

# MINUTES

**Meeting:** MARLBOROUGH AREA BOARD  
**Place:** Marlborough Town Hall, High Street, Marlborough, SN8 1AA  
**Date:** 6 September 2011  
**Start Time:** 7.00 pm  
**Finish Time:** 9.03 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Chris Humphries (Chairman), Cllr Nick Fogg (Vice Chairman), Cllr Peggy Dow and Cllr Jemima Milton

Cllr Toby Sturgis (Cabinet Member for Waste, Property and Development Control Services)

### **Wiltshire Council Officers**

Dave Roberts, Community Area Manager  
Andy Conn, Head of Waste Management  
Adrian Hampton, Head of Local Highways & Streetscene  
Martin Cook, Area Highways Engineer  
James Hazlewood, Senior Democratic Services Officer

### **Town and Parish Councils**

Marlborough Town Council – E Hannaford-Dobson, S Dobson  
Aldbourne Parish Council – Alan Phizacklea  
Baydon Parish Council – Michael Edmonds  
Fyfield & West Overton Parish Council – Mary Spender  
Ogbourne St George Parish Council – Keith Wallace  
Ramsbury & Axford Parish Council – Sheila Glass  
Savernake Parish Council – Joan Davies

**Partners**

Wiltshire Police – Inspector Ron Peach

Marlborough Area Development Trust – Martin Cook, Geoff Brickell

Wiltshire Gazette and Herald – Nigel Kerton

Tony Millett – Marlborough News Online

**Total in attendance: 29**

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<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 welcomed everyone to the meeting and invited the Councillors and Officers present to introduce themselves.</p> <p>The Chairman also noted those parish representatives who were in attendance.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from the following:</p> <ul style="list-style-type: none"> <li>• Julia Densham, Marlborough Community Area Manager</li> <li>• Cllr Tony Prior, Chairman of Baydon Parish Council</li> <li>• Cllr Bob Gutherson, Chairman of Berwick Basset and Winterbourne Monkton Parish Council</li> <li>• Cllr James Keith, Chairman of Broad Hinton and Winterbourne Bassett Parish Council and Chairman of the Parish Forum.</li> </ul>
3.	<p><u>Minutes</u></p> <p>a. The minutes of the meeting held on 21 June 2011 were agreed as a correct record and signed by the Chairman.</p> <p>b. The meeting noted the update on outcomes and actions arising from the meeting on 21 June, as set out at page 23 of the agenda</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>a. <b>Wiltshire Warm and Well</b> – More information on this free home insulation scheme was set out at page 25 of the agenda. Councillor Jemima Milton commented that this scheme could only be introduced in sheltered accommodation or flats, where all the residents agreed. The publicity on the scheme would be amended to reflect this.</p> <p>b. <b>Event for older people – “More Money in Your Pocket”</b> – The Chairman noted this event on 6 October for older residents, details of which were set out in the agenda.</p>

	<p>c. <b>Surviving the Future</b> – This public meeting on 12 September was also noted. Flyers were available at the meeting.</p>
6.	<p><u>Partner Updates</u></p> <p>a. <b>Wiltshire Police</b></p> <p>Inspector Ron Peach referred the meeting to the written update set out at pages 27-28 in the agenda.</p> <p>A drive to target beauty spot thefts over the summer period had included increased patrols by Neighbourhood and response officers as well as a proactive work to encourage motorists not to leave valuables in clear sight in unattended vehicles.</p> <p>There had also been an incident in Marlborough where a number of vehicle thefts had taken place on one night, targeting tools from vans. Again, this type of crime could be prevented by owners not leaving valuable tools in vans wherever possible.</p> <p>Structural changes within Emergency Response would result in the Marlborough area being covered from Swindon. This was as a result of cuts to numbers of civilian staff, although the reorganisation would help improve administration and meet demand. The new arrangements would also see the introduction of an automatic resource tracking system, where GPS devices would inform the response team of the location of every vehicle and unit, in real time. This would help the strategic deployment of units, and in assigning the nearest or most suitable unit to attend emergency incidents.</p> <p>It was noted that PC David Tippetts was now in place as the Beat Manager for the Rural West Team, with Sergeant Vince Logue also in place as the sector sergeant.</p> <p>Further to a question, Inspector Peach confirmed that there were currently no plans to close Marlborough Police Station. This was strategically well-placed, although there may be opportunities for co-location with other local services as part of any future Campus scheme.</p> <p>b. <b>Wiltshire Fire and Rescue</b></p> <p>The meeting noted the written report at page 29-31.</p> <p>c. <b>NHS Wiltshire</b></p> <p>The meeting noted the written report at page 33.</p>

d. **Parish Forum**

Mary Spender updated the meeting on the work of the Parish Forum:

- Community Emergency Plan – Fyfield and West Overton Parish Council had sent their plan to the Council's Emergency Planning Officer to see if this was suitable as a guide/template for other Parishes.
- Asset Register – The forms for this had not been sent out yet.

e. **MADT (Marlborough Area Development Trust) – update on Community Area Plan**

Martin Cook, of Marlborough Area Development Trust, gave an update on the work of the group. The main focus was currently on the Community Plan. The first consultation phase was now complete and the results were being evaluated, with some early analysis and initial drafting of the plan.

