

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: The Sixth Form Centre, Sheldon School, Chippenham, SN14 6HJ
Date: 14 November 2011
Start Time: 7.00 pm
Finish Time: 9.45 pm

Please direct any enquiries on these minutes to:

Penny Bell (Democratic Services Officer), Tel: 01249 706613 or (e-mail) penny.bell@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

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

Cllr Lionel Grundy OBE (Cabinet Member for Children's Services)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Victoria Welsh, Community Area Manager (Chippenham)
Parvis Khansari, Service Director for Strategic Services (Highways & Passenger Transport)

Town and Parish Councillors

Chippenham Town Council – Harry Purdon, Andy Phillips, Mary Fallon, Sue Wilthew (Clerk and Chief Executive)
Biddestone and Slaughterford Parish Council – Alison Butler, Rachel de Fossard
Chippenham Without Parish Council – Alex McCracken
Christian Malford Parish Council – K Bolter, Jo Fawcett, Ray Stockall
Hullavington Parish Council – Sharon Neal
Sutton Benger Parish Council – Derek Liddell

Partners

Wiltshire Police – Inspector Martin Schorah

Chippenham and Villages Area Partnership – Jane Clark, Julia Stacey

Chippenham Vision – Tim Martienssen

Youth Development Service – Richard Williams

Chippenham Schools – Judy Edwards

Total in attendance: 71

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Desna Allen, welcomed everyone to the meeting and introduced the councillors and officers present. The Chairman also thanked the Head Teacher of Sheldon School, Mr MacMahon, and the staff of Sheldon, for allowing the Area Board to use the school's facilities.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Paul Darby, Andrew Noblet (Chippenham Town Council) and Maurice Dixon (Kington Langley Parish Council).</p>
3.	<p><u>Minutes</u></p> <p>a) <u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on Monday 12 September 2011 were agreed a correct record and signed by the Chairman.</p> <p>b) <u>Actions from previous minutes</u> The Chairman announced that, following the Area Board's recommendations to Cabinet regarding car parking charges in Chippenham, the Council had recently taken the decision to reduce the cost of the one-hour charge in Chippenham car parks from £1.10 to £1. The decision had also been taken to reduce the costs of standard season tickets by 20%.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillor Peter Hutton declared a personal interest in Item 9b, being the grant bid from Relate Mid Wiltshire, as he was a governor of Frogwell School.</p> <p>Councillors Desna Allen, Mark Packard, Nina Phillips and Bill Douglas all declared prejudicial interests in Item 11, being the Community Asset Transfer application, as they were all members of Chippenham Town Council.</p> <p>Councillor Allen declared that she wished to exercise her right to speak to the application as a member of the public, and all councillors declared that they would leave the room for consideration of this item and would not vote.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>Full details of the following Chairman's announcements had been distributed prior to the meeting:</p>

- 11 to 19 Commissioning Strategy – a short summary of the outcome of the consultation was circulated.
- Chippenham Area Board Community Awards – following the success of these awards, it was agreed to repeat the awards for another year. Nominations were now welcome for the 3 categories of individual, group and youth, and the awards would be made at the meeting on 30 April 2012. Further details were available on the Wiltshire Council website, or by contacting Victoria Welsh, Community Area Manager.
- Time Credits Project – full details of this project, which Wiltshire Council had been chosen to pilot, were circulated. The aim of the project was to encourage more people to get involved in their local community by rewarding time they give with time credits, which could then be redeemed in various ways.
- ‘What Matters to You?’ Household Survey – Wiltshire Council and its partners were carrying out this survey in order to understand the needs and priorities of local people. The survey was available in hard copy at the meeting, or online at www.wiltshire.gov.uk/whatmatterstoyou .

