

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 7 May 2014
Start Time: 7.06 pm
Finish Time: 9.03 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

Cllr Chuck Berry, Cllr Simon Killane (Vice Chairman), Cllr Toby Sturgis and Cllr John Thomson (Chairman)

Wiltshire Council Officers

Kirsty Butcher – Senior Democratic Services Officer
Miranda Gilmour – Community Area Manager
Barbara Gray – Senior Events and Campaign Officer
Parvis Khansari – Associate Director – Highways and Transport
Matt Perrott – Highways Community Co-ordinator

Town and Parish Councillors

Malmesbury Town Council – Kim Power, Gavin Grant, John Gundry, Sue Poole
Ashton Keynes Parish Council – Dave Wingrove
Brinkworth Parish Council – John Beresford
Charlton Parish Council – Colin Oliver
Crudwell Parish Council – Gerda Hayes
Dauntsey Parish Council – Ellen Blacker
Hankerton Parish Council – Terry Mockler
Lea & Cleverton Parish Council – John Cull
Little Somerford Parish Council – Tony Pooley
Oaksey Parish Council – Martin Davies
Sherston Parish Council – John Matthews

St Paul Malmesbury Without Parish Council – Deborah Clogg, Roger Budgen and Peter Hathrek

Partners

Police – Sergeant Martin Alvis

Fire – Mike Franklin, Kit Watson

OPCC – Pam Gough

MVCAP – Peter Gilchriest, Sid Jevons

Food Bank – Richard Payler

Total in attendance: 42

<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 all those present at the meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Inspector Mark Thomson Martin Rea (Vice-Chairman) – Sherston Parish Council Owen Gibbs (Chairman) and Roy Guest – Brinkworth Parish Council John Tremayne (Chairman) – Easton Grey Parish Council Andrew Woodcock – Malmesbury Town Council</p>
3	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 5 March 2014 were presented.</p> <p>Decision</p> <p>To approve the minutes of the previous meeting as a true and accurate record.</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 and Area Board made the following announcements:</p> <p>a. Recycling Success</p> <p>Toby explained that mini recycling sites would close from 5 May. He noted that the recycling services offered by them were duplicated in the kerbside collection and confirmed that after bins had been removed from the sites regular cleaning would continue for a short time. He drew attention to the additional boxes that were available, and the ability to put out additional recycling in carrier bags providing it had been sorted. Anyone who felt they did not have space for extra bins or boxes were encouraged to contact the council to discuss alternatives.</p> <p>b. Life is for Living Handbook</p> <p>John drew attention to the 50 page booklet which had been produced to support older people to stay in their own homes as long as possible.</p>

	<p>Topics included staying safe, falls, accident prevention and medication. Parish Council's had been collecting copies at the meeting, and it was also available in GP surgeries, libraries and in some sheltered accommodation. Ellen Blacker, Good Neighbour Co-ordinator would be distributing the booklet to more vulnerable clients and copies were available tonight for those parish councils who had requested them.</p> <p>c. Network Rail Electrification programme update</p> <p>John noted that the Council had been working with Network Rail to address issues created by the first 3 bridge projects. A project team had been set up which included officers from both the Council and Network Rail and had seen real improvements in communications. The Council would continue to work closely with Network Rail to ensure that disruptions to traffic were minimised as best as possible.</p> <p>d. Question Time</p> <p>The Board was trialling 'Question Time', which had been suggested by MVCAP. Anyone wishing to ask a question could do so by writing the question on the yellow slips provided. Questions would be answered or responded to via email.</p> <p>The full announcements are attached to these minutes</p>
6	<p><u>Partner Updates</u></p> <p>6a. Wiltshire Police</p> <p>In addition to the written update seen at pages 15 and 16 of the agenda, Sergeant Martin Alvis noted that 2 people had been arrested for stealing in Ashton Keynes. They were currently on police bail, and other unresolved crimes were being reviewed for possible links.</p> <p>6b. Wiltshire Fire and Rescue Service</p> <p>Mike Franklin introduced Station Manager Kit Watson, who had operational responsibility for Malmesbury. He referred to a previous discussion around a closer working relationship with the Dorset Fire and Rescue Service, and explained that WFRS had a shortfall in budget of between £3.1 million to £3.9 million which had to be resolved by 2018. They had appraised their options and put forward a business case to combine the Wiltshire and Dorset authorities, on which a decision would be made in September 2014. A consultation would take place between 16 June 2014 and 24 August 2014 which would include the public, police and council. This would be promoted through their website, social media and press and a helpline would be set up.</p> <p>The Board expressed its disappointment that WFRS had chosen to combine</p>

authorities and considered it a missed opportunity given that Wiltshire Council was creating partnership models. It was important not to lose local contact

