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**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 Budgell	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

7. **ENVIRONMENTAL IMPROVEMENTS TO ESTATE UPDATE** 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. **403 SUSTRANS ROUTE WORKING GROUP - REQUEST FOR CHIPPENHAM TOWN COUNCILLOR REPRESENTATION** 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.

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FULL COUNCIL

Minutes of a meeting of the Full Council held in the Town Hall on Wednesday 22 June 2022 at 7.00 pm.

COUNCILLORS:	Desna Allen	Liz Alstrom (Chair)	Declan Baseley (Vice-Chair)
	James Bradbury	Jenny Budgell	Clare Cape
	Pete Cousins	William Douglas	Robert Giles
	Gemma Grimes	Angie Litvak- Watson	Kathryn Macdermid
	Andy Phillips	David Poole	Nic Puntis
	Myla Watts	Hayley Wilson	Conor Melvin

OFFICERS:
Mark Smith, Chief Executive
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Andy Conroy, Head of Planning
Alex Cooper, Democratic Services Officer
Michael Weeks, Democratic and Civic Officer
Gillian Ballinger, Head of Finance

PUBLIC PRESENT: There was one member of the public present

PUBLIC QUESTIONS: There were no public questions

19. APOLOGIES FOR ABSENCE

Apologies were received from Councillor John Scragg due to holiday commitments, Councillor Chris Ruck due to work commitments, Councillor George Simmonds due to ill health, Councillor Matthew Short due to family commitments, Councillor Nick Murry due to another commitment and Councillor Nina Phillips due to ill health.

20. DECLARATION OF INTEREST

There were no declarations of interest.

21. MINUTES

The minutes from the meeting held on 11 May 2022 were proposed by Councillor Desna Allen, seconded by Councillor Kathryn Macdermid and with all in favour, it was;

RESOLVED that: The minutes from the meeting held on 11 May 2022 were approved as a correct record and were signed by the Chair.

22. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor highlighted that The Town Council has two forthcoming Civic Events coming up. Saturday 25 June we have Armed Forces Day and in July Civic Sunday, where we honor members of our Community.

Today when briefed by officers the Mayor noted there is only 4 councillors in attendance at Armed Forces Day and while it was noted there are apologies from Councillors for very good reasons, the Mayor was disappointed to hear that 9 Councillors hadn't RSVP'd by the due date.

Officers put a considerable amount of time into planning these public events, and due consideration to RSVPing by the date stated in the invitation is required. The Mayor reminded Councillors of Standing Order 23.1 Councillors are expected to attend Civic Events and should send apologies to the Chief Executive as per committee meeting if unable to attend.

b) The Mayor advised Councillors that paper copies of the Annual Report 2021/22, and the Corporate Strategic Plan were in front of them, and could they ensure they take them home.

- ii. The list of engagements undertaken by the Former Mayor and Deputy Mayor between 23 March 2022 and 10 May 2022 were noted.
- iii. The list of engagements undertaken by the Former Mayor and Deputy Mayor since the last Council meeting held on Wednesday 11 May 2022 were noted.

23. **POLICE REPORT**

There was no representative in attendance from Wiltshire Police.

RESOLVED that: The report be noted.

24. **COMMITTEE MINUTES**

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 25 May 2022 were presented by Councillor Declan Baseley with all matters resolved.
- b. **Planning, Environment & Transport Committee**

The draft minutes of the meetings held on 12 May 2022 and 01 June 2022 were presented by Councillor Gemma Grimes with all matters resolved.

25. **YOUTH COUNCIL MINUTES**

RESOLVED that: The notes from the Youth Council meetings held on 10 May 2022, 24 May 2022 and 07 June 2022 were noted.

26. **YEAR END ACCOUNTS AND FINANCIAL STATEMENTS 2021/22**

The Director of Resources, the Responsible Finance Officer presented the report regarding Year End Accounts and Financial Statements 2021/22.

With all in favour

RESOLVED that:

- i) That the following statements within the Annual Governance and Accountability Return (AGAR Form 3) are approved by Full Council and be signed by the Chair and Chief Executive:
 - a The Annual Governance Statement 2021/2022;
 - b. The Accounting Statements 2021/2022;
- ii) That Full Council adopts the unaudited financial statements for the year ended 31st March 2022 for Chippenham Town Council and that they be signed by the Chair and the Responsible Financial Officer.

27. **DRAFT MEDIUM TERM FINANCIAL PLAN FOR CAPITAL EAR MARKED FUNDS**

The Director of Resources, the Responsible Finance Officer presented the report regarding the Draft Medium Term Financial Plan For Capital Ear Marked Funds.

With all in favour

RESOLVED that:

- i) Adopted the 5-Year Medium Term Financial Plan for Capital Ear Marked Funds for the period 2022 to 2027
- ii) Approved the use of £50k pa of C/EMFs for expenditure on Project/Programme Management resource

28. **GREEN INFRASTRUCTURE AND A350 DUALLING SCHEME**

The Head of Planning presented the report regarding the Green

Infrastructure and A350 Dualling Scheme.

