



Minutes of a meeting of the Amenities, Culture and Leisure Committee held at the Town Hall, High Street, Chippenham on 08 January 2020 at 7pm.

Councillors present:

Desna Allen	Pete Bishop
Bill Douglas	Teresa Hutton (Chairman)
Ruth Lloyd	Andy Phillips
David Powell	Chris Ruck
Melody Thompson	Sandie Webb

Officers present: Barry Pirie, Director of Community Services
Lynsey Nichols, Communications and Customer Service Manager
Helen Bywater, Corporate Support Officer
Will Tidmarsh, Head of Environmental Services
Melissa Barnett, Head of Museum and Heritage Services
Paul Harvey, Head of Leisure Services (Acting)
Michael Weeks, Democratic and Civic Officer

Public present: There was 0 member of the public present.

PUBLIC QUESTION TIME

There was no questions from the members of the public.

53. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Holly Bradfield & Nina Phillips.

54. NOTIFICATION OF SUBSTITUTION

There were no notifications of substitution.

55. DECLARATION OF INTEREST

There were no declarations of interest.

56. MINUTES

The minutes of the meeting held on Wednesday 13 November 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.

Councillor Melody Thompson arrived at 7.02pm

57. CHAIRMAN'S ANNOUNCEMENTS

i) The Chairman welcomed all Councillors and Officers to the first Amenities, Culture and Leisure Committee of 2020, and hoped they all had a good Christmas and New Year.

ii) The Chairman announced to Councillors that the new Chippenham Town Council road sweeper 'Sweep Caroline' is now in use and invited Councillors to look at before and after photos that were displayed on the projector screen.

iii) The Chairman thanked the Museum staff for the recent very successful Anglo Saxon 12th night event that they ran at the museum.

58. DOG POLICY

The Communications and Customer Service Manager presented the report to Councillors, highlighting that there would be a social media campaign to make the public aware of the new Dog Policy, and areas where new signage would be required.

Councillors discussed the report and it was noted that the team should be complimented for a well measured report.

RESOLVED that

i) The councillors adopt the Dog Policy for use across all of our venues, parks and open spaces, although it was agreed the word poo would be exchanged with the word Faeces.

59. REVIEW OF CURRENT CCTV OPERATIONS AND SHORT TERM OPTIONS

The Director of Community Services presented the report to Councillors, explaining that the current system in place is not fit for purpose and is need of an upgrade. The Director of Community Services also explained that this report only covers the initial phase 1 works required. A further report well be taken to ACL to identify future upgrades required.

RESOLVED that

- i) The first phase of upgrading the quality of the existing four BT Redcare Analogue Regency lines supported cameras is undertaken at the estimated cost of less than £20,000 from CCTV Earmarked Funds (but the actual figure will be dependent upon outcome of the tender procedure) and concurrently
- ii) An audit of the whole system, future provision for the town centre, and Town Council sites is undertaken to be presented at the next Amenities, Culture & Leisure Committee on 04 March 2020. The audit will present Councillors with further information for decision making on future works, phases and costs.

60. WESSEX WATER

The Director of Community Services presented the report to councillors, highlighting in principle that the idea of a refill unit in the town will have a number of benefits including a reduction in single use plastic, supports the Climate Emergency declaration, supports health and wellbeing and there would be no cost to Chippenham Town Council, but upon reviewing Wessex Waters proposal, the location of the unit however is not ideal. If the refill unit is sited where it is proposed it would block the pavement to wheelchairs / pushchairs and would take up a market stall place. The Director of Community Services also explained there are concerns over the colour of the unit in a heritage area, which Wessex Water have stated can't not be changed from blue to a colour more fitting with existing street furniture.

Councillors discussed the proposal of installing a Wessex Water refill unit, and a new recommendation proposed by Councillor Sandie Webb, and seconded by Councillor Andy Philips was voted on and with 9 in favour and 1 against.

RESOLVED that:

- i) Agree to install a water refill unit in principle but for Wessex water to investigate the possibility of a heritage design and reconsider the location of the unit.

61. TREE SURVEYS

The Head of Environmental Services presented the report highlighting to Councillors the survey was undertaken by an experienced qualified Arborist and would form a maintenance plan going forward. The Survey had highlighted trees in John Coles Park and Monkton Park that needed felling due to health and safety requirements.

RESOLVED that:

- i) Councillors agreed to the priority recommendations in 3.5 of the report are carried out immediately.
- ii) Councillors agreed that tree surveys form a baseline to develop our tree management and maintenance plan as highlighted in 3.8 of the report and delegate the delivery of robust 5 year tree management plan for John Coles Park, Monkton Park and Donkey Fields at Hardenhuish Park to the Director

of Community Services and Head of Environmental Services who will deliver on the agreed recommendations in conjunction with the survey timescales.

- iii) To replace the Beech tree to be felled at John Coles Park.

62. TREE MANAGEMENT POLICY

The Head of Environmental Services presented the report to Councillors explained that since the devolution of assets from Wiltshire Council, the numbers of trees now the responsibility of Chippenham Town Council have increased on amenity land and a tree management policy is required to maintain the tree stock

Councillors discussed the report, and Councillor Melody Thompson highlighted that in the policy Chippenham Town Council should reserve the right to charge residents for tree maintenance if it falls outside of the policy. Councillor David Powell saw it as an opportunity to plant more trees on the Town Council Estate where appropriate, which would help tackle the Climate Emergency.

RESOLVED that:

- i) Councillors adopt the CTC Tree Management Policy, but a charge would be considered if a request from a member of the public to fell or maintain a tree falls outside of the CTC Tree Management Policy.

63. MUSEUM ACCREDITATION

The Head of Heritage and Museum Services presented the report and thanked Councillors for their help and support in achieving Full Arts Council Museum Accreditation.

Councillors congratulated the Museum staff on obtaining the accreditation.

RESOLVED that:

- i) The report be noted

64. NEELD UPDATE

The Corporate Support Officer presented the report to Councillors, highlighting the relevant increases in the number of events, and income. The Box Office is also now selling tickets for various events taking place around the town.

Councillors congratulated staff, for the work they have undertaken.

RESOLVED that:

- i) The report be noted

65. ITEMS FOR COMMUNICATION

Councillors agreed that the new Dog Policy, Museum Accreditation and The Neeld should be items for communication.

66. DATE OF NEXT MEETING

The next meeting of this Committee will take place at 7pm on Wednesday 04 March 2020.

The meeting concluded at 8.06pm

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:

DRAFT