

# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** St Peters Primary School, Lord's Mead, Chippenham, SN14 0LL  
**Date:** 17 January 2011  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 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 Bill Douglas, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Nina Phillips, Cllr Judy Rooke and Cllr Jane Scott OBE

Cllr John Noeken (Cabinet Member for Resources)

### **Wiltshire Council Officers**

Penny Bell, Democratic Services Officer  
Victoria Welsh, Community Area Manager  
Parvis Khansari, Service Director for Strategic Services (Highways & Passenger Transport)  
Judy Edwards, Extended Services  
Frank Coleman, Customer Services Manager

### **Town and Parish Councillors**

Chippenham Town Council – Andrew Noblet, Andy Phillips, Harry Purdon, Sue Wilthew (Clerk/Chief Executive)  
Biddestone and Slaughterford Parish Council – Alison Butler, Rachel deFossard  
Chippenham Without Parish Council – Doris Lendon  
Christian Malford Parish Council – Ray Stockall, K Bolter  
Grittleton Parish Council – Lesley Palmer

Hullavington Parish Council – William Harmer, M Morgan, Sharon Neal  
Kington Langley Parish Council – Maurice Dixson  
North Wraxall Parish Council – J King  
Stanton St Quinton Parish Council – Brett Conway, Sherry Meadows

**Partners**

Wiltshire Police – Inspector Steve Cox, Sergeant Allan George, Chief Inspector Charlie Dibble  
Wiltshire Police Authority – Gill Stafford  
Wiltshire Fire and Rescue Service – Mike Franklin  
Chippenham and Villages Area Partnership – Jane Clark  
Chippenham Vision – John Clark  
MOD Hullavington – Lt Col Simon Kitching, Pete Murton

**Members of Public in Attendance: 20**

**Total in attendance: 58**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>	<u>Action By</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Desna Allen, welcomed everyone to the meeting of the Chippenham Area Board and thanked the Headteacher of St Peter's School, Julia Harle, for facilitating the use of the school hall.</p> <p>The Chairman also welcomed to the meeting Councillor John Noeken, Cabinet Member for Resources, and Sue Wilthew, the new Clerk and Chief Executive to Chippenham Town Council.</p>	
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Chris Caswill, Jo Howes of NHS Wiltshire, Terence Bates of Chippenham Town Council and Richard Williams of the Development Service for Young People.</p>	
3.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Monday 22 November 2010 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>a) The Chairman made the following local announcements:</p> <ul style="list-style-type: none"> <li>i. Taxi Marshall Scheme – an update would be provided under Item 11.</li> <li>ii. Street Pastors Scheme – an update would be provided under Item 11.</li> <li>iii. Petitions received – two petitions had been received and would be forwarded to the appropriate service directors. The petitions related to trees at Monkton Park and housing development at Westinghouse Sports Ground.</li> <li>iv. Health and Adult Care Event – Councillor Peter Hutton announced that this event would take place</li> </ul>	

	<p>on Friday 11 March 2011 at the Neeld Hall in Chippenham. Flyers and posters to advertise the event were in the process of being produced and it was hoped that parish and town councils would held to display them.</p> <p>v. The Chairman paid thanks to Inspector Kate Pain, who had recently moved on to different responsibilities. The Chairman welcomed her replacement to the meeting; Inspector Steve Cox.</p> <p>b) The Chairman announced that that briefing papers were available on the following matters:</p> <ul style="list-style-type: none"> <li>i. Street Trading - a consultation paper was also available.</li> <li>ii. The results of the recent Waste Consultation.</li> <li>iii. Local Flood Protection and information on how parish and town councils could obtain gel sacks to assist with flooding.</li> <li>iv. The outcome of the recent Leisure Facilities Review.</li> <li>v. Information on Fairtrade Fortnight.</li> <li>vi. Dog Control Orders – information on the consultation.</li> <li>vii. Community Area Awards – nominations were sought and the awards would be made at the Area Board meeting on Monday 9 May 2011. Further information was available by contacting Victoria Welsh, Community Area Manager, on 01249 706446 or Victoria.welsh@wiltshire.gov.uk. Volunteers for the judging panel were also being sought and anyone interested should contact the Chairman.</li> </ul>	
6.	<p><u>Town, Parish and Partner Updates</u></p> <p><b>i. Wiltshire Police and Wiltshire Police Authority</b>  Gill Stafford of the Wiltshire Police Authority gave a presentation regarding budget cut proposals and the public consultation.</p> <p>Funding cuts to the Wiltshire Police Authority meant that £15million of savings needed to be identified and made over the next four years. The main aim was to achieve this without compromising the effectiveness or efficiency of the police service.</p>	

