

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** The Laverton, Bratton Road, Westbury BA13 3EN  
**Date:** 8 December 2016  
**Start Time:** 7.00 pm  
**Finish Time:** 9.30 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr David Jenkins, Cllr Gordon King, Cllr Jerry Wickham (Chairman) and Cllr Russell Hawker (Vice Chairman)

### **Wiltshire Council Officers**

Laurie Bell – Associate Director Communities & Communications  
Liam Cripps – Community Engagement Manager  
Jan Bowra – Locality Youth Facilitator  
Lorraine Walters – Older People's & Carers' Champion  
Roger Bishton – Senior Democratic Services Officer

### **Town and Parish Councillors**

Westbury Town Council – Cllr Stephen Andrews, Cllr Ian Cunningham, Cllr Francis Morland  
Bratton Parish Council  
Coulston Parish Council  
Dilton Marsh Parish Council – Cllr Francis Moorland  
Edington Parish Council – Cllr Mike Swabey  
Heywood Parish Council – Cllr Francis Morland

### **Partners**

Wiltshire Police  
Wiltshire Fire and Rescue Service

Wiltshire NHS  
BA13+ Community Area Partnership – Carole King, Phil McMullan

**Total in attendance: 28**

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<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 welcomed everyone to the meeting of the Westbury Area Board.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>Cllr Sonja Harris – Dilton Marsh Parish Council Inspector James Brain – Wiltshire Police</p>
3.	<p><u>Minutes</u></p> <p><b>Resolved:</b></p> <p><b>(1) To receive the notes of the inquorate meeting held on 6 October 2016.</b></p> <p><b>(2) To confirm the minutes of the meetings held on 4 August and 9 November 2016 as a correct record.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following announcement which was included in the agenda pack:-</p> <ul style="list-style-type: none"> <li>• <b>The Rural Crime Partnership for Wiltshire and Swindon</b></li> </ul> <p>The Chairman drew attention to this partnership and noted that its aim was to reduce the number of victims of rural crime, improve the confidence of rural communities in reporting crimes knowing that action would be taken and to reduce offending and re-offending.</p> <p>Wiltshire Police encouraged all of the rural communities to sign up for their free messaging system, Wiltshire and Swindon Community Messaging, where local officers and their press office sent out local police and crime updates by email, text and voicemail. Several recent policing operations had resulted in real successes across rural communities. Further information was available at <a href="http://www.wiltsmessaging.co.uk">www.wiltsmessaging.co.uk</a></p>
6.	<p><u>Community Hub Update</u></p> <p>The Chairman welcomed Cllr John Thomson, Deputy Leader of Wiltshire</p>

Council and Laurie Bell, Associate Director, Communities & Communications who were attending to provide a Community Hub update.

Cllr Thomson explained the original concept of the campus as follows:-

- Community campuses would reflect local needs
- Based on the rationalisation of buildings and co-location of services
- Community groups would engage and help design and run campuses
- Operating model based on a third council staff, a third volunteers and a third apprenticeships and work experience
- 19 community groups were established to draft conceptual plans on behalf of area boards
- Linked to the vision encouraging communities to do more

He went on to explain that

- The original concept was aspirational and visionary
- The economic changes – have impacted on the original concept
- Asset values changed and other opportunities arose
- Community groups needed clarity of budget framework
- Expectation levels were high – delivery became a challenge given the shifting economy
- Recognition that the big campus models; such as Corsham, not right for all communities and unaffordable across the county
- Reviewed the need and the new opportunities

Laurie Bell explained the subsequent concept of a community hub, initially provided at Calne, as follows:-

- Developed a new community hub model in Calne Library
- Investment to create a vibrant multi-purpose community space and place
- Self-access model – open + hours
- Increased the number of volunteers
- Helping with the sustainability of services
- Opened August 2016
- Multi-purpose, flexible space
- Meeting rooms and library space used by 20 organisations, including Citizens Advice Wiltshire
- Plus support group for parents with children on the autistic spectrum, arts group, and theatre productions
- New Open + system allows community access outside normal library hours - opening hours increased 37.5%
- Library membership has increased by 7.8% compared to the same period last year

The Area Board was informed that funding would be allocated for a Westbury Community Hub during the next phase of development starting next year and Cllr Thomson stressed that it was for the Community Area to decide exactly

	<p>what facilities would be most appropriate for Westbury. He informed the meeting that he had visited both Westbury Library and the former youth club premises and noted that</p> <ul style="list-style-type: none"> <li>• The library - currently upper floors are under utilised</li> <li>• Ground floor could be extended</li> <li>• Refurbishment could provide <ul style="list-style-type: none"> <li>– Meeting rooms/community spaces</li> <li>– Flexible library furniture</li> <li>– Self access open + model</li> <li>– The provision of a lift</li> </ul> </li> <li>• Former youth centre – could be utilised by schools and community groups</li> </ul> <p>The next steps would need to be</p> <ul style="list-style-type: none"> <li>• An audit demand for community space</li> <li>• Engage area board and local community in the opportunities</li> <li>• Assess need for community hub and most appropriate location</li> </ul> <p>During the subsequent discussion, there was a general consensus that facilities should be provided as central as possible in the town and that detailed refurbishment proposals for the Library should be investigated as a priority.</p> <p>It was considered that further thought and consultation should be carried out by the Area Board as a matter of some urgency and it was</p> <p><b>Resolved:</b></p> <p><b>That the four County Councillors meet with the Community Engagement Manager as a matter of some urgency to take this matter forward and to report back to the Westbury Area Board with their initial findings.</b></p>
7.	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners:-</p> <ul style="list-style-type: none"> <li>(a) Wiltshire Police</li> <li>(b) Dorset and Wiltshire Fire &amp; Rescue Service</li> <li>(c) BA13+ Community Area Partnership</li> <li>(d) Wiltshire Clinical Commissioning Group</li> <li>(e) Healthcare Wiltshire</li> <li>(f) Westbury Town Council</li> </ul>
8.	<p><u>Westbury Joint Strategic Assessment</u></p>

	<p>The Community Engagement Manager presented a report which provided an update on the outcome of the 'Our Community Matters' Joint Strategic Assessment (JSA) event which was held on Tuesday 8 November 2016 at the Leigh Park Community Centre.</p> <p>It was noted that almost 80 members of the public and partner agencies attended and participated in this event, which focused on the data set out in the <a href="#">Community Area Joint Strategic Assessment 2016-17</a>. The JSA brought together the results of research conducted by the major agencies and public sector bodies in Wiltshire over the past six months and the priorities emerging from these events would be used to focus and support strategic projects, activities and services across Wiltshire. All participants at the JSA event on 8 November had the opportunity to vote on the priorities but there had been some technical problems in the recording of votes. This had now been rectified and the scoring figures had now been updated.</p> <p><b>Resolved:</b></p> <p><b>To request that further consideration be given to this at the next meeting and that the report, slides and updated scoring figures be made available.</b></p>
9.	<p><u>Warm and Safe Wiltshire</u></p> <p>The Chairman introduced and welcomed Philip Morris, Senior Development Manager, Public Health who was attending this meeting to explain the work of Warm and Safe Wiltshire.</p> <p>Warm &amp; Safe Wiltshire was a service provided by Wiltshire Council and Dorset &amp; Wiltshire Fire and Rescue Service in partnership with the Centre for Sustainable Energy to help residents live in safer and healthier homes. Warm and Safe Wiltshire offered all residents across the county free and impartial energy saving advice. An advice line service was open 9-5pm Monday-Friday and could offer advice on the following:</p> <ul style="list-style-type: none"> <li>• Help and advice relating to insulation, heating and draft proofing</li> <li>• Guidance on heating systems and controls</li> <li>• Issues with damp and condensation</li> <li>• Advice on understanding your fuel bills</li> <li>• Help with switching energy suppliers and fuel tariffs to keep bills affordable</li> </ul>

	<ul style="list-style-type: none"> <li>• Fuel debt advice</li> <li>• Available grants and schemes</li> <li>• A comprehensive home fire safety service</li> <li>• Advice guides and factsheets</li> </ul> <p>Leaflets were available in the Community Centre in High Street, Westbury and further information could be obtained at <a href="http://www.warmandsafewiltshire.org.uk">www.warmandsafewiltshire.org.uk</a>. Alternatively, members of the public could phone the organisation on 0300 003 4575.</p> <p>Dr Peter Biggs asked if Warm and Safe Wiltshire was campaigning to persuade utility companies to cease the use of pre-payment metres. Philip Morris explained that the organisation was not really engaged in campaigning but nevertheless was trying to persuade utility companies to cease the use of these metres.</p> <p>The Chairman thanked Philip Morris for his interesting and very useful presentation.</p>
10.	<p><u>Update of Defibrillators</u></p> <p>Consideration was given to a report by the Community Engagement Manager which provided an update on progress made to install defibrillators in Westbury together with costing figures.</p> <p>The meeting was reminded that following the presentation which was made to the Area Board on 2 June 2016, the Community Area Manager was requested to obtain quotes to roll the scheme out locally. Furthermore, Cllr Gordon King had agreed to approach Westbury Town Council to offer support.</p> <p>It was noted that there were various schemes available to communities that ranged from lease hire arrangements to outright ownership. A working group had yet to be formed to scope suitable locations within the Community Area, which would include the villages. It was recognised that a volunteer based rota would be required in order to carry out regular inspections of the units.</p> <p>It had been estimated that, depending on the number of defibrillators installed, the cost of this project would cost about £10,000.00. Grant funding would be required from the Area Board in order to support the project and the members of the Area Board had verbally confirmed their support.</p> <p>After some discussion,</p> <p><b>Resolved:</b></p>

