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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

15 March 2023

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
Conor Melvin	Nick Murry
Andy Phillips	Nina Phillips
David Poole	Nic Puntis
Chris Ruck	John Scragg
Matthew Short	George Simmonds
Myla Watts	Hayley Wilson

Meeting of Full Council - Wednesday 22 March 2023

PRESENTATION: There will be a presentation taking place before the meeting at 6.25pm relating to a Public Art Project from the Friends of the Museum and the Civic Society.

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 22 March 2023 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 sincerely,

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.

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 22 March 2023

	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>		7 - 22
To receive the draft minutes of the Council meeting held on Wednesday 11 January 2023. Minutes require a proposer and seconder for approval (copy attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		23 - 24
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 11 January 2023 (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 18 January 2023 (previously circulated).
- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 05 January, 26 January, and 16 February 2023 (previously circulated).
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 15 February 2023 (previously circulated).
- d. **Human Resources**
The draft minutes of the meeting held on 23 February 2023 (previously circulated).

7. **YOUTH COUNCIL MINUTES**

25 - 28

To receive the minutes from the Youth Council meetings held on 31 January and 21 February 2023 for information only (copies attached).

To consider the following items

8. **REQUEST FOR FINANCIAL SUPPORT FROM WESTBURY TOWN COUNCIL**

All Wards

29 - 36

To receive and consider a report from the Director of Community Services regarding a previous Council decision for financial support to Westbury Town Council under conditions that have subsequently not been met (copy attached).

	Wards affected	Page no.
<p>9. <u>FREEDOM OF THE TOWN RENEWAL</u></p> <p>To receive and consider a report from the Head of Democratic Services regarding re-support for the existing ‘Freedom of the Town’ honour to 9 Regiment, Royal Logistic Corps and holding a celebratory event to mark this (copy attached).</p>	All Wards	37 - 40
<p>10. <u>SIX MONTH RULE: CONSIDERATION OF REASON FOR ABSENCE</u></p> <p>Council to receive an update from the Head of Democratic Services on whether this item is required.</p> <p>If required, Council to formally consider the reason for a long period of Councillor absence in advance of the six month deadline. The Local Government Act 1972 s.85 outlines vacation of office by failure to attend meetings, <i>‘if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority’</i>.</p> <p>If Councillors approve the reason for absence, the Councillor’s six month period shall begin again. If Councillors do not approve the reason for absence, there would be a Councillor vacancy arising if the Councillor is unable to attend a meeting before the existing six month deadline.</p>	Sheldon	
<p>11. <u>COUNCILLOR MOTIONS</u></p> <p>To receive and consider the following Councillor motions:</p> <p>i) Councillor motion from Councillor Desna Allen regarding writing to Wiltshire Council about recent election charges to the Town Council (copy attached).</p> <p>ii) Councillor motion from Councillor Declan Baseley regarding the potential of public drinking fountains (copy attached).</p>	All Wards	41 - 44

To note the following items, questions for clarification purposes only**12. NEIGHBOURHOOD PLAN UPDATE**

45 - 50

To receive a report from the Head of Planning, presented by the Director of Community Services, updating Councillors on the progress of the Neighbourhood Plan (copy attached).

13. DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY, WILTSHIRE LOCAL PERFORMANCE & SCRUTINY COMMITTEE

To note the future dates of the Dorset & Wiltshire Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee.

Thursday 1 June 2023, 10am-12noon
Thursday 31 August 2023, 10am-12noon
Thursday 30 November 2023, 10am-12noon
Thursday 29 February 2024, 10am-12noon
Wednesday 5 June 2024, 10am-12noon

Further information available on their website:
<https://www.dwfire.org.uk/fire-rescue-authority/meetings/local-performance-scrutiny-committee-wiltshire/>

14. COUNCILLOR'S FEEDBACK

- i. To receive feedback from Town Councillors on significant work they are involved with including ward work.
- ii. To receive feedback from Town Councillors nominated by the Council to outside bodies on significant work they are involved with.
- iii. To receive feedback from Wiltshire Councillors on significant work they are involved with.
- iv. To receive any updates on meeting membership changes from the Democratic Services Team.
- 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.

15. **ITEMS FOR COMMUNICATION**

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

16. **DATE OF NEXT MEETING**

The next meeting of Full Council will be the Annual Council meetings held at 7pm on Wednesday 17 May 2023.



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of the Full Council held in the Town Hall on Wednesday 11 January 2023 at 7.00 pm.

COUNCILLORS:

Desna Allen	Liz Alstrom (Chair)	Declan Baseley (Vice-Chair)
James Bradbury	Jenny Budgell	Clare Cape
Robert Giles	Angie Litvak-Watson	Kathryn Macdermid
Conor Melvin	Nic Puntis	Chris Ruck
John Scragg	Matthew Short	George Simmonds
Hayley Wilson		

OFFICERS:

Mark Smith, Chief Executive
Nick Rees, Director of Resources
Matt Kirby, Director of Community Services
Andy Conroy, Head of Planning
Heather Rae, Head of Democratic Services
Alex Cooper, Democratic Services Officer

PUBLIC PRESENT: There were three members of the public present

There was a presentation before the meeting from a representative from the Community Hub regarding the Community Town Team.

PUBLIC QUESTION TIME

There was one verbal public question, a copy of the question is appended to these minutes at **APPENDIX A**, the response was not part of the meeting but is appended to these minutes at **APPENDIX B**.

69. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Pete Cousins due to ill health, Councillor Nick Murry due to another commitment, Councillor Nina Phillips due to ill health, Councillor Andy Phillips due to ill health, Councillor David Poole due to family commitments and Councillor Gemma Grimes due to work commitments.

70. DECLARATION OF INTEREST

There were no declarations of interest.

71. MINUTES

The minutes from the meeting held on 23 November 2022 were proposed by Councillor Desna Allen, seconded by Councillor Matthew Short and with all in favour, it was;

RESOLVED that:

The minutes from the meeting held on 23 November 2022 were approved as a correct record and were signed by the Chair.

72. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor highlighted the main Charity fundraising event of the year on Saturday 29th April 2023. The event will support the Mayoral charities: Heals and Wiltshire Air Ambulance. The theme is a midsummer night's dream, a costumed masquerade event. The main event includes a drinks reception, dinner, live entertainment, live music and a DJ music set. There will also be tickets to the 'afterparty' only, with live music and the DJ set. Tickets will be on sale soon with further details published on the Town Council website and socials. The Mayor thanked all in advance for their support of this event.
- b) The Mayor noted that in relation to agenda item 7 the Community Safety Forum notes had the incorrect attachment. The Community Safety Forum notes from the meeting on 06 December 2022 were to be noted, a copy is attached to the minutes for information.
- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 23 November 2022 were noted.

73. **POLICE REPORT**

The Inspector updated on the current policing priorities within the Chippenham area including partnership working to tackle anti-social behaviour, low levels of burglaries, successful drug investigations, anti-social behaviour at Saddlers Mead car park. The Inspector highlighted that any incidents occurring need to be reported to the police, otherwise they will not be aware of issues. The importance of communication with local representatives was highlighted. The Chair thanked the Inspector for attending the meeting.

RESOLVED that:

The update be noted.

74. **COMMITTEE MINUTES**

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 02 November 2022 were presented by Councillor Declan Baseley with all matters resolved.

- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 17 November and 08 December 2022 were presented by Councillor Clare Cape with all matters resolved.
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 07 December 2022 and the extraordinary meeting held on 20 December 2022 were presented by Councillor Desna Allen with all matters resolved.
- d. **Human Resources**
The draft minutes of the extraordinary meeting held on 12 December 2022 were presented by Councillor Desna Allen with all matters resolved.

75. **COMMUNITY SAFETY FORUM NOTES**

It was noted that the attached Community Safety Forum notes were incorrect, the notes from the meeting held on 06 December 2022 were the last meeting and are attached to the minutes.

RESOLVED that:

The notes from the Community Safety Forum meeting held on 06 December 2022 were noted.

76. **FINANCIAL REGULATIONS AND PROCUREMENT POLICY REVIEW**

The Director of Resources, Responsible Financial Officer, presented the report regarding revisions to the Council's Financial Regulations and Procurement Policy. The Strategy and Resources Committee recommended to Full Council that these be adopted, S&R 07/12/22 Minute 57 refers.

Councillor Clare Cape highlighted acknowledgement of the Government's policy regulations regarding the lack of scope for ethical investment and procurement and expressed disappointment that the Council are prevented from considering ethical topics that may be important to residents such as international human rights.

With all in favour of the report recommendations, it was;

RESOLVED that:

Councillors adopted the revised versions of the Council's Financial Regulations and Procurement Policy as recommended by the Strategy & Resources Committee on 7 December 2022.

77. **BUDGET 2023/24**

The Leader introduced the budget report and thanked officers and councillors for their involvement in the process. The Leader urged Council to support the recommendation of the Strategy and Resources Committee to approve the proposed budget and precept.

The Director of Resources, Responsible Financial Officer, presented the report regarding the draft income and expenditure for 2023/24 and associated precept. The proposal for a breakeven outturn for income and expenditure was noted. The draft Capital Earmarked Fund expenditure budget for 2023/24 was outlined and it was noted that CIL income be sought for funding £728k of the total Capital Earmarked Fund expenditure of £828k.

A recorded vote was taken in accordance with Standing Order 16.4.

For	Against	Abstain
Desna Allen	Chris Ruck	Declan Baseley
Liz Alstrom		Angie Litvak-Watson
Jenny Budgetell		James Bradbury
Clare Cape		
Robert Giles		
Kathryn Macdermid		
Conor Melvin		
Nic Puntis		
John Scragg		
Matthew Short		
George Simmonds		
Hayley Wilson		
Total: 12	Total: 1	Total: 3

With the majority in favour, it was;

RESOLVED that:

Council approved:

- i) The draft Income & Expenditure for 2023/24 and associated Precept of £3,968,965.
- ii) The draft Capital Ear Marked Fund expenditure budget for 2023/24 of £828k, with the use of £728k of CIL Income to fund it.

78. **CONSIDERATION OF APPOINTING A COUNCILLOR REPRESENTATIVE TO AN OUTSIDE BODY - COMMUNITY TOWN TEAM**

The Head of Democratic Services presented the report regarding the request for a Town Councillor representative on the Chippenham Community Town Team, a group set up by the Chippenham Community Hub. It was noted that these external meetings were already attended by several Town Council

officers relating to their roles and also by some Town Councillors in their capacity as individuals. It was highlighted that this attendance by Town Councillors was not in the role of Town Councillor or nominated by Council.

Councillors requested general feedback from officers on work relating to the community. Councillors supported the Town Team's benefit to the community of Chippenham but noted there was sufficient representation in place by officers and individuals and did not agree that a Town Councillor representative would contribute further. With the majority against, it was;

RESOLVED that:

Councillors did not support appointing a Councillor representative to the Community Town Team.

79. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in November 2022.

RESOLVED that:

Councillors noted the report.

80. **CALENDAR OF MEETINGS AND CIVIC EVENTS 2023 TO 2024**

The Head of Democratic Services presented the report regarding the proposed meeting and civic event dates for the municipal year 2023/2024.

RESOLVED that:

The Calendar of Meetings and Civic Events at **APPENDIX A** be noted for the municipal year 2023/24.

81. **COUNCILLOR'S FEEDBACK**

- i. There were no updates from Town Councillors on significant work they are involved with.
- ii. The following updates from Town Councillors nominated to outside bodies were given:
Councillor Jenny Budgell updated as representative on Chippenham Borough Lands Charity (CBLC) that a new playground is being built by the Arc Climbing Centre. This had been delayed due to bad weather, there had been negative feedback about flooding. It was highlighted to Councillors that any residents experiencing difficulty can approach CBLC for financial help, staff will help or signpost.

