

# Public Document Pack



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

16 March 2022

To Councillors:

Desna Allen

Declan Baseley

Jenny Budgell

Pete Cousins

Robert Giles

Angie Litvak-Watson

Nick Murry

Nina Phillips

Nic Puntis

John Scragg (Chair)

George Simmonds

Hayley Wilson

Liz Alstrom (Vice-Chair)

James Bradbury

Clare Cape

William Douglas

Gemma Grimes

Kathryn Macdermid

Andy Phillips

David Poole

Chris Ruck

Matthew Short

Myla Watts

Meeting of Full Council - Wednesday 23 March 2022

Dear Councillor,

**Presentation at 6.30pm before the meeting** - We Hear You (WHY), regarding a new service in Chippenham for free, specialist and professional counselling to children and adults affected and bereaved by cancer and other life threatening conditions.

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 23 March 2022 commencing at 7.00 pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 7pm. Members of the public are requested to send their public question to [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk) by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance will be given to the press and those that have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link:  
<http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

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 streaming this meeting to YouTube, the video recording will be available in the public domain for six months.

### 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 Chair 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 be included as an appendix to the Minutes.

## Agenda

Full Council - Wednesday 23 March 2022

	Wards affected	Page no.
1. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive any apologies for absence.		
2. <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. Councillors are reminded to declare any dispensation granted in relation to any relevant matter.		
3. <b><u>MINUTES</u></b>		9 - 16
To receive the draft minutes of the Council meeting held on Wednesday 12 January 2022. Minutes require a proposer and seconder for approval (copy attached).		
4. <b><u>MAYOR'S ANNOUNCEMENTS</u></b>		17 - 18
i. To receive any announcements from the Mayor.		

ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 12 January 2022 (copy attached).

5. **POLICE REPORT**

To receive an update from Wiltshire Police.

6. **COMMITTEE MINUTES**

The Chair invites all Councillors to raise any queries or questions on the work being undertaken by Committees, purely for information only. To receive the following:

a. **Amenities, Culture & Leisure Committee**  
The draft minutes of the meetings held on 05 January and 02 March 2022 (previously circulated).

b. **Planning, Environment & Transport Committee**  
The draft minutes of the meetings held on 06 January, 27 January, 17 February and 10 March 2022 (previously circulated).

c. **Strategy and Resources Committee**  
The draft minutes of the meeting held on 16 February 2022 (previously circulated).

d. **Human Resources**  
The draft minutes of the meeting held on 24 February 2022 (previously circulated).

7. **YOUTH COUNCIL MINUTES**

19 - 34

To receive the minutes from the Youth Council meetings held on 11 January, 25 January, 08 February and 22 February 2022 for information only (copies attached).

**To consider the following items:**

8. **ADOPTION OF THE CORPORATE STRATEGIC PLAN 2022 - 2026**

All Wards

35 - 40

To receive and consider a report from the Head of Corporate Support regarding the adoption of the Corporate Strategic Plan 2022 - 2026 (copy attached).

	Wards affected	Page no.
9. <b><u>CLIMATE EMERGENCY FUND REPORT</u></b>	All Wards	41 - 44
To receive and consider a report from the Chief Executive and the Director of Resources regarding the setting up of a Climate Emergency Fund (copy attached).		
10. <b><u>APPROVAL OF INVESTMENTS STRATEGY</u></b>	All Wards	45 - 50
To receive and consider a report from the Director of Resources and Chief Executive regarding the adoption of the Investment Strategy (copy attached).		
11. <b><u>LOCAL AUTHORITY REMOTE/HYBRID MEETINGS</u></b>	All Wards	51 - 54
For Council to consider passing the following motion and delegating to the Chief Executive to write to the Secretary of State showing support: <i>'Chippenham Town Council supports the petition launched by The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) on 05 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'</i> (copy of supporting information attached).		
12. <b><u>NEIGHBOURHOOD PLAN STEERING GROUP VACANCY</u></b>	All Wards	
To nominate a Councillor to fill a vacancy on the Neighbourhood Plan Steering Group.		
13. <b><u>APPOINTMENT TO OUTSIDE BODY: TWINNING</u></b>	All Wards	
To nominate a Councillor to fill a vacancy on an outside body, the Chippenham Twinning Association.		
14. <b><u>APPOINTMENT TO OUTSIDE BODY: VICAR AND CHURCHWARDENS OF ST ANDREW'S CHARITY</u></b>	Hardens & Central	
To nominate a Councillor representative as trustee of the Vicar and Churchwardens Charity (St Andrew's) until April 2023 to fill a vacancy held by a former Councillor. The ideal nominee		

would have sufficient local knowledge and understanding of which activities are not already supported by existing local/national charities to participate in discussion concerning the allocation of the annual grant (c.£2000). Attendance is required at a maximum of two meetings in each calendar year. In the event that there are no nominees from the Council, St Andrew's Church would like to nominate Ms Ruth Lloyd to be a trustee in view of her local knowledge as a resident of Chippenham, member of St Andrew's Church and her additional experience from her time as a former Town Councillor.

**To note the following items, questions for clarification purposes only:**

- |     |   |           |         |
|-----|---|-----------|---------|
| 15. | <b><u>REVIEW OF CORPORATE STRATEGIC PLAN 2018 - 2022</u></b>  | All Wards | 55 - 64 |
|     | To receive a report from the Head of Corporate Support to review the Corporate Strategic Plan 2018-2022 (copy attached).  |           |         |
| 16. | <b><u>NEIGHBOURHOOD PLAN UPDATE</u></b>   | All Wards | 65 - 70 |
|     | To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).   |           |         |
| 17. | <b><u>CALENDAR OF MEETINGS AND CIVIC EVENTS 2022 - 2023</u></b>   | All Wards | 71 - 74 |
|     | To receive a report from the Head of Democratic Services to note meeting changes in the Calendar of Meetings 2022-2023 (copy attached).   |           |         |
| 18. | <b><u>DORSET &amp; WILTSHIRE FIRE AND RESCUE AUTHORITY, WILTSHIRE LOCAL PERFORMANCE AND SCRUTINY COMMITTEE</u></b>  | All Wards |         |
|     | To note the dates for future meetings of the Wiltshire Local Performance And Scrutiny Committee for Dorset & Wiltshire Fire And Rescue Authority:   |           |         |
|     | <ul style="list-style-type: none"> <li>• 08 June 2022, 10am-12pm</li> <li>• 01 September 2022, 10am-12pm</li> <li>• 01 December 2022, 10am-12pm</li> <li>• 02 March 2023, 10am-12pm</li> <li>• 01 June 2023, 10am-12pm</li> </ul> |           |         |

19. **2023 REVIEW OF PARLIAMENTARY BOUNDARY CONSTITUENCIES**

To note the secondary consultation period from 22 February to 04 April 2022 inclusive. Individuals can comment on the proposed parliamentary boundary constituencies before the deadline on the Boundary Commission for England's website: [www.bcereviews.org.uk](http://www.bcereviews.org.uk)  
Proposals for Chippenham are explained here: [www.bcereviews.org.uk/node/6489?postcode=SN153ER](http://www.bcereviews.org.uk/node/6489?postcode=SN153ER)

20. **DELEGATED DECISIONS - URGENT ACTION FORMS**

All Wards

75 - 88

To note urgent actions forms on the following delegated decisions (copies attached):

- Electricity Contract Renewal
- Response to Clinical Commissioning Group (CCG) Survey
- Closures of Town Council facilities
- Letter to Wiltshire Council re housing Ukrainian refugees
- Letter to Wiltshire Council re Wiltshire Pension Fund
- Free use of Town Council facilities

21. **COUNCILLOR MOTIONS**

89 - 96

To consider the following Councillor motions:

1. Councillor motion from Councillors Matthew Short, Gemma Grimes, Angie Litvak-Watson and Nick Murry regarding the hire fee for the Folk Festival.

2. Councillor motion from Councillors Gemma Grimes, Angie Litvak-Watson and Nick Murry requesting investment from Wiltshire Council in the Olympiad Leisure Centre.

3. Councillor motion from Councillors Nick Murry and Myla Watts regarding raising awareness and demonstrating support for eliminating violence against women and girls through the White Ribbon initiative.

22. **COUNCILLOR'S FEEDBACK**

- i. To receive feedback from Town Councillors on significant work they are

involved with (each Councillor who wishes to update has 5 minutes only).

- ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with (each Councillor who wishes to update has 5 minutes only).
- iii. To receive an update from Councillor John Scragg on the activities of the Wiltshire Association of Local Councils (WALC).
- iv. To receive feedback from Wiltshire Councillors on significant work they are involved with (each Councillor who wishes to update has 5 minutes only).
- v. To receive any updates on Committee or Sub-Committee membership changes from the Democratic Services Team.
- vi. To receive ideas for potential Community Infrastructure Levy (CIL) projects funded by the 85% of CIL that Wiltshire Council retail from development within Chippenham to be forwarded to Wiltshire Council.
- vii. Community Matters - opportunity for Councillors to ask for updates from officers which can be given verbally or in writing after the meeting.

## 23. **ITEMS FOR COMMUNICATION**

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

## 24. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 11 May 2022 (annual Full Council meeting).

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**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

Minutes of a meeting of Full Council held in the Town Hall, Chippenham on 12 January 2022 at 7pm.

**Councillors present:**

Desna Allen	Liz Alstrom (Vice-Chair)
Declan Baseley	James Bradbury
Jenny Budgell	Clare Cape
Pete Cousins	Bill Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Andy Phillips	Nina Phillips
Chris Ruck	John Scragg (Chair)
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

**Officers present:** Mark Smith, Chief Executive  
Nick Rees, Director of Resources  
Matt Kirby, Director of Community Services  
Heather Rae, Head of Democratic Services  
Andy Conroy, Head of Planning  
Jess Mantell, Democratic Services Officer  
Ciaran Howell, Technician

**Public present:** There were 2 members of the public present.

**PUBLIC QUESTION TIME**

There was one written question from a member of the public, which is appended to these minutes at **APPENDIX A**. The response to this question was not part of the meeting but is appended to these minutes at **APPENDIX B**.

**69. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mary Norton due to ill health, Councillor Nic Puntis due to an important unavoidable engagement with residents regarding flooding issues, Councillor David Poole due to self-isolation and Councillor Nick Murry due to another commitment.

**70. DECLARATION OF INTEREST**

Councillor Matthew Short declared a non-pecuniary interest in the nominating of a Councillor representative for the Youth Council due to his son being a Youth Councillor (minute 78 refers).

## 71. MINUTES

The minutes from the meeting held on 24 November 2021 were proposed by Councillor Desna Allen and seconded by Councillor Clare Cape with all in favour, it was;

### RESOLVED that:

The minutes from the meeting held on 24 November 2021 were approved as a correct record and were signed by the Chair.

## 72. MAYOR'S ANNOUNCEMENTS

i. a) The Mayor reminded all that the Annual Town Meeting will take place on Wednesday 27 April 2022 with an earlier than usual start time of 6.30pm. It was highlighted that will not be a Council meeting, but a meeting for the town of Chippenham held by the Mayor of Chippenham. The Mayor encouraged both Councillors and members of the public who are residents of Chippenham parish to attend the Annual Town Meeting.

ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Council held on Wednesday 24 November 2021 were noted. The Mayor highlighted that since time of publication, the following engagements were attended, on 09 January 2022 a breakfast held by Chippenham Armed Forces club and on 10 January 2022 the monthly radio interview on Chippenham Hospital Radio took place.

## 73. POLICE REPORT

The Police Constable updated on the current policing priorities within the Chippenham area including Sadlers Mead Multi-Storey Car Park, anti social behaviour, conspiracy to supply class A drugs and CCTV footage that has led to prosecutions. Councillors raised that some car meets had been stopped, but complaints had been received from residents over late night speeding in the town. The Police Constable updated that speeding is a policing priority particularly in Avenue La Fleche and Hungerdown Lane. Councillors highlighted lower level vandalism that continues in the town, the Police Constable noted although low level it is still prioritised by the Constable as the Neighbourhood Officer and should be reported. Councillors commented that restorative justice to demonstrate the negative effects of crime can be beneficial. The Chairman thanked the Police Sergeant for attending the meeting and answering Councillor questions.

### RESOLVED that:

The update be noted.

**The Police Constable left the meeting**

## 74. COMMITTEE MINUTES

### a. Planning, Environment and Transport Committee

The minutes of the meetings held on 18 November and 09 December 2021 were presented by Councillor Gemma Grimes with all matters resolved.

### b. Strategy and Resources Committee

The minutes of the meeting held on 08 December 2021 were presented by Councillor Desna Allen with all matters resolved.

75. **COMMUNITY SAFETY FORUM NOTES**

**RESOLVED that:**

The notes of the Community Safety Forum meetings held on 21 September and 14 December 2021 were noted.

76. **YOUTH COUNCIL MINUTES**

**RESOLVED that:**

The minutes from the Youth Council meeting held on 07 December 2021 were noted.

77. **DRAFT BUDGET 2022/23**

The Leader introduced the Draft Budget 2022/23 and highlighted the difficulties of the pandemic on setting the budget. The Leader recognised the work of the Finance Sub-Committee and Strategy and Resources Committee (S&R) to achieve a positive outcome for the Council. The Director of Resources and the Finance team were thanked for their commitment to attain a balanced budget. It was recommended by the Leader that the additional budgetary cost pressure of £24,000 be dealt with by increasing the precept within national inflation rates. It was noted that all had worked collegiately, and the Council and the residents of Chippenham could only benefit from this approach. The Director of Resources presented the draft budget for 2022/23. It was noted that there was an addendum to the original report for Councillors to consider how best to proceed with the additional cost pressure of £24,000 due to the electricity contract renewal. The three options to deal with the additional cost pressure were explained and the Director of Resources outlined the importance of Council to agree a precept for 2022/23.

Councillor Matthew Short, as Chair of the Finance Sub-Committee highlighted that the detail of the proposed budget had been discussed rigorously with the goal of minimising the precept increase whilst maintaining and improving services and the environmental goals of the town. Councillors requested that any communication in relation to the budget decision should use real terms in pounds or pence per week or month. Councillors discussed the three options in the addendum report and agreed to proceed with option 'a', an additional increase in the Precept raised in 2022/23 of £24,000 to £3,606,289 which would cover the additional cost pressure for the electricity contract renewal. With the majority in favour, Councillors agreed that this be an amendment to the original recommendations as set out in the Draft Budget 2022/23 report.

