

# MINUTES

**Meeting:** MARLBOROUGH AREA BOARD  
**Place:** Marlborough Golf Club, The Common, Marlborough, SN8 1DU  
**Date:** 26 November 2013  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 pm

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Please direct any enquiries on these minutes to:

Roger Bishton (Democratic Services Officer), Tel: 01225 713035 or (e-mail) [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Stewart Dobson (Vice Chairman), Cllr Nick Fogg, Cllr Jemima Milton (Chairman) and Cllr James Sheppard

### **Wiltshire Council Officers**

James Cawley, Service Director Adult Care Commissioning  
Andrew Jack, Marlborough Community Area Manager  
Roger Bishton, Democratic Services Officer

### **Town and Parish Councils**

Marlborough Town Council – Richard Allen, Marian Hannaford-Dobson  
Aldbourn Parish Council –  
Avebury Parish Council – Maggie Lewis  
Baydon Parish Council –  
Berwick Bassett & Winterbourne Monkton Parish Council –  
Broad Hinton & Winterbourne Bassett Parish Council – Geoff Martin  
Chilton Foliat Parish Council –  
East Kennett Parish Council -  
Froxfield Parish Council – Colin Slater  
Fyfield & West Overton Parish Council –  
Mildenhall Parish Council – Rob Bailey  
Ogbourne St Andrew Parish Council -  
Ogbourne St George Parish Council –

Preshute Parish Council -  
Ramsbury & Axford Parish Council –  
Savernake Parish Council -

**Partners**

Wiltshire Police – Inspector Mark Thompson, Sgt Barry Reed  
Wiltshire Police Authority – Kieran Kilgallen  
Wiltshire Fire & Rescue Service –  
Marlborough Area Development Trust – Geoff Brickell, Richard Clarke, Rich Pitts  
Transition Marlborough – Shirley Pryor, Alexandra Wax  
Youth Advisory Group – Jan Bowra, Millie O’Connor, Ophelia Chidgey

**Total in attendance: 43**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
54	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and invited the Councillors and Officers present introduce themselves.</p> <p>The Chairman also noted those parish representatives who were in attendance.</p>
55	<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>• Sheila Glass, Ramsbury &amp; Axford Parish Council</li> <li>• Nic Coome, Chilton Foliat Parish Council</li> <li>• Andrew Willianson – Avebury Parish Council</li> <li>• Alan Phizacklea, Aldbourne Parish Council</li> <li>• Martin Cook, Marlborough Area Development Trust</li> <li>• Simon Routh-Jones, Chief Fire Officer</li> <li>• Maggie Rae, Corporate Director</li> <li>• Nerissa Vaughan, Chief Executive, Great Weston Hospital NHS Foundation Trust</li> </ul>
56	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 24 September 2013 were approved as a correct record and signed by the Chairman.</p>
57	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
58	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <p>(a) <u>Carers' Small Grants Scheme</u></p> <p>The Chairman was pleased to announce the launch of the next round of the Carers Small Grants Scheme. Grants of up to £5,000 were available to groups and organisations (but not individuals) for projects and activities which could demonstrate that they made a tangible difference to the lives of unpaid carers of all ages in Wiltshire in one or more of the following</p>

ways:

- To give carers a break from their caring role
- To help carers learn a new skill which may increase their life chances and employability
- To help improve carers' physical or emotional health and well-being
- To reduce isolation
- To increase peer support
- To help carers' access to information, support and guidance

Match-funding was not required; however, these were one-off grants so applicants would need to look for other sources of funding for the continuation of their project at the end of the funding period. (Advice on additional funding could be obtained from the Wiltshire and Swindon Community Foundation on 01380 729284).

(b) State of the Environment Report 2013

The State of the Environment report 2013 for Wiltshire and Swindon was published in September 2013 by Wiltshire Wildlife Trust, on behalf of Link2Nature, the Local Nature Partnership for Wiltshire and Swindon ([www.link2nature.org.uk](http://www.link2nature.org.uk)). The project was funded by Natural England, Public Health Wiltshire and Wiltshire Council.

