

# Minutes Book

Tuesday 18 October 2016



## Minutes of Cabinet and Committees

### July to October 2016

Meeting	Date	Page Nos.	Chairman (Cllr)
<b>Cabinet and Cabinet Committees</b>			
Cabinet	19 July 2016	<u>5 - 16</u>	Baroness Scott
Cabinet	13 September 2016	<u>17 - 22</u>	Baroness Scott
Cabinet	11 October 2016	<i>To Follow</i>	Baroness Scott
Cabinet Capital Assets Committee	19 July 2016	<u>23 - 26</u>	Baroness Scott
Cabinet Capital Assets Committee	13 September 2016	<u>27 - 32</u>	Baroness Scott
<b>Overview and Scrutiny Select Committees</b>			
Overview and Scrutiny Management Committee	5 July 2016	<u>33 - 38</u>	Simon Killane
Overview and Scrutiny Management Committee	6 September 2016	<u>39 - 44</u>	Simon Killane
Overview and Scrutiny Management Committee	10 October 2016	<u>45 - 50</u>	Simon Killane
Children's Select Committee	31 May 2016	<u>51 - 56</u>	Jon Hubbard
Children's Select Committee	21 June 2016	<u>57 - 60</u>	Jon Hubbard
Children's Select Committee	19 July 2016	<u>61 - 70</u>	Jon Hubbard
Environment Select Committee	7 June 2016	<u>71 - 80</u>	Bridget Wayman
Environment Select Committee	13 September 2016	<u>81 - 86</u>	Bridget Wayman
Health Select Committee	21 June 2016	<u>87 - 94</u>	Chuck Berry
<b>Regulatory Committees</b>			
Licensing Committee	19 September 2016	<u>95 - 102</u>	Pip Ridout
Strategic Planning Committee	13 July 2016	<u>103 - 120</u>	Andrew Davis
Northern Area Planning Committee	13 July 2016	<u>121 - 128</u>	Tony Trotman
Northern Area Planning Committee	3 August 2016	<u>129 - 140</u>	Tony Trotman
Northern Area Planning Committee	24 August 2016	<u>141 - 176</u>	Tony Trotman
Northern Area Planning Committee	14 September 2016	<u>177 - 182</u>	Tony Trotman
Eastern Area Planning Committee	4 August 2016	<u>183 - 186</u>	Charles Howard
Eastern Area Planning Committee	15 September 2016	<u>187 - 194</u>	Charles Howard
Southern Area Planning Committee	9 June 2016	<u>195 - 204</u>	Fred Westmoreland
Southern Area Planning Committee	21 July 2016	<u>205 - 220</u>	Fred Westmoreland
Southern Area Planning Committee	11 August 2016	<u>221 - 230</u>	Fred Westmoreland
Southern Area Planning Committee	1 September 2016	<u>231 - 238</u>	Fred

Western Area Planning Committee	29 June 2016	<u>239 - 248</u>	Westmoreland Christopher Newbury
Western Area Planning Committee	10 August 2016	<u>249 - 268</u>	Christopher Newbury
Western Area Planning Committee	28 September 2016	<u>269 - 288</u>	Christopher Newbury
<b>Governance Committees</b>			
Audit Committee	26 April 2016	<u>289 - 296</u>	Tony Deane
Audit Committee	27 July 2016	<u>297 - 302</u>	Tony Deane
<b>Joint Committees</b>			
Joint Strategic Economic Committee (SWLEP)	1 July 2016	<u>303 - 306</u>	Baroness Scott
Health and Wellbeing Board	9 June 2016	<u>307 - 312</u>	Baroness Scott
Local Pension Board	20 July 2016	<u>313 - 322</u>	Mr Howard Pearce
Pension Fund Committee	30 June 2016	<u>323 - 330</u>	Tony Deane
Police and Crime Panel	16 June 2016	<u>331 - 336</u>	Richard Britton
<b>Other Committees</b>			
Staffing Policy Committee	4 May 2016	<u>337 - 344</u>	Allison Bucknell
Staffing Policy Committee	6 July 2016	<u>345 - 348</u>	Allison Bucknell
Staffing Policy Committee	7 September 2016	<u>349 - 354</u>	Allison Bucknell
Staffing Policy Committee	26 September 2016	<u>355 - 356</u>	Allison Bucknell
<b>Dorset and Wiltshire Fire Authority</b>			
Councillors wishing to ask a question on the Fire Authority minutes are required to give written notice no later than five clear days before the council meeting - 5pm on 10 October 2016 please contact Yamina Rhouati, 01225 718024, <a href="mailto:yamina.rhouati@wiltshire.gov.uk">yamina.rhouati@wiltshire.gov.uk</a>			
Dorset and Wiltshire Fire Authority	23 June 2016	<u>357 - 364</u>	Rebecca Knoz (Dorset)

This page is intentionally left blank



## **CABINET**


---

DRAFT MINUTES of a MEETING held in THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 19 July 2016.

Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Jerry Wickham	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Cllr Philip Whitehead	Cabinet Member for Highways and Transport

Also in Attendance: Cllr Jon Hubbard, Cllr Alan MacRae, Cllr Richard Gamble, Cllr Fred Westmoreland, Cllr Chuck Berry, Cllr David Jenkins, Cllr Simon Killane, Cllr Gordon King, Cllr Jacqui Lay, Cllr Magnus Macdonald and Cllr Bill Moss

---

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

### **83 Apologies**

Apologies were received from Cllr Baroness Scott of Bybrook OBE.

### **84 Minutes of the previous meeting**

The minutes of the meeting held on 14 June 2016 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 14 June 2016.**

**85 Declarations of Interest**

There were no declarations of interest.

**86 Leader's announcements**

There were no announcements.

**87 Public participation and Questions from Councillors**

It was noted that no requests for public participation had been received. The Deputy Leader did however explain that, as usual at meetings of Cabinet, he would be more than happy to hear from any member of the public or Councillor present on any of the items on the agenda.

**88 Annual Governance Statement 2015-16**

Councillor Dick Tonge presented the report which asked Cabinet to consider a draft Annual Governance Statement for 2015-16 for comment before final approval is sought from the Audit Committee on 27 July 2016.

**Resolved**

- 1. To note the draft AGS as set out in Appendix 1; and**
- 2. To note that the draft AGS will be revised in the light of any comments by Cabinet and ongoing work by the Governance Assurance Group before final approval by the Audit Committee and publication with the Statement of Accounts at the end of July 2016.**

*Reason for Decision*

*To prepare the AGS 2015-16 for publication in accordance with the requirements of the Audit and Accounts Regulations 2011.*

**89 CSE Action Plan Update**

Councillor Laura Mayes presented the report which provided Cabinet with a review of the Council's CSE Action Plan with specific reference to the Wiltshire App and Website, as agreed at 15 March 2016 Cabinet meeting.

In giving her presentation, Councillor Mayes highlighted the work done in the community and schools to raise awareness; the training provided to staff; the additional resources being deployed and effective partnership working ongoing to address the issue.

In response to a matter raised by Cabinet at the previous meeting, Councillor Mayes stated that some work had been undertaken to establish whether it was feasible to use the my Wiltshire App in this area. It had been decided that it was not the best use of technology but that officers had been investigating how the council's website could be best used. It was noted that the next update would be reported to Cabinet in a year.

At the invitation of the Deputy Leader, Councillor Jacqui Lay gave an update on the work of the CSE Task Group. She stated that she was happy with the way the Task Group had worked with the officers; that the Task Group's work would be focused on prevention; and that their report was planned to be completed in the Autumn.

### **Resolved**

**That Cabinet notes progress on the Council's CSE Action Plan with specific reference to the Wiltshire App and Website, as agreed in 15 March 2016 Cabinet meeting.**

#### *Reason for Decision*

*In March 2015 the government announced that the sexual abuse of children is a National Threat.*

*Monitoring of the plan's implementation needs to be at the most senior level to ensure that actions are effective in protecting and supporting children.*

## 90 **Wiltshire Council Grants Policy**

Councillor Dick Tonge presented the report which presented a draft grants expenditure policy to Cabinet for adoption. In giving his presentation, Councillor Tonge thanked the officers for their efforts which were apparent in the quality of the report.

Issues highlighted in the course of the presentation and discussion included: the need to ensure high quality outcomes from the projects grant funded; the links to the business plan and the joint needs assessments undertaken in each community area; and how performance monitoring and evaluation can be undertaken.

In response to a query in relation to grant recipients who were not registered charities and would therefore be subject to VAT, the Deputy Leader suggested that members could lobby their MP on the issue if they so wished.

### **Resolved**

- 1. To adopt the grants expenditure policy presented;**
- 2. To delegate to the Cabinet Member responsible for the Finance portfolio, in consultation with the Section 151 officer and the Associate Director for Corporate Function and Procurement responsibility for minor amendments provided that to do so does not alter (but gives further effect to) the executive arrangements or the principles enshrined in this policy; and**
- 3. To delegate to the Section 151 officer in consultation with the Solicitor to the Council responsibility for amending this policy to reflect changes in the law, to correct errors or clarify ambiguities where to do so does not alter (but gives further effect to) the executive arrangements or the principles enshrined in this policy**

### *Reason for Decision*

*The adoption of the Grants Expenditure Policy will ensure best use of the limited funding to ensure both high quality outcomes for Wiltshire residents in accordance with the Council's Business Plan and effective, efficient use of council resources.*

## **91 Wiltshire's Obesity Strategy 2016-2020**

Councillor Jerry Wickham presented the report which informed Cabinet of the results of the consultation and to present the final Obesity Strategy (Appendix 1 to the report) for approval and adoption together with the draft implementation plan to deliver the strategy.

Issues highlighted in the course of the presentation and discussion included: that this is a joint strategy with the Wiltshire CCG; that a 2<sup>nd</sup> summit had been held as part of the development of action plans; that obesity was the biggest public health challenge facing the country and the county; the chronic diseases that can follow as a consequence; the costs to NHS and Council arising from obesity; the strategic targets in relation to children and adults; how schools, businesses and other partners can support the aims of the strategy; how physical environmental factors can impact; and the role Councillors can play in promoting work, such as the Health Schools programme, in their community.

Councillor Jon Hubbard, Chair of the Children's Select Committee stated that the he had, initially, been disappointed not see more of the Task Group's

recommendations explicitly included in the strategy, but had been somewhat assured by Councillor Wickham's statement that both the Health and Children's Select Committees recommendations had been considered and were implicitly included in the strategy.

In response to a question from Councillor Jon Hubbard, Councillor Toby Sturgis stated that he would be happy to engage with the Children's Select Committee to investigate how planning policy can effectively assist the strategy.

### **Resolved**

- 1. To note the information about consultation responses.**
- 2. To approve the final Obesity Strategy (Appendix 1) and the draft implementation plan (Appendix 2) for adoption.**
- 3. To delegate authority to the Corporate Director for Public Health, Protection Services, Adult Care and Housing in consultation with the Cabinet Member for Health (including Public Health and Adult Care, to finalise the strategy document for publication and to execute the implementation plan.**

### *Reason for Decision*

*The draft obesity strategy has already gained approval from the NHS Wiltshire CCG Executive groups, the CCG Clinical Executive, Governing Body and Wiltshire Council's Health Improvement Panel. Approval to go out to public consultation from the Health and Wellbeing Board was also obtained. The post-consultation finalised strategy and implementation plan requires Cabinet approval for the work to progress.*

## **92 Adult Care Charging Policy**

Councillor Jerry Wickham presented the report which asked Cabinet to consider implementing and adopting the proposed charging policy for adult care. The report, which followed on from a report made to Cabinet at their 19 January 2016 meeting, provided details of the feedback received during the consultation process and how this feedback has been considered in the proposed policies. It noted that the feedback was supplemented by the report provided by Healthwatch Wiltshire as presented.

In giving his presentation, Councillor Wickham stated that he had considered the views of the Health Select Committee and whilst recognising the lessons that could be learned from the relatively low response to the consultation, was satisfied that the consultation could still be considered relevant.

In response to issues raised by the Chairman and Vice Chairman of the Health Select Committee, Councillor Wickham agreed that regular updates could be made available to the Committee with a full report made 6 months after the implementation of the policy.