The Chairman made the following additional announcements:

- Community Area Transport Group – the next meeting of this group was scheduled for Monday 28 November.
- Petition – a petition had been received opposing the closure of the Olympiad on bank holidays. The Chairman received the petition on behalf of the Area Board and recommended that it be referred to the Cabinet member for Campus Development and Culture, and appropriate officers in Leisure Services.
Action: Petition to be referred to the Cabinet member and appropriate officers for a response to be provided, and the Area Board to be kept informed of the outcome.
- Hills Application, Lower Compton – the Chairman issued a reminder that a planning application for a recycling facility at Lower Compton was due to be considered by the Wiltshire Council Northern Area Planning Committee on Wednesday 23 November.
- 2012 – A Year of Celebration – the Chairman introduced Barbara Gray, Communications Officer, who gave a short presentation on the 2012 Olympic Games and the torch relay, and the various ways in which local communities could be involved in the celebrations. It had recently been announced that the torch would be passing through numerous communities across Wiltshire, including Chippenham, and it was hoped that local communities would come together to animate the route and showcase their local areas.

6.

Youth Funding - Participatory Budgeting

The Chairman announced that the Cabinet of Wiltshire Council had awarded Chippenham Area Board a budget of £12,028 specifically for the benefit of young people in the Community Area. In response to this, the Area Board had invited young people aged 11 to 19 to come forward with proposals for local projects.

The Chairman proposed that Chippenham Area Board awarded this funding using the 'Participatory Budgeting' model, in order to allow everybody present in the room to have a vote and decide which applications were successful.

Decision

Chippenham Area Board agreed to make the budget of £12,028 available for participatory budgeting.

Two applications for funding had been received, as follows:

- Creative Juice – the sum of £4,500 was requested to run a series of workshops and performances of art, dance and music.
- Splash Up – the sum of £2,150 to run a river-based project including raft-building, river crossing, fishing, kayaking, canoeing and a River Marden clear-up.
- A third application from 'Girls Group' was deferred.

The Chairman welcomed each of the groups to give a 5-minute presentation to outline their projects. Creative Juice performed a song that had been written by the group, and gave a verbal presentation, and Splash Up showed a DVD that had been made by the young people.

Following the presentations the Chairman welcomed everyone present in the room to vote in favour of the applications using the handheld voting system.

Decision

- i. **The sum of £4,500 was awarded to Creative Juice to run a series of workshops and performances are art, dance and music.**
- ii. **The sum of £2,150 was awarded to Splash Up for the river-based project.**

The Chairman congratulated both groups for their successful applications, and presented them with certificates.

A further participatory budgeting event would be held at the Area Board in March 2012 in order to allocate the remaining funds from the youth budget. Further information on the application process could be obtained from Victoria Welsh, Community Area Manager.

7.

Town, Parish and Partner Updates

Updates from partners were received as follows:

i. Wiltshire Police

The written report from Wiltshire Police was distributed at the meeting. Inspector Martin Schorah introduced himself as the new Area Inspector for Chippenham, Calne and Corsham.

Inspector Martin Schorah drew attention to the latest crime figures for Chippenham, which showed a decrease in crime across the area. Work was ongoing to maintain these results and to decrease crime levels further.

The Street Pastors scheme was now fully up and running, and the radios and high visibility jackets for door staff had also been implemented.

In response to concern regarding drugs activities at Birds Marsh, Inspector Schorah reported that a series of targeted, uniformed patrols had been carried out, and surveillance was an option if the problem persisted, although it was noted that the surveillance unit was in high demand and incidents had to be carefully prioritised.

ii. Wiltshire Fire and Rescue Service

The written report was noted and there was no further update.

iii. NHS Wiltshire

The written reports were noted and there were no further updates.

iv. Parish and Town Councils

The written reports from Castle Combe, Grittleton, Kington Langley, Kington St Michael and Christian Malford Parish Councils were noted. Further updates were received as follows:

Christian Malford Parish Council – the ongoing issues and problems associated with HGVs using the B4069 through the village were ongoing. The issue that was originally been logged with the Area Board had now been closed, but the Chairman provided reassurance that this meant that the issue had been passed on to another department of the Council to be handled.

