

# CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

16<sup>th</sup> May 2023

Dear Councillor,

You are summoned to a **Meeting of the Chippenham Without Parish Council**, which will be held on **Monday 22<sup>nd</sup> May 2022** commencing at **6.30pm** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Meeting follows the Annual Council Meeting commencing at 6.15pm. **The Annual Parish Meeting will follow at 7.30pm.** The Press and Public are welcome to attend the Meetings.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE  
Clerk of the Council

## FULL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**

2. **DECLARATIONS OF INTEREST:** To note Declarations of Interests in accordance with the Chippenham Without Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive, consider and confirm the Minutes of the Parish Council Meeting/s

Full Council Meeting 27<sup>th</sup> March 2023. **(see attached Draft Minutes) (For Decision)**

4. **COUNCIL MEMBER VACANCY:**

Following the resignation of a Council Member and proper procedure there was no requirement to hold a Council Election. The Wiltshire Council gave authority for the Parish Council to fill the position by co-option. The Council has advertised the Vacancy and can co-opt an eligible person to serve until the next Council Elections scheduled for May 2025.

To consider and to agree to fill the Vacancy. There will be a need for the completion of a Declaration of Acceptance of Office before anyone can take up the position. **(to note) (For Decision)**

5. **PLANNING:**

**Planning Applications:** To make observations on Planning Applications received. Prior to the

consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) PL/2023/03224 – Full Planning Permission  
Conversion of Equestrian Building to a Temporary Rural Workers Dwelling with Yard  
Land at Allington Stables, Chippenham, Wiltshire SN14 6NB  
For Mr K Phillips & Ms L Gibbons-Phillips **(see online) (For Decision)**

There are no further applications to consider at the time of publication of the Agenda. **(to note).**

**Planning General:** To receive notification of any Planning Decisions received or other Planning related Matters

- b) PL/2023/02941 – Full Planning Permission  
Proposed New Access to Chippenham Rugby Football Club from the A350 as part of the  
Proposed Dualling Process  
Chippenham Rugby Football Club, Frogwell, Chippenham, Wiltshire SN14 0YZ  
For Chippenham Rugby Football Club \*\*

\*\* To meet the consultation timescale of Wiltshire Council, the application was circulated and following comments received the Clerk was instructed to make representations within the timescale. The Council commented as follows:

Wiltshire Council Planning Services 25.04.23

From a starting position the Council wishes to raise no objections to the principle of the proposals as they can see the obvious benefits for the Parish and the surrounding Parishes from a highway perspective.

The removal of traffic from the country lane network will bring huge benefits, not only for those living and working in close proximity in the Sheldon Lane and Frogwell Lane areas, but also those further afield who are affected by the highway routes to this important sporting and leisure facility.

Furthermore, the removal of the vehicle traffic associated with the existing facility from the local lanes will be most welcomed by the ever-increasing numbers of cyclists and walkers who are taking advantage of the open countryside provided by the Chippenham Without Parish, which is being promoted further in both the draft Chippenham Without Neighbourhood Plan and draft Chippenham Town Neighbourhood Plan.

In addition, importantly, the reduction in traffic levels at the A420 Allington crossroads will vastly improve highway and pedestrian safety in a known accident blackspot.

The Council is mindful of the fact that this is probably a once in a lifetime opportunity to solve increasing traffic levels using the existing access arrangements to this sports/leisure facility while the A350 improvement works are being considered and constructed.

In considering the proposals the Council has addressed a number of Wiltshire Local Plan Policies and Policy Documents, including the Chippenham Site Allocations Plan (CSAP), which defines that the A350 must remain the Strategic Settlement Boundary for Chippenham.

With this in mind, this access proposal for a specific purpose, must not provide any precedent for access to any potential Strategic Development within Chippenham Without Parish and the western landscaping setting of Chippenham Town.

The Council felt that this could be achieved by a planning condition on any consent to the effect that access/egress involving the A350 should be limited under this consent solely to users of Chippenham Rugby Football Club and their associated uses and must not extend to any other purposes and land uses whatsoever.

By the use of such a planning condition this would support Policy CP62 that there should be no access off a dual carriageway for strategic development, specifically Para 2 that states: *“Proposals for **new development** should not be accessed directly from the national primary route network outside built-up areas, unless an over-riding need can be demonstrated”*. Thus, this proposed access/egress **can** be

allowed because it goes to an ‘existing’ development’ and still forbids access to any ‘new’ development from the national primary route network (A350). This would ensure that this access to the sporting and leisure facilities could and should not be used as a “trojan horse” by third parties.

With this in mind the proposals must ensure that the existing access route, using Frogwell Lane, is closed to all traffic, avoiding a through route and being capable of use in cases of emergency only.