In accordance with Standing Order 16.4, a recorded vote was taken:

**In favour**

Councillor Desna Allen  
Councillor Liz Alstrom  
Councillor Declan Baseley  
Councillor James Bradbury  
Councillor Jenny Budgell  
Councillor Clare Cape  
Councillor Peter Cousins  
Councillor Bill Douglas  
Councillor Robert Giles  
Councillor Gemma Grimes

**Against**

None

**Abstention**

Councillor Andy Phillips  
Councillor Nina Phillips

Councillor Angie Litvak-Watson  
Councillor Kathryn Macdermid  
Councillor Chris Ruck  
Councillor John Scragg  
Councillor Matthew Short  
Councillor George Simmonds  
Councillor Myla Watts  
Councillor Hayley Wilson  
Total in favour:18

Total against: None Total abstentions: 2

With the majority in favour, it was;

**RESOLVED that:**

a) Full Council adopted the Income & Expenditure budget for 2022/23 and approved that a precept of £3,606,289 be raised for 2022/23 which included the additional electricity costs of £24,000 being added to the precept as outlined in the addendum report.

b) Full Council adopted the Capital/Ear Marked Funds budget for 2022/23

c) Full Council approved the use of Community Infrastructure Levy (CIL) Income to fund £357k of the Council's routine C/EMF expenditure for 2022/23 and to fund two projects, being:

- Environmental Improvements to the Council's Estate (£200k)
- Neeld entrance/bar/booking office project (£200k)

**Councillors Andy and Nina Phillips left the meeting**

**78. COUNCILLOR REPRESENTATIVES FOR THE YOUTH COUNCIL**

Councillor Matthew Short declared a non-pecuniary interest in the nominating of a Councillor representative for the Youth Council due to his son being a Youth Councillor.

The Democratic Services Officer presented the report requesting that two Councillor representatives be nominated to support the Youth Council when required. It was highlighted that the role would not require attendance at all meetings. The Vice Chair of the Youth Council was invited to speak by the Chair of Council and updated on the current projects and priorities of the Youth Council including working with local charity Doorway, working with the Council's Climate Emergency Advisory Group (CEAG) to put on a virtual 'Climate Conversation' on transport to school. The Vice Chair outlined reasons that the Youth Council would like two Councillor representatives including support, guidance, and networking opportunities. Councillor Kathryn Macdermid was nominated by Councillor Desna Allen and seconded by Councillor Clare Cape. Councillor Angie Litvak-Watson was nominated by Councillor Pete Cousins and seconded by Councillor Gemma Grimes. With no further nominations and with all in favour, it was;

**RESOLVED that:**

i) Councillor Kathryn Macdermid and Councillor Angie Litvak-Watson be nominated as Councillor representatives and liaison Councillors for the Youth Council until May 2022.

**One member of the public left the meeting**

**79. DECLARATION OF OFFICE**

The Mayor highlighted that since the last meeting of Full Council, Councillor Mary

Norton was unable to sign the Declaration of Acceptance of Office due to ill health. Full Council at its meetings on 19 May 2021, 16 June 2021, 22 September 2021 and 24 November 2021 resolved on each occasion to permit the Declaration to be made at or before the next Full Council meeting. Councillors highlighted that Councillor Mary Norton had given the Town Council long service and had been a dedicated town Councillor but recognised that several extensions had been given previously and that the residents were not being represented democratically. Councillors were asked to consider a further extension, a vote was taken and with the majority against, it was;

**RESOLVED that:**

Councillors did not approve a further extension to sign the Declaration of Acceptance of Office. Therefore, Councillor Mary Norton immediately ceased to be a Councillor and a Councillor vacancy arose in the Cepen Park and Hunters Moon ward. This was in accordance with the Local Government Act 1972 s.83 (4).

**80. ANNUAL CALENDAR OF MEETINGS AND CIVIC EVENTS FOR 2022/23**

The Head of Democratic Services presented the calendar of meetings and civic events for 2022/23. Councillors requested more structure for the Finance Sub Committee throughout the year not just around the budget setting process. With all in favour of the calendar of meetings and civic events for 2022/23, it was;

**RESOLVED that:**

The Calendar of Meetings and Civic Events be noted for the municipal year 2022/23.

**81. NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in November 2021. Councillors thanked the Head of Planning for all work undertaken. It was noted that Regulation 14 consultation was expected to take place in February 2022.

**RESOLVED that:**

Councillors noted the report.

**82. COUNCILLORS FEEDBACK**

i. There were no updates from Town Councillors.

ii. The following updates were given from Town Councillors nominated by the Council to outside bodies:

- Councillor Jenny Budgell updated that the Chippenham Borough Lands Charity climbing wall was on schedule to be completed for late January. Mrs. Utterson's Almshouses had one property empty, and could be contacted if there is anyone known to require accommodation.
- Councillor John Scragg updated that the Chippenham station lift being installed on the North side of the station requires the staircase to be skewed to a different angle, work should commence in April.
- Councillor Matthew Short updated that Avon Needs Trees planting had begun at Stanley, there are more dates available on their website including for families to

help plant trees.

- Councillor Gemma Grimes noted that she is currently a representative on Chippenham Twinning Association but is unable to attend any meetings due to work commitments and resigned. It was noted that as Mayor, Councillor John Scragg is Honorary President and officers would action filling the vacancy at the next Full Council meeting.

iii. The Chair of WALC, Councillor John Scragg, highlighted the attached Annual Report, and further updated that the County Secretary, Katie Fielding would be leaving her role, she was paid tribute and thanked for all her work over 19 years. Council agreed that a message of thanks be sent on behalf of the Council.

iv. Councillor Robert Giles updated that Wiltshire Councillor Nic Puntis had been given a Portfolio position in all matters regarding floods.

v. There were no Committee Membership changes.

vi. The following potential CIL projects were suggested to be funded by the 85% of CIL that Wiltshire Council retain:

- Wiltshire Council spend some of their CIL income on the maintenance of the bridge(s) in Donkey Fields - raised by Councillor Robert Giles.
- Wiltshire Council spend some of their CIL income on maintenance and improvement of the Olympiad Leisure centre - raised by Councillor Angie Litvak-Watson.

vii. There were no Community Matters updates.

### **83. ITEMS FOR COMMUNICATION**

Councillors requested communications on the Budget 2022/23 and precept rise be in pence per month for the average Band D household, due to the importance of residents understanding the real terms increase.

Councillor Desna Allen suggested that the Youth Council be given a briefing note on how the Council manage the budget process, it was noted this would need to be accessibly written. Councillor Angie Litvak-Watson requested the Councillor representatives be communicated to the Youth Council.

### **84. DATE OF THE NEXT MEETING**

The next meeting of Full Council will take place at 7pm on Wednesday 23 March 2022.

The meeting concluded at 8.10pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Council as a true record of the meeting

Chairman:

Date:

Public Comments and Questions

At the invitation of the Chair the following public question was read out by an officer on their behalf:

1. “Thank you very much for adding a Chippenham tab to VisitWiltshire. Is this now finished? I have mentioned numerous times that Chippenham Town Council does not seem to appreciate the value of Monkton Park and all it has to offer. Please can you mention the Foot, Crazy & Golf course, the tenth hole tea room, the sailing club with paddle boarding and kayaking lessons and the fishing pitches? Also spotting the wildlife, the kingfishers, woodpeckers, herons, tree creeper birds hidden in the ivy, butterflies in the brambles and dragonflies resting on the lily pads and so much more?

I am also concerned to see you plan to put Council Tax up. I urge you to reconsider this. It was mentioned a few meetings ago that you had the reserves so do not need to do this at such a terrible time for so many families relying on foodbanks and living in fuel poverty. It was mentioned a year ago on the minutes that those that needed help would get it. This is not the case, if you are not on benefits you will not get help and even if you are on them it is not guaranteed.

There seem to be many items on the budget that mainly benefit the more affluent residents who can afford the ticket prices to events at the Neeld Hall. Please can you ensure over the next year you look into businesses sponsoring events and voluntary donations to free events to raise money from those who can afford it rather than just taking the easy option of raising Council Tax year on year. One example in a climate emergency is to suggest reducing pizza leaflets etc being put through doors regularly and get them to sponsor events, the amount of trees destroyed for unwelcome Royal Mail junk mail even when we have signs saying we don't want it is not acceptable in a climate emergency. Government may not update policies to cover this yet but Chippenham Town Council could at least ask businesses to consider things like this.

Chippenham is starting to show how it cares about the climate emergency through Refashion our Town, Squeaky Solutions, Cousin Norman's, Just Because You Love It all, charity shops and the library providing refills to reduce single use plastic and eco products. Reducing what we buy, walking into town and shopping local are other ways residents are addressing the climate emergency, getting delivery vans off the road and reducing packaging. We need Chippenham Town Council and Chippenham Chamber of Commerce (do they still exist?) to join us in this, a lot of the actions can reduce costs and help the environment.

Also as I have mentioned previously an e-newsletter updating residents regularly and advertising events to get better attendance and advertising the businesses supporting the events would also help the environment, reduce the need to increase council tax and reduce paper for leaflets.”

Written response to public question asked at the Full Council meeting on 12 January 2022:

1. Thank you for your comments and questions asked at Full Council on 12 January 2022, your comments have been noted. Yes, the addition of a Chippenham tab to the Visit Wiltshire page is completed. The Town Council can add content to the Discover Chippenham page as it develops so we will look at your suggestions for inclusion. For information the Chippenham Chamber of Commerce is still current. The Town Council circulates the Talk Chippenham newsletter which reaches 20,000 Chippenham residential postcodes and updates residents twice a year, this is also available on the website [HERE](#)<sup>1</sup>. The Council are researching options to make this newsletter more digitally available, but it would be difficult to ever gain the same reach.

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<sup>1</sup> <https://www.chippenham.gov.uk/talk-chippenham>





**Mayoral Engagements 2021/2022 - Mayor Cllr John Scragg**

<b>January</b>	<b>Engagements</b>
12	Full Council
18	Civic Matters
19	Citizenship Ceremony
27	Holocaust Memorial Day
<b>February</b>	
1	Chippenham Men's Shed Visit
7	Chippenham Hospital 'Mayors Month' Radio Interview
10	Tiny Forest Planting Day
16	Citizenship Ceremony
21	CEAG
22	Twinning Association AGM
24	Private View Chippenham Museum 'Wiltshire on Paper'
<b>March</b>	
4	Trowbridge Civic Dinner
8	Colin the Caterpillar unveiling
11	Queen's Green Canopy Planting Day / Plaque Unveiling
13	Rule of Law Service
14	Commonwealth Day
15	Civic Matters
18	CLOGS - Addams family the musical
20	Calne Civic Service

**Mayoral Engagements 2021/2022 - Deputy Mayor - Cllr Liz Alstrom**

<b>January</b>	
25	Chippenham Men's Shed Visit
<b>February</b>	
7	Chippenham Flower Club 60 <sup>th</sup> Anniversary Evening
<b>March</b>	
13	Remembrance Service and Vigil for Ukraine
14	Commonwealth Day

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**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

Minutes of a meeting of the Chippenham Youth Council held virtually on Zoom on Tuesday 11 January at 4:30pm

**Youth Councillors present:**

Harriet Auld	Zoe Jakab-Barthi
Alice Knight	Daniel Mason (from 4:32pm)
Isabelle Pettinger	Evie Southgate

**Officers present:** Jess Mantell, Democratic Services Officer, Chippenham Town Council (CTC)  
Maisie Simpson, Marketing Assistant, CTC  
Ollie Phipps, Community Engagement Manager, Wiltshire Council (WC)

**Also present:** Alex Lockton, Chippenham Town Council's Climate Consultant

**31. APOLOGIES FOR ABSENCE**

There were apologies for absence from Youth Councillors Thomas Short, Andrew Berry and Thomas Berry.

**32. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous meetings, it was agreed with all in favour that the minutes held on Tuesday 9 November and Tuesday 7 December 2021 were a correct record and will be signed by the Chair at a later date.

**33. CLIMATE CONVERSATION UPDATE**

The Town Council's Climate Consultant, Alex Lockton, gave a verbal update regarding the upcoming youth-led Climate Conversation which will focus on active travel in Chippenham. Alex highlighted the importance of using multiple examples to help deliver the intended message and finding innovative ways to engage young people and parents who have work and time constraints. Alex noted the different initiatives that other countries have in place in order to encourage the use of more sustainable transport.

**RESOLVED that:**

Youth Councillors noted the update and thanked Alex for his time.

#### **34. CLIMATE CONVERSATION PLANNING**

Youth Councillors discussed the title of the Climate Conversation and allocated responsibilities for its delivery. Youth Councillors agreed it was important that the Climate Conversation is succinct in order to keep the audience engaged.

##### **RESOLVED that:**

- (i) The title of the Youth Council's Climate Conversation be named "Our Guide to making Chippenham Greener through Transport".
- (ii) Youth Councillors come back to the next virtual meeting with the work they have prepared to put together the presentation.

#### **35. DOORWAY FUNDRAISING**

Youth Councillors talked further about their quiz night fundraiser for Doorway. Additional ideas for the evening included a bake sale, raffle and toiletries donation drop-off. They discussed using Eventbrite to issue tickets and attendees could be asked to contribute an amount at the door. In terms of the raffle, the Community Engagement Manager, Ollie, suggested Youth Councillors could approach local businesses on the high street, supermarkets and some of the bigger businesses in Chippenham and ask whether they would be able to contribute a raffle prize or an element to a hamper.

##### **RESOLVED that:**

Jess contact Jo regarding the hall's availability for Saturday 5 March and feedback to Youth Councillors.

#### **36. NIGHT SAFETY**

Youth Councillors discussed the street lighting survey aimed at young people in Chippenham. The Marketing Assistant, Maisie recommended using a planned survey rather than the Youth Council Instagram poll function as a survey would be more likely to elicit more responses.

##### **RESOLVED that:**

Youth Councillors discuss the questions for their survey at a future meeting.

#### **37. FULL COUNCIL UPDATE**

Jess gave a verbal update regarding the Councillor Representatives for the Youth Council. Chippenham Town Councillors will consider a report on the nominations for the Councillor Representatives at the Full Council meeting on Wednesday 12 January 2022. The Chair and Vice-Chair were invited to attend to share a few words on what Youth Councillors are currently working on and why they would like Councillor Representatives.