The public consultation could be completed online at [www.wiltshire-pa.gov.uk](http://www.wiltshire-pa.gov.uk) or in paper form by telephoning 01380 734022 to request a copy.

An update report from Wiltshire Police was circulated and Sgt Allan George reported that violent crime in the Chippenham area had reduced by 16%. Overall crime had also reduced by 10%. Sgt George also thanked the Area Board for supporting the grant application to supply door radios, which had since been formally approved.

**ii. Wiltshire Fire and Rescue Service**

Mike Franklin of Wiltshire Fire and Rescue Service reported that the total number of fires in the Chippenham area had decreased by 22 during the last period. He also reported that the proactive work regarding community safety was continuing. A report indicating recent fire statistics would be appended to the minutes.

**iii. NHS Wiltshire**

An update report was contained within the agenda.

**iv. Parish and Town Councils**

**Seagry Parish Council** – Jane Clark enquired on behalf of Seagry Parish Council whether there was any progress with the devolution of the parish allotments. Victoria Welsh, Chippenham Community Area Manager, undertook to investigate the matter.

**Grittleton Parish Council** – Lesley Palmer reported that the parish had organised a movieola which people were invited to attend at £5 per ticket.

**v. Chippenham and Villages Area Partnership (ChAP) –**

Jane Clark reported that a leisure survey was being conducted which would feed into the Chippenham Vision. Results so far had been mixed, with some facilities such as the library and museum rating high on satisfaction, and other facilities such as the Olympiad and the cycle path near Lacock rating low. The survey could still be completed, either online at [www.chap-partnership.co.uk](http://www.chap-partnership.co.uk) or in paper

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	<p>form.</p> <p><b>vi. Chippenham Vision Board</b> – John Clark reported that a public consultation event was being held on 3 and 4 February 2011 and would be by invitation only. Facilitators were required to assist with this event, along with a ‘dress rehearsal’ which would take place at 10am on 24 January 2011.</p> <p>Councillor Jane Scott reported that an Executive Summary of the Localism Bill could be circulated to town and parish councils. It was agreed that this would be useful.</p>	<p><b>Cllr Scott</b></p>
<p>7.</p>	<p><u>Community Resilience - Town and Parish Councils Emergency Plans</u></p> <p>The Chairman announced an alteration to the agenda, with this item being taken as Item 7 instead of Item 14.</p> <p>Nick Bate, Emergency Planning Officer, gave a presentation on town and parish emergency plans. Given the recent bad weather, particularly rain and snow, the production of emergency plans was very relevant, and parish and town councils were being asked to assist with this initiative.</p> <p>The Plans were compiled using national ‘at risk’ data, as well as local risk information from the individual parishes, and a nominated person would take responsibility for preparing the Plans and ensuring that were kept up to date.</p> <p>The government had produced a template to assist with the production of Emergency Plans, which would be circulated amongst parish and town councils via their clerks.</p> <p>The Chairman thanked Nick for attending the meeting to highlight this issue.</p>	<p><b>Nick Bate</b></p>
<p>8.</p>	<p><u>Wiltshire Council's New Approach to Providing Face to Face Access to Council Services</u></p> <p>Frank Coleman, Customer Services Manager, gave a presentation on Wiltshire Council’s new proposals to improve the customer’s access to services.</p> <p>A DVD had been shown prior to the meeting which showed Wiltshire Council’s intention to increase the range of services delivered in customers’ homes and business premises. Area</p>	

