

CHIPPENHAM WITHOUT PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.15pm

at

The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ

and due to unforeseen circumstances

re-convened to complete business at 7.30pm

at Grange Cottage, Allington, Chippenham SN14 6LW

27th January 2025

Present: Cllr H Ham (Chairman), Cllr C Harford (Vice Chairman), Cllr S Eades and Cllr M Muller.

Also Present: Mr V Vines Clerk of the Council.

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

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports received.

051/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M Brinkworth. Apologies were also received from Wiltshire Councillor H Greenman.

052/24 Declaration(s) of Interest – In accordance with Chippenham Without Parish Council’s Code of Conduct (Adopted 24th November 2021) and Standing Orders (Adopted 26th January 2022)

There were no Declarations of Interest.

053/24 MINUTES Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 25th November 2024. **Cllr H Ham proposed, seconded Cllr C Harford and RESOLVED UNANIMOUSLY**

054/24 PLANNING

Planning Applications: Prior to the consideration of the Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2024/10231 – 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 Mr Ceri Morris - Chippenham Rugby Football Club

Following consideration of the application **the Council resolved to raise no objections in principle** to the proposal and advise Wiltshire Council that:

In considering the proposal the Council had been mindful of the comments made in respect of planning application PL/2023/02941 in their letter of the 25 April 2023 and as before they had considered that the proposals have significant implications for Chippenham Without Parish and surrounding neighbourhoods.

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

The removal of traffic from the country lane network would 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 were affected by the rural 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 would be most welcomed by the ever-increasing numbers of cyclists and walkers who were taking advantage of the open countryside provided by the Chippenham Without Parish, which was being promoted in both the Chippenham Without Neighbourhood Plan and the Chippenham Town Neighbourhood Plan.

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

The Council was mindful of the fact that this was 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 were being constructed.

In considering the proposals the Council had addressed a number of Wiltshire Local Plan Policies and Policy Documents, including the Chippenham Site Allocations Plan (CSAP), which defined 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 Local Plan Core 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 **could** be allowed because it served 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, was closed to all traffic associated with the Club, avoiding a through route and being only capable of use in cases of “blue light emergency services”.

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

The Council was not professionally able to comment on the access design and associated works, but they were certain that with goodwill on all sides a safe access/egress arrangement could be achieved.

However, commenting further on design issues, the Council felt that the A350, when upgraded, should retain a 50mph speed limit in its entirety from the A350 Kington Langley crossroads north of the Town to at least the A4 roundabout and possibly onwards to the Lacock roundabout to the south of the Town and certainly in areas, near roundabouts such as Bumpers Farm that was adjacent to the new entrance/egress being proposed.

This concept was already well established to the north of Chippenham where the A350 retained a 50mph speed limit until it reached open countryside and reverted to the 70mph speed limit.

In conclusion in offering support to the proposals the Council needed 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 Wiltshire 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 supported this application, subject to the caveats above and hoped that Wiltshire Council would give favourable consideration to the planning application.

Cllr M Muller proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

Planning General:

- a) Lime Down Solar Park – Statutory Consultation.

The Council had recently received notification from Lime Down Solar Park Limited that a Statutory Consultation, under Section 42 of the Town & Country Planning Act 2008 was commencing on the 29th January 2025 and ending on the 19th March 2025. The next Council Meeting was scheduled for the 24th March 2025. **The Council agreed that** they would wish to respond to the Consultation and that they would hold a virtual meeting to consider the response. The Clerk would propose a date in due course.

There were no further planning matters reported.

055/24 FINANCE The Council considered financial matters and received notification of receipts and payments

- a) **Payments :** The Council considered and approved the following payment.

Black Nova Designs Website hosting 25/25 Inv 24650 12.01.15 £ 100.80

Cllr H Ham proposed, Cllr S Eades seconded and RESOLVED UNANIMOUSLY

- b) **Payments since the last Council Meeting:** The Council **noted** that there had been no payments made since the last Council Meeting.
- c) **Receipts:** The Council **noted** that there had been no receipts since the last Council Meeting.
- d) **Bank Account Balance/s:** The Council noted the following balances: **(noted)**

HSBC Account No. 00000074	17 th December 2024	£ 28,532.96
HSBC Account No. 00000082	17 th December 2024	£ nil
Santander Business Account No 00000018	2 nd September 2023	£ 32,585.04
Santander Business Bond Account No 00000095	5 th April 2024	£ 62,271.55

- e) **Santander Bank Account/s - Chippenham:**

There had been no change in circumstances since the last Council Meeting.
(noted)

The Council agreed to transfer £12,000.00 from the 00000018 Account to the HSBC 00000074 Account.