This new report provided a strategic assessment of Wiltshire's environment. It formed the basis of the Wiltshire JSA and Community Area JSA environment sections.

More detailed data was available in the environment section of the Wiltshire Intelligence Network. This website gave easy access to up-to-date environmental information and online links to a wide range of sources.

(c) NHS 111 Service

On Monday 21 October 2013, the Clinical Commissioning Groups were advised that the national panel overseeing the implementation of the NHS 111 service had agreed the recommendation that the service should progress to full service commencement on Monday 28 October 2013.

Running up to and going beyond the launch date, there would be a range

	<p>of activities to raise public awareness about when to call NHS 111 with leaflets and posters also being distributed in the coming weeks to GP surgeries and public and community spaces.</p> <p>(d) <u>Wiltshire Community Land Trust</u></p> <p>Wiltshire Community Land Trust was an independent not-for-profit organisation that provided advice and practical support to communities in Wiltshire and Swindon that wished to set up local Community Land Trusts to own and develop assets that met their community's needs, such as affordable housing, workspace, community gardens, wildlife reserves, pubs, shops and a range of community facilities and local services.</p> <p>Wiltshire CLT could help communities identify whether a CLT could help them meet their needs and achieve their aspirations and if it was, to help them do that. Further information was available from Rose Seagrief, Wiltshire CLT on telephone: 01380 850916 or email <a href="mailto:info@wiltshireclt.org.uk">info@wiltshireclt.org.uk</a></p> <p>(e) <u>Drainage Byelaws</u></p> <p>Flooding was considered to be a serious issue in Wiltshire, and the Council had to respond to a number of significant flooding events which had affected communities in recent years. The Flood and Water Management Act 2010 amended section 66 of the Land Drainage Act 1991 to allow local authorities to make land drainage byelaws. These byelaws also created criminal offences which could be prosecuted in the Magistrate's Courts. The Council was now intending to use its powers to make byelaws to help it carry out its duties effectively and in doing so assist with reducing flood risk for local communities.</p>
59	<p><u>Local Authority Responsibilities for Public Health</u></p> <p>Sue Odams, Consultant in Public Health, presented a short film to help raise awareness of what public health was and did. It is available to view on line at: <a href="http://www.youtube.com/watch?v=Oo-Akoi8QKY">http://www.youtube.com/watch?v=Oo-Akoi8QKY</a></p>
60	<p><u>Local Authority and Social Care</u></p> <p>James Cawley, Associate Director, Adult Care Commissioning, Safeguarding and Housing, made a presentation on the role of Wiltshire Council in providing</p>

	<p>Adult Care.</p> <p>He explained that during the next 25 years there would be a significant increase in the number of people over the age of 85 years and this figure could be as much as a 50% increase in Marlborough. One of the biggest problems facing Wiltshire Council was how to support these people. The majority of the elderly wished to remain in their own homes for as long as possible and the role of Social Services was to facilitate this through buying in services in partnership with the National Health Service.</p> <p>James Cawley also explained that Wiltshire Council provided support to people with disabilities in their own homes, as well as housing, safeguarding and social care support to those out of hospital.</p>
61	<p><u>Clinical Commissioning Group (CCG)</u></p> <p>Ted Wilson, the new CCG Manager for North &amp; East Wiltshire, made a presentation about the work of the CCG.</p> <p>He explained that the CCG's vision was "To ensure the provision of a health service which is high quality, effective, clinically led and local."</p> <p>With the assistance of a slide presentation, he went on to explain the role and work of the CCG as follows:-</p> <p><b>Who we are, what we do</b></p> <ul style="list-style-type: none"> <li>• Commission services for the people of Wiltshire</li> <li>• Clinically led</li> <li>• 7 GPs sit on Governing body</li> <li>• 2 Lay members</li> <li>• Our membership comprises 57 practices</li> <li>• 3 locality groups</li> </ul> <p><b>Home not hospital</b> We want to:</p> <ul style="list-style-type: none"> <li>• Build a healthcare system around the needs of patients and local communities</li> <li>• Put your care closer to home</li> <li>• Move people away from hospitals, community hospitals and other support beds</li> </ul> <p><b>Key priorities</b></p> <ul style="list-style-type: none"> <li>• Staying healthy and preventing ill health</li> <li>• Planned care</li> <li>• Unplanned care and caring for the frail elderly</li> <li>• Mental health</li> <li>• Long term conditions</li> </ul>