### **Resolved**

- 1. To adopt the proposed adult care charging policy.**
- 2. To note the resolution of the Health Select Committee as detailed at Para. 10.**
- 3. To take into account 100% of an adult's eligible disposable income when assessing for contributions for care and support at home (Currently 80%)**
- 4. To take into account the full rate of attendance allowance received (Currently only take into account the lower amount regardless of rate received)**
- 5. To update the list of Disability Related Expenses (DRE) (Appendix A) items in accordance with The Care Act (2014). The most significant proposed change is to remove allowances for continence products<sup>1</sup> where these are provided by the NHS continence service.**
- 6. To ask for an interim report to Health Select in 6 months following the implementation of the policy, to assess the impact of the changes.**

### *Reason for Decision*

*The proposals have been drafted so as to ensure the Council's charging policy is compliant with the Care Act (2014) and all relevant legislation.*

*To align the discretionary elements in Wiltshire Council's policy to those of local authorities across the South West.*

*So that everyone in receipt of care and support who is required to pay contributes what they can afford to pay in accordance with the Care Act guidance.<sup>2</sup>*

## **93 Adult Care Prevention and Choice Policy**

---

<sup>1</sup> This reflects the Guidance at Annex C paragraph 40(13)

<sup>2</sup> Care Act statutory guidance paragraph 8.2

Councillor Jerry Wickham presented the report which asked Cabinet to consider the implementation of two adult care policies: Preventing, Reducing and Delaying Eligible Needs Policy (PRD) and a General Policy Statement. It was noted that the report includes details of the public consultation that has been completed and should be read in conjunction with the supporting documents including the Equalities Impact Assessment. In making his presentation, and with reference to the previous item on the Charging Policy, Councillor Wickham recommended that in addition to the proposed recommendations, the Council should review the efficacy of consultations of this type.

### **Resolved**

- 1. To agree the implementation of the Preventing, Reducing and Delaying Eligible Needs Policy.**
- 2. To agree the implementation of the 'General Policy Statement'.**
- 3. That the Council should undertake a review of how it consults with people, especially those with either Learning Difficulties and/or are vulnerable.**

### *Reason for Decision*

- 1. These policies have been drafted so as to ensure the Council is compliant with all relevant legislation in particular the Care Act (2014) which came in to effect in April 2015.*
- 2. The policies will ensure the Council has published clear guidance that will ensure adults with needs have clear expectations about what to expect from Adult Social Care and provide a framework for decision making and operational guidance.*
- 3. So that social care best practise is reflected in the Council's policies in terms of choice and control, prevention and personalised care and support*
- 4. To update policies based on outdated legislation and practices.*

### **94 Wiltshire Council Adoption Service: 2015-16 Year End Report**

Councillor Laura Mayes presented the report which provided a year-end report to Cabinet regarding the performance of the Adoption Service within Wiltshire Council. This was also a requirement of the condition of registration as described in 2014 Adoption Minimum Standards and 2013 Statutory Guidance that Cabinet is satisfied that the Adoption Agency complies with the conditions of registration, is effective and is achieving good outcomes for children.

Councillor Jon Hubbard, Chairman of the Children's Select Committee, stated that he recognised that some of the statistics that compared less favourably to national average were a reflection of the fact that the Council was continuing to do the right thing by seeking potential adoption for more difficult placements.

### **Resolved**

**That the contents of the report be noted and accepted.**

#### *Reason for Decision*

*Wiltshire Council is an Adoption Agency registered with Ofsted. The 2014 Adoption Minimum Standards (25.6) and 2013 Statutory Guidance (3.93 and 5.39) describe the information that is required to be reported to the executive side of the local authority every six months in order to provide assurance that the adoption agency is complying with the conditions of registration whilst being effective and achieving good outcomes for children and service users.*

## 95 **Adoption West Update**

Councillor Laura Mayes presented the report which asked Cabinet to endorse outline proposals for the development of the Adoption West Regional Adoption Agency (RAA) and approve public engagement on these outline proposals.

Councillor Jon Hubbard, Chairman of the Children's Select Committee, thanked the Cabinet Member for inviting him to engage in the process so far, and that he looked forward to further engagement.

Councillor Mayes, in response, stated that she agreed that Member scrutiny was particularly important in this matter.

### **Resolved**

**To endorse the outline proposals for the development of a Regional Adoption Agency (RAA) and agree public engagement.**

#### *Reason for Decision*

*The initial development phase for Adoption West is complete. To proceed with plans to establish an RAA a period of consultation with the public, service users and staff is required. Cabinet approval is therefore needed before progression to this next stage.*

## 96 **Extension of DCS0518 Call Centre and Response Services (Telecare)**



Councillor Jerry Wickham presented the report which set out a proposal for the consideration of the Cabinet regarding the extension of the Call Centre and Response Service (Telecare) with Medvivo for the period of one year, noting that the report was required in advance of procurement activity to utilise the extension provisioned within the current contract.

## **Resolved**

- 1. That the current Call Centre and Response (Telecare) contract with Medvivo is extended for one year as provisioned for within current contract arrangements.**
- 2. That the Assistant Director for Adult Social Care, in consultation with the Cabinet Member for Health (including Public Health) and Adult Care, is asked to establish savings and efficiencies arising from joint working with providers, and to further develop the use of telecare in Wiltshire.**

### *Reason for Decision*

*The core reasons for extending the contract on a short term basis are:*

- Significant CCG contracts with Medvivo are due to expire in January 2018. There may be opportunity to integrate contracts and services more fully with the CCG at this time providing closer integrated working opportunities whilst potentially providing overall efficiencies; a longer term extension and/or re commissioning process would prohibit this opportunity.*
- Telecare remains an area of significant potential and growth. Medvivo are a positive partner, keen to explore the future use of telecare in Wiltshire.*
- Commissioners feel that there are operational opportunities to explore with the current provider over the next twelve months and a 12 month action plan is currently being developed. It is anticipated that this work will inform the future recommissioning of an efficient and effective telecare service in Wiltshire.*
- Medvivo continue to have the expertise and experience to provide telecare services in Wiltshire and to meet any increase in demand. It also continues to have the ability to link this social care service with its provision of health service out of hours response for the benefit of customers.*
- The provision of urgent care domiciliary is intrinsically linked with the response service and any changes to provider at this time could impact on that services viability.*

*The one year extension would be utilised by commissioners from both Wiltshire Council and Wiltshire CCG to inform a comprehensive re tender process for this service, aligned to other services currently provided by Medvivo.*

97 **Extension of Integrated Community Equipment Service Contract and Pooled Budget Arrangement**

Councillor Jerry Wickham presented the report which sets out a proposal for the consideration of the Cabinet regarding extension of the current Integrated Community Equipment and Support Service contract with Medequip for the period of two years; the continuation of current pooled budget arrangements between Wiltshire Clinical Commissioning Group and Wiltshire Council, noting that the report was required in advance of procurement activity to utilise the extension provision within the current contract.

**Resolved**

- 1. That the current ICESS contract with Medequip and nominal pooled budget arrangements are extended for two years, as provisioned for within current contract arrangements.**
- 2. Note that this proposal has been submitted to the Joint Commissioning Board in May 2016 and the JCB agreed to recommend an extension to the current contract to February 2019.**
- 3. That the Assistant Director for Adult Social Care is asked, in consultation with the Cabinet Member for Health Including Public Health) and Adult Care, to establish the exact savings and efficiencies arising from joint working with the provider and then secure these savings through agreed targeted changes in practice and delivery.**

*Reason for Decision*

*The core reasons for seeking a contract extension are:*

- The contract was originally awarded after a competitive tender through the OJEU*
- There are a limited number of large providers in the market for equipment and within such a limited market procuring a lower value contract will be unlikely*
- Commissioners from both Wiltshire Council and Wiltshire CCG understand that there are opportunities to reconfigure service provision facilitating greater efficiency from the provider.*

- *The current provider is meeting all the necessary performance metrics, is an active and collaborative partner and is keen to explore areas where operational efficiencies can be identified and implemented in order to reduce costs and improve the quality of service delivery*
- *The current provider is delivering a high quality service which is backed up by reviews from service users and Wiltshire and Swindon User Network (WSUN) audit*
- *Medequip is the largest UK Community Equipment Service provider and currently holds contracts with 35 organisations having won another 4 contracts in 2015. Medequip have been delivering the contract in Wiltshire for the past 17 years. At the present time, given the size of the organisation and their local knowledge, it is unlikely that another provider could match the best practice opportunities and low equipment costs available through Medequip*

*The two year extension period will be utilised fully by commissioners from both the CCG and Wiltshire Council to inform a comprehensive tender process for the future of this critical frontline service.*

## 98 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 11.10 am)

These decisions were published on the 22 July 2016 and will come into force on 1 August 2016.
---

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank


## CABINET

---

DRAFT MINUTES of a MEETING held in THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 13 September 2016.

Cllr Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Anna Cuthbert, Cllr Richard Gamble, Cllr Glenis Ansell, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr Magnus Macdonald and Cllr Bridget Wayman

---

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

### 99 **Apologies**

Apologies were received from Councillors Laura Mayes and Jerry Wickham who were attending other meetings.

### 100 **Minutes of the previous meeting**

The minutes of the meeting held on 19 July 2016 were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 19 July 2016.**

### 101 **Minutes - Capital Assets Committee**

The minutes of the meeting of the Cabinet Capital Assets Committee held on the 19 July 2016 were presented for information.

## **Resolved**

**To receive and note the minutes of the meeting held on the 19 July 2016**

### 102 **Declarations of Interest**

There were no declarations of interest.


### 103 **Leader's announcements**

There were no Leader's announcements.

### 104 **Public participation and Questions from Councillors**

It was noted that no requests for public participation had been received. The Leader did however explain that, as usual at meetings of Cabinet, she would be more than happy to hear from any member of the public present on any of the items on the agenda.

### 105 **Community Infrastructure Levy Revised Regulation 123 List and Revised Planning Obligations Supplementary Planning Document**

 Councillor Toby Sturgis presented an update to Cabinet on the response to the consultation on the Draft Revised Community Infrastructure Levy Regulation 123 List (February 2016), Draft Revised Planning Obligations Supplementary Planning Document (February 2016) and Draft Updated Infrastructure Delivery Plan (February 2016). He recommended that the Revised Community Infrastructure Levy Regulation 123 List be adopted by Cabinet and the Revised Supplementary Planning Document be adopted by Council.

In response to a question from Councillor Glenis Ansell, Councillor Toby Sturgis explained that where house prices are lower, and the Council wants to stimulate growth, the CIL contribution level is lower. It was also noted that the CIL level could be lower for different categories of development.

In response to a question from Councillor Bridget Wayman, Councillor Toby Sturgis stated that the inclusion of Household Recycling Centres had not been included during the consultation period. Furthermore, in response to the issue raised, the Leader stated that the issue of depot sites was being considered as a wider issue.

## **Resolved**

- (i) **To note the response to the consultation on the Draft Revised Community Infrastructure Levy Regulation 123 List, Draft Revised Planning Obligations Supplementary Planning Document and Updated Infrastructure Delivery Plan, set out in Appendix 2.**

- (ii) **To adopt the Revised CIL Regulation 123 List as amended in Appendix 3.**
- (iii) **To recommend to Council that it adopts the proposed Revised Planning Obligations Supplementary Planning Document (Appendix 4).**
- (iv) **That subject to approval of Council, to agree that the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste undertakes the final stages associated with the formal adoption of the Supplementary Planning Document, including any minor textual changes in the interest of clarity and accuracy.**
- (v) **To note proposals for the process for prioritisation of spending and future reviews of the Regulation 123 List by February 2017.**

*Reason for Decision: To assist with the effective operation of CIL and ensure appropriate infrastructure is secured as part of development proposals.*

## 106 **Revenue Budget Monitoring report**

Councillor Dick Tonge presented the report which advised members of the revenue budget monitoring position as at the end of period 4 (end of July 2016) for the financial year 2016/2017 with suggested actions as appropriate.

