

MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Abbeyfield School, Stanley Lane, London Rd, Chippenham SN15 3XB
Date: 3 March 2014
Start Time: 7:00 pm
Finish Time: 9:20 pm

Please direct any enquiries on these minutes to:

Sharon Smith (Senior Democratic Services Officer), Tel: 01225 718378 or (e-mail) sharonl.smith@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Chris Caswill
Cllr Bill Douglas
Cllr Nick Watts
Cllr Howard Greenman
Cllr Peter Hutton
Cllr Linda Packard (Chairman)
Cllr Mark Packard
Cllr Richard Gamble

Wiltshire Council Officers

Victoria Welsh, Community Area Manager
Parvis Khansari, Associate Director
Chris Clark, Area Manager Local Highways
Richard Williams, Team Leader Integrated Youth
Rhys Schell, Campus Delivery Manager
Richard Dobson, Community Coordinator Local Highways
Lucy Murray-Brown, Head of Campus and Operational Models
Peter Tyas, Team Leader Heritage and Arts
Sharon Smith, Senior Democratic Services Officer

Town and Parish representatives

Chippenham Town Council – Mary Fallon, Sue Wilthew
Biddestone and Slaughterford Parish Council – Rachel deFossard
Chippenham Without Parish Council – Ken Kennedy
Christian Malford Parish Council – Kevin Assinder
Hullavington Parish Council – Sharon Neal
Kington Langley Parish Council – Maurice Dixson
Langley Burrell Parish Council – Brian Patterson
North Wraxall Parish Council – Jane King

Partners

Wiltshire Police – Nick Mawson
Office of the Police and Crime Commissioner – Angus Macpherson, Pam Gough
Wiltshire Fire and Rescue Service – Mike Franklin
NHS Wiltshire CCG – James Slater, A Briggs
Chippenham and Villages Area Partnership – Julia Stacey, Alison Butler
Children Partnership of Schools – Stephanie Davis
Chippenham Campus Team – Ian Briggs,

Total in attendance: 64

<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 made aware that at Item 7 of the agenda ('What Matters to You') attendees would be invited to take part in an electronic voting exercise before debate was opened to the Board members.</p>
2	<p><u>Apologies</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Jane Scott OBE Cllr Nina Phillips Cllr Desna Allen</p>
3	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on 6 January were agreed as a correct record and signed by the Chairman.</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>The Chairman drew the Boards attention to the Announcements as detailed on the agenda front sheet as follows:</p> <ul style="list-style-type: none"> • Salamander stand – The fire authority were unable to provide a stand at the meeting but details were made available via leaflets distributed on all tables. • Lyneham MOD – There were currently 300 vehicles from Afghanistan stored at Lyneham which would be sent to Warminster by road for repair. <p>Hercules, a joint venture between Balfour Beatty and Kier, had been appointed as the main contractors for the development of Lyneham. There were currently 20 personnel on site with the main works expected to begin after the Easter period when personnel was expected to increase.</p> <p>By December as many as 700 to 800 personnel (mostly sub contractors) were expected to be on site with the site itself ready for occupation in early 2015. The accommodation provided would be mostly modular and brought</p>

in by road via HGV on designated routes.

- **Dementia Strategy Consultation** – The strategy outlined plans for how organisations would work together. The consultation period would end on 19 May. The authority's desire was for dementia friendly communities across the county and it was noted that the Royal Wootton Bassett and Cricklade area was a pilot area to test the dementia friendly toolkit which it was hoped would be made available to all across the County.
- **Library Memory Group** – Four new library groups had started in January for those with memory loss and dementia and their carers in Pewsey, Purton, Warminster and Mere. Sessions were run weekly and were free of charge.

Wiltshire Libraries were keen to speak to anyone who may be interested in volunteering at these groups.

- **New Housing Allocations** – The revised allocations policy arose following the review undertaken last year and was expected to be implemented during the summer.

What came out of the review was primarily:

- Local homes for local people
- Honesty in terms of expected housing options
- Best use of housing stock
- Rewards for good tenants

These would be taken into account by giving priority for those with a local connection, changes to the banding system, adopting the national bedroom standard and the introduction of a qualifying persons criteria.

- **One Stop Shop for Your Heart** – The event would take place on 15 May between 10am and 3pm at Stanley Park in Chippenham. It was open to all community representatives and organisations who would be interested in seeking further details on defibrillators. Leaflets were also available on each of the tables.
- **West of England Bus Fair Consultation** – This was a major consultation exercise being undertaken by the bus company. Further details were provided in the agenda pack which highlighted the relevant webpage. The consultation finished on 16 March.
- **Middlefield Site in Chippenham** – Copies of this update were circulated at the meeting. The Working Group were working with the adult care and housing team to deliver a range of accommodation to help deliver identified needs for the area.

The project was put out to tender and a preferred bidder was selected in

	<p>2013. Negotiations had taken place since the selection but agreement has not been reached to move forward on the project. The Council remained committed to deliver the project and was working hard to identify other options.</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 from the following Councils were noted: Chippenham Town Council Christian Malford Parish Council Grittleton Parish Council Kington Langley Parish Council Kington St Michael Parish Council Seagry Parish Council Sutton Benger Parish Council ii. Wiltshire Police The written report was noted. iii. Wiltshire Fire & Rescue Service Hard copies of the update were circulated at the meeting and noted. A copy can be found attached to these minutes. iv. Chippenham and Village Area Partnership (ChAP) The written report was noted. v. Chippenham Partnership of Schools The written report was noted. <p>Although not included in the agenda, Mark Dunleavy from Balfour Beatty was welcomed to the meeting. Details of the work undertaken by the team were circulated on each of the tables. A copy can be found attached to these minutes.</p>
7	<p><u>What Matters to You</u></p> <p>The Community Area Manager for Chippenham, Vicky Welsh, introduced the report on pages 47 to 62 of the agenda. This provided details of the event held at the Neeld Hall on Tuesday 18 February where attendees were asked to use the data set out in the Community Area Joint Strategic Assessment 2014-16 (JSA) to help identify local priorities.</p> <p>Appendix 1 of the report detailed the top priorities identified within each theme (of which there were 10) with project ideas to support the themes detailed in Appendix 2.</p>

The top 10 priorities identified at the event were shown on screen and members of the public were asked to consider and vote on what they felt to be the top 3 community priorities.

These were identified as follows:

- Making greater use of outdoor spaces including Butter Cross area and the river for events/festivals (15% of votes)
- Maintenance of roads not keeping up with the level of road use, HGVs and weather damage and associated safety issues (17% of votes)
- Improved engagement with the wider community when making important decisions, particularly the under-represented/deprived/hard to reach (13% of votes)

The Chairman thanked all for their suggestions and, noting the priorities identified, asked that a further vote should be undertaken with thought given to what could be achieved locally within the community itself to develop priorities.

The results of this vote highlighted the following as the top 3 priorities:

- Making greater use of outdoor spaces including Butter Cross area and the river for events/festivals (13% of votes)
- Better use, management and access to green spaces including the river (13% of votes)
- Maintenance of roads not keeping up with the level of road use, HGVs and weather damage and associated safety issues (13% of votes)

In opening up discussion the following concerns were raised:

- Chippenham common slip (to the river) was often blocked by vehicles and therefore did not allow boats to use the slip to access the river.
- The apparent lack of quality control on utilities companies undertaking repair work on public access routes.
- The road condition within the Chippenham community was considered to have deteriorated over the last few months.

The Chairman then welcomed comments from the Board members which included the following:

- The agreed priorities should reflect those that can be achieved by the Board.
- Although not clearly outlined within the identified issues at the event, the deprivation of children within the community should be considered as a priority of the Board. Cllr Caswill was working with a number of organisations with the possibility of establishing a child poverty forum.

