

Public Document Pack



**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:

- | | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|
| 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.



FULL COUNCIL

Minutes of a meeting of the Full Council held in the Town Hall on Wednesday 27 September 2023 at 7.00 pm.

COUNCILLORS:	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		

OFFICERS: 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 of 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 receive 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.”

Draft

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

Draft



Council Meeting Membership & Political Balance following by-elections

Full Council

Mayor is Chair, Deputy Mayor is Vice Chair

Desna Allen	Liz Alstrom	Declan Baseley (Chair)	James Bradbury
Matthew Bragg	Jenny Budgetell	Clare Cape	Peter Cousins
Bill Douglas	Robert Giles	Gemma Grimes	Angie Litvak-Watson
Kathryn Macdermid	Conor Melvin (Vice)	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	Declan Baseley (Chair)	James Bradbury
Matthew Bragg	Jenny Budgetell	Bill Douglas	Robert Giles
Angie Litvak-Watson	Kathryn Macdermid (Vice)	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).

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

Subs: Needs to be a Ward Representative

3. Human Resources Committee

9 places but not allocated on political balance.

Desna Allen (Chair)	Jenny Budgetell	Pete Cousins	Robert Giles (Vice)
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
-------------	---------------------	-----------------

ii) GRIEVANCE PANEL

Jenny Budgetell	Robert Giles	Myla Watts
-----------------	--------------	------------

iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

Desna Allen	Jenny Budgetell	Pete Cousins
-------------	-----------------	--------------

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	Pete Cousins (Chair)	David Poole	Andy Phillips
John Scragg	Matthew Short (Vice)	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
-------------	----------------	--------------

Sub-Committees

1. Finance Sub-Committee

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

2. Council Donations Sub-Committee

Desna Allen	Matthew Bragg	Jenny Budgell (Vice)	Bill Douglas
Nick Murry (Chair)	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	Declan Baseley (Chair)	Robert Giles
Conor Melvin (Vice)	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	Nick Murry (Chair)
John Scragg (Vice-Chair)	Matthew Short		

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

Liz Alstrom	Declan Baseley (Chair)	James Bradbury
Clare Cape	Pete Cousins	Nick Murry

Community Safety Forum

Liz Alstrom	Cllr Nick Murry	Desna Allen (Chair)
-------------	-----------------	---------------------

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
--------------	--------------

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

Matthew Short

- Chippenham Health & Wellbeing Group x 2 Councillors

Clare Cape	Robert Giles
------------	--------------

- Chippenham Local Youth Network x 2 Councillors

Kathryn Macdermid	Conor Melvin
-------------------	--------------

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
------------------------	------------

Other

- Waste Not Want Not Recycling Project x 1 Councillor

Angie Litvak-Watson

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

John Scragg

- Friends of Chippenham Station x 3 Councillors

Robert Giles	Angie Litvak-Watson	John Scragg
--------------	---------------------	-------------

- 403 Sustrans Route Working Group x 1 Councillor

Gemma Grimes

- Chippenham Community Area Parish Forum x 1 Councillor

Jenny Budgetell

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.

This page is intentionally left blank

Draft



Mayoral Engagements 2023/2024 - Mayor Councillor Declan Baseley

September	Engagements
27	St Marys School Open Day
27	Citizenship Ceremony
27	Full Council
October	
3	Springboard Visit
6	No 7 Creative Space Fundraiser
7	Eddie Cochran Weekender
8	Kings Lodge Scarecrow Trail
8	Royal Wotton Bassett Civic Service
11	MySkills for life emergency first aid course
12	Sheldon School Awards Evening
14	St Andrews Autumn Fair
15	Wilton Civic Service
18	Citizenship Ceremony
18	St Peters School 50 th Anniversary
18	Presentation of Certificate of Appreciation to Mr Dave Walsh
19	Chippenham Hospital Radio Mayoral Month
23	Mayors Coffee Morning Fundraiser for Doorway
24	Majestic Wine Opening
November	
1	Field of Remembrance Opening, Swindon
8	Council Donations Cheque Presentations
10	GWR Poppy Train
11	Armistice Day
12	Remembrance Sunday
12	St Pauls Uniformed Group Remembrance Service
15	Citizenship Ceremony
17	Spotlight 3 Private View Chippenham Museum
21	Extraordinary Full Council
23	Mayoral Month Chippenham Hospital Radio
23	Full Council

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

November	
11	Armistice Day
12	Remembrance Sunday

This page is intentionally left blank



Town Council Update

November 2023

Proud to serve and protect our communities

Chippenham Neighbourhood Policing Team

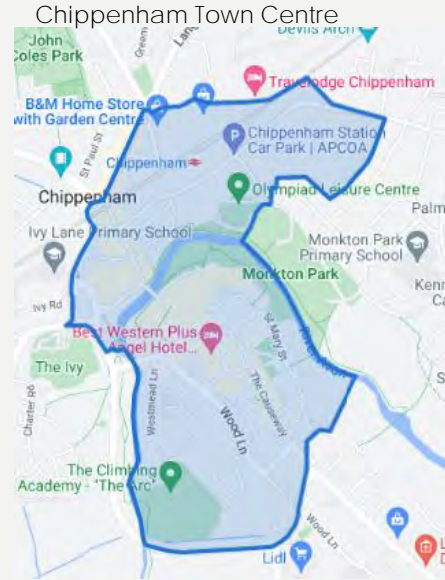
Inspector Pete Foster



Sergeant Jamie Ball (Town)

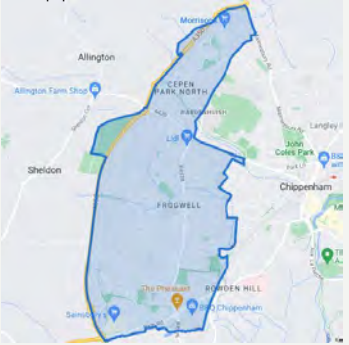


Sergeant Mike Tripp (Rural)



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

Chippenham Town West



PCSO Stacey Cunningham



PC Jess Swanborough

Chippenham Town North East



PCSO Lyn Staples



PC Aimee Jenkins

Chippenham Town South



PCSO Laura Maplesden



PC Paul Croft



PCSO Barbara Young

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



Community Engagements September – October 2023

Between September and October 2023 the Neighbourhood Policing Team have completed 250 community engagements in Chippenham.

