

# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Abbeyfield School, Stanley Lane, Chippenham, SN15 3XB  
**Date:** 30 April 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 10.05 pm

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Please direct any enquiries on these minutes to:

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## **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 and Cllr Judy Rooke

Cllr Stuart Wheeler (Cabinet Member for Transformation, Culture, Leisure and Libraries)

### **Wiltshire Council Officers**

Penny Bell, Democratic Services Officer  
Victoria Welsh, Chippenham Community Area Manager  
Karen Scott, Voluntary Development Manager  
Simon Burke, Head of Business and Commercial Services

### **Town and Parish Councillors**

Chippenham Town Council – Andrew Noblet, Andy Phillips, John Scragg, Mary Fallon, RHP Purdon, Sue Wilthew  
Biddestone and Slaughterford Parish Council – Alison Butler, Rachel deFossard  
Christian Malford Parish Council – K Bolter  
Hullavington Parish Council – Sharon Neal  
Kington Langley Parish Council – Maurice Dixson

**Partners**

Wiltshire Police – Inspector Martin Schorah

Wiltshire Fire and Rescue Service – Mike Franklin

Chippenham and Villages Area Partnership – Dave Purton, Jane Clark, John Clark

Chippenham Vision – Tim Martienssen

Chippenham Schools – Judy Edwards

Grow VCS – Simone Lord

**Total in attendance: 65**

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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, Councillor Desna Allen, welcomed everyone to the meeting and invited the Area Board councillors to introduce themselves.</p>
2	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Jane Scott and from Parvis Khansari (Service Director).</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Monday 5 March 2012 were agreed a correct record and signed by the Chairman.</b></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>The Chairman drew attention to a number of Chairman's Announcements, full details of which were included in the agenda pack for information and were also available to view on the website.</p> <p>A petition had been received regarding taxi licensing in the Chippenham Area, and Councillor Peter Hutton confirmed that meetings were being held between the Licensing Officer, the police and Cabinet member and that the petitioner was being kept informed of progress.</p> <p>Another petition had been received regarding the poor state of the pavements at Burleaze in Chippenham, which has since undergone repair works. Councillor Judy Rooke expressed her thanks that the works had been completed.</p> <p>The Chairman announced that the meetings of the Community Area Transport Group (CATG) were now open to members of the public and representatives of parish and town councils; however it was requested that anyone wishing to attend should inform their local councillor to enable additional numbers to be accommodated. The dates of the upcoming CATG meetings were available on the Area Board webpage, and the next meeting would take place on 21 May 2012 from 10am at the Monkton Park offices.</p>
6	<p><u>Nomination of Representatives to Chippenham Borough Lands Charity</u></p> <p><b><u>Decision</u></b></p>

	<p><b>Councillors Peter Hutton and Desna Allen were nominated as representatives to the Chippenham Borough Lands Charity for the ensuing four-year period.</b></p>
7	<p><u>Area Board Priorities Update</u></p> <p>Updates were received as follows:</p> <p><b>i. Health and Wellbeing</b> It was reported that an Older Peoples Development Working Group was being established for the Chippenham Community Area, for which two Area Board representatives were being sought.</p> <p><b><u>Decision</u></b> <b>Councillors Chris Caswill and Nina Phillips were nominated as representatives for the Older Peoples Development Working Group.</b></p> <p>Councillor Hutton reported that Sainsburys was hosting a carers Week during the week commencing 18 June 2012, and it was hoped that the Area Board would have a display stand at the event. Other local groups and organisations were encouraged to be involved.</p> <p><b>ii. Employment</b> Tim Martienssen, on behalf of the Chippenham Vision, reported that there had been no major shifts in the employment situation in Chippenham and that things were stable at present.</p> <p><b>iii. Skate Park</b> The Chairman reported that the noise impact assessment that was due to take place last week, had been cancelled due to the bad weather. It would be rearranged as soon as possible.</p> <p><b>iv. Road Safety</b> Councillor Bill Douglas sought the support of the Area Board for '20 is Plenty' trials to proceed in selected areas of the town with high pedestrian usage, including Monkton Park, Wood Lane and Webbington Road.</p> <p>The following comments were made:</p> <ul style="list-style-type: none"> <li>• The Council was currently preparing a policy on this issue.</li> <li>• Proposals for '20 is Plenty' would require the support of the Cabinet member.</li> <li>• Child safety on the roads was a concern as there were only two lolly-pop staff working in the Chippenham and villages area.</li> <li>• It was important not to forget the villages and rural areas when considering such schemes, particularly as these places often had no pavements.</li> <li>• It was suggested that any support for the scheme should be</li> </ul>

