



08 October 2020

To Councillors:

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

Extraordinary Meeting of the Amenities, Culture and Leisure Committee Wednesday 14 October 2020

Dear Councillor,

You are summoned to attend a extraordinary meeting of the Amenities, Culture and Leisure Committee to be held virtually using the Zoom platform on Wednesday 14 October 2020 commencing at 4pm for transaction of the business given in the Agenda attached.

The meeting can be accessed by the following link or ID and password:

<https://zoom.us/j/96593295382?pwd=NkFXZG5FVUJMak5uYUtvvaHEyZfpiZz09>

Meeting ID: 965 9329 5382

Passcode: 268676

Please note members of the public are invited observe the meeting virtually and have the opportunity to address the council at this meeting at 4pm. A guide is available for members of the public, for any support in accessing the meeting virtually please contact the Town Council at least 24 hours in advance of the meeting.

Yours faithfully,

**Councillor Desna Allen**

Chairman, Amenities, Culture and Leisure Committee

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. Please note that Chippenham Town Council will be recording this meeting for training and monitoring purposes only.

### 4pm - 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.

To aid the virtual meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

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.

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## Agenda

Extraordinary Amenities Culture and Leisure Committee - 14 October 2020

	Wards affected	Page no.
1.		
<b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive apologies for absence.		
2.		
<b><u>NOTIFICATION OF SUBSTITUTION</u></b>		
To receive any notification of substitution made to the Chief Executive.		
3.		
<b><u>DECLARATION OF INTEREST</u></b>		
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.		

		Wards affected	Page no.
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>  To receive any announcements from the Chairman.		
Items 5 to 6 to consider			
5.	<b><u>CHRISTMAS LIGHTS SWITCH ON 2020</u></b>  To receive and consider a report from the Director of Community Services regarding the Christmas Lights Switch On 2020 (copy attached).	All	4
6.	<b><u>FREE CAR PARKING ALLOWANCE FROM WILTSHIRE COUNCIL</u></b>  To receive and consider a report from the Director of Community Services regarding the free car parking allowance from Wiltshire Council (copy attached).	All	7
Item 7 to note			
7.	<b><u>EVENTS WORKING PARTY UPDATE</u></b>  To receive a verbal update from the Director of Community Services regarding any recommendations following the Events Working Party held on 13 October 2020.	All	
8.	<b><u>ITEMS FOR COMMUNICATION</u></b>  To consider any items for communication and any items to be consulted with the Youth Council.		
9.	<b><u>DATE OF NEXT MEETING</u></b>  The next meeting of the Amenities, Culture and Leisure Committee will take place on Wednesday 11 November 2020.		



## Agenda Item 5

Meeting	Amenities, Culture and Leisure Committee
Date	14 October 2020
Report Title	Christmas Lights 2020
Author	Barry Pirie, Director of Community Services

### 1.0 PURPOSE OF REPORT

- 1.1 To determine a way forward with regard to the provision of a Christmas celebration, linked to the annual switch-on of the town's Christmas lights, in consideration of recommendation from the Events Party Working Group and within current COVID19 government guidance.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Councillors will recall that at Full Council on 27 November 2019, a report was presented on the provision of the Annual Town Events Programme as from April 2020. This report explained that for the past four years the Town Council had given a sum of £40,000 to the Chippenham Business Improvement District (C.BID), to help fund a comprehensive events programme for the town, including a festive event coinciding with the switching on of the town's Christmas lights. £40,000 was set aside in the budget for 2020/21, however the C.BID were not re-elected and would therefore cease to exist as of 31 March 2020. Councillors voted and agreed to the principal of using the £40,000 to fund a single annual event in the town and that the details be further discussed.
- 2.2 The resolution to the vote was discussed further at a meeting of the Events Working Party held on Wednesday 05 February 2020. Councillors recommended that the decision made at Full Council be supported and that the £40,000 should be spent on a Christmas lights event, with a date set for 20 November 2020. It was also resolved that officers would engage with a professional events company to help deliver the event, come up with a programme of other events leading up to the Christmas lights switch on, and look at what other towns deliver.
- 2.3 At the time of writing, government guidance published on the gov.uk website states that 'it is advised that large gatherings should not take place.' While the risks of transmitting the disease at mass gatherings are relatively low, these steps will also allow emergency services that would have been deployed for these events to be prioritised in alleviating pressure on public services.
- 2.4 On 14 August 2020, Group Leaders and the Corporate Management Team made the decision to postpone performances at the Neeld Community and Arts Centre and take no further bookings for our hire spaces at the Neeld and Town Hall until January 2021. We are unable to safely plan or promote any events in our own venues.

- 2.5 Many towns across the country are opting to cancel their Christmas lights switch-on events for 2020, including Swindon Borough Council, Calne, Melksham and Royal Wootton Bassett in Wiltshire.
- 2.6 Officers have produced videos in collaboration with the Mayor of Chippenham and various members of the community to celebrate VE Day and VJ Day, in place of planned civic events. The VE Day community video has received over 1,000 views on the Chippenham Town Council YouTube page.

