



CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 25 September 2019 at 7pm.

COUNCILLORS	James Adman	Desna Allen (Chairman)	Richard Bambury
	Pete Bishop	Jenny Budgell	Bill Douglas
	Peter Hutton	Teresa Hutton (Vice)	Ruth Lloyd
	Michael Merry	Nick Murry	Mary Norton
	Michelle Pearce	Andy Phillips	Nina Phillips
	David Powell	Chris Ruck	Sandie Webb

OFFICERS	Mark Smith (Chief Executive)
	Nick Rees (Director of Resources)
	Lynsey Nichols (Communications and Customer Services Manager)
	Andy Conroy (Planning Officer)
	Heather Rae (Democratic Services Manager)
	Michael Weeks (Democratic & Civic Officer)

PUBLIC PRESENT	Ash Bray, Community Coordinator, Wiltshire Police
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In advance of the meeting Councillors received a presentation on work being undertaken from two representatives from Victoria County History.

PUBLIC QUESTIONS There were no written or verbal public questions.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Holly Bradfield, Raj Gill, Melody Thompson, Ashley O'Neill and John Scragg.

18. DECLARATIONS OF INTEREST

No declarations of interest were made.

19. MINUTES OF THE PREVIOUS MEETINGS

The draft minutes of the Town Council meeting held on Wednesday 19 June 2019 were received as a true and accurate record of the meeting and signed by the Chairman of the Council.

RESOLVED that

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

20. MAYOR'S ANNOUNCEMENTS

- i a) The Chairman introduced the promotional Christmas lights video which had been produced in collaboration with the BID for a grant application. Councillors viewed and noted the video.
- b) The Chairman presented the former Mayor, Councillor Andy Phillips, with his framed Mayoral photograph.
- c) The Chairman reminded Councillors that the Macmillan Coffee Morning will be held in the Town Hall on Friday 27 September and encouraged them to attend.
- d) The Chairman reminded Councillors that there would be an informal meet up at Rivo Lounge at 9.30am on Saturday 05 October 2019.
- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Town Council held on 19 June 2019.

21. POLICE REPORT

The Community Coordinator noted that there had been an increase in bike thefts. It was noted that there would be free kits handed out to combat this, by the British Transport Police, details would be shared on social media closer to the time. The Community Coordinator received questions from Councillors regarding shoplifting, anti-social behaviour in parks and recruitment figures.

Councillor Peter Hutton thanked the predecessor and welcomed the new Community Coordinator. The Chairman thanked the Community Coordinator for the report and attending the meeting. The report received from the Wiltshire North Police Team, which was previously circulated, was noted.

The Community Coordinator left the meeting.

22. COMMITTEE MINUTES

- i) Amenities, Culture & Leisure Committee
The minutes of the meeting held on 11 September 2019 were presented by Councillor Teresa Hutton and seconded by Councillor Chris Ruck with all matters resolved.
- ii) Planning, Environment & Transport Committee
The minutes of the meetings held on 27 June, 18 July, 08 August and 29 August 2019 were presented by Councillor Michelle Pearce and seconded by Councillor Bill Douglas with all matters resolved including two recommendations agreed at this meeting (Minutes 29 and 30 refer).

- iii) Strategy and Resources Committee
The draft minutes of the meeting held on 04 September 2019 were presented by Councillor Sandie Webb and seconded by Councillor Desna Allen with all matters resolved.
- iv) Human Resources Committee
The draft minutes of the meeting held on 05 September 2019 were presented by Councillor Sandie Webb and seconded by Councillor Jenny Budgetell with all matters resolved.

23. COMMUNITY SAFETY FORUM NOTES

The notes from the Community Safety Forum were presented by Councillor Desna Allen and noted.

24. COUNCILLOR MOTION

Councillor Peter Hutton presented the motion to Councillors and noted that adopting Lead Councillors would be a positive step for Councillors to get involved in particular areas, work collaboratively and be more engaged.

After some discussion Councillors voted and with the majority against it was

RESOLVED that the Motion not be carried.

25. COUNCILLOR MOTION

Councillor Sandie Webb presented the motion to Councillors highlighting that the amendments have included framework for Working Parties, Steering and Advisory Groups.

Councillor Mary Norton proposed an amendment to the motion that the amendments to Standing Orders be dealt with by a meeting of the Standing Orders Working Party and then brought back to Council. This proposal was seconded by Councillor Nick Murry.

After some discussion Councillors voted and with the majority in favour it was

RESOLVED that

- i) The Standing Orders Working Party be reconvened to consider the amendments proposed in the Councillor Motion.
- ii) Councillors Desna Allen, Pete Bishop, Teresa Hutton, Nick Murry, Mary Norton, Andy Phillips, Chris Ruck and Sandie Webb be appointed to the Standing Orders Working Party, the date of the first meeting to be delegated to the Chief Executive.

26. UPDATE ON THE NEIGHBOURHOOD PLAN

The Planning Officer presented the report to Councillors and noted that the induction event for Neighbourhood Plan Topic Groups held on Saturday 21 September 2019 was successful.

Councillor Peter Hutton requested that business and retail parks be included within the Economy Topic Group. Councillor Sandie Webb congratulated the Planning Officer and Councillor Nick Murry as the Chairman of the Neighbourhood Plan Steering Group on their work so far.

RESOLVED that

Councillors noted the report.

27. COUNCILLORS VOTE ON THE BID'S SECOND TERM

The Chief Executive presented the report to Councillors to determine how the six votes would be cast. Councillor Bill Douglas proposed that all six votes be in favour of the BID's second term. Councillor Jenny Budgell as the nominated Director on the BID agreed.

Councillors voted unanimously in favour and it was

RESOLVED that

Councillors instructed the Chief Executive to vote YES to the BID's second term for the six votes it holds.