With all in favour

RESOLVED that:

- i) Agreed the proposals listed in Paragraph 3.3 of this Report as a basis for future discussions with Wiltshire Council Highways on potential green infrastructure improvements for the A350 dualling scheme; and
- ii) Delegate authority to the Chief Executive to represent the Town Council going forward in discussions with Wiltshire Council Highways and/or Chippenham Without in respect of green infrastructure improvements for the A350 dualling scheme, including reviewing potential green infrastructure improvements at Bumpers Farm Roundabout.

29. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning presented the report regarding a Neighbourhood Plan Update.

RESOLVED that:

Councillors noted the report.

30. **COUNCILLOR'S FEEDBACK**

- i. Councillor Desna Allen highlighted the recent Community Safety Forum which took place on 14 June 2022, where forum members received a presentation on contextual safeguarding, a new way of looking at how a specific place or area can be a safeguarding concern to young people.
- ii. Councillor Jenny Budgell confirmed that Chippenham Borough Lands Charity is working with the families of the young people who have been involved in recent anti-social behaviour in the Town. Councillor Budgell also asked Councillors that due to the recent vilification on social media of the families if Councillors could be mindful if replying to members of the public.
- iii. There was no update on the activities of the Wiltshire Association of Local Councils.
- iv. Councillor Nic Puntis who represents the Town Council on the Wiltshire Council Flood Prevention Group asked Councillors to let him know of any potential flood risks in the town especially with the ground currently being dry and any future wet weather.

Councillor Clare Cape who sits on the Health Select Committee

informed Councillors that they have been looking into the concerns regarding ambulance waiting times. This isn't due to a lack of ambulances and is currently being looked into.

- v. The following Committee/Sub-Committee membership changes were noted:
 - Councillor Matthew Short replaced Councillor Pete Cousins on the Amenities, Culture and Leisure Committee.
- 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 on landscaping of open spaces to prevent ingress of the travelling community in these area - raised by Councillor Nic Puntis.
 - Wiltshire Council spend some of their CIL on more electric vehicle charging points within the town - raised by Councillor Angie Litvak Watson.
- vii. There were no Community Matters updates

31. ITEMS FOR COMMUNICATION

There were no items for communication requested.

Councillor Jenny Budgell requested the view of the Youth Council on potential CIL projects.

Councillor Nic Puntis requested the view of the Youth Council on the recent anti-social behaviour by young people in the town.

32. DATE OF NEXT MEETING

The next meeting of Full Council will be held at 7pm on Wednesday 21 September 2022.

The Chair closed the meeting.

The meeting closed at 8.08 pm.

These minutes are subject to confirmation at the next meeting.

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

Signature

Date

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Mayoral Engagements 2022/2023 - Mayor Cllr Liz Alstrom

June	Engagements
23	Youth Adventure Trust Virtual Fireside Coffee
24	Refashion my Town Denim Awards
25	Armed Forces Day
26	Malmesbury Town Council Choral Evensong Service
28	Civic Award Winners Meet and Greet
29	Wiltshire Air Ambulance AGM
July	
1	Avon Court Care Home Open Day
2	Opening of St Marys Primary School Fete
2	Village Singers Wine and Dine Concert
4	Rotary Presidents Night
6	Wimbledon Over 60s Afternoon Tea
15	SW1 Crossfit Gym 24 Hour Charity Event Opening
16	Royal British Legion Memorial Garden dedication
17	Civic Sunday
20	Citizenship Ceremony
21	Chippenham Arts Networking Event
23	Chippenham Reenactment Weekend VIP event
23	Purple Flag Evening Assessment and Meet & greet
24	Chippenham Reenactment Weekend
28	Chippenham Museum Robert Tanner Exhibition Opening
August	
1	Twinning Reception
6	Monkton Golf Course Charity Event
9	NCS Chippenham Pitch Panel
29	Chippenham River Festival
30	The Safe Space Chippenham Visit
September	
3	Merchant Navy Day
6	Civic Matters Sub Committee
7	Brew with the Crew, Wiltshire Air Ambulance, Semington
8	Laying of wreath in memory of HM The Queen
10	Proclamation of King Charles II
13	Flowers Manor Condolence Book for HM The Queen Visit
18	Service of Thanksgiving for HM The Queen, Salisbury Cathedral
18	National Moment of Reflection for HM The Queen
21	Citizenship Ceremony
27	Sahara Sisters Belly Dancing Club Visit
28	Full Council



Mayoral Engagements 2022/2023 - Deputy Mayor - Cllr Declan Baseley

July	
10	Chippenham Lions Cherished Vehicle Fun Day
12	Finance Sub Committee (First Meeting of Municipal Year)
August	
13	Wiltshire and Swindon Pride
13	Cepen Lodge Summer Fete
17	Citizenship Ceremony
September	
3	Merchant Navy Day
10	Proclamation of King Charles II



Meeting	Full Council
Date	28 September 2022
Report Title	Environmental Improvements to Estate Update
Authors	Matt Kirby - Director of Community Services

1.0 PURPOSE OF REPORT

1.1 To provide Councillors with an update on the decarbonisation of the Council's estate and proposed next steps.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 At Full Council on 22nd September 2021, Councillors approved the commissioning of a Climate Change Consultant (RenewEV - Alex Lockton) - to undertake a schedule of works to include phase 1 procurement for the decarbonisation of the Council's estate.