Issues highlighted in the course of the presentation and discussion included: the projected overspend and the management action to be taken to address this; the adjustments taken in the course of the first quarter; the specific action to seek to reduce the number of children in residential care; the impact of packages of care and passenger transport for SEN clients; and that it was forecast that a balanced budget would be achieved by the end of the year.

In response to a question from Councillor Glenis Ansell the Chair of Financial Planning Task Group, the Leader stated that the report identified projected overspends and that action would be taken to address these. Furthermore, the s151 officer, Michael Hudson, stated that the Council had projected overspends at this stage in the previous years.

Carolyn Godfrey confirmed that the Task Group had had an opportunity to review the reports prior to Cabinet and welcomed the good challenge that the Task Group provided.

**Resolved**

**To note the outcome of the period 4 (end of July) budget monitoring and to approve all budget amendments outlined in the report presented.**

*Reason for Decision:*

*To inform effective decision making and ensure a sound financial control environment.*

**107 Report on Treasury Management Strategy 2016-17 – First Quarter ended 30 June 2016**

Councillor Dick Tonge presented the report which summarised the quarterly performance against the agreed Treasury Management Strategy. In giving his presentation, Councillor Tonge highlighted: that the performance was in line with the strategy; what the limited exposure to the Lender option borrower option (LOBO) loans and Icelandic banks was; and that the Capital Programme would be reviewed for affordability.

In response to a question from Councillor Glenis Ansell the Chair of Financial Planning Task Group, the s151 officer, Michael Hudson stated that the Council had been able to recover slightly more money from the Icelandic banks than expected, but was not much more than projected.

The Leader acknowledged the significant role played by the Local Government Association in supporting Councils in pursuing their investments from Icelandic banks through the courts.

**Resolved**

**To note that the contents of this report are in line with the Treasury Management Strategy.**

*Reason for Decision:*

*To give members an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2016-17.*

**108 Performance Management and Risk Outturn Report: Q1 2016/16**

Councillor Dick Tonge presented the report which provided a quarter four update on outturns against the measures and activities compiled and reported through the council's website via the Citizens' Dashboard and other key measures, as well as latest outturns on the council's strategic risk register.

Issues highlighted in the course of the presentation and discussion included: the good performance in relation to reduced JSA claimants and increase in employment rates; the improved performance in schools; the close monitoring



of young people not in employment, education or training; that local performance information would be disseminated to Community Areas as part of the Joint Strategic Assessments for that area; and the work being undertaken to encourage businesses to provide broadband services to rural communities.

## **Resolved**

### **To note the updates and outturns:**

- 1. Against the measures and activities ascribed against the council's key outcomes; and**
- 2. In relation to the strategic risk register.**

#### *Reason for Decision:*

*The performance framework compiles and monitors outturns in relation to the outcomes laid out in the Business Plan. The framework is distilled from individual services' delivery plans. In doing so, it captures the main focus of activities of the council against each outcome.*

*The strategic risk register captures and monitors significant risks facing the council: in relation to significant in-service risks facing individual areas, in managing its business across the authority generally and in assuring our preparedness should a national risk event occur.*

## **109 Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 10.07 am)

These decisions were published on the 15 September 2016 and will come into force on 23 September 2016
---

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **CABINET CAPITAL ASSETS COMMITTEE**

---

DRAFT MINUTES of a MEETING held at THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 19 July 2016.

Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services

Also in Attendance: Cllr Jonathon Seed, Cllr Philip Whitehead and Cllr Jerry Wickham

---

### **33 Apologies and Substitutions**

Apologies were received from Cllr Toby Sturgis and Cllr Baroness Scott of Bybrook OBE  
Cllr Baroness Scott of Bybrook OBE was substituted by Cllr Laura Mayes; and Cllr Tony Sturgis was substituted by Cllr Stuart Wheeler.

### **34 Minutes of the previous meeting**

The minutes of the meeting held on the 17 May 2016 were presented and considered.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on the 17 May 2016**

### **35 Leader's Announcements**

There were no leaders announcements.

### **36 Declarations of interest**

There were no declarations of interest.

### **37 Public Participation and Questions from Councillors**

It was noted that no requests for public participation had been received. The Leader did however explain that, as usual at meetings of Cabinet, she would be

more than happy to hear from any member of the public present on any of the items on the agenda.

**38 ICT Capital Funding Bid**

Councillor Dick Tonge, Cabinet Member for Finance, presented the report which sought the approval of capital funding for the re-procurement and implementation of case management systems in Children's Services.

When considering the proposals, the meeting took account of the information in the appendices exempt from publication.

After a short debate, the meeting;

**Resolved**

- 1. To release from the ICT capital budget, an additional amount, as specified in the part II appendix, over the next 3 years to research, procure and implement replacement Children's Services support solutions.**
- 2. It is proposed that the revenue element is funded from either grant fund bids or if that is unsuccessful the Children's Service. When the procurement process is complete and the providers selected, a full evaluation will be carried out, to assess the requirements around staffing levels in both Children's Social Care and ICT. Future staffing levels and savings will depend on the future system selected.**
- 3. To delegate powers to enter into resulting contract(s) for these solutions, to the Associate Director, People and Business Services in conjunction with the Section 151 Officer.**

*Reason for Decision*

*Systems that support Children's Services need to be fit for purpose and give the opportunity to streamline working practices and keep pace with change. The current systems are limited in what they can offer to the changing needs of the council and Children's Services. The renewal of contracts offer an opportunity to enable the aims of the council and the Children's Services to offer an improved and mobile solution as well as reducing existing IT solutions and support and maintenance costs.*

**39 Urgent items**

There were no urgent items.

40 **Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking the item in private:

Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations have been received as to why this item should not be held in private.

41 **ICT Capital Fund (Part ii)**

The meeting noted the information in the appendices to the report.

(Duration of meeting: 11.15 - 11.37 am)

These decisions were published on the 22 July 2016 and will come into force on 1 August 2016
--

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935 or e-mail

[william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **CABINET CAPITAL ASSETS COMMITTEE**


---

DRAFT MINUTES of a MEETING held in THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 13 September 2016.

Cllr Fleur de Rhé-Philipe	Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Baroness Scott of Bybrook OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance

Also in Attendance: Cllr Jonathon Seed, Cllr Stuart Wheeler, Cllr Philip Whitehead and Cllr Ian McLennan

---

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

### **42 Apologies and Substitutions**

All members were present.

### **43 Minutes of the previous meeting**

The minutes of the meeting held on 19 July 2016 were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 19 July 2016.**

### **44 Leader's Announcements**

There were no leaders announcements.

### **45 Declarations of interest**

It was noted that Councillor Ian McLennan, in attendance the meeting, was not a member of the Laverstock and Ford Parish Council and was the local Wiltshire Councillor for the adjacent ward.

#### 46 **Public Participation and Questions from Councillors**

It was noted that no requests for public participation had been received. The Leader did however explain that, as usual at meetings of Cabinet, she would be more than happy to hear from any member of the public present on any of the items on the agenda.

#### 47 **Capital Budget Monitoring**

Councillor Dick Tonge presented the report which informed Cabinet on the final position of the 2015/2016 Capital Programme, including highlighting budget changes and movements summarised in the appendices.

In response to a question raised by the Leader, Councillor Tonge stated that interest rates for Capital loans are set over a longer period of time and may not be affected as much by variations in the base rate.

#### **Resolved**

- 1. To note the budget movements undertaken to the capital programme shown in appendices A and B.**
- 2. To also note the reprogramming of £0.278 million between 2016/2017 and 2017/2018.**

*Reason for Decision:*

*To inform Cabinet of the position of the 2016/2017 capital programme as at Period 4 (31 July 2016), including highlighting any budget changes.*

#### 48 **Wiltshire Growth Deal - Update and Funding Implications**

Councillor Fleur de Rhé-Philippe invited officers to present the report which provided an update on delivery of projects and the financial implications arising from proposed changes to the programme; the report also provided an update on the development and submission of the Growth Deal round 3 bid.

Issues highlighted in the course of the presentation and discussion included: the opportunity for the Council to cashflow specified projects to enable them to be completed earlier than originally planned, thereby potentially saving costs in relation to procurement and construction; the impact of not accelerating delivery on other economic growth and planning projects; that accelerating the delivery of projects should give the Council an opportunity to show how it is efficient at delivering Growth Deal projects and thereby a stand a greater chance of securing funding from government in the future; the opportunities for seeking



funding from other government agencies, including Highways England; how working with a development partner on specific projects can reduce the risks that the Council is exposed to; and the timetable for central government to approve projects submitted as part of the Growth Deal Round 3.

### **Resolved**

- 1. That Cabinet Capital Assets Committee agrees the recommended cash flow proposal for the delivery of projects that form part of the Swindon and Wiltshire Growth Deal.**
- 2. That Cabinet Capital Assets Committee delegates authority to the Section 151 Officer, to negotiate and agree with the Associate Director of Economic Development and Planning, and the Associate Director of Highways and Transport to cashflow and deliver the schemes.**
- 3. That the SWLEP Commissioning Group be approached to underwrite any the development cost for Chippenham Station Hub in recognition that the project is being delivered by the Council on behalf of the SWLEP.**
- 4. That subject to resolution 3 above, that Cabinet Capital Assets Committee agrees to cover the development costs for Chippenham Station Hub and those requested in Appendix C using the £0.5 million transition funding provided for Growth Deal project development (see para 50).**
- 5. That Cabinet Capital Assets Committee notes the development and submission of the SWLEP Growth Deal round 3 bid.**

### *Reason for Decision:*

*To ensure that Wiltshire Council maximizes the benefits and opportunities associated with the Growth Deal programme in terms of delivering key infrastructure projects and building Wiltshire's economy whilst managing the financial implications and associated risks to the organisation.*

*Accelerated delivery of projects sends a strong message to Government on Wiltshire Council's ability to deliver Growth deal projects to time, cost and quality. Accelerated delivery could also help realise potential time and cost efficiency savings.*

### **49 Urgent items**

There were no urgent items.

50 **Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking the item in private:

Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations have been received as to why this item should not be held in private.

51 **Wiltshire Growth Deal - Update and Funding Implications (Part ii)**

The meeting considered the additional information contained in the exempt appendix.

Following a debate, the meeting;

**Resolved**

**That costs incurred undertaking development work to support the opportunity referred to in the exempt report are covered using the £0.5 million transition funding identified in paragraph 50.**

**That up to £0.080 million is therefore approved to enable this work to be undertaken.**

**To confirm that Wiltshire Council is committed to work with the LEP and central government to support the development of infrastructure required to support development of the site and secure inward investment.**

52 **Hampton Park Country Park (Part ii)**

Councillor Toby Sturgis presented the report which asked the Committee to confirm whether the council wanted to nominate Laverstock and Ford Parish Council as nominee for the Hampton Park Country Park; and to confirm the approach the council wishes to take in respect of negotiations with the developer in respect of the section 106.

In response to a question raised by Cllr Ian McLennan, Councillor Sturgis agreed that he would instruct officers to write to clarify the process by which agreements would be enforced.

### **Resolved**

- 1. To confirm their support for Laverstock and Ford Parish Council's desire to own, deliver and maintain the Hampton Park Country Park and make them the council's nominee.**
- 2. To confirm their support to enter into a new s106 agreement with the developer and make Laverstock and Ford Parish Council party to that agreement.**
- 3. To confirm their support for approaching the negotiations on the basis that land and funds are transferred directly between the developer and Laverstock and Ford Parish Council, with Wiltshire Council taking no intermediary role in terms of land ownership or financial risk.**
- 4. To delegate to the Associate Director for People and Business the ability to enter into and complete s106 negotiations with the developer and Laverstock and Ford Parish Council on the terms described above. In particular ensuring legal agreement to transfer all current and future risk, including financial, to Laverstock and Ford Parish Council. If this cannot be reached then the development by the Council or Nominee will not progressed or be supported.**

(Duration of meeting: 11.00 am - 12.03 pm)

<p>These decisions were published on the 15 September 2016 and will come into force on 23 September 2016</p>
--

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935 or e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

---

### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 JULY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr George Jeans, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr Ian Thorn (Substitute)

#### **Also Present:**

Cllr Toby Sturgis and Cllr Philip Whitehead

---

#### 65 **Apologies**

Apologies were received from Councillor Jon Hubbard, who was substituted by Councillor Ian Thorn.

#### 66 **Minutes of the Previous Meetings**

##### **Resolved:**

To approve and sign as a correct record the minutes of the meeting held on 24 May 2016.

That subject to amending the first use of 'landfill' to 'HRCs' in paragraph 9 of Minute 63, to approve and sign as a true and correct record the minutes of the meeting held on 21 June 2016.

#### 67 **Declarations of Interest**

There were no declarations.

#### 68 **Chairman's Announcements**

There were no announcements.

#### 69 **Public Participation**

Statements on Minute 72 were taken under that item.

#### 70 **Forward Work Programme**

Details were provided on meetings between Select Committee Chairman and the Executive to discuss future topics for scrutiny involvement such as further work on customer care feedback and projects involving utility companies. It was also intended to provide a legacy report on scrutiny achievements for the new council term in 2017, and proposed new feedback structures for project board representatives to provide greater scrutiny depth and assistance, as well as input into the Councillor Induction process for the new council term, particularly to ensure emphasis on area board roles.

Updates were also received on the activities of the Select Committees, including but not limited to the following:

#### Environment Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on Waste Contracts, planning enforcement and fleet maintenance suggested.

#### Health Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on air quality, the single view of the customer project, and performance of the 111 call service and effectiveness of the Older Person champions suggested. Concerns had also been raised on consultation regarding the adult care charging policy being considered by Cabinet, and it was proposed the Committee investigate upon its implementation to assess any impact. It was also stated some areas had discussed appointment of Carer champions similar to Older Persons champions, and whether this could be a model for other areas.

#### Children's Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on increased academisation to be undertaken at a special meeting on 21 July, with a focus on the council's responsibilities and ability to mitigate any impacts.

#### **Resolved:**

**To note the updates from the Select Committees.**

#### 71 **Management Committee Task Group Update**

The written update from the Financial Planning Task Group was noted.

In respect of the Military Civilian Integration Partnership Task Group it was stated that due to a change in the lead army officer for the region, there had been delays, but the intention was to speak to the police and the army on further issues and report for the end of 2016 which would determine what work, if any, would be needed for the next council.

In respect of the Swindon and Wiltshire Local Enterprise Partnership Task Group, its next meeting was to be 6 July 2016.

## 72 **Hydrocarbon Extraction**

At Council on 23 February 2016 a motion was received on hydrocarbon extraction following the granting of Petroleum Exploration and Development Licences (PEDL) in the county. The motion was referred to the Committee for its meeting on 1 March 2016, where it was requested officers undertake an investigation into hydrocarbon extraction, to include technical explanations, local and national policies and what functions are devolved to local authorities.

An initial presentation was received from Alistair Cunningham, Associate Director, Economic Development and Planning, on 24 May 2016, as well as seeking further direction from the Committee and the public in attendance on issues to be included within the briefing paper to be prepared following the officer investigation.

Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste and Georgina Clampitt-Dix, Head of Spatial Planning, presented the briefing paper to the Committee.

The Chairman opened the item by reminding all present that the Committee was not a decision making body, and the briefing paper and discussion of it was not a debate on the merits of hydrocarbon extraction, but an explanation of the background, processes that needed to be followed, the role of the council as local planning authority and other bodies, as well as a review of the council's planning policies in the context of national policies.

The Committee thanked the officers for the extensive briefing that had been provided and welcomed the thorough explanation of the technical processes of hydrocarbon extraction and the council's role in the process. In response to queries it was stated regulatory organisations such as the Environment Agency would be responsible for assessing many issues such as impact upon the water supply. It was also stated that it was the councils' view that its existing planning policies on minerals and other planning matters adequately provided for dealing with any hydrocarbon extraction issues and it was not necessary therefore at the present time for a specific policy on that issue alone.

The likelihood of any extraction taking place within Wiltshire was raised given the geology of the county, and it was reiterated that although PEDL licences have been granted no application has been received to begin exploration.

Public representations were received from Bill Jarvis and Margaret Cavanna from KeepWiltshireFrackFree welcoming the detail of the report, although in light of the concern many held over the risks and potential high cost to the county financially and in health terms, they felt the council's current policies needed to be reviewed to ensure they were sufficient

A motion was moved by Councillor Alan Hill, seconded by Councillor Bridget Wayman, to note the excellent report from officers, that the report should be circulated to all councillors, and that the committee felt that no further scrutiny action as required at the present time, but that the committee be updated regularly. The motion was approved.

A motion was also moved by Councillor Stephen Oldrieve, seconded by Councillor Glenis Ansell, that a seminar for members be arranged to discuss the report in greater depth. The motion was not approved.

**Resolved:**

- 1) To note the written briefing on Hydrocarbon Extraction and thank officers for the excellent work in preparing it.**
- 2) That the report will be distributed to all councillors as a members' briefing note.**
- 3) That no further scrutiny involvement be undertaken at this time, but that the Committee be updated as the situation changes so it can review whether further involvement is required**

73 **MyWiltshire System**

Following a request from the Environment Select Committee on 27 October 2015, on 5 January 2016 the Management Committee received a presentation on development of the MyWiltshire system, a system which enables the public and officers to remotely report a range of issues to be resolved, and which had primarily been utilised to date on highways matters such as reporting potholes and flytipping. Following an update at its meeting on 24 May 2016, the Committee resolved to seek expressions of interest for a Task Group to review and assist development of the MyWiltshire system, with the details of the terms of reference delegated to the Chairman and Vice-Chairman.

The Vice-Chairman, Councillor Alan Hill, presented the proposed terms of reference for the Task Group, along with several proposed members, with the intention that the Chairman and himself would appoint any remaining members if needed.

The Cabinet Member for Highways and Transport, Councillor Philip Whitehead, emphasised that although most of the existing functions of the system was focused on highways matters, future development of functions could be in many other service areas.

**Resolved:**

- 1) To approve the proposed terms of reference**
- 2) To appoint Councillors Bob Jones MBE, Magnus Macdonald, Howard Greenman and Bridget Wayman to the Task Group, with any additional members to be appointed by the Chairman and Vice-Chairman.**
- 3) To arrange the first meeting as soon as possible**



74 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 September 2016.

75 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.55 pm)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic & Members' Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

---

### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 SEPTEMBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Tony Trotman, Cllr John Walsh and Cllr Bridget Wayman

#### Also Present:

Cllr David Jenkins, Cllr Baroness Scott of Bybrook OBE and Cllr Philip Whitehead

---

#### 76 Apologies

No apologies were received.

#### 77 Minutes of the Previous Meeting

The minutes of the meeting held on 5 July 2016 were presented for consideration. There were queries on the accuracy of Minute 70 in relation to the update from Children's Select Committee, and it was agreed to delegate approval of the minutes to the Chairman subject to confirmation in relation to that minute.

#### Resolved

**To approve and sign as a correct record, subject to amending Minute 70 from:**

**Details were provided on recent activities on topics as shown in the agenda, with further work on increased academisation to be undertaken at a special meeting on 21 July, with a focus on the council's responsibilities and ability to mitigate any impacts.**

**To:**

**Details were provided on recent activities on topics as shown in the agenda, with further work on increased academisation, including a special briefing on 21 June which focused on the government white paper: Educational Excellence Everywhere**

*As approved by the Chairman with delegated authority from the Committee.*

78 **Declarations of Interest**

There were no declarations.

79 **Chairman's Announcements**

There were no announcements.

80 **Public Participation**

There were no questions or statements submitted.

81 **Management Committee Task Group Updates**

Financial Planning Task Group

Through the general update from the Chairman of the Financial Planning Task Group, the Committee were provided details of the proposed medium term financial framework intended to be approved by Council on 18 October. The government had agreed to provide an indicative 4-year budget rather than the current 1-year arrangement, enabling the council to better plan its finances in the coming years. This would require council to provide an efficiency statement to the government on how it would make necessary savings, by the end of October.

In order to ensure appropriately robust and transparent examination of the budget process, initial discussions had been held with the Chairman of the Financial Planning Task Group, Chairman and Vice Chairman of Overview and Scrutiny Management and the council's Corporate Directors to agree a scrutiny process.

It was intended that the Task Group would receive a presentation on 8 September from the Associate Director, Finance, and would then meet several

times in the coming weeks to assess the proposals that came forward. Chairmen of Select Committees would be invited to these meetings. Public meetings would also be held ahead of a special meeting of the Committee and Cabinet, then Council on 18 October.

The Committee discussed the proposed process, agreeing that it was important as much engagement as possible was undertaken. It was also clarified that council would still set yearly budgets in February, but this would be within a framework agreed for a number of years. Following discussion, it was,

**Resolved:**

**To approve the proposed process to scrutinise the medium term financial framework.**

SWLEP Task Group/ MCIP Task Group/MyWiltshire Task Group

The written updates were noted.

82 **Forward Work Programme**

Details were provided on meetings between Select Committee Chairman and the Executive to discuss future topics for scrutiny involvement as well as other recommendations as detailed in the report. Committee Chairmen updated on their areas as well as other forward plan items including but not limited to the following:

Environment Select Committee

It was agreed if there was any review of the planning service operation including its committees should be scrutinised through the Environment Select Committee. The final report of the Waste Service Changes Task Group would also report at the next meeting and the Public Transport Review would receive an update at the October Cabinet. The Committee would also look into information on the housing strategy and investment team.

Health Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on housing suitable for older people, help to live at home commissioning and closer work with the CCG.

Children's Select Committee

Details were provided on recent activities on topics as shown in the agenda. It was stated the Wiltshire Safeguarding Children's Board was under new chairmanship and its work would be more targeted as recommended following an Ofsted inspection. An update was provided on the creation of Adoptions

West, a regional adoption agency as part of legislative changes, as well as intentions to focus on child and adult mental health, special educational needs strategies, academisation and final reports on positive leisure activities and child obesity task groups.

**Resolved:**

**To note and approve the updates from the Select Committees.**

83 **Systems Thinking Programme**

John Rogers, Head of Systems Thinking, was in attendance to provide an overview of the function and work of the Systems Thinking team, which provided training for staff on improved, joined up working practices as well as undertaking reviews with teams to make council processes more efficient and effective through evidence based examination of current service operation from the perspective of the customer.

A presentation was received providing examples of council and partner bodies who had undertaken reviews of various processes through the systems thinking processes, including within children's social care, identifying the purpose of the customer interaction, discovering the exact number of contacts, tracking every point of contact, recording and assessment and identifying overlaps, redundant steps and other stages which made the process less efficient.

Following the presentation the Committee discussed the update. It was noted the training offered to staff to help their teams undertake similar reviews was open to councillors, though it was felt the 3-day course might be too lengthy for many to attend. The work with partners such as Wiltshire Police was noted, and in response to queries it was stated the team had done some work at cost for other councils, although the Directors were keen to keep them focused within the council to benefit its own processes the most.

84 **Date of Next Meeting**

The next meeting would be the special meeting to consider the medium term financial framework on 10 October 2016.

The next ordinary meeting would be 1 November 2016.

85 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.25 pm)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank



## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

---

### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 10 OCTOBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Simon Killane (Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Jon Hubbard, Cllr George Jeans, Cllr Jacqui Lay, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr David Jenkins (Substitute), Cllr Paul Oatway QPM (Substitute) and Cllr Mark Packard (Substitute)

#### Also Present:

Cllr Dick Tonge

---

#### 86 Apologies

Apologies were received from Councillors Alan Hill, Gordon King and Steven Oldrieve, who were substituted by Councillors Paul Oatway QPM, Mark Packard and David Jenkins respectively.

#### 87 Declarations of Interest

There were no declarations.

#### 88 Chairman's Announcements

There were no announcements.

#### 89 Public Participation

There were no questions or statements submitted.

#### 90 Medium Term Financial and Efficiency Plan 2017-2020

At its meeting on 6 September 2016 the Committee had been informed of the need for the Council to respond to the government's offer of a four-year funding settlement by the end of October 2016. The Committee had requested the Financial Planning Task Group scrutinise the proposed medium term financial plan ahead of consideration by Cabinet on 11 October 2016 and Council on 18 October 2016. The proposed settlement would provide the council with a four year offer on its funding settlement in place of the current annual arrangement,

and require provision of an efficiency statement detailing to the government how the council intended to make required savings over that four year period.

