

# MINUTES

**Meeting:** ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD  
**Place:** St Bartholomew's Primary School, Royal Wootton Bassett SN4 8AZ  
**Date:** 30 May 2012  
**Start Time:** 6.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Peter Doyle (Chairman), Cllr Jacqui Lay, Cllr Allison Bucknell, Cllr Peter Colmer (Vice Chairman), Cllr Mollie Groom and Cllr Bill Roberts

Councillor Stuart Wheeler, Cabinet member for Transformation, Culture, Leisure & Libraries

### **Wiltshire Council Officers**

Penny Bell, Democratic Services Officer

Miranda Gilmour, Community Area Manager (Malmesbury Area Board)

Lucy Murray-Brown – Head of Campus and Operational Models

Yvonne Bennett – Consumer Protection Manager

Sally Canter – Head of Admin and Technical Support, Development Services

### **Town and Parish Councillors**

Cricklade Town Council – Terri Robertson, Mark Clarke, David Tetlow, Shelley Parker

Royal Wootton Bassett Town Council – Steve Walls, Jenny Stratton, Marion Sweet, Johnathan Bourne

Broad Town Parish Council – Veronica Stubbings

Lyneham and Bradenstoke Parish Council – John Webb, Ron Glover, Deborah Bourne

Purton Parish Council – Mike Bell, Elizabeth Wilson

Tockenham Parish Council – Diana Kirby

**Partners**

Wiltshire Police – Inspector Chris Martin

Wiltshire Fire and Rescue Service – Mike Franklin

Royal Wootton Bassett Chamber of Commerce – Suzanne Gore

Royal Wootton Bassett Shadow Community Operations Board – Mike Leighfield

**Total in attendance: 48**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Election of Chairman and Vice Chairman</u></p> <p><i>The Vice Chairman, Councillor Peter Colmer, was in the Chair for this item.</i></p> <p>The Vice Chairman called for nominations for the position of Chairman of the Area Board for the 2012/13 Municipal Year.</p> <p><b><u>Decision</u></b>  <b>Councillor Peter Doyle was elected Chairman of the Area Board for the 2012/13 Municipal Year.</b></p> <p><i>Councillor Peter Doyle in the Chair.</i></p> <p>The Chairman called for nominations for the position of Vice Chairman of the Area Board for the 2012/13 Municipal Year.</p> <p><b><u>Decision</u></b>  <b>Councillor Peter Colmer was elected Vice Chairman of the Area Board for the 2012/13 Municipal Year.</b></p>
2	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Royal Wootton Bassett &amp; Cricklade Area Board and introduced the councillors and officers present.</p>
3	<p><u>Apologies for absence</u></p> <p>Apologies for absence were received from Pete Smith of the Integrated Youth Service, Paul Harrison of Wootton Bassett Sports Association and Laurie Bell, Wiltshire Council's Director of Communications and Service Director to the Area Board.</p>
4	<p><u>Minutes</u></p> <p>It was noted that Ray Thomas of Purton Parish Council needed to be added to the list of attendees.</p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Wednesday 28 March 2012 were agreed a correct record and signed by the Chairman.</b></p>
5	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
6	<p><u>Chairman's Announcements</u></p>

The Chairman drew attention to a number of Chairman's Announcements, full details of which had been distributed prior to the meeting within the agenda pack.

Further announcements were made as follows:

**i. New Standards Framework**

Details of the new Standards Framework were distributed at the meeting, and parish and town councils were being invited to submit comments on the draft Code of Conduct by Friday 15 June 2012. Briefing sessions for parish clerks and councillors were also being held, as follows:

- 7 June 2012, 6.30 – 8pm, Devizes Corn Exchange
- 12 June 2012, 6.30 – 8pm, Trowbridge Civic Centre
- 13 June 2012, 6.30 – 8pm, Monkton Park Chippenham
- 14 June 2012, 6.30 – 8pm, Salisbury City Hall.

Further details on these sessions were available from Joanna Smith, 01225 718025, [joanna.smith@wiltshire.gov.uk](mailto:joanna.smith@wiltshire.gov.uk).

**ii. 2012 Year of Celebration**

The Jubilee and Olympic Torch celebration events on 1<sup>st</sup> May and 23<sup>rd</sup> May had both been very successful and had promoted the uniqueness and rich cultural heritage of the Community Area. Special thanks were extended to Johnathan Bourne and Michelle Temple of Royal Wootton Bassett Town Council, Shelley Parker from Cricklade Town Council and Councillor Allison Bucknell. Thanks were also extended to Jenn White and Sue Doyle for co-ordinating engagement with local schools and youth groups, and to Wiltshire Police for helping to ensure that both events were successful, enjoyable and safe.