Councillor John Scragg updated in capacity as the Chairman of the Wiltshire Association of Local Councils (WALC). There would be a

meeting on 18 January 2023 to address issues concerning the executive committee. Representation from Town Councillors has been reasonable but poor from Parish Councillors, this will be investigated. Due to the large number of small parishes, attendance should be higher.

Councillor John Scragg updated, as representative for the Friends of Chippenham Station, that works to install a lift and rotate the footbridge to make it safer have started. There will be no access for pedestrians to cross the line north to south, there is a diversion in place. These works will benefit the people of Chippenham once completed.

- iii. There were no updates from Wiltshire Councillors on significant work they are involved with.
- iv. There were no Committee or Sub-Committee membership changes.
- v. 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 public arts scheme in Chippenham, similar to the calf statue that is installed. This is in association with the Civic Society and Friends of Chippenham Museum. This is being progressed and requires funding - raised by Councillor John Scragg.

82. ITEMS FOR COMMUNICATION

Councillors requested communications on Community Infrastructure Levy (CIL), to ask the Youth Council for their thoughts on this.

Councillors requested that communications relating the budget be mindful of how to present to the public, it was confirmed this would be presented accurately and clearly.

83. DATE OF NEXT MEETING

The next meeting of Full Council will be held at 7pm on Wednesday 22 March 2023.

The Chair closed the meeting.

The meeting closed at 7.58 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

Public Question - Full Council 11 January 2023

1. “Good evening Council, I have a brief statement and a brief question in relation to the budget proposals on your Full Council meeting tonight. As a previous Town Councillor, I’m aware of the challenges the Town Council face in setting its budget and precept for the coming financial year. However, I was somewhat surprised about the proposed precept increase of 10% and would ask the Council to carefully consider not only the challenges that the Town Council face but also of the local residents in respect of the current financial climate. My specific question to the budget is as follows:
 - a) The proposed budget includes a recommendation to use £728,000 of CIL income towards capital expenditure. Can the Town Council provide me with details on how they plan to engage with the local community over the next 12 months with regard to current and future CIL income to ensure the Town Council’s plans and ambitions are in line with that of the local residents.”

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APPENDIX A

Not Part of the Meeting - APPENDIX B

Response to Public Question - Full Council 11 January 2023

1. Community Infrastructure Levy (CIL) income received from the Local Planning Authority (LPA), Wiltshire Council, is one of the income sources that funds the Town Council's Capital Programme. The projects and schemes which are funded through the Town Council's capital programme are delivered in support of the Town Council's Corporate Strategic Plan 2022 - 2026. The Corporate Strategic Plan was agreed by Chippenham Town Council at the meeting of Full Council on 23 March 2022 after an extensive consultation process. The Town Council is open to feedback from residents, members of the public can contact their Local Town Councillor, the Town Council or attend and speak at public meetings.

Draft

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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Minutes of a meeting of the Chippenham Community Safety Forum held on Tuesday 6 December 2022 at 11.00 am.

Councillors present:

Desna Allen (Chair)
Pete Cousins

Liz Alstrom

Also present:

Representatives from the following groups

Wiltshire College

RCCG Church

CHAP

Sheldon Road Methodist Church

Chippenham Borough Lands

Wiltshire Bobby Van Trust

Wiltshire Neighbourhood Watch

Wiltshire Police Cadets

Doorway

Wiltshire Police

Chippenham Community Hub

St Andrews Church

Officers present:

Matt Kirby, Director of Community Services

Daryl Jones, Head of Community Development

Jaqui Gallimore, CCTV Supervisor

Michael Weeks, Democratic and Civic Officer

22 WELCOME AND INTRODUCTIONS

The Chair, Councillor Desna Allen, welcomed all to the Chippenham Community Safety Forum.

23 CHAIR'S ANNOUNCEMENTS

There were no Chairs announcements.

24 NOTES FROM PREVIOUS MEETING

The notes from the previous meeting held on Friday 7 October 2022 were approved as a correct record of the meeting and were signed by the Chair.

25 WILTSHIRE POLICE UPDATE

Sergeant Michael Tripp introduced himself to the forum.

Sergeant Tripp is newly installed in the role, and confirmed in the New Year the Town will see a new inspector in post (Inspector P Foster), an additional Sergeant and a new PCSO.

During the World Cup, the police in Chippenham have had a visible presence in the town's night time economy.

With the upcoming Christmas period the yearly campaign to reduce drink & drug driving will start within the week. This would also include a visible presence around the town.

Wiltshire Police have a new victim engagement template that all officers are beginning to use. This follows a recent review when the constabulary was in special measures. Sergeant Tripp confirmed that all officers in the Chippenham team are aware of the template and are using the new process.

Councillor Peter Cousins queried the lack of CCTV monitoring in the car park, and if there were plans to monitor it in the future to tackle the ongoing anti-social taking place behaviour there.

Sergeant Tripp confirmed that Wiltshire Police have seen a dramatic reduction in the amount of incidents reported in Sadlers Mead car park, which may be linked to the changing seasons to the winter months. Daryl Jones confirmed that it is possible to link the existing Town Council system to the car park system but finances / existing resources make this prohibitive due to the amount of cameras already being monitored across the town (currently 60 cameras, the car park would bring over 50 extra cameras). In addition Matt Kirby stated that the car park is the responsibility of Wiltshire Council, and they should provide the resources to monitor the system.

Officers from Fraud Protect and Cyber Protect introduced themselves to forum members. The respective teams can visit areas / community groups to present to residents how they can protect against fraudulent activity. These presentations can be tailored to suit the audience e.g. tech aware / non tech aware.

The officers stated that 80% of fraud is preventable and they are there to offer resources to help reduce this.

26 **ROUGH SLEEPING UPDATE**

Due to the severe weather protocol being enabled by Wiltshire Council their representative Louis Shortfall sent his apologies.