The Committee received an update from Councillor Dick Tonge, Cabinet Member for Finance, supported by Michael Hudson, Associate Director for Finance, on the Cabinet report to be tabled at the meeting on 11 October 2016 which had the response to the government as Appendix A, and highlighted the responses to questions that had been raised at public consultation events, and quoted the DCLG paper that states that if the council did not take up the settlement offer, the current annual settlement formula would apply. There was also a separate government consultation on changes to the collection and distribution of National Non-Domestic Rates (NNDR), where 100% of the funds would be allocated to local government, although councils such as Wiltshire would still be subject to a tariff, and would be expected to take on more responsibility.

The Committee sought additional clarity from the Cabinet Member on several points, seeking details of work that had been undertaken with the Department for Communities and Local Government, Local Government Association and other bodies to ensure that the government was encouraged to accept the caveats and assumptions being proposed in the efficiency statement. It was also stated in response to queries that the four-year offer did not apply to town and parish councils.

The Chairman of the Financial Planning Task Group, Councillor Glenis Ansell, then presented a report on behalf of the Task Group. A draft had been circulated to all members of the Task Group and Chairs of Select Committees who had also been invited to attend the meetings for comment ahead of its publication. Particular attention was drawn to the level of savings that were suggested in the proposed efficiency statement, and how to deal with areas of overspend such as children and adult social care.

A motion to endorse the recommendations of the Task Group was moved by Councillor Ansell, seconded by Councillor George Jeans.

The Committee then debated the proposal. There was discussion of the Task Group's assessment of the risks of not accepting the four-year settlement offer as outlined in recommendation 4 as detailed in the report, and an amendment was moved by Councillor Chuck Berry, seconded by Councillor Christine Crisp, as follows:

*To endorse the Task Group recommendations subject to the following in place of recommendation 4 (a-d):*

*[That the Management Committee] Recognises that the consultation for 100% retention of business rates may result in changes to funding; and that the impact will have to be evaluated when DCLG make their proposal resultant from the current consultation.*

The Committee discussed the proposed amendment, with some members feeling the wording was simpler, but others feeling it failed to acknowledge the other risks arising from uncertainty in the government offer. It was noted the proposal to Cabinet to respond to the government offer set out a number of assumptions and caveats to the council's acceptance of the offer, should it choose to accept, and it was debated whether the Committee should separately note its concerns in addition to those in the Cabinet report. Following a vote the amendment was lost.

The Committee continued to debate the report and proposal, discussing the method of assessing the council's needs and the suggestion that a task group be created to examine the One Public Estate programme which was required to achieve many of the predicted savings.

Following debate the Cabinet Member thanked the Task Group for their work, although he had several comments in relation to their report, including:

- a) At paragraph 8 the Cabinet proposal had been listed incorrectly, clarifying that the second recommendation on proposed council tax levels of 2% each year for 2017-2020 did not fetter future council administrations from having a lower council tax increase should further savings be made.
- b) That contrary to paragraph 21b the level of top-up rates providing a safety net in any drop of NNDR was known and as detailed in paragraph 9.
- c) That there was no option to reject the proposed multi-year settlement now and request another settlement at a later date, as suggested in paragraph 23, and that the options were simply to accept a four-year settlement or continue with annual settlements.

The Chairman of the Financial Planning Task Group also thanked the members of the Task Group and the supporting officers for scrutinising the proposals so thoroughly in the short period possible due to government timescales for a response. At the conclusion of debate, it was,

### **Resolved**

**That the Overview and Scrutiny Management Committee:**

- 1) Welcomes the Executive's engagement with overview and scrutiny in considering the matter of the four year settlement offer, the Efficiency Statement and the Medium Term Financial Plan 2017-2020.**
- 2) Recognises that either accepting or declining the four year settlement both carry risk; that on the balance of the information received during the task group's deliberations it is not in a position to make a clear recommendation on the matter; and it is appropriate to leave the decision to Full Council taking into account of the issues highlighted by overview and scrutiny.**

- 3) Recognises that declining the four year settlement would create significant challenges in the council's financial planning and that any alternative single year settlements may be less favourable.
- 4) Recognises that accepting the four year settlement would also carry significant risks, including:
  - a) Designing an MTFP around a funding settlement that may change and an NNDR system that is in the process of reform
  - b) Wiltshire's funding allocation being based on a needs assessment from 2010 and this not being reset until 2020
  - c) Uncertainty around which services may be transferred to the council, the levels of funding accompanying these and the flexibility for local discretion in their delivery
  - d) Uncertainty around NNDR re-evaluation
- 5) Endorses the Financial Planning Task Group focusing its work programme on the key saving areas agreed by Full Council, including self-funding council services, working closely with relevant select committees.
- 6) Investigates establishing a task group to engage with the One Wiltshire Estate programme to support the identification and delivery of savings across the public sector in Wiltshire.
- 7) Looks forward to continued Executive engagement on budget monitoring, the delivery of savings and the development of annual budgets through the Financial Planning Task Group and on service transformation and customer experience through the select committees.

91 **Date of Next Meeting**

The date of the next meeting was confirmed as 1 November 2016.

92 **Urgent Items**

There were no urgent items.

(Duration of meeting: 12.30 - 1.45 pm)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **CHILDREN'S SELECT COMMITTEE**

---

### **MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 31 MAY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Cllr Pat Aves, Cllr Mary Champion, Cllr Mary Douglas, Cllr Sue Evans, Cllr Chris Hurst, Cllr Atiquel Hoque, Cllr Simon Jacobs, Cllr Helen Osborn, Cllr Ricky Rogers, Cllr James Sheppard, Cllr Philip Whalley, Dr M Thompson and Wilkins

#### **Also Present:**

Cllr Laura Mayes

---

#### **31 Election of Chairman**

##### **Resolved:**

**To elect Councillor Jon Hubbard as Chairman for the forthcoming year.**

#### **32 Election of Vice-Chairman**

##### **Resolved:**

**To elect Councillor Jacqui Lay as Vice-Chairman for the forthcoming year.**

#### **33 Membership and Apologies**

Apologies were received from Councillor Helen Osborn.

Following the meeting of Council on 10 May, Councillor Bill Moss had been moved from a full to substitute member of the Committee. Councillor Atiquel Hoque had been appointed as a full Member of the Committee.

#### **34 Minutes of the Previous Meeting**

The minutes of the meeting held on 22 March were presented for consideration. Note was taken of the interest from the Assembly of Youth on the issue of mental health.

##### **Resolved:**

**To approve and sign as a true and correct record.**

35 **Declarations of Interest**

There were no declarations.

36 **Chairman's Announcements**

The Chairman drew attention to items of interest to the Committee that would be considered at the May and June meetings of Cabinet, including action on loans to schools if undertaking academisation with a deficit.

The Chairman also formally noted the passing of the late councillor Jeff Osborn, who had served as substitute on the Committee in addition to his vast contributions with other scrutiny work. On behalf of the Committee the Chairman paid tribute to Cllr Osborn, and expressed their best wishes to Cllr Helen Osborn, who remained unwell in hospital.

37 **Public Participation**

There was no public participation.

38 **DfE Changes - Update from Department for Education**

A report from Carolyn Godfrey, Corporate Director, on updates from the Department for Education was considered, with input from Julia Cramp, Associate Director, Commissioning, Performance, School Effectiveness.

It was stated a new inspection framework had recently been introduced, looking not just at roles of councils but entire local areas, with a remit looking at schools, health and areas such as special educational needs. Wiltshire was expected to be considered early in the new cycle.

Details were also sought on the extended entitlement of up to 30 hours of free child care and the update on assessment and accreditation of social workers, and the committee requested further updates on how efforts to work with aspiring managers and improve multi agency working with social workers was proceeding.

The Committee also discussed the government white paper 'Educational Excellence Everywhere' which proposed making every school an academy, and noted a special meeting would be held on 21 June 2016 to explore the paper and its implications for Wiltshire in depth.

**Resolutions:**

**To note the update provided.**

39 **Adoption West Update**



The Chairman provided a verbal update on regional progress of Adoption West and efforts to map out processes on adoption across the region, and efforts to engage with staff and stakeholders, with a view to considering proposal in the next few months, with consultation and final decisions by the end of 2016.

The new adoption agency had a final implementation date of September 2018, when council work will transfer to the new agency, and effort was needed to shape the delivery of the new service.

**Resolutions:**

**To note the verbal update provided.**

40 **Re-commissioning Child and Adolescent Mental Health Services (CAMHS)**

A Cabinet report on Child and Adolescent Mental Health Services (CAMHS) was received in May 2016, approving recommissioning of a new integrated service delivery model. Two contracts with the same organisation were concluding, and testing would take place to see who would be the most capable provider for any replacement.

The Committee commented upon the Cabinet paper, discussing the rising demand for mental health services, causes of mental health problems for young people and challenges in helping young people access services to provide help, particular those less likely to seek assistance. It was also noted that those not at a highest priority level could find issues are not addressed at an early stage before they develop into something so serious they reach the highest priority level, and more effort was needed to reach people before that stage, including working closely with third sector providers, not just combing contracts.

**Resolutions:**

**To notify the Overview and Scrutiny Management Committee of the intention to establish a task group to look at the recommissioning of the Child and Adolescent Mental Health Services.**

41 **Pupil Performance in Public Tests and Examinations 2015**

At its meeting in January 2016 the Committee considered data on pupil performance, and some information regarding post 16 education was unavailable at the time. A paper was presented providing an overview of performance, and compared attainment in Wiltshire with national, regional and statistical neighbour authorities.

Academic results were noted to be good, but some committee members expressed concern at vocational results and it was suggested more detail be sought from Wiltshire College.

**Resolutions:**

**To note the Post-16 Key Stage 5 Academic and Vocational Qualification 2015 data provided.**

42 **Early Help Strategy Task Group**

The Early Help Dataset is a quarterly dataset first created in September 2014 following review from the Task Group and the Early Intervention Subgroup overseen by the Wiltshire Safeguarding Children's Board and the Children's Trust. The Committee was presented with an updated set of information and asked to provide comment upon its suitability as an assessment mechanism and guidance for further work to be undertaken by the Task Group.

The Committee was supportive of presentational changes made at the request of the Task Group which made the information simpler to note, and suggested at least biannual updates to the committee.

**Resolutions:**

**To recognise that the revised Early Help Dataset remains a suitable mechanism for providing oversight and delivery of the Early Help Strategy.**

**To recognise the continued complexity of developing this dataset and be assured that it's further development is a key deliverable for the Early Intervention Sub Group and is under careful governance and scrutiny of both the Wiltshire Safeguarding Children Board and the Children's Trust.**

**To endorse the revised Early Help Dataset as striving to meet the requirements defined and recommended by the Early Help Task Group.**

43 **Executive Response to the Final Report of the Obesity and Child Poverty Task Group**

The Committee received the Executive Response to the final report of the Obesity and Child Poverty Task Group, presented to the Committee on 22 March 2016. The Cabinet Member, Councillor Laura Mayes, was in attendance with Amy McNaughton, Public Health Consultant.

The Committee considered the response to each recommendation of the Task Group and sought more details of further action that could be taken, for example inviting the Cabinet Member for Planning to future meetings to discuss the extent of any influence that could be had on proliferation of fast food outlets and implementation of exclusion zones.

**Resolutions:**

**To note the executive response to the Final Report of the Obesity and Child Poverty Task Group subject to its endorsement by the Health Select Committee on 21 June 2016 and to invite the Cabinet Member for Planning**

to respond in more detail to points raised on exclusion zones for fast foot outlets.

44 **Executive Response to the Final Report of the Children's Community Health Services Rapid Scrutiny Exercise**

The Committee received the Executive Response to the Final Report of the Children's Community Services Rapid Scrutiny Exercise, considered at its meeting on 22 March 2016.

The Committee were informed the new provider would be spoken to shortly about the issues raised in the recommendations, and there was some concern the contract had already started before details on recording systems and data management had been agreed, but it was stated by the Associate Director that as part of the contract bidding process details would have been provided on such details.