	<ul style="list-style-type: none"> <li>• End of life care</li> <li>• Community services and integrated care</li> </ul> <p><b>What's the CCG done for us locally? The story so far:</b></p> <p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>• Dementia assessment and diagnosis</li> <li>• Voluntary sector support workers</li> <li>• Mental Health Liaison Workers</li> </ul> <p><b><u>Urgent Care</u></b></p> <ul style="list-style-type: none"> <li>• Extra A&amp;E Consultants in RUH and GWH</li> <li>• Surgical Assessment Unit</li> <li>• Improved discharge planning</li> </ul> <p><b><u>Community Transformation</u></b></p> <ul style="list-style-type: none"> <li>• Care Co-ordinators across GP Practices</li> <li>• Enhanced Community Nursing support</li> <li>• Additional Community Hospital beds</li> <li>• Increased Recovery and Reablement Care Home Beds</li> <li>• Increased Clinical support to Care Homes</li> </ul>
62	<p><b><u>Great Western Hospital, Swindon</u></b></p> <p>Kevin McNamara, Head of Communications &amp; Stakeholder Engagement at Great Western Hospital NHS Foundation Trust explained how the Great Western Hospital fitted in with commissioned services and healthcare from the local CCG.</p> <p>He explained that as a district general hospital, the Trust provided a wide range of acute hospital services at the Great Western Hospital and also community and maternity services across Wiltshire and parts of Bath and North East Somerset. These services included community hospitals, community nursing, therapists, children's and young people's services, together with hospital based maternity services at the Royal United Hospital, Bath. Following a competitive tendering process, the Trust was chosen by the former Wiltshire Primary Care Trust as the provider for the whole range of community health and maternity services it was previously responsible for, including the majority of the services provided at Savernake Hospital including a wide range of outpatient clinics. Following the abolition of PCTs earlier in the year, ownership of the Savernake Hospital building was transferred to the Great Western Hospital NHS Foundation</p>

	<p>Trust.</p> <p>The community and maternity services in Wiltshire were provided on a contract of three to four years and, with the increasing role of completion in the NHS, other providers including private providers were able to bid to run these services when contracts expired. It was noted that the Trust was currently going through a re-tendering process to retain maternity services; a decision was due in the New Year.</p> <p>Kevin McNamara went on to explain the range of community services being provided as follows:-</p> <ul style="list-style-type: none"> <li>• Working with Wiltshire CCG and the local authority, in October the first of 23 Care Coordinators took up post in the county. Their role is to coordinate the care of those most at risk of ill health notably: <ul style="list-style-type: none"> <li>- frail elderly</li> <li>- those with very complex health needs</li> <li>- people with Long Term Conditions such as high blood pressure, dementia and arthritis</li> </ul> <p>Care Coordinators will identify those patients who may need more support to continue to live at home and will work with clusters of two-three GP practices, the primary care teams, Wiltshire Council and other care providers. The aim is to minimise the need for hospital admission – supporting people to live independently for as long as they can with appropriate support.</p> </li> <li>• The launch of a new mobile Chemotherapy Unit in partnership with a local charity Hope for Tomorrow onsite at Savernake one day a week and in Malmesbury one day a week. This allows patients with requiring less complex chemotherapy the opportunity to receive treatment closer to home.</li> <li>• A £250,000 investment in the early supported discharge service which supports patients who have suffered a stroke</li> </ul> <p>It was noted that a major part of the Trust’s strategic focus over the next few years would be to develop more integrated services working with GP’s, the Council and other providers including the voluntary sector shifting more care closer to home. The role of community healthcare would become ever more important.</p>
63	<p><u>Healthwatch, Wiltshire</u></p> <p>Patrick Wintour, Interim Chief Operating Officer (COO) of Healthwatch Wiltshire introduced and explained the function of Healthcare Wiltshire.</p> <p>He explained that Healthwatch was the independent consumer champion for health and social care in England. Healthwatch Wiltshire was part of a network of more than 150 local Healthwatch organisations and other partners, building a national picture of the trends and issues that mattered most.</p> <p>The role of Healthcare Wiltshire was:</p>