2.2 The works following works have now been completed;

- Detailed energy usage data for the main estate (Town Hall/Neeld, Stanley Park and Museum)
- Energy monitoring solution costings
- Fabric upgrade costings and advice for Town Hall/Neeld and Museum
- Heating replacement costings across the main estate
- Solar PV costing for Stanley Park

Further work has been completed on the Council's Procurement Policy, which the Climate and Biodiversity Officer is currently reviewing.

3.0 KEY FINDINGS

3.1 Sourcing contractors willing to provide turnkey services for insulation upgrades and heating system conversion to renewables has been very difficult due to the limited number of installers and their already heavy workloads

3.2 Heat pump installation contractors are a specialised resource, anyone embarking on heating replacement require their expertise, therefore identifying skilled and experienced contractors and building relationships over time will prove essential.

3.3 Fabric installers are very selective in terms of the projects that they take-on and appear to be unwilling to be involved in the detail or complexity this requires. The Climate Consultant is recommending that the Town Council employ their own team and train them to do the work. The Corporate Management Team have reservations about this option as it significantly exposes the council to risk in an area that is currently outside of its core competences or experience

- 3.4 Recommended Heating systems are likely to be Air Source Heat Pump replacements with the inclusion of:
- Heat recovery where appropriate (Neeld and Stanley Park)
 - Cooling (Town Hall, Museum and Neeld)
 - Ability to heat hot water to higher temperatures if required
- 3.5 Heat distribution works will be required in the following buildings:
- Neeld to replace existing wet radiators, underfloor and air con
 - Town Hall to install new heating cooling system and replace existing storage heaters o Museum to install new wet system with ability to manage air temperature and cooling if required
- 3.6 Fabric Works for The Museum, The Neeld and The Town Hall have been costed and the consultant recommends using a breathable insulation which is made of environmentally sustainable material capable of being installed into older buildings and has flexibility in terms of its application method.
- Options have been proposed which include Diathonite / Calsitherm for walls and Proclima / Gutex for Neeld Roof
 - Subject to discussion with conservation officer
 - If all measures are applied, then 44% reduction in carbon from fabric alone is possible
 - Cheaper materials are available but are not compatible with carbon reduction AND ecological emergency requirements
- 3.7 The consultant has engaged with architects and recommends that officers engage one to assist with the conservation officer meetings and assist with the fabric design and specification to produce detailed drawings required for planning and construction. Indicative initial costings are included in that section.
- 3.8 The consultant recommends:
- To focus spend on Stanley Park Heating, Monitoring and Solar within this current financial year.
 - To engage with an architect to design The Neeld and Town Hall this year and then The Museum next year with a view to putting the projects into planning next year and the year after.
- 3.9 Current assumptions within the Climate Consultants report allow for an estimated 72% carbon reduction versus the baseline for the carbon footprint of the Councils estate.

3.10 A summary of the capital cost estimates is displayed below;

	Stanley Park	The Need	Town Hall	Museum	Budget estimate Combined
Heating	£122k-£144k	£150k-£175k	£140k-£165k	£120-£150k	£532k-£630k
Fabric (Insulation Materials Only)*	NA	£95,780	£50,803	£47,907	£194,490
Energy Monitoring (Shared Equally)	£2,811-£4,793	£2,811-£4,793	£2,811-£4,793	£2,811-£4,793	£11,245-£19,173
Solar PV	£41-51k	-	-	-	£41-51k
Subtotal	£165,811-£195,793	£248,591-£275,573	£193,614-£220,596	£170,718-£202,700	£778,734-£894,662
Carbon Saving %	64%	77%	78%	67%	72%

*Additional cost of Insulation Team of 3 annually is circa £120k for own in-house installation team including van and training. If the Fabric work were to be completed in 4 years the total project cost would be **£1.3-£1.5M**.