It was noted that some data would not be available for 12 months, and it was requested a briefing be arranged in 6 months in the interim.

**Resolutions:**

**To note the executive response to the Report of the Children's Community Health Services Rapid Scrutiny Exercise.**

45 **Academisation Task Group**

At its meeting on 10 May 2016 Council received a motion regarding proposed academisation of schools and the implications for Wiltshire. Following consideration by the Overview and Scrutiny Management Committee on 24 May 2016 at the request of Council, the motion was referred to the Children's Select Committee.

**Resolution**

**To establish an Academisation Task Group and to begin scoping exercises and formulating a terms of reference.**

46 **Task Group Updates**

The Committee considered updates from the task groups as listed in the agenda.

**Resolutions:**

**To note the update on task group activity provided.**

**To endorse the terms of reference for the School Improvement Strategy Task Group.**

**To remove Mr Ken Brough as a member of the CSE task group.**

47 **Forward Work Programme**

**Resolution**

**To note the forward work programme**

48 **Date of Next Meeting**

A special meeting would be held on 21 June 2016 to consider the government white paper, Educational Excellent Everywhere.

The next ordinary meeting would be held on 26 July 2016.

49 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30 - 5.00 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic & Members' Services, direct line 01225 7130358504, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **CHILDREN'S SELECT COMMITTEE**

---

### **MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 21 JUNE 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Cllr Pat Aves, Cllr Mary Douglas, Cllr Sue Evans, Cllr Chris Hurst, Cllr Atiqui Hoque, Cllr Philip Whalley, Rev Alice Kemp, Tracy Cornelius, John Hawkins and Cathy Shahrokni.

#### **Also Present:**

Cllr Laura Mayes, Cllr Richard Gamble and Carolyn Godfrey.

---

#### **50 Apologies**

Apologies for absence were received from Cllr Ricky Rogers, Cllr Simon Jacobs and Sarah Busby.

#### **51 Declarations of Interest**

There were no declarations of interest.

#### **52 Chairman's Announcements**

There were no Chairman's Announcements.

#### **53 Public Participation**

There was no public participation.

#### **54 Department for Education White Paper: Educational Excellence Everywhere**

In March 2016 the Department for Education published the White Paper 'Education Excellence Everywhere' which outlined the Government's plans to 'transform England's schools and build on progress that has already been made'. At this meeting of Committee, members were provided with a two-part policy briefing on the white paper which built on the Education and Adoption Act April 2016.

David Clarke, Head of School Effectiveness, outlined that the key aim of the White Paper was to attain educational excellence everywhere, by tackling a variety of inequalities, eg. geographical location and socio-economic background of pupils etc. The key guiding principles to support this approach were outlined as follows: a focus on achieving outcomes, high expectations for every child, capacity building through supported autonomy and a system responsive to need and performance.

A summary of the initial chapters of the White Paper was provided. It was highlighted that there would be a focus on obtaining 'great' teachers in locations where they were most needed; Initial Teacher Training would be central to this in its training and placement of teachers in schools. Beyond the individual teacher level, the Government wished to focus on achieving different levels of strong leadership within schools, their governing bodies and also system leaders. The White Paper was clear that high expectations should be set for schools and pupils and that academies should have a sound curriculum to build on. Under the proposals, schools would be accountable for their performance and measures should be put in place to assess Multi Academy Trusts. It was also noted that a 30 month period without school inspection would be permitted to allow time for schools to realise improvement following a poor Ofsted report.

Members were invited to discuss part one of the briefing and agreed that, although the paper was not formally being consulted on, committee members would feedback through officers and also their elected member representatives on associated bodies. Councillors were invited to ask questions and it was confirmed that under the new proposals Regional School Commissioners would have the same powers as the Secretary of State. Members debated the benefit of positive discrimination to attract quality leaders into schools and expressed concern over a potential reduced role for parents in the governance arrangements of schools. Concern was also raised over the current low recruitment and retention of teachers which was not addressed in the White Paper. It was noted that leadership demands from the new proposals could be a further burden for teachers already fatigued by many recent school reforms. However, it was suggested that the removal of an orthodox strategy for teaching could allow teachers more flexibility and it was positive to see the encouragement of part-time teaching contracts. Councillors understood that schools required time to make changes following a bad Ofsted report but questioned the potential impact of no intervention or assessment for such a long period after this.

Officers continued to the second half of the briefing which suggested that the responsibility for school improvement would move away from the Local Authority and would be more school-led. The original intention of the proposals had been for every school to become an academy, however it had since been confirmed that only underperforming schools would automatically be converted to an academy, other schools would be expected to form or join Multi-Academy Trust by 2020. It was explained that the role of the Local Authority (LA) would

still be securing school places for pupils, ensuring the needs of vulnerable children were met and to be a champion for parents and children. The role of the LA to drive school improvement was expected to reduce as more academies were created. A summary was given as to the actions the Council had taken on the White Paper to date, including contacting all Schools, seeking clarification from the Minister and holding meetings with the Cabinet Member for Children's Services and Portfolio Holder.

The Chairman thanked officers for their presentation and requested that the Council's response to the White Paper be circulated to members. The Committee were invited to ask questions and it was confirmed that the DfE had commissioned further work on the changed role of the LA arising from the White Paper; it was expected that the LA would have more of a safeguarding, rather than educational, role. The Chairman expressed concern over the statement that there would be a review of the 'responsibility of the LA in relation to children' as it was unclear what this meant. It was confirmed that Wiltshire was to form an Education Transformation Board and it was agreed that a member of the Select Committee could sit on this Board. The Committee questioned how the allocation of school places would be affected by the creation of more academies and it was thought that it had potential to become more difficult as academies would not have the same obligations to the LA upon them. It was anticipated that LAs would continue to consult with neighbouring authorities to ensure sufficient places could be provided. Officers advised that special schools would be treated differently in terms of the Multi-Academy Trust. Members also heard the LA was awaiting further information on the national funding formula, however since Wiltshire schools already received low levels funding from government, the funding level was unlikely to reduce further.

The Chairman thanked members and officers for their attendance and was confident that Wiltshire had a firm base from which to make school improvements since 92% of pupils in the county attended 'Good' or 'Outstanding' schools.

**Resolved:**

**To note and pass on the Committee's thanks to Julia Cramp and David Clarke for providing the briefing.**

**To request that Wiltshire Council's response to the white paper is circulated to members.**

**To seek expressions of interest for a member of the Children's Select Committee to provide representation on the Education Transformation Board, and to appoint at the next meeting of Children's Select Committee.**

**To establish an Academisation rapid scrutiny exercise to investigate with the executive options for Wiltshire Council to explore what routes are**

**available to continue to support schools, such as county wide multi academy trusts and other options.**

**55 Date of Next Meeting**

The next meeting was to be held on 19 July 2016, 2:30pm.

**56 Urgent Items**

There were no urgent items of business.

(Duration of meeting: 2.40 - 4.25 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



## **CHILDREN'S SELECT COMMITTEE**

---

### **DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 19 JULY 2016 AT KENNET ROOM, COUNTY HALL.**

#### **Present:**

Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Cllr Sue Evans, Cllr Atiqul Hoque, Cllr Ricky Rogers, Cllr Philip Whalley, Rev Alice Kemp, Mr J Hawkins, Miss Cathy Shahrokni, Cllr Chuck Berry (Substitute) and Cllr Bill Moss (Substitute)

#### **Also Present:**

Cllr Laura Mayes and Cllr Richard Gamble

---

#### **57 Apologies**

Apologies for absence were received from Cllr Pat Aves, Cllr Mary Douglas (who was substituted by Cllr Chuck Berry), Cllr Chris Hurst, Cllr Simon Jacobs (who was substituted by Cllr Bill Moss), Cllr Helen Osborn, Dr Mike Thompson, Mrs Lynne Swainston, Miss Sarah Busby, Miss Tracy Cornelius and James Wilkins.

#### **58 Minutes of the Previous Meetings**

##### **Resolved:**

**To confirm and sign the minutes of the meetings held on 31 May and 21 June 2016 as a correct record.**

#### **59 Declarations of Interest**

There were no declarations of interest made at the meeting.

#### **60 Chairman's Announcements**

The Chairman made the following announcements:-

##### **Cabinet Items**

On 19 July 2016 Cabinet considered the following items:-

- **CSE Action Plan Update**
- **Wiltshire Council Adoption Service: 2015-16 Year End Report**
- **Wiltshire's Obesity Strategy 2016-2020**

On 13 September 2016 Cabinet would consider the following item:-

- **Care Leavers Report**

## 61 **Public Participation**

There were no members of the public present or Councillors' questions.

## 62 **Wiltshire Safeguarding Children Board Annual Report**

Following on from the pre-meeting information briefing the Committee received the draft annual report of the Wiltshire Safeguarding Children Board.

Mark Gurrey, Independent Chair of the Board, introduced the report and explained that the Wiltshire Safeguarding Children Board supported the national campaign organised by the Department for Education to encourage people to report any concern, no matter how small, of child abuse and neglect.

Mark Gurrey reported that the Executive of the Safeguarding Children Board was due to meet the following day when it would be asked to sign off the annual report. He drew attention to the following two external inspections of core services which had been carried out during the past year and, whilst noting that there was still a fair amount of room for improvement in certain areas, it was pleasing to note that there the Inspectors recognised the considerable improvements that had been made.

The two external inspections were as follows:-

- **Ofsted Single Inspection Framework** which found services Requiring Improvement but with some good elements. There were 11 recommendations with a requirement for an action plan to be in place by December 2016. However, the inspection found that no children were being left at risk of harm and that improvement plans were good and highlighted a strong culture of learning. A number of strengths were noted, including child protection enquiries being "timely and robust", effective information sharing and outcomes for the majority of children in care were improving through good quality education and leisure provision.

Inspectors had found that decisions taken in the Multi-Agency Safeguarding Hub (MASH) were appropriate. Immediate risk to children received a prompt and effective response. The way in which child

protection strategy meetings were organised was an area of real strength. The Inspectors also noted that the re-referral rate had reduced.

Areas for continued improvement included ensuring that all families and children who needed early help were supported; social care practice was at a consistently good standard and took account of diversity; targeting the recruitment of adopters for children with complex needs and ensuring that care leavers were provided with a copy of their health histories.

- **HMIC Inspection of Vulnerabilities** In October 2015, Her Majesty's Inspectorate of Constabularies conducted a nationwide inspection in relation to Vulnerability, visiting all Police Forces. The vulnerability inspection looked at how forces responded to vulnerability across a wide range of themes. There was a focus on Missing and Absent, Domestic Abuse and Child Sexual Exploitation. Wiltshire Police had been given a 'requires improvement' grading in relation to the response to Missing and Absent, namely the risk assessment process and the administration of investigations. It was noted that significant work had been conducted since the review to address these areas of concern, with additional training, additional resources and a new IT system to administer incidents and investigations. There would be a further inspection later in the year when it was hoped to demonstrate the significant improvements that had been made.

Mark Gurrey further explained that there would probably be some significant changes to the format of future annual reports following publication of the Alan Wood Report following a review of the role and functions of local safeguarding children boards. The report was fairly critical of the present arrangements for local safeguarding boards and considered that there should be:

- a more effective statutory framework to focus the arrangements on child protection and to ensure key agencies collaborate to deliver more effective services; and
- a move away from an over prescriptive system to one that encouraged and authorised local areas to determine how they organised themselves to improve outcomes for children and meet the requirements of the new framework.

Mark Gurrey emphasised that the criticisms set out in the Wood Report were of a general nature and were not specific to the running of the Wiltshire Board.

During discussion, Members enquired as to how many people involved in safeguarding had been adequately trained. It was explained that it was the responsibility of the various partners to determine the training needs of

their staff. The Chairman requested that future reports should provide information on numbers of staff who were trained and also how many were still to be trained. The Associate Director, Commissioning, Performance & School Effectiveness reported that this information would be available in future.

**Resolved:**

- 1. To note the contents of the draft Wiltshire Safeguarding Children Board Annual Report.**
- 2. To request that the Wiltshire Safeguarding Children Board refer back to this Committee any substantial changes made to the draft Report.**

**63 Adoptions West Update**

The Committee received an update regarding progress with Adoptions West and had before them the report which was considered by Cabinet at its meeting earlier that day when the outline proposals for the development of a Regional Adoption Agency were endorsed and public engagement agreed.