27 **ASSISTANCE TO RESIDENTS OVER THE CHRISTMAS / WINTER PERIOD**

There were the following in person updates:

Chippenham Borough Lands Charity

- The charity has seen an increase this year in welfare grant applications this year. Anyone wishing to apply for a grant can still do so via the CBLC website.
- Grants have been given to local community groups to provide warm spaces, community lunches and coffee mornings.
- The Charity can also provide debt assistance to residents if they require it.

Sheldon Road Methodist Church

- Free community lunches on a Saturday although not on Christmas Eve. Anyone can come to receive a free 2 course lunch.
- Monday mornings the Church offer a warm space and a coffee & cake morning.
- They will be hosting a free Christmas Day lunch for individuals who are on their own, but this needs to be booked.
- All details can be found on their website site.

Overcomers House Redeemed Church

- Currently delivering food parcels on Saturday and Sunday evenings to residents and are open to receiving further referrals for assistance.
- Will be delivering hampers to approx. 42 families supplied by the Citizens Advice Bureau prior to Christmas.

Doorway

- Due to time of year, new guests have been welcomed to the Charity for assistance recently.
- All guests being supplied with food parcels and referred to other local community groups such as Sheldon Road Methodist where appropriate for free lunches etc.
- If you are aware of anyone sleeping rough, report on the streetlink website. The website will pass on details to the appropriate roughsleeper team.

Chippenham Community Hub

- Currently in the process of setting up a warm space at the hub which

should open to residents in January. This is in addition to what the hub already provides e.g. crafting sessions etc.
Michael Weeks provided the following emailed in / sourced online updates.

Salvation Army

- Christmas Gifts and toys for those aged 0 - 16 year olds, and food parcels to all those in need are currently being prepared for those already referred to them.
- Individuals can be referred to the Salvation Army for assistance if not already been helped by a statutory agency.
- The food bank is open all year round, but those in need are required to be referred by an appropriate agency. This ensures that they are being given all appropriate advice and support not just receiving food parcels.
- The Salvation Army charity shop on New Road will provide clothing to people if required.

Café Spero

- Food bank open every Tuesday 12 till 1pm. No criteria / referral needed just bring a bag.
- On Thursdays the café provides a warm space and hot drinks from £1 between 12 and 2pm but will be closed for two weeks over the Christmas period.

Chippenham FUEL

- In the week before Christmas this Wiltshire Council initiative will provide families with children on free school meals a holiday club at Sheldon School. All details on the Wiltshire Council website.

Chippenham Library

- Will be providing warm packs providing such items as a blanket to residents that require items to help them keep warm at home. Residents to go to library and ask for one.

Chippenham CAP (Christians Against Poverty)

- Providing debt assistance and have a presence at the Ladyfield Church Tuesday weekly café morning. The café also provides a warm space for all residents that require it.

28 **WILTSHIRE AND SWINDON POLICE AND CRIME COMMISSIONER**

PCC Philip Wilkinson provided a verbal update to the forum.

The PCC confirmed that following 16 months in the post he can confirm that officers within Wiltshire Police are working hard and are dedicated, but matters relating to criminal activity require a multi agency response, and its not just the polices responsibility. The PCC highlighted the recent knife crime in Swindon as an example of this where their needs to be prevention, reduction and of course appropriate sentencing when charges are brought against an offender.

Issues within Wiltshire Police have been identified regarding strategy and planning, and the new Chief Constable when in post will be held to task by the PCC, with the new Chief Constable having a clear remit to be operationally minded, with the reinforcement of neighbourhood policing teams.

New officers are being recruited but they will take time to be trained and then deployed with the PCC wanting these new officers to do at least 2 to 3 years in the neighbourhood teams before moving onto the various special teams within Wiltshire Police. This will give continuity to residents.

New training packages for all Sergeants will be rolled out to provide them with the necessary tools to carry out their role.

The PCC confirmed the new Chief Constable will be in post for spring 2023.

29 **FORUM MEMBERS FEEDBACK**

All organisations are encouraged to engage with the One Chippenham Website to promote what they are doing / review existing provision within the town.

30 **DATE AND TIME OF NEXT MEETING**

The date of the next Chippenham Community Safety Forum is Tuesday 14 March 2023.

The meeting concluded at 12.33 pm

These minutes are subject to confirmation at the next meeting.

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

Chairman:

Date:

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Mayoral Engagements 2022/2023 - Mayor Cllr Liz Alstrom

January	Engagements
11	Full Council
14	Stonehouse bulb planting
17	Civic Matters Sub Committee
25	Citizenship ceremony
27	Holocaust Memorial Day
February	
2	Mayoral Month Interview Chippenham Hospital Radio
4	Lions Charter Dinner
8	Over 60s Afternoon Tea @ the Neeld
15	Citizenship Ceremony
19	Sparkly Singers Social
24	Community Donation Cheque presentation
26	Twinning AGM
March	
6	Public Convenience Working Party (First meeting of the Municipal year)
11	Mayor of Malmesbury, Mayoral Charity Ball
12	Rule of Law Service
13	Commonwealth Day
14	Civic Matters Sub Committee
15	Citizenship Ceremony
18	Trowbridge Civic Dinner and Dance
21	Youth Council Mayoral Q&A
22	Full Council

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

Minutes of a meeting of the Chippenham Youth Council held in the , on Tuesday 31 January 2023 at 4.30 pm.

Youth Councillors Present:



Officers Present:

Alex Cooper (AC), Democratic Services Officer
Rob Escott (RE), Marketing Officer

25	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from HA due to exam commitments, AB due to ill health and ES due to resigning their position on the Youth Council</p>
26	<p><u>VISIT TO CCTV HUB</u></p> <p>Youth Councillors travelled to the CCTV Hub and received a talk regarding the capabilities and role of the Town Council's CCTV system. Youth Councillors discussed the rules and legislation governing CCTV use and the ways that it can be used to keep people safe.</p>
27	<p><u>NIGHT SURVEY ARTICLE AND NEXT STEPS</u></p> <p>Youth Councillors received an update from the Marketing Officer regarding the outcome of their night safety survey. Youth Councillors agreed the next steps in their work on this topic.</p>
28	<p><u>SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION</u></p> <p>The Youth Council's social media will be utilised to promote the results of the night safety survey when possible.</p> <p>No Youth Councillors had any additional items that they wished to publicise.</p>
29	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Youth Council is due to take place on Tuesday 21 February at 4:30pm.</p>

The meeting concluded at 5.30 pm

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Minutes of a meeting of the Chippenham Youth Council held in the Mayor's Parlour, on Tuesday 21 February 2023 at 4.30 pm.