In supporting the principle of the development the Council feels that the proposals should be designed to accommodate all forms of transport likely to visit the facility in future years as the Rugby Football Club becomes more successful. This would include vehicles larger than car transport, such as Team buses and, of course, deliveries.

Going further on design issues, the Council feels that the A350, when upgraded, should retain a 50mph speed limit and certainly in areas, near roundabouts such as Bumpers Farm that is adjacent to the new entrance/egress being proposed.

Turning to other issues the Council has concerns in respect of land ownership. They believe that there should be written confirmation of ownership of land between the Chippenham Rugby Football Club and the A350. There is an assumption that it belongs to Wiltshire Council (Wiltshire Highways) but the Statement of Ownership accompanying the planning application regarding additional owner/s is redacted, albeit the address is given as Wiltshire Council, County Hall. If there are any additional owner/s then this is a material fact that needs to be declared so that there is full transparency.

Although not necessarily a material planning consideration, the Council feels it necessary to raise the issue of the Chippenham Rugby Football Club’s Covenant of Tenure and its restrictions in respect of future development. This, as a minimum requirement, should be at least discussed with the applicant to avoid future complications.

In conclusion in offering support to the proposals the Council needs to place on record that the A350 must remain the Strategic Settlement Boundary between Chippenham Town and Chippenham Without Parish. A view shared by both the Councils and your own Council.

This strategic boundary should not be broken and consequently, the provision of an access/egress for this specific use should not be seen as breaching that definitive strategic boundary line leading to further urban expansion within the western landscape setting of the Chippenham Town.

The Parish Council therefore strongly supports this application, subject to the caveats above and hopes that your own Council will give favourable consideration to the planning application. **(to note)**

- c) PL/2022/09780 – Removal or Variation of a Condition  
Variation of Condition 2 of 19/10628/FUL – Provision of PV solar Panels and Change of Door to NW Elevation of Approved Building  
The Barn, South East of 8 Tiddly Wink, Yatton Keynell, Wiltshire SN14 7BY  
For Mr John McQueen **Approved with Conditions 30<sup>th</sup> March 2023**

There are no further matters to report at the time of publication of the Agenda. **(to note)**.

**6. FINANCE:** To consider financial matters and to receive notification of any receipts and invoices for payment

- a) To consider and approve any payments required **(see attached) (For Decision)**

Community First. Annual Subscription 23/24	£ 40.00
Curry Group Ltd. Seagate OT 2TB BLK External Drive 04.03.23	£ 64.99*
* Reimburse to Mr V A Vines	
WALC Membership Renewal 2023-2024 Inv SUB 23/24-57 01.04.23	£ 69.19

There are no further invoices to pay at the time of publication of the Agenda.

- b) To note invoices paid since the last Council Meeting **(see attached) (to note)**.

- |  |  |          |          |
|--|--|----------|----------|
|  | Zurich Municipal Insurance. Premium 23/24. Inv 523089145 | 13.04.23 | £ 257.60 |
|--|--|----------|----------|
- c) To note the following receipts since the last Council Meeting **(to note)**
- |  |   |          |            |
|--|---|----------|------------|
|  | Wiltshire Council. Parish Precept 23/24 (Tranche 1) | 24.04.23 | £ 6,000.00 |
|--|---|----------|------------|
- d) To note Bank Account Balance/s: **(to note)**
- |   |                             |             |
|---|-----------------------------|-------------|
| HSBC Account No. 41561774                   | 17 <sup>th</sup> April 2023 | £ 7,744.13  |
| HSBC Account No. 41561782                   | 17 <sup>th</sup> April 2023 | £ nil       |
| Santander Business Account No 38233118      | 24 <sup>th</sup> April 2022 | £ 37,188.42 |
| Santander Business Bond Account No 00008195 | 5 <sup>th</sup> April 2022  | £ 61,619.83 |
- e) Santander Bank Account/s - Chippenham
- To receive any updates. **(to note)**
- f) HSBC Bank Account/s - Chippenham
- To receive any updates **(to note)**

## 7. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. To consider and update the top 5 priorities and inform Wiltshire Council Highways. Parish Steward visits are scheduled for 5<sup>th</sup> June, and 3<sup>rd</sup> July 2023. **(For Decision)**
- b) Rights of Way – To raise general issues and to receive any updates. **(For Decision)**
- c) Highway Conditions and Maintenance: To raise general issues and to receive any updates. **(For Decision)**