The Committee was reminded that the development of Regional Adoption Agency (RAA) proposals was part of the national regional adoption agenda. Through collaboration with five other local authorities and the voluntary sector, Wiltshire Council had embarked upon developing a RAA which was currently known as Adoption West. An expression of interest was submitted in September 2015 to the Department for Education and funding was secured in November 2015. The funding had provided resources to support the project including project management, professional leadership and independent specialist legal, financial and technical advice.

The aims of the RAA were to:

- improve adopter recruitment and adoption support,
- speed up matching and improve the life chances of neglected children, and
- reduce costs.

It was noted that a range of operating models had been considered and a joint venture local authority owned entity had been chosen as the preferred option because it would allow for the deliverance of better outcomes for children, affording greater flexibility and independence to pursue innovation and enterprise.

It was planned to engage and gather feedback on outline proposals in order to develop a full business case for decision making by the end of 2016. This would

be followed by a period of workforce change processes, infrastructure set up and other implementation activity.

During discussion, members felt that a key area of concern regarding the new arrangements was scrutiny and it was considered most important that consideration was given to developing an adequate facility.

More details would be provided to the Children's Select Committee once financial details had been agreed through meetings with Finance and Human Resources.

**Resolved:**

**To note the update on progress with Adoptions West.**

**64 Final Report of the Positive Leisure Time Activities for Young People Task Group**

Consideration was given to a report which presented the conclusions and recommendations of the Positive Leisure Time Activities for Young People Task Group.

Cllr Jon Hubbard as Chairman of the Task Group, introduced the report and explained that it had been established in June 2015 to review the impact of changes made to the community-led youth service model implemented in October 2014.

During discussion, the Chairman considered that the staffing issues should be excluded from the recommendations and referred to the community areas for consideration and decision. Cllr Laura Mayes stated that the Youth Service had been moved from Children's Services and now resided with Community Services. Accordingly, she would refer the Task Group's recommendations to Cllr John Thomson, Cabinet Member for Communities, Campuses, Area Boards and Broadband.

**Resolved:**

**To endorse the final report of the Positive Leisure Time Activities for Young People Task Group and refer to the relevant Cabinet Member for executive response.**

**65 Activities of the Wiltshire Assembly of Youth (WAY)**

The Committee received an update on the activities of the WAY which was presented by Judy Edwards, Senior Commissioning Officer on behalf of James Wilkins, the Committee's Children & Young People's representative. The update

consisted of a report which set out a summary of the activities of WAY during the period March to June 2016, together with a video recording by way of illustration.

It was noted that WAY's agenda for action consisted of the following:

- Improve emotional wellbeing and mental health support for young people.
- Work with schools to improve Personal, Social, Health and Economic (PSHE) education.
- Work together to beat bullying.
- Address the issues facing young people in relation to public transport.
- Tackle Wiltshire's environmental issues.

Judy Edwards reported that there was an expectation that WAY would have links with the Local Youth Network (LYN) and it was hoped that there would be cross boundary working.

Members warmly supported the plans to work with schools to improve PSHE but recognised that a key factor was to encourage headteachers to support and encourage this in their individual schools.

**Resolved:**

**To note the update from the Wiltshire Assembly of Youth (WAY).**

## 66 **DfE Changes - Update from Department for Education**

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Department for Education from May to July 2016 as follows:-

- The Queen's Speech
- Wraparound and holiday childcare
- Keeping children safe in education
- Schools causing concern
- Alternative provision
- Academies update
- Putting children first: our vision for children's social care
- Wood review of local safeguarding children boards
- Children's residential care in England
- Monitoring visits and re-inspection arrangements
- Announcements in social care inspection and regulation

The Associate Director, Operational Children's Services, reported that regarding the Government's reform programme for children's social care in England over

the next five years, the focus would be on integrating early years and social care and further information on this would be provided in due course.

**Resolved:**

**To note the update provided.**

**67 Task Group Updates**

The Committee received an update on the activity of the following Task Groups:-

- Child Sexual Exploitation (CSE) Task Group
- Safeguarding Children and Young People Task Group
- School Improvement Strategy Task Group

**Resolved:**

**To note the update on task group activity provided.**

**68 Forward Work Programme and Outcomes from Chair/Vice-Chair/Executive Discussions Regarding the Overview and Scrutiny Forward Work Programme**

The Committee received a document showing the relevant items from the Overview & Scrutiny Forward Work Programme.

**Resolved:**

**To note the Forward Work Programme for this Committee.**

**69 Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of this Committee would be held on Tuesday 11 October 2016 at County Hall, Trowbridge, starting at 2.30pm.**

**70 Urgent Items**

There were no items of urgent business.

## 71 Exclusion of the Public

### **Resolved:**

**To agree that in accordance with section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 72 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

## 72 Children's Services Case Management Systems

The Committee received an update on the progress of Children's Services Case Management Systems.

Members were reminded that Wiltshire's Children's Services provided a range of services to support and safeguard children and families. Case management systems facilitated this by supporting front line workers in a wide range of services, providing a recording base, workflow tools and functionality, enabling reporting for local use and national returns.

Wiltshire's Children's Services currently used five case management systems with contracts due to expire in the next 3 years. Following current EU rules, the Council was required to go to market to identify and procure the most suitable case management systems via a compliant procurement process. The aim would be to cover all requirements for Children's Services with a minimum number of suppliers.

The Committee received the confidential report and appendices which were considered by the Cabinet Capital Assets Committee on 19 July prior to this meeting when it was agreed to release from the ICT capital budget, an additional amount, as specified in the part II appendix, over the next 3 years to research, procure and implement replacement Children's Services support solutions.

The Cabinet Capital Assets Committee had further agreed that the revenue element was funded from either grant fund bids or if that was unsuccessful the Children's Service. When the procurement process was complete and the providers selected, a full evaluation would be carried out, to assess the requirements around staffing levels in both Children's Social Care and ICT. Future staffing levels and savings would depend on the future system selected.

The Select Committee considered that there should be some scrutiny involvement in this process.



**Resolved:**

- (1) To note the update on progress with Children's Services Case Management Systems.**
- (2) To arrange a rapid scrutiny exercise after the contract had been signed at the end of the year.**

(Duration of meeting: 2.30 - 4.45 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## ENVIRONMENT SELECT COMMITTEE

---

### **DRAFT MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 7 JUNE 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Rosemary Brown, Cllr Brian Dalton, Cllr Tony Deane (Substitute), Cllr Dennis Drewett, Cllr Peter Evans, Cllr Jose Green, Cllr James Sheppard, Cllr Magnus Macdonald, Cllr Linda Packard (Substitute), Cllr Tony Trotman, Cllr Bridget Wayman (Chairman) and Cllr Philip Whalley

#### **Also Present:**

Cllr Richard Britton, Cllr Alan Hill, Cllr Simon Killane, Cllr Jonathon Seed, Cllr Toby Sturgis and Cllr Philip Whitehead

---

#### **22    Election of a Chairman**

Cllr Wayman was elected as Chairman for the Committee for the forthcoming municipal year.

#### **23    Election of a Vice-Chairman**

Cllr Edge was elected as Vice-Chairman for the Committee for the forthcoming municipal year.

#### **24    Changes of Membership**

The Committee noted the following changes to membership, following the meeting of Council on 10 May 2016:

Cllr Macrae had replaced Cllr Whalley as a member.

Cllr Brown had replaced Cllr Packard as a member.

Cllr Whalley had replaced Cllr Cuthbert as a substitute member.

Cllr Packard had been appointed as a substitute member.

25 **Apologies**

Apologies had been received from Cllr McLennan, Cllr Edge, Cllr Macrae and Cllr Lay.

Cllr Edge was substituted by Cllr Packard. Cllr Macrae was substituted by Cllr Deane. Cllr Lay was substituted by Cllr Whalley.

26 **Minutes of the Previous Meeting**

It was noted that the minutes of the meeting held on 12 April be amended to reflect that the objective of the Resident Engagement task group was to investigate whether there was a learning opportunity for Wiltshire Council.

**Resolved:**

**To confirm as a true and accurate record the minutes of the Environment Select Committee meeting held on 12 April 2016. Subject to the inclusion of the accurate objective of the Resident Engagement task group; to investigate whether there was a learning opportunity for Wiltshire Council.**

27 **Declarations of Interest**

There were no declarations of interest.

28 **Chairman's Announcements**

The Chairman made the following announcements:

**Litter Picking** - The meeting was informed that the 'Clean for the Queen' initiative had attracted more than 1,500 volunteers across Wiltshire and that a total of 1,978 full bags of rubbish had been collected, weighing 19.87 metric tonnes. It was highlighted that this scheme had been covered extensively on both local and national media outlets. The Chairman noted that it would be beneficial for the Council to adopt a holistic approach to litter picking and several members reiterated her sentiment. It was signalled that an initiative that

encompassed the whole county and was similar to the 'Keep Britain Tidy' campaign would be taken further by the Committee.

**Waste Storage and Collection: Guidance for Developers (SPDs)** – the Chairman outlined that this decision had been made through the relevant Cabinet member's delegated decision authority. It was highlighted that the decision had authorised a public consultation on the draft waste guidance SPD and that this decision had come into force on 20 May 2016 and was published on 25 April 2016.

**Update on Mobilisation of Future Waste Management and Collection Services** – it was noted that the Waste Service Changes task group would be exploring this topic further.

## 29 **Public Participation**

The Committee noted the rules on public participation and that there had been no questions submitted.

## 30 **Budget 2016/17**

The Committee was invited to consider the budget set for 2016/17 for the service areas within its remit and to consider how the budget set would affect these service areas. The Chairman drew attention to the budget pages for the service areas under the Committee's remit, which were included with the agenda.

The Chairman noted that the presentation from leisure that had been received at the last meeting on 12 April had helped to explain and provide clarity on how leisure services wished to increase its income target by £100,000, as noted in the budget.

In terms of the budget set for Economy and Planning, several members signalled that they would be interested in exploring the 'planning enforcement' area detailed in the budget for economy and planning.

In terms of consideration of the budget for Waste and Environment, the meeting was informed that the Waste Service Changes task group had almost finished their work as a task group. It was noted that further information would be provided with the task group's final report, which would be received at the next meeting of the Committee.

Laurie Bell, Associate Director Communicates and Communications, confirmed that the Stock Fund listed on p.41 of the agenda was not entirely for books; as it

encompassed all aspects of helping to ensure that libraries ran effectively. It was explained that it was felt that savings could be achieved in this area through a reduction in the management of the service; however, the amount of library staff was to remain the same. The Committee was offered an account of the structure of the library service; both before and after the service restructure, should the Committee wish to view such information.

Those present were informed that should they have any further questions on the budget for the areas under the Committee's remit, then these questions should be sent to Natalie Heritage (Democratic Services Officer) who would ensure that the appropriate officers could provide a response in time for the next available Committee meeting.

### 31 **Executive Response to the Resident Engagement Task Group's Final Report**

Cllr Seed, Cabinet Member for Housing, Leisure, Libraries and Flooding and James Cawley, Associate Director – Adult Care Commissioning and Housing, were in attendance to provide the executive response to the Resident Engagement task group's final report; which was received at 12 April Committee meeting.

Cllr Seed detailed that the report had highlighted three main recommendations that centred on equality, the housing magazine and collating information. He highlighted that the resident engagement strategy appeared to be progressing well and that it had attracted a reasonable response from residents. It was also noted that the resident engagement strategy had won an award for its engagement with residents.

James Cawley outlined that the Housing Board encompassed nine individuals; three of whom were classed as independent from both the Housing Associations and Wiltshire Council, three of whom were tenants of the relevant housing associations and three of whom were Wiltshire Councillors. Mr Cawley signalled that the issues raised by the task group would be explored and incorporated into the future programme of work of the Housing Board.

It was confirmed that the resident engagement strategy would be considered by the Housing Board in July and from this, the strategy would then be progressed through to the Housing Board. It was also highlighted that establishing how the Council's current resident engagement strategy could become more focused could be pursued through the Housing Board.