- Attendance at the Purple Flag Breakfast
- In company with Chief Constable Roper, presentation at Community Safety Forum
- 5 School Talks
- 24 visits to Vulnerable Victims
- 4 Misuse of Drugs Act Warrants
- Child Seat Car Checks sessions
- Late Crime Awareness Pop up sessions

Page 22

Safer Business Action Week (16th – 20th October)

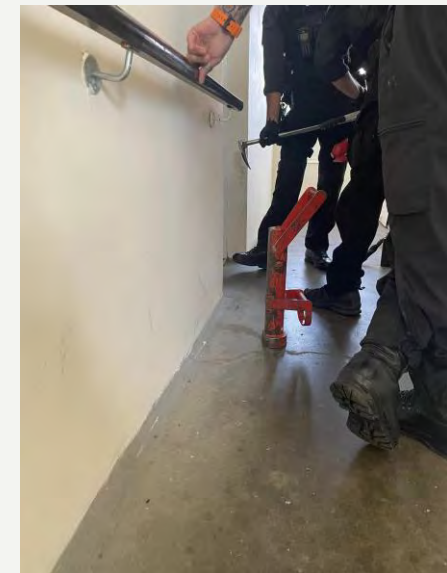
85 Retail / Local Business premises visited

- o Shops signed up to Business Watch Messaging Scheme
- o Car Parks provided Anti-Social Driving Notices with QR Codes for reporting
- o Store Net Radios checked / Additional radios provided and stores encouraged to use them

Speed Checks

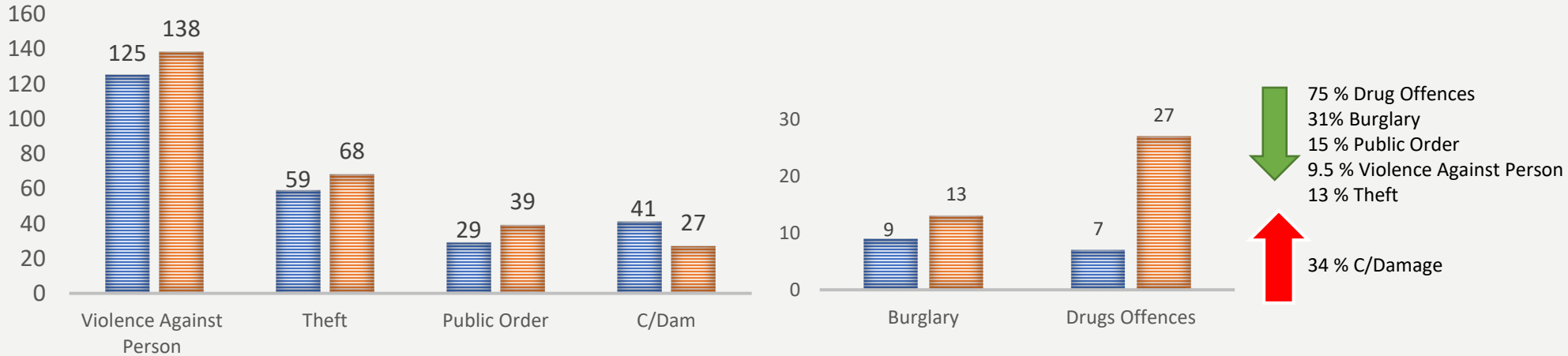
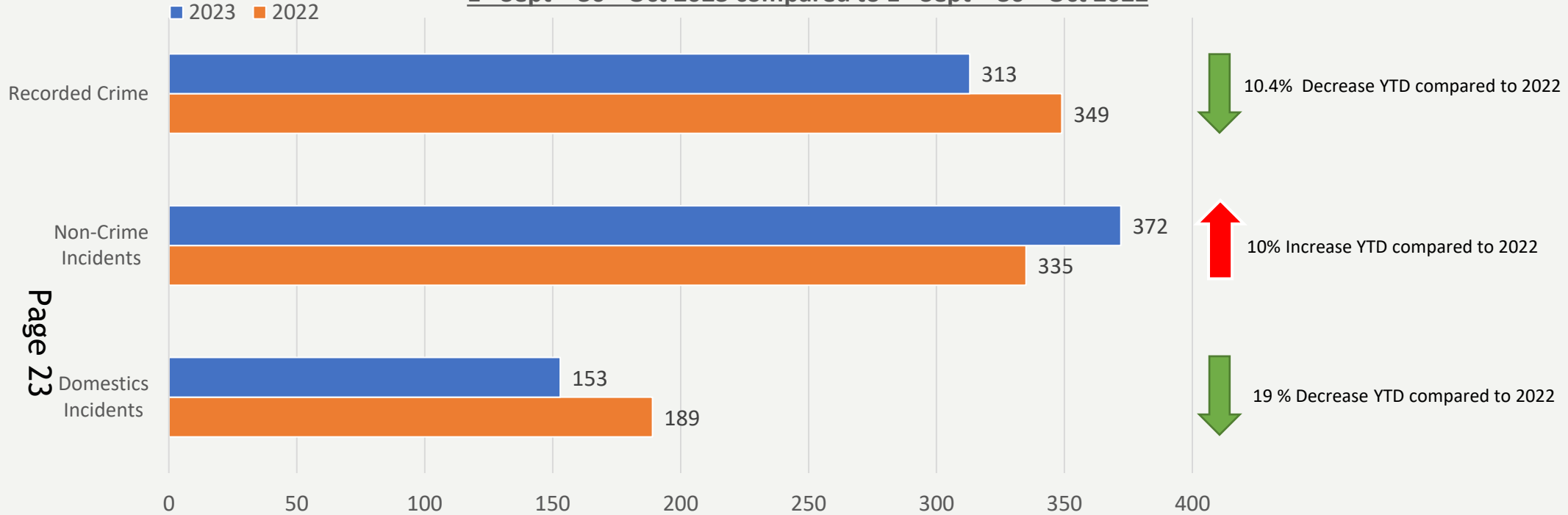
- o 24 locations visited
- o 48 Speed Awareness Courses issued
- o 8 Fines issued

In 2023 a total of 741 engagements have been completed within the Chippenham Town and Rural Neighbourhood Policing areas.



