



Minutes of a meeting of the Amenities, Culture and Leisure Committee held at the Town Hall, High Street, Chippenham on 13 November 2019 at 7pm.

**Councillors present:**

Pete Bishop	Teresa Hutton (Chairman)
Ruth Lloyd	Andy Phillips
Nina Philips	David Powell
Melody Thompson	

**Officers present:** 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)  
Heather Rae, Democratic Services Manager

Public present: There were no members of the public present.

**PUBLIC QUESTION TIME:** There were no written or verbal questions.

**40. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Desna Allen, Holly Bradfield, Chris Ruck and Sandie Webb.

**41. NOTIFICATION OF SUBSTITUTION**

There were no notifications of substitution.

**42. DECLARATION OF INTEREST**

There were no declarations of interest.

**43. MINUTES**

The minutes of the meeting held on Wednesday 11 September 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.

#### **44. CHAIRMAN'S ANNOUNCEMENTS**

- i) The Chairman noted that the Council had received Green flag award for the first time this year and thanked all staff who had worked on this. It was noted that the Council would be going for green flag again next year.
- ii) The Chairman noted that the Council had retained a Gold Britain in Bloom award for the second year running and would be reapplying next year.
- iii) The Chairman noted that the Council had been awarded Purple Flag Award status for the third year in a row and would be going for it again next year.
- iv) It was noted that the work previously agreed by ACL for the maintenance of the tennis court at John Coles Park had been postponed until spring to ensure better weather for the works to take place.
- v) The Chairman stated that one of the annual cuts in Monkton Park meadow had taken place and noted that the area does have to be maintained.
- vi) The Chairman noted that the wild flower meadow at the Bridge Centre Roundabout had been cut.
- vii) The Chairman shared that the Museum had received a good write up in the Bath and Wiltshire Parenting Magazine. It was also noted that the museum had welcomed over 500 visitors to the museum for Halloween events and the Cabinet of Curiosity event, the Chairman thanked all staff for their hard work and noted it was appreciated by both Councillors and members of the public.

#### **45. FEES AND CHARGES (INCL. MONKTON PARK)**

The Director of Community Services presented the report to Councillors with the proposed fees and charges for 2020/21. It was noted that a fair increase in fees and charges would be in line with the Retail Price Index (RPI) which is currently at 2.4%. A proposed increase across the majority of activities and venue hire, comparable with other local venues was noted. Town Centre charges including hanging baskets and Christmas trees would have no increase to encourage businesses to take part.

Councillor Ruth Lloyd questioned the rights of burial charge for 99 year and how the child burial fees work following the recent government decision to extend no fees to children under 18. The Director of Community Services noted there had been a drafting error relating to burial fees and charges, this would be removed and a revised version would be circulated to members of ACL.

Councillor David Powell noted that on page 16 of the report, the dates should be 2020/21, this change would be amended accordingly.

Councillor Nina Phillips questioned where the charges were for The Meeting Place area. The Head of Venues noted that this wasn't included in the fees and charges as Councillors had previously agreed that officers have discretion over what is charged to encourage community groups. It was also noted that over the summer

months the area is not suitable for hire due to the heat. The charge is around £15 an hour and will be used when possible.

**RESOLVED that**

- i) Councillors approved the proposed fees and charges and agreed that they represent a fair and realistic increase in the cost to the service for incorporation into the Council's budget for 2020/21.
- ii) Officers to circulate the revised fees and charges relating to burial charges to members of ACL.
- iii) Councillors supported the proposal and delegated responsibility to the Director of Resources to submit it to the Strategy and Resources Committee on 11 December 2019 for inclusion as part of the council's budget setting process for 2020/21.

**46. VEHICLE AND MACHINERY 5 YEAR CAPITAL INVESTMENT REPLACEMENT PROGRAMME**

The Head of Environmental Services presented the report to Councillors regarding the replacement of three current vehicles. It was noted that generally vehicles had previously been leased at a higher overall cost. The Strategy and Resources Committee agreed on 23 October 2019 to realign Ear Marked Funds and plan purchasing strategically. It was also noted that since the Council recently declared a Climate Emergency, greener vehicles are being looked into, officers are awaiting prices. Councillor Pete Bishop questioned whether these figures had been included in the Finance Working Party papers, the Director of Community Services confirmed this.