Youth Councillors Present:



Officers Present:

Alex Cooper (AC), Democratic Services Officer
Rob Escott (RE), Marketing Officer

30	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence.</p>
31	<p><u>A350 DUALLING</u></p> <p>Youth Councillors discussed the proposed plans for phases 4 & 5 of the A350 highways improvement scheme.</p> <p>Youth Councillors noted that the speed limit proposals made might be unsuitable given that there were turnings off of the A350 directly into residential areas. Youth Councillors also raised concerns about the impact of the scheme on wildlife and the natural environment.</p> <p>Members suggested that cycling and walking infrastructure would be welcomed alongside this scheme.</p>
32	<p><u>PUBLIC CONVENIENCES</u></p> <p>Youth Councillors discussed the current provision of public conveniences in the town.</p> <p>Members noted that better signposting of existing facilities might help people visiting the town. Youth Councillors agreed that new facilities in the town centre, around the Borough Parade/ car park specifically, would be beneficial.</p>
33	<p><u>CIVIC AWARDS</u></p> <p>Youth Councillors noted that civic award nominations were open for another week. Members were encouraged to pass on information about civic awards/ Civic Sunday to anyone who might benefit from it.</p>

34	<p><u>COUNCIL DONATIONS GRANTS</u></p> <p>Youth Councillors received an update on the groups that had been awarded a grant by the Council Donations Sub Committee.</p> <p>In particular, Youth Councillors noted that Chippenham Uniform Exchange had received a grant to help provide school uniform to people who may not be able to afford new items.</p>
35	<p><u>SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION</u></p> <p>The Marketing Officer updated Youth Councillors on the progress of their night safety survey towards being published.</p>
36	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Chippenham Youth Council is due to take place on Tuesday 07 March 2023.</p>

The meeting concluded at Time Not Specified

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:



Meeting	Full Council
Date	22 nd March 2023
Report Title	Westbury Town Council - Request for Financial Assistance
Author	Matt Kirby - Director of Community Services

1.0 PURPOSE OF REPORT

- 1.1 To seek a decision from Councillors relating to a financial contribution request from Westbury Town Council in relation to a legal challenge against Wilshire Councils decision to approve a waste incinerator on the edge of their town.

2.0 BACKGROUND

- 2.1 Plans for a waste incinerator on the edge of Westbury were approved by Wilshire Council on 23rd June 2021.
- 2.2 Westbury Town Council applied to the Secretary of State to call in the decision, and if successful the Council agreed to apply for Rule 6, representing the Town should an inquiry be granted.
- 2.3 Westbury Town Council approved £30,000 for legal fees and set aside a further £70,000 from general reserves to employ a legal team. On 28th September 2021 Chippenham Town Council received an email requesting a financial contribution toward these costs.
- 2.4 At Full Council on 24th November 2021, it was RESOLVED that;
- Councillors delegated to the Chief Executive to respond to Westbury Town Council's request to seek further information on what Westbury intend to achieve to understand the risks involved and to pledge £1000 in principle, subject to the Secretary of State agreeing to call in the application.
- 2.5 The Chief Executive wrote to Westbury Town Council on 26th November in accordance with the requirements within section 2.4 above - see **APPENDIX A**.

3.0 REQUEST FOR FINANCIAL ASSISTANCE

- 3.1 On 31 March 2022, Wilshire Council received notification that the Secretary of State did not wish to call-in the application.
- 3.2 On 20 April 2022 the Wiltshire Council Planning Committee revisited their original approval decision to consider changes since the original resolution was made. The committee also considered additional representations from third parties.
- 3.3 On 27th July 2022, Wilshire Council refused permission for the incinerator.

- 3.4 On 28 June 2022, the applicant submitted an appeal against the council's failure to determine the application to the Secretary of State. The appeal argued that circumstances had not changed from when the application was considered in June 2021 and that they had no choice but to appeal, as the council had taken too long to make a final decision.
- 3.5 The appeal was heard by the appointed Planning Inspector in November and December 2022 and was held at The Laverton, Westbury. The legal representatives and expert witnesses for applicant, Wiltshire Council and other interested parties including Westbury Town Council all put their cases forward. To date Westbury Town Council has paid £40,800 in legal fees (including investigations), expert witness costs and community engagement and promotion including banners, leaflets, and letters and information to residents.
- 3.6 On 23rd January 2023 Westbury Town Council contacted Chippenham Town Council requesting payment of the £1000 contribution.
- 3.7 On 21st February 2023 the applicant was granted planning permission on appeal. A letter from Westbury Town Council was received - see **APPENDIX B**.
- 3.8 On 8th March 2023 Wiltshire Council stated that would not be applying for Judicial Review.

4.0 ANALYSIS

- 4.1 The original financial contribution of £1000 was approved subject to the Secretary of State agreeing to call in the application. The Secretary of State did not call in the application.
- 4.2 The original financial contribution of £1000 was approved with a request that;
- Further supporting information on the current position relating to the proposed legal action and appropriate and timely feedback relating to the future progress of any further action be provided.

No such information was provided.

5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 5.1 Supporting this request would contribute to the following corporate priority:
- i. Corporate Priority 3 - Maintain and enhance opportunities to create a green, clean and safe environment.

6.0 STAFFING IMPLICATIONS

- 6.1 No staffing implications are identified.