Chippenham Town Crime and Incident Statistics

1st Sept – 30th Oct 2023 compared to 1st Sept – 30th Oct 2022



Operational Priorities – 1st January – 30th October 2023

Chippenham Town Beats – Not inc. Rural Parishes

Safer Public Spaces

Violence

Violence against person

Burglary

Page 24

186
Town
ASB Reports

5.1 %
of force figures

3610
Force Wide
ASB Reports

15%
REDUCTION

2022 ASB Reports

Jan – Oct
219

706
Town
VAP Reports

5 %
of force figures

14,220
Force Wide
VAP Reports

12.3 %
REDUCTION

2022 VAP Reports

Jan – Oct
805

51
Town
Burglary
Reports

3.5 %
of force figures

1474
Force Wide
Burglary
Reports

5 %
INCREASE

2022 Burglary Reports

Jan – Oct
48

Get Involved / Get to know

Get to know
Your Community Policing Team

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>

Page 25

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

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 & Swindon Community Messaging
www.wiltsmessaging.co.uk

This page is intentionally left blank



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Minutes of a meeting of the Chippenham Community Safety Forum held on Friday 6 October 2023 at 11.00 am.

Councillors present:

Desna Allen (Chair)
Nick Murry

Liz Alstrom

Officers present: Mark Smith, Chief Executive
Matt Kirby, Director of Community Services Jaqui Gallimore,
CCTV Supervisor
Daryl Jones, Head of Community Development
Michael Weeks, Democratic and Civic Officer

12 **WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the Community Safety Forum.

There were representatives from, but not limited to the following organisations:

Chippenham Town Council
Chippenham Community Hub
Doorway
Wiltshire Police Cadets
Wiltshire Police
Wiltshire College
Chippenham Pride
Wiltshire Council
Marshfield Road Safety Group

13 **APOLOGIES**

Apologies were received from:

Louisa Young, Chippenham Area Board Delivery Officer - North
Richard Meek, Wiltshire Bobby Van Trust
Paul Sunners, Wiltshire Neighbourhood Watch

14 **CHAIR'S ANNOUNCEMENTS**

There was no Chair's announcements.

15 **NOTES FROM PREVIOUS MEETING**

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

16 PRESENTATION FROM THE CHIEF CONSTABLE

The Chief Constable of Wiltshire, Catherine Roper gave a verbal presentation to the group.

The Chief Constable has been in position since February 2023 and she it is clear that Wiltshire Police contains hard working staff and volunteers. She has been working on improving the status of Wiltshire Police following the force being put into engaged status. This follows a number of concerns that were raised by the independent inspectorate.

New public improvement plans can be found on the Wiltshire Police website, and it is hoped that when the Chief Constable reports back to the inspectorate they will have seen improvements to the concerns raised, although there is no set time for when Wiltshire Police will get out of the special measures it is under. While under these measures they are under constant monitoring.

New work streams have been developed to move the whole force in a positive direction, and to build public confidence.

It is hoped that the Chief Constable will attend a future forum meeting to update the group on progress.

17 CCTV UPDATE

Huw Thomas, CCTV Volunteer provided an update on the CCTV.

CCTV requests have dropped in number but this is in line with official reduction in crimes stats supplied by Wiltshire Police.

When requested footage has been used in successful arrests and convictions.

Recent software upgrades have been installed that now means the control room can actively track persons of interest.

18 MARSHFIELD ROAD SAFETY GROUP

Alice Porter of the Marshfield Road Safety Group gave an update on the groups activities.

A request by the group has been submitted to Wiltshire Council to review the road layout which is seen by many to be confusing. The ultimate vision is to have a road with a cycle lane. The group is aware that the road cant be looked at in isolation, taking into account areas such as station hill and Hathaway retail park. Awaiting feedback from Wiltshire Council regarding the original request.

19 FORUM MEMBERS FEEDBACK

On the 11th of December there will be a highways specific Area Board meeting. All are welcome to attend, with details being released closer to the event.

Sgt Jamie Ball confirmed that the area at the bottom of Station Hill where in appropriate parking / loading / unloading is taking place on yellow lines is being is a risk to public safety, but this is the domain of Wiltshire Council. Encouraged the issue to be reported to Wiltshire Council Parking Services.

20 **DATE AND TIME OF NEXT MEETING**

The next meeting of the Community Safety Forum will be held on Tuesday 5 December 2023 at 11.00am.

The meeting concluded at Time Not Specified

These minutes are subject to confirmation at the next meeting.

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

Chairman:

Date:

This page is intentionally left blank



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

Minutes of a meeting of the Chippenham Youth Council held in the , on Tuesday 19 September 2023 at 4.30 pm.

Youth Councillors Present:

Four Youth Councillors were present

Officers Present:

Lynsey Nichols (LN), Head of Communications & Customer Services

Alex Cooper (AC), Democratic Services Officer

1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence.</p>
2	<p><u>ELECTION OF THE CHAIR</u></p> <p>Youth Councillors discussed the role of the Chair and those wishing to stand for the position presented their case for doing so. With all Youth Councillors in favour, it was;</p> <p><u>RESOLVED that:</u></p> <p>X be elected as the Chair of the Youth Council for the first six months of the year 2023/24. The Chair and Vice Chair will swap roles after these six months.</p>
3	<p><u>ELECTION OF THE VICE CHAIR</u></p> <p>Those wishing to stand for the position of Vice Chair of the Youth Council presented their case for doing so. With all Youth Councillors in favour, it was;</p> <p><u>RESOLVED that:</u></p> <p>X be elected as the Vice Chair of the Youth Council for the first six months of the year 2023/24. The Vice Chair and Chair will swap roles after these six months.</p>
4	<p><u>UPDATES FROM YOUTH COUNCILLORS</u></p> <p>Youth Councillors updated on the activities they had been involved with over the summer and during the first weeks back at school.</p>

5	<p><u>UPDATES FROM THE TOWN COUNCIL</u></p> <p>Officers updated the Youth Council on the business that the Town Council had been involved in during the summer months. Specifically, the civic and ceremonial events that had taken place and the significant decisions that had been made.</p>
6	<p><u>OBJECTIVES FOR THE YEAR AHEAD</u></p> <p>Youth Councillors agreed that they wished to maintain their focus on the climate and ecological emergency, as well as investigating issues around vaping amongst young people.</p> <p>Youth Councillors remain open to taking on further objectives as the year progresses.</p>
7	<p><u>SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION</u></p> <p>Youth Councillors agreed that the Head of Communications and Customer Services would bring an update to their next meeting on the Youth Council's social media and present options going forwards.</p>
8	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Youth Council is due to take place on Tuesday 17 October 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 Mayors Parlour, on Tuesday 17 October 2023 at 17:45 pm.

