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MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Neeld Hall, High St, Chippenham SN15 3ER
Date: 6 January 2014
Start Time: 7.00 pm
Finish Time: 8.15 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

Cllr Desna Allen (Vice Chairman), Cllr Chris Caswill, Cllr Bill Douglas, Cllr Nick Watts, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Linda Packard (Chairman), Cllr Mark Packard, Cllr Nina Phillips and Cllr Jane Scott OBE, Cllr Philip Whitehead

Wiltshire Council Officers

Victoria Welsh, Chippenham Area Manager
Sharon Smith, Senior Democratic Services Officer
Richard Dobson, Community Coordinator
Richard Williams, Team Leader Integrated Youth
Martin Rose, Principal Traffic Engineer

Town and Parish Councillors

Chippenham Town Council – David Powell, Andy Phillips, John Scragg
Biddestone and Slaughterford Parish Council – Rachel de Fossard
Chippenham Without Parish Council – Ken Kennedy
Kington Langley Parish Council – Maurice Dixson
Langley Burrell Parish Council – Brian Patterson
Nettleton Parish Council – David Pearce

Partners

Police and Crime Commissioner – Angus Macpherson
Wiltshire Fire and Rescue Service – Mike Franklin
Chippenham and Villages Area Partnership (ChAP) – Julia Stacey, Alison Butler

Community Area Young Peoples' Issues Group
Chippenham Partnership of Schools – Stephanie Davis

Total in attendance: 47

<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 Linda Packard, welcomed everyone to the meeting and introduced the councillors and officers present.</p> <p>The Board were reminded that there several guest speakers this evening each of which would give an overview of their respective areas of expertise followed by an opportunity to ask questions.</p> <p>The panel members would be introduced at the beginning of the relevant item.</p>
2	<p><u>Apologies</u></p> <p>No apologies were received.</p>
3	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on 4 November 2013 were signed and agreed as a correct record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest received.</p>
5	<p><u>Chairman's Announcements</u></p> <p>Although no announcements were available at the time of the agenda publication, several had subsequently been made available, copies of which were at the meeting and could be found on the Wiltshire Council website.</p> <ul style="list-style-type: none"> • Community Infrastructure Levy (CIL) – A consultation would be undertaken on the Draft Charging Schedule. The consultation would commence on Monday 13 January and end at 5pm on Monday 24 February. • Core Strategy – Following the Council's submission to the Inspector, it was found that parts of the Strategy required change. Two areas of importance to Chippenham were the increased housing requirement to 42,000 across Wiltshire and specifically the options for strategic sites. <p>Further information on the Inspector's preliminary findings and the Council's response could be found on the Council's website at:</p> <p>http://www.wiltshire.gov.uk/wiltshirecorestrategyexamination.htm</p>

	<ul style="list-style-type: none"> • Integrated Performance Management Report – The announcement, provided by the Clinical Commissioning Group (CCG) also included details of the webpage where a copy of the Report itself could be found, namely: http://www.wiltshireccg.nhs.uk/wp-content/uploads/2013/11/Paper-09-Integrated-Performance-Report.pdf <p>Connecting Wiltshire – The Chairman drew the Board’s attention to the display stand at the meeting which included leaflets on cycling and walking routes in and around Chippenham. All were encouraged to take a look if not already done so.</p> <p>Area Board Focus Areas – Although not included within the agenda, Councillors would be given the opportunity to provide updates on their identified areas at the end of the Partner Updates item.</p>
6	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Parish and Town Councils The written reports were noted. ii. Wiltshire Police The written report from Wiltshire Police was noted. <p>The Police and Crime Commissioner, Angus McPherson, was invited to the podium to give details on the proposed precept.</p> <p>Angus McPherson confirmed that a consultation was taking place with regards a proposed increase in the police and crime element of the council tax of £3.15 per annum for the average home (based on a band D property).</p> <p>This proposed increase would reduce the potential funding shortfall for the next 3 years by £2.3m meaning that £12.5m savings would be required rather than the estimated £14.8m without.</p> <p>It was noted that the precept level, inclusive of any increase, would still remain the lowest within the South West.</p> <p>The proposed increase would help to minimise the impact proposed savings could have on front line services. £1.5m from reserves would also be used to enable continued recruitment of officers.</p> <p>All in attendance were encouraged to take part in the consultation with paper copies circulated at the meeting.</p>

