

# Public Document Pack



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

20 September 2023

To Councillors:

Desna Allen

Declan Baseley (Chair)

Matthew Bragg

Clare Cape

William Douglas

Gemma Grimes

Kathryn Macdermid

Nick Murry

David Poole

John Scragg

George Simmonds

Myla Watts

Liz Alstrom

James Bradbury

Jenny Budgell

Pete Cousins

Robert Giles

Angie Litvak-Watson

Conor Melvin (Vice-Chair)

Andy Phillips

Nic Puntis

Matthew Short

Adam Ward

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](mailto: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. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive any apologies for absence.		
2. <b><u>DECLARATION OF INTEREST</u></b>		
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. <b><u>MINUTES</u></b>		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. <b><u>MAYOR'S ANNOUNCEMENTS</u></b>		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.



**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 21 June 2023 at 7.00 pm.

**COUNCILLORS:**

Desna Allen	Liz Alstrom	James Bradbury
Jenny Budgetell	Clare Cape	Pete Cousins
William Douglas	Robert Giles	Kathryn Macdermid
Conor Melvin (Chair)	Nick Murry	Andy Phillips
David Poole	Nic Puntis	Matthew Short
George Simmonds		

**OFFICERS:**

Mark Smith, Chief Executive  
Nick Rees, Director of Resources  
Matt Kirby, Director of Community Services  
Lynsey Nichols, Head of Communications & Customer Services  
Andy Conroy, Head of Planning  
Heather Rae, Head of Democratic Services

**PUBLIC PRESENT:** There were 5 members of the public present

### PUBLIC QUESTION TIME

There were two written and two verbal public questions, a copy of the questions are appended to these minutes at **APPENDIX A**. The responses were not part of the meeting but are appended to these minutes at **APPENDIX B**.

**Councillor Jenny Budgetell left the meeting**

### 19. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Declan Baseley due to being away, Councillor Angie Litvak-Watson with no reason given, Councillor John Scragg due to being on holiday, Councillor Hayley Wilson due to being on holiday and Councillor Myla Watts with no reason given.

### 20. DECLARATION OF INTEREST

There were no declarations of interest.

### 21. MINUTES

The minutes from the meeting held on Wednesday 17 May 2023 were proposed by Councillor Clare Cape, seconded by Councillor Desna Allen and with all in favour, it was;

**RESOLVED that:**

The minutes from the meeting held on Wednesday 17 May 2023 were approved as a correct record and were signed by the Chair.

22. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor invited Councillor Liz Alstrom to collect her framed Mayoral Photograph as a memento of her year as Mayor of Chippenham 2022 to 2023. A round of applause was given to thank Councillor Alstrom.  
  
b) The Mayor reminded attendees that Armed Forces Day was being marked on Saturday 24 June, with a short ceremony and the Armed Forces Flag being raised outside the Town Hall at 10am, members of the public were encouraged to join this event.  
  
c) The Chief Executive was informed that Chris Ruck had resigned and is no longer a Town Councillor, notice of vacancy would be published. The Mayor thanked Chris for his service as a Town Councillor over the years and a round of applause was given.
- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 17 May 2023 were noted.

23. **POLICE REPORT**

The Chair noted the Police could not be in attendance due to operational matters, the written report was noted.

**RESOLVED that:**

The report be noted.

24. **COMMITTEE MINUTES**

- a. **Planning, Environment & Transport Committee**  
The draft minutes of the meetings held on 12 May and 01 June 2023 were presented by Councillor Clare Cape with all matters resolved.
- b. **Strategy and Resources Committee**  
The draft minutes of the meeting held on 07 June 2023 were presented by Councillor Peter Cousins with all matters resolved.

25. **NEIGHBOURHOOD PLAN UPDATE AND APPROVAL**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in March 2023. The Plan and supporting documents were presented for approval to be able to submit these to Wiltshire Council, as the Local Planning Authority.

Councillor Nick Murry, in his role of Chair of the Neighbourhood Plan Steering Group, thanked all involved in the development of the Plan, the Head of Planning was thanked specifically along with officers, consultants, Councillors and the community. The Neighbourhood Plan Steering Group members were thanked for volunteering their time to the Plan. The long term hard work of multiple parties was recognised. Councillors praised the work involved and thanked the Head of Planning.

With all in favour, it was;

**RESOLVED that:**

i) The Neighbourhood Plan and supporting documents referred to in the report be approved for submission to the Local Planning Authority.

ii) Any minor amendments required to be made to the Neighbourhood Plan and supporting documents referred to in this Report, prior to its submission to the Local Planning Authority, be delegated to the Chief Executive.

26. **YEAR END ACCOUNTS AND FINANCIAL STATEMENTS FOR 2022/23**

The Director of Resources, Responsible Financial Officer, presented the report regarding the year end accounts and financial statements for 2022/23 and the recommendations from the Strategy and Resources Committee held on 07 June 2023. Councillors thanked the Director of Resources and the Finance Team for their work undertaken. With all in favour, it was;

**RESOLVED that:**

i) The following statements within the Annual Governance and Accountability Return (AGAR Form 3) be approved by Full Council and be signed by the Chair and Chief Executive:

- a. The Annual Governance Statement 2022/2023;
- b. The Accounting Statements 2022/2023;

ii) Full Council adopted the unaudited financial statements for the year ended 31st March 2023 for Chippenham Town Council and that these be signed by the Mayor and the Responsible Financial Officer.

27. **ANNUAL REPORT**

The Head of Communications and Customer Services presented the draft Annual Report 2022/23 for approval. With all in favour, it was;

**RESOLVED that:**

The Annual Report 2022/23 be adopted and approved for publication.

28. **STANLEY PARK DEPOT PROJECT**

**Councillor Jenny Budgell joined the meeting**

The Director of Community Services presented the report updating on the Stanley Park Sports Ground Depot project and regarding approval for additional capital expenditure to enable its completion. It was noted that there would be savings made on rent payments to Wiltshire Council.

Councillor Matthew Short raised the possibility of diverting the solar produced at Stanley Park to electric vehicles at the depot in future. Councillor Matthew Short requested clarification on the Capital/Earmarked Funds (C/EMF) from the Director of Resources, who confirmed that the Finance Sub Committee receive regular updates on C/EMF programme and progress. The balance in March was c.£802,000 if all projects were completed, factors had changed as income and expenditure last year allowed a transfer of c.£97k which allows additional required budget for the depot. It was noted that Community Infrastructure Levy income was c.£60k lower than expected.

Councillor David Poole noted building costs and inflation had increased but providing this internally was supported as the Council have the funds available.

Councillor Nic Puntis questioned the detail of the lease and whether there was a break clause and what the plan with the long-term saved costs would be. The Director of Community Services noted that there was a six month notification period, the Director of Resources noted the budget presentation included detailed costs that the Council incurs.

