

# DRAFT MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Yatton Keynell Village Hall, Biddestone Lane, Yatton Keynell  
**Date:** 29 June 2015  
**Start Time:** 7.00 pm  
**Finish Time:** 8.19 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Linda Packard (Chairman), Cllr Desna Allen (Vice Chairman), Cllr Chris Caswill, Cllr Bill Douglas, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Mark Packard, Cllr Nina Phillips, Cllr Jane Scott OBE and Cllr Melody Thompson

### **Wiltshire Council Officers**

Victoria Welsh - Community Engagement Manager, Will Oulton – Senior Democratic Services Officer, Tim Martienssen - Head of Economic Development and Planning, and Richard Williams – Community Youth Officer

### **Town and Parish Councillors**

Chippenham Town Council – Martin Coates, Teresa Hutton, Andy Phillips  
Christian Malford Parish Council - Ian Bell  
Hullavington Parish Council – Sharon Neal  
North Wraxall Parish Council – Jane King, Glenys Gill  
Seagry Parish Council – Mike Barber  
Sutton Benger Parish Council – Dave Alexander

### **Partners**

ChAPs – Julia Stacey and Alison Butler  
Wiltshire Fire & Rescue Service – Mike Franklin  
Campus Team – Ian Bridges, Graham Stowe

**Total in attendance: 34**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
45	<p><u>Election of Chairman</u></p> <p>Will Oulton, Senior Democratic Services Officer, opened the meeting and called for nominations for the position of Chairman.</p> <p>Councillor Jane Scott OBE, seconded by Councillor Melody Thompson, proposed Councillor Peter Hutton.</p> <p>Councillor Bill Douglas, seconded by Councillor Desna Allen, proposed Councillor Linda Packard.</p> <p>Councillor Chris Caswill proposed Councillor Howard Greenman but his proposal was not seconded and fell.</p> <p>The elected members of the Area Board were asked to vote for each candidate.</p> <p>There being five votes for each candidate, the vote was tied. In accordance with the procedural rules set out in the constitution, and included on the agenda, the election was settled by the drawing of lots. Having drawn lots, the Senior Democratic Services Officer announced:</p> <p><b>Councillor Linda Packard was elected Chairman of Chippenham Area Board for the ensuing municipal year 2015/16.</b></p>
46	<p><u>Election of Vice-Chairman</u></p> <p>Councillor Linda Packard presided over the election of Vice-Chairman.</p> <p>Councillor Peter Hutton proposed, seconded by Councillor Nina Philips, that Councillor Howard Greenman for the position of Vice-Chairman.</p> <p>Councillor Bill Douglas proposed, seconded by Councillor Mark Packard, that Councillor Desna Allen for the position of Vice-Chairman.</p> <p>It having been put to the vote;</p> <p><b>Councillor Howard Greenman was elected Vice-Chairman of Chippenham Area Board for the ensuing municipal year 2015/16.</b></p>
47	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Linda Packard, welcomed everyone to the meeting and introduced the councillors and officers present.</p> <p>The Chairman made reference to the events in Tunisia, wishing those injured a</p>

	<p>speedy recovery, and offered condolences to those affected by the tragedy.</p> <p>Finally, Chairman gave her congratulations to Victoria Welsh on her successful appointment to the position of Community Engagement Manager, and expressed her hope that Ms Welsh remain in support of the Chippenham Community Area,</p>
48	<p><u>Apologies</u></p> <p>Apologies for absence were received from Parvis Khansari, Associate Director - Wiltshire Council, and from Sgt Phil Connor – Wiltshire Police.</p>
49	<p><u>Minutes</u></p> <p><b>Resolved</b></p> <p><b>That the minutes of the meeting held on 27 April 2015 were agreed as a correct record and signed by the Chairman.</b></p>
50	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p> <p><i>Note: Councillor Chris Caswill subsequently announced a personal, non-pecuniary interest in the application from the Chippenham Canoe and Sailing Club, namely that his step-son was a member of the Club's committee, and he stated that he would not vote on that matter.</i></p>
51	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew the meetings attention to the announcements set out in the agenda, including: the Joint Health &amp; Wellbeing Strategy, which is out to consultation until the 1<sup>st</sup> July 2015; the LEADER Funding scheme; and the changes to Street Lighting.</p> <p>The Chairman invited Councillor Peter Hutton and Councillor Jane Scott to update the meeting on the Magna Carta celebrations that had recently taken place in Salisbury, at which children and adults from Chippenham had participated in the events.</p> <p>The Chairman drew the meetings attention to the announcement that the Chippenham Area Board Community Awards had, unfortunately, been postponed; and that the deadline for nominations had been extended to the 31<sup>st</sup> July 2015.</p> <p>Finally, the Chairman announced that a petition had been received from Yatton Keynell and that this had been referred to officer for response. Councillor Jane Scott added that, officers had been made aware of the issues and had started to consider the matter.</p>