	<p>iii. Chippenham Campus Development Team The update was noted.</p> <p>iv. Chippenham Partnership of Schools The update was noted.</p> <p>v. Wiltshire Time Credits The update was noted.</p> <p>As indicated within Chairman’s Announcements the relevant Councillors were invited to give updates on the following Focus Areas for 2013/14.</p> <p>Road Safety</p> <p>Councillor Bill Douglas confirmed that he continued to work with the Highways team. It was hoped that the ‘No Need for Speed’ campaign would be up and running within the next few months.</p> <p>Crime & Community Safety</p> <p>Cllr Desna Allen had no further news to report since the last update.</p> <p>Deprivation</p> <p>Councillor Chris Caswill confirmed that a useful meeting had taken place before Christmas which had been hosted by Green Square. Cllr Caswill hoped to bring some proposals back to the Board for its next meeting.</p>
7	<p><u>Highways and Transport</u></p> <p>The Chairman welcomed the panel members in attendance to give details on their respective work relating to highways and transport.</p> <p>Due to the extreme weather conditions currently being experienced two of the presenters originally scheduled were now unable to attend as they were dealing with highways related problems around the county. The revised running order would therefore be:</p> <ul style="list-style-type: none"> • Parvis Khansari – the presentation would now include details on local highways and street scene (originally scheduled to be presented by Bill Parks) • Martin Rose – the presentation would include details of the CATG and its work. • A DVD highlighting the responses received from the public would be shown. • Cllr Philip Whitehead – the presentation would now include details on

weather and emergency plans (originally scheduled to be presented by Simon Rowe)

- Claire Walker – details of the Colerne Parish Council Snow Plans.

The Chairman requested that the minutes reflect her thanks to the emergency planning team of Wiltshire for all their hard work in dealing with the extreme conditions over recent weeks before welcoming the guests to speak.

Copies of all presentations made can be found attached to these minutes but included the following highlights:

Parvis Khansari, Associate Director Highways & Transport

- The UK was ranked 24 in terms of quality of roads with France currently holding first place. This was in part due to the emphasis of investment in recent years being placed on protecting frontline services.
- There had been a significant increase in traffic over the past 50 years resulting in much heavier usage specifically on A and B classified roads.
- Since 2001 the authority had taken advantage of available funding and had increased expenditure significantly in highways with plans for further investment over the next 6 years.
- Various data collections were used to measure conditions of the road networks to ensure they remained fit for purpose.
- The Chippenham community area consisted of approximately 275km of road, the condition of which was better than in some other areas of Wiltshire.
- Details of the maintenance scheme for 2013/14 were provided, further details of which could be found in the presentation.
- The potential future road maintenance sites identified for 2014-2020 were to be considered by the authority's Cabinet. If approved the list relating to the Chippenham area would be brought back to the Area Board for discussion.
- Central government had recently announced the release of funding that each local authority was able to bid for works that required urgent attention. Wiltshire Council was successful in its bid regarding the A350 project with utilities expected to be in place shortly to begin construction works.
- Further details on how services were being delivered at a local level were then provided on behalf of Bill Parks (who was unable to attend). This included:

- The Highways and Streetscene teams within the Council had now been merged as part of the new structure with staff for the Chippenham area as detailed below:
 - Western Area Manager – Chris Clark
 - Area Engineer – Paul Bollen
 - Chippenham Area Coordinator – Richard Dobson
- Contact details for the team were provided and could be found on the attached presentation.

