



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

21 December 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

Meeting of the Amenities, Culture and Leisure Committee Wednesday 06 January 2021

Dear Councillor,

You are summoned to attend a meeting of the Amenities, Culture and Leisure Committee to be held virtually using the Zoom platform on Wednesday 06 January 2021 commencing at 7pm 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/96915850858?pwd=b0owRmVvb1hXU3ZLc1lXZHcvQm90dz09>

Meeting ID: 969 1585 0858

Passcode: 949413

Please note members of the public are invited observe the meeting virtually and have the opportunity to address the council at this meeting at 7pm. 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,

**Mark Smith** MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

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.

## 7pm - 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

Amenities Culture and Leisure Committee - 06 January 2021

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no.

1.        **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2.        **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3.        **DECLARATION OF INTEREST**

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.

4. **MINUTES**

To approve as a correct record and to sign the draft minutes of the meeting held on Wednesday 11 November 2020. Minutes require a proposer and seconder for approval (copy attached).

5. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

Item 6 to consider

6. **DOGS ON LEAD, JOHN COLES PARK PROGRESS REPORT** All

To receive and consider a report from the Head of Environmental Services regarding dogs on lead in John Coles Park (copy attached).

Item 7 to note

7. **VERBAL ACL UPDATE**

To receive a verbal report from the Head of Community Services regarding any items for Councillors to note since the last meeting of the Amenities, Culture and Leisure Committee.

8. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

9. **DATE OF NEXT MEETING**

The next meeting of the Amenities, Culture and Leisure Committee will take place on Wednesday 03 March 2021.



43. **CHAIRMAN'S ANNOUNCEMENTS**

i) The closing date for the Joy of Christmas applications is Thursday 12 November. The Mayor had spoken about the project on BBC radio Wiltshire and it had been widely publicised. Each successful entry will be given a Christmas Bauble displaying their artwork. 24 independent shops had agreed to display successful entries in their windows, and if lockdown is lifted members of the public will be able to view them from the 02 December, a day later than planned. The online advert calendar is all prepared and ready to start as of the 01 December 2020.

ii) The Chairman of ACL accepted the Community Engagement Award from the Community Archives and Heritage Group (CAHG) on behalf of the Town Council for the recent Gold diggers exhibition at the museum. The judges said "this is a wonderful project which was very different in its material and audience. Across the board all the panel felt there had been truly authentic and interesting intergenerational work". We have since been asked to make this into a case study, to inspire other museums to look at this kind of intergenerational design work, collecting, bringing in first person stories, and of course - use of the internet to bring project results forward. Our engagement officer is to talk about the project on a free webinar with CAHG on Monday 16 November 2020.

iii) The Chairman announced that this would be the Director of Community Services last ACL meeting, with his forthcoming leave date coming before the next meeting in January. The Chairman thanked the Director of Community Services for all his work not only for the committee but for the Town Council as a whole and wished him well for the future.

44. **CIVIL WAR RE-ENACTMENT**

The Head of Heritage Services presented the report to Councillors regarding the proposed Civic War Re-enactment, and the proposal to postpone the event from 2021 to 2022 due to the ongoing COVID 19 pandemic.

With all in favour

**RESOLVED that:**

i) Councillors agreed to the cancellation of this event for 2021 with the option of supporting smaller promotional events if it is safe to do so.

ii) The large scale re-enactment be postponed until 2022.

iii) A letter confirming this decision be sent to the Director of the English Civil War Society and the Chippenham Borough Lands Charity.

iv) Councillors noted that the letter of intent received by the English Civil War Society be signed by the Director of Community Services and returned to the English Civil War Society.

45. **PROPOSED FEES AND CHARGES**

The Director of Community Services presented the report concerning the proposed fees and charges for 2021/22. The recommendation from the Director of Community Services was that fees and charges should not be increased for 2021/22, which would support the community.

With all in favour

**RESOLVED that:**

i) Councillors considered to, not increase, fees and charges on any of the Town Councils services and income areas for next financial year 2021/22.

ii) Councillors supported the proposal and delegated responsibility to the Director of Resources to submit it to the Strategy and Resources Committee on 9 December 2020 for inclusion as part of the council's budget setting process for 2021/22.

46. **BOW TOP FENCE AROUND THE FOUNTAIN IN JOHN COLES PARK**

The Head of Environmental Services presented the report regarding the proposed addition of a bow top fence around the fountain in John Coles Park due to the potential damage caused by public climbing on the fountain and the associated health and safety concerns.

