

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** Laverton Hall, Bratton Road, Westbury  
**Date:** 18 October 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

Stuart Figini (Democratic Services Officer), Tel: 01225 718221 or (e-mail) [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Russell Hawker, Cllr Gordon King (Vice-Chairman, in the Chair) and Cllr Jerry Wickham

### **Wiltshire Council Officers**

Jan Bowra – Local Youth Facilitator  
Dave Redfern - Head of Communities  
Stuart Figini – Democratic Services Officer  
Vicki Lofts – Local Area Coordination  
Steve Hubbard – Local Area Coordinator

### **Town and Parish Councillors**

Westbury Town Council – Ian Cunningham, Jane Russ

### **Partners**

Wiltshire Police – Sgt James Williams  
BA13+ Community Area Partnership – Carole King

### **Also in attendance**

West Wilts Gymnastics and Fitness - Sue Clark

White Horse News – Ben Fenlon  
Wiltshire Wildlife Trust – Jessica Thimbleby  
KP Youth Project – Dave Keay, Luke Pinnell, Luke Weston  
Westbury Junior School – Richard Hatt (Headteacher)  
Penleigh and Oldfield Park Community Action Network – Tina Devereux  
Sovereign Housing – Scott Jacobs-Lange  
Westbury Lions/Leos – Michael Pearce  
Crosspoint – Leon Clift

**Total in attendance: 24**

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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 Councillor David Jenkins, Liam Cripps – Community Engagement Manager and Phil McMullen – BA13+ Community Area partnership</p>
3.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 7<sup>th</sup> June 2018 were agreed as a correct record and signed by the Chairman.</b></p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the following written announcements included in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Local Government Boundary Commission for England – Consultation</li> <li>• Localised Labour Markets Intelligence</li> <li>• Annual Electoral Canvass</li> <li>• Animal Licensing</li> <li>• Local Area Co-ordinator – Steve Hubbard</li> </ul>
6.	<p><u>Future of Pavilion on Penleigh Park Recreation Ground</u></p> <p>The Area Board received a presentation from Scott Jacobs-Lange, Sovereign Housing and Tina Devereux, (Penleigh and Oldfield Park Community Action Network (POPCAN), about the future of the Pavilion at Penleigh Park Recreation Ground.</p> <p>Scott and Tina commented on: i) recent listening community events about the potential rebuilding of the Pavilion; ii) the work of Team Ten (children who live in the area and attend Westbury Junior School); iii) the views of residents living in the area; iv) the issues associated with Penleigh Recreation Park and suggestions to improve the Park; v) the issues associated with Penleigh and Oldfield neighbourhood and suggestions to improve the area; and vi) work</p>

	<p>undertaken by the Network.</p> <p>The Chairman confirmed that the Area Board would be willing to help with the work of POPCAN in bringing the Pavilion back into community use and asked them to submit any requests for help to the Community Engagement Manager and also the Town Council.</p> <p>The Chairman thanked Scott and Tina for an excellent presentation.</p>
7.	<p><u>KP Youth Project - Grant Update</u></p> <p>The Area Board received a presentation from Luke Weston, Luke Pinnell and Dave Key of the KP Youth Project, that received a Local Youth Network grant at the Area Board meeting held on 7<sup>th</sup> June 2018.</p> <p>The Area Board were reminded that KP Garage and Body Shop worked with a group of local youths to teach them skills in the motor trade by designing and building a one of a kind BMW, which was then taken to a car show at Castle Coombe racing circuit. The car was currently being auctioned to raise funds for the charity, UK Youth, and for the next project. It was hoped that the project would continue for many years and encourage youth into careers in the motor industry.</p> <p>The Chairman thanked the representatives from the KP Youth Project for their very informative presentation and wished them well for future projects.</p>
8.	<p><u>Old Youth Centre Building Project</u></p> <p>The Area Board received a presentation from Richard Hatt, Headteacher of Westbury Junior School about the progress being made in relation to a proposed Asset Transfer of the Old Youth Centre, Westbury to a local community group.</p> <p>Mr Hatt explained the Community Asset Transfer (CAT) request had now been approved in principle by Wiltshire Council. He further explained the potential uses for the Centre following a completed CAT and how it would be of benefit to the local community. Mr Hatt then commented on the next steps and the need to secure a number of outcomes.</p> <p>One of the suggested outcomes concerned staffing support. It was suggested that the Community Engagement Manager (CEM) could support the project one day a week for an initial period of three months whilst the project was being established. The Head of Community Services confirmed that discussions were currently being held about the support offered by the CEM for the project.</p> <p>It was envisaged that the project would be up and running by the end of December 2018.</p>