- Community safety should also remain a priority, noting the positive work undertaken to date.
- Two of the issues should be combined into one priority, namely:
 - Making greater use of outdoor spaces including Butter Cross area and the river for events/festivals
 - Better use, management and access to green spaces including the river

The Board, upon vote, agreed to the following 3 priorities for 2014/15:

- Outdoor spaces (making better use of outdoor spaces, including management and access to green spaces, the Butter Cross area and the river for events/festivals)
- Child poverty
- Crime and Community Safety

The Board agreed that future grant criteria should be extended to incorporate the priorities identified.

To take the priorities forward the Board agreed that a lead member should be appointed to each as a champion. An e-mail would be circulated to the members seeking volunteers.

During discussion, Cllr Caswill volunteered to be the appointed lead member for Child Poverty and Cllr Hutton proposed that Cllr Allen, should she wish to do so, continue as the lead on community safety. Details of this would be included in the e-mail to be circulated.

The Board would be asked to confirm the lead members at its next meeting in April.

Decision:

The Chippenham Area Board would adopt the following priorities for 2014/15:

- **Outdoor spaces (making better use of outdoor spaces, including management and access to green spaces, the Butter Cross area and the river for events/festivals)**
- **Child poverty**
- **Crime and Community Safety**

A lead member would be appointed to each priority to be confirmed at the next meeting of the Board in April 2014.

8	<u>Campus presentation</u>
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The Chairman welcomed Ian Bridges, Chairman of the Campus Team, to the meeting where a presentation on the work undertaken to date was given. This included:

A consultation had taken place from 7 October to 29 November 2013. This included questionnaires, online surveys and static information displays.

The team also publicised public participation via newspapers, radio, direct e-mailing and presentations. Face to face visits to various locations, including Emery Gate, Chippenham College and the Olympiad Leisure Centre, were also undertaken.

Over 1300 responses were received, 1014 of which were completed questionnaires. In response to the question 'Do you agree with the proposal?' the results were as follows:

Yes – 59.2%

No – 40.6%

The majority of residents were in favour of the proposal for a Monkton Park/Olympiad site. All questionnaire return locations were overwhelmingly in favour except for the Library returns box, which accounted for approximately half of the 40.6% against the site. Once explanation of what the campus team were hoping to achieve was given however many of those against the campus subsequently changed their views.

300 responses were received from schools following a presentation by the Team to the Children's Parliament.

The two areas of question in relation to the proposed integration of the Library were access to the site and its future provision, i.e. what it would look like.

The Team understood the importance of access to any campus and the proposal aimed to address these concerns by:

- Improved pedestrian access from the town (including offering a river level entrance)
- Good transport links to the site
- A library across one level on the ground floor (the existing Library was currently across two levels)
- A review of parking options

The Team were also working with the library and arts services to develop a proposal that would offer a more prominent library that would offer cultural, information and educational resources and facilities for all.

In concluding his presentation Ian Bridges requested the Board to give approval for the team to fully test the feasibility of a Monkton Park/Olympiad site proposal.