With all in favour, it was;

**RESOLVED that:**

i) An additional £99,725 of Capital Expenditure to complete the build of the depot be approved.

ii) The Chief Executive be delegated authority to commission the lead property consultant to project manage the build on behalf of the Council.

29. **OUTSIDE BODY REPRESENTATION: CHIPPENHAM COMMUNITY PARISH AREA FORUM**

The Head of Democratic Services presented the report regarding a request for a Town Councillor representative on the Chippenham Community Area Parish Forum.



Councillor Pete Cousins noted there was not enough information to make a decision. Councillor Jenny Budgell noted past involvement and a link to Chippenham. Councillor Desna Allen updated on the background of the forum and that it was a good opportunity to engage and formalise the structure of meetings if required.

With the majority in favour, it was;

**RESOLVED that:**

i) Councillors agreed to appoint a Councillor representative to this outside body.

ii) Councillor Jenny Budgell be nominated to this outside body.

30. **SIX MONTH RULE: CONSIDERATION OF REASON FOR ABSENCE**

The Head of Democratic Services updated that this item was no longer required.

31. **COUNCILLOR MOTION**

Councillor Matthew Short presented the Councillor motion regarding a letter from the Chief Executive to protect and enhance the special environmental characteristics of Island Park. It was noted this was not to affect the development of Emery Gate or the Chippenham One Plan project but to mark the importance of these trees and green spaces. The motion was seconded by Councillor Clare Cape.

Councillor Nic Puntis recognised the environment agency's lead on the Chippenham One Plan project with a focus on the radial gate, and would highlight the statement to the Wessex Regional Flood and Coastal Committee (RFCC) where this project was first suggested. Councillor Nic Puntis proposed an amendment to the motion, 'to also write to the Chair of the RFCC Committee referencing the reason behind this being because of the protection of trees and ensuring that they have that at the top of their agenda as well'. The amendment was seconded and accepted by Councillor Matthew Short, all were in favour of the amendment.

Councillor Jenny Budgell supported the motion and highlighted that there would be future planning applications for which the Town Council would be a consultee and should raise the point again at that point in the process.

Council noted that Chippenham's Island Park is a much loved community asset valued for its green space, public amenity, woodland shading, and wildlife conservation. The small woodland and line of approximately 100 trees at the border of Island Park and Emery Gate provide a visible screening of the Emery Gate shopping centre. This line of trees includes some historic trees and is shown on the Ordnance survey map as early as 1844. With all in favour, it was;

**RESOLVED that:**

The Chief Executive writes to the Chief Executive at Wiltshire Council and the Chair of the Wessex Regional Flood and Coastal Committee requesting any future development that adjoins Island Park seeks to protect and enhance the special environmental characteristics of the Park.

**32. COUNCILLOR'S FEEDBACK**

- i. There were no updates from Town Councillors on significant work they are involved with.
- ii. There were no updates from Town Councillors nominated to outside bodies on significant work they are involved with.
- iii. Councillor Clare Cape updated as a Wiltshire Councillor that the enquiry day around the Heath and Care Integrated Board would take place in early July.

Councillor Kathryn Macdermid updated as a Wiltshire Councillor that ongoing work was undertaken for a resolution with Wiltshire Council relating to the Malmesbury roundabout.

- iv. The following Committee membership change was noted:
  - Councillor Angie Litvak-Watson replaced Councillor Matthew Short on the Amenities, Culture and Leisure Committee.
- v. No potential CIL projects were suggested to be funded by the 85% of CIL that Wiltshire Council retain.

**33. ITEMS FOR COMMUNICATION**

Councillors requested communications with the Youth Council on the Chippenham One Plan project and the amended motion that was supported.

**34. DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 27 September 2023.

The Chair closed the meeting.

The meeting closed at 8.06 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 Questions - APPENDIX A

Public questions at Full Council on Wednesday 21 June 2023:

1. “During the past few weeks I have received a number of comments from concerned residents in relation to the grass cutting in my Cllr division of Cepen Park and Hunters moon especially in Cepen Park South, Queens Crescent and the Derriads area. The main issue is around the public open spaces and the ability of the general public to access them because of the length of grass residents are concerned about unpicked up dog faeces due to the grass being long and the ability to move freely around and play sports and picnic because of the length of grass and weeds. I must also confirm that the local community I represent fully understands the councils steps to support the wildlife and improve the environment but it also needs to understand the needs of its local residents.

Question 1, Would the town council consider reviewing the current policy on grass cutting in relation to the Public open spaces to ensure all the community needs are being met?

Question 2, When will the whole grass cutting policy come up next for review?

Question 3, How will the town council ensure that the community and local residents can actively be part of the next review of the grass cutting policy to help the council not only develop its policy but to ensure the community has its support but has identified areas where the policy can or should be amended?”

2. I am, at this moment in time, very unclear about what the future holds for the Island Park, but I have grave concerns that the redevelopments that are proposed for Emery Gate, by Acorn Developments, could result in removal of trees and paved terracing areas extending towards the riverside.

Our beautiful Island Park is a well-used community space where the folk festival, the River Festival, Pride, and other events during the year take place. It offers a shaded green space to relax in during the summer. I have talked to young people who use this area in the evenings and those who use it as a place to have a relaxed lunch break in the fresh air. It is valued by many who live here and those who come to visit.

It contains a range of mature, varied and beautiful trees along the riverside and that screen the park from the shopping centre. ( see below) Together with the native hedging, which in my opinion could be extended the full length of the fence, and the grassed areas, the Island park also supports a

range of wildlife which helps maintain and increase our biodiversity and contributes towards reducing carbon.

Please could you all support the motion proposed by Councillors Matt Short and Gemma Grimes which will hopefully help to stress to Wiltshire Council how important and valued our Island Park is to so many of us, and ensure that it remains the beautiful, natural and community asset that it is.

3. “When I became aware of climate change, I learnt about the importance of trees as the greatest living capture of carbon as well as being the lungs of the planet. We have lost so much forest already; we can’t afford to lose one more tree. Trees help keep soil healthy, trees can benefit your mental health, trees are home to hundreds of species that help our ecosystems, trees give oxygen, trees are natural air conditioning units - the evaporation from a single tree can produce the cooling effect of air conditioners operating 20 hours a day. Trees can live forever so we should not kill them.

Trees are one of the things that keep us alive, without trees breathing would be dangerous, the air left for marine plants would be filthy and we would have to wear gas masks for the rest of our lives. If you want to help our group, vote for the trees.”

4. “Has anyone looked at Cepen Park North recently? Cycle paths: There are only two signs indicating Cycle Paths, they are in the Willowbank/Blackberry Close area. Nothing noticeable is anywhere else. Most people are unaware that the ‘Red’ paths are actually cycle paths and pedestrian paths and when you are cycling along and you do get some strange looks and some objectional calls like you’re on the pavement but you’re not, you’re on a cycle path - there is no signage around where they are. Whilst cycling on some of them yesterday (20th June) we had to duck under overgrown trees, brambles, and swerving around overgrown hedges on these paths, in some cases less than a metre wide on what should be a 3-metre path and the normal pedestrian paths are just as bad.