Councillor Pete Bishop proposed that Councillors receive options for leasing and purchasing the remaining items on Appendix A to the report. This would include maintenance and insurance costs and detailed figures for like for like leasing against purchasing and current emissions against lower emissions. It was seconded by Councillor Andy Phillips with all in favour was added to the recommendations.

Councillor Ruth Lloyd questioned whether the lower emissions would be revisited over the next five years. The Director of Community Services noted that the reality for the three proposed vehicles is that there aren't like for like for electric vehicles but the Council will get the best quality vehicles possible.

**RESOLVED that**

- i) A sum of £92,000 be included in the Council's 2020/21 capital budget for the purchase of the vehicles and machinery itemised in 6.1 or alternative options with lower carbon emissions.
- ii) Going forward Councillors receive figures for maintenance and insurance costs and detailed figures for like for like leasing against purchasing and current emissions against lower emissions for the remaining items on Appendix A.

**47. ARCHAEOLOGICAL DEPOSITION FEES REPORT**

The Head of Heritage and Museum Services presented the report to Councillors noting that the museum is one of four in Wiltshire that can collect archaeological archives. Charges would be standardised and would mean the costs of maintaining archives could be passed onto contractors. It was noted that charges would not apply to community or research items.

**RESOLVED that:**

- i) Charges for archaeological contractors be implemented from January 2020

**48. CIVIL WAR RE-ENACTMENT PROPOSAL**

The Head of Heritage and Museum Services presented the Civil War Re-enactment Proposal to Councillors noting that it previously took place in 2011 and 2013. Councillors commented that it would be a great event for the town and community, Councillor Andy Phillips moved the recommendation, it was seconded by Councillor David Powell and with all in favour

**RESOLVED that:**

- i) Councillors agreed to the principle of supporting ECWS holding the event.

**49. VICTORY IN EUROPE (VE) DAY PLANS**

The Head of Heritage and Museum Services showed Councillors photographs of the Market Place in 1945 on VE Day and on the 60<sup>th</sup> anniversary in 1995 where there was a street party in the Town. It was noted that there are civic commemorations occurring nationally and community commemorations that can be held in the town. It was noted that conversations with Wiltshire Council and other groups such as the Royal British Legion, Scouts and WI had taken place and they would like to take part in a community commemoration event. The Head of Heritage and Museum Services noted that the government had moved the May bank holiday to Friday 8 May, which is the proposed day of the event in Chippenham.

**RESOLVED that:**

- i) Councillors agreed to the principle of CTC commemorating VE Day on May 8 2020.
- ii) An initial planning meeting be organised with representatives of all interested parties.

**50. MENTAL HEALTH WORKSHOPS UPDATE**

The Head of Leisure Services (Acting) updated Councillors on the mental health workshops that had taken place at Stanley Park Sports Ground over the last year. It was noted that the last planned session for young people was collapsed in order for a young person to receive a one to one session. This initiative was pioneered with the help of the mother of a previous user of Stanley Park whose son had committed suicide in 2017. The mother is looking to start up a charity for young people and families affected by mental health.

Councillor Melody Thompson noted that the workshops should be supported again in the future. The Head of Leisure Services (Acting) noted that coaches renew their first aid and safeguarding qualifications every three years, and mental health training could be incorporated into the renewal process.

Councillor David Powell stated that he was not clear on why the final session was collapsed and questioned whether the money could have been found from elsewhere. The Head of Leisure Services (Acting) took this on board and noted the decision had to be made quickly at the time and advice was taken from the Local Youth Network (LYN) Chairman. It was noted that the lead should be taken from the mother to decide how to proceed, Stanley Park will aim to host a session for young people.

The Director of Community Services noted that a review would be ongoing working with the mother and a report would be brought back to ACL with the next steps.

**RESOLVED that:**

i) The report be noted.

ii) A report be brought back to ACL outlining next steps in the planning of Mental Health Workshops.

**51. PRESS RELEASE**

Councillor requested a press release be drafted detailing the VE Day planning meeting. The Communications and Customer Service Manager will work with the museum on all projects.

**52. DATE OF NEXT MEETING**

The next meeting of this Committee will take place at 7pm on Wednesday 08 January 2020.

The meeting concluded at 7.57pm

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: