

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** The Laverton Hall, Bratton Rd, Westbury BA13 3EN  
**Date:** 4 February 2016  
**Start Time:** 7.00 pm  
**Finish Time:** 9.20 pm

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Liam Cripps, Community Engagement Officer  
Roger Bishton, Senior Democratic Services Officer  
Phoebe Brazier, Community Youth Officer  
Nicole Smith, Head of Housing Operations & People

### **Town and Parish Councillors**

Westbury Town Council – Cllr David Bradshaw, Cllr David Tout, Keith Harvey (Town Clerk)  
Bratton Parish Council – Cllr John Bartram  
Coulston Parish Council  
Dilton Marsh Parish Council – Cllr Alison Irving  
Edington Parish Council – Cllr Mike Swabey  
Heywood Parish Council – Cllr Keith Youngs

### **Partners**

Wiltshire Police – Inspector James Brain, Carolyn Deverall

Wiltshire Fire and Rescue Service  
Wiltshire NHS  
BA13+ Community Area Partnership – Carole King, Phil McMullen

**Total in attendance: 41**

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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>An apology for absence was received from Michael Franklin, Partnerships &amp; Community Engagement Manager, Wiltshire Fire &amp; Rescue Service.</p>
3.	<p><u>Minutes</u></p> <p><b><u>Resolved:</u></b></p> <p><b>The minutes of the previous meeting held on 10 December 2015 were agreed as a correct record and signed by the Chairman.</b></p>
4.	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• <b>Child Poverty</b> At the last meeting of the Area Board, the Chairman reported the success of a Workshop on the attainment of disadvantaged children, which had been held at Matravers School on 13 October 2015. Following on from this it had been hoped that an action plan would be drawn up but as the notes of that workshop were inadequate it was the Chairman's hope that some of the agreed themes would be taken up by Community Groups/Champions. A number of the themes were read out which included the establishment of cooking clubs, information technology workshops together with other leisure and recreational activities. The Children's Centre and the Community Area Partnership had agreed to take forward the Cookery Classes and other groups would be approached to explore the possibility of taking forward the other activities. Interested groups or individuals were asked to liaise with the Chairman and Community Engagement Manager to take forward.</li> <li>• <b>Dilton Marsh – Weed Killing</b> A the last meeting, Cllr JA Moody from Dilton Marsh Parish Council referred to the poor maintenance of roads particularly in the Dilton Marsh area and the amount of weeds ha needed clearing. The Area Board requested that details of a weed killing programme be made available at the next meeting.</li> </ul> <p>Wiltshire Council was reviewing its services as it shaped the future of its highway programme from April 2016. Following feedback from town and parish councils, part of that programme would be reintroducing the Parish Steward Scheme. There would be 18 stewards appointed serving their own group of parish and town councils in the county. It would replace the community day's scheme where a group of officers provided one day's work of activities within an extended time period.</p>

Under the new scheme, parishes would have regular visits for minor works providing a much more frequent service. The parish stewards would report issues and undertake repairs and maintenance themselves, meaning they would be a 'one stop and done' service. The stewards would help prioritise the needs of their patch including roads, pathways, drainage and verge maintenance. Their remit could include painting railings, highways strimming and undertaking minor pothole repairs.

Over the next few months, parish and town councils would be advised of the new arrangements and attendance programmes.

People who wished to report a highways issue could do so using the MyWiltshire App, by the [council website](#) or by calling 0300 456 0105.

- **NHS Health Checks** At its meeting on 10 December 2015, the Westbury Area Board received the Chairman's Announcement about NHS Health Checks.

However, during discussion some members noticed that it was stated that everyone between the ages of 40 and 74, who had not been diagnosed with certain conditions or was otherwise ineligible, was invited every five years to have a free NHS Health Check. They asked that an enquiry be made if those over the age of 75 years were likewise eligible and, if not, why?

The NHS health check was intended for people up to the age of 74, invitations being sent during the month/year of their 40, 45, 50 etc. birthday. Surgery's already offered over 75's regular health checks (in some cases annually), and that was why the 5 yr invitation process stopped at 74.

5. Declarations of Interest

There were no declarations of interest made at the meeting.

6. Chairman's Announcements

The Chairman made the following announcements:-

- **Wiltshire Passenger Transport Review** Wiltshire Council was undertaking a review of Wiltshire Council supported bus services as part of a wider review of all areas of Wiltshire Council's passenger transport remit.

The Council had already completed a pre consultation assessment, (details can be found via this link ([www.wiltshire.gov.uk/localtransportplan3](http://www.wiltshire.gov.uk/localtransportplan3))).