	<p>The Chairman thanked Mr Hatt for his presentation and for taking up the challenge of the project.</p> <p><b>Resolved: That the Area Board are satisfied with the progress being made with the Old Youth Centre project and asks the Council’s Strategic Assets and Facilities Management Team to progress the project with all haste.</b></p>
9.	<p><u>Community Fridge</u></p> <p>The Area Board received a presentation from Jessica Thimbleby, Wiltshire Wildlife Trust about a proposal for a Community Fridge in Westbury.</p> <p>Jessica explained the concept of the Community Fridge, in particular, that local businesses and organisations donate food that had exceeded its ‘best before’ date, but not its ‘sell by’ date. The food is placed in the Community Fridge for residents to access and use the food. It was noted that Westbury Town Council had established a Task and Finish Group to consider the Community Fridge proposals. The Task Group were currently exploring options about where to place the fridge. It was expected that the project would be in place and running by the new year.</p> <p>The Chairman thanked Jessica for her very informative presentation, and asked for an update on the project at the next meeting of the Area Board.</p>
10.	<p><u>Westbury Neighbourhood plan</u></p> <p>The Chairman read out the following statement from Phil McMullen in relation to the Westbury Neighbourhood Plan:</p> <p>‘Westbury Town Council is progressing well with its vision for future land use in Westbury, the Neighbourhood Plan. At their Steering Group meeting held on 13th September, it was agreed to adopt formal Terms of Reference and a Communication Strategy, as well as dividing the work up into various theme group subjects.</p> <p>The agreed Theme Groups are Employment, Economy, Education and the Arts; Design, Development and Housing; Transport; Health, Leisure and Wellbeing; the Environment, and the future use of the Leighton House site.</p> <p>The Steering Group is very keen to hear from anyone in the community who has experience, knowledge or the interest in contributing to any of the above subjects.</p> <p>Please contact Justine Cook and Phil McMullen at:  <a href="mailto:neighbourhoodplan@westburytowncouncil.gov.uk">neighbourhoodplan@westburytowncouncil.gov.uk</a></p>

	<p>The Chairman encourage anyone who was interested in becoming involved to contact the Steering Group on the email address detailed above.</p>
<p>11.</p>	<p><u>Partner and Community Updates</u></p> <p>The Area Board received and noted the following updates from key partners:</p> <p>(a) <b>Wiltshire Police</b> Sgt James Williams presented his report which referred to domestic abuse, a number of operational staffing matters, the Wiltshire Police website update, crime exceptions data for Westbury, community policing priorities in the Westbury area and community speedwatch. Sgt Williams responded to a number of issues raised at the meeting including, drug crime, arrests and the impact on public health and Police response to incidents.</p> <p>(b) <b>Dorset and Wiltshire Fire &amp; Rescue Service</b> The written report was received and noted.</p> <p>(c) <b>Westbury LYN</b> Jan Bowra, Locality Youth Facilitator (LYF), presented a report requesting the Area Board to consider one application for Youth Grant Funding as detailed in the agenda pack.</p> <p>The LYF explained that the funding request received from the Westbury Youth Club was for £2655, and the LYN budget remaining for 2018/19 was £2796. Following consideration of the funding request, the LYN were recommending £2796 be awarded to the Youth Club, leaving a £0 balance for the remainder of the 2018/19 financial year.</p> <p>The Area Board received a brief statement from representatives of the Youth Club about the reasons for their grant request.</p> <p><b>Resolved: That the Youth Grant application for Westbury Youth Club for £2796 be agreed.</b></p> <p>(d) <b>BA13+ Community Area Partnership</b> The written report was received and noted.</p> <p>Carole King (Chairman of the BA13+ Community Area Partnership) presented the report and highlighted that (i) The Partnership's AGM was being held on 1<sup>st</sup> November 2018, (ii) referred to the presentation and action plan of POPCAN, (iii) that a sub-committee of the community partnership known as the Neighbourhood Tasking Group met 4 or 5 times annually with a police representative, with representatives of other "Neighbourhood Watch" schemes also attended and (iv) updates on a number of current projects.</p> <p>The Area Board agreed that the notes of the Tasking Group should be presented to future meetings of the Area Board.</p>