## 8. STANDING ITEMS:

- a. Notice Boards: To raise general issues and to receive any updates. A local Locksmith has been asked to look at the Sheldon notice board when passing to advise on what is required and the potential costs. **(to note)**
- b. Emergency Planning: To consider Emergency Planning issues within the Parish. **(to note) (For Decision)**
- c. Flooding/Drainage: To consider general flooding and drainage matters within the Parish. **(to note) (For Decision)**
- d. Community Safety/Neighbourhood Watch: To raise general issues and to receive any updates. **(to note) (For Decision)**
- e. Parish/Community/Website/Newsletters/Social Media: To consider general issues and Parish communications, including communication between Elected Members. To receive any updates on proposals for a Parish Newsletter. **(to note) (For Decision)**
- f. Parish/Community Hall: To consider future consultation, funding and planning issues generally. No further progress can be made until the Neighbourhood Planning process is completed **(to note)**
- g. Insurance: To consider and agree necessary amendments. No updates are required **(to note)**
- h. Council Award Scheme To raise general issues and to receive any updates. No updates are necessary as no progress can be made **(to note)**
- i. Council Standing Orders & Code of Conduct: To consider and agree necessary amendments and updates. No updates required at this Meeting. **(to note)**
- j. Asset Register: To consider and agree necessary amendments and updates of Register. No updates required at this Meeting. **(to note)**
- k. School Governor's Report/s: To receive and to note any Report received. **(to note)**

- l. Risk Assessment, Health & Safety and Management Register: To consider and agree necessary amendments and updates of the Register. No update required at this Meeting. **(to note)**
- m. Freedom of Information Act-Publication Scheme: To consider and agree necessary amendments and updates of Freedom of Information Register. No updates required at this Meeting. **(to note)**
- n. Data Protection. GDPR – To raise general issues and to receive any updates. Council Members are reminded of their responsibility in this matter, as they become controllers of information provided to them. **(to note)**

**9. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous Meeting/s

- a) **Neighbourhood Planning.** To receive and note any reports and updates from the Neighbourhood Plan Steering Group. **(to note) (For Decision)**
- b) **The Longstone – A420.** To receive and note any reports and updates. **(to note)**
- c) **Parish Council Database.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- d) **Wild about Wiltshire.** To receive any updates since the last Council Meeting. The provision of “no cutting this verge” or similar worded signage was to be explored by Cllr S Eades. **(to note) (For Decision)**
- e) **Parish Entrance Gates.** To receive any updates since the last Council Meeting. **(to note) (For Decision)**
- f) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 30<sup>th</sup> March 2023. The next Meeting is scheduled for the 18<sup>th</sup> May 2023 in Committee Room D, Monkton Park, Chippenham at 9.30am. It is possible to attend using Microsoft Teams. To consider any actions required. **(to note) (For Decision)**
- g) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 25<sup>th</sup> April 2023 at 10.00am in Langley Room, Monkton Park Council Offices. The Note Tracker/Minutes have been received. To receive any reports and updates and any actions required. **(see attached) (to note) (For Decision)**
- h) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The next Area Board Meeting is scheduled for the 27<sup>th</sup> June 2023 at 6.30pm in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The following Meeting is scheduled for the 25<sup>th</sup> September 2023 at 6.30pm in the same venue. The Council will be notified of the next Parish Forum Meeting date when scheduled. **(to note)**
- i) **Wiltshire Council - Briefing Note 23-10.** The Council has received a Briefing Note in regards to Guidance for Neighbourhood Planning with Wiltshire including a link to the final version of the Guide. **(see attached) (to note)**
- j) **Climate Action Plan.** The Chippenham Climate and Ecological Emergency Forum (CCEEF) met on the 9<sup>th</sup> March 2023. Resulting from discussions it was recommended that Town and Parish Councils should consider a Climate Action Plan. In addition the Forum highlighted ways that some were moving forward with encouragement for other forms of transport by installing free cycle racks and also free water butts for properties. Should the Council wish to pursue this it is suggested that examples of local Plans are sourced to use as guidance and templates. **(For Decision)**
- k) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) has initiated a new scheme called Community Emergency Contacts and has invited the Council to participate and engage in this. To consider any actions. **(see attached) (to note) (For Decision)**

- l) **Wiltshire Council - Briefing Note 23-11.** The Council has received a Briefing Note in regards to Community Governance Review. The Council has received previous Briefing Notes on the subject and has submitted representations. It appears that the Parish is no longer affected by the proposals. **(see attached) (to note)**
- m) **His Majesty King Charles III – Coronation Celebration.** The Council has yet to celebrate the King's Coronation. The Council purchased a commemorative bench for the Late Queen's Platinum Jubilee. The Council may wish to consider a similar type purchase for the King's Coronation. **(see attached) (For Decision)**

**10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:**

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

- 11. DATE OF NEXT MEETING:** The date of next Council Meeting is set for **7.15pm, Monday 31<sup>st</sup> July 2023**. However, Members should note that a Council Planning Meeting is scheduled for 26<sup>th</sup> June 2023, should this be required.