	<ul style="list-style-type: none"> <li>• To promote the voice of the consumer in the development of health and social care strategies (children and adults)</li> <li>• To be a 'Critical Friend' to the commissioners and providers of Health and Social Care</li> <li>• To provide and promote effective signposting and information systems</li> <li>• To promote, monitor and inspect the quality of services commissioned by the NHS to meet health and social care needs.</li> </ul> <p>Healthcare Wiltshire fulfilled its role  <b>through its Volunteer Network</b>  Specialist Volunteers  Generalist Volunteers  Associates</p> <p><b>through using information</b>  listening and collecting  analysing and researching  informing and signposting</p> <p><b>through dialogue and influence</b>  with the community  commissioners and providers</p> <p>Patrick Wintour explained that Healthwatch Wiltshire maintained a strong connection with local authorities and were looking for further volunteers to help run the service. Further information could be obtained from:</p> <p>Healthwatch Wiltshire,  Kingsbury House,  Kingsbury Square,  Melksham,  SN12 6HL</p> <p>Tel: 01225 434218</p> <p>Email: <a href="mailto:info@healthwatchwiltshire.co.uk">info@healthwatchwiltshire.co.uk</a>  Website; <a href="http://www.healthwatchwiltshire.co.uk">www.healthwatchwiltshire.co.uk</a></p>
64	<p><u>Question and Answer Session</u></p> <p>Following on from the various presentations, various questions were put and answers give as follows:-</p> <ul style="list-style-type: none"> <li>• Val Compton, representing Friends of Savernake Hospital, enquired as to where the public should go for minor injuries. It had been anticipated that</li> </ul>

	<p>people with minor injuries should travel to Chippenham but the 111 service informed otherwise.</p> <p>Ted Wilson, CCG Manager, explained that there were certain issues regarding the use of Chippenham Hospital and that the majority of minor injuries were referred at present to the Great Western Hospital, Swindon. This problem was being looked into as it was important not to block the major A &amp; E Unit at Swindon with minor cases. One possibility being examined was to refer minor injuries direct to GP surgeries but a decision had not yet been made.</p> <ul style="list-style-type: none"> <li>• Cllr Richard Allen, Marlborough Town Council, stated that collaboration with stakeholders and the general public had proved very successful in developing the provision of services but enquired as to what outcomes had been achieved. James Cawley, Associate Director, Adult Care Commissioning, Safeguarding &amp; Housing, explained that the Local Authority was fully committed to working with partners and listening to the views of all interested parties. Wiltshire was at the forefront of commissioning outcomes and it was pointed out that many services were commissioned rather than provided by the Council. Ted Wilson reported that there were at least four areas where members of the public could find out information or become involved, namely, stakeholders meetings which were open to the public, user and carer forums (e.g. dementia services), public board meetings and Healthwatch.</li> <li>• Val Compton enquired as to whether the Patient Participation Group in Marlborough might provide a quicker route for members of the public to make appointments for minor injuries. Dr Richard Hook, a Marlborough GP, explained that this was still being looked into. There was a need to ensure that any change did not result in undue delay being experienced by patients obtaining their appointments at GP surgeries.</li> </ul> <p>The Chairman thanked all the speakers and participants for their contributions to the series of items on health which were most interesting and useful.</p>
65	<p><u>Update on Community Area Joint Strategic Assessment Documents</u></p> <p>Sue Odams, Consultant in Public Health, provided an update on Joint Strategic Assessment community profiles. She explained that Public Health was leading on updating the section on Health &amp; Wellbeing which included sub-sections on skin cancer, long term conditions and problems experienced by older people including social care.</p> <p>The document was being finalised and would be referred to Area Boards during 2014 as part of the consultation process for drawing up priorities.</p>
66	<p><u>Marlborough Campus - Community Operations Board Membership</u></p>