Miranda highlighted that the consultation was taking place over the summer period when many would be away. The Board agreed to write a letter to the Chief Fire Officer expressing their concern over the timing of the consultation. Mike agreed to pass the Board's comments on when he met the Chief and his team.

6c. Malmesbury Campus

Kim Power, Chairman of the Shadow Community Operations Board gave an overview of the campus project which invited the community to look what facilities were available in the area and what new facilities and services are wanted or needed. Residents would be broadly consulted and further updates would be brought to each Area Board meeting.

6d. Youth Advisory Group

No update was available at the meeting.

6e. Malmesbury and the Villages Community Area Partnership

Sid Jevons drew attention to the update seen on page 17 of the agenda, noting that the PHEW showcase was running again this year and encouraged anyone wishing to run a free taster session or demonstration to get in touch.

6f. Town and Parish Councils

i. Aston Keynes Parish Council

Dave Wingrove highlighted rural grass cutting, explaining that it was difficult to know which areas belonged to whom and to know what will be cut when. John explained that the Council had prepared GIS maps detailing every bit of grass which had been sent to all town and parish councils. He asked Matt Perrott, Highways Co-ordinator to email Ashton Keynes with their details.

ii. Malmesbury Town Council

John Gundry gave a short presentation which drew attention to a report that had been presented to the town's planning and environmental committee on the issues relating to lorries and trucks, a link to which was given in the written update seen on page 21 of the agenda. In the presentation the issues highlighted were traffic congestion, delays at peak times and danger to pedestrians. He confirmed they would be submitting an issue to the area board to look at better signage, including advisory signage.

The Chairman updated John with details of the Lorry Watch scheme, which he would email through. Highways Officers were looking at what regulations and orders were in place before reviewing signage. It was hoped that the town council would work with officers with the possibility of a 2 month trial period being run in conjunction with Lorry Watch.

iii. Lea and Cleverton Parish Council

John Cole drew attention to the update seen on page 19 of the agenda which outlined a case for the retention of the mini recycling sites as mentioned in the Chairman's announcements. They were asking the Council to rethink its decision to close sites.

Chuck suggested that the Chairs of the town and parish councils work together to continue the service. Toby explained that provision could be done by other companies such as Wiltshire Waste (www.wiltshirewaste.com) or Hills Waste (www.hills-waste.co.uk). Wiltshire Council had listened to all comments made when making its decision, the problems being the use of the sites for commercial waste and paying for a duplicated service.

6g. Network Rail

The update seen on page 23 of the agenda was noted.

6h. Highways Community Co-ordinator

Matt Perrott drew attention to the written update circulated at the meeting and attached to these minutes. He reminded everyone of the parish and town council meeting being held on Monday 19 May 2014, 6pm at the Neeld Hall, High Street, Chippenham.

In response to questions he confirmed that, working jointly with BT, the water running down Holloway Hill would be diverted back into the system. He confirmed that the resurfacing of the road was not in this year's budget, but noted that this would be discussed further under agenda item 10 – Local Highways Investment Fund 2014 – 2020. A query was raised over who had responsibility for clearing Swill Brook – at present residents were having to clear it to reduce the risk of flooding, but it should be Wiltshire Council clearing it. Matt confirmed that it was Wiltshire Council's drainage crews remit, but understood the concerns and noted that the Parish Council was keen to take over the land.

