



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

21 September 2022

To Councillors:

Desna Allen	Liz Alstrom (Chair)
Declan Baseley (Vice-Chair)	James Bradbury
Jenny Budgetell	Clare Cape
Pete Cousins	William Douglas
Robert Giles	Gemma Grimes
Angie Litvak-Watson	Kathryn Macdermid
Nick Murry	Andy Phillips
Nina Phillips	David Poole
Nic Puntis	Chris Ruck
John Scragg	Matthew Short
George Simmonds	Myla Watts
Hayley Wilson	Conor Melvin

Extraordinary Meeting of Full Council - Wednesday 28 September 2022

Dear Councillor,

You are summoned to attend an extraordinary meeting of Full Council to be held in the Town Hall on Wednesday 28 September 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 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,

Councillor Liz Alstrom
Mayor of Chippenham, Chair of Full Council

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.

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

Extraordinary Full Council - Wednesday 28 September 2022

	Wards affected	Page no.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive any apologies for absence.		
2. <u>DECLARATION OF INTEREST</u>		
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. <u>MINUTES</u>		9 - 14
To receive the draft minutes of the Council meeting held on Wednesday 22 June 2022. Minutes require a proposer and seconder for approval (copy attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		15 - 16
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 22 June 2022 (copy attached).		

5. **POLICE REPORT**

To receive a verbal 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 meeting held on 13 July 2022 (previously circulated).
- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 23 June, 14 July, 04 August, and 25 August 2022 (previously circulated).
- c. **Strategy and Resources Committee**
The draft minutes of the meetings held on 08 June and 07 September 2022 (previously circulated).
- d. **Human Resources**
The draft minutes of the extraordinary meeting held on 19 May 2022 and the meetings held on 09 June and 01 September 2022 (previously circulated).

To consider the following items

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| 7. | <u>ENVIRONMENTAL IMPROVEMENTS TO ESTATE UPDATE</u> | All Wards | 17 - 20 |
| | To receive and consider a report from the Director of Community Services regarding Environmental Improvements to the Council's Estate and next steps (copy attached). | | |
| 8. | <u>403 SUSTRANS ROUTE WORKING GROUP - REQUEST FOR CHIPPENHAM TOWN COUNCILLOR REPRESENTATION</u> | All Wards | 21 - 24 |
| | To receive and consider a report from the Director of Community Services regarding the nomination of a Councillor to an outside body, the 403 Sustrans Route Working Group, set up by Calne Without Parish Council (copy attached). | | |

	Wards affected	Page no.
<p>9. <u>CHIPPENHAM COMMUNITY TOWN TEAM - REQUEST FOR CHIPPENHAM TOWN COUNCILLOR REPRESENTATIVE</u></p> <p>To receive and consider a report from the Head of Democratic Services regarding the nomination of a Town Councillor representative to attend meetings of the Chippenham Community Town Team (copy attached).</p>	All Wards	25 - 28
<p>10. <u>NOMINATION TO ALMSHOUSES - OUTSIDE REPRESENTATION</u></p> <p>To note the resignation of Mr Jerry Hughes as trustee of Mrs Utterson's Almshouses and to nominate a replacement trustee.</p> <p>Mr Paul James has been proposed by the clerk of Mrs Utterson's Almshouses to fill the role of trustee. Mr James has the correct qualifications and experience to become trustee and if supported by Council would be appointed trustee for the remainder of the term of office until 30 November 2025.</p>	All Wards	
<p>11. <u>AUDIENCE AGENCY PROPOSAL - REQUEST FOR BUDGET</u></p> <p>To receive and consider a report from the Head of Venues regarding a recommendation from the Amenities, Culture and Leisure Committee on 13 July 2022 to approve a budget overspend for the purchase of audience research solutions (copy attached).</p>	All Wards	29 - 32
<p>12. <u>CHANGE OF FUNCTION - DECOUPLING OF GRIEVANCE AND COMPLAINTS PANEL</u></p> <p>To receive and consider a report from the Head of Democratic Services regarding a proposed change in function of a panel of the Human Resources Committee to decouple the 'Grievance and Complaints Panel' (copy attached).</p>	All Wards	33 - 34
<p>13. <u>CIVILITY AND RESPECT PLEDGE</u></p> <p>To consider whether Chippenham Town Council sign up to the civility and respect pledge. Civility means politeness and courtesy in behaviour, speech, and in the written word.</p>	All Wards	

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. Professional bodies such as the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

If supported, this would demonstrate that Chippenham Town Council is committed to treating councillors, officers, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. If Council resolve to sign up to the civility and respect pledge, this involves registering and agreeing to the following statements:

'That Chippenham Town Council:

- *has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.*
- *has put in place a training programme for councillors and staff.*
- *Chippenham Town Council has signed up to Code of Conduct for councillors*
- *has good governance arrangements in place including, staff contracts, and a dignity at work policy.*
- *will commit to seeking professional help in the early stages should civility and respect issues arise.*
- *will commit to calling out bullying and harassment when it happens.*
- *will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme*
- *supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.'*

	Wards affected	Page no.
14. <u>COUNCILLOR MOTION</u>	All Wards	35 - 36
<p>To consider a Councillor motion regarding warm rooms initiative, a warm space made available to residents during the winter months (copy attached).</p>		
<p><u>To note the following items, questions for clarification purposes only</u></p>		
15. <u>NEIGHBOURHOOD PLAN UPDATE</u>		37 - 40
<p>To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).</p>		
16. <u>URGENT ACTION FORMS</u>	All Wards	41 - 44
<p>To note the following Urgent Actions Forms:</p>		
<p>1. Legionella Checks 2. Decisions made following the Death of the Monarch</p>		
17. <u>COUNCILLOR'S FEEDBACK</u>		
<p>To receive the following feedback, each Councillor who wishes to update has 5 minutes only:</p>		
<p>i. To receive feedback from Town Councillors on significant work they are involved with including ward work.</p>		
<p>ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with.</p>		
<p>iii. To receive feedback from Wiltshire Councillors on significant work they are involved with.</p>		
<p>iv. To receive any updates on Committee or Sub-Committee membership changes from the Democratic Services Team.</p>		
<p>v. To receive ideas for potential Community Infrastructure Levy (CIL) projects funded by the 85% of CIL that Wiltshire Council retain from development within Chippenham to be forwarded to Wiltshire Council by the Chief Executive.</p>		

18. **ITEMS FOR COMMUNICATION**

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

19. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 23 November 2022.