	<p>Boards and local people/groups were being asked to recommend local venues in their areas that could be used for face to face meetings between customers and council officers.</p> <p>In the discussion that ensued, the importance of multi-agency working and sharing of resources was highlighted.</p> <p>The Chairman thanked Frank for his presentation.</p>	
9.	<p><u>Cabinet Representative</u></p> <p>Councillor John Noeken, Cabinet Member for Resources, provided the following overview of activities within his portfolio:</p> <ul style="list-style-type: none"> <li>• The Council had recently reduced its middle management by 240 posts, which would result in savings of £8million per year.</li> <li>• New 'lean thinking' systems were intending to save the Council £9million per year on procurement.</li> <li>• The new Bourne Hill office in Salisbury has recently opened to replace a number of old, not fit-for-purpose buildings that were inherited from the former district councils.</li> <li>• Changes and improvements at the Olympiad Leisure Centre were ongoing.</li> <li>• The Council had recently acquired full responsibility for the Monkton Park offices in Chippenham, having ended the Private Finance Initiative (PFI). This takeover was the first of its kind.</li> <li>• The Council's contract with its IT services provider, Steria, had been terminated and IT services brought back in-house, which was expected to improve efficiency and service quality.</li> </ul> <p>Congratulations were paid to Wiltshire Council for securing ownership of the Monkton Park office.</p>	
10.	<p><u>Buckley Barracks, Hullavington</u></p> <p>Lt Col Simon Kitching, Commanding Officer at 9 Regiment RLC, Buckley Barracks, Hullavington, gave a presentation about the Regiment's efforts to engage with the Community. Buckley Barracks was one of eighteen regular regiments and whilst based in Hullavington, spanned across other parishes including Stanton and Lyneham.</p> <p>The Chairman thanked Lt Col Kitching for attending the meeting</p>	

	and giving a presentation, and welcomed Mike Morgan and William Harmer of Hullavington to present a cheque to the Army Benevolent Fund on behalf of the Parish Council.	
11.	<p><u>Dog Control Orders</u></p> <p>The Chairman announced that, due to time constraints with the agenda, there would not be a presentation on this matter, and instead a briefing sheet was circulated containing details of this consultation.</p>	
12.	<p><u>Area Board Priorities Update</u></p> <p><b>i. Road Safety – Lead Councillor: Bill Douglas</b> Councillor Douglas announced that the Cabinet Member for Highways and Transport had recently signed-off the decision to install traffic calming measures on Webbington Road in Pewsham. The pedestrian crossing on Hardenhuish Lane was also confirmed and work was due to start at the end of the week.</p> <p><b>ii. Skate Park – Lead Councillor: Paul Darby</b> The Chairman advised that a meeting had been held last week, and that officers in Property Services were currently opening negotiations for potential sites. Further updates would be provided at future Area Board meetings.</p> <p><b>iii. Adult Social Care – Lead Councillor: Peter Hutton</b> Councillor Hutton reiterated details of the meeting that was taking place on Friday 11 March 2011 at the Neeld Hall in Chippenham. Many partner agencies and local groups would be in attendance to offer advice and support.</p> <p><b>iv. Night Time Economy – Lead Councillors: Peter Hutton and Chris Caswill</b> Councillor Hutton thanked the Area Board and Chippenham Town Council for supporting the Taxi Marshalls Scheme over the Christmas and New Year periods. The Scheme had been very successful and it was hoped the scheme would continue this coming Christmas.</p> <p>The Chairman announced that Councillor Caswill had resigned from this group, as it was felt that the</p>	