Seagry Parish Council – an allotments meeting had been held and a tender accepted to replace the fencing. The Parish Council was pleased to report that it had not had to increase the parish precept to cover the costs associated with the allotments. The new parish hall should be up and running in time for next year's Jubilee.

Chippenham Town Council – notice was issued that the Town Council intended to bestow Freedom of Entry to the town on Thursday 19 January 2012 at approximately 11am. The Town Council aimed to keep any disruption to a minimum, but it was hoped that people would come out to support the event.

Biddestone & Slaughterford Parish Council – hazards were occurring as a result of Chinese lanterns being set off into the sky and it was requested that care was taken.

v. Chippenham and Villages Area Partnership (ChAP)

The inaugural meeting of the Parish Forums was due to be held soon, which would provide a voice for the rural parishes. Another recent focus was the proposed skate park, and ChAP had spent time at the River Festival carrying out a survey with regards to a preferred location. The secondary schools had also been surveyed.

It was also reported that ChAP was still in the process of pursuing charitable status.

vi. Chippenham Vision Board

The written report was noted. It was also reported that hundreds of jobs had been safeguarded after more than £3 million of government funding was secured in a bid to the government which was developed by Wiltshire Council working with local company DTR VMS.

The grant, which was part of an overall investment of £21million in Wiltshire from the regional growth fund (RGF), would safeguard 195 jobs and help secure around 800 more jobs in other companies which supply DTR VMS.

In response to a question, it was also noted that the Vision had produced a very details response to the Wiltshire Core Strategy consultation, which was available on the Vision website, and the next steps in the process were now awaited.

vii. Community Area Young People's Issues Group (CAYPIG)

The written report was noted and it was reported that the CAYPIG was currently looking into economy and enterprise apprenticeships, and it was hoped to present more detail about this to a future meeting of the Area Board.

viii. Lyneham Steering Group

The RAF Lyneham site was now subject to the Defence Technical Change programme. The current site was due to close in December 2012, with a consultation period of 12 to 18 months. It was envisaged that the new operations at the site would be fully established by 2020.

	<p>ix. Children’s Parliament Congratulations were given to Judy Edwards, Manager of the Chippenham Partnership of Schools, for being awarded ‘runner up’ for the Children’s Parliaments’ Road Safety Campaign at the VCS awards.</p>
8.	<p><u>Area Board Priorities Update</u></p> <p>Updates were received as follows:</p> <p>i. Road Safety Councillor Bill Douglas reported the following:</p> <ul style="list-style-type: none"> • The final assessment of the A350 was awaited. • The Traffic and Highways department was currently assessing the ‘20 is Plenty’ scheme and the results would be available in the next 3 weeks. The matter would then be referred to the Cabinet Member for his consideration. • Following some minor incidents on Malmesbury Road in Chippenham, the speed limit of 30mph was to be extended to the A350 roundabout. The proposal had recently been advertised and was due for installation early in the New Year. • Village gateways/entryways were proving to be an effective way of reducing motorist speed when approaching villages and more parishes were encouraged to consider this approach. <p>ii. Skate Park The Chairman reported that a meeting of the Task Group would be held on 17 November and it was planned that the Task Group would be in a position to make a recommendation to the Area Board at its meeting in January.</p> <p>iii. Health and Wellbeing Councillor Peter Hutton reminded everyone of the event titled ‘A Senior Moment’ which would be taking place on Thursday 1 December in the Neeld Hall. The Deputy Leader and Cabinet member for Adult Care, Councillor John Thomson, was confirmed as a guest speaker, and it was hoped that as many people as possible would attend.</p> <p>Councillor Caswill reported that Area Boards were being encouraged to set up working groups in order to take on a more proactive role in local adult social care matters. Councillor Hutton stated that he looked forward to working with Councillor Caswill on the group, and a set of Terms of Reference would be drawn up for the Area Board’s consideration.</p> <p>iv. Night Time Economy Councillor Peter Hutton congratulated the Police and the partners of the Night Time Economy Group for the successful decreases in local crime figures. It was also reported that the new spray-art wall had been</p>