A broader consultation was now taking place to hear the views of

residents. The Council had made no decisions and would like to see how far members of the public agreed or disagreed with the presented options, or make alternative suggestions. Consultation documents could be viewed from the 11 January 2016 on the Council's consultation portal <http://consult.wiltshire.gov.uk/portal>.

Hard copies of the consultation material including questionnaires were available at local libraries and at main council offices from the 11 January 2016. Questionnaires were also available on buses operating a journey that was funded by Wiltshire Council, and could be sent out on request.

The consultation will be open until to 5pm on the 4 April 2016.

- **Wiltshire Online Programme – Broadband Update** The announcement provided:
  - An overview on coverage to date
  - Detailed information on the new Universal Service Commitment scheme
  - Update on Phase 1 & Phase 2
  - Signpost to website for further information

Full details were available to see at [www.wiltshireonline.org](http://www.wiltshireonline.org)

#### 7. Partner and Community Updates

The Area Board received the following updates from key partners:-

- **Wiltshire Police** Inspector James Brain, Community Policing Team Inspector, Trowbridge & Warminster, introduced and explained the Police report based on what was happening in the Westbury Community Area, full details appeared in the agenda pack..

He explained that the Community Policing Team pilot had now completed its 10 week mark and the general feedback was positive. The Chief Constable has stated that this 'one team' approach, which was being further developed, was the most effective way to deliver local Policing and he had instigated a scoping exercise with a view of rolling out this Policing model across the entire Force Area later in 2016.

Inspector Brain reported that Sergeant Pete Sparrow, his Community Policing Team Deputy, had moved to another area of the Force as Acting Inspector and had been replaced by Sergeant Louis McCoy, who had previously worked in the Chippenham area and had 13 years of Policing experience in a variety of roles across Wiltshire Police.

The Chairman introduced and welcomed Carolyn Deverall, Out of Court Disposal Manager, who was attending to explain Restorative Justice. She explained that the Office of the Police & Crime Commissioner had funded

the post of Restorative Justice Co-ordinator and the Wiltshire model was still being developed. However, to date there had been some positive outcomes with some conversations having taken place with both victims and offenders. It was stressed that any conversations with either party were carried out on a purely voluntary basis.

- **Wiltshire Fire & Rescue Service** The update report was received and noted.

The Chairman introduced and welcomed Chief Fire Officer Darren Gunter, currently CFO for Dorset Fire & Rescue Service but Chief Fire Officer for the new combined Dorset & Wiltshire Fire & Rescue Service from 1 April 2016. Mr Gunter was attending the area board meeting in order to explain the new service.

Mr Gunter illustrated his talk by showing a short film entitled *Changing & Saving Lives...Together*. He explained that the public would not notice any change in the service provided except for the name. Both services already did more than just put out fires and undertook a range of prevention activities. The Service intended to:-

- work in some key areas, such as identifying those people who might be cold in their homes during winter and support and signpost them to other agencies to take action.
- work with public health partners to reduce avoidable illnesses.
- work with families and individual young people to support them in making safer and healthier choices.

This was reflected in the following four priorities;

- 1) Help individuals to make safer and healthier choices.
- 2) Protect individuals and the environment from harm.
- 3) Be there when needed.
- 4) Make every penny count.

It was noted that a new safety centre was to be provided in Swindon and it was suggested that this might be better strategically provided to cover the whole area to be covered by the combined authority in or near Salisbury. Mr Gunter informed the meeting that there already existed a safety centre in Bournemouth and he hoped that it might be possible to provide an additional centre in Salisbury to cover the Trowbridge & Salisbury area.

Mr Gunter also explained that the government had moved responsibility for

the Fire & Rescue Service to the Home Office from the Department for Communities & Local Government. The move would deliver the government's manifesto commitment to deliver greater joint working between the police and fire service. It would pave the way for improvement in local fire and policing by providing clear leadership, supporting greater collaboration and delivering value for money for taxpayers. It would also allow the government to share good practice more effectively on areas such as procurement and prevention. The government recently consulted on proposals to enable Police and Crime Commissioners to take on greater responsibility for fire services at local level.

The Chairman thanked Mr Gunter for his interesting and informative presentation.

- **BA13+ Community Area Partnership** An update report which was received and noted.
- **Healthwatch Wiltshire** An update report was received and noted.
- **Wiltshire Clinical Commissioning Group** An update report was received and noted.