6i. Food Banks

Richard Payler gave a short presentation on food banks – what they were, how they worked and what their current status was. He highlighted their need for

	<p>volunteers in many areas, such as office and publicity, transport, negotiation, collections</p> <p>In response to questions he confirmed that people could consider donating their winter fuel allowance to the food bank.</p> <p>Mike Franklin noted that the WFRS was involved in the south of the county, with stocks being both held at and collected from fire stations. He was happy to discuss the possibility of this in the North.</p> <p>Ellen Blacker noted that people could donate their winter fuel allowance to Wiltshire and Swindon Community Foundation who ran a 'surviving winter scheme', which had supported 6-7 clients last year.</p> <p>Simon highlighted the great opportunities for partnership working, including the potential to have a hub in Malmesbury Town Council and being a part of the campus proposals.</p>
7	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour outlined the Community Issues report seen at pages 27 – 33 of the agenda, noting in particular the proposed issues for closure and those to be referred to the Community Area Transport Group.</p> <p>When questioned on how people can be trained to become dog wardens with the power to issue tickets she explained training would have to be paid for by the town or parish council. An email would be sent to all parishes to gauge interest with the possibility of running an informative session prior to an area board meeting if appropriate.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. The Area Board agreed to close the following: <ul style="list-style-type: none"> Issue 3107 – Dog fouling in Malmesbury School’s field 2. The Area Board agreed to refer the following issues to the CATG: <ul style="list-style-type: none"> Issue 3309 - Willesley village seeking 30mph speed limit Issue 3290 - Speeding Traffic B4042 Malmesbury to Sir Bernard Lovell Road
8	<p><u>JSA event feedback</u></p> <p>Miranda Gilmour presented the outcome from the JSA event which had come up with priorities for the area board to incorporate into a new community plan and would provide a clear focus for action.</p>

She presented the top priorities and community projects suggested to address them, as seen on pages 37 to 47 of the agenda for each of the following themes:

- Children and Young People
- Community Safety
- Culture
- Economy
- Environment
- Health and Well-being
- Housing
- Leisure
- Transport
- Our Community

John noted that this was a 2 year project which needed the support of the whole community. He proposed that the priorities for Health and Wellbeing which were to target isolation and supporting older people, and Leisure which were to encourage more walking, cycling, scooting to school to promote a healthy lifestyle would be focused, and he would be the champion for the Transport priority which was to develop alternate community transport options. This was supported by Toby. Simon highlighted concerns with the ageing population and the need to focus on a collective culture with shared volunteers. Chuck suggested that town and parish councils assigned someone to look at their role in delivering the objectives and when considering grant applications they should also be marked on their fulfilment of the objectives.

Miranda encouraged all to tell her what they were doing in their communities to address these local priorities.

Decision

The are board agreed:

- 1. That the priorities identified by the 'What matters to you' community event be adopted and would focus initially on the priorities for Health and Wellbeing and Leisure**
- 2. To co-ordinate a simple mapping process against the top priorities identified at the JSA event, to identify what is currently being done to address priorities.**
- 3. That Cllr John Thomson will be the champion for developing alternative community transport options**
- 4. That updates are submitted to the Board on progress made to address the priorities at every area board meeting, to ensure that positive outcomes are delivered.**

Community Area Transport Group (CATG)

Miranda Gilmour outlined the Community Area Transport Group report, highlighting the areas considered by the group and actions agreed at the meeting.

The Area Board were invited to agree the recommendations of the CATG as listed in appendix 1 of the report.

Decision

The area board noted and approved actions and recommendations of the Malmesbury CATG contained in Appendices 1 and 2 to the report with key issues highlighted below:

- **The current CATG budget balance for 2014/15 (see Appendix 2) is £31,794.05**
- **The CATG recommend the area board approves the footpath from 7 Dauntsey Road to the Old School, Dauntsey Road, Great Somerford is put forward as a substantive CATG scheme this year.**
- **The following work as been completed:**
 - **Re-painting of Zebra crossing at Market Cross, Malmesbury**
 - **'Children playing' signs at Newnton Grove had been installed.**
- **The following issues/schemes were discussed/updated:**
 - **Issue 1783 Parking congestion at Hillside, Leigh. The CATG agreed that this issue did not fall within the remit of CATG, a fact supported by recent scoring (3) of the project. Highways would liaise with the parish council to address uneven kerb stones**
 - **Issue 3103 B4696 Ashton Keynes, concerns about traffic speed. Carriageway speed-limit roundels and signing + pedestrian in road' signs would be installed in the summer.**
 - **Issue 3066 Pedestrian safety at Bendy Bow, Oaksey. Reversing the priority of traffic at bendy Bow should be undertaken in the next 8 weeks.**
 - **Issue 3129 Pedestrian safety (footpath) from 7 Dauntsey Road to the Old School, Great Somerford. The cost of the topographical survey may have increased and the cost would be conveyed to the parish council and confirmation sought of 25% contribution. This project would be scored and put**

forward for a substantive project.