- f) **HSBC Bank Account/s - Chippenham**

There had been no change in circumstances since the last Council Meeting.
(noted)

056/24 HIGHWAY MATTERS

- a) **Parish Stewards Programme/ Requirements:** general issues for the Local Highway & Streetscene Community Team. Issues still needed to be reported by Council Members to Cllr C Harford, the Council's Link Member and also by

using the MyWiltshireApp system. Parish Steward visits for 2025 had yet to be advised. The Parish Steward Scheme Scope of Works information had been received from Milestone Infrastructure, the Wiltshire Highways contractor. **(noted)**

- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. Cllr H Ham provided an update and was considering options for locations for the installation of kissing gates in lieu of stiles. Minute 046/24(b) referred. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish. The general condition of the Fowlswick Lane road surface was discussed. It was felt that once the highway ditch drainage matters had been resolved then efforts should be made for the complete re-surfacing of this important route between villages and that perhaps a concerted effort could be made with support from Kington St Michael and Yatton Keynell Parish Councils. **(noted)**

057/24 STANDING ITEMS

- a) **Notice Boards:** Pursuant to Minute 047/24(a) the Clerk reported on the potential replacement of the Sheldon Corner notice board, including design, size and projected costs. Following consideration **the Council agreed that the A1 (841 x 594mm display) size was adequate and that an order be placed. Cllr M Muller proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY**
- b) **Emergency Planning:** Cllr H Ham reported that the Emergency Plan had been forwarded to the Wiltshire and Swindon LRF and was now registered. **(noted)**
- c) **Flooding/Drainage:** Cllr H Ham reported that the local landowner had now agreed to clear ditches in Fowlswick Lane and that on completion this would allow Wiltshire Highways to carry out their agreed repair and jetting works. Cllr S Eades advised that he still struggled to engage with the Operational Flood Group North to secure advice on the production of a Parish Flood Plan. He had been informed that without a Flood Plan Wiltshire Council would not agree a schedule of Vactor gully cleaning visits. The Clerk would investigate further with the Wiltshire Drainage Team. **(noted)**
- d) **Community Safety/Neighbourhood Watch Scheme:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Parish/Community/Website/Newsletters/Social Media:** general issues and Parish communications, including communication between Elected Members. The next edition of the Newsletter would be delayed until after the Council Elections and include information on the Annual Parish Meeting. **(noted)**
- f) **Parish/Community Hall:** consultation, funding and general planning issues. Pursuant to Minute 047/24(f). The matter had been held in abeyance for a number of years and the adopted Chippenham Without Neighbourhood Plan under Policy E4 proposed that a feasibility study be produced by a community working group to cover topics such as need, location, funding, uses and management. The Council had agreed they should act as a catalyst and an appraisal had been prepared for consideration. In preparation, advice had been sought from Village Hall Trust/Charities, the Public Works Loan Board and Lottery/community Funding sources. Following consideration the Council agreed that they could not

offer support to the provision of a facility that they believed would not be a viable concern and that no further action should be taken. **Cllr M Muller proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY**

The Council acknowledged that in reaching this decision there had been no community involvement and that the opportunity should be given for community views to be ascertained. **It was agreed that** the appraisal should be made available at the Annual Parish Meeting and an explanation be given on the Council's decision. The appraisal would be circulated in advance with the Agenda and should the community views differ at the APM those in attendance could agree how they wished to take the matter forward.

- g) **Insurance:** There was no update required. **(noted)**
- h) **Council Standing Orders & Code of Conduct:** There was no update required. **(noted)**
- i) **Asset Register:** There was no update required. **(noted)**
- j) **School Governor's Report/s:** There were no Reports. **(noted)**
- k) **Risk Assessment, Health & Safety and Management Register:** There was no update. **(noted)**
- l) **Freedom of Information Act-Publication Scheme:** There was no update. **(noted)**
- m) **Data Protection. GDPR:** There was no update required. **(noted)**
- n) **Neighbourhood Planning:** There was no update required. **(noted)**

058/24 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous Meeting/s.

- a) **Discretionary Gully Service.** The Council was aware that the discretionary gully crew would visit the Parish if requested and the details and Gully Worksheet had been provided. (Minute 057/24(c) above refers). **(noted)**
- b) **Winter Preparations 2024-2025.** Pursuant to Minute 048/24(b). Cllr H Ham reported that he had now been able to source gel bags from Wiltshire Highways. The Clerk would seek a replacement salt bin for the hill in Corsham Lane. **(noted)**
- c) **Parish Council Database.** There had been no change in circumstances since the last Council Meeting. The Clerk reported that there had been no response from the flyer that had been included with the last Newsletter circulation. **(noted)**
- d) **Parish Entrance Gates.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- e) **Wiltshire Operational Flood Group North (OFGN).** A Flood Group Hybrid Meeting had been held on the 16th January 2025. Cllr S Eades reminded the

Council that he was still having difficulties in securing advice on the production of a Parish Flood Plan. (Minute 047/24(c) above refers). **(noted)**

- f) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 9th January 2025. The Note Tracker had been received. There was a contentious issue arising in regards to the financial support the Council had given towards the A350/A420 Bumpers Farm roundabout to the B4049 Yatton Keynell slip road turning traffic survey, that to date had yielded no beneficial results. It appeared that LHFIG had changed policy that eliminated Parish Council contributions towards A420 proposals. The question to be raised was that should the contribution be re-funded? **(noted)**

