



Minutes of a meeting of the Amenities, Culture and Leisure Committee held at the Town Hall, High Street, Chippenham on 11 September 2019 at 7pm.

Councillors present:

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| Desna Allen | Jenny Budgell (Substitute) |
| Bill Douglas | Teresa Hutton (Chairman) |
| Nina Philips | Chris Ruck |
| Melody Thompson | Sandie Webb |

Officers present: Mark Smith, Chief Executive
Barry Pirie, Director of Community Services
Lynsey Nichols, Communications and Customer Service Manager
Julie Hook, Head of Venues
Will Tidmarsh, Head of Environmental Services
Melissa Barnett, Head of Museum and Heritage Services
Paul Harvey, Head of Leisure Services (Acting)
Tracy Howell, Market and Compliance Manager
Heather Rae, Democratic Services Manager
Michael Weeks, Democratic and Civic Officer

Public present: There was one member of the public present.

PUBLIC QUESTION TIME

There was one verbal question from a member of the public, which is appended to these minutes at **APPENDIX A**.

28. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Pete Bishop, Ruth Lloyd and David Powell.

29. NOTIFICATION OF SUBSTITUTION

Councillor Jenny Budgell would be substituting for Councillor Ruth Lloyd.

30. DECLARATION OF INTEREST

There were no declarations of interest.

31. MINUTES

The minutes of the meeting held on Wednesday 31 July 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.

32. CHAIRMAN'S ANNOUNCEMENTS

- i) The Chairman welcomed Barry Pirie, the interim Director of Community Services to the Amenities, Culture and Leisure Committee.
- ii) The Chairman announced that Chippenham Town Council had finished second out of ten towns, in a recent Christmas Lights Competition hosted by Revive and Thrive, winning £2000 worth of Christmas lights. Officers had travelled to Birmingham to present a video promoting the town to Judges. The Chairman thanked officers.
- iii) The Chairman noted that the town had recently been judged for South West in Bloom. The results had not been announced yet, but thanked the outside team for all the flowers around the town.

33. REPORT-IT UPDATE

The Communications and Customer Service Manager presented the report, noting that the Report-it system allows officers to communicate and liaise effectively, although the system is new and they are still learning. The top three types of reports from members of the public were hedges, grass / weeds and litter.

Councillors noted that customer facing officers should be provided with a prepared statement which will allow them to potentially terminate a telephone call if a member of the public is being abusive. It was also noted by Councillors that the increase in reports can be seen as a positive, because members of the public feel confident to contact the Town Council with their concerns.

RESOLVED that

- i) Councillors to receive an update in three months to assess if there have been any changes.
- ii) Customer facing staff to undertake training to help them in confrontational situations.
- iii) An information leaflet to be produced to show who is responsible for areas of the town.

34. FRIDAY AND SATURDAY MARKETS

The Market and Compliance Manager presented the report, stating that in the last three months since devolution the amount of traders at the Friday and Saturday markets had increased. The next step is to increase the variety of goods for sale. The income target is on course to be met by March 2020.

There will be a meeting with officers, Chippenham BID and Wiltshire Council to discuss concerns over the management of the current traffic order in the High Street.

Councillors noted that the decision to appoint a Market and Compliance Officer had been validated, and wanted to thank the officer for their work so far.

RESOLVED that

- i) The report be noted

35. ALLOTMENT FEES AND CHARGES (MICHAELMAS TERM - ANNUAL)

The Head of Environmental Services presented the report to Councillors, in regards to the proposed increase in allotment fees.

RESOLVED that:

- i) The Chippenham Garden and Allotment Society to act as agents for the Town Council and serve notice of a rent review, before 29 September 2019, with the rent increase effective from 29 September 2020
- ii) 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 lug (5 lugs).
- ii) The management fee payment to the Chippenham Garden and Allotment Society for 2020/21 be adjusted in line with any uplift the Council applies when the next year's budget is set later this year.

36. BATH ROAD TOILETS

The Head of Environmental Services presented the report asking Councillors to discuss four proposed options in regards to the Bath Road Toilets.

Councillors noted that there have been historic issues with the Bath Road Toilets, and the increase in anti-social behaviour is concerning, but facilities are required at that area of town due to their proximity to public transport links.

RESOLVED that:

- i) No change be made to the charge and note that periodically the toilets will be closed due to vandalism.

37. JOHN COLES PARK UPDATE

The Head of Environmental Services presented the report in regards to the current status of John Coles Park. Councillors were updated on the MUGA net, the clock the new canopies and anti-social behaviour.

Councillor Thompson thanked the officers who had dealt with anti-social behaviour at John Coles Park, and noted that as Ward Councillor had received no complaints from residents concerning anti-social behaviour.

RESOLVED that:

i) The report be noted

38. PRESS RELEASE

Councillors agreed that a press release be drafted detailing the upcoming meeting with Wiltshire Council in regards to potential enforcement of the current traffic order in the High Street on Friday and Saturday Market Days.

39. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 13 November 2019.

The meeting concluded at 7.40pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date:

Public Question

At the invitation of the Chairman, a resident spoke regarding the towns parks. The resident highlighted that John Coles Park and Monkton Park are maintained well by Town Council staff, but was concerned to find out that all litter is moved to land fill. The resident asked the Council to consider putting recycling bins in to John Coles Park and Monkton Park and other suitable locations.

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