- Issue 3128 Road safety request for installation of white gates at Charlton. CATG agreed the gateways should be addressed immediately with movement of speed terminal point (requiring a legal order) to be put on hold, to enable the parish council to consider the situation further.
- Issue 3134 Pedestrian safety – request for crossing in Corston. The footfall survey showed the greatest number of people crossing at the point nearest to the current crossing place, although numbers were not high. A formal assessment would be produced for the June CATG meeting.
- Issue 3151 Metro count results on Foxley Road (in the vicinity of Haddon's Close) – were high with a 85th percentile of 38.5mph, making it eligible for CSW and Roger Budgen was going to raise the matter with local residents. A small Vehicle Activated Sign (VAS) at the eastern approach to Foxley village would be investigated.
- Issue 3164 & 3190 Pedestrian safety – request for crossing on A429 at Blicks Hill. Some non- crossing solutions including road warnings on the road, pavement etc costing £6-8k were considered. CATG happy for works to proceed, following final costs and parish council willing to contribute 25%.
- **New issues considered included:**
 - Issue 3221 Request for pavement between the bus stop (by the war memorial) and Pikefield Crescent, Charlton. This issue had been scored at 29. It was accepted that a pavement was needed. Costs were estimated £4k. CATG agreed to contribute £3k, conditional on the parish council providing 25%
 - Issue 3226 Dark Lane/Bristol Street junction. Concerns that cars peel off Bristol Street at speed cutting the corner on the wrong side of the road and then down Dark Lane. Use of a small over-runnable island and bollard at the junction with Bristol Street was suggested. The island would be bolted down to the carriageway and its effectiveness assessed before a decision made on its retention. If the island proved unsuccessful it could be easily removed. Cost estimated at £1,500 with the town council required to contribute 25%.
- The Traffic team were addressing de-cluttering of signs submitted by parish councils.

	<ul style="list-style-type: none"> • 20mph areas <p>CATG agreed the 2 x 20pmh zones to be put forward would be: Oaksey, along Bendy Bow and Sherston from the entrance to Court Street up to the school at Knockdown Road. CATG agreed that like other CATG projects, parish councils would be asked to contribute 25% of costs if the sites proved successful in passing the full assessment stage and were subsequently agreed for implementation.</p>
10	<p><u>Local Highways Investment Fund 2014 - 2020</u></p> <p>The Board welcomed Parvis Kansari, Associate Director – Highways and Transport who gave a presentation on Local Highways Investment.</p> <p>Parvis explained that there was a major maintenance backlog, initially due to underinvestment in the 1990's which was reversed in 2001-2, and whilst investment since then had been enough to stop deterioration and keep A and B roads safe the rest of the network had suffered.</p> <p>In October Cabinet had agreed to invest from £11–12 million up to £21 million per year, the certainty of which provided options on what projects could be undertaken. A major study had been completed and condition data collected to look at what would be needed to make an impact and how to spend the money.</p> <p>This was the first chance to bring the two proposals to the area board, one for this current year and the other for the future 5 years. Parvis explained that the proposals would have been before the board earlier had the flooding not taken up all his departments time for two months.</p> <p>Clarification was sought over the list for this year, as Holloway Hill was not listed despite assurances being received that it would be done. Although not familiar with all the schemes Parvis noted that a lot of schemes had been put off due to Network Rail diversions and consultations with other utilities such as gas, water etc. He agreed to look into Holloway Hill and report back.</p> <p>Simon suggested that there was an opportunity to work with Dyson to get work done all at once.</p> <p>Inconsistency with descriptions were highlighted, and it was suggested that the report could be broken down by parishes rather than area board in future presentations.</p> <p>It was confirmed that no other schemes would be done this year other than those listed, and Holloway Hill would be looked into.</p> <p>The Chairman thanked Parvis for attending.</p>