There was some concern over the level of input from Parish Councils; it was hoped that this could be addressed through the Parish Forum, although direct input from Parish Councils was welcomed. Mary Spender commented that the Parish Forum had already submitted a large amount of information.

Geoff Brickell also updated the meeting on the Development Trust's Community WiFi scheme. A number of "hot spots" were now up and running in the town, including at the Town Hall and in the Food Gallery. It was hoped that the technology could now be rolled out across the whole Community Area, and discussion was on-going with Aldbourne Parish Council regarding suitable locations in the village. Geoff undertook to resend the email notification regarding community WiFi to all Parish Councils.

It was requested that the separate item for Updates from Parish Councils be added to future Area Board agendas, so that individual parishes could raise items other than through the Parish Forum.

**ACTION: James Hazlewood**

f. **Parish Councils**

Mary Spender, speaking on behalf of Fyfield and West Overton Parish Council, raised the issue of the proposed night closures on the A4 from Manton to Lockeridge. It was agreed that Highways and the police should liaise with the affected parishes to minimise the impact on surrounding roads.

**ACTION: Adrian Hampton; Ron Peach; Mary Spender**

Michael Edmonds of Baydon Parish Council referred to Section 106 funding, commenting that the parish council was seeking to broaden the terms of an

	<p>existing Section 106 agreement, to allow the money to be spent of a wider variety of services. The developer in question had agreed to the change in principle, but Wiltshire Council needed to approve the change.</p> <p>Michael Edmonds also considered that the Speed Indicator Devices (SIDs) seemed to be rotating in a random manner and not adhering to the 2-week maximum, which could lead to batteries running flat.</p>
7.	<p><u>New Waste and Recycling Collection Service</u></p> <p>Andy Conn (Head of Waste Management) gave a presentation on the new Waste Collection Service which was designed to give all Wiltshire residents access to the same opportunities for recycling, and to keep landfill to a minimum.</p> <p>In the Marlborough Community Area, the main impact of the new service would be as follows:</p> <ul style="list-style-type: none"> <li>• New plastic and cardboard collection - Residents in the Marlborough Community Area, and other eastern Community Areas, would receive new blue lidded wheelie bins for cardboard and plastic bottles; these would be delivered in November 2011, with the service beginning from 28 November.</li> <li>• Free, optional, fortnightly garden waste collection – This new service would come into effect from Spring 2012, with bins being delivered in February 2012. Residents wishing to register to receive a garden waste bin (and who did not already have one) had until 30 September to do so, to guarantee delivery of a bin before the commencement of the new service. This could be done via the leaflets available, over the phone or online via the following link: <a href="http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm">http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm</a>. Those residents who currently paid for the service would not have to do anything. The payments would cease from December 2011.</li> </ul> <p>Any questions on the new service could be directed towards the following telephone number 0300 456 0102</p> <p>The Chairman thanked Andy for the presentation and invited questions and comments:</p> <ul style="list-style-type: none"> <li>• In response to a question, Andy confirmed that the recyclable plastics were types 1, 2 and 3. Nearly all plastic bottles were 1, 2 or 3, but only some pots and packaging. As such, for simplicity and for ease of checking by the crews, only bottles would be accepted in the blue-lidded bins. However, at the Household Waste Recycling Centres (HWRCs) all types 1, 2 and 3 plastics would be accepted (i.e. bottles and other</li> </ul>