**RESOLVED that:**

The Chair and Vice-Chair attend the Full Council meeting and feedback to the Youth Council.

**38. CHIPPENHAM COMMUNITY HUB**

Youth Councillors received the information received by the Chippenham Community Hub including the video.

**RESOLVED that:**

A request be made to the Chippenham Community Hub that a representative make a presentation to the Youth Council on what the organisation does and how the Youth Council can support them.

**39. FORMAT OF YOUTH COUNCIL MEETINGS**

Youth Councillors discussed the format of Youth Council meetings in light of the ongoing pandemic.

**RESOLVED that:**

Youth Councillors agreed to keep Youth Council meetings virtual until the February half-term and reassess the situation after the school holiday.

**40. SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION**

Maisie gave a verbal update regarding fortnightly nominations of a Youth Councillor to create the content for social media posts and website updates.

**RESOLVED that:**

The Chair write the content for the social media post for this week's Youth Council meeting.

**41. DATE OF NEXT MEETING**

The next meeting will be Tuesday 25 January at 4:30pm on Zoom.

The meeting concluded at 6:05pm

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



Minutes of a meeting of the Chippenham Youth Council held virtually on Zoom on Tuesday 25 January at 5pm

**Youth Councillors present:**

Harriet Auld	Thomas Berry
Zoe Jakab-Barthi	Alice Knight
Daniel Mason	Isabelle Pettinger
Thomas Short	Evie Southgate

**Officers present:** Jess Mantell, Democratic Services Officer, Chippenham Town Council (CTC)  
Maisie Simpson, Marketing Assistant, CTC  
Esme Griffiths, Museum Assistant, CTC  
Ollie Phipps, Community Engagement Manager, Wiltshire Council (WC)

**42. APOLOGIES FOR ABSENCE**

There were apologies for absence from Youth Councillor Andrew Berry.

**43. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous meetings, it was agreed with all in favour that the minutes held on Tuesday 11 January were a correct record and will be signed by the Chair at a later date.

**44. FULL COUNCIL UPDATE**

The Democratic Services Officer, Jess gave a verbal update regarding the newly nominated Chippenham Town Councillor Representatives to the Youth Council, Angie Litvak-Watson and Kathryn Macdermid, following the Full Council meeting.

**RESOLVED that:**

Youth Councillors noted the update and welcomed their future involvement.

**45. NIGHT SAFETY**

Youth Councillors discussed which topics should be included in their survey. Main ideas included asking responders whether night safety in Chippenham needs to be improved, providing option boxes with locations of where it could be improved and asking what alternative measures could be taken to address night safety.

**RESOLVED that:**

Youth Councillors feedback their suggestions for specific locations and alternative measures at the next meeting.

**46. CLIMATE CONVERSATION PLANNING**

Youth Councillors discussed the different slides for their Climate Conversation presentation titled 'Our Guide to making Chippenham Greener through Transport'. Ideas included young peoples' views on climate change, sustainable means of transport in and around Chippenham, using statistics and providing information about what other countries are currently doing such as Denmark.

**RESOLVED that:**

Youth Councillors contribute their content to the Climate Conversation presentation document before the deadline on Wednesday 02 February.

**47. DOORWAY FUNDRAISER**

Jess gave a verbal update regarding Doorway's confirmed availability for a quiz night on Saturday 5 March and the capacity of the hall. Youth Councillors made a list of all the organisations they would like to ask for a potential donation for their raffle or quiz prize. Youth Councillors discussed how they would distribute tickets and the price of the tickets. With all in favour, it was;

**RESOLVED that:**

- (i) Maisie and Jess liaise with the Head of Venues regarding the use of the Box Office for the tickets.
- (ii) Youth Councillors continue organising the plans for the event at the next meeting.

**48. SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION**

Maisie gave a verbal update regarding the Youth Council's Instagram page, noting that the Chair, Isabelle had written the content for the previous post which focussed on the Climate Conversation planning. Maisie welcomed suggestions from all Youth Councillors on future communication items. With all in favour, it was;

**RESOLVED that:**

The Chair write the content for a post which focusses on the new Chippenham Town Councillor Representatives to the Youth Council.



49. DATE OF NEXT MEETING

The next meeting will be Tuesday 8 February at 4:30pm on Zoom.

The meeting concluded at 6:10pm

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

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Minutes of a meeting of the Chippenham Youth Council held virtually on Zoom on Tuesday 08 February at 4:30pm

**Youth Councillors present:**

Harriet Auld	Thomas Berry
Zoe Jakab-Barthi	Alice Knight
Daniel Mason	Isabelle Pettinger
Thomas Short	Evie Southgate

**Officers present:** Jess Mantell, Democratic Services Officer, Chippenham Town Council (CTC)  
Michael Weeks, Democratic & Civic Officer, CTC  
Ollie Phipps, Community Engagement Manager, Wiltshire Council (WC)

**50. APOLOGIES FOR ABSENCE**

There were apologies for absence from Youth Councillors Andrew Berry and Thomas Short.

**51. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous meetings, it was agreed with all in favour that the minutes held on Tuesday 25 January were a correct record and will be signed by the Chair at a later date.

**52. YOUTH COUNCIL CLIMATE CONVERSATION**

The Youth Council rehearsed their Climate Conversation 'Our Guide to Sustainable Transport in Chippenham' and discussed who would present and who would be in attendance.

**53. NIGHT SAFETY**

Youth Councillors gave suggestions of areas in Chippenham where street lighting could be improved or installed and what alternative methods there are to improving night safety in Chippenham.

Locations included:

- Around the Olympiad Leisure Centre
- Monkton Park
- Hill Corner Road
- Park near to Sainsbury's

- Woodlands Road
- Downing Street
- London Road & Stanley Road
- Around Springboard in Pewsham

Alternative methods:

- Raising awareness of the Town Council's CCTV cameras through social media and posters
- Encouraging the use of high-visibility clothing

With all in favour, it was;

**RESOLVED that:**

The above list of locations and alternative methods be noted down for inclusion within the survey and the option for respondents to list any other locations or alternative methods.

**54. DOORWAY QUIZ NIGHT**

Jess presented the list of outstanding items ahead of the Youth Council fundraiser including the Box Office Agreement, raffle donations and the schedule for the night.

**RESOLVED that:**

Youth Councillors and officers work through the remaining outstanding items.

**55. CHIPPENHAM COMMUNITY HUB UPDATE**

Jess gave a verbal update regarding the meeting with members of the Chippenham Community Hub, outlining the organisation's interest in meeting and liaising with the Youth Council for future environmental and educational projects.

**RESOLVED that:**

Youth Councillors agreed they would make contact and arrange a meeting after the Youth Council fundraiser for Doorway.

**56. PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE UPDATE**

Jess gave a verbal update regarding the recent Planning, Environment & Transport Committee meeting where Councillors agreed to object to a planning application for environmental and ecological reasons and asked whether the Youth Council would like further communication on this.

**RESOLVED that:**

Youth Councillors receive further information from Jess regarding the Committee's reasons for objecting to the planning application.

**57. FORMAT OF FUTURE YOUTH COUNCIL MEETINGS**

Jess gave a verbal update regarding the format of future Youth Council meetings and asked whether Youth Councillors would like to continue with virtual meetings or return to the Town Hall for face-to-face meetings.

**RESOLVED that:**

(i) Youth Councillors agreed to return to the Town Hall for face-to-face meetings.

(ii) Youth Councillors agreed for Jess to send an email to all Youth Councillors to ask whether the current time of 4:30pm - 6pm on Tuesday evenings is still suitable.

**58. SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION**

In the absence of the Marketing Assistant, Jess gave a verbal update regarding the Youth Council's social media page and thanked Youth Councillors Evie and Belle for their contributions.

**RESOLVED that:**

The Vice-Chair, Hattie, write the content for this week's social media post.

**59. DATE OF NEXT MEETING**

The next meeting will be Tuesday 22 February at 4:30pm in the Town Hall.

The meeting concluded at 5:45pm

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:

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Minutes of a meeting of the Chippenham Youth Council held in the Town Hall, High Street, Chippenham, on Tuesday 22 February 2022 at 4:30pm

**Youth Councillors Present:**

Daniel Mason  
Thomas Short

Isabelle Pettinger (Chair)  
Evie Southgate

**Officers Present:**

Jessica Mantell, Democratic Services Officer  
Maisie Simpson, Marketing Assistant  
Esme Griffiths, Museum Assistant  
Ollie Phillips, Community Engagement Manager (Wiltshire Council)

60. **APOLOGIES FOR ABSENCE**

Apologies were received from Youth Councillors Hattie Auld, Andrew Berry and Thomas Berry.

61. **MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous meetings, it was agreed with all in favour that the minutes held on Tuesday 08 February were a correct record.

62. **YOUTH COUNCIL CLIMATE CONVERSATION FEEDBACK**

Youth Councillors reflected on the Climate Conversation 'Our Guide to making Chippenham Greener through Transport' they delivered on Wednesday 09 February. They gave positive feedback on its delivery and noted the thoughtful discussions that took place following their presentation.

63. **DOORWAY QUIZ NIGHT**

The Democratic Services Officer, Jess, presented the list of outstanding items ahead of the Doorway Fundraiser on Saturday 05 March including decorative arrangements, raffle donations and the quiz prize. With all in favour, it was;

**RESOLVED that:**

Youth Councillors actioned the remaining items on the list and agreed to meet at the Citadel Hall at 4:45pm on Saturday 05 March to finalise the set-up, prior to the arrival of any guests.

64. **PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE UPDATE**

Jess delivered a verbal update regarding the Planning, Environment & Transport Committee's decision to object to the Rowden Park application and suggested whether Youth Councillors would like to invite the Head of Planning to explain this decision in the context of planning law. With all in favour, it was;

**RESOLVED that:**

Youth Councillors requested that Jess contact the Head of Planning.

65. **TRANSWILTS: COMMUNITY LITTER PICK**

Jess delivered a verbal update regarding the postponement of TransWilts' Community Litter Pick, due to take place on Tuesday 24 February, due to the ongoing issues with the weather. Jess confirmed she would circulate any details received for the rescheduled date.

66. **SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION**

The Marketing Assistant, Maisie, notified Youth Councillors that this would be her final meeting and thanked Youth Councillors for their hard work. Maisie highlighted that an Instagram post about the newly appointed Town Councillor Representatives to the Youth Council had been uploaded and welcomed any suggestions from Youth Councillors for content. With all in favour, it was;

**RESOLVED that:**

The Neeld Box Office weblink for the Fundraiser for Doorway be displayed within the Youth Council's Instagram 'Bio'.

67. **DATE OF NEXT MEETING**

Due to the early preparation for the Fundraiser, Youth Councillors agreed a meeting before the Quiz Night was not needed and suggested Jess circulate the details of the next formal meeting in the Town Hall.

The meeting concluded at 5:35pm

These minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting



Chair:

Date:

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Meeting	Full Council
Date	23 March 2022
Report Title	Adoption of the Corporate Strategic Plan 2022 - 26
Author	Helen Bywater, Head of Corporate Support

## 1.0 PURPOSE OF REPORT

1.1 For Councillors to adopt the new Corporate Strategic Plan for 2022 - 2026.

## 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Over the past four years the Council has been working to achieve the outcomes of the Corporate Strategic Plan for 2018 - 2022 and all objectives have either been completed or are currently in progress. Following the local elections in May 2021, we began developing the next Corporate Strategic Plan to start in line with the new financial year on 01 April 2022 and cover the next four years until 01 April 2026.

2.2 During November 2021 Councillors attended a workshop where they discussed and developed the vision and key priorities for the Council. They also shared their ideas on how these priorities could be achieved and produced some actions.

2.3 The outcomes of the Councillor workshop were presented to Heads of Service, who consulted with their teams so that we could collect feedback from all members of staff. Edits to the plan were then made and Councillors were given further opportunity to comment before the draft plan was released for public consultation.

2.4 During the period Friday 4 February - Sunday 20 February 2022, we invited all stakeholders including those who live in, work in, and visit Chippenham, and our strategic partners to comment on the draft Corporate Strategic Plan by completing a survey. The survey was posted on the Council's website and social media pages alongside posters on our community noticeboards and paper copies were available at the Town Hall and Friday Market.

## 3.0 CONSULTATION FEEDBACK

3.1 We received 89 responses to the survey in total, 83 online and 6 paper and all respondents had a connection to Chippenham, with 93.26% living in the town.

3.2 We asked participants if they agreed with the Corporate Strategic Plan overall. 21% strongly agreed, 55% agreed, 21% were neutral and 2% disagreed.

We also asked participants to rate each of the six proposed priorities based on how important it is to them. The results are included in **APPENDIX A**. The overall result is that an overwhelming majority of participants believe all six of the new draft priorities to be either extremely, very, or somewhat important.

- 3.3 In addition to the questions above, participants could opt to leave further comments in a free text box and 45 people chose to do so. The comments were evaluated by the Corporate Management Team and suggestions that could be incorporated into the draft plan were added.

Some comments referred to actions already included in the plan, expressing the urgency of achieving these actions. This will be taken into consideration when planning what the Council aims to achieve in years 1, 2, 3 and 4.

Some comments expressed an uncertainty as to how the plan will be achieved. Once adopted by Full Council, officers will produce an action plan and named Heads of Service will be responsible for the individual actions that support the delivery of the plan at a tactical and operational level. Progress will be reported on a six-monthly basis to update Councillors and the public on progress made.

There were several comments regarding subjects which do not fall under the remit of Chippenham Town Council and are managed by Wiltshire Council, for example traffic, parking, and land development. Although we cannot make direct changes, we can work together with partners to influence and through channels such as the Neighbourhood Plan to ensure the voice of the Town Council is heard.

- 3.4 After edits were made based on the feedback from the public consultation an updated version of the plan was sent to all Councillors for any final comments. No additional edits were made.

#### **4.0 DRAFT CORPORATE STRATEGIC PLAN 2022 - 26**

- 4.1 The final draft version of the Corporate Strategic Plan 2022 - 2026 is included at **APPENDIX B**.

- 4.2 The new Corporate Strategic Plan will commence from 01 April 2022 and the first progress update will be reported to the Strategy and Resources Committee on 19 October 2022. Once adopted the plan will be prepared for publication.