	<p><b>That the Chairman and Cllr Gordon King look into the needs of the Westbury Community Area, including the villages, and report back to the next meeting.</b></p>
11.	<p><u>Community Area Transport Group</u></p> <p>The Area Board received notes of the Westbury Community Area Transport Group (CATG) meeting held on 18 November 2016.</p> <p><b>Resolved:</b></p> <p><b>(1) To allocate £1,000 to fund the installation of bollards in High Street, Westbury.</b></p> <p><b>(2) To allocate £3,100 to fund the resurfacing of the footpath between Gibbs Close and Bitham Brook School, Westbury.</b></p>
12.	<p><u>Youth Awards</u></p> <p>A report by the Community Engagement Manager was received which set out details of an initiative that would deliver a recognition and awards scheme for young people in Westbury. This initiative was based on a scheme which had been developed in Melksham and was proving to be very popular and successful.</p> <p><b>Resolved:</b></p> <p><b>To endorse and support the proposed scheme in Westbury and to be prepared to consider a grant application in due course.</b></p>
13.	<p><u>Youth Grants</u></p> <p>Consideration was given to a report by Jan Bowra, Locality Youth Facilitator, in which councillors were asked to consider funding for two applications.</p> <p><b>Resolved:</b></p> <p><b>(1) To approve a grant of £3,024.00 to the Youth Adventure Trust to enable eight young people from Westbury Matravers School to attend a three day residential coastal camp in May and three activity days in the winter months.</b></p> <p><b>(2) To approve a grant of £5,000.00 to Fairfield Farm College towards their accessible transport project.</b></p>
14.	<p><u>Community Area Grants</u></p> <p>Consideration was given to a report by the Community Engagement Manager in</p>



	<p>which councillors were asked to consider funding from the 2016/17 Area Grants Budget, all of which met the grants criteria. After receiving brief statements from the applicants giving reasons for the requests,</p> <p><b>Resolved:</b></p> <p><b>(1) Application 2168 – Westbury &amp; Dorset Cricket Club</b></p> <p><b>To approve a grant of £5,000.00 towards the cost of replacing practice facilities.</b></p> <p><b>(2) Application 1874 – Matravers School</b></p> <p><b>To approve a grant of £5,000 towards the cost of providing a Community Learning Resource Centre at Matravers School, with the proviso that the grant is funded from LYN monies.</b></p> <p><b>(3) Application 2071 – Larkrise Riding for Disabled Group</b></p> <p><b>To approve a grant of £1,500.00 towards the cost of constructing a roof for the equine handling area.</b></p>
15.	<p><u>Leigh Park Community Centre, Westbury - Site Ownership Issues</u></p> <p>The Area Board received a progress report from the Chairman on the transfer of land at Leigh Park Community Centre, Westbury from Persimmon Homes (Wessex) to Wiltshire Council.</p> <p>It was noted that the Council's Strategic Assets Unit had made recent contact with Persimmon in an attempt to encourage Persimmon to transfer the land. Legal Services had also made contact with the Company Secretary of Persimmon plc seeking confirmation of the appropriate person at the company to progress the matter, at the same time providing a copy of the s106 Agreement and setting out details of the transfer requirements.</p> <p>The Council would continue to push Persimmon on the matter but the willingness to proceed with the freehold transfer sits firmly within Persimmons gift. However, steps would be taken to enforce this obligation if necessary.</p> <p>In the meantime, Legal Services had made contact with the Community Centre solicitors to providing an example lease for community asset transfers and set out that Wiltshire Council were pushing for the freehold transfer.</p>
16.	<p><u>Future Meeting Dates</u></p> <p>It was noted that the next meeting of the Westbury Area Board would be held on Thursday 2 February 2017 at The Laverton, Westbury.</p>