The open spaces around Cepen Park North are completely overgrown by tall grasses, some have been cut in the middle but access to them is virtually impossible because even the paths leading onto them are overgrown. When these are cut, if they are cut, the grass is just normally left there, it’s not grass it’s just tall bits of weeds, that kills whatever is left behind. It’s just a mess.

The landscaping appearance has declined over the last twenty years due to the actions of Wiltshire and this Town Council wasting money outsourcing the work and then bringing back the work. We’ve seen it, we’ve been there, we’ve been complaining about it for those 20 years. This has left us with

brambles, chickweed, nettles and it is completely destroying Cepen Park North's "Award Winning Landscape" as mentioned in the national press, it doesn't anymore. There are pockets of tidiness where some of the local residents do appear to try and keep their area clean and tidy but most people have probably given up because they are fighting a losing battle due to the disgraceful landscaping.

You cannot believe how frustrated everyone feels. We are not asking for it to look like John Coles park, just something that looks as if it is cared for. We used to have yearly 'Litter Picks' which used to be a great gathering of the local residents but you can't do it nowadays because you can't actually get in there to see any litter.

We were promised change 15 years ago and more recently when the Town Council took over the landscaping, it hasn't happened and to us, no one appears to accept the responsibility of actually clearing it up. We are willing to meet with any councillors that are willing to come and have a look and we will show you a lot of desolation. Thank you. Can I just say that I am ashamed of where I live, I don't want to live in Chippenham anymore and I don't want to be in Cepen Park North, it's appalling."

## Not Part of the Meeting - APPENDIX B

### Responses to Public Questions - Full Council 21 June 2023

1. Thank you for your comments and questions asked at Full Council on 21 June 2023. The grass cutting strategy was adopted in May 2022, small reviews are undertaken at the end of each season. Please note that the strategy is affected by weather conditions, the impact of delays is that it takes time to catch up due to continuous growth. The strategy is an ongoing document and small reviews are undertaken at the end of each season. This will be based on evidence and knowledge of the practical grass-cutting regime as it has developed, this will include residents' views. The Town Council encourages feedback through the reporting system 'Report it'.
2. Thank you for your comments and questions asked at Full Council on 21 June 2023. Council supported the Councillor motion for the Town Council Chief Executive to write to the Chair of Wiltshire Council and the Chair of the Wessex Regional Flood and Coastal Committee to protect and enhance the special environmental characteristics of Island Park.
3. Thank you for your comments at Full Council on 21 June 2023. Council supported the Councillor motion for the Town Council Chief Executive to write to the Chair of Wiltshire Council and the Chair of the Wessex Regional Flood and Coastal Committee to protect and enhance the special environmental characteristics of Island Park.
4. Thank you for your comments and questions asked at Full Council on 21 June 2023. Chippenham Town Council only undertake the grounds maintenance of these pathways, this includes cutting back encroaching undergrowth from the pathway and low hanging branches, the main cutting back is undertaken during the Autumn/Winter maintenance programme any spring and summer growth is given a light cutting back due to the bird nesting season should you see any encroachment this can be reported on the Town Council's 'Report it' system, this can be found on our website here: <https://www.chippenham.gov.uk/report-it/>. These reports are monitored by the Head of Environmental Services who then prioritises works following inspections.

Two members of the Environmental services team are currently cutting back encroaching undergrowth from paths in Cepen Park North following other reports.

Signage for cycle paths, repairs or new markings that are required remain the responsibility of Wiltshire Council and should be reported on the Mywilts app or emailed to: [westernhighways@wiltshire.gov.uk](mailto:westernhighways@wiltshire.gov.uk)

The Town Council adopted a grass cutting strategy in 2022, this is an ongoing document and small reviews are undertaken at the end of each season, your comments have been noted and will be considered for the next review. Chippenham Town Council have made improvements to the estate since taking over the Grounds Maintenance responsibility from Wiltshire Council in 2019. As the grass cutting strategy outlines, Chippenham Town Council are working towards finding a balance of regular maintained areas and areas that benefit wildlife.

Pavements that are overgrown by private residents' hedges or shrubs can be reported to [westernhighways@wiltshire.gov.uk](mailto:westernhighways@wiltshire.gov.uk). Should encroachment endanger pedestrians using the highway, Wiltshire Council can instruct residents to cut this back.

Chippenham Town Council have a street scene team as well as a grounds maintenance team who work tirelessly emptying bins and litter picking all the housing estates within the Chippenham boundary, but this unfortunately does not deter ongoing littering.

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**Mayoral Engagements 2022/2023 - Mayor Councillor Declan Baseley**

<b>June</b>	<b>Engagements</b>
28	Mayor's official photo shoot
29	Ferfoot Care Open Open Day
<b>July</b>	
1	St Mary Summer Fete
5	Lions Club Presentation Evening
8	Pewsham Preschool 60 <sup>th</sup> Anniversary party
9	Civic Sunday
10	CEEAG
12	Amenities, Culture and Leisure Committee (First Meeting of Municipal Year)
14	Chippenham 3 <sup>rd</sup> Scouts AGM
15	Town Crier Championship in Calne
19	Citizenship Ceremony
21	Abbeyfield School Sports Ambassador awards
23	Trowbridge Civic Service
<b>August</b>	
11	Mayoral Month Interview Chippenham Hospital Radio
16	Citizenship Ceremony
19	Mayor of Wilton's Summer Soiree
30	Neeld Over 60's Event
<b>September</b>	
1	Merchant Navy Day
4	CEEAG
5	Civic Matters Sub Committee
8	Chippenham Museum Peter Potworowski: West Country Exile Exhibition Opening
10	Chippenham Armed Forces Veterans Breakfast Club
15	Chippenham Sea Cadets Awards Evening
19	Finance Sub Committee First Meeting of Municipal Year
19	Chippenham & District Art Exhibition
21	Mayoral Month Interview Chippenham Hospital Radio
22	Monkton Park Primary School Community Hub Opening
27	St Marys School Open Day
27	Citizenship Ceremony
27	Full Council

**Mayoral Engagements 2023/2024 - Deputy Mayor - Cllr Conor Melvin**

<b>June</b>	
21	Citizenship Ceremony
24	Armed Forces Day
24	Redeemed Church of God Official Opening
25	Malmesbury Town Council Evening Choral Service
<b>September</b>	
1	Merchant Navy Day