#### **5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

- 5.1 This section is routinely included in all Council reports to ensure that reports presented to, and decisions made by the Council reflect the direction and aspirations of the Corporate Strategic Plan.

#### **6.0 STAFFING IMPLICATIONS**

- 6.1 There are no staffing implications.

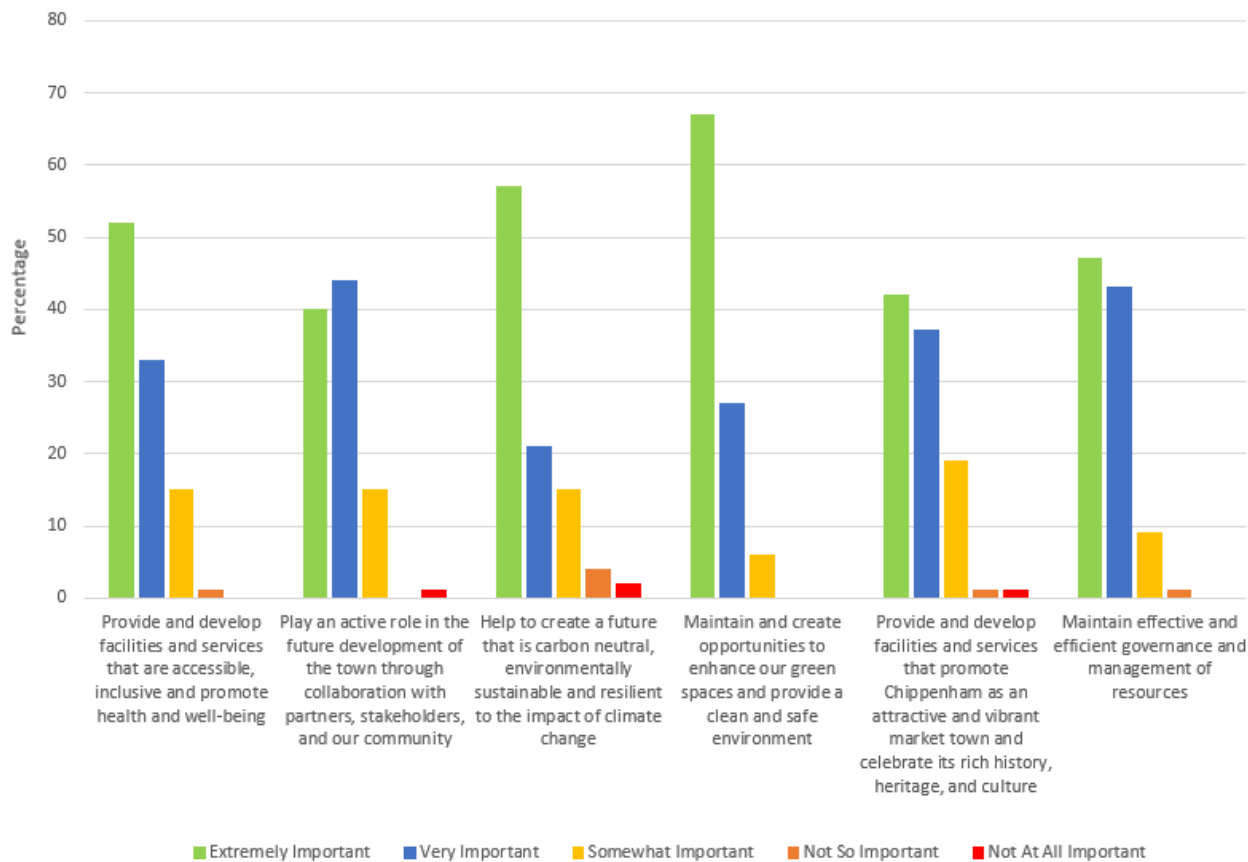
#### **7.0 FINANCIAL IMPLICATIONS**

- 7.1 It is likely there will be future financial implications to delivering some of the actions within the plan, these will be factored into future Council budgets.

#### **8.0 RECOMMENDATIONS**

- 8.1 It is recommended that Councillors adopt the Corporate Strategic Plan for 2022 - 2026.

Please rate each question on how important it is to you that Chippenham Town Council achieves the following priorities



## Corporate Strategic Plan Core Priorities

### Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.

- Develop a strategy for Stanley Park Sports Ground, including investigating diversifying the range of sports and activities available.
- Continue to deliver the actions set out in our community sports based physical and mental wellbeing activity plan.
- Maintain current cycle routes and work with appropriate landowners and responsible authorities to support new or enhanced cycle and walking routes.
- Actively encourage cycling and walking within the town.
- Ensure that all play areas are safe and of a high standard, with equipment that inspires active play.
- Ensure that our parks and open spaces are accessible to all, to connect with nature and encourage physical and mental wellbeing.
- Continue working with groups that are representative of the community, to support health and wellbeing across the range of services that we provide.

### Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.

- Complete the development of a Neighbourhood Plan for Chippenham through to referendum and implementation and monitor the effectiveness of the Plan policies, with a subsequent Plan Review if required.
- Continue to build relationships with Wiltshire Council as the local planning, transport, and highways authority and actively ensure that the Town Council is involved in future planning decisions affecting the town.
- Play an active part in the development of the town in areas that are within our control, encouraging and influencing sustainable development within the town.
- Pursue new partnership opportunities to enhance services and assets, supporting the development of the town and community.
- Communicate and engage effectively with the public across all age groups, including young people through educational programmes and the Chippenham Youth Council.
- Councillors to engage with residents through ward work to ensure that ideas presented, and decisions made by the Council represent the needs and desires of the wider community.

### Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.

- Invest in resources to deliver a programme of climate and biodiversity work.
- Continue to facilitate and encourage active participation and action through the Climate and Ecological Emergency Advisory Group.
- Ensure that environmental implications are considered when decisions are made by the town council and its committees.
- Work collaboratively with external partners and community groups to drive forward climate, environmental and biodiversity projects.
- Act as a positive example to other organisations regarding carbon neutral activity and share learning.

- Deliver the Council's tree planting strategy and work with partners to consider possibilities for additional trees and future woodland areas in the town.
- Develop and implement a plan to reduce carbon within the Council's estate.
- Increase the use of renewable energies within the Council's estate and fleet.
- Reduce waste and increase reuse and recycling at all of the Council's facilities.
- Work with schools to promote environmental education and continue other educational programmes.
- Provide funding for climate and biodiversity projects to non-profit organisations through a grant donation scheme.

Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.

- Protect, develop, and enhance our green spaces for future generations.
- Work with partners to manage our green spaces and encourage biodiversity.
- Develop interpretation panels for selected public spaces to increase public awareness and interest.
- Develop a grass cutting and horticultural strategy that achieves a balance between amenity and biodiversity.
- Seek opportunities to work collaboratively to utilise the green spaces and river frontage within the town.
- Develop a strategy for the future provision of the Town Council's public conveniences.
- Investigate opportunities to expand the provision of allotments and the development of a community garden.
- Work with a range of partners to ensure the town remains a safe place, facilitating community safety partnerships.
- Maintain Purple Flag status through collaborative working with partners.
- Carry out a strategic review of our CCTV service to establish future service provision.
- Ensure the cleanliness of the town centre and surrounding areas remains at a high standard, including initiatives to encourage pride in the town.

Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.

- Refresh the culture and tourism strategy to align it with available resources.
- Continue to invest in and develop Chippenham Museum to preserve and interpret our heritage for the inspiration, learning and enjoyment of all.
- Preserve and repair historic structures owned by the Council and influence the preservation of those belonging to third parties.
- Extend outreach and education programmes to continue to support community arts and heritage.
- Deliver and promote a range of indoor and outdoor events for the benefit of the community and that encourage participation.
- Continue to invest in and develop the Neeld as an entertainment venue with an attractive offer for the local community.
- Refurbish noticeboards and provide appropriate signage around the town where necessary.
- Celebrate key events in the Council's events calendar.
- Continue to develop the charter market and a wider markets offer.
- Promote the Council's events, services and facilities using various marketing strategies to reach a wide audience.

Maintain effective and efficient governance and management of resources.

- Focus resources on delivering residents priorities and making every penny count, whilst remaining financially sustainable.
- Provide strong, clear, and consistent leadership at councillor and officer level.
- Ensure that the Council operates within legislation, regulation, ethics, and best practice.
- Secure external funding, including sponsorship opportunities where possible to develop our existing offer with regard to amenities, leisure, and cultural facilities.
- Continue to seek opportunities to increase income streams so that our services operate commercially where appropriate.
- Continue to offer a grant-based donation scheme to groups actively supporting the Council's core priorities.
- Develop the use of volunteers across a range of services.
- Invest in our staff and Councillors, providing training, development, and opportunities for career advancement where appropriate.
- Seek to optimise effective use of technology to enhance our services.
- Effectively manage and mitigate risk to the Council.
- Achieve local, regional, and national recognition through recognised award schemes.





Meeting	Full Council
Date	23 March 2022
Report Title	Climate Emergency Fund Report
Authors	Nick Rees, Director of Resources, Responsible Financial Officer; Mark Smith, Chief Executive

## **1.0 PURPOSE OF REPORT**

- 1.1. This report presents Councillors with a suggested approach to setting up a Climate Emergency Fund for Councillors to consider.

## **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 At its meeting on 22 September 2021 Councillors Nick Murry, Declan Baseley and Kathryn Macdermid presented a motion for Officers to investigate and report back on setting up a Climate Emergency Fund. Officers were requested to report back to the next suitable Full Council meeting within this financial year on a suitable mechanism and means of organising a Climate Emergency Fund, with a view to establishing it in the next financial year, subject to approval of the necessary budget by Full Council.
- 2.2 The motion stated that “the overall aim of the fund will be to support climate change mitigation (carbon reduction or sequestration) and adaptation (resilience) projects within or of benefit to the Town, so as to help reduce Chippenham’s carbon footprint and enhance the town’s ability to be more resilient to the impacts of climate change. Co-benefits such as amenity value and biodiversity value will also be maximised”.
- 2.3 The motion envisaged that “the fund will provide grants to community and not-for-profit organisations, and loans for commercial organisations that meet the necessary criteria. Funding could be used for investment or operational costs, so long as the key decarbonisation objectives and co-benefits are achieved. Grants would preferably have matched funding but could be 100% for projects judged to be of particularly high impact/ community value. Projects that help address inequalities in transitioning to a low carbon economy/ society will also be looked on favourably”.

## **3.0 CLIMATE EMERGENCY FUND**

- 3.1 Under the Local Government (Miscellaneous Provisions) Act 1976, s19 a local council may lend money to any other local authority and to any non-profit-making voluntary organisation providing or maintaining in its area or for the benefit of its inhabitants anything which the council could itself provide. However this does not include the provision of loans to commercial organisations.
- 3.2 The Climate Emergency Fund can provide grants to community and not-for-profit organisations and this is the suggested remit of the Fund.

- 3.3 It is recommended that the Climate Emergency Fund is merged with the Community Donations Sub Committee, rather than having two Sub-Committee performing similar functions. This would also make sense from a Democratic Services administration perspective.
- 3.4 The Sub-Committee would be renamed 'Council Donations Sub-Committee', and the agenda would have two standing items, Community Donations and Climate Donations. The existing planned dates would be maintained.
- 3.5 There would be one Council Donations Policy with two separate sections - Community Donations and Climate Donations.
- 3.6 Climate projects would no longer be able to apply for Community Donations.
- 3.7 A budget of £10,000 was approved by Full Council on 12<sup>th</sup> January 2022 for a Pilot Climate Emergency Fund. This budget will be kept separate from the Community Donations budget.
- 3.8 A maximum limit per application of £5,000 is recommended, the same as for the Community Donations Fund.
- 3.9 The future Climate & Ecological Officer would provide support to the Donations Sub-Committee to define suitable criteria for a Climate project and understand if applications have met the criteria before they are circulated with the agenda. Councillors will also need advice from the officer before and in the meeting if there are any technical questions. It is recommended that Climate Emergency Fund donations do not start until the new Climate Officer is in place and can support the meetings.
- 3.10 Full Council would need to resolve to dissolve the Community Donations Sub Committee and set up a Council Donations Sub Committee to be appointed at the Annual Council Meeting in May. The Terms of Reference (TORs) for the new Sub Committee will comprise the existing previous TORs for Community Donations and include new TORs for Climate Donations. The latter will be determined by the Strategy & Resources Committee prior to the first distribution of Climate Donations by the new Sub Committee. TORs will need to include the need for the Council to monitor climate projects to ensure they have a positive effect.

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

- 4.1 Corporate Priority 5 - Effective and efficient use of resources.

#### **5.0 STAFFING IMPLICATIONS**

- 5.1 There are no staffing implications.

#### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 There is a revenue expenditure budget of £10,000 for a Pilot Climate Emergency Fund in the 2023/23 budget.

## **7.0 LEGAL IMPLICATIONS**

7.1 Under the Local Government (Miscellaneous Provisions) Act 1976, s19 a local council cannot provide loans to commercial organisations.

## **8.0 RECOMMENDATIONS**

8.1 For Councillors to consider establishing a Climate Emergency Fund in accordance with this suggested approach.

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Meeting	Full Council
Date	23 March 2022
Report Title	Investment Strategy
Authors	Nick Rees, Director of Resources, Responsible Financial Officer; Mark Smith, Chief Executive

## **1.0 PURPOSE OF REPORT**

- 1.1. To present Councillors with a proposed Investment Strategy for their consideration as recommended for adoption by the Strategy & Resources Committee at its meeting on 8<sup>th</sup> December 2021.

## **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 A proposed investment strategy has been prepared in accordance with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018 [**APPENDIX A**].
- 2.2 Chippenham Town Council currently has bank accounts with Lloyds and Barclays, and an investment fund with CCLA.
- 2.3 Strategy & Resources Committee at its meeting on 8<sup>th</sup> December 2021 recommended that the proposed Investment Strategy be adopted by Full Council.

## **3.0 INVESTMENT STRATEGY**

- 3.1 Under that section of the Government guidance local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.
- 3.2 The guidance states that “when entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance” and that “once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities”.
- 3.3 The proposed strategy also addresses the environmental and climate change considerations of the Council.
- 3.4 The matter of the Council’s Investment Strategy had been raised by the Council’s Internal Auditor in previous internal audit reports. The Internal Auditor has confirmed that he has no issues with this draft document.