4.0 ANALYSIS

- 4.1 The report presents a ‘fabric-first’ approach which is essential for the heating solutions to be effective. Aside from Stanley Park the Councils primary estate is housed within complex, difficult to treat, listed buildings built in the mid Nineteenth century. It is likely that fabric installers view such situations with caution due to the high levels of risk associated with taking on such contracts. This supports the Corporate Management Teams comments with regard to the risk to the Council at 3.3 above. Given that the industry views our buildings estate with risk, it is therefore follows that we should too given that we have no experience whatsoever in these areas of work.
- 4.2 Establishing a team of installers in house also carries significant levels of risk and officers would not advise this option as appropriate as indicated at 3.3 and 4.1 above.
- 4.3 The overall spend of between £1.3-£1.5M could result in a 72% carbon saving upon baseline for the estate, but Councillors should note that this would not result in carbon neutrality. It should be noted that whilst emissions from the Councils estate contribute towards a significant proportion of the council’s carbon footprint - a number of other sources also contribute i.e. material consumption and transportation.
- 4.4 The Climate and Biodiversity officer has met with the Climate Consultant and suggested that in addition to the above programme a number of simpler ‘quick win’ energy saving actions could be implemented i.e. ensuring adequate loft insulation, led lighting role out, draft exclusion and secondary glazing.
- 4.5 The Climate and Biodiversity officer is currently working upon a Climate and Biodiversity strategy and carbon neutrality roadmap - but Councillors should note that to achieve carbon neutrality by 2030 significant levels of insetting and/or offsetting will need to be achieved.

5.0 NEXT STEPS

5.1 In accordance with the Consultants recommendations it is proposed that;

- Tenders are specified and issued for Heating, Solar and Energy monitoring at Stanley Park. Due to the project management and planning requirements such works will be completed during 2023. The preapproved capital budget of £200K for 2022/23 will be used for this purpose.
- An architect is engaged to design the fabric scheme for The Neeld and Town Hall, and work with officers and Wiltshire Council conservation officers to obtain the relevant permissions prior to tender.
- The Climate and Biodiversity officer works with relevant Heads of Service to identify energy saving measures and implement these accordingly.

6.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

6.1 An update on the decarbonisation of the Council's estate will contribute to the following corporate priorities;

- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
- Maintain effective and efficient governance and management of resources.

7.0 STAFFING IMPLICATIONS

7.1 There are no staffing implications.

8.0 FINANCIAL IMPLICATIONS

8.1 The overall project cost is outlined to be between £1.3-1.5M. The recommendations seek to utilise the preapproved £200K budget for Estate Environmental Improvements - and a sum of £50K has been allocated into next years budget for the pre tender fabric stage of The Neeld and Town Hall, and implementation of identified 'quick win' energy saving measures across the estate.

9.0 LEGAL IMPLICATIONS

9.1 There are no legal implications.

10.0 RECOMMENDATIONS

10.1 It is recommended that Councillors;

- i) Approve the use of the £200K budget for 2022/23 to carry out the estate greening works to Stanley Park as outlined within the report.
- ii) Recommend an allocation of £50K into next year's capital budget for the pre tender fabric stage of The Neeld and Town Hall, and implementation of identified 'quick win' energy saving measures across the estate.



Meeting	Full Council
Date	28 September 2022
Report Title	403 Sustrans Route Working Group - Request for Chippenham Town Councillor representation
Authors	Matt Kirby - Director of Community Services

1.0 PURPOSE OF REPORT

- 1.1. To request the nomination and appointment of a Town Councillor to act as a representative on the 403 Sustrans Route Working Group, set up by Calne Without Parish Council.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Calne Area Local Highways & Footpaths Improvement Group (LHFIG) has recently established a cross-council Working Group to “to preserve and enhance the 403 Sustrans Route between Chippenham and Avebury as a multi-user route for active travel and leisure, well-being and commuting purposes, and to promote its use to, and care by, the local community.”
- 2.2 The Working Group currently comprises representatives from the following local councils along the route: Calne Town Council, Calne Without Parish Council, Bremhill Parish Council and Cherhill Parish Council. The group also have a number of additional stakeholders engaged, including Sustrans, Sustainable Calne and the Chippenham Cycle Network Development Group.
- 2.3 The terms of reference for the Working Group are included as **APPENDIX A**.
- 2.4 On 12th July 2022 the Working Group contacted the Chief Executive of Chippenham Town Council requesting that a Chippenham Town Councillor attend as a representative.

3.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 3.1 The appointment of a Town Councillor to act as a representative on the 403 Sustrans Route Working Group will contribute to the following corporate priority;
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.

4.0 STAFFING IMPLICATIONS

- 4.1 There are no staffing implications.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no financial implications.

6.0 LEGAL IMPLICATIONS

6.1 There are no legal implications.

7.0 RECOMMENDATIONS

7.1 It is recommended that Councillors nominate and appoint a Councillor to attend the 403 Sustrans Route Working Group.

Cycle Route 403 Cross Council Working Group

Terms of Reference

1. Introduction

The Cycle Route 403 Cross Council Working Group was established by the Calne Area Transport Group (now the Local Highways and Footpaths Improvement Group), at the meeting of 25th February 2022.

2. Membership

The Working Group has been set up with representation from town and parish councils along Route 403 between Chippenham and Avebury, with the option to include representatives from interested community groups.

The current membership is as follows:

Calne Town Council	Rob MacNaughton & Rob Mercer
Calne Without Parish Council	John Barnes & Doug Price
Bremhill Parish Council	Isabel McCord
Cherhill Parish Council	Martin Purslow
Chippenham Town Council	<i>to be advised</i>
Avebury Parish Council	<i>to be advised</i>

Additional community representatives are:

Sustainable Calne	Celia Stevens
Sustrans	Max Longley
Chippenham Cycle Network Development Group	Nick Murry

3. Aims and Objectives

The Working Group has been set up with the following aims and objectives.

