



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

20 September 2023

To Councillors:

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

Meeting of Full Council - Wednesday 27 September 2023

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 27 September 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,

pp. Matt Kirby, Director of Community Services

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 27 September 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>		5 - 16
To receive the draft minutes of the Council meeting held on Wednesday 21 June 2023. Minutes require a proposer and seconder for approval (copy attached).		
4. <u>MAYOR'S ANNOUNCEMENTS</u>		17 - 18
i. To receive any announcements from the Mayor.		
ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 21 June 2023 (copy attached).		

5. POLICE REPORT

19 - 26

To receive an update from Wiltshire Police (copy attached).

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 12 July 2023 (previously circulated).

b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 22 June, 13 July, 03 August, and 24 August (previously circulated).

c. **Human Resources**
The draft minutes of the meetings held on 08 June and 07 September 2023 (previously circulated).

7. COMMUNITY SAFETY FORUM NOTES

27 - 30

To receive the notes from the Community Safety Forum meeting held on 06 June 2023 for information only (copy attached).

8. YOUTH COUNCIL MINUTES

31 - 36

To receive the minutes from the Youth Council meetings held on 02 May, 06 June and 04 July for information only (copies attached).

To note the following items, questions for clarification purposes only:**9. NEIGHBOURHOOD PLAN UPDATE**

37 - 42

To receive a report from the Head of Planning updating Councillors on the progress of the Neighbourhood Plan (copy attached).

10. URGENT ACTION FORM

43 - 44

To note an urgent action form for a delegated decision made by the Chief Executive regarding the change of date of Merchant Navy Day 2023 (copy attached).

11. COUNCILLOR'S FEEDBACK

45 - 48

- 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 (copy of meeting membership attached).
- 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.

12. ITEMS FOR COMMUNICATION

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

13. DATE OF NEXT MEETING

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