	<p>general at this stage and not site specific. The Community Area Transport Group could then consider particular sites and make recommendations to the Area Board.</p> <p>The Chairman reported that the proposal from Councillor Douglas was noted and would be put to the Community Area Transport Group at its next meeting, so that the proposal could be prioritised along with other requests for funding improvements to the road network. Any recommendations from the Community Area Transport Group would require Area Board approval.</p> <p><b>v. Night Time Economy</b> Councillor Peter Hutton reported that the Night Time Economy Group was continuing to work with its key partners and the next meeting would take place this Wednesday in Monkton Park. An information stand would also be set up at Chippenham Town Council's Annual Town Meeting on Wednesday evening, providing an opportunity to meet the public and promote the work of the Group.</p>
8	<p><u>Chairman's End of Year Report</u></p> <p>The Chairman presented the End of Year report which highlighted some of the key activities and achievements of the Area Board and its working groups over the past year.</p>
9	<p><u>Outcomes of Forward Together/Youth Issues Events</u></p> <p>Councillor Mark Packard provided an outline of the Area Board's priorities for the past year as set by the Area Board in April 2011.</p> <p>For the past 12 months, the Area Board had been focussing on five key areas; being Road Safety, Employment, Health and Wellbeing, Night Time Economy and the Skate Park. This year, the Area Board was asking the public to help the Area Board to set it's priorities for 2012/13.</p> <p>Two public events had been hosted by the Area Board recently which had helped to inform the Area Board of some of the key issues in the Community Area. The first event was the Youth-themed Area Board meeting on 9 January 2012 and the second event was the Forward Together event on 29 February 2012 which looked at the findings of the Joint Strategic Assessment.</p> <p>Following these events, Area Board councillors had met to discuss the outcomes and were proposing that the Area Board should focus on three key issues for 2012/13; being:</p> <ul style="list-style-type: none"> <li>i. Night Time Economy</li> <li>ii. Road Safety</li> <li>iii. Child Poverty.</li> </ul>

	<p>Views from the public on these proposed priorities were sought, and the following comments arose:</p> <ul style="list-style-type: none"> <li>• Deprivation was considered an important issue but the title 'child poverty' was too narrow, so it was important to name this priority 'deprivation'.</li> <li>• There was much support for the Area Board to concentrate on deprivation, and it was acknowledged that good work was already happening by organisations such as the Rise Trust, the Chippenham Multi-Agency Forum and Sure Start.</li> <li>• A request was put forward for substance abuse to be considered as a priority and for an Area Board meeting to be dedicated to this issue in an attempt to understand it better and consider how the issues could be dealt with.</li> <li>• It was suggested that substance abuse could fall under the remit of the Night Time Economy group, particularly as key partners such as the Police and Anti-Social Behaviour teams were already involved.</li> <li>• It was suggested that the Night Time Economy needed to collaborate with the Chippenham Town Team and to work together.</li> <li>• There was some disappointment that the skate park was not being proposed as a priority for the forthcoming year. The Chairman provided reassurance that the skate park work would continue to be progressed but much of the initial work was now complete.</li> </ul> <p>The handheld voting devices were used to capture the opinions of everyone present on the three priorities that were being proposed. The results of the vote were as follows:</p> <ul style="list-style-type: none"> <li>• Night Time Economy – 79% in favour; 21% against.</li> <li>• Road Safety – 80% in favour; 20% against.</li> <li>• Deprivation – 92% in favour; 8% against.</li> </ul> <p>It was suggested that the priorities should be renamed as 'focus areas' to acknowledge that work on other areas would also be continuing.</p> <p><b><u>Decision</u></b>  <b>The Area Board's Focus Areas for 2012/13 would be Night Time Economy, Road Safety and Deprivation.</b></p>
10	<p><u>Presentation of Chippenham Area Board Community Awards</u></p> <p>The Chairman and Vice Chairman presented the 2012 Chippenham Area Board Community Awards. Nominations and winners were as follows:</p> <p><b>Nominations for Team Award</b>  Chippenham Memory Cafe  SNAP – St Nicholas Hydrotherapy School</p>