	<p>Decision</p> <p>The area board agreed the proposed list of highways maintenance schemes for 2014/15 as seen in appendices 1 and 2, and asked that Holloway Hill be looked into as well.</p>
11	<p><u>LEADER Funding 2015-2020</u></p> <p>Alan Truscott gave a presentation on LEADER funding. He explained that during this transition year they were reviewing the areas and working with Wiltshire Council to ensuring funding was across the whole council area.</p> <p>99.8% of the available funding had been spent over the past 5 years, and an equal amount available for the next 5 years. They needed to submit a bid for funding to the Rural Development Programme for England to enable them to secure the funding to continue the LEADER programme during 2015-2020. DEFRA required to know what areas the group would be bidding on by 23 May 2014.</p> <p>There were currently 3 Local Action groups within Wiltshire. Work completed in April had identified that North West Wiltshire was not covered and they were looking to get funding into this area.</p> <p>They had identified three themes: - Military, Climate Change / Environment and Economy and objectives identified around Skills and Training, Business and Employment, Communities and Low Carbon.</p> <p>Alan was happy to come to the smaller communities and talk to town and parish councils about what their needs were, and drew attention to the packs available at the Board and details given on the consultation, reminding all of the short timescales involved.</p> <p>The Chairman thanked Alan for attending.</p> <p>Decision</p> <p>The area board agreed that Miranda Gilmour would circulate further information from Alan Truscott to the town and parish councils.</p>
12	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending.</p>

Chairman's Announcements

1. Recycling Success

The success of Wiltshire's kerbside collection of plastic bottles, cardboard, paper, cans, textiles, glass bottles and garden waste has led to a review of the county's mini-recycling sites.

Households across Wiltshire recycled more than 68,000 tonnes last year through the kerbside collections, including garden waste. 36,000 tonnes of this came from the black box and blue lidded bin collections meaning the smaller recycling sites in the county are now used very little – less than 3,000 tonnes is expected to be collected through the mini recycling sites this year.

Since the introduction of the new kerbside collection there has been a sharp fall in the amount of waste being taken to mini recycling sites, such as those in car park. These sites collect the same materials as the black box kerbside service, meaning it is a duplication of service. As a result, the remaining 126 mini-recycling sites in Wiltshire will be removed, with the money saved by reducing this service duplication being ploughed back into vital council services.

Signs informing people about the proposed changes will be displayed from early April, and all sites will close from 5 May. Recycling bins will be removed from the site shortly afterwards and before the end of May. Sites will be regularly cleaned after the containers have been removed to manage any littering or flytipping issues that may occur in the short term.

Any households without a blue lidded plastic bottle and cardboard bin or a black recycling box, can obtain one by contacting the council. Households can also have up to two black recycling boxes for recycling paper, glass, cans and textiles. On occasions where households have more recyclables than can fit into two black boxes, we ask that the extra materials are separated out into carrier bags and placed out for collection alongside the black box (mixed materials may not be collected). Anyone who feels they do not have space for extra bins or boxes can contact the council to discuss alternatives.

2. Life is for Living Handbook

The 'Life is for Living' handbook is a 50 page A4 publication produced by Wiltshire Council to support older people to stay in their own homes as long

as possible by providing a wealth of information and advice such as keeping safe, falls and accident prevention, medication and much more.

I know Miranda had contacted all parish councils to ask whether they wish to distribute copies to older people living in their parish and those who have responded will be able to collect their copies tonight.

Copies will also be made available in GP surgeries, libraries and some sheltered housing schemes and I'm delighted that Ellen Blacker our Good Neighbours Scheme Co-ordinator is also distributing them to those more vulnerable clients, including those who may be confined to their home.

We know from the JSA that we have an aging population in the Malmesbury community area, so if any parish councils have second thoughts and would like copies, do contact Miranda and she can let you have them at the next area board in July.

Following the issues created by Network Rail's first 3 bridge projects in Wiltshire, the Council instructed Network Rail that it would not be considering any future applications for road closures in the County until the Council had clarified its expectations to them.