**iii. Urgent Late Item**

The Chairman announced that an urgent late item in relation to the proposed reinstatement of swimming facilities at Lime Kiln Leisure Centre would be considered by the Area Board under Item 9(iii) on the agenda.

**iv. Community Asset Transfer**

Consideration of the Community Asset Transfer from Wiltshire Council to Latton Parish Council had been deferred to the next meeting.

**v. Defence Technical Training at Lyneham**

The Chairman announced that the Defence Technical Training Change Programme team would be co-locating tri-Service technical training from the current training sites to Lyneham. Assessment work was ongoing to maximise the use of existing facilities at Lyneham. The Ministry of Defence would be submitting a planning application to facilitate the first move of training from Arborfield and Bordon by 2015. Further updates would be provided at future Area Board meetings.

7	<p><u>Outside Bodies and Working Groups</u></p> <p>The Area Board considered the current schedule of representatives to outside bodies and the membership of working groups.</p> <p>The Chairman asked all parish and town councils to inform Penny Bell, Democratic Services Officer, of their named representative for the Community Area Transport Group for the municipal year.</p> <p>It was noted that the named Wiltshire Council officers attending the working groups needed to be updated to take account of personnel changes, but these names were provided for information only.</p> <p><b><u>Decision</u></b></p> <ul style="list-style-type: none"> <li><b>i. The Area Board approved the representatives to outside bodies, and approved the membership and terms of reference for working groups.</b></li> <li><b>ii. The Area Board nominated Councillor Jacqui Lay as the second representative to the Community Area Young Peoples Issues Group.</b></li> </ul>
8	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Wiltshire Police</b> The written update was received and noted. Inspector Chris Martin had nothing further to report, but intended to contribute later on the agenda to the issue of dog fouling within the community.</li> <li><b>ii. Wiltshire Fire and Rescue Service</b> The written update was received and noted.  Mike Franklin reported that the Wiltshire Fire &amp; Rescue Service had been consulting on a number of proposals that were being put forward in order to improve services and achieve required reductions in the budget.  Consultation papers were handed out at the meeting and were also available online at <a href="http://www.wiltsfire.gov.uk">www.wiltsfire.gov.uk</a>. The consultation deadline for representations to be made was Monday 4 June 2012 and people were encouraged to submit their views.</li> <li><b>iii. NHS Wiltshire</b> The written updates were received and noted. There were no further updates.</li> <li><b>iv. Parish and Town Councils</b> The written updates from Cricklade Town Council, Royal Wootton Bassett</li> </ul>

	<p>Town Council and Purton Parish Council were noted. Further updates were received as follows:</p> <p>Purton Parish Council – The Ridgeway Farm appeal was now complete and the results of the appeal would be made available on 22 October 2012.</p> <p>Royal Wootton Bassett Town Council – It was reported that the Mary Portas Pilot Bid had been unsuccessful in the first rounds, but a revised bid would be resubmitted. The Town Council was also carrying out a survey to obtain people’s views of the High Street, and people were encouraged to respond – the survey was available on the Council’s website; <a href="http://www.royalwoottonbassett.gov.uk">www.royalwoottonbassett.gov.uk</a> , under ‘Benchmarking Survey’.</p> <p>Lyneham &amp; Bradenstoke Parish Council – a commemorative stone to celebrate the RAF had been commissioned and it’s official unveiling would take place on Friday 1 June 2012.</p> <p><b>v. Neighbourhood Planning Working Group</b> The written update was received and noted. Councillor Mollie Groom reported that the Group was now progressing very well and was on the verge of signing a contract and preparing for legal documentation to be put in place.</p> <p><b>vi. Chambers of Commerce/Business Associations</b> Royal Wootton Bassett Chamber of Commerce reported that a joint grant had been successfully received from the Area Board earlier in the year for a tourism project. The project was progressing well and several meetings had taken place with Visit Wiltshire. Proposals were emerging for a tourism strategy that would include linking more efficiently to the Visit Wiltshire website.</p>
9	<p><u>Task Group Reports and Decisions</u></p> <p>The Chairman announced that a late report had been presented to the Area Board regarding the proposed reinstatement of swimming facilities at the Lime Kiln Leisure Centre. A report was distributed to everyone at the meeting.</p> <p>In December 2010 a fire at Lime Kiln Leisure Centre caused significant damage to some parts of the building, including the health suite, changing rooms and some of the pool plant infrastructure. In the early part of 2011 limited work was carried out on site to make the building safe and to prevent further damage pending the development of campus facilities to meet the future needs of the wider community in Royal Wootton Bassett.</p> <p>The expenditure required for a full and modernised reinstatement of the pool would require significant capital sums. Given the recognised limitations and</p>

lifespan of the existing building this cannot be justified at this time against the background of a prospective new campus facility with significantly improved swimming provision.

