

BID Baseline Services

Chippenham Business Improvement District Term 2 2020-2025

Baseline Statements are designed to ensure that the BID services are over and above existing statutory/agreed provision and that it will not substitute or replace any of the statutory/agreed levels of provision from the public agencies in the Baseline Statements. Moreover, these statements are a legal requirement of any BID development and ballot.

The following pages set out services which Chippenham Town Council provides as part of its 'standard' routine.

Chippenham BID considers these part of the standard service provided by the Council and BID levy funds should not be used to fund these initiatives.

Service Area: Christmas Lights

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	3 staff and a cherry picker, vans, Christmas lights
Specification	We supply, erect and maintain the Christmas light display.
Performance Measure	They switch on according to the timer
Non-Compliance procedure	Not working
Existing value of contract	NA
Boundary area	Town Centre and surrounding area

BID Baseline Services

Service Area: Floral Displays

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	5 staff and a water bowser
Specification	Supply floral displays across the town, park and cemetery including a hanging basket scheme for business owners.
Performance Measure	All floral display sites have good visual impact
Non-Compliance procedure	
Existing value of contract	NA
Boundary area	Towns and parks

BID Baseline Services

Service Area: Friday and Saturday market

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	1 member of specific staff
Specification	Manage a vibrant and effective market for resident and visitors.
Performance Measure	High Street full of market traders and visitors both days
Non-Compliance procedure	
Existing value of contract	NA
Boundary area	Chippenham High Street

BID Baseline Services

Service Area: Litter Bin emptying

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	6 staff, 2 vans and a dump ruck
Specification	A system route to continuously empty bins and recycling bins as and when needed
Performance Measure	Regular inspection, evaluate complaints
Non-Compliance procedure	
Existing value of contract	NA
Boundary area	Chippenham boundary

BID Baseline Services

Service Area: Parks

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	6 staff and a variety of maintenance equipment
Specification	Provide a range of facilities for all ages. We maintain 14 play areas and various open spaces. Alongside this we maintain John Coles Park which is a gated park with play area, SplashPad, Bowling Green, MUGA, Bandstand and tennis courts.
Performance Measure	Visitor numbers and engagement
Non-Compliance procedure	
Existing value of contract	NA
Boundary area	Within Chippenham

BID Baseline Services

Service Area: Public Conveniences

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	1 member of staff and sundries
Specification	Maintain public toilets on 8 sites ensuring they are functional, clean and safe
Performance Measure	Remain open and working
Non-Compliance procedure	Work with relevant partners to ensure toilet facilities remain safe
Existing value of contract	NA
Boundary area	Specific sites within the Chippenham boundary

BID Baseline Services

Service Area: Streetscene

Head of Service: Will Tidmarsh

Form Completed by: Lynsey Nichols

Contact email address: lnichols@chippenham.gov.uk

Date: 4.7.19

Number of staff and equipment	Contractors
Specification	Maintaining street furniture to a high standard, ensure sign posts are in place, complete street cleansing to a high standard including chewing gum removal, litter bins are emptied and the pavements are swept.
Performance Measure	The town is easy to navigate
Non-Compliance procedure	The town is pleasing to visitors and residents
Existing value of contract	
Boundary area	Town centre

BID Baseline Services

BID Baseline Services

Chippenham Business Improvement District Term 2 2020-2025

Baseline Statements are designed to ensure that the BID services are over and above existing statutory/agreed provision and that it will not substitute or replace any of the statutory/agreed levels of provision from the public agencies in the Baseline Statements. Moreover, these statements are a legal requirement of any BID development and ballot.

The following pages set out services which Wiltshire Council provides as part of its 'standard' routine.

Chippenham BID considers these part of the standard service provided by the Council and BID levy funds should not be used to fund these initiatives.

Service Area: Highways

Head of Service: Peter Binley, Head of Highways Asset Management

Form Completed by: Peter Binley

Contact email address: peter.binley@wiltshire.gov.uk

Date: 03.07.19

Number of staff and equipment	N/A
Specification	Roads Maintained in accordance with Highways Inspection Manual. Roads and Footways repaired as necessary to meet safety obligations.
Performance Measure	Inspections of highways and related infrastructure in accordance with Highways Inspection Manual, and major works programmed as needed for safety and asset management reasons.
Non-Compliance procedure	Repairs made as necessary to meet safety needs.
Existing value of contract	No specific information currently available for project area.
Boundary area	

BID Baseline Services

Service Area: Street Lighting

Head of Service: Peter Binley, Head of Highways Asset Management

Form Completed by: Peter Binley

Contact email address: peter.binley@wiltshire.gov.uk

Date: 03.07.19

Number of staff and equipment	N/A
Specification	Existing lighting maintained in safe condition.
Performance Measure	Monitoring of operation of lighting on monthly basis. Renewal works programmed as needed for safety reasons or in response to defects.
Non-Compliance procedure	Repairs made as necessary to meet safety needs. Defective lights usually repaired in five working days.
Existing value of contract	No specific information currently available for project area.
Boundary area	

BID Baseline Services

Chippenham	Bath Road
Chippenham	Borough Parade
Chippenham	Brakemead
Chippenham	Emery Gate (Surface)
Chippenham	Emery Gate (Sub surface)
Chippenham	Gladstone Rd
Chippenham	Monkton Park (Saturday)
Chippenham	Sadlers Mead
Chippenham	Sadlers Mead Coach
Chippenham	Spanbourn Avenue
Chippenham	Wood Lane Zone A
Chippenham	Wood Lane Zone B

Charges apply in the above car parks mon – sat 8am – 6pm, Sunday charges are currently suspended.

Staff covering these car parks total 14

PCNs issued for non compliance of the off street parking places order

Occupancy , tickets sold , season tickets all monitored as part of budget monitoring

BID Baseline Services

Chippenham Business Improvement District Term 2 2020-2025

Baseline Statements are designed to ensure that the BID services are over and above existing statutory/agreed provision and that it will not substitute or replace any of the statutory/agreed levels of provision from the public agencies in the Baseline Statements. Moreover, these statements are a legal requirement of any BID development and ballot.

The following pages set out services which the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) provides as part of its 'standard' routine.

Chippenham BID considers these part of the standard service provided and BID levy funds should not be used to fund these initiatives.

Service Area: _SWLEP – Growth Hub

Head of Service: Paddy Bradley

Form Completed by: Jo Minnaar, Growth Hub Manager

Contact email address: jo.minnaar@swlep.co.uk

Date: 2 August 2019

Number of staff and equipment	2 (Growth Hub Staff) - In house.
Specification	To act as a gateway in the Swindon and Wiltshire area for businesses wanting to start or grow. The support offered is information, advice and guidance available both locally and nationally, including grants, funding opportunities, events, legislative updates etc. We work very closely with other business support providers in the area including the FSB and Chamber of Commerce The service is provided through an online portal and through Growth Hub Navigators (Business Advisers) sub-contracted to provide the service. We are currently in the second stage of a bid for £2.4m of ERDF (European) funding to grow the service so we can provided face-to –face support to businesses in the area including workshops and grants

BID Baseline Services

Performance Measure	Annually report including KPIs to BEIS
Non-Compliance procedure	
Existing value of contract	£205,000
Boundary area	Swindon & Wiltshire