	<p>representation of one Area Board councillor was sufficient.</p> <p><b>v. Childhood Obesity – Led by ChAP</b></p> <p>Julia Stacey announced that the Health and Social Care Group would imminently be submitting a funding application to the Area Board for a project involving primary schools, and for a pre-school healthy eating project. It was hoped that a presentation would be made at the next Area Board meeting.</p>	
13.	<p><u>Funding</u></p> <p><b>a) Community Area Grant Scheme</b></p> <p>The Area Board considered three applications to the Community Area Grant Scheme, as follows:</p> <p>i. <u>Wiltshire Music Centre</u> The sum of £3,432 was requested to deliver a music educational project in five primary schools.</p> <p><b><u>Decision</u></b> The Area Board awarded the sum of £3,432 to the Wiltshire Music Centre. <b><i>Reason: The application met the Community Area Grant criteria 2010/11 and demonstrated a like to Wiltshire Council’s priorities.</i></b></p> <p>ii. <u>Oate Hill Neighbourhood Watch Group</u> The sum of £1,074 was requested for the installation of a handrail along steps adjoining Oate Hill and Habrels Close.</p> <p><b><u>Decision</u></b> The Area Board awarded the sum of £1,074 to Oate Hill Neighbourhood Watch Group. <b><i>Reason: The application met the Community Area Grant criteria 2010/11 and demonstrated a link to Wiltshire Council’s priorities.</i></b></p> <p>iii. <u>Langley Fitzhurse After School Club</u> The sum of £3,576 was requested to introduce an after school club.</p> <p><b><u>Decision</u></b> The Area Board awarded the sum of £3,576 to Langley Fitzhurse After School Club. <b><i>Reason: The application met the Community Area</i></b></p>	<p>Victoria Welsh</p> <p>Victoria Welsh</p> <p>Victoria Welsh</p>

	<p><b><i>Grant criteria 2010/11 and demonstrated a link to the Community Area Plan.</i></b></p> <p>iv. <u>Delegated Authority</u> The Area Board also considered a proposal to delegate authority to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure between Area Board meetings.</p> <p><b><u>Decision</u></b> <b>The Area Board agreed to delegate responsibility to the Community Area Manager, in consultation with the Chairman and/or Vice Chairman, to approve expenditure of up to £200 between Area Board meetings.</b></p> <p><b>b) Performance Reward Grant Scheme</b></p> <p>i. <u>Wiltshire Police</u> This application was withdrawn and it was anticipated that it would be re-submitted for consideration at a future meeting.</p> <p>ii. <u>Relate</u> The sum of £25,500 was requested to create a new service to support vulnerable children and young people who were not thriving due to severe emotional distress.</p> <p><b><u>Decision</u></b> <b>The Area Board supported the application from Relate and recommended that it went forward for approval by the Performance Reward Grant Panel.</b></p> <p><b>c) Area Board Projects</b></p> <p>i. <u>Wiltshire Fire and Rescue Service – Street Survival Packs</u> Although not on the agenda, the Chairman announced that this application for funding would be taken as a late item in accordance with the Council’s Constitution, as the project was time critical.</p> <p>The application sought the sum of £750 towards the cost of producing 25 street survival packs to be distributed to homeless people by Doorway.</p>	<p>Victoria Welsh</p> <p>Victoria Welsh</p>
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16.	<p><u>Evaluation and Close</u></p> <p>The Chairman welcomed questions from the floor.</p> <p>It was agreed that a future agenda item concerning the Localism Bill would be brought to the Area Board, once sufficient information was available.</p> <p>Councillor Packard requested that Emery Gate car park needed to undergo improvements, and suggested that it would be useful if there was a facility to pay on exit rather than pay and display, and also for a sign to show how many empty spaces there were.</p> <p>Councillor Douglas requested that the ticket machines in local car parks be changed in order that they could give change, as currently the ticket machines did not provide change.</p> <p>A question arose regarding whether planning permission was required for the installation of war memorials and notice boards, and the Chairman advised that this information could be obtained by contacting the Planning department.</p> <p>The Chairman thanked everyone for attending the meeting and requested that they completed an evaluation form before leaving.</p>	<p><b>Penny Bell</b></p> <p><b>Victoria Welsh</b></p> <p><b>Victoria Welsh</b></p>
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