The Royal Wootton Bassett Shadow Community Operations Board (Shadow COB) had proposed an ambitious split-site campus for the Community Area, and Wiltshire Council was currently in talks with partners regarding potential joint funding of the proposed facility.

However, the importance of public swimming facilities has always been recognised. Minimal expenditure to provide this on an initial basis can now be justified when considered alongside the ongoing progression of partner negotiations.

The following comments and issues arose following receipt of the report:

- It was noted that members of the Shadow COB were all volunteers and had been working hard for the benefit of the community.
- Individuals were welcome to make representations to the local Member of Parliament if they wished to, but it was felt that there was no lack of engagement between Wiltshire Council and its partners on this issue; it was more a case of the time it took to undertake such negotiations.
- The reinstatement of the swimming pool was a short-term solution and would alleviate some pressure; however the community was still committed to, and happy to wait for, a modern, state-of-the-art campus facility that would serve the needs and aspirations of local people.
- If the Area Board approved the recommendations in the report, then works to reinstate swimming facilities at the Lime Kiln Leisure Centre, on a temporary basis, would be commissioned immediately. Subject to the approval of the Area Board, it was hoped that swimming provision would be reinstated during the summer of 2012 and hopefully in time for the school holidays.
- Reinstatement of facilities would be restricted to the swimming pool and the provision of basic changing facilities. The steam room and jacuzzi would not be reinstated as they were located close to the seat of the fire where the damage had been greatest.
- The planned works to provide a temporary swimming facility would be minimal in nature and at the least cost possible, pending the proposed delivery of the Shadow COB's preferred campus option which included a new purpose-built campus facility to replace the existing Lime Kiln Centre, alongside the retention of the library in the town centre.
- It was noted that the facilities at Hobart and Tidworth were excellent examples and were worth looking at.

**Decision**

**The Royal Wootton Bassett and Cricklade Area Board:**

	<ul style="list-style-type: none"> <li>i. <b>Noted and welcomed the ongoing negotiations between Wiltshire Council and partners regarding improvements to local infrastructure associated with the Shadow COB's campus vision and establishment of the Defence Technical Training Centre at Lyneham</b></li> <li>ii. <b>Approved the reinstatement of the Lime Kiln swimming facility to a minimal standard, and at least cost, pending ongoing work to progress the delivery of the Shadow COB's proposed campus option for the Royal Wootton Bassett area.</b></li> <li>iii. <b>Approved the Head of Campus and Operational Delivery Models to work with DC Leisure to ensure that the revised programme of availability of the pool maximised its use by members of the local community.</b></li> </ul> <p>Thanks were extended from the Shadow COB to Wiltshire Council members and officers who had supported the Shadow COB to date.</p>
10	<p><u>Community Asset Transfer - Latton Recreation Field</u></p> <p>This item was deferred and would be considered at the next meeting of the Area Board.</p>
11	<p><u>Funding Applications</u></p> <p>The Area Board considered the following application to the Community Area Grant Scheme:</p> <ul style="list-style-type: none"> <li>i. <u>Royal Wootton Bassett &amp; District Sea Cadets</u> The sum of £2,000 was requested to purchase a new two-seat slide seat rowing boat complete with oars and road trailer.</li> </ul> <p><b><u>Decision</u></b> The Area Board awarded the sum of £2,000 to Royal Wootton Bassett &amp; District Sea Cadets for the purchase of a new two-seat slide seat row boat complete with oars and road trailer. <b><i>Reason: Although the application did not meet the Community Area Grant Criteria as it did not have match-funding or evidence of competitive quotes, it was noted that there was only supplier of such boats and it was recognised that the group had very low reserves but was already contributing £500 from its reserves.</i></b></p> <p>The Area Board considered the following applications for funding from the Area Board's 2012 Events budget:</p> <ul style="list-style-type: none"> <li>i. <u>Lyneham Primary School</u> The sum of £2,213 was requested for the creation of a Jubilee Woodland Walk.</li> </ul>