	<p>Highly Commended Team = Chippenham Memory Cafe The Winning Team = SNAP</p> <p><b>Nominations for Individual Award</b> Mike Oakes Barbara Stark Paola Meekins John Hargreaves</p> <p>Highly Commended = Paola Meekins The Winner = Barbara Stark</p> <p><b>Individual Youth Award</b> The Individual Youth Award was presented to Lucy Ibbetson.</p> <p><b>Team Youth Award</b> The Team Youth Award was presented to The Creative Juice Team.</p> <p>Awards and certificates were presented to all the highly commended and winning individuals and groups.</p> <p>The Chairman congratulated everyone who had been nominated for their hard work and dedication, and announced that the Community Awards would be held again next year with further details being announced soon.</p>
11	<p><u>Volunteering in Wiltshire</u></p> <p>Karen Scott, Voluntary Development Manager for Wiltshire Council and Simone Lord of Volunteer Centre Wiltshire delivered a presentation on the work being undertaken by the Council and its partners to develop and support volunteering in Wiltshire.</p> <p>Work was ongoing to make volunteering available to all, and to ensure that volunteering was well managed, supported and recognised through schemes such as the new 'Time Credits' scheme, a scheme whereby volunteers were rewarded by the time they gave by receiving a time credit which could be redeemed against certain time-related activities.</p> <p>There were plenty of opportunities available for volunteers; 1,500 volunteering opportunities had now been promoted through the Volunteer Centre and the number of volunteers had doubled in the last year to 2,265.</p> <p>Further information on volunteering opportunities was available by telephoning 0845 521 6224 or by visiting <a href="http://www.volunteercentrewiltshire.org.uk">www.volunteercentrewiltshire.org.uk</a> .</p> <p>Following the presentation, the following comments arose:</p> <ul style="list-style-type: none"> <li>• There was a lack of available community rooms and meeting room space</li> </ul>

	<p>which caused some difficulties for volunteers and voluntary groups. It was hoped that this issue would be considered along with the Campus development, and since the meeting it has been confirmed that rooms could be hired at both The Cause Music and Arts Centre and Chippenham Sports Club, in exchange for time credits.</p> <ul style="list-style-type: none"> <li>• The Time Credits scheme was considered to be a great incentive for young people to become involved in volunteering, and talks were taking place with Hardenhuish School to get young people more involved in the scheme.</li> <li>• With regards to insurance, it was confirmed that the individual organisations participating would have their own insurance to cover the work of volunteers, and for children, it was often the schools that acted as a mediator for volunteering activities.</li> </ul> <p>The Chairman thanked Karen and Simone for their informative presentation.</p>
12	<p><u>Funding</u></p> <p>The Area Board considered the following applications for funding:</p> <ul style="list-style-type: none"> <li>i. One Area Board project application seeking £2,000 for Olympic Torch Day celebrations in Chippenham on 23 May 2012.</li> </ul> <p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £2,000 for the Olympic Torch Day celebrations in Chippenham on 23 May 2012.</b></p> <ul style="list-style-type: none"> <li>ii. Delegation to the Community Area Manager in consultation with the Chairman and/or Vice Chairman to approve expenditure of up to £1,000 between meetings of the Area Board.</li> </ul> <p><b><u>Decision</u></b>  <b>The Area Board delegated authority to the Community Area Manager, in consultation with the Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between meetings of the Area Board.</b></p>
13	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li>i. <u>Parish and Town Councils</u></li> </ul> <p><b>Kington Langley Parish Council</b>  Further to concern raised at the previous Area Board meeting regarding the calling-in process of planning applications, a constructive meeting had been held with planning officers and it was agreed that effective</p>