	<p>(e) <b>Healthwatch Wiltshire</b>            The written report was received and noted.</p> <p>(f) <b>Wiltshire Clinical Commissioning Group (CCG)</b>            The written report was received and noted. The Area Board were reminded about the importance of certain people groups receiving flu vaccinations and recommended to explore the Sound Doctor website which contained a number of short videos containing expert information about managing six long term health conditions.</p> <p><b>Westbury Town Council</b> The Mayor of Westbury Town Council, referred to (i) the Civic Service on 21<sup>st</sup> October, 2018, (ii) Christmas in Westbury, (iii) the anniversary of WWI and the lighting of beacons at the White Horse as part of a national event celebrating the end of WWI.</p>
12.	<p><u>Westbury Festival - Update</u></p> <p>Ian Cunningham, Mayor of Westbury Town Council, reported on the Westbury Festival was held between 21<sup>st</sup> September 2018 and 7<sup>th</sup> October 2018. The Mayor explained that a larger budget and increased sponsorship, including a donation from Westbury Town Council, had contributed to a very successful Festival.</p> <p>The Area Board noted that events had been planned for each day of the Festival, which included arts and crafts, music, historical talks, work with schools, comedy theatre and circus workshops. The Mayor thanked everyone involved in the Festival for their time and energy in making it a success.</p>
13.	<p><u>Community Area Grants</u></p> <p>Members considered three applications for the Community Area Grants Scheme funding as detailed in the agenda pack. The applicants gave a brief statement about the reasons for their grant request.</p> <p><b>Resolved:</b></p> <p><b>That the following grant application be agreed:</b></p> <ul style="list-style-type: none"> <li><b>i) West Wilts Gymnastics and Fitness - £1000 towards parkour safety pits</b></li> <li><b>ii) Westbury Lions/Leos - £500 towards Leos restoration of lost Quaker Grave yard</b></li> <li><b>iii) Westbury Youth Football Club - £2750 towards Westbury Youth FC Security &amp; Water Supply</b></li> </ul>
14.	<p><u>Community Area Transport Group</u></p>

	<p>The Area Board received the notes of the Westbury Community Area Transport Group (CATG) meeting held on 28<sup>th</sup> September 2018.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li><b>i) Notes the discussions and updates outlined in the minutes of 28<sup>th</sup> September 2018.</b></li> <li><b>ii) Approves the following:</b> <ul style="list-style-type: none"> <li><b>a. An allocation of £600 towards dropped kerb works at Penwood Close, Westbury</b></li> <li><b>b. An allocation of £750 towards a 20mph request in Coulston</b></li> <li><b>c. An allocation of £50 towards a ‘No Through Road’ sign on Edward Street, Westbury</b></li> <li><b>d. An allocation of £2500 towards a speed limit assessment B3098 Bratton Road – Issue 6667</b></li> </ul> </li> <li><b>iii) To remove the following issues from the system as they are now complete:</b> <ul style="list-style-type: none"> <li><b>a. issue no. 6153 - Mane Way, Westbury</b></li> <li><b>b. issue no.s 5625, 5627 and 5630 – Old Dilton</b></li> <li><b>c. issue no. 6053 – Naynton House Lodge</b></li> <li><b>d. issue no. 6224 – Warminster Road, Westbury</b></li> <li><b>e. Bus layover, B3097 Hawkeridge Road and Link Road</b></li> </ul> </li> </ul>
15.	<p><u>Urgent items</u></p> <p>The Chairman suggested that, in the absence of the Community Engagement Manager, the issue referred to in the Supplementary agenda as urgent - Health and Wellbeing Grant – Age UK Event, should be deferred until the next meeting of the Area Board in December 2018.</p> <p><b>Resolved – That the issue referred to in the Supplementary agenda as urgent - Health and Wellbeing Grant – Age UK Event, be deferred until the next meeting of the Area Board in December 2018.</b></p>
16.	<p><u>Future Meeting Dates, Forward Plan, Evaluation and Close</u></p> <p>Future meetings of the Westbury Area Board will be held on:</p> <ul style="list-style-type: none"> <li>• Thursday 6<sup>th</sup> December 2018 at the Laverton Hall, Westbury BA13 3EN</li> <li>• Thursday 21<sup>st</sup> February 2019 at The Laverton Hall, Westbury BA13 3EN</li> <li>• Thursday 4<sup>th</sup> April 2019 at The Laverton Hall, Westbury BA13 3EN</li> </ul>