	<p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £2,213 to Lyneham Primary School for the creation of a Jubilee Woodland Walk.</b></p> <p>ii. <u>Tockenham Parish Council and Village Hall Committee</u>  The sum of £400 was requested for a summer Olympic sports event and fun run.</p> <p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £180 to Tockenham Parish Council and Village Hall Committee for a summer Olympic sports event and fun run.</b></p> <p><b><i>Reason: The Area Board awarded this lesser sum than requested as the requested sum of £180 was more than the cost of running the event, and the sum of £180 would cover the cost of the prizes and medals.</i></b></p>
12	<p><u>Break</u></p> <p>A short break was held for networking and refreshments.</p>
13	<p><u>Developer Contributions (Section 106 Data)</u></p> <p>Sally Canter, Head of Customer and Technical Support, Development Services, presented the Section 106 (developer contribution) data that had been captured for the Community Area.</p> <p>Section 106 of the Town and Country Planning Act 1990 allows a local planning authority to enter into a legally binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement.</p> <p>Sally presented the data that had been captured for the Royal Wootton Bassett and Cricklade Community Area, which included all Section 106 agreements that the Council had entered into since 2004.</p> <p>Wiltshire Council's Land Adoptions Team was currently in the process of contacting all parish and town councils to notify them of any unspent monies in their areas. All enquiries on this should be sent to <a href="mailto:landadoptions@wiltshire.gov.uk">landadoptions@wiltshire.gov.uk</a> or contact Stuart Harper on 01380 734682.</p> <p>The Chairman thanked Sally for providing the report and the local data, and welcomed questions. The following comments arose:</p> <ul style="list-style-type: none"> <li>• The new Community Infrastructure Levy (CIL) policy was being developed by another team and Sally was unsure exactly when it was</li> </ul>

	<p>likely to be implemented, but undertook to find out.</p> <ul style="list-style-type: none"> <li>• There was also some concern regarding the new CIL policy and whether self-builds would be exempt. Sally agreed to put anyone concerned with these issues in touch with the policy team.</li> <li>• It was acknowledged that a lot of Section 106 funds were restricted to use for open spaces, but there was often a greater need for improvements to highways and Streetscene issues. Sally reported that the agreements could not be changed once agreed, but that the opportunities to negotiate for other issues needed to be taken at the consultation stage.</li> <li>• Royal Wootton Bassett Town Council had been working with Wiltshire Council officers to identify local priorities, to allow more appropriate negotiation on future planning applications.</li> <li>• If a developer was to go out of business, the Section 106 contributions would be lost, unless another developer took over the site.</li> <li>• Wiltshire Council was congratulated on undertaking this piece of work which provided very useful information for the parish and town councils.</li> </ul>
14	<p><u>Informal Adult Education in Wiltshire</u></p> <p>Councillor Stuart Wheeler, Cabinet Member for Transformation, Culture, Leisure and Libraries, 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 – no votes in favour  Option 3 – 7 votes in favour  Option 4 – 8 vote in favour</p> <p>A combination of options 3 &amp; 4 was felt to be the most appropriate option.</p> <p><b><u>Decision</u></b>  <b>The recommendation from the Royal Wootton Bassett &amp; Cricklade Area Board was for the Council to consider a combination of options 3 and 4.</b></p>
15	<p><u>Community Issue: Dog Fouling</u></p>

Councillor Jacqui Lay and Yvonne Bennett, Consumer Protection Manager, gave a joint presentation on the issue of dog fouling in the community, and the actions being taken to alleviate the issue.

The following summarises the information that was presented:

#### **Why is it important?**

- Health – the Toxicara worm found in dog foul presented health risks.
- Unsightly – dog fouling was unpleasant to see and spoiled the look of the area.
- Civic Pride – the community area should be an enjoyable place for residents and visitors.

#### **Legislation**

- Dogs (Fouling of Land) Act 1996 – the original legislation concerning dog fouling. Fixed Penalty Notices under this legislation were fixed at £50.
- Clean Neighbourhoods & Environment Act 2005 – this superseded the Dogs (Fouling of Land) Act 1996 and allowed for wider environmental issues to be dealt with. Fixed Penalty Notices under this legislation were more flexible and could be set between £50 and £80. Wiltshire Council had set the charge at £75.
- Dog Control Orders – Wiltshire Council had set Dog Control Orders last year after consulting with parish and town councils for suggestions of any areas where it was felt dogs should be excluded on, or areas where dogs should be kept on a lead. During the consultation phase there had been a mass objection from the public. The Dog Control Orders would be going to Cabinet for approval shortly.

