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**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 27 September 2023 at 7.00 pm.

<b>COUNCILLORS:</b>	Desna Allen	Liz Alstrom	Declan Baseley (Chair)
	James Bradbury	Matthew Bragg	Jenny Budgell
	William Douglas	Robert Giles	Gemma Grimes
	Angie Litvak-Watson	Kathryn Macdermid	Conor Melvin (Vice-Chair)
	Nick Murry	Andy Phillips	David Poole
	Nic Puntis	Matthew Short	George Simmonds
	Hayley Wilson		

<b>OFFICERS:</b>	Mark Smith, Chief Executive
	Matt Kirby, Director of Community Services
	Andy Conroy, Head of Planning
	Heather Rae, Head of Democratic Services

**PUBLIC PRESENT:** There were three members of the public present

### 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**.

### 35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Clare Cape due to work commitments, Councillor John Scragg due to being away, Councillor Myla Watts due to another meeting and Councillor Pete Cousins due to ill health.

### 36. DECLARATION OF INTEREST

There were no declarations of interest.

### 37. MINUTES

The minutes from the meeting held on 21 June 2023 were proposed by Councillor Desna Allen, seconded by Councillor Liz Alstrom and with all in favour, it was;

#### RESOLVED that:

The minutes from the meeting held on 21 June 2023 were approved as a correct record and were signed by the Chair.

### 38. MAYOR'S ANNOUNCEMENTS

- i. a) The Mayor welcomed Councillors Matthew Bragg and Adam Ward to Chippenham Town Council and to their first Council meeting following two by-elections that were recently held.

b) The Mayor thanked those Councillors who attended the recent Merchant Navy Day event on Friday the 1st of September. Councillors were reminded that in accordance with Standing Order 23.1 'Councillors are expected to attend Civic Events and should send apologies to the Chief Executive as per committee meetings if unable to attend.' It was noted that unfortunately, seven Councillors still did not respond to the invitation. Councillor responses are imperative for officers to be able to plan an event. The Mayor thanked those Councillors that do continuously respond to officers.

Invitations for Armistice Day and Remembrance Sunday will be circulated by the Democratic and Civic Officer shortly. These two events are important to both the residents of Chippenham and to the nation. The Mayor hoped that many Councillors would join him in marking these dates, and respond by the appropriate date to enable officers to plan effectively.

c) The Mayor announced a Book and Bake sale on Monday 23rd in the Neeld Foyer to raise funds for the charity, Doorway. All Councillors, Officers and residents were invited to support the event between 9.30am and 1pm to purchase refreshments, baked goods and of course either new or second hand books.

- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 21 June 2023 were noted.

### 39. POLICE REPORT

The report was noted, and apologies were received from Wiltshire Police who could not attend due to operational commitments.

### 40. COMMITTEE MINUTES

- a. **Amenities, Culture & Leisure Committee**  
The minutes of the meeting held on 12 July 2023 were presented by Councillor Declan Baseley with all matters resolved.
- b. **Planning, Environment & Transport Committee**  
The draft minutes of the meetings held on 22 June, 13 July, 03 August and 24 August 2023 were presented by Councillor Matthew Short with all matters resolved.

c. **Human Resources**

The draft minutes of the meetings held on 08 June and 07 September 2023 were presented by Councillor Desna Allen with all matters resolved.

41. **COMMUNITY SAFETY FORUM NOTES**

**RESOLVED that:**

The notes from the Community Safety Forum meeting held on 06 June 2023 were noted.

42. **YOUTH COUNCIL MINUTES**

**RESOLVED that:**

The notes from the Youth Council meetings held on 02 May, 06 June and 04 July 2023 were noted.

43. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since adoption of the draft Neighbourhood Plan by Full Council. The Plan had been submitted to Wiltshire Council and there had been 50 comments received during the consultation process. A breakdown of responses and all comments can be viewed in full on the Wiltshire Council consultation portal. The main areas of objection were from developers relating to sustainability and green policies.

It was noted that the Neighbourhood Plan Steering Group had reviewed all comments and decided which ones to provide comments to, these plus the original comments will be forwarded onto the independent examiner who will produce a report for Wiltshire Council who will decide whether to progress to referendum. The earliest date for this would be mid-January 2024.

**RESOLVED that:**

Councillors noted the report.

44. **URGENT ACTION FORM**

**RESOLVED that:**

The urgent action form be noted.

45. **COUNCILLOR'S FEEDBACK**

i. There were no updates from Town Councillors on significant work they are involved with.