Youth Councillors Present:

Seven Youth Councillors were present

Officers Present:

Alex Cooper (AC), Democratic Services Officer

Lynsey Nichols (LN), Head of Communications & Customer Services

9	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were apologies from one Youth Councillor</p>
10	<p><u>VAPING INFORMATION</u></p> <p>Youth Councillors received and considered information related to vaping, particularly amongst young people. Youth Councillors discussed their feelings on the topic and the views that they might wish to communicate publicly.</p>
11	<p><u>RENTAL BIKES INFORMATION</u></p> <p>Youth Councillors received and considered information related to cycle hire and bike rental schemes, which they had requested at their meeting in September.</p> <p>Youth Councillors considered the benefits of a cycle hire scheme for a town, particularly if it were to be located near to the train station.</p>
12	<p><u>YELLOWFISH CAMPAIGN</u></p> <p>Youth Councillors considered whether they wished to become involved with Bristol Avon River Trust's Yellowfish Campaign, which aims to highlight issues surrounding water pollution.</p> <p>Bristol Avon River Trust will be contacted to confirm that the Youth Council expressed their interest in taking part and any response will be consulted with the Youth Council.</p>

13	<p><u>SOCIAL MEDIA UPDATE</u></p> <p>Youth Councillors considered an update from the Head of Communications and Customer Services regarding the Youth Council’s social media presence, on Instagram specifically. Youth Councillors agreed to participate in generating content for the page, which they thought was helpful for them to have as a group.</p>
14	<p><u>MAYOR'S BOOK & BAKE SALE</u></p> <p>Youth Councillors noted the date and time of the Mayor of Chippenham’s charity book and bake sale.</p>
15	<p><u>UPDATES FROM YOUTH COUNCILLORS</u></p> <p>Youth Councillors who wished to update their fellow members on anything that they were involved with, or had planned, did so.</p>
16	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Youth Council is due to take place on Tuesday 14 November 2023.</p>

The meeting concluded at 5.45 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:



Meeting	Full Council
Date	22 November 2023
Report Title	River Green Corridor Options
Authors	Matt Kirby - Director of Community Services

1.0 PURPOSE OF REPORT

- 1.1 To present a request from the Town Centre Partnership Board seeking the views of the Town Council upon options for the River Green Corridor project.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Town Council are members of the Town Centre Partnership Board and have been attending regular meetings with other stakeholders. The Chippenham 'One Plan' consultation included a number of potential strategic master planning options, one of which included a River Green Corridor. The full feedback from the recent Chippenham 'One Plan' consultation will be released shortly, and the board will develop the Chippenham 'One Plan' document.
- 2.2 Wiltshire Council has written on behalf of the Chair of the Town Centre Partnership Board to all member organisations, and seeks confirmation that the Town Council is supportive of the proposed way forward on the emerging River Green Corridor scheme as proposed within the One Plan consultation.

3.0 RIVER GREEN CORRIDOR PROPOSALS

- 3.1 A copy of the correspondence request is attached at **APPENDIX A**.
- 3.2 The Lead from the Environment Agency on the Chippenham Gate and River Avon Project is in attendance at this meeting to answer any questions Councillors may wish to raise.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 The implementation of a river green corridor scheme will contribute towards the following Council priorities;
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
 - 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.

5.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

The Climate and Ecological implications of each option will vary and should be subject to individual appraisal as presented by the Environment Agency.

6.0 STAFFING IMPLICATIONS

6.1 There are no staffing implications.

7.0 FINANCIAL IMPLICATIONS

7.1 None identified.

8.0 LEGAL IMPLICATIONS

8.1 None identified.

9.0 RECOMMENDATIONS

9.1 It is recommended that Councillors;

- i) Support the principle of a scheme that will deliver amenity outputs alongside the works needed to address flood risk;
- ii) Agree that the Town Centre Partnership Board partners work with the EA to define and further consult upon a scheme that responds positively to the consultation findings of the One Plan, which is viable and can be delivered within the timescales proposed;
- iii) Decide on a preferred scheme option from the three options below based upon the evidence provided;
 - a) *Replace the Radial Gate as it is at present*
 - b) *Remove the Radial Gate with the channel upstream naturalised to create a wilder feel similar to that south of the town centre to maximise the ecological value*
 - c) *Remove the Radial Gate and replace with a series of weirs to retain some amenity use while still providing some ecological improvement*

Dear Partners

Following the Town Centre Place Partnership meeting on Friday I am writing as agreed and on behalf of the Chair to seek confirmation from you that your organisation is supportive of the proposed way forward on the emerging River Green Corridor scheme as proposed within the One Plan consultation.

The principal questions that we would seek confirmation from you on behalf of your organisation are therefore

1. **To support the principle of a scheme that will deliver amenity outputs alongside the works needed to address flood risk**
2. **To agree that the Town Centre Partnership Board partners work with the EA to define and further consult upon a scheme that responds positively to the consultation findings of the One Plan is viable and can be delivered within the timescales proposed**

If your organisation has a strong preference for any one of the options consulted upon (set out below) do please make this clear in your response and this will be taken into consideration in the development of the emerging scheme.