7.0 **FINANCIAL IMPLICATIONS**

7.1 No budget has been agreed for such requests.

8.0 **RECOMMENDATIONS**

8.1 That Councillors consider;

- i) Whether to make a financial contribution of £1000 towards Westbury Town Councils legal costs in relation to this matter.

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(Name redacted)
Town Clerk
Westbury Town Council
The Laverton,
Bratton Road,
Westbury
Wiltshire,
BA13 3EN

26 November 2021

Dear (Name redacted),

Ref: Westbury Incinerator

At the Full Council meeting of Chippenham Town Council on 24th November 2021, Councillors decided to make a contribution of £1000 towards the Westbury Town Council legal fund for action against the proposed waste incinerator - subject to the Secretary of State agreeing to call in the application. In addition, Councillors requested that Westbury Town Council provide:

- i) Further supporting information on the current position relating to the proposed legal action.
- ii) Appropriate and timely feedback relating to the future progress of any further action.

The Council agreed that this action does not preclude us from or bind us to any further contribution. I would be grateful if you could inform Chippenham Town Council if and when the scheme is called in and we will forward you the agreed sum.

Yours Sincerely,

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

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Westbury Town Council

APPENDIX B

The Laverton, Bratton Road, Westbury

Wiltshire BA13 3EN Tel: 01373 822232

E-mail: info@westburytowncouncil.gov.uk

<http://www.westburytowncouncil.gov.uk>

Westbury Town Council Statement Incinerator Appeal Decision

The decision by the planning inspector to allow the appeal and therefore the building of a monstrous incinerator close to hundreds of homes, is very disappointing and a dark day not only for Westbury but the whole of West Wiltshire.

Westbury Town Council has fought hard and supported local residents throughout this long-drawn-out process and although permission has been granted, we will continue to hold all parties to account in the coming months and years.

It is said by some that this was a battle difficult to win but it is part of the human spirit that we fight against injustice and perceived wrongs and that was demonstrated in all those who have taken part in the fight against what will become a blight on our local landscape.

Lack of clear government policy and commitment to environmental targets allowed this application to progress through a process where dealing with the problem of waste is put before human health. This decision further demonstrates the damage that can be done by government's failure to acknowledge that incineration is not the long-term answer to waste disposal.

Wiltshire Council's planning committee eventually ruled against the building of this incinerator and Westbury Town Council will continue to work with and seek support from all agencies to improve the lives of residents impacted most by the increased traffic and pollution Northacre Renewable Energy will bring to our town.

(Name redacted)
Deputy Mayor
21st February 2023

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Meeting	Full Council
Date	22 March 2023
Report Title	Freedom of the Town Renewal
Author	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

- 1.1 To consider re-supporting the existing 'Freedom of the Town' honour to 9 Regiment, Royal Logistic Corps (9 Reg. RLC).
- 1.2 If supported, to consider holding a celebratory event to mark this and recognise the outstanding role of 9 Reg. RLC as a partner to the Council and as a support to the people of Chippenham.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Chippenham Town Council has strong links with 9 Reg. RLC, who are based in Hullavington. 9 Reg. RLC support various events throughout the year such as Remembrance Sunday and Armed Forces Day.
- 2.2 9 Reg. RLC were bestowed the 'Freedom of the Town' by Chippenham Town Council in 2012. This is a high honour bestowed by the Town Council to mark and celebrate the outstanding contribution to the community of Chippenham.
- 2.3 The honour historically gave freedom to parade through the town but is now a ceremonial recognition of outstanding contribution.

3.0 RENEWAL OF THE FREEDOM OF THE TOWN FOR 9 REGIMENT RLC

- 3.1 9 Reg. RLC was previously known as 9 Supply Regiment, the units name and composition changed after 2012.
- 3.2 It is proposed that Council consider re-supporting the existing 'Freedom of the Town' honour to 9 Reg. RLC and to endorse this for any future changes to the make up or naming of the Regiment.
- 3.3 If supported, it is proposed that this support be marked with an 'Freedom Parade' event to be organised at a suitable time within operational commitments of the Regiment and the Council. This could currently take place in September 2023 but is subject to change.
- 3.4 The event could involve a large parade through the town centre with a Regimental Showcase held in Island Park (Monkton Park). This would be a large-scale partnership event with 9 Reg. RLC for the people of Chippenham to enjoy.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The recognition of the existing ‘Freedom of the Town’ honour to 9 Reg. RLC 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.
- 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 This will involve an additional event held over a weekend, which will be supported by existing staff.

6.0 FINANCIAL IMPLICATIONS

6.1 There will be minor costs associated with the event to provide items such as refreshments, this will be funded within existing council budgets.

7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

7.1 The proposal of a celebratory event to mark the renewal of the Freedom of the Town may include an army vehicle showcase in Monkton Park which could have a short term or limited negative impact regarding greenhouse gas emissions and air quality.

Type of impact	Long lasting positive impact	Short term or limited positive impact	No known impact	Short term or limited negative impact	Long lasting negative impact
Land use			x		
Soil and waterbody health			x		
Biodiversity			x		
Greenhouse gas emissions				x - machinery/vehicles for the event duration in Town Centre/Island Park	
Water resources			x		
Pollution			x		
Air quality				x - machinery/vehicles for the event duration in Town Centre/Island Park	
Materials economy			x		
Climate change adaptation			x		

7.2 There will be a minimal negative short-term impact for the few hours of the event if there is an army vehicle showcase held in Monkton Park. This can be mitigated to an extent by requesting that 9 Regiment enforce 'no idling' where possible. Attendees can also be encouraged to use active travel methods.

8.0 **RECOMMENDATIONS**

8.1 It is recommended that:

- i) Council re-support the existing 'Freedom of the Town' honour for 9 Reg. RLC and endorse this to include any future changes to the make up or naming of 9 Reg. RLC.
- ii) Council agrees to hold a celebratory event at a suitable time within operational commitments of the Regiment and the Council to celebrate the renewed links and for 9 Reg. RLC to parade through the Town.
- iii) That the details of the award and celebratory event be delegated to the Chief Executive.