	<p>The Community Area Manager reported that to date the following members had been appointed to membership of the Community Operations Board:-</p> <p>Cllr Nick Fogg, representing the Marlborough Area Board  Cllr Richard Allen, representing Marlborough Town Council  Cllr Alison Edmonds, representing Parish Councils  Richard Clarke, representing User and Community Groups  Ros Griffiths, representing the Campus Team, Wiltshire Council</p> <p>There were still outstanding vacancies to be filled as follows:-</p> <p>Two representatives from User and Community Groups</p> <p>The Community Area Manager hoped that these outstanding vacancies could be filled fairly quickly at which point the Community Operations Board would meet and make progress reports back to the Area Board.</p>
67	<p><u>Community Area Transport Group</u></p> <p>Cllr James Sheppard, as Chairman of the Community Area Transport Group, presented a report on the CATG meeting held on 24 October 2013 and the progress made towards developing priority schemes.</p> <p>The following points were made:-</p> <ul style="list-style-type: none"> <li>• Budget: Full allocation of £13,615 plus additional £9,000 for 2013/14 <ul style="list-style-type: none"> <li>- No projects had been allocated funding so far in 13/14</li> <li>- Available funds for 2013/14: £23,321</li> </ul> </li> <li>• Priority schemes for 2013/14: 14 projects submitted from 7 villages. Each discussed in terms of its own merits and how it fitted with Village Traffic Initiative.</li> <li>• CATG members decided whether or not to take each project forward for development and costing by Wiltshire Highways.</li> <li>• The following projects were being developed and costed. A short-list would be chosen for funding at the next CATG meeting: <ul style="list-style-type: none"> <li>➤ New Zebra crossings at Aldbourne and Ogbourne St Andrew</li> <li>➤ Using road markings to create new footways at Bridge St to High St, Manton, Manor Lane to Yew Tree Lane, Broad Hinton and at Back Lane, Ramsbury</li> <li>➤ White gates for the entrances to Broad Hinton and Ogbourne St Andrew</li> </ul> </li> </ul>

	<p>are to be costed</p> <ul style="list-style-type: none"> <li>➤ The use of coloured surfacing at the cross roads near the school in Lockeridge to help with “place shaping” will be costed</li> <li>➤ Additional 30mph roundels for the C6 through Axford will be costed</li> <li>➤ A speed limit review of the A4361 north of Avebury will be carried out</li> <li>➤ Safety features at the entrance to Jubilee Field, Manton will be investigated</li> </ul>
68	<p><u>Partner Updates</u></p> <p><b>a. Wiltshire Police</b> Inspector Mark Thompson presented an update report from which it was noted that eight arrests had been for Public Order offences in one incident during the second week of the MOP Fair in Marlborough, with youths from Marlborough and Swindon clashing.</p> <p>It was noted that the increase in vehicle crime, as previously reported, had now abated mainly due to the arrest of a prolific suspect. The suspect, from outside the area, had not been charged but the Police were continuing to monitor the situation.</p> <p>There had been a slight increase in dwelling burglary in Marlborough but the Priority Crime Team from Swindon were actively assisting in solving these offences..</p> <p><b>b. Wiltshire Fire and Rescue</b> The submitted report was received and noted.</p> <p><b>c. NHS Wiltshire</b> There was no update.</p> <p><b>d. Good Neighbours Scheme</b> The submitted report was received and noted.</p> <p><b>e. Youth Advisory Group (YAG)</b> Jan Bowra, IYS Youth Development Co-ordinator, presented her report from which it was noted with pleasure that the Apple Juice Project had raised almost £600 towards young people’s projects in the community. The YAG was hoping to repeat the project in 2014.</p> <p>Jan Bowra explained that members of YAG were very interested in the Marlborough Campus Project and would like to be actively involved in the deliberations.</p> <p>She also made a plea for more volunteers to help with the Group.</p> <p><b>f. Parish Forum</b> There was no update.</p> <p><b>g. Transition Marlborough</b> It was noted that Shirley Prior had recently</p>