	<p>Following questions received in relation to the potential of a mobile facility, it was confirmed that this did not fall within the remit of the Campus team but that would be the decision of Library Services.</p> <p>Reference was also made to Sutton which was considered to have one of the best libraries in London and would perhaps benefit the Board members to visit, noting the mission statement submitted by Library Services.</p> <p>The Chairman asked the Board members to vote on the recommendation and all were in favour.</p> <p><u>Decision:</u></p> <p>Chippenham Area Board approved the request for the Campus Development Team to fully test the feasibility of a Monkton Park/Olympiad site proposal.</p>
9	<p><u>Youth Activity Review</u></p> <p>Cllr Richard Gamble, Portfolio Holder Education, Skills and Youth at Wiltshire Council, gave a presentation on the youth activity review currently taking place.</p> <p>Cllr Gamble confirmed that the Council were keen to have the involvement of as many people as possible.</p> <p>In order to address the changing needs of young people a report was submitted to Cabinet on 21 January.</p> <p>This was also in line with Campus proposals which it was noted would provide new opportunities and would affect the way in which services were currently provided. The first campus was due to open in Corsham in June 2014.</p> <p>The budget for 2014/15 had been set at Council on 25 February and included a need for Integrated Youth Services to make savings of £191,000.</p> <p>The authority had a statutory duty to secure access to leisure time activities for young people. The Department of Education changed the guidance approximately 18 months ago that authorities should 'enable' services and not just 'provide' with an enhanced role for the voluntary sector in the community.</p> <p>There were approximately 4,179 young people in the Chippenham community area. In 2012/13 £6,900 had been allocated to young people initiatives with support from several organisations, such as Chippenham Rugby Football Club, Chippenham Netball Club, Splash, Kandou Arts and 10th Chippenham Scout Group representing just a small selection. It was important that the large number of voluntary groups were linked in a more effective way to maximise the services offered.</p>

The 4 options being consulted were:

- Retain the current in-house service but reduce the cost
- Outsource the service
- Encourage and support staff to form a Public Service Mutual
- Develop a community led approach

Cabinet at its meeting held on 21 January had expressed an interest in Option 4.

The consultation process started on Friday 31 January and a final report with recommendations for future provision was expected to be presented to Cabinet on 22 April.

Feedback received to date as part of the consultation emphasised two main points:

- The public wanted to have a say on future delivery
- A wide range of activities was wanted

The outcome of the consultation should:

- Provide a better service for young people
- Give greater influence to young people on local provision
- Target resources and funding to those who needed it most
- Protect the vulnerable with safeguarding a top priority
- Deliver youth services in a different way
- Provide value for money and use of resources
- Improve the future environment (the Campus programme would provide this)
- Reflect the revised government guidance

All were encouraged to submit their views via the following websites:

voiceandinfluenceteam@wiltshire.gov.uk

Further information could also be found at:

<http://www.wiltshire.gov.uk/council/consultations/consultationypactivitiesreview.htm>

Comments received included that the voluntary sector was key in ensuring future youth services were provided in a way best suited to meet the changing needs of young people.

Cllr Gamble confirmed that he was aware of at least 43 voluntary groups and that sign-posting to these would be key in delivering youth services.

The Chairman thanked Cllr Gamble for the presentation and encouraged all to participate in the consultation.

Legacy for Wiltshire

Peter Tyas, Team Leader Arts & Archives Wiltshire Council, was welcomed to the meeting to give a presentation on the legacy for Wiltshire following the 2012 Olympics.

Following this success a Legacy Board had been established with three key objectives; to grow the economy, to keep Wiltshire healthy and to build on stronger communities.

Local Economy

Since 2012 there had been a number of strands of activity to encourage a stronger local economy including EXPOs, Wealth of Wiltshire Fayres, business breakfasts, Big Business events and sponsorship of the Salisbury Christmas market, which had proved a huge success.

In 2014 the authority would build on these events to promote what local businesses bring to the County as well as supporting businesses to sell locally with future Wealth of Wiltshire Fayres.

A further Big Business Event would be held in Salisbury in April and a large EXPO event in Chippenham was due to take place in June. A link to the website with further details can be found is provided below.

<http://wiltshirebusiness-expo.co.uk/>

Healthy Wiltshire

Since 2012 the authority had build on the desire for Wiltshire residents to get active. This included organised health fairs and checks across Wiltshire and support for the 'schools games' project (Chippenham).

In order to build on the successes of 2012 and 2013 health fairs would continue to take place which it was hoped would continue to empower the public to take charge of their health and lifestyle choices.

Communities were being encouraged to make a pledge that would make a difference in their community. This was being officially launched on 2 April but communities were being asked to think of ideas at this stage. An example included that arising from the Royal Wootton Bassett and Cricklade Area Board for the community area to become dementia friendly.