Relevant matters to help inform your organisation's response are set out below:

1. The current 'radial gate' structure is past its design life and needs to be removed.
2. Three options were presented as alternatives in the One Plan consultation to the question 'would you prefer to see the gate / weir structure.... and the table below sets out the responses

Option	Percentage preferred
1replaced as it is at present	45%
2 ...removed with the channel upstream naturalised to create a wilder feel similar to that south of the town centre to maximise the ecological value	32%
3Removed and replaced with a series of weirs to retain some amenity use while still providing some ecological improvement	23%

3. Whilst inconclusive the most popular option was to replace the structure. However, the two alternatives had more support in combination than the replacement option.
4. Since undertaking the consultation the Environment Agency has had to deal with an emergency situation where the existing structure became stuck at a time where water levels were dangerously high
5. Had the Agency not been able to implement emergency measures to release the blockage (a large tree) it could have led to an emergency demolition of the structure to prevent serious flooding.
6. This situation has introduced an additional level of urgency to the EA's plans for removing the structure and delivering an alternative scheme. As a result, the EA have confirmed that the removal of the existing radial gate will take place as part of any scheme that it delivers.
7. As reported to the Board - the EA is seeking confirmation from the local stakeholders that a scheme providing additional amenity to the community would be the preference - which is what is indicated by the responses to the consultation.
8. The direct funding that the EA can access would be based on the re-naturalising option as this provides the greatest benefit cost ration and meets the EA's statutory obligations. Supporting a different option, including providing wider amenity benefits, will require additional funding from other sources.
9. The EA has been working with the Partnership Board via the One Plan consultation to obtain evidence that will help it justify a partnership approach where the EA's statutory funding for

a scheme can be complemented by additional secured with its partners to deliver other community / amenity outcomes - a process that Wiltshire Council and the EA have already successfully piloted elsewhere.

10. *Under this approach there is an additional cost to this that will need to be met locally estimated at between £5 and £8m for the options proposed, the higher figure relating to the replacement Option 1*
11. *Securing this funding will be necessary ahead of scheme implementation.*
12. *When applying to potential funding pots it is necessary to show what outputs are being against the baseline (such as environmental and economic outputs) that justify the provision of that funding from the grant giving body.*
13. *Where the scheme is essentially a 'like for like' replacement - the challenge of securing that funding becomes greater and more risk and delay attaches to the project.*
14. *Options that deliver alternative amenity benefits and significant ecological and environmental improvements (such as Options 2 and 3) are more likely to attract funding pots directed at these types of outputs.*
15. *Alongside this options that deliver structures that have a long term maintenance liability need to show how these costs are to be met.*
16. *A replacement structure will have a design life (of an estimated 50 years) and will need to be replaced in due course for the same reasons.*
17. *Whilst the broad options were outlined during the consultation phase - the detail has yet to be developed and the EA is looking to work with the local community to test what forms of amenity could be provided as part of a scheme and these could support the majority of activities that currently take place on the River Avon at Chippenham as well as potentially many others.*
18. *Any scheme will also need to obtain the necessary consents and it is anticipated that a river masterplan will also be developed in parallel to support and help refine the emerging scheme*
19. *The current programme is as follows*
 - a. **Confirm preferred option(s) - Dec 23**
 - b. **Outline design - Feb 24**
 - c. **Outline Business Case - May 24**
 - d. **Detailed design - Spring 25**
 - e. **Construction - Summer 25 to 27/28 (depending on option)**

I would be grateful if you could provide me with a written response as soon as possible, preferably no later than Monday 27th November. If you have any questions do please let me know.

As noted at the Board, Andy Wallis has said that he would be happy to speak to you and or members of your organisation should you find this helpful in framing your reply.



Meeting	Full Council
Date	22 November 2023
Report Title	Investment Advice
Author	Nick Rees, Director of Resources, Responsible Financial Officer

1.0 PURPOSE OF REPORT

- 1.1. To request that councillors 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.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The final internal audit report for the year 2022/23, presented to the S&R Committee on 6 September 2023, included a recommendation from the Council's internal auditor that the Council should consider the placement of surplus funds in a variety of separate banking institutions to help defray any potential losses should its main banker ever fail.
- 2.2 The CIPFA Treasury Management Code and the Department for Levelling Up, Housing, Communities and Local Government (DLUHC) Guidance require the Council to invest its funds prudently and to have regard to the security (protecting the capital sum from loss) and liquidity of its investments (ensuring funds are easily available when required) before seeking the highest rate of return/yield.
- 2.3 The Council does not have its own internal investment management expertise and therefore the S&R Committee supported a proposal that the Council engage a specialist professional investment advice firm to advise the council on the development and implementation of its investment strategy. This will provide the Council with assurance that it is making appropriate decisions with regard to investments.

3.0 INVESTMENT ADVICE

- 3.1 It is proposed that the Council seeks advice on the following:

- Assistance developing the Council's investment strategy;
- Assistance developing the Environmental, Social and Governance considerations within the strategy;
- A review of current investments held by the Council including longer-term investments;
- Credit advice including credit ratings for recommended counterparties the Council may use;
- Suggestions for cash and cash equivalent investment options to manage the Council's investment balances.

- 3.2 It is further proposed that the Council enter into a 3-year retainer contract for investment advisory services, so that the Council has access to on-going advice and regular meetings with the investment adviser.
- 3.3 Officers have been in discussions with a suitable provider and a sum of up to £12,000 pa would be required to provide the necessary advice services.
- 3.4 As this would be a new initiative for this financial year, the cost for this advice is not included in this year's budget and councillors are asked to consider the approval of unbudgeted expenditure this year (2023/24) and to include a sufficient amount in next year's budget (2024/25).
- 3.5 The earliest date that this professional specialist investment advice service could commence is 1st December 2023 and so the maximum unbudgeted Income & Expenditure impact this year (2023/24) would be £4,000. A sum of £12,000 is recommended to be included in next year's budget (2024/25).
- 3.6 Any subsequent amendments to the Council's Investment Strategy will be approved by Full Council.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Corporate Priority - Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

- 5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

- 6.1 For councillors to note an unbudgeted cost for this year of up to £4,000 and for £12,000 to be included in next year's budget.

7.0 LEGAL IMPLICATIONS

- 7.1 The Council's treasury activities are regulated by the CIPFA Code of Practice for Treasury Management in the Public Services and the DLUHC Investment Guidance.

8.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

- 8.1 This report is administrative and does not have any known direct Climate and Ecological impact.