A lot of the previous issues were due to the lack of prior notification or engagement with the Council as a key stakeholder in the process. The implications of this meant that there was very poor communication to the key people that needed to know about the works and feed into process. The lack of proper engagement also meant that the Council was unable to plan and coordinate effectively and ensure that appropriate measures were put in place to mitigate the impact of the works. Wiltshire Council has now set up a project team with officers from both Network Rail and the Council who liaise regularly and meet on a monthly basis.

In terms of the Council's expectations of Network Rail, it has agreed that the following information will be provided at the application stage for any road closure so that it can give due consideration to their request:-

- Evidence of consideration of all options to undertake the works with minimal disruption to the Council's highway network, and detailed reason for discounting if appropriate.
- Detailed works programmes showing resources, working days, hours etc. to evidence their need for the occupation of the highway for that time.
- All necessary design approvals / checks / licences are in place prior to application.
- Comprehensive communication plans to engage the local stakeholders affected by their works.
- Appropriate contact points at Network Rail for project updates / local communication points.

An outline timetable has been written for their submissions, which specifies a minimum of 24 weeks' notice of all closures – the Council would expect significantly more notice for the more contentious schemes.

Since the establishment of the project group, there have been some real improvements in communication, although there are still some areas that could work better. The Network Rail officers are however keen to ensure that they get this right. Following a meeting with them today, they have agreed to supply an officer from Network Rail to work specially on these projects dealing with local communications and correspondence 4 days a week. We are endeavouring to ensure that this officer is based in County Hall for 2 of these days to ensure a joined up communication process. It is hoped that this officer will be available within approximately 3 weeks.

The Council continue to work closely with Network Rail to ensure that our statutory obligations to minimise disruptions to traffic are managed as best as possible.

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Local Highways Update – May 2014

Seasonal Update

Winter

- Winter has ended and fleet will be serviced over the summer months
- Salt levels are being replenished

Flooding

- Most of the worst flooding areas have been addressed and drainage works continue

Urban Grass Cut

- Commenced 10th March 2014
- On a 3 week cycle, currently on 3rd Cut

Rural Grass Cut

- Cutting to commence 6th May (subject to weather conditions)
- 6 Week programme
- Visibility spays to be cut throughout the year as needed

Rural Litter Pick

- To run alongside rural grass cut

Community day Programme

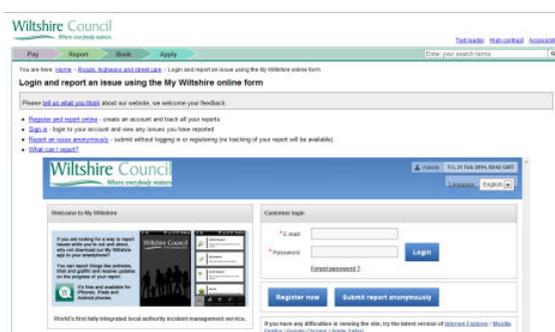
Parish	Contractor Site Meeting	Community Day
Oaksey	Wednesday 23 April 2014 9:30am	Wednesday 7 May 2014
Sherston	Wednesday 30 April 2014 9:30am	Tuesday 13 May 2014
Brokenborough	Wednesday 7 May 2014 9:30am	Tuesday 20 May 2014
Lea and Cleverton	Wednesday 14 May 2014 9:30am	Tuesday 27 May 2014
Minety	Wednesday 21 May 2014 9:30am	Tuesday 3 June 2014
Easton Grey	Wednesday 28 May 2014 9:30am	Tuesday 10 June 2014
Great Somerford	Wednesday 4 June 2014 9:30am	Tuesday 17 June 2014
Charlton	Wednesday 11 June 2014 9:30am	Tuesday 24 June 2014

My Wiltshire App

Please use the “My Wiltshire” App to report Local Highway defects to Wiltshire Council.

Local Highways includes

Grass Cutting, Street Cleaning, Emptying Bins, Potholes, Drainage etc



Parish and Town Council Meeting

I would like to remind you of the meeting on Monday 19th May 2014 at 6pm. Neeld Hall, High Street, Chippenham.

Matt Perrott - Highways Community Coordinator

T.01249 468 561 | M.07966 310 655 | Matt.Perrott@wiltshire.gov.uk

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