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# Town Council Update

September 2023

Proud to serve and protect our communities



# Chippenham Neighbourhood Policing Team

Inspector Pete Foster



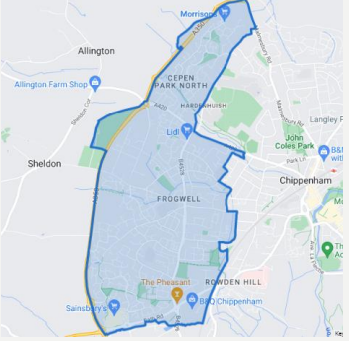
Sergeant Jamie Ball (Town)



Sergeant Mike Tripp (Rural)



Chippenham Town West

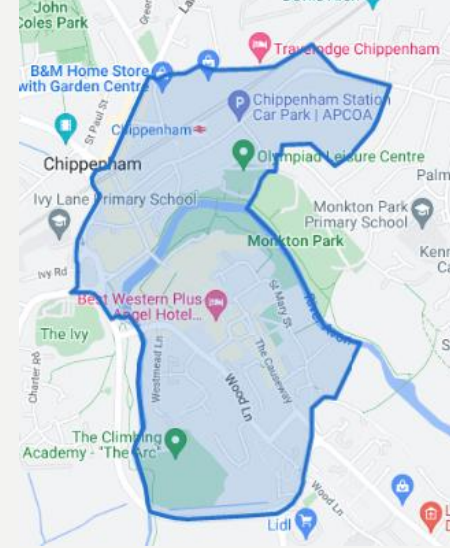


PCSO Stacey Cunningham



PC Jess Swanborough

Chippenham Town Centre



PCSO Barbara Young

Chippenham Town North East



PCSO Lyn Staples



PC Aimee Jenkins

Chippenham Town South



PCSO Laura Maplesden



PC Paul Croft

\*All Police Constables have the responsibility of the Town Centre as well as an additional geographic area of Chippenham

# Chippenham Community Engagements

## Our Engagement Vision

### Community Engagement impacts on everything we do

- We will use a range of techniques and channels to best connect with our communities to obtain their views on policing in the county, and ensure these techniques and channels are visible and accessible
- We will work collaboratively with a variety of partners to engage with communities where it makes sense to do so
- We will actively encourage and enable people to be part of our policing conversations to help shape our approach, response, policy, and delivery
- We will ensure our diverse and under-represented communities have a voice and are represented in conversations
- We will demonstrate where we have listened and where we have changed our service as a result of what our communities are telling us
- We will evaluate the success of our engagement activity and learn lessons to improve future engagement



# Summer Community Engagements June – August 2023

Between June and August 2023 the Neighbourhood Policing Team have completed 197 community engagements in Chippenham.

- 30 Community Engagement Sessions (15 Rural)
- 13 Licenced Premises Checks
- 16 ASB Patrols / Resident Survey Packs
- 2 Engagement Sessions with Womens Refuge
- 12 School / Educational Visits
- Summer Fetes / Events
- Sergeant Ball – Monthly Police slot on Chippenham Hospital Radio
- Chippenham Rural Engagement week (See later slide)
- Attendance of Chippenham Events
  - Chippenham Pride Event
  - Chippenham Folk Festival
  - Chippenham Food and Drink Festival
  - John Coles Park Centenary Celebrations

In 2023 a total of 501 engagements have been completed within the Chippenham Town and Rural Neighbourhood Policing areas.



# Since we last met

**Chippenham Police**  
19 h · 📍

A drugs warrant was executed this morning by the Chippenham Neighbourhoods team in the Oaklands area. A male has been arrested and remains in custody for questioning. This warrant has been led by information and concerns from the public, we will continue to act quickly to stop the supply of drugs in Chippenham.

Please call 101 if you have information regarding the supply of drugs in our area or 0800 555 111 if you wish to remain anonymous ... See more



30th August – Drugs Warrant and arrest

**Chippenham Police**  
22 August at 07:14 · 📍

Do you have any spare time this morning?  
Feel free to come down and speak to PC Croft and PCSO Maplesden at Coffee#1 on Chippenham High Street between 1000hrs - 1200hrs today.  
A later session is also being organised for those of you who work during the day and cannot attend morning sessions... See more

**North Wiltshire Community Policing Team**

**Community Policing**  
One team

**Community Consultation**  
Where? – Coffee#1 Chippenham  
When? – Tuesday 22nd August 1000hrs – 1200hrs

PC Croft and PCSO Maplesden are going to be at the above location on this date and time.  
Please feel free to pop down for any crime prevention advice, to raise any concerns from your community or just for a chat

17th and 22nd August – Town Centre Community Consultations

**Chippenham Police**  
17 August at 13:49 · 📍

The Exhibition Van is back!  
Your local Neighbourhood officers will be on Chippenham High Street (in the layby opposite Nationwide) on Friday 18th August between 1000hrs-1400hrs.  
Come down for any crime prevention advice or just to say hello!



**Chippenham Police**  
16 August at 14:10 · 📍

What are the Fatal 5?  
- Careless driving  
- Drink and drug driving  
- Texting a mobile  
- Distractions using a mobile phone  
- Speeding

Road users who commit one of the Fatal 5 offences are far more likely to be involved in a fatal collision than those who do not.

People are dying on our roads as a result of inconsiderate poor driving, reckless decisions and momentary lapses in concentration.

Road collisions are heart-breaking – for the family, for the community, and for the responding emergency services staff who have to witness the tragedy and subsequent aftermath and we've seen too many this year already.

Stopping any more deaths from occurring as a result of something unnecessary and totally avoidable is a top priority for us.

Across the Summer, our Community Policing Teams, along with speed enforcement officers and the Road Policing Unit will be raising awareness of these offences being safe and driving smart.

#Fatal5 #RoadSafety #KeepingWiltshireSafe

10th – 17th August Speed Checks and Road Safety Campaign

**Chippenham Police**  
11 August at 16:24 · 📍

Next week, speed enforcement activity will be happening again across the Chippenham Community Policing Team (CPT) area.  
It's another reminder to be safe, drive smart and watch your speed.

#YourForceYourArea

**SPEEDCHECKS IN THIS AREA**

#YourForceYourArea

Chippenham CPT

**Chippenham Police**  
2 August · 📍

A man has been jailed for 15 months after he reverse rammed a police car on several occasions. John Boy Sykes, 48, of Weston Lane, Chippenham, was arrested on May 28, 2021, following a call to police regarding his manner of driving.

Officers attempted to stop the van Sykes was driving in Corsham but he accelerated off at speeds in excess of 80mph towards Thingley.

As the van approached a junction, it appeared to come to a stop. However, Sykes reverse rammed the police vehicle which was behind him causing damage to the bonnet, before driving off once again. Sykes then went on to reverse ram the police vehicle on two further occasions before he and a passenger decamped and fled on foot.

Sykes pleaded guilty to dangerous driving and was sentenced to 15 months imprisonment and given a 24 month driving disqualification when he appeared at Swindon Crown Court on July 21.

