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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

Minutes of a meeting of the Full Council held in the Town Hall on Wednesday 23 November 2022 at 7.00 pm.

COUNCILLORS:

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

OFFICERS:

Mark Smith, Chief Executive
Matt Kirby, Director of Community Services
Beth O'Brien, Head of Venues
Heather Rae, Head of Democratic Services
Andy Conroy, Head of Planning

PUBLIC PRESENT: There were three members of the public present

PUBLIC QUESTION TIME

There was one written public question received in advance. 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**.

52. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Nina Phillips due to ill health and Councillor Clare Cape due to travel disruption.

53. DECLARATION OF INTEREST

Councillor Nic Puntis declared a pecuniary interest in the item relating to the Folk Festival fees and would not vote due to owning a business that benefits from the Folk Festival event, minute 61 refers.

54. MINUTES

Councillor Matthew Short proposed an amendment to minute 46 from the meeting held on 28 September 2022, the draft minute was: *'ii) Council agreed to consider making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm,*

delegating the detail of how this is delivered to the Chief Executive.' The amendment proposed was to remove the word 'consider' rather than 'agree to consider' as the motion stated. The proposed change to the minutes was: **'ii) Council agreed to making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm, delegating the detail of how this is delivered to the Chief Executive.'** The amendment was supported by Councillors Nick Murry and Pete Cousins.

The Head of Democratic Services confirmed that the wording in the minutes was an accurate reflection of the meeting, and the wording matched the wording of the motion, this was supported by the Chief Executive. Councillors did not take this officer advice and requested to amend the minutes, a vote was taken on the amendment and with the majority in favour the amendment was included.

The minutes from the extraordinary meeting held on 28 September 2022 with one amendment to minute 46 to read, **'ii) Council agreed to making the reception area within the Town Hall available for residents during the day, as a place to sit and keep warm, delegating the detail of how this is delivered to the Chief Executive.'** were proposed by Councillor Desna Allen, seconded by Councillor Pete Cousins and with all in favour, it was;

RESOLVED that:

The minutes from the extraordinary Council meeting held on 28 September 2022 with one amendment to minute 46 were approved as a correct record and were signed by the Chair.

55. **MAYOR'S ANNOUNCEMENTS**

- i. a) The Mayor formally thanked all those involved in the planning and marking of Armistice Day and Remembrance Sunday recently. The Mayor thanked all the partners that worked together to support the town, the Armed Forces, Veterans, Royal British Legion, Dignitaries, Uniformed Groups, Organisations, Volunteers, the public and Councillors that were present.
- b) The Mayor invited all to attend her main Charity fundraising event of the year, to take place on Saturday 29 April 2023. Further details will be published in January, the Mayor welcomed all to attend and support the chosen Mayoral charities of Heals and Wiltshire Air Ambulance.
- c) The Mayor highlighted of the public White Ribbon coffee morning on Friday 25 November from 10am-12noon at the Town Hall. There will be free tea, coffee and biscuits and officers would be present to answer questions and provide information about White Ribbon and their Promise: 'Never use, excuse or remain silent about men's violence against women'. All were invited to attend and support this important cause and encourage others to

do the same. If you are unable to attend, please consider making the promise online, details are available on the Town Council website.

- ii. The list of engagements undertaken by the Mayor and Deputy Mayor since the last Council meeting held on Wednesday 28 September 2022 were noted.

56. **POLICE REPORT**

The Sergeant updated on the current policing priorities within the Chippenham area including levels and types of crime and provision of police services for Chippenham moving forward. Councillors welcomed the Sergeant to Chippenham and raised issues including county lines, speeding, and number of police officers available. The Chair thanked the Sergeant for attending the meeting and answering Councillor questions. A copy of a presentation with relevant information from the Police is appended to these minutes.

RESOLVED that:

The update be noted.

57. **COMMITTEE MINUTES**

Councillor Bill Douglas left the meeting.

- a. **Amenities, Culture & Leisure Committee**
The minutes of the meeting held on 05 October 2022 were presented by Councillor Nick Murry with all matters resolved.
- b. **Planning, Environment & Transport Committee**
The draft minutes of the meetings held on 29 September and 27 October 2022 were presented by Councillor Gemma Grimes with all matters resolved.
- c. **Strategy and Resources Committee**
The draft minutes of the meeting held on 19 October 2022 were presented by Councillor Desna Allen with all matters resolved.
- d. **Human Resources**
The draft minutes of the meeting held on 03 November 2022 were presented by Councillor Desna Allen with all matters resolved.

58. **COMMUNITY SAFETY FORUM NOTES**

RESOLVED that:

The notes from the Community Safety Forum meeting held on 07 October 2022 were noted.

59. **YOUTH COUNCIL MINUTES**

RESOLVED that:

The notes from the Youth Council meetings held on 01 November 2022 were noted.