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

- 4.1 Corporate Priority 5 - Effective and efficient use of resources.

## **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 The security, liquidity and yield of the Council's investments.

## **7.0 LEGAL IMPLICATIONS**

7.1 The Council's Investment Strategy must be in accordance with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003.

## **8.0 RECOMMENDATIONS**

8.1 It is recommended that Councillors adopt the proposed Investment Strategy.

## Chippenham Town Council Investment Strategy

### 1.0 Introduction

1.1 This strategy has been produced in accordance with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018. Under that section local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.

1.2 Chippenham Town Council (“The Council”) acknowledges the importance of prudently investing any surplus funds held on behalf of the community.

### 2.0 Objectives

2.1 The general strategic objective for the Council is the prudent investment of its reserve fund balances. The Council’s primary investment priorities are, in the following order of importance: -

For Treasury Management Investments

- (i) the **Security** of its reserves i.e. protecting the capital sum from loss
- (ii) the adequate **Liquidity** of its investments i.e. keeping the money readily available for expenditure when needed

Once proper levels of security and liquidity are determined, it will then be reasonable for the Council to consider:

- (iii) the **Yield** on its investments i.e. what level of return can be obtained consistent with the first two objectives

For Other Investments

- (iv) When entering into other types of investments the Council will consider the balance between security, liquidity and yield based on its risk appetite and the contribution(s) of that investment activity

### 2.2 Environmental and Climate Change Considerations

The Council will not intentionally invest in any investment that is not ethical (including Human Rights considerations) and would not be consistent with our environmental and social policy objectives.

Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

### **3.0 Policies**

#### **3.1 Investments made for Treasury Management purposes**

All the Town Council's Treasury Management investments will be in Specified Investments which are those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be non-long term (i.e. less than 12 months) and will be made in UK ("High Street") banks or building societies.

The Council may wish to consider investing deposits in more than one bank account or building society in order to spread risk.

#### **3.2 Other (Non-Specified) Investments**

- (i) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency. A credit rating agency is defined in the guidance as one of the following three companies: Standard and Poor's, Moody's Investors Service Ltd, Fitch Ratings Ltd. A high credit rating will be defined as 'A' 'High Credit Quality'.
- (ii) Credit Ratings will be monitored at regular intervals and if the credit rating falls, Full Council will decide on the appropriate action.
- (iii) Long term investments will be limited to a maximum of 10% of current total Council annual income and will be reviewed annually

#### **3.3 Other Matters**

- (i) The Council recognises that that elected members and statutory officers involved in the investments decision making process may not be experts in the field of treasury management and investment and will accordingly seek professional specialist advice where appropriate.
- (ii) The Council will use quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how investments are funded and the rate of return received. Where investment decisions



are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.

- (iii) The Council will be mindful of the cost and disruption associated with moving its current account banking before making such a decision.
- (iv) For the prudent management of its balances, the Town Council will maintain sufficient levels of security and liquidity such that it always has sufficient cash to cover future operating costs.
- (v) The Department of Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Council will not engage in such activity.

#### **4.0 Review and Amendment of the strategy**

- 4.1 The Responsible Financial Officer will review this strategy annually for approval by Full Council prior to the start of the financial year.
- 4.2 At the end of the financial year the Responsible Financial Officer will report on investment activity as part of the presentation of the accounts to the Strategy & Resources Committee.
- 4.3 The Council may recommend variations of the policy for approval by Full Council in accordance with the guidance from the Secretary of State.
- 4.4 The Council will review its banking arrangements on a regular basis.
- 4.5 This strategy will be published on the Council's website

Adopted by the Town Council at its Full Council meeting on 23 March 2022

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Association of  
Democratic Services  
Officers



## **Local Authority Remote/Hybrid Meetings**

### Motion for Council Meetings

On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts - as indeed the devolved administrations have done in Wales and Scotland to allow for on-line meetings.

We do not wish to impose remote meetings on councils. You should have the choice to decide how you run your meetings depending on local circumstances. We also accept that some meetings (for example full council meetings) are more suited to physical attendance.

You will be aware that the Government issued a call for evidence on 21 March 2021 in relation to remote meetings. We are still awaiting their response to the large number of submissions from local authorities, relevant organisations and the public.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.

The wider benefits are:

- Increased attendances at remote meetings by both councillors and the public

- Significant cost savings for some authorities arising from much less travel to meetings
- The environmental benefits of less travel, particularly in the large county authorities
- A better work/life balance for councillors
- Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors
- More transparency and openness for the public to see council meetings
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.

We therefore ask Councils to consider passing the following motion and writing to the Secretary of State showing your support:

“This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

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Further information about our organisations is attached.

10 February 2022

## More about our organisations

### **Association of Democratic Services Officers (ADSO)**

Formed in 2009, ADSO is the professional body for Governance and Democratic Services Officers in principal local authorities. We provide professional services, training and qualifications to our members as well as representing them in national and local issues. We also support local authorities in developing best practice in governance and related matters.

### **Lawyers in Local Government (LLG)**

LLG was formed in April 2013 by the merger of the Association of Council Secretaries and Solicitors (ACSeS) and Solicitors in Local Government (SLG). It's primary purpose is to represent, promote and support the interests of its members.

Membership is open to local government legal or governance officers working within a local authority, including Monitoring Officers and their deputies, solicitors, barristers, legal executives, licenced conveyancers and trainees.

Lawyers in Local Government is a limited company registered in England and Wales. Registered Number: 8379439. Registered Office: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH.

### **Centre for Governance & Scrutiny (CfGS)**

CfGS exists to promote better governance and scrutiny, both in policy and in practice. They support local government, the public, corporate and voluntary sectors in ensuring transparency, accountability and greater involvement in their governance processes. CfGS is a social purpose consultancy and a national centre of expertise. Their purpose is to help organisations achieve their outcomes through improved governance and performance.

### **National Association of Local Councils (NALC)**

Established in 1947, the National Association of Local Councils is the national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

### **Society of Local Council Clerks (SLCC)**

Founded in 1972, SLCC represents clerks in over 5,000 parish and town councils in England and Wales.

As the professional body for local council clerks and senior council employees, it ensures that its members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

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Meeting	Full Council
Date	23 March 2022
Report Title	Update on the Corporate Strategic Plan 2018 - 2022
Author	Helen Bywater, Head of Corporate Support

## **1.0 PURPOSE OF REPORT**

- 1.1 To inform Councillors of the progress and outputs of the Corporate Strategic Plan for 2018 - 2022 that have been achieved by the end of February 2022.

## **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 The Council adopted the Corporate Strategic Plan for 2018 - 2022 at a Full Council meeting in November 2017. The plan consisted of five key priorities, with the overall aspiration of ‘improving the quality of town life.’ Each key priority had several objectives which formed the basis of all work undertaken by the Council.
- 2.2 The Corporate Strategic Plan was disseminated to staff, Councillors, and key partners along with members of the public who contributed to or commented on it during the consultation phase. It is also available publicly on our website.

## **3.0 MONITORING OF THE CORPORATE STRATEGIC PLAN**

- 3.1 In their six-monthly appraisals, staff discuss and agree targets with their Line Manager that align with the objectives of the Corporate Strategic Plan, and these targets are regularly monitored during one-to-one meetings. The Corporate Management Team discuss the Corporate Strategic Plan on a regular basis to ensure that any emerging projects are in line with the objectives of the plan, and that all Committee reports and thus decisions made by Council reflect the direction and aspirations of the Corporate Strategic Plan.
- 3.2 As the plan was designed to cover four years, some targets were achieved quicker than others, and activities were factored into work plans at different stages. As we are in the fourth and final year of this plan, all of the objectives have been met or are in progress. An overview can be found in **APPENDIX A**. This was presented to the Strategy and Resources Committee on 16 February 2022 and is included here so that the significant progress made can be noted by all members of the Council.
- 3.3 Officers and Councillors have worked together to develop a new Corporate Strategic Plan for 2022 - 2026, which will be presented for adoption at the same meeting as this report. Officers will continue to work on the ongoing and in progress actions, however future updates on the Corporate Strategic Plan will relate to the 2022 - 26 version.

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

- 4.1 Every report presented to the Council summarises how the work that has been done or is being recommended contributes towards the Corporate Strategic Plan priorities. Progress on the plan and any outputs are reported on a regular basis so that Councillors can ensure that all of the following the key priorities are being met:
- 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.
  - iv. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.
  - v. Corporate Priority 5 - Effective and efficient use of resources.

#### **5.0 STAFFING IMPLICATIONS**

- 5.1 All staff work towards the priorities of the Corporate Strategic Plan. Since 2017 some changes to the staffing structure have been made in order to make improvements.

#### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The financial implications of each objective are presented to Council by reporting to the relevant Committee.

#### **7.0 LEGAL IMPLICATIONS**

- 7.1 There are no legal implications.

#### **8.0 RECOMMENDATIONS**

- 8.1 For Councillors to note the final progress report on the Corporate Strategic Plan for 2018 - 2022.



**CORPORATE STRATEGIC PLAN PROGRESS REPORT****Priority One:**

To provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.

	Objectives	Outputs and Achievements	Status	Ongoing
1.1	Continue to invest in and develop Stanley Park Sports Ground	Completion of a new car park surface. Installation of a new catering unit and a new catering provision concession. Introduction of a caretaker position. Installation of a borehole. LED lighting upgrade. Purchase of an electric pedestrian mower.	Complete	Ongoing
1.2	Undertake a strategic needs-based assessment of Stanley Park	The appointed consultants - Sport, Leisure and Culture Consultancy (SLC) Ltd. have produced a draft report on their findings, and this was presented to the Stanley Park WP. Short term, medium term and long-term plans scoped.	Complete	Ongoing
1.3	Develop a community-based sports and physical wellbeing activity plan	Sports and activities currently provided at Stanley Park include Football (standard & walking), Rugby (standard & walking), Table Tennis, Yoga, Boxing Fitness, Bootcamp Fitness, Defence Classes, Pilates, Running Group & Netball (walking).	Complete	Ongoing
1.4	Ensure that all cycle routes within, or connecting the town are protected and enhanced by working with appropriate landowners and responsible authorities and support opportunities for new or enhanced cycle routes	Maintenance on the Cycle Track laid out in the WC SLA complete. Draft Neighbourhood Plan Policy T1: Provision and Enhancement of Cycle Paths requires that safe and effective cycle paths are incorporated within new development, and link in to existing cycle paths and are built out through developer contributions.	Complete	Ongoing
1.5	Develop and maintain links with transport providers	Draft Neighbourhood Plan Policy T2: Access to the Bus Network seeks to engage with transport providers to ensure that improvements are made to existing bus facilities, and that adequate bus stops are provided within new development.	Complete	Ongoing
1.6	Ensure that all play areas are safe and of a high standard	The BMX track at Stanley Park was re-modelled in May 2018 as a way of improving accessibility to a wider audience. Other play areas are subject to constant safety checks and a rolling plan for maintenance and improvement.	Complete	Ongoing

1.7	Ensure that all of our parks and open spaces are accessible to all	Gates access to John Coles Park reviewed and works to perimeter fence complete.	Complete	Ongoing
1.8	Ensure that Chippenham is well-connected by working collaboratively with the strategic highway authority and other relevant agencies	Draft Neighbourhood Plan Policies T1 (Provision and Enhancement of Cycle Paths), T2 (Access to the Bus Network), T4 (Access for Disabled People and those with Reduced Mobility) and T5 (Waymarking Signage on the Footpath Network) have been produced to ensure improved connectivity in the town, and the strategic highway authority is currently being consulted on these policies as part of the Neighbourhood Plan Regulation 14 consultation.	Complete	Ongoing
1.9	Secure external funding where possible to develop existing offer with regard to sports and cultural facilities	Secured £20k S106 funds to replace the wooden catering kiosk in John Coles Park. Received grants from Wiltshire Wellbeing for events for over 60's.	Complete	Ongoing
1.10	Ensure that we maximise the potential presented by the River Avon within our town	Draft Neighbourhood Plan Policy TC2: River Green Corridor Masterplan provides a masterplan for the section of the River Avon which crosses through the town centre to better maximise the potential of the River. Draft Neighbourhood Plan Policy GI3: Green Corridors identifies the River Avon as a 'strategic green corridor' that is important for the movement of wildlife and humans and requires new development to protect and enhance this corridor.	Complete	Ongoing
1.11	Develop strategies to continue working with groups that are representative of the community to encourage health and wellbeing	Review of the Community Donations Scheme criteria so that it is aligned with the CSP, and support can be given to those who are striving to meet our objectives. Promote and raise funds for the Mayor's charity each year and give that charity a platform to promote their work. Sports/Activities Current and New* - Football (standard & walking*), Rugby (standard & walking*), Table Tennis, Yoga, Boxing Fitness, Bootcamp Fitness*, Defence Classes*, Pilates*, Running Group*, Netball*(walking). Mental Health workshops at Stanley Park. Museum activities include a Summer Walks and Talks programme.	Complete	Ongoing
1.12	Continue to offer a grant-based donation scheme that promotes health, wellbeing and cultural development within the community	A full review of the donations scheme was undertaken with the introduction of a revised and improved criteria, guidelines and application form to encourage local groups to apply.	Complete	Ongoing

Priority Two:

To take an active role in the future development of Chippenham through collaboration with partners and stakeholders.