Martin Rose, Principal Traffic Engineer and CATG member was welcomed to the podium. His presentation included the following:

- Community Area Transport Groups (CATGs) had been formed in 2010 across all 18 area boards.
- Since 2010 the Chippenham CATG, with town and parish councils, had funded 15 highways schemes. In 2013/14 there was a further commitment to fund a further 9 which included:
 - Langley Road (new footway and crossing)
 - Lowden Hill Tunnel (pedestrian and signing improvements)
 - Kington St. Michael Road (footway/bus stop improvements)
 - Lowden Tunnel (shuttle signals feasibility study)
- The vast majority of spend related to pedestrian projects with the remainder including road safety, signing, feasibility and lighting.
- Further information on how the CATG managed new requests was provided. This included that where issues were identified as priority engineers would review and report potential solutions to the CATG. For projects not identified as priority or for those exceeding the available funding allocation these could be put forward for substantive scheme consideration.
- Following the presentation a Voxpop DVD was shown where members of the public were asked the following two questions:
- What highways improvements would you most like to see in the Chippenham area? The responses included:
 - Better lighting
 - Improved cycle routes
 - More regular grass cutting
 - Better parking around the cinema
- Do you have a question about highways and transport that you would like us to put forward? The responses included:
 - What is being done about potholes?
 - What plans are there for future cycle paths?
 - Whether additional parking could be provided?

The presentation made by **Cllr Philip Whitehead, Portfolio Holder Highways Contracts**, included:

- That the transformation of teams should improve the service provided. The change was made to ensure a coordination of activity by one team with the community deciding on the priorities.
- The Council were working on how information could be better communicated, including what planned works there were and current works being undertaken in the local area.
- The 'My Wiltshire' app would at some point in the future replace the existing on-line reporting system. The 'My Wiltshire' allowed those wishing to download the app to report issues to the council via a remote device.

Cllr Whitehead also gave a presentation on behalf of Simon Rowe relating to the weather and emergency plans. This included:

- That the authority had a duty to ensure 'safe passage along a highway is not endangered by snow or ice' in accordance with the Highways Act 1980.
- Once informed the team had an approximate 2 hour window to salt all routes. This required the use of approximately 150 tonnes of salt covering a quarter of the Wiltshire roads. Where conditions fell below a set level for 5 days or more secondary routes were also covered, increasing the salt usage to 250 tonnes.
- The fleet consisted of 24 frontline vehicles and 40 vehicles for extended all route salting with Balfour Beatty on standby beyond this point. Some of the current vehicles had 'clever' technology which, although not used at present, would allow for a programme on board the vehicle to dictate appropriate dispersal of salt in the future.
- Approximately 130 farmers were on-call to provide further assistance to the team where required. The assistance of the local community was required to keep smaller c classified roads open. Each Parish was being encouraged to develop a Snow Plan utilising the help of the local community.

Claire Walker, Colerne Parish Council, gave a presentation on the Parish Council Snow Plan, which included:

- The benefits of a snow plan were demonstrated last year when the parish of Colerne, with the exception of just one day, were able to keep the roads clear during extreme weather conditions.
- Colerne, being the second highest village in the county, was an ideal candidate to take part in the snow plan pilot study.

- The aim of the plan was to provide a coordinated response to keeping the access routes into and within the parish open and to help vulnerable members of the community.
- The appointment of snow wardens had not been as successful as was hoped. Further work to address this was being done in the hope that additional wardens would be in place shortly.
- The parish had use of a Western gritter trailer but acknowledged that there was a need to provide clarity on insurance. There was currently some confusion over whether private vehicles were covered. Further details were awaited.
- The coordinator would be the initial contact who would then make contact with other named persons within the plan.
- The key to success was to ensure the areas covered by snow wardens was small. A member of Wiltshire Council would be able to visit any parishes working on their snow plans to provide guidance and this had proved extremely useful for Colerne.
- It was recommended that salt supplies were split and held around the local area. Colerne had 2 sites in 2013 and were hoping to expand to 4 sites this year.
- Communication was key with the use of such sources as parish magazines to draw attention to the Plan and to seek volunteers highlighted as a positive example.

The Chairman of the Board thanked all the officers for their presentations and opened discussion to the floor where the following information was clarified.

Those reporting issues using the Clarence system were now provided with a log number to allow them to follow up on the reported problem if desired.