- g) **Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum.** The last Area Board Meeting was held on Monday 4th November 2024 in the Bowls Pavilion, Chippenham Sports Club. Future Area Board Meetings were scheduled for the 10th February, 20th May and 2nd June 2025. The Parish Forum had met on Wednesday 27th November 2024 in The Goss Croft Hall, Upper Seagry. The Notes from the Meeting had been circulated. The next Parish Forum Meeting was scheduled for Wednesday 26th February 2025 at 7.00pm in the Christian Malford Village Hall. The Guest Speakers would be the Wiltshire Chief Constable and the Bobby Van Trust. **(noted)**

- h) **Defibrillator Training Session.** The Council had previously agreed to be part of a joint session with other Parishes and a date would be advised. **(noted)**

- i) **CCTV provision at the Rugby Club end of Frogwell Lane.** Pursuant to Minute 048/24 (n). The issue of the provision of CCTV at the end of Frogwell Lane adjacent to the A350 pedestrian walkway had been raised with the Chippenham Community Safety Forum. A response had been received that included suggestions on practical matters should the Council wish to proceed further. Originally, in March 2021, a project providing a camera solution and 2 lamp columns with solar lights had been envisaged. Circumstances had changed with the Wiltshire Highway contractor now being Atkins rather than Ringway, and there would be a need to seek their views. The CCTV contractor would also need to be contacted to see if a 4G solar camera could be added to 1 lamp column and coverage fed back to the main CCTV system. There were a number of interlinked issues to resolve and approvals obtained but the Council felt that these were not insurmountable. Funding sources would be investigated further including the potential for Charity funding. **The Council agreed for investigations to continue. Cllr M Muller proposed, Cllr C Harford seconded and RESOLVED UNANIMOUSLY**

- j) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had been advised of the proposals for this year's Best Kept Village Competition with outline details. Further details and entry forms would be provided later in the year. **(noted)**

- k) **Local Government Reform.** The new Government had proposals for Local Government reform and potential devolution to Combined Authorities or Mayoral Combined Authorities, which would potentially be separate legal bodies with their own funding from Government. All major Councils had been invited to express interest and Wiltshire, Dorset and Somerset had indicated a preference for working together through a Heart of Wessex Combined Authority, keeping

the door open for Swindon and Bournemouth, Christchurch and Poole to join. At this time it was understood that individual Councils would not have to merge budgets. Setting up any such body would involve public consultation on its governance and decision-making. A Devolution White Paper was expected shortly with further discussions taking place. Parish Councils would not be directly involved in the work of a Combined Authority but could be a consultee on project delivery. There had been suggestions that Council Elections in May 2025 may be postponed but it was now understood that as Wiltshire was already a Unitary Authority this would not apply. **(noted)**

- l) **DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme.** The Council had been reminded of the grant scheme arising from Storm Babet and Storm Henk and the closing dates for requests. **(noted)**

- m) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 48/24 (l) referred. There was a need for the Council to review their emergency planning situation to ensure it was fit for purpose. Cllr H Ham had reported earlier that he had forwarded a copy of the Emergency Plan to the LRF. (Minute 57/24(b) above refers). It was acknowledged that the Chippenham Rugby Club was best placed to fulfill the role as an Emergency Hub. **(noted)**

059/24 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting had been scheduled for Monday 24th March 2025 at 7.30pm in The Pavilion, Allington Fields, Frogwell. There was a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. On the same evening the Council had planned to hold their last Council Meeting before the Council Elections at 6.30pm.

This would have been the last Annual Parish Meeting before the Parish Council Elections to be held on the 1st May 2025. The closing date for nominations was Wednesday 2nd April 2025 and it would not be known whether the Election would be contested or non-contested. If the former then as the APM date was within the purdah period then the Annual Meeting could not be used for electioneering purposes.

The Parish Council discussed delaying the Annual Parish Meeting until after the Parish Council Elections when the new make up of the Council was known. In this respect the Parish Council was scheduled to hold their Annual Council Meeting on Wednesday 14th May 2025 to comply with legal timescales. At the present time this was scheduled to start at 7.15pm to be followed by a Council Meeting. Following consideration **the Council agreed that** the Annual Parish Meeting could follow these two Meetings has had occurred on a previous occasion.

There needed to be a legal framework to the Annual Parish Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman's Report and Budget 2025-2026 information. The opportunity also needed be given for Reports from Parish Council Sub-Groups or Committees, Local Organisations also an Annual Report from the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. In previous years as a starting point the Council had suggested some Agenda items that might be appropriate.

The Agenda items and arrangements could be left until the Council's next Meeting on the 24th March 2025. **It was agreed that the Annual Parish Meeting would be held**

on Wednesday 14th May 2025 at 7.30pm following the Annual Council Meeting at 6.15pm and Full Council Meeting at 6.30pm. All being held on the same evening.

060/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

061/24 DATE OF NEXT MEETING

The date of next Full Council Meeting was scheduled for **7.15pm, Monday 24th March 2025.**

Signed:

Chairman, Chippenham Without Parish Council

Date: **24th March 2025**