This included a perished inner feed pipe, underground electric fault and issues with the pump.

3.9 Repairs are nearing completion and the fountain will be operational week commencing Monday 16th September at the latest.

3.10 New Canopies/Picnic Benches

As part of the devolution Package agreed with Wiltshire Council from June 1st 2019 S106 money was passed over to Chippenham Town Council. There was a stipulation that £10,000 of the money was spent in JCP. This is the money that has funded the new canopies and picnic benches.

3.11 Requests have been made in the past from both the Public and Councillors for the area around the Splash Pad and Play Area to have a permanent shelter from the sun.

3.12 Therefore five giant canopies and five new picnic benches were ordered, with inclusivity in mind the five picnic benches have a space for a wheelchair/Pushchair, something that was missing from our current picnic benches.

3.13 Anti-social Behaviour

As with previous summers we have had issues of anti-social behaviour in JCP. We have continued to work with the police and in particular the local PCSO and have had to use 101 on numerous occasions.

3.14 We will continue to work with the local PCSO and escalate, appropriately as required.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 JCP contributes 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 3 - Maintain and enhance opportunities to create a green, clean and safe environment.

iii. Corporate Priority 5 - Effective and efficient use of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 Clock and fountain repairs will be funded from within existing budgets.

6.2 For the purchase, branding and installation of the canopies (£8850) and the heavy weight recycled plastic benches (£5950) was met from S106 monies under stipulation. Total budget impact of £14800.

7.0 RECOMMENDATIONS

7.1 That Councillors note the report.

7.2 Outstanding repairs will be completed.

7.3 Communication with the Police is ongoing to manage issues of anti-social behaviour.