52	<p><u>Appointments to Outside Bodies and Working Groups</u></p> <p>Will Oulton, Senior Democratic Services Officer, introduced the report which asked the meeting to consider appointing Area Board members to outside bodies and to reconstitute working groups.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li><b>a) To appoint Councillors Peter Hutton and Melody Thompson to the LYN Management Group;</b></li> <li><b>b) To agree to reconstitute and appoint to the Working Groups, as set out in Appendix B, with the addition of Rowenna Brooks as a community representative on the Campus Development Team; and</b></li> <li><b>c) To note the Terms of Reference for the Working Groups, as set out in Appendix C.</b></li> </ul>
53	<p><u>Campus Update</u></p> <p>Tim Martienssen, Wiltshire Council, and Ian Bridges, Chair of the Campus Development Team, presented an update regarding the Chippenham Campus Project.</p> <p>Issues discussed, in the course of the presentation, included: the background to the Campus programme; what the objectives were for the Chippenham project and the implications of the Chippenham Masterplan; that Monkton Park is Campus Board's preferred location for the project and that linking the offices to the Leisure Centre is the probably the most practical, affordable solution; what the scope of the feasibility study was; What the community's requirements were that should be met by the project; how the issues of access and connectivity were discussed and analysed; the complexities for joining two different buildings; how five different, broad options were discussed and their different feasibility issues analysed; how the indicative building costs, for the options, were estimated; a detailed business plan has yet to be developed; that funding would have to come from wider regeneration income; how campus requirements are to be reviewed; and the next steps for the project including exploring potential links with the Station scheme.</p> <p>Tim Martienssen stated, in response to a question from Councillor Bill Douglas, that the Chippenham Masterplan identified a preference for retail use on Bridge Centre site.</p> <p>Ian Bridges stated, in response to a question from Councillor Peter Hutton, that youth activities had been considered as part of the project and there was a desire to make sure these were met.</p> <p>Tim Martienssen stated, in response to a question from Councillor Melody</p>

	<p>Thompson, that, whilst he agreed that it represented good economic regeneration opportunities, the site opposite the train station had not been preferred due to the comparative cost and complexity of linking three different buildings.</p> <p>The Chairman, Councillor Linda Packard, echoed the concerns expressed by the meeting as to possible timeline for completion, and hoped to hear more from the project at future meetings.</p>
54	<p><u>Big Pledge</u></p> <p>Victoria Welsh presented a video giving more information about the Council's Big Pledge campaign which encourages individuals and groups to pledge to make a difference to their, or their community's, health and wellbeing.</p> <p>More information can be found here:</p> <p><a href="http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/bigpledge.htm">http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/bigpledge.htm</a></p>
55	<p><u>Town, Parish and Partner Updates</u></p> <p>The Chairman drew the meeting's attention to the updates circulated with the agenda.</p> <p>Following concerns expressed members of the Board, it was felt that further information about the timescales for the Skateboard project was required for the next meeting.</p>
56	<p><u>Area Board Focus Areas 2014/15</u></p> <p>The meeting received updates on the Area Board's Focus Areas for 2014/15, as follows:</p> <ol style="list-style-type: none"> <li>i. Outdoor spaces – That there was nothing further to add to the ChAP update considered on the previous item</li> <li>ii. Crime &amp; Community Safety – Lead: Cllr Desna Allen &amp; Cllr Bill Douglas - that an update would be given following the meeting on Wednesday 1 July; and that Paul Bollen be thanked for his recent efforts in maintaining the highway, particularly with regard to the repair of the dual carriageway barrier following a recent accident.</li> <li>iii. Child Poverty – Lead: Cllr Chris Caswill – that there was nothing further to report, owing to the difficulty in arranging meeting; that officers from the public health team had been very cooperative; and that progress was being made in procuring cereals for breakfast clubs</li> </ol>
57	<p><u>Funding</u></p>

	<p>The Community Engagement Manager (CEM), Victoria Welsh, introduced the report, which asked members to consider applications for funding.</p> <p><b>Resolved to make the following awards:</b></p> <ol style="list-style-type: none"> <li>1. <b>Kington St Michael Community Shop - £1,272</b></li> <li>2. <b>Chippenham Moonraker Gymnastics - £ 5,594</b></li> </ol> <p><i>Reason for exceeding £5000 threshold was that the scheme would have significant positive impact on the local community, especially children and young people.</i></p> <ol style="list-style-type: none"> <li>3. <b>Upper North Wraxall Pond Committee - £5,000</b></li> </ol>
58	<p><u>Local Youth Network</u></p> <p>Councillor Peter Hutton, Chairman of the Local Youth Network Management Group, presented the report which updated the Area Board on the work and progress of the Chippenham Local Youth Network Management Group; and asked the Area Board to consider making funding awards as recommended by the Management Group.</p> <p>Councillor Peter Hutton also introduced a young person's representative who was making a positive contribution to the work of the Management Group.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>i) <b>To note the update the work and progress of the Chippenham Local Youth Network Management group;</b></li> <li>ii) <b>To make the following awards in line with the recommendations of the Local Youth Network (LYN) Management Group.</b> <ol style="list-style-type: none"> <li>a) <b>Rise Trust - £4920</b></li> <li>b) <b>Kandu Arts - £5000</b></li> <li>c) <b>Chippenham Moonrakers Gymnastics - £1026</b></li> <li>d) <b>Chippenham Canoe and Sailing Club - £1750</b></li> <li>e) <b>Green Stag Theatre - £900</b></li> </ol> <p>Note: Councillor Chris Caswill did not vote on these funding awards having previously declared an interest.</p> </li> <li>iii) <b>To agree the following procurement purchase of positive activity providers; using youth funding, as detailed below, in line with the recommendations of the Local Youth Network (LYN) Management</b></li> </ol>

	<p style="text-align: center;"><b>Group.</b></p> <p style="text-align: center;"><b>a) GoActiv - £2692</b></p>
59	<p><u>Parish Forum</u></p> <p>Councillor Howard Greenman stated that the last meeting had been short, but well attended; and that the Forum was considering how it may best use it's time allocated for discussion at the next Area Board meeting.</p>
60	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting and drew the meeting's attention to the dates of the next Area Board meeting and the agenda planning meeting.</p> <p>Following an invitation from the Chairman for further community issues, Councillor Melody Thompson highlighted the work that was ongoing to engage with businesses on litter issues.</p> <p>Councillor Howard Greenman suggested that Ian Bridges contact John Price at Wiltshire Council to address issues surrounding the maintenance of village greens.</p> <p>The Chairman asked that for the evaluation forms to be completed.</p>