Councillor Bill Douglas joined the meeting.

60. **BANKING ARRANGEMENTS**

The Chief Executive presented the report on behalf of the Director of Resources regarding the banking arrangements. The recommendations were proposed by Councillors Desna Allen, seconded by Nic Puntis and with all in favour, it was;

RESOLVED that:

i) Councillors authorised the Director of Resources to implement the Commercial Online Banking platform.

ii) Councillors approved that the Chief Executive, Director of Resources (RFO), Director of Community Services and Head of Finance continue to be the Council's Full Power Bank Signatories for all of the Council's bank accounts.

61. **COUNCILLOR MOTION**

Councillor Nic Puntis declared a pecuniary interest and would not vote due to owning a business that benefits from the Folk Festival event.

Councillor Matthew Short presented the motion to waive part of the fees payable for the hire of Town Council facilities in relation to the 2023 Folk Festival and to support its promotion. It was highlighted that the Town Council gave similar support last year which helped the event to take place. The Folk Festival plan to put on a bigger community stage and look at including discounts for local postcodes.

Councillors recognised the benefit of the Folk Festival for the town of Chippenham, it was suggested that the Council's grant donations scheme, Community Donations, would be a more suitable mechanism to give out a donation to support the event. It was highlighted that if marketing one event all community events should have the same support. Other Councillors supported the motion to reduce the fees and noted as a result the Council would receive less income. It was confirmed that applications could be made to Council Donations Sub Committee to cover the costs of hiring town council venues. The motion was seconded by Councillor George Simmonds in Councillor Clare Cape's absence and a recorded vote was requested in accordance with Standing Order 16.2:

For	Against	Abstain
Liz Alstrom	Desna Allen	James Bradbury
Declan Baseley	Jenny Budgell	Pete Cousins
Gemma Grimes	Bill Douglas	Kathryn Macdermid
Angie Litvak-Watson	Robert Giles	Conor Melvin
Nick Murry	Andy Phillips	Nic Puntis
David Poole	Chris Ruck	
Matthew Short	John Scragg	
George Simmonds	Hayley Wilson	
Myla Watts		
Total: 9	Total: 8	Total: 5

The Chair requested to take the vote again as there was confusion among Councillors. The vote was re-taken:

For	Against	Abstain
Liz Alstrom	Desna Allen	James Bradbury
Declan Baseley	Jenny Budgell	Nic Puntis
Pete Cousins	Bill Douglas	
Gemma Grimes	Robert Giles	
Angie Litvak-Watson	Kathryn Macdermid	
Nick Murry	Conor Melvin	
David Poole	Andy Phillips	
Matthew Short	Chris Ruck	
George Simmonds		
Myla Watts		
Hayley Wilson		
John Scragg		
Total: 12	Total: 8	Total: 2

In accordance with the motion, Council noted that the *‘Chippenham Folk Festival is a valuable cultural, music and arts event that benefits our town and our community. Chippenham Town Council recognises the importance of the Folk Festival to the town and are committed to seeing it succeed. There is a genuine risk that if it doesn’t go ahead in 2023, the Folk Festival’s future would be in jeopardy, and it may be permanently lost to our town. Any decision taken to support the Folk Festival in 2023 would be made without prejudice regarding future years.’* With the majority in favour, it was;

RESOLVED that:

- i) Council agreed to offer its support to the Chippenham Folk Festival Board’s request by halving the town council’s hire fee for 2023.
- ii) Council agreed to help promote Folk Festival events via the Council’s website, social media and notice boards.

62. **URGENT ACTION FORM**
RESOLVED that:

The urgent action form regarding heating costs at the Museum be noted.

63. **NEIGHBOURHOOD PLAN UPDATE**

The Head of Planning updated Councillors on the progress of the Chippenham Neighbourhood Plan since the last update in September 2022. The Head of Planning highlighted the two main reasons for the approximate six-month delay to the process, 1) the late request to carry out an SEA from Wiltshire Council and the advice received from the Planning Consultant to repeat Regulation 14 Consultation with the SEA, and 2) the large number of responses received during the Regulation 14 Consultation. The current estimate is the plan would be adopted in Autumn 2023.

RESOLVED that:

Councillors noted the report.

64. **COUNCILLOR'S FEEDBACK**

- i. There were no updates from Town Councillors on significant work they are involved with including ward work.
- ii. Councillor John Scragg updated on the activities of the Wiltshire Association of Local Councils (WALC). The general meeting was held on 10 October, but they weren't presented with the financial information that is usually attached to the agenda. As Chairman of WALC, it was hoped to be able to provide the information shortly. Councillor Scragg highlighted the conflict as the Chairman and also representing the Town Council's interest in WALC as the nominated representative.
- iii. Councillor Nic Puntis, in his capacity on the Board of Wessex Regional Flood & Coastal Committee (WRFCC) and on behalf of residents of Chippenham, updated that the WRFCC have agreed a £350,000 budget to proceed with looking at river project around Monkton Park to include the radial gate. It will now trigger further consultation with communities, the Town Council and other interested parties. It was noted this was a significant step forward in regenerating the area and will be the next big project after the Salisbury project.