- **Town and Parish Councils**

(a) **Westbury Town Council** Cllr David Bradshaw, Mayor, reported on recent work and activities carried out by Westbury Town Council, which included:

- Setting the town precept for 2016-17 at £394,427 (Band D charge £87.75), this being the total money the town council receives to spend on its services. This represented an increase of 26p per week on the tax for a band D property.
- The Council's Delegation of Services Working Group were currently in discussions with Wiltshire Council with regard to taking over responsibility for certain services, such as allotments in Queen's Road and flower beds in the town centre. The Town Council had agreed to accept the transfer of the public toilets in High Street and Warminster Road by a seven year lease with effect from 1 April 2016.
- The Town Council was currently advertising for two town caretakers to supplement the services provided by Wiltshire Council. Their remit would be to litter pick in the town centre, keep footpaths clear of litter, dog mess and cutting back brambles, cleaning road signs and bus shelters and some weeding and small maintenance tasks.

- Arrangements were being made for the beacon on the White Horse to be lit on the Queen's Birthday, 21 April 2016, by the Lord Lieutenant of Wiltshire.
- It was reported that the road from Hawkeridge Road to the end of The Ham to the entrance of the West Wilts Trading Estate would be closed from 29 February to 29 April 2016 for roadworks, the alternative route being through the Trading Estate.

(b) **Dilton Marsh Parish Council** Cllr Alison Irving reported that to celebrate the Queen's Birthday there would be a community picnic on the playing field. The Parish Council would be contributing with other parishes in the area to taking over responsibility for the Speed Indicator Device (SID).

(c) **Bratton Parish Council** Cllr John Bartram reported that plans were being developed to celebrate the Queen's Birthday on 21 April. Bratton Parish Council would also be contributing to the transfer of responsibility for the SID and was participating in the development of the Community Emergency Plan.

(d) **Edington Parish Council** Cllr Mike Swabey stated that Edington Parish Council was also involved in the development of the Community Emergency Plan and was participating in the process of compiling a Neighbourhood Plan.

**Wiltshire Wildlife Trust Ltd** Jessica Thimbleby, from the Wiltshire Wildlife Trust Ltd reported that Wiltshire Wildlife Trust Education Officers had continued running their waste workshops at primary schools in Westbury. In November the team spent the day at Matravers School running an Eco Dragons Den which asked students to think about local environmental challenges and develop an idea, campaign or prototype to help resolve the issue - winning ideas included a machine to help with dog fouling and a campaign to clean-up local rivers.

The Trust had run sessions for local Rainbows, Brownies, Cubs and Guides helping them achieve badges by completing activities such as making bird feeders and other items out of waste. Staff from the Waste & Recycling Team at Wiltshire Council joined Wildlife Trust's Waste Team and knocked on 559 doors in Westbury to answer resident's questions about recycling and to make sure they knew what could be recycled in their black box and blue-lidded bin. A clothes swap was run at Suave and also a Christmas Jumper making workshop.

As the project was due to an end in Westbury, the Trust would be launching a cotton bag competition, sponsored by Hills, which would give each primary school pupil in the town a bag on which to design an environmental message. The Trust would also be running a Spring Seed event at half-term on 18 February 2-4pm in the library, making seed bombs among other planting fun.

The Trust was working with local groups to complete the wall-hanging and writing a toolkit for community groups to use to encourage recycling and reducing waste in their area.

8. Delivery and Demand of New Housing

Nicole Smith, Head of Housing Operations, Wiltshire Council, made a presentation in which she explained the demand for affordable housing in the Westbury Community Area.

She explained that national housing policy was to:

- Increase owner-occupation including low cost options
- Make best use of existing social housing stock
- Reduce burden on public sector (housing benefit bill)
- Increase supply of new homes
- Promote independent living in the community

Wiltshire's priorities were:

- Ensuring there are a range of housing options available to meet needs
- Promoting home ownership housing
- Enabling provision of homes for the most vulnerable
- To help people to achieve independence and choice enabling them to live at home for longer
- To improve the quality and make best use of existing stock

The following would be used to assist in assessing the need for additional housing:

- The core strategy
- Strategic Housing Market Assessment
- Town and parish surveys
- Under-occupation and overcrowding data
- Demographic trends & census updates
- Existing stock information
- Re-let supply
- Housing register

It was pointed out that Westbury Community Area had, at 13.3% of all households, average levels of social rented accommodation compared with the Wiltshire average of 14.7%. The current highest demand was for one-bedroom affordable homes (28 households) and the next highest was for two-bedroom homes (20 household) which had been constant in the last few years.