2.1	Develop a Neighbourhood Plan for Chippenham	NP started in June 2018. Neighbourhood Area Designation approved August 2018. NP Steering Group November 2018 and Topic Groups commenced in October 2019. Draft policies produced December 2020. Draft policies published for Regulation 14 public consultation in February 2022.	In progress	
2.2	Seek to ensure that the council is involved in future planning decisions affecting the town	Head of Planning reviewing all planning applications affecting Chippenham and providing consultation comments to PET/Wiltshire where necessary. Town Council comments on Local Plan Review in early 2021. NP will provide draft planning policy for Town in Year 4.	Complete	Ongoing
2.3	Play an active part in the development of the town in areas that are within our control	Head of Planning reviewing all planning applications affecting Chippenham and providing consultation comments to PET/Wiltshire where necessary. Town Council comments on Local Plan Review in early 2021. NP will provide draft planning policy for Town in Year 4.	Complete	Ongoing
2.4	Pursue new partnership opportunities to enhance services and assets, supporting the development of the town and community	Service asset transfer partnership work including Bath Road Toilets, working with a range of public health support agencies including Turning Point, Wiltshire Police, & Wiltshire Council. Purple Flag partnership work, nighttime economy contributors, Street Pastors. The Museum continues to work collaboratively with the Civic Society and Visit Wiltshire and a range of other partners to further the ambitions of the museum. In regular conversation with CBLC who are developing a new activity centre at Westmead.	Complete	Ongoing
2.5	Encourage and influence sustainable development within the town	Head of Planning has guided PET on consultation responses to ensure sustainable development. Draft Neighbourhood Plan Policy SCC1: Net Zero Carbon Development requires new buildings to achieve net zero carbon emissions through energy efficiency (with offsetting where this cannot be achieved). Draft Neighbourhood Plan Policy SCC2: Sustainable Construction requires new buildings to be built and certified to recognised sustainable construction standards. Draft Neighbourhood Plan Policy SCC3: Standalone Renewable Energy supports renewable energy developments in the Parish, such as solar and wind.	Complete	Ongoing
2.6	Develop a strategy to allocate receipt of developer contribution to ensure	CIL Policy was adopted by Full Council January 2019. Neighbourhood Plan includes list of projects to be funded by CIL or other developer contributions.	Complete	

	infrastructure is developed and targeted appropriately			
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Priority Three:

To maintain and enhance opportunities to create a green, clean and safe environment.

3.1	Achieve local, regional and national recognition through recognised award schemes	Purple Flag: Full Accreditation achieved September 2018 & Interim Reaccreditation September 2019 & 2021. In Bloom, achieved Gold Award in the High Street Category. Green Flag achieved, John Coles Park - Gold Category for Parks 2021. Full accreditation for the museum 2019.	Complete	Ongoing
3.2	Work with partners to consider possibilities for additional trees and future woodland areas in the town	New trees approved (Section 96 Licence Agreement granted by Wiltshire Council) for the Causeway. Additional trees planted. A tree management policy has been approved and adopted by ACL. Tiny forest project started.	Complete	Ongoing
3.3	Develop interpretation panels for all of our public spaces	Monkton Park management plan has been adopted and is being actioned. Donkey Fields Management plan is now finalised. Interpretation panels to be developed during 2022.	In progress	
3.4	Develop an environmental policy	Various environmental policies have been produced during the life of this Corporate Strategic Plan including tree planting policy, tree maintenance policy and Monkton Park management plan. A grass cutting policy and procurement policy are in progress. The Environmental and Biodiversity Officer will bring individual plans and policies together into an overarching environmental policy.	In progress	
3.5	Seek to extend and improve our green spaces and floral displays	Roundabouts (x 8) have been formally taken on from Wiltshire Council. This enables the Council to gain sponsorship income. Formal licence agreement (10 years) from Wiltshire Council and CTC now maintaining the roundabouts. Taken on new green spaces, some floral displays have been changed into perennial beds.	Complete	Ongoing
3.6	Investigate the opportunity for renewable energies within our estate and vehicle fleet - Year 4	The 2022/23 budget includes various electric vehicles.	In progress	
3.7	Seek opportunities to work collaboratively to utilise the green	Draft Neighbourhood Plan Policy TC2: River Green Corridor Masterplan provides a masterplan for the section of the River Avon which crosses	Complete	Ongoing

	spaces and river frontage within the town	through the town centre. Draft Neighbourhood Plan Policy GI3: Green Corridors identifies green corridors throughout the town that are important for the movement of wildlife and humans and requires new development to protect and enhance these corridors. Draft Neighbourhood Plan Policy GI2: Local Green Spaces proposes designating 49 Local Green Spaces in the town, which would have the same protection as green belt land. Working with Wiltshire Wildlife Trust on Management Plans for Monkton Park and Donkey Fields.		
3.8	Maintain Purple Flag status through collaborative working with partners	2019 Interim Renewal due June 2019 & achieved September 2019. Reaccreditation achieved October 2021.	Complete	Ongoing
3.9	Continue to provide a Town Centre CCTV service and seek to extend the provision	Town Centre CCTV cameras have been upgraded to a wireless solution providing enhanced imagery quality. Expansion of the system to include Bath Road Car Park & The Shambles achieved. Recruitment of a CCTV Supervisor complete and volunteers being recruited.	Complete	Ongoing
3.10	Work with a range of partners to provide initiatives to ensure the town remains a safe place	In the Purple Flag process the Council has been highly commended specifically for the partnership approach that was taken to seek reaccreditation, police, public health, street pastors etc. Chippenham Community Safety Forum launched September 2019.	Complete	Ongoing
3.11	Ensure the cleanliness of the town centre remains at a high standard by reviewing schedule priorities and investing in additional resources	Since the transfer of assets and services from Wiltshire Council we have taken on additional street cleaning services.	Complete	Ongoing
3.12	Continue to invest in and develop our outside facilities	Investment in car park surface at Stanley Park. Investment in new Catering Unit at Stanley Park. Investment at new catering unit at John Coles Park. New front door to the Town Hall installed.	Complete	Ongoing
3.13	Reduce waste and increase reusing and recycling within our own operations	Recycling introduced in all council buildings. Implementation of Modern Gov software to reduce paper being introduced for officers and Councillors in March 2022.	Complete	Ongoing

Priority Four:

To promoter Chippenham as a destination market town based on our rich heritage, history and culture.

4.1	Work collaboratively to develop a culture and tourism strategy which recognises the unique heritage and character of the town	The Culture & Tourism Strategy was adopted by Strategy & Resources Committee April 2019 and will be refreshed in 2022 to align with available resources. The Museum have developed walks and talks to identify the uniqueness of a Heritage Quarter in Chippenham, by working with a range of partners.	Complete	Ongoing
4.2	Continue to invest in and develop the town's Museum and to preserve and interpret our heritage for the inspiration, learning and enjoyment of all	A new exhibition space has been created and has hosted a range of exhibitions. The front access project is complete, and the new shop offers a new extensive range of local crafts and artwork.	Complete	Ongoing
4.3	Develop a customer service strategy	To produce an initial mission statement and develop a customer service charter. On website August 2019.	Complete	
4.4	Develop a volunteer strategy	This is ongoing and a programme of training is being offered to the museum volunteers.	Complete	Ongoing
4.5	Influence the preservation and repair of historic structures belonging to third parties	Town & Neeld and Museum being cleaned, and stonework repaired Funded via EMF. 4 year Planned Preventative Maintenance Plan produced following non-intrusive building inspection by specialists. Ongoing repairs to the War Memorial in accordance with EMF budgets Buttercross cleaned September 2018 using a specialist contractor. Yelde Hall restoration complete.	Complete	Ongoing
4.6	To extend outreach and education programmes to continue to support community arts and heritage	The Museum continues to offer a range of school talks, has participated in Heritage Open Day, led the 12 <sup>th</sup> Night Celebration, and instigated the Seeking Saxon Chippenham programme. It continues to run Past Finders, the memory Café and recently held a pop-up Museum in a local supermarket and hosted the West of England Learning Symposium. Youth Council was set up January 2020.	Complete	Ongoing
4.7	Encourage a range of events for the benefit of the community	Civic events, various events at the Neeld and Museum, large events in the Town such as Christmas lights, promote events on notice boards and website, Talk Chippenham.	Complete	Ongoing
4.8	Secure external funding where possible to develop our existing offer with regard to our amenities, leisure, and cultural facilities	Will seek S106 where possible and we continue to receive CIL income The Museum has been successful in securing £49k from the Ready to Borrow programme for gallery improvements. It secured £6k for a V and A purchase. Secured funding from CBLC to fund the WW1 Tapestry.	Complete	Ongoing
4.9	Commission or directly deliver a comprehensive community events programme	Events delivered at the Neeld and Museum, Christmas Lights event 2021, Living History event 2021, online events during the pandemic.	Complete	Ongoing

4.10	Continue to develop the Neeld Community and Arts Centre as a hub for culture and arts with an attractive offer for the local community	New front door to improve accessibility has been completed. Tender process undertaken and consultants appointed for Neeld. Neeld Development Working Party re-instated.	Complete	Ongoing
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Priority Five:

Effective and efficient use of resources.

5.1	Provide strong, clear, and consistent leadership at councillor and officer level	Regular Group Leaders meetings, weekly Corporate Management Team meetings, weekly Extended Corporate Management Team meetings.	Complete	Ongoing
5.2	Ensure that we operate within legislation, regulation, ethical guidelines, and best practice	A full suite of HR policies has been adopted to ensure that the Council is current with all aspect of employment legislation in line with best practice. We have been complying with Government guidelines on Covid 19.	Complete	Ongoing
5.3	Remain financially stable to deliver the council's priorities	To provide relevant quarterly financial reports to Strategy and Resources Committee.	Complete	Ongoing
5.4	Manage our finances in line with agreed and legislative requirements	A new EMF and Reserves approach has been adopted to ensure strong and transparent management of reserves and make sure that the council is aware of potential financial risks and has a mechanism to deal with threats. For the Director of Resources to monitor all lines of expenditure and ensure that EMFs and General Reserves are managed in line with policy.	Complete	Ongoing
5.5	Invest in our staff and councillors, providing training opportunities where appropriate	New Councillors have completed induction training, GDPR and committees training. Staff receive bespoke training in line with their role and continuing professional development.	Complete	Ongoing
5.6	Take a council wide holistic approach to managing and mitigating risk	A Risk Management Policy and Risk Management Strategy has been adopted at committee level and live Risk Register is being reviewed on a regular basis and action taken to deal with any threats.	Complete	Ongoing
5.7	Develop a multi-channel communication strategy	Introduced in Spring 2019.	Complete	
5.8	Deliver efficiencies in line with agreed targets	Introduced an efficiency measures saving scheme to section managers, asking them to identify and report on savings made.	Complete	Ongoing

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5.9	Strive to achieve the Gold Award under Local Council award scheme or other accreditation schemes	Achieved Quality Gold Award to demonstrate that the council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.	Complete	
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Meeting	Full Council
Date	23 March 2022
Report Title	Chippenham Neighbourhood Plan Update
Author	Andy Conroy, Head of Planning

## 1.0 PURPOSE OF REPORT

1.1 This report seeks to update Councillors on the progress of Chippenham Neighbourhood Plan since the previous update report in January 2022.

## 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will recall a previous report providing an update on the Neighbourhood Plan, which was presented to Full Council on 12 January 2022. The report noted that the main focus of the December and January Steering Group meetings had been to agree final changes to Neighbourhood Plan documents and the design and formatting of the majority of the documents.

## 3.0 NEIGHBOURHOOD PLAN UPDATE

3.1 At the February Steering Group meeting, Members agreed the content of a Non-Technical Summary for the Neighbourhood Plan, front covers for Neighbourhood Plan documents, and the design and format of the Chippenham Design Guide. Members also discussed informal feedback received from landowners on Local Green Space proposals in the Plan.

3.2 The Regulation 14 consultation, the first statutory public consultation on the Pre-Submission Draft Plan, commenced on 28 February 2022 and will last until 12 April 2022 (just over 6 weeks).

3.3 As part of the consultation the Pre-Submission Draft Plan, Non-Technical Summary of the Plan, 4 Annexes and 21 Appendices are available to view on the [Chippenham Neighbourhood Plan](#) website. The consultation is in the form of an online questionnaire, with 31 questions. Most of these are simple yes/no seek questions which seek to confirm whether the respondent agrees with each planning policy as drafted. There is the ability to skip questions. Community First Wiltshire are administering the questionnaire and collating results. A hard copy set of the Plan documents and questionnaires are also available to review/complete at the Town Hall reception, Museum and Stanley Park Sports Ground.

3.3 In the first week of the questionnaire being live there were 307 visits to the questionnaire web page and a total of 196 responses (43 fully completed questionnaires and 153 partially completed questionnaires). Overall 64% of people who visited the

survey in week 1 engaged with the survey questions in whole or in part, with 14% of people submitting a full response.

- 3.3 765 local stakeholders, and residents who had requested a desire to be kept up to date with the Plan's progress, were notified of the Regulation 14 consultation. The majority were notified by email (via Mailchimp), whilst those remaining, where email address contact details were unknown, received written notification. The Local Planning Authority were also sent an electronic copy of the Plan.
- 3.4 The commencement of the Regulation 14 consultation has been advertised on both the Council's and Neighbourhood Plan's social media platforms (Twitter, Facebook and Linked-In) with a one minute trailer video outlining the main themes and policies in the Plan. News articles on the Council's website and Neighbourhood Plan website have been produced, an article has been included on the Chippenham Our Community Matters blog, and a press release has been issued. Posters advertising the consultation have been displayed on Council noticeboards around the town. An article to promote the consultation has been included in the spring edition of Talk Chippenham.
- 3.5 The Steering Group did not hold a meeting in March given the very close proximity to the commencement date of the Regulation 14 consultation. A PowerPoint presentation is being prepared for Steering Group Members which could be used to promote the Regulation 14 consultation and explain the purpose and content of the draft Plan at community groups, organisations or schools. It will be used for presentations to the Chippenham Community Area Board at their meeting of 14 March and the Youth Council at their meeting of 21 March.
- 3.6 On completion of the Regulation 14 consultation, every response received has to be published and formally responded to. The draft Plan will be amended and refined over a four month period based on the consultation feedback received, before it is handed over to the Local Planning Authority, with a Basic Conditions and Consultation Statement, to commence a second public consultation, the Regulation 16 public consultation. The final stages are that the Plan will undergo Examination by an independent Planning Inspector, before being put to a vote in a Public Referendum.
- 3.7 The project timeline is attached in **APPENDIX A**. This sets out the future anticipated milestones for the Neighbourhood Plan. Based on current estimates the Plan will likely be 'made', or adopted, in spring 2023.

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

- 4.1 The Neighbourhood Plan will contribute to the following corporate priority:

Corporate Priority 2 - An active role in the future development of Chippenham through collaboration with partners and stakeholders

- Develop a Neighbourhood Plan for Chippenham

#### **5.0 STAFFING IMPLICATIONS**

- 5.1 The Steering Group continues to be supported by the Head of Planning, Planning Consultant(s) (external support), Administrative Officers, the Council's Communications & Customer Services Manager and Corporate Management Team.