The 'My Wiltshire' app was still at an early stage of its release and had been further developed since its initial release. The app had been extended to allow the user to select description criteria and was likely to continue being developed as and when appropriate.

To allow for better preparedness Parish Councils were encouraged to produce a Snow Plan.

The issue of flooding was raised with the work of the Flood Working Groups highlighted. It was understood that the funding allocation had increased from £600k in 2013 to £800k for 2014.

	The Chairman thanked all for their time and the interesting presentations made.
8	<p><u>Funding applications</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2013/14 and noted that the application from 'The Nature of It' had been withdrawn following publication of the agenda.</p> <p>i. <u>Chippenham Rotary Hall</u> The sum of £1,050 was requested for an IT improvement project.</p> <p><u>Decision</u> The Area Board awarded the sum of £1,050 to Chippenham Rotary Hall. <i>Reason: The application met the Community Area Grant Criteria 2013/14</i></p> <p>ii. <u>Kington Langley Village Hall Committee</u> The sum of £960 was requested towards display screens.</p> <p><u>Decision</u> The Area Board awarded the sum of £960 to Kington Langley Village Hall Committee. <i>Reason: The application met the Community Area Grant Criteria 2013/14</i></p> <p>iii. <u>Chippenham River Bank Clean-Up Project</u> The sum of £439 was requested for the purchase of cutting tools.</p> <p><u>Decision</u> The Area Board awarded the sum of £439 to Chippenham River Bank Clean-Up Project. <i>Reason: The application met the Community Area Grant Criteria 2013/14</i></p> <p>iv. <u>Happy Caterpillars Pre-School</u> The sum of £5,000 was requested for the purchase of a new heating system.</p> <p><u>Decision</u> The Area Board awarded the sum of £5,000 to Happy Caterpillars Pre-School. <i>Reason: The application met the Community Area Grant Criteria 2013/14</i></p> <p>v. <u>Chippenham 'Parkrun' Organising Committee</u> The sum of £3,000 was requested towards the start-up costs.</p>

Decision

The Area Board awarded the sum of £3,000 to Chippenham 'Parkrun' Organising Committee.

Reason: The application met the Community Area Grant Criteria 2013/14

vi. Wiltshire & Berks Canal Trust

The sum of £4,849 was requested towards bank stabilisation.

Decision

The Area Board awarded the sum of £4,849 to Wilts & Berks Canal Trust.

Reason: The application met the Community Area Grant Criteria 2013/14

vii. Sevington Victorian School

The sum of £1,000 was requested towards an adult workshop.

Decision

The Area Board awarded the sum of £1,000 to Sevington Victorian School.

Reason: The application met the Community Area Grant Criteria 2013/14

viii. Chippenham Under 12s Girls Football Team

The sum of £498 was requested towards the purchase of a training kit.

Decision

The Area Board awarded the sum of £498 to Chippenham Under 12s Girls Football Team.

Reason: The application met the Community Area Grant Criteria 2013/14

ix. Chippenham Sports Club

The sum of £2,722 was requested towards sports equipment.

Decision

The Area Board awarded the sum of £2,722 to Chippenham Sports Club.

Reason: The application met the Community Area Grant Criteria 2013/14

x. Chippenham Folk Festival 2014

The sum of £3,150 was requested towards a community dance workshop and sound system.

Decision

The Area Board awarded the sum of £3,150 to Chippenham Folk

	<p>Festival 2014. <u>Reason:</u> <i>The application met the Community Area Grant Criteria 2013/14</i></p> <p>xi. <u>Councillor Initiative - Defibrillator Workshop</u> The sum of £985 was requested towards an event to raise awareness.</p> <p><u>Decision</u> The Area Board awarded the sum of £985.</p>
9	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for their attendance before asking those present to take part in an electronic evaluation of the meeting.</p> <p>The next meeting of the Chippenham Area Board would take place on Monday 3 March 2014 at Abbeyfield School, Chippenham. The focus would be on the results of the Joint Strategic Assessment (JSA) event taking place on 18 February.</p> <p>The Chairman reminded all present that the meeting to be held on 28 April would now take place at 2:30pm and not 7:00pm as previously advertised.</p>