Nicole Smith explained that the next steps were:

- Commissioning research at community area level
- Developing housing strategy & agreeing priorities
- Work with local communities & partners to understand local need and deliver new homes
- Consider options to increase choices for those not able to meet needs in open market
- Respond to national policy changes

9. Update on Tarmac Site

The Chairman introduced Jonathan Toyne, Senior Estates Manager and David Daniels, PR Consultant working for Tarmac where were attending to explain Tarmac's proposals for the demolition of its former cement works to the north of Westbury.

Mr Toyne explained that in September 2015 Tarmac announced that it wished to demolish the Company's former cement works at Westbury. The demolition activities, as explained in the submission to Wiltshire would be as follows:-

- Early demolition of all redundant production facilities associated with the former cement works phased around the ongoing local distribution of cement from the site.
- Targeted water sprays and water curtains to be used to contain dust emissions.
- Hazardous materials to be removed under controlled conditions in advance of demolition commencing.
- Use of pulverising and shearing techniques rather than impact equipment to minimise noise.
- Demolition of the chimney by controlled use of explosives.

Mr Toyne pointed out that the demolition of the chimney would take place towards the end of the six month programme and would possibly take place in July or August 2016. It would be necessary to liaise with Network Rail as to precisely when the demolition could take place bearing in mind the very close proximity of the main railway line from London to Devon and Cornwall.

It was noted that a meeting would be held at The Laverton, Westbury on 17 March in which the proposals would be fully explained to the public.

10.	<p>Mr Toyne went on to explain that it was planned to publicise the actual demolition of the chimney and hoped that it could be regarded as a special event with possibly a celebrity or a school child activating the demolition.</p> <p>The Chairman, on behalf of the Area Board, thanked Jonathan Toyne and David Daniels for attending the meeting to explain the proposals.</p> <p><u>Legacy Campaigns Presentation 2016</u></p> <p>Liam Cripps, Area Engagement Manager, informed the Area Board of the legacy campaigns planned for 2016.</p> <p>They included:</p> <ul style="list-style-type: none"> <li>• Clean for The Queen – national campaign to be launched in March and end in May.</li> <li>• The Queen’s 90<sup>th</sup> birthday celebrations</li> <li>• Cycling and walking events including Cycle Wiltshire</li> <li>• Big Pledge – make a difference to your health and wellbeing – be part of the Road to Rio Challenge</li> <li>• The Olympic and Paralympic Games in Rio de Janeiro</li> </ul> <p>There would be celebrations across the UK throughout the year including a concert, birthday parade and giant street party. Communities all over the country would be holding street parties to coincide with one taking place on The Mall on Sunday 12 June. In preparation for the street parties there would be Clean for The Queen tidy up of local areas, which would involve litter picking around community areas.</p> <p>Westbury residents were all encouraged to hold a street party and organise a Clean for The Queen day - there were guides available with all the information and advice needed to get started. This year the Olympics and Paralympics was due to take place in Rio de Janeiro, Brazil throughout August and September. There were a number of ways to get involved and support this global sporting event in Wiltshire.</p> <p>School games would be held across the county. Individual and multiple schools would be putting on outdoor athletic events for their children, interschool games allowing children from different schools to compete against each other, meet new people and have fun doing sport. Wiltshire Council would once again be handing out grants to up and coming athletes in the county through Funding Future Olympians and Paralympians grant scheme. The annual fundraising dinner would be taking place in March, and the public was being encouraged to donate a raffle or auction prize for this fantastic cause.</p> <p>Cycle Wiltshire would once again take place in Salisbury on 7<sup>th</sup> and 8<sup>th</sup> May and the event village would have a Rio theme for this year. Members of the public were being encouraged to participate in the sportive or enjoy a great family fun</p>
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day out at the event Big Pledge 'Road to Rio'. The Big Pledge 2016 was focussed on getting people active and making a difference to their health and wellbeing. As it is an Olympic year the theme for this year's Big Pledge was 'Road to Rio' which would take place from 3 June – 29 July 2016. Participants would complete varied distances on 'The Road to Rio' by walking, swimming, running or rowing. Entrants could take part as an individual, group or community, and this year all 18 community areas in Wiltshire would be in competition to see who could travel the furthest and make it all the way to Rio de Janeiro.

Liam Cripps explained that key events would be launched within a month and he appealed for help in organising these events and activities.

11. Campus Working Group

The Chairman provided a verbal update at the meeting.