## **6.0 FINANCIAL IMPLICATIONS**

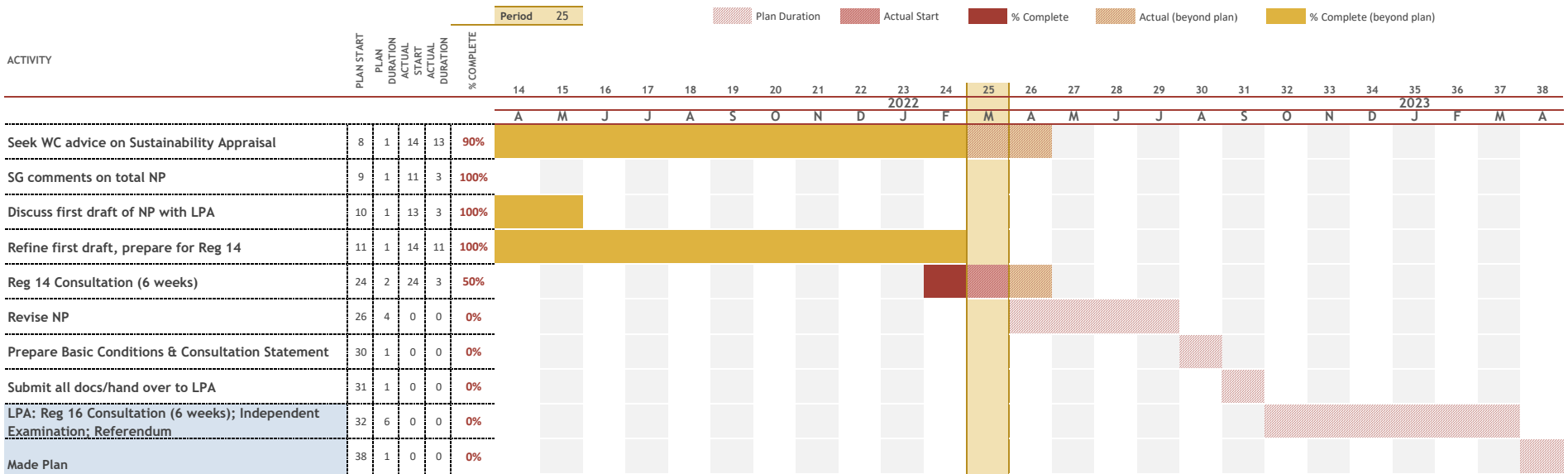
- 6.1 For the financial year 2021/22, in addition to Payroll costs, there is a Capital/EMF budget of £23,000 to cover print/design, consultant and professional fees, to be charged against Community Infrastructure Levy income/EMF, and an additional Income & Expenditure budget of £3,000 to cover other items such as website and postage. Grant funding income of £9,000 from Locality has been achieved for this year.
- 6.2 There will be no significant overspend or underspend on the Neighbourhood Plan budget for 2021/22 as set out in 6.1 above. To date this financial year, excluding payroll costs, £13,990 has been spent on design and formatting of Neighbourhood Plan documents, £10,115 on production of OS maps in Plan documents, £1150 on Planning Consultant fees, £484 on annual hosting and maintenance of the Neighbourhood Plan website, and £810 on photography. A further £5744 of professional fees have been quoted for design, formatting and printing of Plan documents and amendments to the Neighbourhood Plan website to facilitate the Regulation 14 consultation, and £1440 from Community First Wiltshire to administer the Regulation 14 consultation questionnaire.

## **7.0 RECOMMENDATION**

- 7.1 That Full Council notes the content of this Report, which is for information purposes only.

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# Appendix A - Neighbourhood Plan Project Timeline Apr 2021-Apr 2023



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Meeting	Full Council
Date	23 March 2022
Report Title	Calendar of Meetings and Civic Events for 2022/23
Author	Heather Rae, Head of Democratic Services

## **1.0 PURPOSE OF REPORT**

1.1 For Councillors to note the revision of meeting dates for the Community Donations Sub Committee for the municipal year 2022/23 at **APPENDIX A**.

## **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

2.1 Full Council fixes the dates of routine meetings of the Council and its Committees (Standing Orders Appendix A, 2.1 j). This was last noted by Full Council on 12 January 2022.

## **3.0 PROPOSED REVISION OF MEETING DATES 2022/23**

3.1 The Community Donations Sub Committee Policy adopted by the Strategy and Resources Committee on 16 February 2022 states that three meetings will be held each year. Therefore, meetings in April will be cancelled.

3.2 The meeting currently scheduled on 16 June shall be brought forward to 19 May to ensure there is not a significant delay in meeting dates for applicants of Community Donations following the cancellation of the previous meeting in February.

3.3 The dates for 2022/2023 for the Community Donations Sub Committee are 19 May 2022, 13 October 2022 and 09 February 2023.

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

4.1 The revision to the Calendar of Meetings for 2022/23 will contribute to the following corporate priority;

i. Corporate Priority 5 - Effective and efficient use of resources.

## **5.0 STAFFING IMPLICATIONS**

5.1 There are no staffing implications.

## **6.0 FINANCIAL IMPLICATIONS**

6.1 There are no financial implications.

## **7.0 RECOMMENDATIONS**

7.1 That the revised Calendar of Meetings and Civic Events at **APPENDIX A** be noted for the municipal year 2022/23.

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**Calendar of Meetings & Civic Events 2022/23**

MEETING	DAY & TIME	MAY 2022	JUNE 2022	JULY 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APRIL 2023	MAY 2023
<b>Full Council</b> (*Annual Full Council Meeting)	Weds, 7pm	*11	22			21		23		11		22		17
<b>Strategy &amp; Resources Committee (S&amp;R)</b>	Weds, 7pm		8			7	19		7		15		5	
<b>Amenities, Culture and Leisure Committee (ACL)</b>	Weds, 7pm			13		14		2		18		1		
<b>Planning, Environment and Transport Committee (PET)</b>	Thurs, 7pm *Weds 1 June	12	1*, 23	14	4, 25	15	6, 27	17	8	5, 26	16	9, 30	20	11
<b>Human Resources Committee (HR)</b>	Thurs, 7pm		9			1		3			23			
<b>Civic Matters Sub-Committee</b>	Tues, 2pm	31				6				17		14		
<b>Community Donations Sub-Committee</b>	Thurs, 4pm	19					13				9			
<b>Finance Sub Committee</b>	Tues, 4pm			12		27	18	15				21		
<b>Annual Town Meeting</b> (not a meeting of the Town Council)	Weds, 6.30 pm												26	
<b>CIVIC EVENTS</b>														
<b>Mayor's Investiture</b>	Weds, 7pm	18												24
<b>Armed Forces Day</b>	Sat, 10am		25											
<b>Civic Sunday</b>	Sun, 3pm			17										
<b>Wiltshire &amp; Swindon Pride Day</b>	Sat, 10am				13									
<b>Merchant Navy Day</b>	Sat, 10am					3								
<b>Armistice Day &amp; Remembrance Sunday</b>	Fri, 10am Sun, 10am							11,13						
<b>Holocaust Memorial Day</b>	Friday									27				
<b>Commonwealth Day</b>	Monday											13		
<b>Twinning Visit (Friedberg)</b> La Fleche May 2023 (date TBC)	TBC				1									

APPENDIX A

All meetings will be held in the Town Hall, unless notified. Working Parties, Advisory and Steering Groups, Dispersations Sub-Committee and any other Sub-Committees to be convened as and when required.

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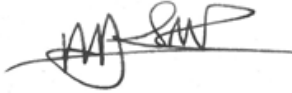
**Delegated Authority (Urgent Action) Form**

<p>In accordance with Standing Orders, under section 11, The Role of the Proper Officer:</p> <p>11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.</p>	
Date	05 January 2022
Nature of Urgent Action	Electricity Contract Renewal
Matter raised by	Corporate Management Team
Date considered by the Chief Executive	05 January 2022
Consulted with Leader or Deputy Leader or Chairman or Vice Chairman	Leader supported on 05 January 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>Following the Strategy and Resources Committee (S&amp;R) meeting held on 08 December 2021, it was agreed that the Chief Executive sign the Council up to an electricity contract at an increased price of 57%. The following day, the contract was not available, the market was volatile with higher costs and suppliers removing offers or providing no offers. Over the Christmas period the high curve came down and the Council's Energy Management consultant advised the Council to sign a contract. The available contract was an additional £24,000 higher than agreed by S&amp;R. The Council was out of contract on 31 December 2021 and at risk of out of contract pricing.</p> <p>Following the professional advice of the Council's Energy Management consultant, due to unprecedented volatility of the Electricity market it was agreed to sign a 3-year contract with an electricity provider at an additional £24,000 from the amount agreed by the Strategy and Resources Committee. This will ensure stable costs over the next 3-year period.</p>




# CHIPPENHAM TOWN COUNCIL

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	<p><b><u>Financial Implications</u></b> There will be an additional cost of £24,000 to be included in the budget for 2022/23. The Director of Resources shall address the implications of this in the budget report to Full Council on 12 January 2022.</p> <p><b><u>Legal Implications</u></b> The Chief Executive signed a 3-year contract with the electricity provider.</p>
To be reported for information to this committee or sub-committee	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	05 January 2022



## Delegated Authority (Urgent Action) Form

In accordance with Standing Orders, under section 11, The Role of the Proper Officer:  11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.	
Date	08 February 2022
Nature of Urgent Action	Response to survey on the People and Communities Strategy, led by Public Engagement and Insights Manager BSW CCG (Bath and Northeast Somerset, Swindon, and Wiltshire Clinical Commissioning Group)
Matter raised by	Chief Executive due to email from Interim WALC Adviser
Date considered by the Chief Executive	08 February 2022
Consulted with Leader or Deputy Leader	Leader supported on 09 February 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To submit a response to the survey on the People and Communities Strategy, led by Public Engagement and Insights Manager BSW CCG (Bath and Northeast Somerset, Swindon, and Wiltshire Clinical Commissioning Group). Response to highlight that due to the tight deadline a Council response could not be agreed (copy of submitted response attached).</b>
To be reported for information to this meeting	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	09 February 2022

## Opportunity to engage with BSW Clinical Commissioning Group around health inequalities and co-production.

BSW is starting engagement with the Voluntary and Community and Social Enterprise (VCSE) in Wiltshire to develop an understanding of the priorities and issues around health inequalities that your service users and the residents and communities you serve experience.

The starting point of this engagement is to review the wealth of information, data, and intelligence that is already held by the sector which is gathered as part of the sector's application for funding, tendering for contracts, evaluation and impact of services and reports to commissioners and funders.

Once this is collated, there will be the opportunity to review and appraise the collective findings, discuss and identify gaps and inform the next phase of the engagement activity and strategy development.

This is a real opportunity to demonstrate and share the wealth of knowledge and understanding that the voluntary and community sector has about its service users, communities, and residents and its ability to reach people that some large statutory sector organisations are less able or successful in doing so. In addition, this approach does not duplicate the significant work already undertaken by the sector with service users and communities to ensure effective service delivery and it means that the intelligence gathered for other purposes has the potential to influence and effect change for the future.

The following aims to capture your organisations knowledge, experience and understanding of the priorities and issues regarding health inequalities faced by service users, residents and communities and invites you to share relatively up to date (within the last 2 years) research, evaluations and impact studies that identify health inequalities experienced by service users, residents and communities.

The intelligence you hold is immensely important and valuable. This is your chance to use it to shape and influence the Integrated Care System set priorities for the future. Please complete by Monday 14th February

[Sign in to Google](#) to save your progress. [Learn more](#)

\*Required

Name

Mark Smith, Chief Executive

Organisation

Chippenham Town Council

Contact Email

[enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk)

Thinking about the residents and communities you serve and your service users, what are the top 3 health inequalities you have noticed in your community or have experience of in Wiltshire. What is the top priority and issue in your community? \*

Unable to provide response as survey was communicated to us on 07/02/22, which did not allow sufficient time to call a meeting to approve a formal Council response before the deadline of 11/02/22.

What is the next priority and issue in your community?

Unable to provide response as survey was communicated to us on 07/02/22, which did not allow sufficient time to call a meeting to approve a formal Council response before the deadline of 11/02/22.

What is the third priority and issue in your community?

Unable to provide response as survey was communicated to us on 07/02/22, which did not allow sufficient time to call a meeting to approve a formal Council response before the deadline of 11/02/22.

Do you have any research, community surveys, impact studies or evaluation reports around the topic of health inequalities or that identify health inequalities that you would be willing to share? If so please include link to the reports below or email [bswccg.engagement@nhs.net](mailto:bswccg.engagement@nhs.net)

No

Please give an indication of the size of your organisation - number of staff (FTE)

103 incl. 24 Councillors

Please give an indication of the size of your organisation - number of volunteers

35 Museum Volunteers, 5 CCTV Volunteers

Please give an indication of the size of your organisation - Turnover

- Annual turnover of under £10K
- Annual turnover of £10K to £50K
- Annual turnover of £50K to £100K
- Annual turnover of £100K to £500K
- Annual turnover of £500K to £1M
- Annual turnover over of £1m

If you have experience of co-production – do you have any good examples of where this has worked in practice?

No


Submit

Clear form






## Delegated Authority (Urgent Action) Form

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11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.	
Date	17 February 2022
Nature of Urgent Action	Closure of Town Council Buildings and Facilities
Matter raised by	Chief Executive due to red/amber weather warnings for the Southwest on 18 February 2022
Date considered by the Chief Executive	17 February 2022
Consulted with Leader or Deputy Leader	Leader supported on 17 February 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To close all council facilities, including the Charter Market on Friday 18 February 2022.</b>
To be reported for information to this committee or sub-committee	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	17 February 2022

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## Delegated Authority (Urgent Action) Form

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11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.	
Date	01 March 2022
Nature of Urgent Action	A letter to Wiltshire Council regarding housing Ukrainian refugees within Chippenham to support and show solidarity to the people of Ukraine
Matter raised by	Chief Executive due to ongoing Ukraine invasion
Date considered by the Chief Executive	01 March 2022
Consulted with Leader or Deputy Leader	Leader supported on 01 March 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To write to Wiltshire Council requesting that Wiltshire Council find homes for as many refugees from Ukraine as possible to show solidarity and support for the people of Ukraine at this most difficult of times (copy of letter attached).</b>
To be reported for information to this meeting	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	01 March 2022



**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

Terence Herbert  
Chief Executive, Wiltshire Council  
County Hall  
Bythesea Road  
BA14 8JN

01 March 2022

## **Ukraine**

Dear Terence,

As you may be aware, in a similar manner to Wiltshire Council, Chippenham Town Council has issued a public message of solidarity and support for the people of Ukraine at this most difficult of times.