	<p>successfully launched and thanks were extended to all of the partners involved in this initiative.</p> <p>The first Chippenham Alive late-night shopping and entertainment event had been held in October, and the second event would take place on Friday 18 November in conjunction with the Christmas lights switch-on.</p> <p>Councillor Jane Scott was asked to present Inspector Martin Schorah with a certificate for achieving the VCS runner-up award for the Chippenham Night Time Economy group in recognition of the Door Radio project.</p> <p>v. Employment The recent study carried out by the Vision on employment land in Chippenham had been analysed and assessed in partnership with Roger Tym and Partners, and a number of recommendations had been made. A survey of empty shop units in Chippenham town centre had indicated that Chippenham was actually performing quite well in comparison with Wiltshire-wide and nation-wide statistics.</p>
9.	<p><u>Funding</u></p> <p>a) Community Area Grant Scheme The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p>i. <u>Kington St Michael Diamond Jubilee</u> The sum of £868 was requested to commemorate the Queen’s Diamond Jubilee by giving all of the children in the parish a commemorative mug and planting an oak tree.</p> <p><u>Decision</u></p> <p>a) The Area Board rejected the application from Kington St Michael Diamond Jubilee.</p> <p>b) The Area Board agreed that it did not welcome similar applications relating to events for the Diamond Jubilee at this time.</p> <p><i>Reason: The Area Board felt that alternative funding options were available for this type of application, and agreed that it was not prudent to commit limited Area Board funds to this type of event.</i></p> <p>ii. <u>North Wiltshire Young Musicians</u> The sum of £1,269 was requested to set up an Intermediate Wind Band and a Boys Singing Group.</p>

	<p><u>Decision</u> The Area Board awarded the sum of £865 to the North Wiltshire Young Musicians, being half the amount applied for, conditional upon the balance of funding being in place.</p> <p><i>Reason: The application met the Community Area Grant Criteria 2011/12, however the Areas Board felt that the group held sufficient reserves to be able to make a larger contribution itself.</i></p> <p>iii. <u>Kington St Michael Parish Hall Committee</u> The sum of £5,000 was requested to install a permanent stone ramp to enable disabled access to the hall.</p> <p><u>Decision</u> The Area Board awarded the sum of £5,000 to Kington St Michael Parish Hall Committee, conditional upon planning and the balance of funding being in place.</p> <p><i>Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Chippenham and Villages Community Plan.</i></p> <p>b) Performance Reward Grant Scheme (PRGS) The Area Board considered an application for residual PRGS funding, as follows:</p> <p>i. <u>Relate Mid Wiltshire</u> The sum of £8,158 was requested to create a new service to support vulnerable children and young people experiencing emotional distress.</p> <p><u>Decision</u> The Area Board awarded the sum of £8,158 to Relate Mid Wiltshire, conditional upon a funding contribution of £5,176 from participating schools.</p>
10.	<p><u>Shadow Community Operations Board</u></p> <p><u>Decision</u> The Area Board approved the membership of the Chippenham Shadow Community Operations Board.</p> <p><i>(Please see appendix 1 to these minutes for a list of the approved membership).</i></p>
11.	<p><u>Community Asset Transfer - Monkton Park, Chippenham</u></p> <p>The Chairman announced that a temporary Chairman would need to be elected for this item, as she and the three other councillors with prejudicial interests</p>