communication was the key factor. However, the Parish Council still felt that current procedures were lacking and that a 2-week notice period of a planning decision should be issues to the parish/town council and the local member to enable it to be called in if required.

**Action: the Chairman undertook to feed this into the Development Services review.**

#### **Christian Malford Parish Council**

The HGV issue on the B4069 was ongoing, and a recent incident had occurred on Lyneham Banks with a lorry overturning on a sharp bend. It was noted that the Council had recently produced a report on this issue, which was actually a countywide issue, and that the issues were being taken forward. It was also noticed that some hauliers had agreed not to use the B4069 route which was a positive start to further potential negotiations.

#### **Seagry Parish Council**

The new village hall was complete and ready to be hired out.

#### **Chippenham Town Council**

Following the recent Streetpride audit that had been undertaken, 31 signs had been identified as requiring replacing or improving. The Town Council would be considering funding the new signage at its next Planning & Environment Committee.

#### **Biddestone & Slaughterford Parish Council**

The Parish Council issued a plea for Chinese Lanterns to be used responsibly as they were still being found in land across the parish and could present various health and safety issues.

ii. Wiltshire Police

A full report from Wiltshire Police was contained within the agenda pack. In response to some concern regarding drug use in the town, Inspector Martin Schorah reported that drug offences in Chippenham had decreased from 133 to 123 over the past 12 months, and these were largely cautions for cannabis possession. Dwelling burglaries had also decreased which were often linked to drug offences, so overall the statistics did not support the view that Chippenham had problems with drug use.

Concern was expressed regarding the level of graffiti in the town; particularly as some of the graffiti was on the route that the Olympic Torch runners were due to take. Inspector Schorah reported that overall criminal damage in the Chippenham area had not risen, but that the Police could try to patrol the Torch route. Inspector Schorah did agree that the success of the spray art wall needed reviewing in order to determine its effectiveness.

Bill Parks, Head of Highways and Streetscene, reported that all of the Olympic Torch routes across the county were being looked at, which included graffiti.

iii. Wiltshire Fire & Rescue Service

It was reported that there had been no fatal fires in Wiltshire in the last financial year, however there had recently been a serious but non-fatal fire at a house in Chippenham which proved how fast fires could spread.

iv. NHS Wiltshire

A report from NHS Wiltshire was included within the agenda pack; there were no further updates.

**Action: It was agreed that NHS Wiltshire should be invited to a future meeting to discuss the various changes that were taking place.**

v. Chippenham and Villages Area Partnership (ChAP)

It was announced that Jane Clark, who had successfully chaired the partnership for several years, had retired from the position and had been succeeded by Dave Purton.

Dave took the opportunity to thank Jane, on behalf of the partnership, for her unstinting commitment of both time and expertise, and to offer her the partnership's very best wishes in her future endeavours.

The Chairman of the Area Board and the Leader of the Town Council also took the opportunity to thank and congratulate Jane for her commitment and achievements over the years and also wished her well.