	<p>shapes). This was because the crews were able to spend time checking and advising customers.</p> <ul style="list-style-type: none"> <li>• In reply to a question regarding the need to invest in automatic sorting equipment, Andy advised that a significant level of investment had been put into this area under the existing contract with Hills which ran from 1996 to 2016. The tendering process for the new contract would begin around 2013 and it was anticipated that investment in separating equipment would form part of the new contract. Councillor Toby Sturgis added that the blue lidded bins were of a larger size to allow more flexibility in terms of recyclable materials in the future.</li> <li>• It was suggested that there remained a perception amongst some residents that as the materials were all mixed up within the boxes, they were just dumped. Andy replied that this was not the case, and that the crews separated the materials on collection. This was then checked at the depot, giving an extremely low contamination rate of less than 1%.</li> <li>• In terms of “side waste” (i.e. excess waste, left at the side of bins for collection) it was advised that the old District Councils had different policies on this, which were slowly being harmonised into a county-wide approach. Side waste was not really suitable for the new lorries, which used bin lifts to collect the waste. As such it was preferable for all waste to be in the wheelie bin, with the lid shut. However, this policy would be enforced in a reasonable and realistic way, with education being the key theme, and stickers on bins being used to advise residents.</li> <li>• Councillor Toby Sturgis referred to a written question which had been received in relation to collection of waste from Parish-run village playgrounds. He undertook to look into the issue, as the impact seemed to vary between parishes.</li> </ul> <p><b>ACTION: Councillor Toby Sturgis</b></p>
8.	<p><u>Visiting Cabinet Representative - Councillor Toby Sturgis</u></p> <p>Councillor Toby Sturgis spoke briefly about his portfolio which included Waste, Property, Environment and Development Control Services.</p> <p>Following the merger of the former county council, and the district councils, Wiltshire Council was seeking to reduce its number of offices down to around 4 main hubs. This would not only reduce costs, but would also cut carbon emissions, and create opportunities to invest to save energy.</p> <p>In terms of Development Control, this related to the planning system of processing planning applications, as opposed to strategic planning and planning policy. A new IT system was currently being set up to merge the four systems</p>

which operated under the former district councils. This would be in place by May/June next year.

Councillor Sturgis responded to the questions set out in the agenda:

- *The Kennet District Plan runs out in 2011, what happens then in terms of the local plan, prior to the Wiltshire Core Strategy coming into effect?*
- *Could the life of the Kennet Plan be extended?*
  - Yes, it was proposed that the existing plan would remain in place until the Core Strategy was formally adopted.
- *How can Parish Councils get more involved in developing future planning?*
  - Parish Councils were already on the consultation list for the Core Strategy. The recent consultation closed in early August, and there would be another, final consultation in the autumn.
- *Can Parish Councils receive automatic alerts at each stage of the planning process?*
  - The questioner clarified that this question related to receiving updates whenever a new detail was added to the planning system (e.g. response from conservation officer) rather than simply being notified of the receipt of a new application. Councillor Sturgis reported that the new IT system would offer this facility, whereby Parish Councils could select from a menu of options to receive alerts at various stages. It was queried whether this could happen earlier than May/June 2012, when the new IT system would be operational; Councillor Sturgis undertook to look into this.

**ACTION: Councillor Toby Sturgis**

In relation to further written questions which had been received:

- *Previously there has been discussion re the sustainability of supporting affordable housing proposals, on exception sites, in small villages (ie those without 6 facilities of eg pub, bus route, school etc). This was strongly argued against in Elinor Goodman's government report on encouraging affordable housing. Please could you tell us Core Strategy thinking on this?*
  - It was for local people to put forward their own exception site, and to determine how their own communities were to develop. Wiltshire Council would support Parishes in creating new homes to help retain and increase community facilities
- *Are so-called "piggy back" schemes still frowned upon?*
  - It was hoped that more "mixed" exception sites could be rolled out, and this would be supported by the Core Strategy. Neighbourhood plans could also help deliver this.



	<p>Councillor Sturgis also undertook to investigate an incident where a parish Council had been listed as a secondary consultee for an application on the parish border, but had not received the application nor the invitation to comment.</p> <p><b>ACTION: Councillor Toby Sturgis</b></p>
9.	<p><u>Development of Area Board</u></p> <p>The Chairman commented that, further to the discussion at the previous meeting of the Area Board, it was proposed to focus on three main areas for development:</p> <ul style="list-style-type: none"> <li>○ Reducing length of agenda</li> <li>○ Reducing paperwork</li> <li>○ Increasing number of local items</li> </ul> <p>It was noted that performance in these issues would be monitored over the next three meetings and would be reviewed at the 27 March meeting.</p>
10.	<p><u>Community Area Transport Group (CATG) - approval of recommendations</u></p> <p>The Chairman referred to the report at page 39 of the agenda.</p> <p>A number of concerns were raised regarding the proposal for a trial one-way system at the high street, immediately to the north of St Peter’s Church. Councillor Nick Fogg commented that this had been requested by residents to address concerns over safety as it was often used as a short-cut, by traffic travelling eastbound on the A4. However, it was also noted that residents who lived to the west of Marlborough sometimes used the route when travelling north via Hyde Lane, to avoid stationary traffic on the High Street.</p> <p>Martin Cook, the Area Highways Engineer, commented that the road was “no access except for stopping”. As such, use of the road as a short-cut was currently illegal.</p> <p>During discussion, it was noted that the proposals were for a 18-month trial, and that it may be possible to alter the direction of the one-way arrangements for certain events, if the High Street were to be closed.</p> <p>To gauge the opinion of the room, the Chairman asked for a show of hands: Seven people were in favour of the proposed 18-month trial, with five against.</p> <p>In relation to proposals for safety works to the A4 at Savernake, and HGV signage at Chilton Foliat, it was noted that further work was required prior to the projects being finalised. As such it was proposed that the authority to release this funding be delegated to the Community Area Manager, in order to expedite the works without having to come back to the Area Board for final approval.</p>