	<p>been elected as the new Chair of Transition Marlborough. It was reported that the Marlborough Recycling Directory had bow been launched. It still required some refinement and any suggestions or comments would be welcomed.</p> <p><b>h. Marlborough Area Development Trust (MADT)</b> A verbal report was made from which it was noted that the Area Board grant for the further roll-out of the Community WiFi was progressing well with:</p> <ul style="list-style-type: none"> <li>• Four new nodes deployed along Marlborough High Street (total of 12)</li> <li>• New node installed at KVH Lockeridge</li> <li>• Memorial Hall identified and surveyed at Ramsbury but awaiting some changes to be made to the broadband equipment</li> <li>• Two nodes already deployed in Avebury as part of a larger/more ambitious plan, with discussions taking place with The national Trust</li> </ul> <p><b>i. Town / Parish Councils</b> It was reported that on Thursday 28 November 2013 at 11.00am, 200 soldiers from the Wiltshire based 4 Military Intelligence Battalion would exercise their right to parade through Marlborough along High Street. This would mark their return from active service in Afghanistan.</p>
69	<p><u>Community Area Grant Scheme</u></p> <p>(1) The Area Board received a feedback report from Baydon Young People’s Association on various changes which had been made at the Baydon Young People’s Association Hall.</p> <p>(2) The Area Board considered six applications for Community Area Grant funding. The Community Area Manager introduced each application, following which a representative of the applicant was given an opportunity to give a brief overview of their project to the Area Board.</p> <p><b><u>Decision</u></b></p> <p>(1) <b>Baydon Young People’s Association was awarded £398 towards Indoor trestle tables and table trolley for storage.</b></p> <p><b><u>Reason</u></b> – The application met the Community Area Grants Criteria 2013/14.</p> <p>(2) <b>MINAL PLAY, Mildenhall was awarded £5,000 towards the creation of outdoors meeting area and playground for all ages of the village, where families could spend time together.</b></p> <p><b><u>Reason</u></b> – The application met the Community Area Grants Criteria</p>

	<p><b>2013/14.</b></p> <p><b>(3) The Merchant’s House, Marlborough was awarded £1,551 towards the restoration of the window in the main stairwell of the 17th century house.</b></p> <p><b><u>Reason</u> – The application met the Community Area Grants Criteria 2013/14.</b></p> <p><b>(4) Kennet Valley Village Hall, Lockeridge was awarded £600 towards replacing the hall’s emergency lighting with new, efficient and low maintenance LED units.</b></p> <p><b><u>Reason</u> – The application met the Community Area Grants Criteria 2013/14.</b></p> <p><b>(5) Kennet Valley Driving Group, Ogbourne Maisey was awarded £475.20 towards new driving equipment that would allow more users to drive carriages more safely.</b></p> <p><b><u>Reason</u> – The application met the Community Area Grants Criteria 2013/14.</b></p> <p><b>(6) Marlborough Sports Club (Cricket and Hockey) was awarded £5,000 towards new kitchen, catering and dining facilities at the Club’s Pavilion.</b></p> <p><b><u>Reason</u> – The application met the Community Area Grants Criteria 2013/14.</b></p>
70	<p><b><u>Date of Next Meeting</u></b></p> <p>It was noted that the next meeting of the Area Board was due to be held on Tuesday 28 January 2014 at Marlborough Town Hall, 5 High Street, Marlborough, SN8 1AA.</p>