Sgt Mike Tripp said: "Sykes was intent on evading police and was adamant that nothing would stand in his way – he reversed at speed into the police car on several occasions before running from the scene and hiding at the Thingley Travellers Site.

"He caused extensive damage to the police vehicle and while it was fortunate that the police officer was not seriously injured, he did require rehabilitation treatment for pelvic injuries as a result of the incident.

"I'm pleased Sykes has been given a custodial sentence. Our officers work tirelessly to protect the public from dangerous individuals and incidents of this nature will not be tolerated."



2nd August - Prison Sentence

**Chippenham Police**  
28 July · 📍

There's more to policing than just catching criminals, and this week some of our dog handlers enjoyed a different but equally important aspect of the job - bringing joy to some of our more elderly members of the community.

The dog handlers spent a few hours at Cepen Lodge Care Home in Chippenham and their visit helped out a smile on the faces of the residents and staff at the home.

Dog Unit Manager Ian Partington said: "The dogs, and their handlers, made a lot of people very happy."



28th July – Care Home Visits

**Chippenham Police**  
24 July · 📍

Police in Chippenham are cracking down on anti-social behaviour involving groups of people in the town's car parks.

Officers have received a growing number of reports from members of the public and local business owners relating to groups of drivers, particularly at various car parks along Bath Road and Hungerdown Lane.

PC Paul Croft, who is leading a week-long operation dedicated to the issue over the summer, said: "We have listened to residents concerns and will be conducting extensive high visibility patrols around the locations which we believe are most affected."

"We know that there are a number of dedicated, law abiding car enthusiasts in our town who do not cause issues within their community, however, there are a small number of individuals who are continuing to meet at various locations late at night and are acting in an anti-social manner, causing criminal damage to some areas and disruption and intimidation to local people."

Read the full story here: <https://crowd.in/Nc1g5>

**POLICE UPDATE**

HELP TELL OTHERS

July / August – Op Analyse Launched Vehicle ASB in Car Parks

**Chippenham Police**  
12 July · 📍

We're coming to a village near you!

Neighbourhood officers have organised a Rural Engagement Week which kicks off on July 17 – a chance for officers and colleagues from specialist departments to hit for a series of engagement events at villages in the Chippenham area.

The aim of the week is to ensure those living in more remote areas have the opportunity to meet their local policing team, raise any issues and concerns they may have or any advice they may need... See more



Rural Engagement Week 17th – 21st July

**COURT RESULT**

**14th July - Prison Sentence**  
Stuart Webb – Imprisoned for 30 Months

- Burglary x2, Angel Hotel, Chippenham (19/02/23 and 28/02/23)
- Theft and Possession Offensive Weapon, B&M Hathaway Retail Park (05/02/2023)

# Chippenham Rural Engagement Week

We understand that often those living in our more rural communities can feel isolated.

As a Community Policing Team we are committed to engaging with residents in our local villages and talking about some of the issues affecting those living and working there.

Members of the Chippenham Neighbourhood Policing Team conducted a Rural Engagement week between 17<sup>th</sup> and 21<sup>st</sup> July 2023.

In conjunction with our internal partners, we visited 12 villages in our exhibition vehicle to offer crime prevention advice, information on our community watch schemes and public consultation in order to learn more about the issues affecting our rural community.

Thanks to the residents of:

Yatton Keynell, Biddestone, Allington, Hullavington, Kington Langley, Kington St Michael, Sutton Benger, Christian Malford, Langley Burrell, Grittleton, Burton, Castle Combe as well as Cepen Park North (Morrisons) and Cepen Park South (Sainsburys).

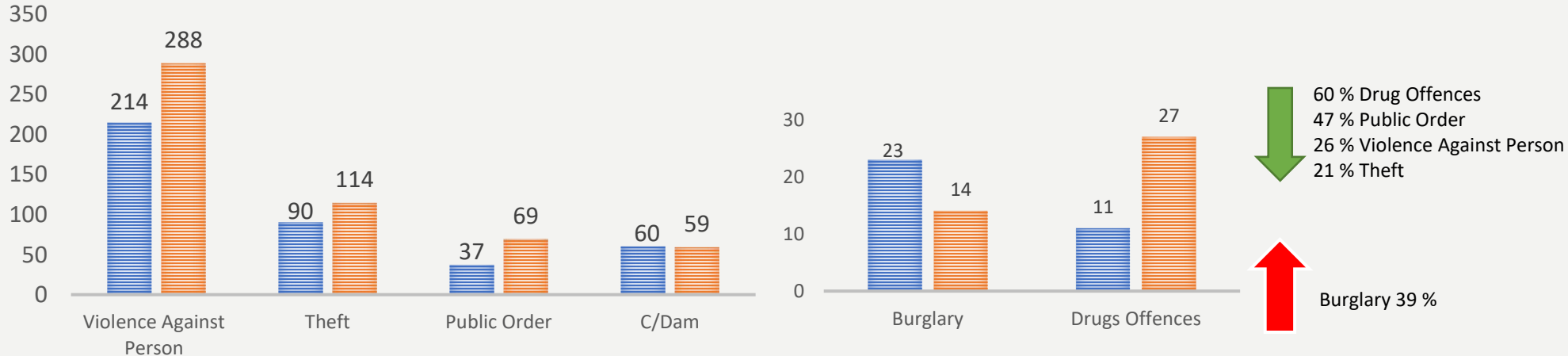
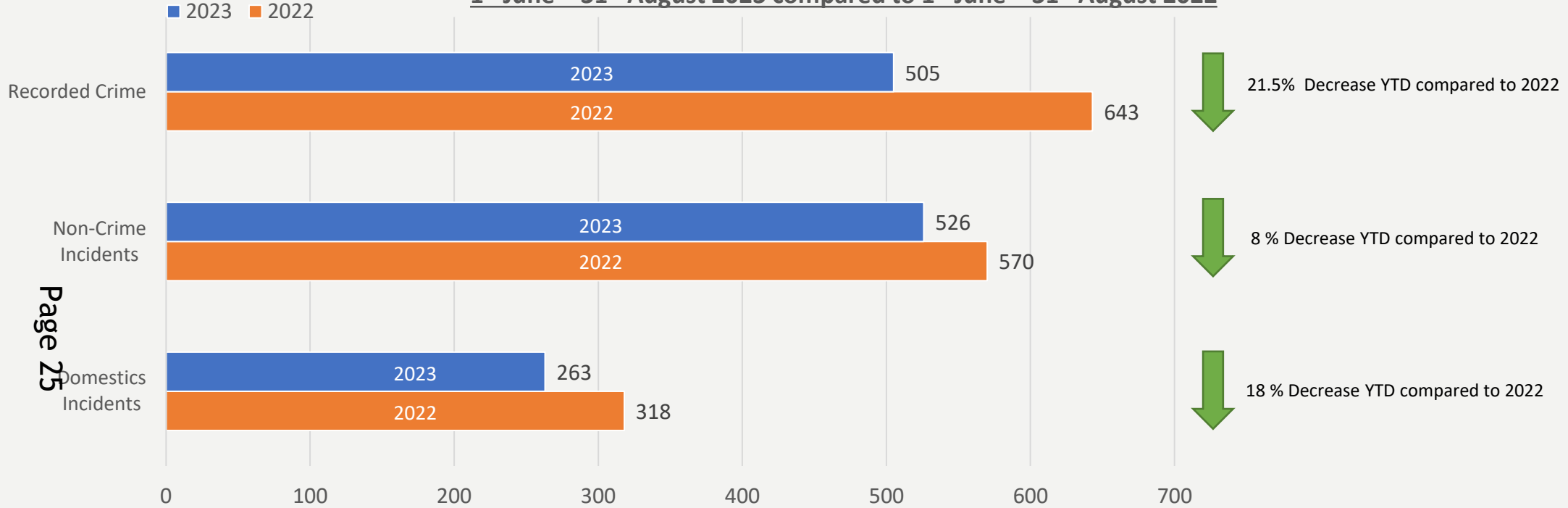
The week was a huge success and we will be looking to visit more villages on our patch over the coming months.