With all in favour

**RESOLVED that:**

That councillors agreed to the bow top fencing proposal and the Head of Environmental Services to proceed with engaging a contractor to install the fencing.

47. **VEHICLE & MACHINERY 5 YEAR CAPITAL INVESTMENT REPLACEMENT PROGRAMME**

The Head of Environmental Services presented the vehicle & machinery 5 year Capital investment replacement programme report to Councillors, highlighting the replacement vehicles that are currently required by the Town Council.

The Head of Environmental Services confirmed that at present there aren't suitable electric vehicles available to meet the Town Council requirements.

**RESOLVED that:**

The Purchase amount of £124,000 is approved for the inclusion of the capital budget for 2021/22.

48. **VENUES UPDATE**

The Head of Venues presented a venues update report to Councillors. This highlighted the work, the venues team had undertaken during the ongoing COVID19 pandemic, how the Neeld had been used during the pandemic e.g. continued use by the blood donation service, an update on postponed bookings, and the potential for shows to take place in 2021.

Councillors expressed their thanks to the Venues team, and were delighted that the Town Council was able to facilitate blood donations during the pandemic.

**RESOLVED that:**

Councillors noted the report

49. **ITEMS FOR COMMUNICATION**

Councillors agreed that they would like the proposal supported by Councillors that fees and charges not to be increased be communicated.

50. **DATE OF NEXT MEETING**

The next Amenities, Culture and Leisure Committee meeting will take place on Wednesday 06 January 2021.

The meeting closed at 7.35pm.

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



## Agenda Item 6

Meeting	Amenities, Culture and Leisure
Date	6 January 2021
Report Title	Dogs on lead, John Coles Park Progress report
Author	Will Tidmarsh, Head of Environmental Services

### 1.0 PURPOSE OF REPORT

- 1.1 For Councillors to discuss and agree the next steps in the process for the dogs on lead rule at John Coles Park.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 A report was tabled at Amenities, Leisure and Culture on the 9<sup>th</sup> September 2020 for councillors to decide on a rule change regarding dogs on lead in John Coles park.
- 2.2 In accordance with the proper democratic process, and following a thorough debate, a unanimous decision was made for dogs to be on leads at all times in all areas of John Coles Park. In addition to this decision, it was also resolved that the dog compound should be removed.
- 2.3 A number of requests and enquiries were received from the public requesting a review of the rule change and a petition was received by Chippenham Town Council to support this.
- 2.4 At Full Council on 25<sup>th</sup> November 2020 Councillors Desna Allen, Richard Bambury, Jenny Budgell and Sandie Webb tabled a Special Councillor Motion in accordance with standing orders 19.1 to rescind the decision made on 9<sup>th</sup> Of September 2020.

It was resolved that.

- i) Full Council rescind the decision regarding John Coles Park being a dog on lead area and removal of the dog compound, made at the Amenities, Culture and Leisure Committee (ACL) on 09 September 2020.
- ii) A future report be brought back to the Council's ACL Committee, where further options can be presented and discussed.

### 3.0 PUBLIC CONSULTATION PROPOSAL

- 3.1 Chippenham Town Council will engage with the public to gain views and feedback in relation to dogs on lead in John Coles park. This can be achieved by different methods; officers are suggesting that both an online survey and a face to face survey are used.

- 3.2 To maximise feedback and ensure that the survey reaches the widest range of users it is proposed that both surveys are run concurrently during the summer months.
- 3.3 The online survey can be robustly advertised through all of Chippenham Town Councils portals in conjunction with the face to face survey.
- 3.4 It is proposed that the survey explore feedback by presenting a balanced range of future options for comment. It is proposed that a draft survey is designed and presented at March's ACL meeting for comment.

#### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

- 4.1 The public consultation will contribute to the following corporate priority or priorities.
  - i. Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
  - ii. Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders.
  - iii. Corporate Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment.

#### **5.0 STAFFING IMPLICATIONS**

- 5.1 There are no staffing implications.

#### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 There will be a cost for promoting both the online and face to face surveys, this will be approximately £1000 which will be met from the existing Marketing Budget.
- 6.2 There will be a cost for the face to face survey, which is currently undefined, but this will be met by the current staffing budget.

#### **7.0 RECOMMENDATIONS**

- 7.1 That Councillors agree to both an online survey and a face to face survey.
- 7.2 That should Councillors not agree to the outlined proposals, officers are requested to present further alternative proposals at a future meeting.