- ii. Councillor Matthew Short, as nominated Councillor on the Local Highway and Footpath Improvement Group (LHFIG), updated that he had attended a meeting and noted the large area that is covered which is underfunded, sometimes requiring outside funding and the process is slow. Chippenham had submitted the highest number of requests to LHFIG than any other area.
- iii. There were no updates from Wiltshire Councillors on significant work they are involved with.
- iv. There were changes reported to the Committee/Sub-Committee membership which are attached to these minutes.
- v. There were no potential CIL projects suggested to be funded by the 85% of CIL that Wiltshire Council retain.

46. **ITEMS FOR COMMUNICATION**

Councillor Liz Alstrom suggested that the Youth Council and residents be informed about the Mayor's Book and Bake sale.

47. **DATE OF NEXT MEETING**

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

The Chair closed the meeting.

The meeting closed at 7.16 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

# Appendix

## Public Questions - APPENDIX A

Public question at Full Council on Wednesday 27 September 2023:

1. “Could the speed limit on Sadlers Mead be reduced to 20mph? Particularly outside the schools. Monkton Park Primary School and Riverside Pre School. The road is very busy at school starting and finishing times, with parents and children crossing the road from parked cars and at the school entrance, the roads surrounding some of the primary schools in our town are already designated 20mph and also it would be good to have clear, up to date signage outside the schools as a reminder to drivers to take care.”

## Not Part of the Meeting - APPENDIX B

### Response to Public Questions - Full Council 27 September 2023

1. Thank you for your comments and question, we have passed your concerns regarding speeding onto Wiltshire Police for information. You can make requests for changes to speed limits and signage through the Local Highway and Footway improvement Groups (LHFIG) which is a sub group of Wiltshire Council's Area Board. Residents can make requests via a form which is considered by the Town Council's Planning, Environment and Transport Committee and if supported is forwarded to Wiltshire Council's LHFIG meeting for further consideration. More information on this process can be obtained via Customer Services - [enquiries@chippenham.gov.uk](mailto:enquiries@chippenham.gov.uk)



## Council Meeting Membership & Political Balance following by-elections

### Full Council

*Mayor is Chair, Deputy Mayor is Vice Chair*

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

### Committees

#### 1. Amenities, Culture and Leisure

Desna Allen	Liz Alstrom	<b>Declan Baseley (Chair)</b>	James Bradbury
Matthew Bragg	Jenny Budgetell	Bill Douglas	Robert Giles
Angie Litvak-Watson	<b>Kathryn Macdermid (Vice)</b>	Nick Murry	Myla Watts

#### 2. Planning, Environment & Transport

*At least one Councillor from each Ward, no designated substitute, but substitute should be a Councillor from the same Ward (letters denotes the ward they represent).*

<b>Clare Cape P (Chair)</b>	Bill Douglas <b>H&amp;C</b>	Robert Giles <b>H</b>	Gemma Grimes <b>M</b>
Conor Melvin <b>CP&amp;H</b>	Andy Phillips <b>S</b>	David Poole <b>L&amp;R</b>	Nic Puntis <b>CP&amp;D</b>
John Scragg <b>L&amp;R</b>	<b>Matthew Short H&amp;C (Vice)</b>	Adam Ward <b>S</b>	Hayley Wilson <b>CP&amp;D</b>

*Subs: Needs to be a Ward Representative*

#### 3. Human Resources Committee

*9 places but not allocated on political balance.*

<b>Desna Allen (Chair)</b>	Jenny Budgetell	Pete Cousins	<b>Robert Giles (Vice)</b>
Gemma Grimes	Angie Litvak-Watson	Conor Melvin	George Simmonds
Myla Watts			

### HR Committee Panels - Appointed at first HR Committee meeting after annual council meeting

#### i) DISCIPLINARY PANEL

Desna Allen	Angie Litvak-Watson	George Simmonds
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#### ii) GRIEVANCE PANEL

Jenny Budgetell	Robert Giles	Myla Watts
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#### iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

Desna Allen	Jenny Budgetell	Pete Cousins
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#### 4. Strategy & Resources

*Leader is Chair, Deputy Leader is Vice Chair, Mayor is allocated, remaining 9 seats, overall political balance to be achieved.*

Desna Allen	Declan Baseley	Matthew Bragg	Jenny Budgetell
Clare Cape	<b>Pete Cousins (Chair)</b>	David Poole	Andy Phillips
John Scragg	<b>Matthew Short (Vice)</b>	George Simmonds	Myla Watts