9.0 RECOMMENDATIONS

- 9.1 For councillors to approve:
- (a) The delegated authority to the Chief Executive to enter into an agreement for the engagement of a professional specialist investment advice firm on a 3-year retainer contract to provide investment advice to the Council;
 - (b) Approval of unbudgeted expenditure of up to £4,000 for this year (2023/24) and inclusion of £12,000 in next year's budget (2024/25).



Meeting	Full Council
Date	22 November 2023
Report Title	Wiltshire Council Consultation on Council Tax Reduction Scheme
Author	Nick Rees, Director of Resources, Responsible Financial Officer

1.0 PURPOSE OF REPORT

- 1.1. To 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. See letter to the Chief Executive from Wiltshire Council [APPENDIX A].

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Wiltshire Council are currently consulting on changes to their Council Tax Reduction (CTR) Scheme which may mean that more residents qualify for exemptions from paying Council Tax and Precept.

The implications for CTC are that, whilst Wiltshire Council continues to take the risk regarding the volatility of collection of Council Tax and Precept, there could be a reduction to the Tax Base.

- 2.2 Wiltshire Council have provided draft figures for next year’s tax base (2024/25):

- Current council tax base (2023/24): 13,290.16
- Draft council tax base (2024/25): 13,379.12
- Amended Draft council tax base for CTR changes (2024/25): 13,264.81

Ordinarily, CTC’s council tax base would increase each year in line with new property development. The ‘draft council tax base (2024/25)’ indicates that this would be a 0.7% increase next year. This has the effect of diluting the impact of CTC’s total Precept increase to the typical Band D Precept payer by 0.7%

However, if all current options presented in the CTR scheme consultation by Wiltshire Council are taken forward and implemented (the worst-case scenario), there would be a 0.2% decrease in the number of houses paying the Precept (the Amended Draft council tax base for CTR changes). This would have the opposite effect, i.e. an additional impact of 0.2% above the percentage increase in Precept that the Council raises to the typical Band D Precept payer. The consultation by Wiltshire Council runs until 27 November 2023 and a formal decision by Wiltshire Council to approve the 2024/25 tax base and CTR scheme will be made on 12 December 2023.

3.0 WILTSHIRE COUNCIL CONSULTATION ON COUNCIL TAX REDUCTION SCHEME

3.1 CTC has been asked for its views on Wiltshire Council's proposals. There is a link to Wiltshire Council's Cabinet report from 12 September 2023 and a link to the consultation and more information at the bottom of the letter in Appendix A.

3.2 Councillors are requested to vote by a show of hands on the following questions in the consultation :

Question 7. Do you agree with the proposal to raise the maximum CTR entitlement up to 90% of the customer's council tax liability?

Question 8. Do you agree with the proposal to disregard Universal Credit income?

Question 9. Do you agree with the proposal to change the way in which the applicable amount for a customer in receipt of Universal Credit is calculated?

Question 10. Do you agree with the proposal to restrict CTR to the maximum liability of a Band D property?

Question 11. Do you agree with the proposal to change the way in which a new application for CTR can be accepted and maintained?

The Chair will ask Councillors to vote on each question as follows: those in favour, those against and any abstentions. A majority in favour, against or abstaining will be taken as either a 'yes', 'no' or 'don't know' response to the consultation respectively.

3.3 As this is Wiltshire Council's consultation, Councillors are requested to put any questions to the Director of Resources at least 48 hours in advance of this Full Council meeting, so that officers can try to answer questions before the meeting.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Corporate Priority - Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications to the Council, save for a potential impact on the Precept payer.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

8.1 This report is administrative and does not have any known direct Climate and Ecological impact.

9.0 RECOMMENDATIONS

- 9.1 For councillors to give delegated authority to the Chief Executive to complete Wiltshire Council's Council Tax Reduction Scheme consultation response on behalf of the Council based on the responses agreed by Councillors this evening.

This page is intentionally left blank

Mark Smith
Chief Executive
Chippenham Town Council

Via email only

Wiltshire Council Revenues and Benefits Service
County Hall
Bythesea Road
Trowbridge
BA14 8JN

Email: revsandbens@wiltshire.gov.uk

20 October, 2023

Dear Mark

Re: Consultation on possible changes to Wiltshire Council's Council Tax Reduction Scheme 2024 onward.

Wiltshire Council is looking to make possible changes to its local Council Tax Reduction (CTR) Scheme for working aged people to ensure it continues to support those who need it and to better accommodate the Government's plans to move low-income households on legacy benefits to Universal Credit.

The impact of the cost-of-living crisis, the migration of households to Universal Credit and analysis of council tax arrears has led the council to consider, and consult, on a number of potential changes to the CTR scheme to better support residents. These changes have been consolidated into proposals and will be the subject of public consultation which will run until 27 November 2023.

If the changes are all implemented this will impact on the tax base and the tax base setting process with effect from April 2024. There are further steps that the council will take to mitigate the costs but ultimately the proposals will not be cost neutral.

Your views on the proposals are important to us. A link to the cabinet report, where this was discussed on 12 September 2023, and the questionnaire is attached below.

The Council Tax Reduction (CTR) Scheme started in April 2013 and for the last decade, Wiltshire Council has operated two council tax reduction schemes. The council is currently in the process of developing plans for its scheme that specifically supports working age people only. The scheme that supports people of pensionable age is a national one and there are no changes planned for that.

Currently two thirds of all working age households in receipt of council tax reduction also receive Universal Credit. This number is expected to grow as working age households migrate from legacy benefits to Universal Credit. The Department of Work and Pensions notifies the authority of every change to a customer's Universal Credit. When the Council Tax Reduction Scheme was first introduced it was designed to accommodate changes that

we hoped to be minimal, but the council currently receives 8,000 changes per month. These variations can delay support for people who need it quickly as it results in frequent but minor adjustments which cause the amendment and recalculation of council tax bills and confusion for the customer.

There are further concerns revealed by analysis of council tax arrears. Twenty-nine percent of debt (£6.5m) due at the end of March 2023 was owed by households on low-income currently in receipt of CTR. Many households who qualify for the scheme do not receive 100% reduction in council tax but they are not paying the shortfall either, often due to the frequent recalculation of their bill which occurs under the current scheme.