# Chippenham Town Crime and Incident Statistics – Summer 2023

1<sup>st</sup> June – 31<sup>st</sup> August 2023 compared to 1<sup>st</sup> June – 31<sup>st</sup> August 2022



# Get Involved / Get to know



## Get to know Your Community Policing Team

Page 26

Wiltshire Police

### YOUR FORCE, YOUR AREA



SCAN HERE

- Meet your local Community Policing Team (CPT) police officers and PCSOs
- Find out about crime stats in your area
- Learn about local policing meetings and events
- Read the CPT priorities
- Contact us



Chippenham CPT  
<http://bit.ly/46vT8kt>

We are inviting you to get to know your Community Policing Team even better. Over the past few months, the communications team and your local officers have been working hard to create new areas on the Force website entitled 'Your Area.'

If you've not discovered them yet, the Your Area pages will give you a considerable amount of information about the area in which you live including who your neighbourhood officers and PCSOs are, how to contact them, crime statistics for your area including the top reported crimes and a crime map showing hot spots.

If you are interested to know what the local police priorities are you will find them on the pages along with an up-to-date list of meetings and events the team will be attending. You can even find out if there will be speed checks in your area.

Keep up to date with the latest news and alerts in your area by signing up to our Community Messaging service via the QR Code.

Alternatively you can register online via [www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)



## Get to know Community Messaging

Alerts from Wiltshire Police

### YOUR FORCE, YOUR AREA



SCAN HERE

- Receive alerts from your local Community Policing team and partners
- Reply directly to alerts from officers
- Receive alerts by email, text or voicemail
- Over 15,000 subscribers in Wiltshire and Swindon
- It's FREE to subscribe



Wiltshire and Swindon  
**pcc**

Wiltshire & Swindon  
Community Messaging  
[www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)



**CHIPPENHAM  
TOWN COUNCIL**

Improving the quality of town life

**Minutes of a meeting of the Chippenham Community Safety Forum held on Tuesday 6 June 2023 at 11.00 am.**

**Councillors present:**

Desna Allen (Chair)

Liz Alstrom

**Officers present:** Mark Smith, Chief  
Jaqui Gallimore, CCTV Supervisor  
Daryl Jones, Head of Community Development  
Michael Weeks, Democratic and Civic Officer

## **1 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the Community Safety Forum.

There were representatives from the following organisations:

Chippenham Community Hub  
Doorway  
Wiltshire Police Cadets  
Wiltshire Bobby Van Trust  
Wiltshire Police  
Chippenham Borough Lands Trust  
Wiltshire College

## **2 APOLOGIES**

Apologies were received from the following organisations:

Wiltshire Council Licensing  
The PCC  
The MP  
Wiltshire Crime Stoppers  
Dorset and Wiltshire Fire and Rescue  
SSAFA  
Aster Housing

## **3 CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements.

## **4 NOTES FROM PREVIOUS MEETING**

The notes from the previous meeting were agreed as a correct record.

5 **WILTSHIRE POLICE UPDATE**

Sgt Mike Tripp from Wiltshire Police provided an update.

Team now at full capacity in Chippenham with 2 Sgts, 3 PCs and 4 PCSOs.

Since 2022 they have seen an overall decrease in reported crimes which is linked to proactive policing.

The team have also been busy attending a number of events, providing talks at schools, undertaking pub licensing checks, speed checks amongst a range of engagement activities.

6 **ELECTION OF VICE CHAIR**

Councillor Ross Henning was proposed by Sandie Webb and seconded by Councillor Desna Allen.

With no other nominations Councillor Ross Henning was elected Vice Chair for the municipal year 2023/24.

7 **NEIGHBOURHOOD WATCH**

Chairman of North Wiltshire Neighbourhood Watch Paul Summers provided an overview of Neighbourhood Watch.

Residents are now more than likely to be the victim of cyber fraud now than traditional personal crime at home but Neighbourhood Watch is still a proactive organisation with over 500 schemes in Wiltshire and Swindon.

The schemes encourage residents to report suspicious behaviour to the police and to look out for neighbours / local community.

They meet monthly with representatives from Wiltshire Police.

8 **CCTV FEEDBACK**

Jacqui Gallimore the CCTV supervisor provided an overall update of a number of successes of the CCTV system within the town.

Group members were also provided with pictures of certain cameras across the town to show how clear images are.

While there are still a number of blind spots across the town a further 4 cameras will be coming online soon at the cemetery to protect Town Council property and to monitor anti social behaviour at the site.

9 **PURPLE FLAG**

Daryl Jones, Head of Community Development at Chippenham Town Council confirmed that she was currently working on the resubmission document for purple flag accreditation. The night time economy in Chippenham has changed considerably but will be concentrating on the recent investment by the Town Council in local amenities and new local businesses that have opened with new offerings.

10 **FORUM MEMBERS FEEDBACK**

Wiltshire Police Cadets

Been busy recruiting and assisting at events across the area. Recently cadets assisting Wiltshire Police with shop checks, attempting to purchase age restricted products such as knives and cigarettes.

Doorway

Land just north of Baydons Lane will become a community garden space giving guests of doorway the opportunity to get involved in an outdoor project.

Community Hub

Recently applied for a PCC grant which will go towards assisting residents who have been the victims of fraud.

11 **DATE AND TIME OF NEXT MEETING**

The next Chippenham Community Safety Forum will take place on Friday the 6<sup>th</sup> of October 2023.

The meeting concluded at 12.29 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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**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

Minutes of a meeting of the Chippenham Youth Council held in the Town Hall, on Tuesday 2 May 2023 at 4.30 pm.