## **Decision**

The Area Board agreed to:

1. note that the minutes to all CATG meetings are available on the Marlborough area board web-page: <http://www.wiltshire.gov.uk/council/areaboards/marlboroughareaboard.htm>
2. note the CATG budget for 2011/12. A balance of £13,600 was carried forward from the 2010/11 budget to give a total of £27,200 for 2011/12. This can be topped up by the Area Board, town/ parish councils and others. There will be no roll over to 2012/13 at the end of this financial year;
3. allocate £7,000 to extend the footpath along Oxford Street, Aldbourne to improve pedestrian safety;
4. note that £1,000 had been spent on a topographical study for the redesign of the junction of Ermin Street and Aldbourne Street in Baydon;
5. allocate £5,000 to provide new road markings, signage and power supplies to illuminate the new signage, to allow an 18 month one-way system to be trialled along the high street, north of St Peter's Church, to stop the road being used as a rat-run;
6. provisionally allocate up to £13,000 to provide a pedestrian refuge, dropped kerbs and a coloured/textured surface at the bus stop on the A4 through Savernake to improve pedestrian safety, subject to further investigations, with the authority to approve the final spend being delegated to the Community Area Manager in consultation with the Area Board Councillors;
7. provisionally allocate £2,500 to providing signage to reduce the HGV traffic entering Chilton Foliat, subject to negotiation with the parish council and West Berkshire Council, with the authority to approve the final spend being delegated to the Community Area Manager in consultation with the Area Board Councillors; and
8. note that the previously agreed priority for a puffin crossing in George Lane, Marlborough had been funded from a separate budget and that work was scheduled during the October 2011 half term.

***Reason - As recommended by the Community Area Transport Group and to allow these projects to proceed.***

11.	<u>Funding</u>
11.1.	<p><u>Community Area Grant Scheme</u></p> <p>The Area Board consider the grant application from Baydon Firework Committee, as set out in the agenda.</p> <p>Mark Houghton spoke on behalf of the Baydon Firework Committee, commenting that the evaluation of the previous year's event had identified a need for a number of improved safety measures. Mark also commented that, were the application to be successful, the equipment would be added to the Parish Forum's asset register for use by groups across the community area.</p> <p><b><u>Decision</u></b>  <b>Baydon Firework Committee was awarded £919 towards purchasing road and pedestrian safety items, on the condition that the equipment be added to the Parish Forum's asset register and made available for use by other community groups, as appropriate.</b>  <b><i>Reason - The application met the Community Area Grants Criteria 2011/12 and would allow this annual event to grow which would increase the reserves held by the committee to ensure the event's future sustainability.</i></b></p>
11.2.	<p><u>Area Board Project</u></p> <p>Councillor Jemima Milton introduced the project, which sought to provide start up costs for the Parish Forum.</p> <p><b><u>Decision</u></b>  <b>The Marlborough Area Board approved the project to provide £900 start up costs to the Parish Forum.</b>  <b><i>Reasons – To support the on-going work of the newly-formed Forum.</i></b></p>
12.	<p><u>Next Area Board meeting - Older people theme</u></p> <p>The Chairman explained that the next meeting of the Area Board on 1 November would focus on services to older people. The Area Board sought the views of those present as to whether the 1 November meeting should be held at a different time (e.g. afternoon) or at a different venue to make it more convenient for older residents to attend. Alternatively, a separate briefing could be held at another time.</p> <p>It was noted that an afternoon AB meeting would exclude other people from attending. As such, it was proposed that a separate afternoon event for older residents may be more suitable.</p> <p><b><i>(Note – Subsequent to the meeting, It was agreed that the suggested separate afternoon event could be considered after hearing the presentations at the 1</i></b></p>

	<i>November meeting.)</i>
13.	<p><u>Any Other Questions</u></p> <p>None.</p>
14.	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending and asked that the evaluation forms be completed.</p> <p>It was noted that the next meeting of the Marlborough Area Board would be on Tuesday 1 November 2011, 7pm at Broad Hinton Village Hall, Yew Tree Lane, Broad Hinton, Swindon, SN4 9RH. <b>(Note – Subsequent to the meeting, the venue was moved from Broad Hinton Village Hall to Marlborough Town Hall, to encourage and facilitate the attendance of older people.)</b></p>