Councillor Nic Puntis attended a Wessex Water meeting where a flood plan was suggested. Councillor Puntis encouraged engagement between the flood warden and Town Council as a plan should be in place as there are areas of Chippenham that suffer with flooding.

- iv. There were no Committee or Sub-Committee membership changes.

- v. There were no potential CIL projects suggested to be funded by the 85% of CIL that Wiltshire Council retain.

65. **ITEMS FOR COMMUNICATION**

There were no items for communication requested. Councillor Nic Puntis suggested that the Youth Council be informed of the funding securing for the river project in Monkton Park.

66. **DATE OF NEXT MEETING**

The next meeting of Full Council will be held at 7pm on Wednesday 11 January 2023.

67. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED that:

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”.

68. **NEELD DEVELOPMENT UPDATE - TENDER APPRAISAL AND CONTRACTOR RECOMMENDATION**

The Director of Community Services presented the report regarding the outcome of the tender process and contractor recommendation for the Neeld Development project. With the majority in favour, it was;

RESOLVED that:

- i) Council approved the commissioning of contractor A.
- ii) Council approved the budgeted capital expenditure of £160K and additional in year capital expenditure of £200K.
- iii) Council delegated all matters relating to programme management of the project to the Chief Executive.

The Chair closed the meeting.

The meeting closed at 8.55 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

DRAFT

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Public Questions - Full Council 23 November 2022

1. “Firstly I would like to thank once again the outside team for all of their hardwork during the Summer and Autumn its greatly appreciated by myself and more importantly the residents I represent who contact me regularly commenting on the good work they do. Secondly I would like to thank the town council in their support for the new community garden project at The Goodwood Way open space, The local community have formed an active group and will be undertaking their garden project shortly now that the remedial work of landscaping has been completed by Wiltshire council.

Question 1, Can the town council confirm when the installation of the community notice board will take place at Hilltop view, There is now an active community group and the development is now nearing completion.

Question 2, Can the town council include the community areas and open spaces of Cepen Park South and Hunters Moon in any future roll out of the Town council Community CCTV programme in Chippenham, I have received requests from both residential areas for CCTV to be considered to help with community safety.”

DRAFT

Response to public questions asked at Full Council on 23 November 2022:

1. Thank you for your comments and questions asked at the Full Council meeting on 23 November 2022. In relation to question 1, the installation of the community noticeboard at Hilltop View is in the Environmental Services work plan for the New Year after the Christmas Lights have been taken down, however the opportunity may arise to install them earlier. In relation to question 2, the council has successfully rolled out an extensive programme of CCTV cameras across the town centre. The Council has no current plans to add any further cameras to cover residential areas.

DRAFT



Chippenham Town Report

Chippenham Community Policing Team
November 2022



Minute Item 56.

Performance – 12 Months to September 2022

Force

- Wiltshire Police recorded crime reports a YoY increase of 13.0% in the 12 months to September 2022 and continues to have one of the lowest crime rates in the country per 1,000 population.
- Wiltshire Police has seen a 14.1% increase in violence without injury crimes in the 12 months to September 2022. In September 2022, we received:
 - 8,952 '999' calls, which we answered within 12 seconds on average;
 - 14,924 '101' calls, which we answered within 40 seconds on average;
 - 10,736 CRIB calls, which we answered within 4 minutes and 36 seconds on average.
- In September 2022, we also attended 1,531 emergency incidents within 19 minutes and 32 seconds on average.

Crime Type	Crime Volume	% of Crime
Totals	43,310	100.0
Violence without injury	7,521	17.4
Violence with injury	6,280	14.8
Criminal damage	5,127	11.9
Stalking and harassment	4,205	9.7
Public order offences	4,121	9.5
Other crime type	16,056	37.1

Chippenham CPT

Crime Type	Crime Volume	% of Crime
Totals	4,626	100.0
Violence without injury	769	16.6
Violence with injury	686	14.8
Criminal damage	597	12.9
Stalking and harassment	486	10.5
Public order offences	456	9.9
Other crime type	1,632	35.3

Stop and Search information for Chippenham CPT

During the 12 months leading to August 2022, 135 stop and searches were conducted in the Chippenham area of which 62.9% related to a search for controlled drugs.