28. NOMINATION OF COUNCILLORS TO THE CLIMATE EMERGENCY ADVISORY GROUP

The Chief Executive presented the report and updated Councillors that six members of the public had been selected to be on the Climate Emergency Advisory Group. Councillors discussed the recommendations and voted. The majority of Councillors were in favour and it was

RESOLVED that

- i) The Chairman of the Council shall automatically be allocated a place on the Climate Change Advisory Group and that the Chairman of Council shall automatically become Chairman of the group.
- ii) Councillors Ruth Lloyd, Nick Murry, Michelle Pearce, Chris Ruck and Sandie Webb be appointed to the Climate Emergency Advisory Group.
- iii) Councillors be allocated to the group on an annual basis at the Council's Annual Meeting held in May of each year.
- iv) The draft Terms of Reference for the Climate Emergency Advisory Group be accepted.

v) Council delegated to the Chief Executive to set the date of the first meeting.

29. PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE RECOMMENDATION

The Democratic Services Manager presented the report on behalf of the Administrative Services Officer - Planning with the recommendation that individual Planning Applications be sent to Ward Councillors only and the week list be sent to all Councillors.

Councillor Peter Hutton requested that Planning Applications that affect joint parishes, for example Corsham applications which are on the border of a Chippenham ward (periphery applications), be sent to relevant Ward Councillors too. Councillors were all in favour and

RESOLVED that

i) In future individual planning application notifications, received from Wiltshire Council be sent to Ward Councillors only and the weekly list, received from Wiltshire Council continue to be sent to all Councillors.

ii) Periphery applications be sent to relevant Ward Councillors.

30. PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE MEETING DATE CHANGE

The Chairman invited the Chairman of the PET Committee to comment, it was noted that due to the Christmas period the meeting scheduled for 02 January 2020 be moved to 09 January 2020 with all other dates remaining the same.

RESOLVED that

i) The PET Committee meeting scheduled for Thursday 02 January 2020 be moved to Thursday 09 January 2020 and all other PET Committee meeting dates for 2019/20 remain the same.

31. YOUTH COUNCIL UPDATE

The Democratic Services Manager presented the report to Councillors updating them on the planned process for setting up the Youth Council.

Councillor Peter Hutton highlighted a previous Council decision which set aside the first £10,000 of revenue from Devolution to an earmarked fund 'Community and Youth Projects' and noted that this needs to be monitored and reported back to Councillors as it will affect the Youth Council. The Director of Resources noted this would be looked into.

RESOLVED that

i) Councillors noted the planned process for the setting up of a Youth Council.

ii) Councillors agreed that a sum of up to £1000 from the earmarked fund entitled 'Community and Youth Projects' be used for the support and implementation of democratic decisions arising from the Youth Council.

32. SPECIAL SCHOOLS PROPOSAL

The Democratic Services Manager presented the report to Councillors.

RESOLVED that

i) Council re-submit the letter composed by the Special Schools Working Party outlining the Council's position on the provision of Special Schools in Chippenham in advance of the deadline of 9am on 30 September 2019.

33. COUNCILLORS FEEDBACK

i) The Chairman invited Town Councillors to report feedback on significant work they have been involved with.

a) Councillor Jenny Budgetell highlighted that the BID have had some difficulties in the press regarding the ballot, but that these had been mitigated and expressed hope the BID will get a second term.

ii) Councillor John Scragg will update Councillors on the activities of the Wiltshire Association of Local Councils following his attendance at the NALC Annual Conference which takes place on 28th/29th October.

iii) The Chairman invited Wiltshire Councillors to present feedback on significant work they have been involved with.

a) The report from Councillor Ruth Lloyd and Councillor Teresa Hutton regarding an update on Chippenham Area Board was noted.

iv) There was one Committee Membership Change, Councillor Sandie Webb noted that Councillor Raj Gill had resigned from the Amenities, Culture and Leisure Committee and would be replaced by Councillor Andy Phillips.

v) There were no potential CIL projects to be forwarded to Wiltshire Council.

vi) The Chairman invited Councillors to give updates on Community Matters.

a) Councillor Peter Hutton requested that following a significant planning application from Methuen Park, a meeting be set up between the Councillors for Cepen Park and Derriads, the Chief Executive and the appropriate officer with a visit to the potential site.

b) Councillor Peter Hutton requested an update from the relevant contractor on the railway arches work.

34. PRESS RELEASE

Councillors requested a press release for the appointment of Councillors to the Climate Emergency Advisory Group and that Chippenham Town Council have declared their support for the Chippenham BID with their six votes in favour for the BIDs second term.

35. DATE OF NEXT MEETING

The next Full Council meeting will take place on Wednesday 27 November 2019.

Prior to this agenda item the Chairman noted the importance of the reports and consulted with Councillors to continue the meeting beyond 9pm if necessary to ensure all matters be considered in accordance with Standing Order 12.6, all were in favour.

36. 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”.

37. OUTCOME OF THE COMMUNITY GOVERNANCE REVIEW WORKING PARTY

The Chief Executive presented the confidential report to Councillors and defined the process of a Community Governance Review.

RESOLVED that:

i) Councillors agreed to submit the Community Governance Review Form with the recommendations as per the report.

Councillor David Powell left the meeting.

38. UNIT 2, TOWN HALL

The Chief Executive presented the confidential report to Councillors.

After some discussion, Councillors voted with 16 for and one abstention it was

RESOLVED that

i) Councillors agreed the recommendation with one amendment that the Finance Working Party make a recommendation to the Strategy and Resources Committee as to where the funding shall come from within the totality of the Council financial reserves.

The Chairman closed the meeting.

The meeting closed at 9.23pm.

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