At the time of writing the UK Government are currently considering their policy with regard to accepting refugees from Ukraine. Although Chippenham Town Council are unable to directly allocate social housing, we urge Wiltshire Council to find homes for as many refugees from Ukraine as possible. This will of course be subject to the availability of the housing stock under the control of Wiltshire Council as the Statutory Housing Authority. However, we shall endeavour to work collaboratively with Wiltshire Council and other third parties on this issue in accordance with our scope of control and available resources.

In conclusion, Chippenham will gladly welcome Ukrainian people into our community.

Yours sincerely,

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

**Chippenham Town Council**

The Town Hall, High Street  
Chippenham, Wiltshire  
SN15 3ER

01249 446699


enquiries@chippenham.gov.uk  
chippenham.gov.uk



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## Delegated Authority (Urgent Action) Form

In accordance with Standing Orders, under section 11, The Role of the Proper Officer:  11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.	
Date	02 March 2022
Nature of Urgent Action	A letter to Wiltshire Council regarding Wiltshire Council Pension Fund Investments
Matter raised by	Chief Executive due to ongoing Ukraine invasion
Date considered by the Chief Executive	02 March 2022
Consulted with Leader or Deputy Leader	Leader supported on 02 March 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To write to Wiltshire Council to query any investments Wiltshire Pension Fund may have in any Russian or Belarusian companies or any investments in any companies that have close links with Russia or Belarus (copy of letter attached).</b>
To be reported for information to this meeting	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	02 March 2022



Terence Herbert  
Chief Executive, Wiltshire Council  
County Hall  
Bythesea Road  
BA14 8JN

02 March 2022

### **Wiltshire Pension Fund Investments**

Dear Terence,

As indicated in my most recent letter to you, Chippenham Town Council has issued a public message of solidarity and support for the people of Ukraine at this most difficult of times.


I understand that Wiltshire Council is the administering authority for the Wiltshire Pension Fund under the LGPS Regulations. Therefore, I'm now writing to ask you if the Wiltshire Pension Fund has any investments in any Russian or Belarusian companies, or any investments in any companies that have close links with Russia or Belarus and if so, what does Wiltshire Council propose to do about this.

Yours sincerely,

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



**Delegated Authority (Urgent Action) Form**

<p>In accordance with Standing Orders, under section 11, The Role of the Proper Officer:</p> <p>11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.</p>	
Date	03 March 2022
Nature of Urgent Action	Use of Chippenham Town Council facilities to be available free of charge for the purposes of humanitarian aid with regard to the crises in Ukraine.
Matter raised by	Chief Executive due to ongoing Ukraine invasion
Date considered by the Chief Executive	03 March 2022
Consulted with Leader or Deputy Leader	Leader supported on 03 March 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To delegate to the Chief Executive to allow Chippenham Town Council facilities to be available free of charge for the purposes of humanitarian aid with regard to the crises in Ukraine.</b>
To be reported for information to this meeting	Full Council on 23 March 2022
Signed by Chief Executive	
Dated	03 March 2022

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Meeting	Full Council
Date	23 March 2022
Report Title	Councillor Motion
Author	Councillors Matthew Short, Gemma Grimes, Angie Litvak-Watson and Nick Murry

## COUNCILLOR MOTION

To consider the following motion from Councillors Matthew Short, Gemma Grimes, Angie Litvak-Watson and Nick Murry:

### **Motion to waive part of the fee payable for the hire of Town Council facilities for the 2022 Folk Festival and support its promotion**

#### **Background**

Chippenham's famous Folk Festival has run for 50 years as a folk and arts event. Over that time, it has brought thousands of visitors and international artists to the town, and has become a main stay of the national and international Folk Festival calendar. A difficult two years of cancellation due to COVID combined with the removal of the Bank Holiday Monday has left it in a difficult financial position, where the Festival Board believes the Festival may not be able to go ahead. Other factors such as the extensive use of marquees for vaccination centres and demands for the jubilee weekend have also resulted in increased costs.

The Festival Board have therefore asked for our help. Ticket sales have been slower than usual this year, possibly because people have been cautious in returning to live events following the pandemic. The Board has therefore been looking at how the budget could be reduced by reconfiguring the program to allow the same offering but with reduced infrastructure. The budget has been reviewed line by line and alternative proposals made that reduce it.

The Big Top and other outdoor infrastructure costs would be reduced by returning to three outdoor stages in Island Park. This has allowed for reduced security fencing, amplification, and staging, and hence reduced overall cost.

The park would maintain its focus on displays of Morris and Appalachian dance and Community Groups and Family entertainment but with a Picnic in the Park atmosphere. The evening concerts would be moved to St Andrews church and the Constitution club. New quotes for PA provision at the Olympiad would also reduced costs.



## CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

All traders and Craft tents would remain on the Island and Monkton Park as planned, craft tent pitches are currently sold out. Display sides will perform as normal in the High Street and Borough Parade and culminate in specific displays in the park.

Previous charges for the Family and castle area have been removed and a new program integrates the Children and Family program into the wider (complementary) park offering with the new Community and Family stage replacing the Big Top. In other words, the 'free to residents' and family offering has been enhanced.

Recent Social media has encouraged an upturn in ticket sales and a new social media plan is being prepared should the decision to proceed be taken. However, there is still considerable risk of the Festival not going ahead, for which reason the Festival Board has asked if the hire of Chippenham Town Council facilities could be waived or substantially reduced. This would de-risk the festival and help ensure it goes ahead. The cost of hiring Monkton Park (incl. River Island, the Town Hall and Neeld, is approximately £4,000 and the cost of the park approximately half of this.

The town as a whole significantly benefits from this historic folk festival, through tourism and the economic benefits to businesses in the town. It also benefits residents through the family and children's events, and a celebration of our musical heritage. There is also a rich, unquantifiable value associated with this long-standing cultural event, uniquely associated with Chippenham.

If the festival doesn't run this year, there is a real possibility that it will cease to happen in future.

### **Council notes:**

- The Chippenham Folk Festival is a valuable cultural, music and arts event that benefits our town and our community, which we wish to see continue;
- The Festival Board is considering whether or not the Folk Festival should go ahead and has asked the Town Council for support to help ensure that it can;
- There is a risk that if it doesn't go ahead in 2022, the Folk Festival's future would be in jeopardy and it may be permanently lost to our town.

### **Council therefore resolves to:**

1. Offer its support to the Chippenham Folk Festival Board's request by halving our hire fee;
2. Help to promote the Folk Festival events via the Council's website, social media and notice boards.



Meeting	Full Council
Date	23 March 2022
Report Title	Councillor Motion
Author	Councillors Gemma Grimes, Angie Litvak-Watson and Nick Murry

## **COUNCILLOR MOTION**

To consider the following motion from Councillors Gemma Grimes, Angie Litvak-Watson and Nick Murry:

### **Letter to Wiltshire Council requesting investment in the Olympiad Leisure Centre**

#### **Background**

The Olympiad Leisure Centre is a highly valued community facility in the heart of our town. It has a prime location within the town, making it one of the most accessible facilities in Chippenham. It is home to a wealth of sports opportunities for all ages, and has a range of fitness and relaxation classes, promoting general health and wellbeing.

Management of the Olympiad was returned to Wiltshire Council in October 2021. Wiltshire Council had previously conveyed that it had been reluctant to invest in improvements until it regained management in-house, yet very little seems to have changed. In view of this, now is the time for Chippenham Town Council, as elected representatives of our community, to request for investment to take place.

#### **Council notes:**

**Members of Chippenham Town Council and its residents strongly value the Olympiad for:**

- Its wealth of facilities - including the swimming pool, large gym, health suite, squash courts, badminton courts, range of fitness classes and the multi-use indoor sports hall, which is used for a variety of prominent dance and gymnastics competitions;
- Its sports hall, as a large venue in the centre of town which also plays host to bands and events such as the Chippenham Beer Festival;
- Its accessibility - on foot and by bike, as well as nearby car parking and public transport links, both rail and bus;



- It's strategic importance in providing centrally located community facilities at a time when the town is looking to attract people to the town centre.

**Council therefore resolves to:**

Request that the Town Council's Chief Executive write to the Leader of Wiltshire Council, copied to the Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets, and Wiltshire Council's Chief Executive, to convey Chippenham Town Council's desire for Wiltshire Council to invest in renovating and upgrading the Olympiad, including the following points:

- Now that management of the Olympiad has been returned to Wiltshire Council, this is the right time to make a significant investment in securing its future;
- Now that we are emerging from the pandemic, it is also the right time to increase investment in its facilities to promote health and wellbeing;
- Chippenham (Wiltshire Council's largest settlement) has received zero funding for a Community Campus, which could have seen significant investment in its Leisure Centre, as has happened in many other of Wiltshire's towns;
- Wiltshire Council currently retains 85% of the Community Infrastructure Levy funds generated by housing development in Chippenham - to date only a small proportion has been invested back into Chippenham's infrastructure - this is funding that could be used to pay for improving the quality and quantity of leisure provision via its existing assets (i.e. the Olympiad);
- The high value placed on the Olympiad by the Town Council and Chippenham's residents;
- The strategic importance of the Olympiad in providing community facilities close to the town centre.



Meeting	Full Council
Date	23 March 2022
Report Title	Councillor Motion
Author	Councillors Nick Murry and Myla Watts

## **COUNCILLOR MOTION**

To consider the following motion from Councillors Nick Murry and Myla Watts:

### **Raising awareness and demonstrating support for eliminating violence against women and girls**

#### **Background**

Wiltshire Police received 32,000 reports of domestic abuse between 2016 and 2020 and that one in five of all crimes reported in Wiltshire during 2020-21 involved domestic abuse, with 7,214 offences recorded by the county's force. According to Government figures, up to 75% of those experiencing domestic abuse are also targeted at work<sup>1</sup>.

During the year ending August 2020, there were 1,389 sexual assaults and rape offences reported in Wiltshire not linked to domestic abuse<sup>2</sup>, and 400 women and girls reported being raped in the year to March 2020, according to Wiltshire Police figures. Despite this, the majority of rape and assault crime is never reported, and of that reported, only 2.9% of rape case dealt with by Wiltshire Police in 2020 ended in a charge or summons.

The adverse impact of these crimes affects thousands of lives in our county, including the lives of people in Chippenham.

Investment in measures such as more CCTV cameras and better street lighting are important but only part of the solution. Wiltshire Police's Project Vigilant<sup>3</sup> and

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<sup>1</sup> Domestic Abuse: A Toolkit for employers: The Prince's Responsible Business Network:  
<https://static1.squarespace.com/static/5cd83ed84d871178f0307100/t/60be159369613720cf224fcc/1623070106040/bitc-wellbeing-toolkit-domesticabuseforemployers-june2021.pdf>

<sup>2</sup> Wiltshire Police target offenders in bid to make nights out safer:  
<https://www.wiltshire.police.uk/news/wiltshire/news/2021/september-2021/wiltshire-police-target-offenders-in-bid-to-make-nights-out-across-the-county-safer/>

<sup>3</sup> Wiltshire Police, Project Vigilant:  
<https://www.wiltshire.police.uk/news/wiltshire/news/2021/september-2021/wiltshire-police-target-offenders-in-bid-to-make-nights-out-across-the-county-safer/>



Wiltshire Council's 'Ask for Angela' initiative<sup>4</sup>, aimed at proactively preventing violence against women before it occurs, are helping. However, raising awareness and changing attitudes, mainly amongst men, is part of the solution. Leadership and education are key to achieving this.

White Ribbon UK is part of a global White Ribbon initiative to end violence against women and girls by encouraging people to individually and collectively take action and change behaviour. Organisations can become White Ribbon Supporter Organisation<sup>5</sup> or White Ribbon UK accredited<sup>6</sup>. Public sector organisations are also able to use accreditation to demonstrate they are meeting their duty under the Equality Act 2010.

**Council notes:**

- As a council we need to do all we can to eliminate violence against women and girls and send a strong message that such violence will not be tolerated;
- Raising awareness plays a significant role in changing the cultural and social norms which are recognised as being influential in shaping individual behaviour, including the use of violence;
- The Council, its members and employees, are influential in shaping social norms in our town and therefore have a leadership role in calling out unacceptable behaviour.

**Council therefore resolves to:**

- Work collaboratively with local agencies and organisations in tackling violence against women and girls in our town;
- Make available awareness training to councillors and officers on how to identify and address this issue;
- Become a White Ribbon campaign Supporter Organisation as soon as practicable, and investigate the potential to be a White Ribbon Accredited Council.

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<sup>4</sup> Wiltshire Council, Ask for Angela scheme: <https://www.wiltshire.gov.uk/licences-permits-ask-angela>;  
<https://www.wiltshire.gov.uk/media/1048/Ask-for-Angela-Guidance/pdf/Askforangela-poster-back.pdf?m=637765422725330000>

<sup>5</sup> White Ribbon Supporter Organisation: <https://www.whiteribbon.org.uk/shop/white-ribbon-supporter-organisation>

<sup>6</sup> White Ribbon Accreditation <https://www.whiteribbon.org.uk/organisations>



## Appendix

The criteria for becoming a White Ribbon supporter organisation is that you have less than 250 staff and that you can make the following 7 commitments and pay £99:

1. Encourage all staff to make the White Ribbon Promise to never commit, excuse or remain silent about male violence against women.
2. Recruit at least one male White Ribbon Ambassador (or woman Champion if there are no male staff who can undertake this role)
3. Wear a White Ribbon and display it where appropriate - especially around White Ribbon Day, 25th November.
4. Post the 'White Ribbon Supporter' badge on your website.
5. Hold at least one awareness and fund raising event or activity a year. Many organisations will do this around White Ribbon Day 25th November.
6. Ensure you have policies or protocols in place if your staff or customers disclose that they are a victim of violence.
7. Make sure women know where to get help - this could be through posters, find help cards - we can offer suggestions suitable to your organisation.

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