In May 2014 a major national cycling event would be taking place within the county. In addition to the professional race (100 mile road race) event several fun cycling events would be taking place of which all were encouraged to participate. Further details would be available on the Council's website in due course.

Stronger Communities

It was recognised that in 2012 the combination of the Jubilee celebrations and that of the Olympics had played a significant part in bringing communities closer together resulting in stronger, healthier and more resilient communities.

Each community within Wiltshire was asked to consider what they felt appropriate to commemorate the centenary of WW1, recognising the links that the county of Wiltshire had with the forces.

A countywide centenary event, in conjunction with the military forces, was planned for 30 July. Ideas were currently being developed and further details would be announced in due course.

To establish what events were taking place all were encouraged to visit the Wiltshire and Swindon History Centre website:

<http://heritageinwiltshire.wordpress.com/>

The website provided information, news and opportunities about heritage activity within Wiltshire.

Other activities

The Council continued to help support local Olympians and Paralympians. Business Dinners had been arranged to encourage local businesses to also contribute towards funding local athletes. The authority was aiming to, as a minimum, double the budget for athletes in 2012.

The Chairman thanked Peter Tyas for his time and the interesting presentation given and encouraged all attendees to consider what 'Big Pledge' they could make to benefit the community.

11

Funding Applications

The Area Board were asked to consider the funding applications details of which were provided within the report on pages 73-84 of the agenda with the following amendment:

Page 76 – paragraph 8.1.1 – the recommended award related to the installation of new hygiene facilities and was conditional upon appropriate planning permission being obtained.

- i. Chippenham Sailing and Canoeing Club
The sum of £20,000 was requested for new hygiene facilities.

Decision

The Area Board awarded the sum of £20,000 to Chippenham Sailing and Canoeing Club conditional upon the balance of funding being in place and appropriate planning permissions being obtained.

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

NOTE: Chippenham Sailing and Canoeing Club confirmed that they would be making a 'Big Pledge' to work with local primary schools to help reduce obesity figures in children.

ii. Wiltshire MIND

The sum of £494 was requested for the purchase of a laptop, software and a broadband dongle.

Decision

The Area Board awarded the sum of £494 to Wiltshire MIND.

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

iii. The Nature of It

The sum of £3,009 was requested for the creation of a Chippenham Community Garden.

Decision

The Area Board awarded the sum of £3,009 to The Nature of It conditional upon the balance of funding being in place.

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

iv. Biddestone Cricket Club

The sum of £4,990 was requested towards the provision of new toilet and shower facilities.

Decision

The Area Board awarded the sum of £4,990 to Biddestone Cricket Club conditional upon the balance of funding being in place.

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

v. BCHA (Unity House)

The sum of £500 was requested for the provision of a 'Living Communities' art therapy project.

Decision

The Area Board awarded the sum of £500 to BCHA (Unity House).

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

- vi. CLOGS Musical Theatre
The sum of £1,899 was requested towards the purchase of a radio microphone system.

Decision

The Area Board awarded the sum of £1,899 to CLOGS Musical Theatre conditional upon the balance of funding being in place.

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

- vii. Kauri Centre
The sum of £3,365 was requested towards a virtual baby project.

Decision

The Area Board awarded the sum of £3,365 to Kauri Centre conditional upon the balance of funding being in place.

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

- viii. Chippenham Rugby Football Club
The sum of £4,000 was requested for the upgrade of flood lighting.

Decision

The Area Board awarded the sum of £4,000 to Chippenham Rugby Football Club conditional upon the balance of funding being in place.

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

- ix. ASCEND
The sum of £500 was requested for the purchase of promotional banners and a storage cupboard.

Decision

The Area Board awarded the sum of £500 to ASCEND.

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

- x. Councillor-led Initiative – CCTV Vehicle
The sum of £20,000 was requested towards the purchase of a CCTV vehicle for use in the Chippenham, Calne and Corsham community areas to combat anti-social behaviour.