3.1 Aims

To preserve and enhance the 403 Sustrans Route between Chippenham and Avebury as a multi-user route for active travel and leisure, well-being and commuting purposes, and to promote its use to, and care by, the local community.

3.2 Objectives

- (a) Secure a long-term future for Cycle Route 403 by:
- Establishing a comprehensive record of land ownership, leases and rights of way.
 - Seeking improvements to lease arrangements.
 - Promoting additional designations (such as designation as a commuter route).
 - Working with Wiltshire Council, landowners and other stakeholders.

(b) Improve Route 403 for cyclists by:

- Re-aligning the route where better alternatives exist.
- Improving the surface of the track to encourage use and remove barriers to commuting.
- Improving maintenance along parts of the route.

(c) Improve signage along the route to:

- Provide clarity to new users along the route.
- Manage the competing interests of cyclists and walkers, reminding users to show consideration and courtesy to each other.

(d) Encourage more people to make use of the route by:

- Promoting the use of the cycle route for both leisure and commuting.
- Removing barriers to the use of the route by users of wheelchairs and mobility scooters.
- Enhancing the route with additional furniture such as benches and bins.
- Improving connections onto the route, such as stiles and kissing gates.
- Providing information boards.
- Considering opportunities for the provision of cycle hire facilities.
- Seeking redress to specific issues, such as litter through the Lower Compton landfill site.
- Promoting the linkage between Chippenham and Calne with the World Heritage site at Avebury and the Great West Way.

4. Timescales

The Working Group shall remain in existence until such time as either the Group or the Calne Area LHFIG consider that its aims and objectives have been completed. The continuing existence of the Working Group and its Terms of Reference shall be reviewed on an annual basis.

5. Reporting

The Working Group shall submit regular reports as required to the Calne Area Local Highways and Footpaths Improvement Group (LHFIG).



Meeting	Full Council
Date	28 September 2022
Report Title	Chippenham Community Town Team - Request for Chippenham Town Councillor representation
Authors	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

- 1.1 To consider the nomination and appointment of a Town Councillor to act as a representative on the Chippenham Community Town Team, a group set up by the Chippenham Community Hub.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Chippenham Community Hub Charity set up the Chippenham Community Town Team and outline on their website that, *'the next phase of development is to join with other organisations, businesses, authorities, to begin planning for a future that will enable both this generation and those still to come to thrive and enjoy all the benefits that a good neighbourhood can offer.'*¹

3.0 APPOINTMENT OF TOWN COUNCILLOR REPRESENTATIVE

- 3.1 On 23 August 2022 the Chair of the Chippenham Community Town Team contacted the Chief Executive of Chippenham Town Council requesting that a Chippenham Town Councillor attend as a representative.
- 3.2 The Town Team Charter for the Group is included at **APPENDIX A**.
- 3.3 Due to emphasis on political neutrality in the Town Team Charter, it is recommended that the Mayor of Chippenham be nominated to attend as their role is ceremonial and non-political.
- 3.4 If supported, this nomination to an outside body will be considered each year at the annual Council meeting.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 The appointment of a Town Councillor to act as a representative on the Chippenham Community Town Team will contribute to the following corporate priority;
- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.

¹ <https://www.chippenhamhub.com/about-6>

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

8.1 It is recommended that Councillors nominate and appoint the Mayor to attend the Chippenham Community Town Team meetings.

Chippenham Community Town Team Charter

What is the Community Town Team Charter?

The charter is a shared story of what the Town Team is and how those who are involved are expected to act. It is a summary of the 'Community Town Team Way' that puts what is good for Chippenham at the forefront of all actions and decisions.

This is a positive movement both for the people of Chippenham, and by the people of Chippenham.

The Town Team is a proactive movement led by actions, collaboration, and deeds that improve our local place. It is an inclusive movement for good and positive results that will both enhance and improve the community of Chippenham.

For those involved it is an innovative and creative movement that follows the creed that *if it is good for Chippenham, legal, and possible, then actions should follow.*

There is no power for change greater than a community discovering what it cares about
Margaret J Wheatley

The Guiding Principals

1. Positive

The Town Team is a positive influence in our community and members lead by example. They foster a can-do culture and build beneficial relationships wherever possible.

2. Proactive

The purpose of the team is to actively improve our community and place, helping to deliver actions, events, or projects, by inputting the will of the community into decision making by authorities.

3. Apolitical & Independent

Decisions and actions are beyond political or personal predilection's with no member aligned or advocating for such. Working both closely and constructively with those representing local councils and the government with the purpose of benefiting the community not individual or factional advancement.

4. Inclusive

The Community Town Team is open and inclusive to all and celebrates diversity. It is there to represent everyone in the Chippenham Community.