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Meeting	Full Council
Date	22 March 2023
Report Title	Councillor Motion 1 - Letter to Wiltshire Council re elections
Author	Councillors Desna Allen and Liz Alstrom

COUNCILLOR MOTION

To consider the following motion from Councillors Desna Allen and Liz Alstrom:

The Chief Executive is requested to write to the Chief Executive at Wiltshire Council on behalf of Chippenham Town Council, referring to this motion and the decision of Full Council to support this motion, expressing the town council's dissatisfaction that Wiltshire Council have now decided to pass on the cost of election and the democratic process at parish council level to the parish councils. The letter shall also ask Wiltshire Council to reconsider the decision and make the points as set out below.

Background

The Strategy and Resources Committee which met on the 15th February 2023 agreed to make provision for the funding of the new cost for elections by reserving an amount deemed necessary by the Director of Resources within Capital Earmarked Funds as part of the 2024/25 budget setting process, in preparation for the next local elections in May 2025 and for future by-elections.

This decision was made because of Wiltshire Council's recent decision to recharge the full cost of elections as from the next local elections in May 2025. The Town Council have been provided with a baseline estimation of cost per elector for uncontested and contested elections. The current electorate of the 8 wards in Chippenham is calculated at c.28,500 (as of February 2023). It is believed that the costs will be in the order of £48,450.

Wiltshire Council have decided to recover the election costs from the parishes within Wiltshire, there is no legislation compelling them to recover the costs, they could have continued with the status-quo. Parish councils receive no funding from central government, or indeed the principal council, all Chippenham Town Council expenditure is either funded through the precept or income from fees and charges.

It is quite likely that some of the smaller parish councils shall have to spend a significant proportion of their precept on the cost of elections at the expense of their services and/or facilities. The action of recharging the cost of the elections could fetter the democratic process and could well see some councils choosing to co-opt councillors rather than going through an election process, this would clearly not serve democracy well.



Meeting	Full Council
Date	22 March 2023
Report Title	Councillor Motion 2 - Potential drinking fountains
Author	Councillor Declan Baseley

COUNCILLOR MOTION

To consider the following motion from Councillor Declan Baseley:

- 1. Officers investigate the potential costs of procuring and installing free-to-use public drinking fountains and bottle refill stations propose suitable locations and liaise with Wessex Water about potential funding for supply, installation and maintenance.**
- 2. Officers present a report to a future meeting of the Amenities Culture & Leisure Committee (ACL), that sets out the costs of procuring and installing free to use public drinking fountains and bottle refill stations and potential locations.**
- 3. Based on the recommendation of ACL, any additional budget requirement is brought back to a future meeting of Full Council for approval, given that there is no provision in the either the approved Income and Expenditure budget for 2023/2024 or the council's capital programme for this activity.**

Background

Unlike most market towns in Wiltshire, Chippenham does not have any public drinking fountains to provide residents and tourists with quick and easy access to drinking water.

As Summers begin to stretch longer and burn hotter, we will see a greater demand for accessibility to water, Chippenham Town Council should therefore take action to alleviate the discomfort of our residents before it becomes a serious issue.

The provision of public drinking fountains and bottle refill stations will not only provide our residents with the dignity of immediate access to refreshment, but will also cut down on plastic waste as residents will not have to resort to purchasing bottled water.

There is already a system in place on the high street for residents to request bottle refills from shops, however this is poorly advertised to residents and is much less convenient than using a public drinking fountain.



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TOWN COUNCIL**
Improving the quality of town life

Additionally, it is not easy for the public to access free refills in shops when they are visiting our parks or participating in recreational activities. Furthermore, this service is inadequate for keeping up with the demand of big events such as the folk festival.

Chippenham is a bustling town with a thriving market and large annual events, we should be providing water on demand to the public and to tourists visiting our town.

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Meeting	Full Council
Date	22 March 2023
Report Title	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 2023.

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 11 January 2023. This report explained that the focus of recent Neighbourhood Plan Steering Group meetings had been to review and agree responses to the comments received during the original Regulation 14 public consultation on the Draft Plan, and to modify the Plan accordingly in response to these comments.
- 2.2 The previous report explained the strategy for repeating the Regulation 14 public consultation with the original version of the Draft Neighbourhood Plan but with the addition of a Strategic Environmental Assessment (SEA).

3.0 NEIGHBOURHOOD PLAN UPDATE

- 3.1 At the February Steering Group Meeting, the Group reviewed and agreed responses to the comments received on Housing Policies H1-H2 and Economy Policies E1-E2. The Neighbourhood Plan was modified accordingly in response to these comments. At the March Steering Group Meeting, the Group revisited Policy T3 on Electric Vehicle Charging Infrastructure, the Vision & Objectives and Chapters 1-3, and made some minor additions and alterations to the Plan. The Steering Group have completed responses and amendments to the Plan and it will now be sent for design/formatting.
- 3.2 The repeat Regulation 14 public consultation on the Draft Plan commenced on 21 February 2023 and will end on 5 April 2023. It has been advertised on Neighbourhood Plan and Town Council social media platforms, by posters in Town Council noticeboards and by news posts on the Neighbourhood Plan and Town Council websites. All 700+ contacts on the Neighbourhood Plan mailing list were notified of the consultation. A hard copy of the Plan, Annexes, Appendices and SEA has been made available to view in the Town Hall reception during the consultation period.
- 3.3 The SEA, which forms part of the repeat Regulation 14 Consultation, concluded that the Draft Plan would likely to lead to *significant positive effects* in relation to community wellbeing and *minor positive effects* in relation to air quality, biodiversity, climate

change, land, soil and water resources, landscape and transport. The SEA concluded that the Plan would likely lead to *neutral effects* in relation to the historic environment, with the potential for amending Policy TC1 to deliver *minor positive effects* in the long term.