Some of the key headlines and projects of ChAP at present included:

- The establishment of ChAP Projects Ltd to run funded projects
- The Parish Forum to be held in Biddestone Village Hall on 23 May
- The Chippenham River Festival taking place on 25 and 26 August
- The continuation of the river clear-up
- A Chippenham Volunteering Event on 15 September
- The ChAP AGM in the Jubilee Building on 14 May at 6.30pm.

vi. Chippenham Vision

The work on the Masterplan was progressing well and Aceon had been appointed as consultants for this project and was working with DTZ to undertake financial assessments. A stakeholder consultation meeting was being arranged to ensure everyone was happy with everything before the design work commenced.

It was also reported that Wiltshire Council had undertaken a review of the functions of the Vision. Chippenham, Trowbridge and Salisbury all had a Vision and an individual Vision Director but these posts were set to

change. Tim Martienssen, as Vision Director for Chippenham, would remain in post but would be taking on additional responsibilities within the Council.

The Terms of Reference for the Vision would be revised following a meeting with the Area Board members, in order to ensure all appropriate teams were working efficiently together.

vii. Chippenham Shadow Community Operations Board (Shadow COB)

The Shadow COB had completed an extensive exercise of creating a baseline report on the Chippenham area in order to collate essential information that would support the Campus project.

The notes of the meetings of the Shadow COB were available on the Wiltshire Council website at:

<http://www.wiltshire.gov.uk/communityandliving/communitycampuses/chippenhamcommunitycampus.htm>

It was noted that the Shadow COB currently had two vacancies for deputy members of the Shadow COB.

**Decision**

**The Area Board made the following appointments of deputy members of the Chippenham Shadow Community Operations Board:**

- **Andy Inkpen, representing the Wider Community**
- **Sarah Flack, representing Education and Young People**

viii. Community Area Young Peoples' Issues Group

The Wiltshire Youth Strategy was ongoing and a Task Group was in place. There was a strong need for a cohesive strategy that enabled links in the right places. Despite recent budget reductions the service was faring well but was being looked at to see if services could be delivered in other ways.

ix. Chippenham Partnership of Schools

It was noted that Claire Brooks, who had been previously nominated as the Head Teacher to represent schools at the Area Board, had recently moved on from her role. There were also new Head Teachers at Sheldon, Langley Fitzurse and Stanton St Quinton schools.

It was also reported that the Chippenham Multi-Agency Forum had formed a working party to look at deliberate self-harm in children.

14	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Stuart Wheeler, Cabinet member for Transformation, Culture, Leisure and Libraries, provided an overview of his portfolio responsibilities.</p> <p>The Campus development programme was progressing well with the Corsham, Melksham and Salisbury Campuses all having received agreement by Cabinet. The recent changes within the Olympiad were an excellent example of what could be achieved when space was maximised effectively.</p> <p>The Wiltshire &amp; Swindon History Centre in Chippenham was a huge asset for the town and the county, and had seen over 21,000 visitors over the last 12 months. There were also hundreds of volunteers who helped at the Centre.</p>
15	<p><u>Informal Adult Education in Wiltshire</u></p> <p>Simon Burke, Head of Business and Commercial Services, gave a presentation outlining the future options for adult education provision following the closure of Urchfont Manor.</p> <p>The Council was currently consulting on the following options:</p> <ul style="list-style-type: none"> <li>• Option 1 – take no action</li> <li>• Option 2 – the Council to be direct provider</li> <li>• Option 3 – the Council to facilitate provision</li> <li>• Option 4 – the Council to co-ordinate and promote activities</li> </ul> <p>A vote was taken to enable everyone present to have their say on their preferred option. The results were as follows:</p> <p>Option 1 – no votes in favour  Option 2 – 8 votes in favour  Option 3 – 3 votes in favour  Option 4 – 1 vote in favour  A combination of options 3 &amp; 4 – 10 votes in favour.</p> <p><b>The recommendation from Chippenham Area Board was for the Council to consider a combination of options 3 and 4.</b></p>
16	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on Monday 9 July 2012, 7pm at Yatton Keynell Village Hall.</p> <p>The next agenda planning meeting would take place on Thursday 24 May 2012 at 10am at Monkton Park. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.</p>