5. Resilient & Sustainable

The approach of the team will be to create a healthy and vibrant town which is a resilient, ebullient, and sustainable, 'place for people' that promotes and enables positive mental and physical wellbeing.

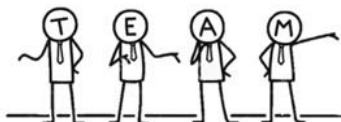
6. Integrity, Honesty & Respect

All members of the town team will operate with integrity, honesty, and respect - at all times putting place before person.



Chippenham Community Town Team Model

The Chippenham Community Town Team are leaders and facilitators of positive change. They will enable the future development of the town centre influencing from street level.



The partnership between business, influencers, government organisations and the community will be the mortar that enables Chippenham to have a realistic and sustainable future.

Working together to make the town a better place

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Meeting	Full Council
Date	28 September 2022
Report Title	Audience Agency Proposal - Request for Budget
Author	Beth O'Brien, Head of Venues

1.0 PURPOSE OF REPORT

- 1.1 To seek Council approval for the purchase of off-the-shelf solutions from The Audience Agency in order to provide a deeper understanding of the current and potential audience of The Neeld and so inform and optimise the future use and service offer of The Neeld.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Following a report presented by the Chief Executive to the Strategy and Resources Committee on 09 December 2020 relating to an update of the Neeld Development Project at an initial estimate circa £1.5 million, it was agreed that a report would be brought back to ACL on the future uses of the Neeld and the wider Town Hall footprint, Museum and Yelde. It was noted that this report would require the input of a specialist consultant.
- 2.2 A further report was presented by the previous Head of Venues to the Amenities, Culture and Leisure committee on 02 June 2021 proposing that The Audience Agency undertake surveys to improve our understanding of The Neeld's current and potential audiences, to fulfil audience's needs and to optimise the Council's offer in terms of the use of existing and potential Arts and Heritage spaces.
- 2.3 At the ACL committee on 02 June 2021 Councillors resolved to review The Audience Agency's proposal, which consisted of two phases, in 12 months' time due to concerns about the overall cost of the survey and the timing, as venues were only just preparing to reopen following the Covid 19 pandemic.
- 2.4 At the ACL committee on 13 July 2022 Councillors resolved to use off-the-shelf solutions from The Audience Agency in place of undertaking Phase 1 of The Audience Agency's offer and to defer the decision to undertake Phase 2.
- 2.5 Depending on the packages chosen, The Audience Agency's off-the-shelf solutions could cost up to £2,600 + VAT.

3.0 AUDIENCE RESEARCH

- 3.1 Research results would provide valuable data and information for the future development and marketing of the Neeld Community and Arts Centre and other Chippenham Town Council arts and heritage providers.

- 3.2 Phase 1 of The Audience Agency project aimed to provide a deeper understanding of the current and potential audience to inform the future use and service offer of The Neeld by understanding more about their current engagement habits and potential future engagement habits. In March 2021 Phase 1 was costed at £7,063 + VAT
- 3.2 The second phase of The Audience Agency project considers the position of The Neeld and the Town Council's heritage offer within the town and Wiltshire's wider cultural offer. Specifically, this proposal considers how a more joined up place-based approach to audience development and engagement could potentially reach more residents and visitors. This moves beyond understanding the competitor landscape and considers audiences in a more joined up partnership approach, building awareness with the full breadth of the offer across the town and county. The Audience Agency would work with the town council officers to scope the technical design of this work. In March 2021 Phase 2 was costed at £9,275 + VAT. There would be an additional cost for optional monitoring and evaluation i.e. bespoke audience surveys, focus groups etc at a cost of up to £5,400.00 plus VAT.
- 3.3 The off-the-shelf tools offered by The Audience Agency cover much of that offered in Phase 1. Depending on the packages chosen this option could cost up to £2,600 + VAT. Once these tools have been utilised, the decision on appointing The Audience Agency to complete Phase 2 could be revisited by ACL.
- 3.4 The Arts in Chippenham and all over the country were greatly affected by the Covid pandemic, resulting in audiences not enjoying their usual activities. Now we have returned to our normal operations, monitoring will enable us to gauge audience confidence in returning to entertainment and visitor venues.
- 3.5 Some consideration should be given to the audience current viewpoint as we encounter increasing costs of living and inflation.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 The audience research resulting from use of The Audience Agency's off-the-shelf solutions will contribute to the following corporate priorities;
- Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
 - Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
 - Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.
 - Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

- 5.1 Using free and off-the-shelf solutions will have more of an impact on officer time than commissioning The Audience Agency to undertake this work.

6.0 FINANCIAL IMPLICATIONS

- 6.1 Buying off-the-shelf solutions from The Audience Agency will cost up to £2,600 + VAT depending on the packages chosen.

6.2 The costs for this work are currently unbudgeted and would need to be approved as an in year overspend by Full Council.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 RECOMMENDATIONS

8.1 To approve an in year budget overspend of £2,600 for the purchase of off-the-shelf audience research solutions from The Audience Agency as recommended by the ACL Committee on 13 July 2022.