Wiltshire Council's Cabinet has approved a consultation process on a number of changes and these have been consolidated to make the consultation process easier. If agreed, the aim of the potential changes is to provide a simpler claims process for all concerned which is better suited to the current economic climate. There is no intention to reduce the current level of support provided, particularly to those in protected group but to focus support on those who are expected to make contributions toward their bill and who experience the most frequent fluctuations in their income.

If all of the proposals are accepted it is estimated that the cost of the scheme could rise by £3.28m, the majority of which will be absorbed by Wiltshire Council, however it will have an impact on the calculation of your taxbase for the new financial year.

Further correspondence will be sent to you during the consultation period to confirm your taxbase for the calculation of council in 2024/25.

Having established the rationale for changing the Council Tax Reduction scheme the consultation process provides an opportunity to gather your views on the proposals.

I look forward to hearing from you.

Yours sincerely



Andy Brown
Director of Resources

Cabinet report from 12 September 2023

<https://cms.wiltshire.gov.uk/documents/s218607/Council%20Tax%20Reduction%20Scheme%20Second%20Homes.pdf>

Link to consultation and more information

<https://www.wiltshire.gov.uk/benefits-council-tax-reduction>



Meeting	Full Council
Date	23 November 2023
Report Title	Stanley Park Depot Project
Authors	Matt Kirby - Director of Community Services

1.0 PURPOSE OF REPORT

- 1.1 To provide Councillors with an update on the Stanley Park Depot Project and seek approval for additional capital expenditure to enable completion due to unplanned and unforeseen circumstances.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Following a long process which commenced with a report to the Amenities, Culture & Leisure Committee on 6th March 2019 and further reports to the Strategy and Resources Committee which culminated in the latest report to Full Council on the , On 21st June 2023 Council RESOLVED to commit an additional £99,725 of capital expenditure to complete the build of the depot and to delegate authority to the Chief Executive to commission the lead property consultant to project manage the build on behalf of the Council.

3.0 CURRENT POSITION

- 3.1 After a proper tender process separate contractors were commissioned to undertake the groundworks and superstructure stages of the project build. The groundworks stage commenced on 23 October 2023, and the superstructure is planned to commence on 11th December 2023 completing on 23rd December 2023.
- 3.2 Following initial excavation the groundworks contractor discovered an attenuation tank which serves the existing car park. The position of this tank was unknown and does not appear on any of the existing site plans.
- 3.3 To enable the project to progress according to timeline, the lead property consultant advised officers that the most practical course of action would be to remove the tank and divert the drainage to the new tank planned to serve the new building.
- 3.4 The diversion of the drainage from the car park to the new tank, would require the tank to be redesigned by the consultant engineers prior to construction by the groundworks contractor.
- 3.5 The old tank has been removed and infilled and the concrete pad laid as per the project timeline.

- 3.6 The lead property consultant has met with the Director of Community Services, and has presented an updated project cost plan. The total cost of the project due to these changes is £176,320, thus a further £17,295 of capital expenditure is required.
- 3.7 To add a small contingency, it is requested that a further £20,000 of capital expenditure is approved by Council to enable completion of the project.

4.0 ANALYSIS

- 4.1 Based upon the costings outlined above the entire capital project cost, including planning and design fees would be £189,725.
- 4.2 Recent expert market valuation advice has indicated that the Bumpers Farm unit rent is likely to increase to £15,000 per annum in 2024. Based on the assumption that a further rise to £17,000 and £19,000 per annum could occur in 2029 and 2034 respectively an estimated payback of **13 years** could be achieved. This figure is based upon the reasonable assumption that the ongoing rates and utilities costs would be similar to those at the existing Bumpers Farm unit.
- 4.3 Securing in-house depot storage on the Council owned land would improve business continuity and resilience against future rent increases and potential commercial property supply issues.

5.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 5.1 The construction of a new Council depot will contribute to the following corporate priorities;
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.
 - Maintain effective and efficient governance and management of resources.

6.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

Our property consultants have advised us that the proposed plans represent the most financially and operational sensible scheme given the various constraints, of budget, site and building design - consequently no proposals for renewable technology or rainwater harvesting were included but these could be investigated at a later date subject to available budget. The unit is not heated so will have a limited carbon footprint. It is acknowledged that they will be a limited negative impact due to the materials used within its construction of the groundworks and building. The change in vehicle movements across the Town due to the new geographical position of the depot is unlikely to increase overall mileage rates - thus there will be limited impact upon transportation emissions.

Type of impact		Long lasting positive impact	Short term or limited positive impact	No known impact	Short term or limited negative impact	Long lasting negative impact
Land use				X		
Soil and waterbody health				X		

Biodiversity				X		
Greenhouse gas emissions				X		
Water resources				X		
Pollution				X		
Air quality				X		
Materials economy					X	
Climate change adaptation				X		

7.0 STAFFING IMPLICATIONS

7.1 There are no staffing implications.

8.0 FINANCIAL IMPLICATIONS

8.1 To complete the project a further **£20,000** of capital would be required. It is estimated that the project would have an 13 year payback period.

9.0 LEGAL IMPLICATIONS

9.1 Planning consent has been secured for the plans proposed by the lead property consultant and building regulations will be required for the build.

10.0 RECOMMENDATIONS

10.1 It is recommended that Councillors;

- i) Approve an additional £20,000 of Capital Expenditure to complete the build of the depot.

This page is intentionally left blank



Meeting	Full Council
Date	22 November 2023
Report Title	Memorandum of Understanding between Wiltshire Council, the Town Council and the Town Team/Chamber of Commerce (Economic Development)
Author	Heather Rae, Head of Democratic Services

1.0 PURPOSE OF REPORT

1.1 To consider 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. The Memorandum does not introduce any new work but simply records those activities that are currently taking place.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

2.1 In relation to the ongoing work of partners on the Chippenham One Plan, a Memorandum of Understanding has been drafted for parties to be better able to work together and more clearly understand each other's roles and levels of interaction.

2.2 Wiltshire Council approached the Town Council to complete a section in relation to the Town Council's agreed service provision to support the Town Team and Chamber of Commerce.