**Youth Councillors Present:**

Six Youth Councillors were present

**Officers Present:**

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

48	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There were no apologies for absence.</p>
49	<p><b><u>CHIPPENHAM "ONE PLAN" UPDATE</u></b></p> <p>Youth Councillors discussed the Chippenham One Plan consultation and the various proposed schemes in the town centre. Youth Councillors considered the debate surrounding the proposals.</p>
50	<p><b><u>CHIPPENHAM TOWN COUNCIL ECO INFOGRAPHIC</u></b></p> <p>Youth Councillors viewed and considered the Town Council's eco infographic.</p> <p>Officers answered questions from Youth Councillors about the work that the Town Council is doing to tackle the climate and ecological emergency.</p>
51	<p><b><u>ITEMS REFERRED TO THE YOUTH COUNCIL</u></b></p> <p>Youth Councillors received information about the Highways Code rule H2, as requested at the Planning, Environment and Transport Committee on 20 April 2023.</p> <p>Youth Councillors considered highways safety issues for cyclists and pedestrians.</p>
52	<p><b><u>SOCIAL MEDIA UPDATE &amp; ITEMS FOR COMMUNICATION</u></b></p> <p>Youth Councillors had no items that they wished to communicate.</p>

53	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Youth Council is currently scheduled to take place on Tuesday 16 May 2023.</p>

The meeting concluded at 5.20 pm

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:





Minutes of a meeting of the Chippenham Youth Council held in the , on Tuesday 6 June 2023 at 4.30 pm.

**Youth Councillors Present:**

Six Youth Councillors were present

**Officers Present:**

Lynsey Nichols (LN), Head of Communications & Customer Services  
Alex Cooper (AC), Democratic Services Officer

54	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There were no apologies for absence.</p>
55	<p><b><u>TOWN COUNCIL UPDATE</u></b></p> <p>Youth Councillors received and considered an update on the Town Council following the Full Council meeting on 17 May 2023.</p> <p>Youth Councillors discussed the role of the Chair and Vice Chair as well as the work of the Town Council, its Committees and Sub Committees.</p> <p>Youth Councillors viewed the Civic and Ceremonial calendar for 2023/24 and discussed the events that will be held.</p>
56	<p><b><u>ITEMS REFERRED TO THE YOUTH COUNCIL</u></b></p> <p>Youth Councillors received and considered items referred to them by the Town Council, specifically, the Planning, Environment and Transport Committee:</p> <ul style="list-style-type: none"> <li>• Proposed 20mph speed limit in Hardenhuish - Youth Councillors supported a reduction in the speed limit for safety reasons but raised issues of enforcement and traffic flow.</li> </ul>
57	<p><b><u>SOCIAL MEDIA UPDATE &amp; ITEMS FOR COMMUNICATION</u></b></p> <p>The Youth Council did not have any requests for items to be communicated.</p>
58	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Youth Council is currently scheduled to take place on Tuesday 20 June 2023 with a start time of 4:45pm (TBC).</p>

The meeting concluded at 5.20 pm





Minutes of a meeting of the Chippenham Youth Council held in the Town Hall, High Street, Chippenham, on Tuesday 4 July 2023 at 4.45 pm.

**Youth Councillors Present:**

Four Youth Councillors were present

**Officers Present:**

Heather Rae (HR), Head of Democratic Services  
Alex Cooper (AC), Democratic Services Officer

59	<b><u>APOLOGIES FOR ABSENCE</u></b>  There were apologies from one Youth Councillor.
60	<b><u>COUNCIL DONATIONS SUB COMMITTEE UPDATE</u></b>  Youth Councillors received an update on the Council Donations Committee meeting held on Thursday 15 June 2023. Youth Councillors noted the groups that were awarded a grant.
61	<b><u>YOUTH COUNCIL YEAR IN REVIEW</u></b>  Youth Councillors looked back over the year 22/23 and discussed any changes to be made when Youth Council resumes for 2023/24.  Youth Councillor suggestions and ideas were noted and will be implemented or discussed further when Youth Council meets again.
62	<b><u>REMINDER: CHAIR AND VICE CHAIR OF THE YOUTH COUNCIL</u></b>  Youth Councillors noted that a new Chair and Vice Chair of the Youth Council would need to be elected at the first meeting in the 2023/24 year.
63	<b><u>SOCIAL MEDIA UPDATE &amp; ITEMS FOR COMMUNICATION</u></b>  Youth Councillors asked that the Youth Council continue to be publicised and promoted online and via signage or leaflets.
64	<b><u>DATE OF NEXT MEETING</u></b>  The next Youth Council meeting is due to take place on Tuesday 05 September 2023, this will be confirmed with members nearer the time.

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Meeting	Full Council
Date	27 September 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 the Chippenham Neighbourhood Plan since the previous update report in June 2023.

## 2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 Councillors will recall the previous update report, presented to Full Council on 21 June 2023, also sought approval for the submission of the Neighbourhood Plan to Wiltshire Council (the LPA). At that meeting Councillors approved the Submission Version of the Neighbourhood Plan and supporting documents.

## 3.0 NEIGHBOURHOOD PLAN UPDATE

3.1 Following approval at Full Council, the Draft Neighbourhood Plan was submitted to Wiltshire Council on 28 June 2023.

3.2 On 14 July 2023 written confirmation was received from Wiltshire Council that they had undertaken a check of the draft Plan along with its process to date against the relevant legal tests in the Town and Country Planning Act 1990 (as amended) and the Planning and Compulsory Purchase Act 2004. Wiltshire Council confirmed the draft Plan's compliance with these tests and that it was possible for the Plan to proceed on to the Regulation 16 public consultation and Independent Examination.

3.3 The Regulation 16 Consultation, which was administered by Wiltshire Council, ran from 24 July 2023 - 5 September 2023. The primary method of commenting on the Plan was through Wiltshire Council's Consultation Portal but hard copies of the comments form were made available at Chippenham Town Hall, Chippenham Museum and Stanley Park Sports Ground. Hard copies of the Plan were also made available at these locations.

3.4 All those who commented electronically on the Plan during the first public consultation (Regulation 14 Consultation), together with the hundreds of stakeholders on the Neighbourhood Plan's mailing list, were electronically notified of the Regulation 16 Consultation by Wiltshire Council.

3.5 The Regulation 16 Consultation was advertised via posters displayed in town noticeboards for the duration of the consultation period. News articles to promote the Consultation were posted on the Neighbourhood Plan website and Town Council

website. There were also posts on the Neighbourhood Plan and Town Council social media platforms.