### **3.0 CHRISTMAS LIGHTS 2020**

- 3.1 Officers have engaged with a professional events company who have provided various proposals for a Christmas lights switch-on event.
- 3.2 The following proposals were presented to and discussed at a recent Events Working Party meeting, Wednesday 16 September 2020:
- i) To continue as we are pre-Pandemic i.e. commission external professional events company to hold a traditional Christmas Light Switch On event as per previous year (£40k). This takes significant planning and resource to deliver so will need to start now to deliver on the agreed date of Friday 20 November 2020.
  - ii) To commission external events professional company to explore and present different non-traditional and socially distanced Light Switch On event options (up to £40k).
  - iii) To cancel the Light Switch On event and spend some of the budget on additional Christmas lights (£10k - £20k) which would save £20k.
  - iv) To cancel any events and use the Christmas lights we currently have which would be a budget saving of £40k on current budget overspend.
  - v) To hold a virtual Light Switch On or live stream the Switch On to avoid any crowds at an unknown cost.
  - vi) To produce a video internally in advance similar to the successful VE & VJ day videos, this would be a low cost option.
- 3.3 The Events Working Party discussed and debated the proposals and agreed to recommend the following to Amenities, Culture and Leisure Committee:
- i) The traditional Christmas Lights Switch On event be cancelled with three options in place to be explored by officers (ii-iv).
  - ii) A virtual Light Switch On which could be live streamed.
  - iii) A video be produced internally in advance to be shared on 20 November.
  - iv) Officers to contact Heads of primary schools to discuss Christmas events they are holding that would benefit from some funding and feedback to the Events Working Party.
  - v) An Extraordinary ACL Committee meeting be held for ACL to receive the recommendations from the Events Working Party with enough notice before the Lights Switch On event

### **4.0 STAFFING IMPLICATIONS**

- 4.1 There are no staffing implications.

## **5.0 FINANCIAL IMPLICATIONS**

5.1 The budget of £40,000 has already been set aside.

5.2 If we do not hold a Christmas lights event in 2020, the majority of the budget will be saved. A small budget could be put towards delivering a virtual light switch on, producing a video and supporting Chippenham Schools deliver for example community based Christmas themed events, with the rest being used for in year COVID19 budget expenditure.

## **6.0 LEGAL IMPLICATIONS**

6.1 The Coronavirus Act 2020 s.52 gives government the power to 'issue directions in relation to events, gatherings and premises', and Chippenham Town Council are required to follow the latest guidance.

## **7.0 RECOMMENDATIONS**

7.1 The traditional Christmas Lights Switch On event be cancelled with three options in place to be explored by officers ((i)-(iii)) with delegated authority given to the Chief Executive, in consultation with the Chairman to deliver the event(s) without reference back to the ACL Committee.

- i) A virtual Light Switch On which could be live streamed.
- ii) A video be produced internally in advance to be shared on 20 November.
- iii) Officers to contact Heads of primary schools to discuss Christmas events they are holding that would benefit from some funding and feedback to the Events Working Party.



## Agenda Item 6

Meeting	Amenities, Culture and Leisure Committee
Date	14 October 2020
Report Title	Free Car Parking Allowance from Wiltshire Council 2020
Author	Barry Pirie, Director of Community Services

### 1.0 PURPOSE OF REPORT

1.1 To determine when to implement the Free Parking Allowance allocation in Chippenham before 31 December 2020.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will be aware that annually Chippenham Town Council receives Free Car Parking Allowance from Wiltshire Council.

2.2 In previous years we have allocated the Car Parking Allowance in support of events such as Chippenham Carnival, however due to COVID-19 restrictions many of our events have been cancelled or have been delivered virtually.

2.3 The Car Parking Allowance entitlement for 2020 is 1,818 parking spaces and this equates to 2 days free parking in each Chippenham car park, except Sadlers Mead Car Park that currently has been removed from the list of car parks.

2.4 The Free Car Parking Allowance must be allocated before 31 December 2020.

2.5 In previous years we would have discussed options and dates for allocation with the BID, however this is not now possible.

### 3.0 FREE CAR PARKING ALLOWANCE 2020

3.1 Officers have previously discussed with the Events Working Party the possibility of the allocation being used for the Christmas Light Switch On, however, at writing of this report it is proposed that the traditional Christmas Light Switch On be cancelled and other virtual and community options be explored.

3.2 At a recent Events Working Party Wednesday 16 September 2020 the allocation of the Car Parking Allowance was discussed and debated the proposals and agreed to recommend that:

- i) The parking allowance be used on the 5 and 12 December 2020
- ii) This recommendation on the parking allowance from the Events Working Party be added to the upcoming Extraordinary ACL Committee agenda.

**4.0 STAFFING IMPLICATIONS**

4.1 There are no staffing implications.

**5.0 FINANCIAL IMPLICATIONS**

5.1 There are no financial implications.

**6.0 LEGAL IMPLICATIONS**

6.1 There are no legal implications.

**7.0 RECOMMENDATIONS**

7.1 That the Free Car Parking Allowance allocation be used on the 5 and 12 December 2020.