- 3.4 The revised version of the Neighbourhood Plan was sent to Wiltshire Council Spatial Planners in February 2023 and favourable comments were received in respect of how the Plan had been amended to address their comments to the original Regulation 14 Consultation. Wiltshire Council Have highlighted three areas for further discussion with them prior to submission of the Plan: Policy TC1 on the Bath Road/Bridge Centre Car Park Site as it relates to heritage aspects, Policy GI2 on Local Green Spaces as it relates to the proposed designation of Area WW (Land adjacent to Hardens Mead) and technicalities in relation to our Plan and the Emerging Wiltshire Local Plan as it relates to Sustainability & Climate Change Policies.
- 3.5 Comments received from developers and Wiltshire Council Spatial Planning as part of the original Regulation 14 Consultation queried the viability of development schemes having to comply with Neighbourhood Plan Policy SCC1 on Net Zero Carbon Development and Policy SCC2 on Sustainable Design & Construction in particular. The Steering Group decided that it would be prudent to carry out some viability testing on these policies as evidence, so that they were not open to challenge at the Examination stage of the Plan, and ultimately deleted by the Inspector.
- 3.6 Quotes were sought from two consultancies who offered expertise in the niche area of planning viability and net zero carbon uplift. The chosen lead consultant, McBains, specialises in delivery of net zero (energy, carbon) & sustainability and partner with Three Dragons who specialise in planning viability testing. McBains and Three Dragons advised that Policies SCC1 and SCC2 of the Plan could not be tested for viability in isolation and recommended a full viability testing of all the Neighbourhood Plan policies to ensure that robust viability evidence could be provided at Examination in the event that the Plan's policies were challenged.
- 3.7 The cost of the viability assessment is £14,400 and work has already commenced by the consultants. They have committed to work to shorter than usual timescales, given the Town Council's ambition to submit the Plan to Wiltshire Council in May in keeping with the Neighbourhood Plan timeline. They have committed to providing the Town Council with a final viability report by 30 April 2023. Depending on the outcome of the viability report further amendments may need to be made to Neighbourhood Plan policies prior to submission of the Plan to Wiltshire Council.
- 3.8 The Neighbourhood Plan timeline is attached in **APPENDIX A**. The repeat Regulation 14 consultation commenced on time in February 2023, albeit towards the end of this month. Given the 6 week consultation period ends in the first week of April this explains the one month delay to the timeline when compared to the previous version presented to Full Council. Based on current estimates the Plan will be submitted to Wiltshire Council in May 2023
- 3.9 Once submitted to Wiltshire Council, the Town Council loses control over the timeline. Although tight on timescales, if all goes speedily and smoothly with the remaining stages of plan making (the Regulation 16 public consultation then Independent Examination), the Plan referendum could be held in early November 2023 and the Plan 'made' before the end of the year. If there are delays in the stages referred to, the referendum would also be delayed until early 2024 and the Plan 'made' in the first quarter of 2024. This

is because Wiltshire Council do not hold elections/referendums between 15 November - 15 January annually.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The development of a Neighbourhood Plan 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.
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
- 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, £2207 has been spent on Planning Consultant fees, and £604 on yearly maintenance, hosting, domain registration and SSL certificate for the Neighbourhood Plan website. There is committed expenditure of £5032 for design/formatting of the Plan, changes to the Neighbourhood Plan website and Planning Consultant fees. There is an additional committed expenditure of £14,400 for consultant fees on the viability assessment.

7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

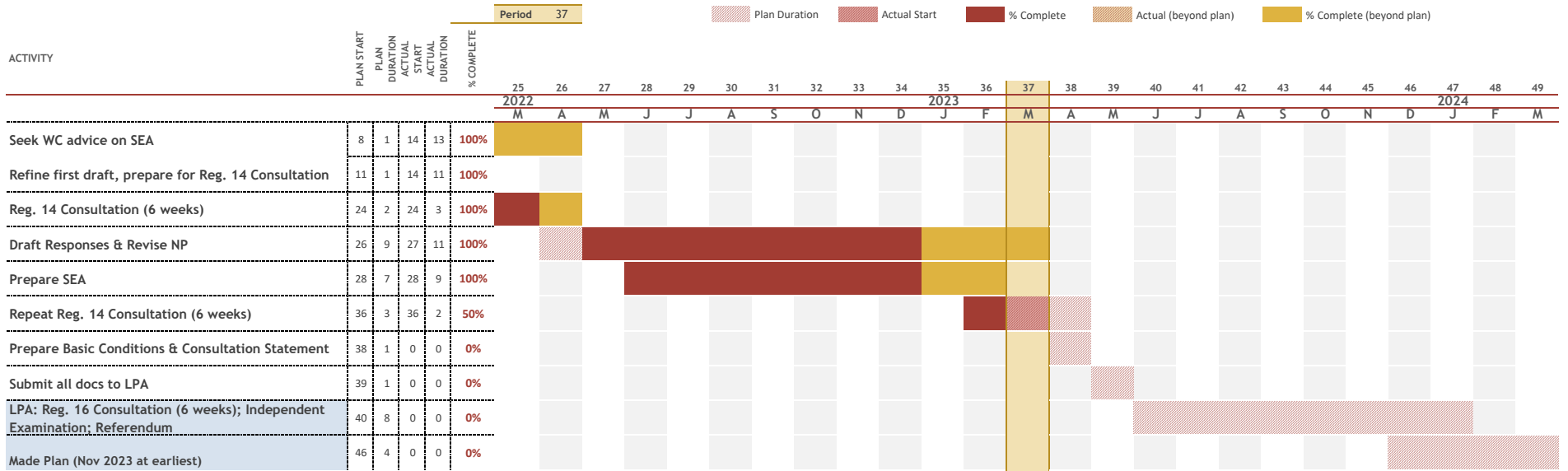
7.1 This report is providing an update on Neighbourhood Plan progress for Councillors to note and therefore does not have any direct climate or ecological impacts.

8.0 RECOMMENDATIONS

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

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Neighbourhood Plan Project Timeline Mar 2022-Mar 2024



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