



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

16 November 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 22 November 2023

Dear Councillor,

You are summoned to attend a meeting of Full Council to be held in the Town Hall on Wednesday 22 November 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 November 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 - 16
To receive the draft minutes of the Council meeting held on Wednesday 27 September 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 27 September 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 meetings held on 13 September 2023 and 01 November 2023 (previously circulated).
- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 14 September, 05 October and 26 October 2023 (previously circulated).
- c. **Strategy and Resources Committee**
The draft minutes of the meetings held on 06 September and 18 October 2023 (previously circulated).
- d. **Human Resources**
The draft minutes of the meeting held on 02 November 2023 (previously circulated).

7. **COMMUNITY SAFETY FORUM NOTES**

27 - 30

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

8. **YOUTH COUNCIL MINUTES**

31 - 34

To receive the minutes from the Youth Council meetings held on 19 September and 17 October 2023 for information only (copies attached).

To consider the following items, questions to be received 48 hours in advance of the meeting in relation to agenda item 11:

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| 9. | <u>RIVER GREEN CORRIDOR OPTIONS</u> | All Wards | 35 - 38 |
| | <p>To receive and consider a report from the Director of Community Services relating to a request from the Town Centre Partnership Board to seek the views of the Town Council upon options for the River Green Corridor project (copy attached). A representative from the Environment Agency will be in attendance to answer technical questions relating to proposed schemes.</p> | | |
| 10. | <u>INVESTMENT ADVICE</u> | All Wards | 39 - 40 |
| | <p>To receive and consider a report from the Director of Resources relating to investment advice. Councillors to consider a proposal to engage a professional specialist investment advice firm to advise the council on its investment strategy as recommended by the Strategy & Resources Committee (S&R) at its meeting on 18 October 2023 (copy attached).</p> | | |
| 11. | <u>WILTSHIRE COUNCIL CONSULTATION ON COUNCIL TAX REDUCTION SCHEME</u> | All Wards | 41 - 46 |
| | <p><u>Councillors are requested to submit any questions relating to this item 48 hours in advance of the meeting so that information can be sought from Wiltshire Council</u></p> <p>To receive and consider a report from the Director of Resources relating to a request that councillors consider the Chippenham Town Council (CTC) response to Wiltshire Council's consultation on possible changes to Wiltshire Council's Council Tax Reduction Scheme 2024 onward (copy attached).</p> | | |
| 12. | <u>STANLEY PARK DEPOT REPORT</u> | All Wards | 47 - 50 |
| | <p>To receive and consider a report from the Director of Community Services regarding the depot at Stanley Park Sports Ground and to seek approval for additional capital expenditure to enable completion due to unplanned and unforeseen circumstances (copy attached).</p> | | |

13. **MEMORANDUM OF UNDERSTANDING BETWEEN WILTSHIRE COUNCIL, THE TOWN COUNCIL AND THE TOWN TEAM/CHAMBER OF COMMERCE (ECONOMIC DEVELOPMENT)** All Wards 51 - 56

To receive and consider a report from the Head of Democratic Services regarding a request from Wiltshire Council to sign the Memorandum of Understanding which formalises the working arrangements that are currently taking place between Wiltshire Council, the Town Council, and the Town Team/Chamber of Commerce in relation to economic development within the town (copy attached).

To note the following items, questions for clarification purposes only:

14. **URGENT ACTION FORM** All Wards 57 - 58

To note the urgent action form relating to a decision made by the Chief Executive to amend meeting dates due to Local Plan consultation response deadline (copy attached).

15. **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.

16. **ITEMS FOR COMMUNICATION**

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

17. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 10 January 2024.