During 66.7% of these searches, no object was found. In 33.3% of cases, an object was found. Of these cases 66.7% resulted in a no further action disposal; 23.7% resulted in police action being taken; 11.1% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 113 stop and searches
- Black or Black British – 6 stop and searches
- Mixed – 3 stop and searches

Performance – Hate Crime Overview

Force

Hate Crime is reporting as stable across the Force. Volumes are now reporting flatter across the year. Year on year trend data is reporting increases in Transgender and Sexual Orientation related hate which follows National trends.

Work by the Hate Crime Silver Scrutiny Panel on hate crime video to raise awareness of Hate Crime and how to report it, including details surrounding how the Criminal Justice System responds to it is ongoing. There is an increased focus on Out of Court Disposal outcomes relating to Hate Crimes.

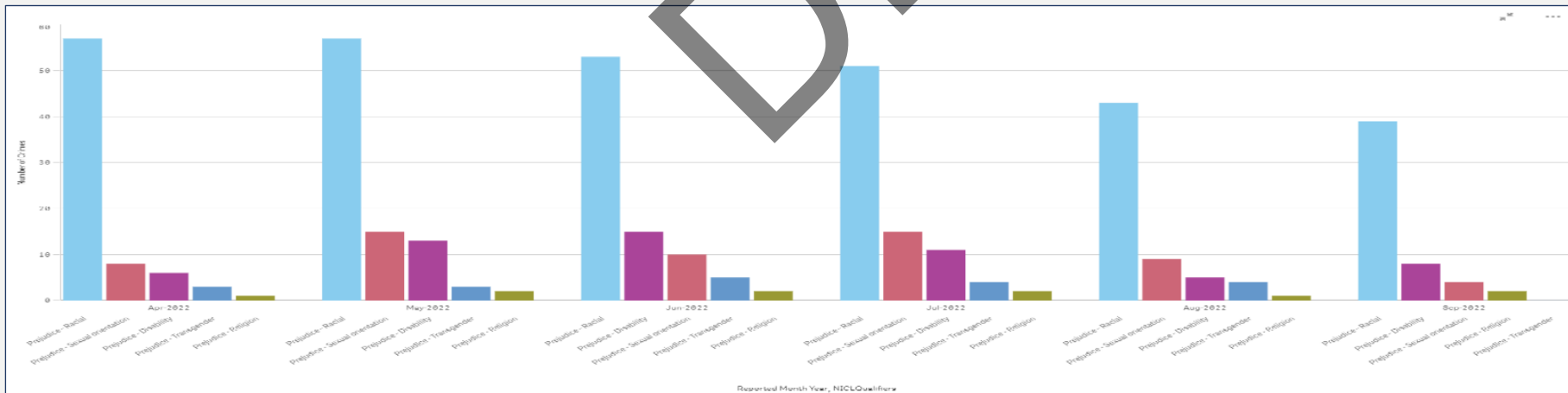
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Chippenham CPT

	Number of Crimes	Change (number)	Change (%)
Total	68	3	4.6%
Prejudice – Racial	48	11	29.7%
Prejudice – Sexual orientation	8	-6	-42.9%
Prejudice - Disability	10	-2	-16.7%
Prejudice - Religion	1	-4	-80.0%
Prejudice - Transgender	4	2	100.0%

Year on year comparison October 2021 to September 2022 (note: an individual crime can be tagged with more than one prejudice type e.g. sexual orientation & transgender)

Force Hate Crime (6 months to September 2022)



Local Priorities & Updates

Priority	Update
ASB	World Cup , Christmas – A predicted increase of ASB will require increase Police presence . Mobile and foot patrols will be increased to address this period and provide reassurance for the public
Road safety	Continue to support CSW with proactive visible police presence to target offending drivers. Drink Driving will continue as part of the Road safety priority for local and Specialist Officers
Protecting our most vulnerable	Victims of crime, exploitation, missing persons and domestic violence.

DRAFT

Useful Links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Chippenham Community Policing Team area visit <https://www.police.uk/pu/your-area/wiltshire-police/>

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** –

www.wiltsmessaging.co.uk

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Follow your CPT on social media

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- [Calne Police Twitter](#)
- [Chippenham Police Facebook](#)
- [Chippenham Police Twitter](#)
- [Corsham Police Facebook](#)
- [Corsham Police Twitter](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk



The screenshot shows the Wiltshire Police website. At the top is the Wiltshire Police logo and a search bar with the text "How can we help you?". Below the search bar are five navigation buttons: "Report", "Tell us about", "Apply or register", "Request", and "Feedback". A breadcrumb trail shows "Home > About us > CPTs". The main heading is "Chippenham CPT". The text below reads: "CPT Chippenham covers the areas of Chippenham, Calne and Corsham". It then provides contact information: "To contact your CPT about a community-related matter, such as a school visit, then please email ChippenhamAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7." It also states: "You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)". Finally, it says: "You see a map of [crimes in the Chippenham area](#) by visiting www.police.uk".