	<p>were required to leave the room.</p> <p><u>Decision</u> Councillor Howard Greenman was elected to the Chair and Councillor Desna Allen moved to the floor.</p> <p>The Chairman welcomed representations from the four councillors with prejudicial interests. Councillor Desna Allen exercised her right to make representations as a member of the public, and spoke in support of the application.</p> <p><i>Councillors Allen, Douglas, Packard and Phillips left the room.</i></p> <p>Discussion took place regarding the transfer of Monkton Park, and a couple of concerns were raised regarding the Town Council's abilities to manage the financial pressures and the guarantee that the land would always be used for the benefit of the local community in the future.</p> <p>The Town Council announced the intention to carry out further financial viability studies, if the application was approved by the Area Board.</p> <p>Councillor Chris Caswill proposed that the transfer should be accompanied by a condition that the land remained as public open space, and this was seconded by Councillor Judy Rooke. After consulting the Town Clerk, this was not supported by the majority of the Area Board, as it was felt that it would be inappropriate for the conditions of the transfer to be over-restrictive.</p> <p><u>Decision</u> The Area Board agreed to authorise the solicitor of the Council to execute all documentation needed to implement the transfer subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The land is maintained for the benefit of the community and residents will be encouraged to enjoy the amenity. 2. The standard 'reverter' clause is included in the title, which will ensure that if the land stops being used for the benefit of the community, Wiltshire Council will have the option to repurchase the land for the sum of £1.
12.	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Lionel Grundy, Cabinet member for Children's Services, provided an outline of the current priorities within the department, which included:</p> <ul style="list-style-type: none"> • Young Peoples' Support Services – a strategy was being developed with Ofsted for the education of children permanently excluded from school. • Young Peoples Plan – the Council was working with young people to develop a plan that would address various issues including substance

	<p>misuse, obesity, disabilities and young people not in education, employment or training (NEET).</p> <ul style="list-style-type: none"> • 11 to 19 Commissioning Strategy – work on this Strategy was ongoing to make it more effective for young people to get employment or training, and to encourage volunteering. • Review of Disabled Children and Adults – the Council was successful at bidding for a Pathfinder Scheme bid to the Government. • A collaborative low-carbon project for schools. <p>During the question and answer session with Councillor Grundy, the following comments arose:</p> <ul style="list-style-type: none"> • Wiltshire Council’s latest Ofsted inspection had been passed satisfactorily and Wiltshire schools had achieved their best ever GCSE results this year. • Wiltshire Council had been put into special measures by Ofsted last April, but had already identified a number of improvements that were required when the unitary authority took over from the five previous authorities. Satisfactory progress was being made. • It was acknowledged that there were inadequacies of buildings for youth services, and the Council was currently talking to the Heads of Schools about this. The Bridge Centre in Chippenham was likely to go, and other provisions would be made. • The Council was working closely with a number of strategic partners to tackle problems such as drug misuse, including the Police, and everything was being done to try and such issues. • Some further points arose regarding drug misuse and also concern from some parents that not all children were receiving the services they required. The Chairman suggested that anyone with unanswered questions should email Councillor Grundy to enable him to respond in full directly. <p>The Chairman thanked Councillor Grundy for his contributions to the meeting.</p>
13.	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting and announced that the next meeting of the Chippenham Area Board would take place on Monday 9 January 2012 at the Monkton Park offices.</p> <p>The next agenda planning meeting would take place on Wednesday 7 December 2011 at 10am at the Monkton Park offices. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.</p>
<p><u>Appendix 1 - Membership of Chippenham Shadow Community Operations Board</u></p>	

Chippenham Area Board

Shadow Community Operations Board Membership

Name	Organisation	Deputy	Representing	Notes
Mark Packard (Cllr)	Chippenham Area Board	Howard Greenman (Cllr)	Area Board	Already nominated at July Area Board meeting
Andy Phillips (Cllr)	Chippenham Town Council	Tbc (John Scragg?)	Town Council	
Lynn Evans	Head Kings Lodge School	Tbc	Education & Young People	
Ian Bridges	Patient Liaison Group	Mike Braun	User & Community Group	
Pauline Monaghan	The Rise Trust	Tbc	User & Community Group	
Nicholas Murry	CAVE	Tbc	User & Community Group	
Graham Stow	Rotary	Tbc	Wider community	
Julia Stacey	ChAP	Tbc	Parishes & wider community	Chippenham Area Board asked for a 9 th member
Andrew Foster	Campus & Operational Delivery Team	Tbc	Wiltshire Council	Non Executive member

This page is intentionally left blank