#### **Solutions**

- What can Parish Councils do? – Parish councils could set their own Dog Control Orders if they did not feel that the local authority's policy was sufficient. Parish councils could also nominate people from the local community to be trained to issue Fixed Penalty Notices and to uphold Dog Control Orders by asking dog owners to put their dogs on a lead in designated areas.
- What can the general public do? – The general public could play a greater role in helping to identify those responsible for allowing their dogs to foul. The more evidence that was collected, the greater the chance of prosecution.
- What should dog owners do? – Dog owners were requested to clean up after their dogs, always carry bags and dispose of dog waste correctly. Dog waste should always be put into a waste bin and should never be flushed down the toilet.

#### **How could Wiltshire Council help?**

- Support for Training – Wiltshire Council offered training for members of the local community to ask as nominated people, so that they could issue Fixed Penalty Notices. The cost of the training was approximately £2,000

for 10 to 15 people to be trained.

- Prosecutions – Wiltshire Council could offer enforcement, and there were two Dog Wardens covering the county; one worked in the north and west, and the other worked in the east and south. The Dog Wardens were responsible for collecting stray dogs and dealing with dangerous dogs which took up a lot of their time, and so unfortunately did not leave as much time for educating against and dealing with dog fouling as they would have liked to. A review of the Dog Warden Service was currently underway.
- Cleaning – Wiltshire Council's Dog Wardens and Street Cleaning Teams could clean up dog mess wherever possible.
- Education – Wiltshire Council could provide/facilitate training for parish and town councils and members of the community to enforce Dog Control Orders. A series of surgeries had also been held locally with the Dog warden, but they had not been well attended.

### **What is happening in our Community Area?**

Purton's Campaign – Dog fouling was a big issue in Purton and the Parish Council had decided to hold a poster campaign to try to educate people and create awareness of the problem.

The poster campaign also included a proposal from Purton Parish Council that, if the problem of dog fouling did not improve, the Parish Council could consider employing its own dog warden at the expense of the local tax payers, which would equate to approximately £10 per household per year.

### **Summary**

Having received the information provided and the comments from various members of the public and town and parish council representatives, the Area Board considered the potential action that could be taken in order to address the issue of dog fouling in the community.

### **Decision**

**The Area Board:**

- 1. Requests the responsible Wiltshire Council Cabinet Member to recognise the serious problems and concern about dog fouling and to investigate and report what can be done to increase enforcement resources.**
- 2. Establishes a Task Group to fully investigate the issue of dog fouling locally, including education, training and enforcement and to develop a detailed proposal as to how this can most effectively be addressed locally.**
- 3. Councillor Jacqui Lay was nominated as the Area Board's nominated representative to sit on and lead this group.**

***Action: each parish and town council to nominate a representative to sit***

	<b><i>on this group and notify Penny Bell, Democratic Services Officer.</i></b>
16	<p><u>Feedback from 'Area Forward' (JSA) Event</u></p> <p>A report detailing the outcomes of the Forward Together event, held on Wednesday 28 March, had been circulated prior to the meeting.</p> <p>Councillor Bucknell reported that the next stage of the process was to obtain people's views of the most important priorities, and the Area Board would vote on the final set of priorities at the next meeting on Wednesday 26 September.</p>
17	<p><u>Review of Meeting Format</u></p> <p>For some time now, the Area Board had been trialling a new, two-part meeting format in order to maximise the time available at Area Board meetings and make them run more efficiently.</p> <p>The Area Board sought the views of those in attendance as to how the Area Board should proceed; whether the Area Board should revert to the original 7pm to 9pm format, or remain with the new, two-part format. The results of the vote were as follows:</p> <ul style="list-style-type: none"> <li>• Revert to 7pm to 9pm format = 5 votes in favour</li> <li>• Remain with new, two-part format = 7 votes in favour.</li> </ul> <p>It was agreed to remain with the new, two-part meeting format, with a formal business meeting taking place from 6pm to 6.30pm, followed by a topic-focussed meeting taking place from 7pm to 9pm.</p> <p>Any comments or suggestions regarding the ordering or format of Area Board agendas should be passed to Penny Bell, Democratic Services Officer.</p>
18	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Wootton Bassett &amp; Cricklade Area Board would be held on Wednesday 25 July 2012, from 6pm at Lyneham Primary School.</p>