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Meeting	Full Council
Date	28 September 2022
Report Title	Change of function - Decoupling of Grievance and Complaints Panel
Author	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

1.1 To consider changing the function of a panel of the Human Resources Committee (HR), to decouple the ‘Grievance and Complaints Panel’ to align the Complaints process with the Strategy and Resources Committee (S&R), the Committee that adopts and reviews the Complaints Policy.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will recall the Complaints Policy was adopted by S&R on 20 October 2021, this policy will be reviewed via S&R every 3 years with the next date of review being October 2024.

2.2 Full Council determines the functions and constitution of Committees and Sub-Committees as set out in Standing Orders Appendix A, 2.1j).

3.0 CHANGE TO PARENT COMMITTEE FOR COMPLAINTS PROCESS

3.1 The Grievance and Complaints Panel currently sits under the auspices of HR. However, Grievances and Complaints are separate issues that would be more suited to two separate Panels.

3.2 It is proposed to realign the Complaints Panel that would meet in certain circumstances as stipulated within the Policy with S&R instead of HR. This change is proposed to align the Complaints process with S&R who adopt and review the Complaints Policy, to ensure that matters are dealt with in the most efficient and effective way.

3.3 This change of function would decouple Complaints from the existing ‘Grievance and Complaints Panel’ which sits under HR. This Panel would become the ‘Grievance Panel’ which would deal with grievances as required and would remain under the responsibility of HR.

3.4 A separate Complaints Panel would be formed under S&R, the panel would be appointed at the first S&R Committee meeting of each municipal year. This would mirror the process currently followed for HR Panels.

3.5 It is proposed that the changes take place immediately, the membership of the existing ‘Grievance and Complaints Panel’ be transferred to the new ‘Grievance Panel’ and the

'Complaints Panel' under S&R be appointed at the next S&R meeting on 19 October 2022.

3.6 Thereafter the Panels will be appointed by their relevant parent committee at their first meeting of the municipal year.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The introduction of a new Complaints Panel under S&R, decoupled from the existing Grievance & Complaints Panel under HR Committee will contribute to the following corporate priority;

- Maintain effective and efficient governance and management 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 Council approve decoupling the existing 'Grievance & Complaints Panel' of the Human Resources Committee (HR). The 'Grievance Panel' will remain under HR. The Complaints Panel would move to under the auspices of S&R, to align the Complaints process with the Committee that adopts and reviews the Policy.

7.2 To delegate to the Chief Executive any necessary updates to Policies and Standing Orders to reflect these changes.



Meeting	Full Council
Date	28 September 2022
Report Title	Councillor Motion
Author	Councillors Pete Cousins, Declan Baseley, James Bradbury, Gemma Grimes, Angie Litvak-Watson, Nick Murry, David Poole, Chris Ruck, Matthew Short and Myla Watts.

COUNCILLOR MOTION

To consider the following motion from Councillors Pete Cousins, Declan Baseley, James Bradbury, Gemma Grimes, Angie Litvak-Watson, Nick Murry, David Poole, Chris Ruck, Matthew Short and Myla Watts.

In order to help Chippenham residents through this difficult time we propose the following:

1. That the Chief Executive is requested to write to the Chief Executive of Wiltshire, requesting that Wiltshire Council consider the setting up of ‘warm rooms’, for Chippenham residents. We believe that Chippenham Town Council should request that they allocate space at the Olympiad, Monkton Park Offices and the Library, which will be available to Chippenham residents as places to sit and keep warm during the forthcoming autumn and winter.
2. We would also request that Full Council consider making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm, delegating the detail of how this is delivered to the Chief Executive.

Background

Over past months residents of Chippenham have been hit with a large increase in the cost of living. Food costs, housing cost and energy costs have risen rapidly leaving many Chippenham residents having to make difficult decisions, in some cases having to choose between heating their homes or buying food and other essentials.

We feel these actions will go some way towards demonstrating to Chippenham residents that the Town Council is on their side and helping to support them through these times of potential great difficulty.

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Meeting	Full Council
Date	28 September 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 June 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 22 June 2022. The report provided headline results from the Regulation 14 Consultation on the Pre-Submission Draft Plan. It also explained that the Steering Group had started to review and agree responses to the Regulation 14 comments received in line with their agreed Protocol for Sharing, Processing and Responding to Regulation 14 Consultation Comments, and that a Strategic Environmental Assessment (SEA) would be carried out by AECOM for the Draft Plan.

3.0 NEIGHBOURHOOD PLAN UPDATE

3.1 At the July Steering Group Meeting, the Group reviewed and agreed responses to the comments received on its Sustainability and Climate Change Chapter, and the Neighbourhood Plan was modified accordingly in response to these comments. The August Steering Group Meeting was cancelled due to the holiday period. At the September Steering Group Meeting the Group reviewed and agreed responses to the comments received on its Green and Blue Infrastructure Chapter, and the Neighbourhood Plan was modified accordingly in response to these comments. At the next Steering Group Meeting, to be held in early October, the Group will continue to agree draft responses and amendments to the Plan, focusing on the Town Centre Chapter.

