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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

FULL COUNCIL

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

| | | | |
|---------------------|---------------------|-------------------|---------------------------|
| 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 Budgell | 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 Budgell | 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 Budgell | 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 Budgell | Robert Giles | Myla Watts |
|---------------|--------------|------------|

iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

| | | |
|-------------|---------------|--------------|
| Desna Allen | Jenny Budgell | 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 Budgell |
| 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.

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