It was noted that Cllr John Thomson and associate director Laurie Bell recently visited Westbury to discuss future options for the town, but in particular the provision of a community hub. Currently, Westbury was not one of the seven approved campuses, however, having visited the town and looked at the possible options, Cllr Thomson and Laurie Bell agreed that plans to make improvements to the existing library building to provide a community hub should be progressed. It was considered that this would deliver a positive interim solution whilst the neighbourhood plan was developed, which would reflect the regeneration of the town in the context of future development and growth.

Subject to feasibility, the plans for the library would look to include the provision of flexible community space, an automated system that extended operating hours and allowed self-access by the local community, the provision of a stair lift to improve accessibility and redecoration as required. The provision of a new community hub was supported by Cllr John Thomson and he recognised the need to increase the offer to local residents in Westbury.

The Chairman advised that the plans would be presented at a future area board meeting and confirmed that parish councils in the Community Area would be involved in the provision of the community hub.

12. Development of Youth Activities in the Westbury Community

Phoebe Brazier, Community Youth Officer, presented an update from the Local Youth Network, which had been circulated with the agenda pack.

Consideration was given to five grant applications for youth activities.

**Resolved:**

**(1) To approve the following applications:-**

- **Grant 196:** The full £5,000 to Westbury Youth Football Club for the grounds maintenance project.
- **Grant 213:** The full £1,323.63 to Bratton Youth Club for engagement materials.
- **Grant 235:** The full £5,000 to Westbury Youth Club for start-up resources, DBS checks & training.
- **Grant 234:** The full £3,044.85 to Matravers Combined Cadet Force for equipment.

(2) To not approve the following application, on the grounds that it did not qualify for grant aid:-

- **Grant 78:** The full £4,800 to All Instruments for instruments and workshops.

13.

Community Area Grants

Consideration was given to a report by the Community Engagement Manager in which councillors were asked to consider funding from the 2015/16 Area Board Grants Budget, all of which met the grants criteria. After receiving brief statements from the applicants giving reasons for the requests:

**Resolved:**

**(1) Application 1668 - 656 Squadron Association**

To refuse the application for a grant of £835.00 to upgrade the 656 Squadron Association website on the grounds that, although the application meets the grants criteria and although the website is administered in Westbury, there is limited direct relevance to the local area and therefore the impact for the community could not be justified.

**(2) Application 1678 – West Wilts Society of Model Engineers**

To approve a grant of £850.00 towards a new Pillar drill for West Wilts Society of Model Engineers training workshop.

**(3) Application 1575 – Dilton Marsh Local History Society**

To approve a grant of £1,000.00 towards a project to map the timeline of the village history.

(4) **Application 1717 – Westbury Shed**

To approve a grant of £957.00 towards the cost of building a shed on allotments off Queen’s Road, BA13 3NN for Westbury Men’s Shed, a local group to promote general wellbeing and healthy lifestyles for retired and other men who were looking to use their time constructively and enjoyably.

(5) **Application 1716 - Westbury Shed Start Up Package**

To approve a grant of £962.55 towards the cost of setting up a Westbury Men’s Shed, on the proviso that the scheme is rolled forward and financed from the Area Board Grants Budget for 2016/17.

The Chairman reminded the meeting that at the last meeting initial consideration was given to the following delegation:

*That in respect of urgent matters that may arise, the Community Engagement Manager, following consultation with the Chairman and Vice-Chairman of the Area Board, may authorise expenditure to support community projects from the delegated budget of up to £5,000 in total between meetings of an Area Board. The decision and reasons why it was considered urgent will be reported to the next meeting of the Area Board.*

Whilst Members had some support for the proposal, some felt that the Community Engagement Manager should consult with all four members of the Westbury Area Board rather than just the Chairman and the Vice-Chairman.

The Area Board had agreed to defer consideration of this proposal until the next meeting to allow further discussion and consultation to take place.

After some discussion,

**Resolved:**

**That in respect of urgent matters that may arise, the Community Engagement Manager, following consultation with the four Members of the Area Board, may authorise expenditure to support community projects from the delegated budget of up to £5,000 in total between meetings of an Area Board. The decision and reasons why it was considered urgent will be reported to the next meeting of the Area Board.**

14. Future Meeting Dates

It was noted that the next meeting of the Westbury Area Board would be held on Thursday 7 April 2016 at Bratton Jubilee Hall, Melbourne Street, Bratton, BA13 3EN.

15. Mr Keith Harvey

	<p>The Chairman informed the meeting that Mr Keith Harvey would be retiring as Clerk to Westbury Town Council with effect from 31 March 2016 and therefore, this would be the last Area Board meeting that he would be attending in that capacity.</p>
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The meeting wished Mr Harvey every happiness in his retirement and thanked him warmly for his diligent work and very sound counsel over many years.