3.2 AECOM produced a Scoping Report for the SEA in August 2022, which was subsequently modified to take on board comments from the Head of Planning and Chair of the Steering Group. The Scoping Report is currently out for consultation with the three statutory bodies - Historic England, Natural England and the Environment Agency. The consultation period is for five weeks and will end on 14 September 2022. A copy of the Report has also been sent to the Local Planning Authority (LPA).

3.3 The next stages in the SEA process will be (in the following order): 1) to assess the effects of the Neighbourhood Plan and formulate alternative options; 2) to prepare an

Environmental Report; and 3) to repeat (albeit ‘light touch’) the Regulation 14 Consultation with the Environmental Report.

3.4 Given that over 1000 individual comments were received from the Regulation 14 Consultation and that each comment has to be responded to (and the Plan modified or not), the Planning Consultant does not currently have capacity to assist in the review/response of these comments, and the need to carry out an SEA and repeat Regulation 14, it is anticipated that this will add approximately a six month delay to the Plan timeline, which is attached in **APPENDIX A**. Based on current estimates the Plan will likely be ‘made’, or adopted, in Autumn 2023.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The development of a Neighbourhood Plan will contribute to the following corporate priorities:

- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
- Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
- Provide and develop facilities and services that promote Chippenham as an attractive and vibrant market town and celebrate its rich history, heritage, and culture.

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 2022/23, in addition to payroll costs, there is a Capital/EMF budget of £34,000 to cover print/design, consultant and professional fees, to be charged against Community Infrastructure Levy income, and an additional Income & Expenditure budget of £3,000 to cover other items such as website and postage.

6.2 To date this financial year, £733 has been spent on fees for the Planning Consultant, and £120 on an SSL Certificate for the Neighbourhood Plan website.

7.0 RECOMMENDATION

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

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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.

Financial Regulations 3.2 iii- ‘The Chief Executive may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to or deterioration of premises, or to remove danger, or any unforeseen purpose where they are satisfied that delay would be detrimental to the best interest of the Council, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Chief Executive shall report the action to the Council as soon as practicable thereafter.’

Date	16 June 2022
Nature of Urgent Action	Legionella Testing
Matter raised by	Identified at Corporate H&S meeting and escalated to CMT for discussion and determination
Date considered by the Chief Executive	16 June 2022
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported on 17 August 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>To appoint a contractor to carry out Legionella checks across the whole of the Council estate in accordance with Financial Regulations 3.2 iii; <i>‘The Chief Executive may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to or deterioration of premises, or to remove danger, or any unforeseen purpose where they are satisfied that delay would be detrimental to the best interest of the Council, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Chief Executive shall report the action to the Council as soon as practicable thereafter.’</i></p> <p>The costs for Legionella checks are:</p>



CHIPPENHAM TOWN COUNCIL

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	<p>August 2022 - March 2023 = £6,560 +VAT</p> <p>April 2023 - March 2026 = £9,840 +VAT per annum fixed.</p>
To be reported for information to this committee or sub-committee	Full Council on 28 September 2022
Signed by Chief Executive	
Dated	18 August 2022



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	08 September 2022
Nature of Urgent Action	Urgent actions required following the death of Queen Elizabeth II.
Matter raised by	Chief Executive due to formal notification of the death of the Queen.
Date considered by the Chief Executive	08-09 September 2022 by Chief Executive and w/c 12 September 2022 by the Director of Community Services deputising for the Chief Executive.
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported all matters when raised during the period 08 September to 16 September 2022.
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>08-09 September 2022:</p> <ul style="list-style-type: none"> • All public-facing and/or celebratory events be cancelled until the day following the funeral, out of respect to Her Majesty Queen Elizabeth II, at this time of national mourning. • This includes Council meetings during this period of national mourning: <ul style="list-style-type: none"> - Amenities, Culture, Leisure Committee on 14 September 2022 - Planning, Environment and Transport Committee on 15 September 2022 • All Mayoral engagements be cancelled until the day following the funeral, visits to Care Homes will be made to bring the book of condolence for residents to sign. • The Council logo has been changed to black to signify the mourning period. <p>W/C 12 September 2022:</p> <ul style="list-style-type: none"> • Monday 19 September, the date of Her Majesty Queen Elizabeth II's state funeral will be a national bank holiday to mark the last day of the period of national mourning. Chippenham Town Council will



CHIPPENHAM TOWN COUNCIL

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	<p>observe the bank holiday and all of our buildings will close.</p> <ul style="list-style-type: none">• To cancel Full Council scheduled for 21 September 2022.• To cancel the PET meeting scheduled for 06 October 2022.
To be reported for information to this committee or sub-committee	Extraordinary Full Council on 28 September 2022
Signed by Chief Executive	 and Matt Kirby, Director of Community Services
Dated	16 September 2022