- 3.6 50 comments were received from the Regulation 16 Consultation. These comprised of 9 comments from developers/landowners, 7 comments from statutory consultees or stakeholder organisations (Historic England and the Environment Agency raised no objections to the draft Plan) and 34 comments from the public. 14 of the public comments were specifically in support of the designation of Local Green Space B (Baydons Wood, Baydons Meadow and Long Close) and Local Green Space WW (Open Space Adjacent to Long Close/Hardens Mead).
- 3.7 All of the comments can be viewed in full on the Wiltshire Council Consultation Portal at <https://consult.wiltshire.gov.uk/kse/event/37587>
- 3.8 The main areas of objection were from developers/landowners, with objections made to Policies SCC1 (Net Zero Carbon Development), SCC2 (Sustainable Design & Construction), GI1 (Protecting & Enhancing Biodiversity), GI3 (Green Corridors), GI4 (Trees, Woodland and Hedgerows), GI5 (Green Buffers), H1 (Housing Mix and Types), H2 (Housing Design), CI1 (Community Infrastructure), TC2 (Bath Road Car Park/Bridge Centre Site), TC3 (River-Green Corridor Masterplan) and TC5 (Buildings of Local Merit).
- 3.9 Wiltshire Council Estates continued to object to 10 of the 49 Local Green Spaces proposed to be designated, where they have land interests. Wiltshire Council Spatial Planning objected to LGS WW being designated and to Policy GI5 (Green Buffers). They also suggested some amendments to other policies.
- 3.10 No objections were received to Policies SCC3 (Standalone Renewable Energy), TC3 (Public Realm Improvements to the Upper Market Place), TC4 (Development within Chippenham Conservation Area), TC6 (Design of Shopfronts & Advertisements), T1 (Provision and Enhancement of Cycle Paths), T2 (Access to the Bus Network), T3 (Electric Vehicle Charging Infrastructure), T4 (Access for Disabled People & Those With Reduced Mobility), T5 (Waymarking Signage on the Footpath & Cycle Network), E1 (Circular Economy) and E2 (Business Incubator Units).
- 3.11 The Steering Group at its meeting of 19 September will review all the comments received from the Regulation 16 Consultation and decide which comments to provide responses to (a two week window in which to respond). These responses, plus the original comments, will then be forwarded on to the Independent Examiner.
- 3.12 Wiltshire Council provided a shortlist of four Examiners from the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) who would be available to examine the Neighbourhood Plan in September/October. In consultation with the Chair of the Neighbourhood Plan Steering Group and the Head of Planning, Wiltshire Council have appointed Andrew Mattheson as the Examiner. The Examination will commence on 29 September.
- 3.13 The main duty of the Examiner will be to check that the Plan meets the 'basic conditions'. They will produce a report for Wiltshire Council/the Town Council and may suggest some changes to the Plan in that report.
- 3.14 On receipt of the Examiner's Report, Wiltshire Council will consider it, and decide whether or not to progress the Plan to public referendum. If the Plan proceeds to referendum Wiltshire Council have advised that the earliest likely date this could be

held would be mid-January 2024 (elections/referenda cannot be held between mid-November and mid-January annually).

3.15 A project timeline is attached in **APPENDIX A** of this Report and there are no changes to report.

#### **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 2023/24, in addition to payroll costs, there is a Capital/EMF budget of £17,000 to cover design, consultant and professional fees, to be charged against Community Infrastructure Levy income, and an additional Income & Expenditure budget of £3,300 to cover other items such as website and print costs.

6.2 £14,767 has been spent to date on consultant fees for the production of a Viability Assessment on the Neighbourhood Plan, including a much smaller amount on planning consultant fees. £1014 has been spent on printing/production of Neighbourhood Plan hard copies, £768 on changes to the Neighbourhood Plan website and £720 on design and formatting the Plan.

#### **7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS**

7.1 The climate and ecological impacts of the Neighbourhood Plan are set out detail in the Environmental Report of the Strategic Environmental Assessment (SEA) which accompanies the Plan. It was judged that the Neighbourhood Plan policies would result in '*minor positive effects*' in relation to air quality, biodiversity, climate change, land, soil and water resources.

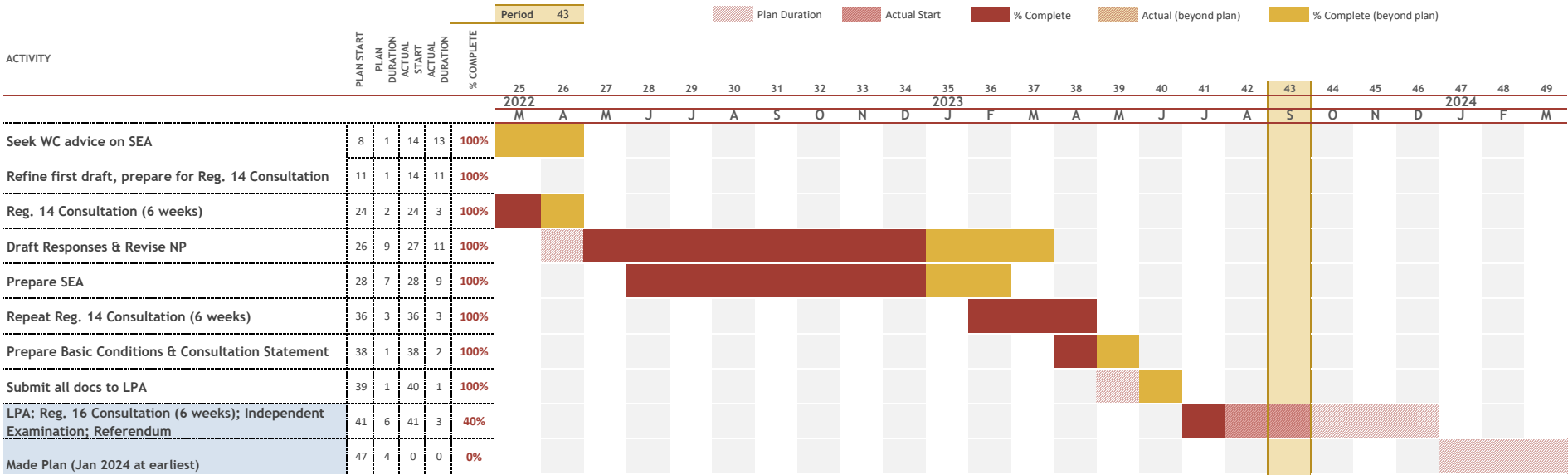
#### **8.0 RECOMMENDATION**

8.1 That Councillors note the contents 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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**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	25 July 2023
Nature of Urgent Action	Change of date to mark Merchant Navy Day
Matter raised by	Head of Democratic Services
Date considered by the Chief Executive	25 July 2023
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported on 27 July 2023
Action Taken Decision/Outcome Include Financial and Legal Implications	<b>To proceed with the change of date to mark Merchant Navy Day from Sunday 3<sup>rd</sup> of September to Friday 1<sup>st</sup> of September.</b>
To be reported for information to this committee or sub-committee	Full Council on 27 September 2023
Signed by Chief Executive	
Dated	27 July 2023

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

Desna Allen	Jenny Budgell	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 Budgell
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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