Decision

The Area Board awarded the sum of £13,000 towards the purchase of the CCTV vehicle conditional upon contributions being requested from Corsham Area Board, Calne Area Board and Wiltshire Police. Should no further contributions from the aforementioned be made

	<p>to the satisfaction of the Chairman the sum awarded by the Board would be increased to £20,000. <i>Reason:</i> <i>The project has been identified as a priority by the Chippenham Community Safety Group (CSG) and demonstrates a link to the Community Area Plan.</i></p> <p>xi. <u>Vire the balance of unspent Area Board Funding to CATG</u> The sum of £8,000 was requested for transfer to the CATG to enable Dropped Kerbs to be installed in the community area.</p> <p><u>Decision</u> The Area Board agreed to vire the sum of £8,000 to the CATG to enable Dropped Kerbs to be installed in the community area. This would be increased up to a maximum of £15,000 to accommodate any unspent allocation of funds to the CCTV project above. A prioritisation exercise would be carried out by the CATG with Town and Parish Councils accordingly. <i>Reason:</i> <i>Dropped Kerbs have been identified as a priority by the CATG group.</i></p>
12	<p><u>Community Asset Transfer</u></p> <p>The Board considered the Community Asset Transfer request for the transfer of Malford Meadows to Christian Malford Parish Council.</p> <p>Decision: The Area Board authorises the Solicitor of the Council to executive all documentation needed to implement the transfer of Malford Meadows to Christian Malford Parish Council subject to the following conditions:</p> <ul style="list-style-type: none"> • The land is maintained for the benefit of the community and residents will be encouraged to enjoy the amenity. • A standard ‘reverter’ clause is included in the title, which will ensure that if the land stops being used for the benefit of the community, Wiltshire Council will have the option to repurchase the land for the sum of £1. • An additional measure is put in place (legal mechanism to be agreed) in respect of the land identified for potential affordable housing use to ensure that this land can be made available to Wiltshire Council at nil cost if planning permission is granted. The Parish Council is not to undertake any activity which may prejudice the use of the land for this purpose.
13	<p><u>Community Area Transport Group (CATG)</u></p> <p>The Board were asked to consider the report arising from the last meeting of the CATG held on 27 January 2014 and agree the recommendations as outlined on</p>

	<p>page 97 of the agenda.</p> <p>Decision: The Chippenham Area Board:</p> <ul style="list-style-type: none"> • Notes the latest information (Appendix 2 of the report) on schemes in progress; • Approves the list of schemes recommended for prioritisation and allocate funding (Appendix 3 of the report); • Approves the list of schemes recommended for retention and further consideration (Appendix 4 of the report); • Approves the list of requests recommended for removal (Appendix 5 of the report); • Approves the recommendation that in future the CATG shall seek a contribution of up to 25% of the cost of specified Highways Schemes from the Town or Parish Council where the proposed scheme is located; and • Delegates authority to the Chairman of the Board, in consultation with the Chairman of CATG and Community Area Manager, to approve CATG funding towards works (not consultation) of up to a value of £1,000 where it is needed urgently and the matter cannot wait until the next Area Board meeting. Any such decisions taken to be reported to the next Area Board meeting.
14	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting and requested that attendees take part in the electronic survey of the evening's meeting.</p> <p>The next meeting of the Chippenham Area Board would take place on Monday 28 April 2014 at 2:30pm in the Neeld Hall. The meeting would be themed for the older community.</p> <p>The next meeting thereafter would take place on 30 June at the usual time of 7:00pm in Kington Langley Village Hall. The theme of this meeting would be on rural and parish communities. Suggestions on possible items were welcomed.</p> <p>The next agenda planning meeting was scheduled to take place on Wednesday 26 March at Monkton Park offices. Any parish or town council representative interested in attending was requested to contact the Community Area Manager or the Chairman.</p>