3.0 MEMORANDUM OF UNDERSTANDING

3.1 Council are asked to consider whether to support the signing of the Memorandum of Understanding, a draft is attached at **APPENDIX A**.

3.2 If this is supported, it is proposed that the Town Council's service provision is worded as below:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- An officer available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement

3.3 The signing of the Memorandum of Understanding will support the ongoing collaborative work between partners and allow each party to understand their respective roles.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 The signing of the Memorandum of Understanding will contribute to the following corporate priorities;

- Play an active role in the future development of the town through collaboration with partners, stakeholders, and our community.
- Maintain effective and efficient governance and management of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

7.1 This report is administrative and does not have any known direct Climate and Ecological impact.

8.0 LEGAL IMPLICATIONS

8.1 A Memorandum of Understanding is a document which records the various parties' current intentions but is not legally binding. Therefore, should either of the parties be unable to reach an agreement none can threaten legal action for broken promises or breach of contract.

9.0 RECOMMENDATIONS

9.1 That Councillors decide whether to agree to the Chief Executive signing the Memorandum of Understanding on behalf of the Town Council, or not.

9.2 If council decide to progress with the Memorandum of Understanding, to agree the suggested wording at section 3.2 of the report within the draft Memorandum of Understanding which is attached at **APPENDIX A**.

APPENDIX A

Memorandum of Understanding between Wiltshire Council's Economic Development Service, [INSERT TOWN COUNCIL NAME] and [INSERT NAME OF TT/CoC]

Overview

This memorandum of understanding is between Wiltshire Council, [INSERT NAME OF TC] and [INSERT NAME OF TT/CoC] and is effective from [INSERT DATE]. It details the services provided by Wiltshire Council and [INSERT NAME OF TC] to [INSERT NAME OF TT/CoC] and the expected activity of [INSERT NAME OF TT/CoC] for the duration of this arrangement.

Wiltshire Council's Economic Development Service and Wiltshire Towns Programme

Through our business plan and draft economic strategy, Wiltshire Council aims to create and safeguard wonderful places to live, work and visit, nurturing local economic communities to be vibrant and welcoming.

Alongside our economic strategy, through the Wiltshire Towns Programme we have a commitment to enable communities to take a leading and lasting role in addressing the issues that negatively impact the vibrancy and vitality of their town centres. Through the programme, Wiltshire Council will support place-based business networks to deliver resilient, sustainable and competitive economies, we will also support town centre communities to identify and develop deliverable projects that support economic stability and growth.

The Wiltshire Towns Programme governing steering group members have skills and experience in economic development and regeneration, master planning and capital project delivery, heritage, arts and culture development and delivery and community engagement and activation and will utilise their expertise to provide enabling support to town teams and chambers of commerce.

Introduction to [INSERT TC NAME]

[ADD TC TEXT]

Introduction to [INSERT NAME OF TT/CoC]

[ADD TT/CoC TEXT]

Wiltshire Council Service provision

Wiltshire Council will support the **[INSERT NAME OF TT/CoC]** throughout the duration of this arrangement in the following ways:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- Be available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement.

The above list is not exhaustive, and can be reviewed throughout the project, where required.

Town Council Service provision

[INSERT NAME OF TOWN COUNCIL] Council will support the **[INSERT NAME OF TT/CoC]** throughout the duration of this arrangement in the following ways:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- An officer available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement

Town Team/Chamber of Commerce Commitment

There is an expectation that the town team/chamber of commerce will act responsibly and dedicate sufficient volunteer time to ensure actions and projects identified are progressed.

It will be necessary to form a steering group or board, determine the aims and objectives of the town team or chamber of commerce, recruit members and form an action and delivery plan. To access funding, it may also be necessary to become an incorporated legal entity.

It is expected that the town team/chamber of commerce will hold regular board meetings and project team/members' meetings to keep them up to date with the actions/project progress, as well as calling for their input and contributions. Records of attendance, agendas and actions from these meetings shall be kept, to ensure good governance and to keep momentum with projects. The town team or chamber of commerce agrees to seek to ensure these are put in place and sustained.

If the Group decides to apply for grant funding through any routes available from the Town Council or Wiltshire Council, this must be recorded as a minuted decision of the properly constituted board. The grant funding must legitimately be spent on the services for which they were sought, and as

long as this is the case there cannot be clawback by the funders if the funds have been spent but no development achieved.

Ending this agreement

If the town team or chamber of commerce decides to cease developing their project(s) they may end this agreement by writing to the Town Council and Wiltshire Council advising of this.

Should the Town Council or Wiltshire Council feel that the project(s) identified and developed by the town team/chamber of commerce are not progressing, it may decide that support is withdrawn in order to focus resources elsewhere.

I/we agree to the above terms and conditions and have the authority to do so on behalf of the town team/chamber of commerce. I/we confirm that I/we above understand the above terms and conditions.

Signed on behalf of town team/chamber of commerce:

Name:

Position:

Date:

Signed on behalf of Town Council:

Name:

Position:

Date:

Signed on behalf of Wiltshire Council:

Name:

Position:

Date:



Delegated Authority (Urgent Action) Form

In accordance with Standing Orders, under section 11, The Role of the Proper Officer:

11.4 There shall be delegated to the Chief Executive the authority to act in respect of any function of a committee or sub-committee, which in their opinion is routine. This delegated authority shall only be exercised in consultation with the Chair or Vice Chair of the committee or sub-committee within whose terms of reference the particular function lies. Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies or to Council, by completing the Delegated Authority (Urgent Action) form.

Date	10 October 2023
Nature of Urgent Action	Amendment of meeting date due to Local Plan consultation response deadline
Matter raised by	Head of Planning
Date considered by the Chief Executive	10 October 2023
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Chair of Full Council supported on 18 October 2023
Action Taken Decision/Outcome Include Financial and Legal Implications	To cancel the PET Committee meeting scheduled for 16th November. This will be replaced by an extraordinary meeting on Wednesday 8th November.
To be reported for information to this committee or sub-committee	Full Council on 22 November 2023
Signed by Chief Executive	
Dated	20 October 2023

This page is intentionally left blank