### S&R Committee Panel - Appointed at first S&R Committee meeting after annual council meeting

#### iv) COMPLAINTS PANEL

Desna Allen	Declan Baseley	Pete Cousins
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## **Sub-Committees**

### **1. Finance Sub-Committee**

Desna Allen	James Bradbury	Matthew Bragg	<b>Jenny Budgell (Chair)</b>
Robert Giles	Conor Melvin	David Poole	<b>Matthew Short (Vice)</b>
TBC Independent Cllr			

### **2. Council Donations Sub-Committee**

Desna Allen	Matthew Bragg	<b>Jenny Budgell (Vice)</b>	Bill Douglas
<b>Nick Murry (Chair)</b>	Matthew Short	Myla Watts	

### **3. Civic Matters Sub-Committee**

*Mayor is Chair, Deputy Mayor is Vice Chair, remaining 3 seats, overall political balance to be achieved.*

Desna Allen	<b>Declan Baseley (Chair)</b>	Robert Giles
<b>Conor Melvin (Vice)</b>	Andy Phillips	

### **4. Dispensations Sub-Committee**

*Only meets when required.*

Desna Allen	Clare Cape	Pete Cousins
Nick Murry	Adam Ward	

## **Working Parties**

### **1. Stanley Park Sports Ground Working Party**

Desna Allen	Liz Alstrom	Matthew Bragg	Clare Cape
Pete Cousins	David Poole	Matthew Short	Hayley Wilson
Vacancy			

### **2. Public Convenience Working Party**

Desna Allen	Liz Alstrom	Declan Baseley
Robert Giles	Angie Litvak-Watson	Nick Murry
John Scragg	Matthew Short	Myla Watts

## **Steering and Advisory Groups**

### **1. Chippenham Neighbourhood Plan Steering Group - 6 Councillors + 6 members of public (not listed)**

Declan Baseley	Clare Cape	Robert Giles	<b>Nick Murry (Chair)</b>
<b>John Scragg (Vice-Chair)</b>	Matthew Short		

### **2. Climate & Ecological Emergency Advisory Group - 6 Councillors + 6 members of public (not listed)**

Liz Alstrom	<b>Declan Baseley (Chair)</b>	James Bradbury
Clare Cape	Pete Cousins	Nick Murry

## **Community Safety Forum**

Liz Alstrom	Cllr Nick Murry	<b>Desna Allen (Chair)</b>
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# REPRESENTATION ON OUTSIDE BODIES FOR MUNICIPAL YEAR 2023/24

Appointed at Full Council on 17 May 2023

## Wiltshire Council

- Chippenham & Surrounding Villages Area Board x 2 Councillors

Pete Cousins	Conor Melvin
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- Local Highway and Footway Improvements Group (LHFIG, formerly CATG) x 1 Councillor

Matthew Short
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- Chippenham Health & Wellbeing Group x 2 Councillors

Clare Cape	Robert Giles
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- Chippenham Local Youth Network x 2 Councillors

Kathryn Macdermid	Conor Melvin
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## Honorary

- Rotary Club of Chippenham (At Mayor's discretion to decide to be an Honorary Member)
- Chippenham Sea Cadets (Mayor in their capacity of Honorary President)
- Chippenham Twinning Association (Mayor in their capacity of Honorary President & One Councillor) x 1 Councillor

Declan Baseley (Mayor)	Clare Cape
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## Other

- Waste Not Want Not Recycling Project x 1 Councillor

Angie Litvak-Watson
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- Wiltshire Association of Local Councils (WALC) x 1 Councillor

John Scragg
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- Friends of Chippenham Station x 3 Councillors

Robert Giles	Angie Litvak-Watson	John Scragg
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- 403 Sustrans Route Working Group x 1 Councillor

Gemma Grimes
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- Chippenham Community Area Parish Forum x 1 Councillor

Jenny Budgetell
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## FOR INFORMATION PURPOSES ONLY

The Parish Church of St Andrew - Vicar and Churchwarden's Charities Committee (until May 2027)

= Mrs Ruth Lloyd (external) and Mrs Margaret Harrison (external) to be Trustee until May 2027.

Trustee of Mrs Utterson's Almshouses (From 01 December 2021 for 4 years until Nov 2025)

= Councillor Jenny Budgetell and Mr Paul James (external).

Trustee of Chippenham Borough Lands Charity (From June 2021 for 4 years until May 2025)

= Councillor Jenny Budgetell.

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