In terms of recommendation 3 of the report, which was provided with the agenda, Cllr Seed stated that the budget for resident engagement would be further considered as time progressed and that until discussions had been had

with the main tenant group, the aims and objectives of the budget would remain the same.

For recommendation 4, Cllr Seed clarified that the Council had a statutory duty to ensure that there was an opportunity for tenant participation and that, although some members may have felt that attendance levels at such meetings had been low, since the strategy for resident engagement had been updated, there had been an increase in participation at such meetings. A discussion was then had where the point was raised that resident engagement was entirely possible; however, the best possible form of engagement would demand different strategies be put in place and that a partnership of Wiltshire Police, Housing Associations and their residents, as well as Wiltshire Councillors be formed. Several members noted that they felt that it was important that the task group met with the Housing Board; in order to help ensure that resident engagement could be maximised.

The offer was proposed by the Executive and subsequently accepted by the Chairman of the task group for the organisation of a meeting between the Housing Board and the Task Group. It was agreed that such a meeting would focus on how to achieve the greatest value from the Housing Board meetings themselves; in order to ensure that the resident engagement strategy could be accurately and appropriately focused and provide the best possible service to residents.

In regard to recommendation 5, Cllr Seed commented that it was felt that a publication was needed more than once annually, in order to ensure that all tenants were engaged effectively; as many tenants did not have access to the internet. It was noted that the executive would consider the cost benefit of publishing one annual publication, in light of the task group's ideas. The chairman of the Task Group commented that obviously an annual publication would be supplemented by more cost-effective newsletters providing any important new information. It was explained that webpages had to be user friendly and updated in line with the Council's corporate priorities. It was confirmed that the tenants who formed a part of the Housing Board had been recruited through an extensive process that had involved all Housing Associations.

**Resolved:**

- i. That the Committee note the executive response to the Final Report of the Resident Engagement Task Group;**
- ii. That a meeting be arranged between the Task Group and members of the Housing Panel to review the Resident Engagement Strategy and ensure that Housing Panel meetings provided the best possible service to residents;**
- iii. That the Resident Engagement Task Group review whether the Council's Housing webpages are user friendly and in line with the Council's corporate priorities;**

**iv. That the Environment Select Committee receive an update report on the progress of Wiltshire Council's resident engagement strategy and its outcome in twelve months.**

**32 Update on Gypsy and Traveller Plan**

Cllr Sturgis, the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste and Georgina Clampitt-Dix, Head of Service – Spatial Planning, were in attendance to introduce the report on the Gypsy and Traveller Development Plan Document (G&TDP).

Cllr Sturgis outlined that there had been new definitions circulated by the government on the definition of travellers and traveller sites; for example, those who resided on house boats had now been included in the government's definition of a traveller. He also explained that a new planning and housing bill had been passed into law and, as a result, further work was required to be undertaken on the Gypsy and Traveller Plan.

The point was raised that regulations for the Avon and Kennet Canal dictate that one cannot moor for longer than 14 days in any one location and that, occasionally, one is required to move more than 20 miles as a part of the responsibility to moor in a different location. Cllr Sturgis highlighted that work was being undertaken with Wiltshire's neighbouring counties to share best practise over this regulation and to ensure that such a regulation did not cause disruption to the schooling of children who resided on house boats.

A discussion was had over the provision of emergency stop-over sites in the County and it was confirmed that following the exploration of potential sites, there had been no obvious Wiltshire Council sites that had leant themselves to this purpose; therefore Wiltshire Council may need to purchase some land to provide for a suitable emergency stop-over site.

It was explained that consultants were undertaking an assessment of the Gypsy and Traveller Plan and that this assessment had helped ensure that a broad and large engagement with the Gypsy and Traveller community had been achieved. It was noted that a full Gypsy and Traveller Plan for Wiltshire Council would likely become available in 2017.

**Resolved:**

- i. The Committee noted the report received on the Gypsy and Traveller Development Plan Document;**
- ii. The Committee would maintain an interest in the progress of the plan and would receive further information on the plan, as and when it becomes available in 2017.**



### 33 **Review of complaints, compliments and comments**

Sarah Butler, Corporate Complaints Manager, was in attendance to present a report on complaints made to the Council in 2015/16 on the areas under the Committee's remit; most notably for the departments of Transport, Environment, Leisure, Economic Development, Planning and Housing.

Ms Butler outlined the complaints procedure and explained that there was a two-stage process for complaints; the first stage of the process was dealt with directly by the relevant service area and the second stage was dealt with by Ms Butler and her complaints team – who would undertake a full and comprehensive investigation into the matter. Ms Butler highlighted that there was also a third stage of the process; where the individual could take their complaint to the Local Government Ombudsman, however, she stressed that she had not experienced a complaint which had led to a Local Government Ombudsman decision published against the Council in at least 6 years. Ms Butler informed those present that her report and attached appendices demonstrated no particular or worrying trends.

It was confirmed that, as the complaints procedure was a two-fold process, the complaints team would not necessarily be aware of all the complaints that the Council had received. It was stated that service areas had hugely improved in the way that they dealt with complaints and that Associate Directors should be applauded for the way in which they always sought to place the customer first. Ms Butler commented that, despite the pressure on budgets, positive feedback had been received for the Council's service areas.

It was further confirmed that any complaints received by the complaints team would either receive an acknowledgement response on the same day, or on the next working day and that there was a lead officer responsible for each case. It was stated that the Council had a duty to respond to customers within 10 working days and that, occasionally, this deadline was not always feasible and members commented that it was important to make the public aware of what the Council could do with the resources that it had available.

### 34 **Public Transport Review**

Jason Salter, Head of Service – Passenger Transport Unit, and Cllr Whitehead, Cabinet Member for Highways and Transport, were in attendance to present on the 'Public Transport Review' and detailed the outcome of the public consultation that was held between 7 January and 11 April 2016.

The meeting was informed that the public transport review had been a part of a wide ranging review that had encompassed school transport and SEND transport. It was highlighted that the consultation was the second consultation of the review. The first consultation had included key stakeholders and the second consultation centred upon how services impacted upon the consumer.

It was relayed that 11,000 questionnaires had been received and that the responses collected represented the second largest interaction with a consultation that Wiltshire Council had ever seen. Attention was drawn to the fact that the consultation had been very successful and that Wiltshire Council had ensured that the consultation was open for a lengthy period of time, in comparison with neighbouring counties. Cllr Whitehead explained that 3000 paper questionnaires had been completed on the bus services. The meeting was informed that over 5000 responses had included comments in the free-text option; each comment had been read and grouped by officers and were included with the appendices, attached with the agenda.

Several members congratulated Cllr Whitehead and officers for their outstanding work on the consultation and it was acknowledged that the officers working on the Public Transport Review were hugely knowledgeable of transport in Wiltshire and had been committed to working towards the best options for Wiltshire.

## **Resolved**

### **That the Environment Select Committee:**

- (i) Note the results of the public consultation on supported bus service savings options as part of the review of the Wiltshire Local Transport Plan (LTP) 2011-2026 Public Transport Strategy review;**
- (ii) Note that a report on a proposed way forward for public transport in Wiltshire will be presented to Cabinet at a future meeting;**
- (iii) Note that over 11,000 individuals and organisations responded to, and took part in, the public consultation;**
- (iv) Note that due to the volume of consultation responses received only the majority or main consultation points have been outlined at this time; the analysis and consideration of more detailed points will be undertaken if and when changes to individual supported bus services are proposed and consulted upon.**

The Chairman drew attention to the reports contained in the agenda pack. The Committee endorsed the election of Cllr Jones MBE as Chairman of the Highways and Streetscene Task Group and the appointment of Cllr MacDonald to the task group.

The meeting was informed that the Highways and Streetscene Contract task group had recently met with a representative from Ringway; who had confirmed that appointments were being made to cover any gaps in the service area. It was highlighted that the task group would attend a workshop on 15 June to start work on performance KPIs for the service area, as recommended following the peer review; this would be a challenging experience for the task group as it had not been done before. Cllr Jones MBE stressed that the Wiltshire Council App was crucial to ensuring that the Highways contract was operating effectively and relayed that every effort was being made by Wiltshire Council and Ringway to ensure that the mobile phone app operated as efficiently as possible.

Cllr Evans, Chairman of the Public Transport Review task group, detailed that the group had reviewed the outcome of the Public Transport Review consultation and would carry on its work when the options to be presented to Cabinet were available.

Cllr Green, Chairman of the Waste Service Changes task group, explained that the group had met with Ian Brown and other senior environment officers and that a discussion had been had on permits for HRCs, as well as the mobilisation of future waste management and collection services. The meeting was informed that further information on these areas would be provided in the task group's final report to be presented to the Committee at its next meeting.

**Resolved:**

**That the Committee**

- i. Note the update on the task group activity provided;**
- ii. Endorse the following for the Highways and Streetscene Contract Task Group:**
  - a. The appointment of Cllr Magnus Macdonald;**
  - b. The terms of reference for the task group**

**36 Forward Work Programme**

There were no comments on the Forward Work Programme.

**37 Urgent Items**

There were no urgent items.

38 **Date of Next Meeting**

The date of the next scheduled meeting was confirmed as 30 August 2016.\*

*\*After the close of the meeting and at the Chairman's approval, the 30 August meeting was re-scheduled to be held on 13 September 2016. The next meeting of the Environment Select Committee from 7 June 2016 will thus take place on 13 September 2016.*

(Duration of meeting: 10:30am-12:43pm)

The Officer who has produced these minutes is Natalie Heritage, of Democratic Services, direct line 01225 718062, e-mail [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **ENVIRONMENT SELECT COMMITTEE**

---

### **MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 13 SEPTEMBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Rosemary Brown, Cllr Dennis Drewett, Cllr Peter Edge (Vice Chairman), Cllr Peter Evans, Cllr Jose Green, Cllr Bob Jones MBE (Substitute), Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Ian McLennan, Cllr James Sheppard, Cllr Tony Trotman and Cllr Bridget Wayman (Chairman)

#### **Also Present:**

Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr Toby Sturgis and Cllr Philip Whitehead

---

#### **39 Apologies**

Apologies were received from Councillors Brian Dalton and Mike Hewitt. Councillor Dalton was substituted by Councillor Bob Jones MBE.

#### **40 Minutes of the Previous Meeting**

The minutes of the meeting held on 7 June 2016 were presented for consideration and it was,

#### **Resolved:**

**To approve and sign as a true and correct record.**

#### **41 Declarations of Interest**

There were no declarations.

#### **42 Chairman's Announcements**

Through the Chair there were the following announcements:

- 1) On 15 March 2016 the Cabinet received the final report of the Housing Board. Details were provided on its activities December 2014-November 2015.

- 2) Details were provided of meetings between the Chairman, officers and the Executive regarding issues related to the planning service. It had been noted at the Management Committee that any scrutiny involvement or review of the service should be led through the Environment Select Committee.

43 **Public Participation**

It was raised by a member of the Committee that there was an issue with planning applications and the designation of 'virtual pavements' and details were sought on how many of these existed in the county and what they involved. It was stated the questions should be referred to the relevant Cabinet Member.

44 **Waste Service Changes Task Group Final Report**

On 27 October 2015 the Environment Select Committee asked the Waste Task Group to investigate the impact of reduced Household Recycling Centres' hours and traffic management issues and to investigate the impact of the new green waste collection service particularly in relation to fly-tipping. Evidence was collected by the Task Group as detailed in paragraphs 7-10 of the report.

Councillor Jose Green, Chairman of the Task Group, presented the final report, outlining the key findings and recommendations made by its members. It was emphasised that the council's Household Recycling Centres were not designed for commercial disposal of waste, and the task group had looked at the effectiveness of the existing centres and policies, and potential impact from service changes such as changes to opening hours and location of sites.

A total of 18 recommendations had been made to the Cabinet Member, including ensuring a minimum of 11 HRCs, to continue to monitor opening times to ensure they cope with demand, to explore the possibility of a redevelopment of the Churchfields depot in Salisbury, improved signage, links with charities and supporting the implementation of the Van Permit Scheme to reduce disposal of commercial waste.

The Committee discussed the report and its recommendations, noting concerns about the lack of awareness of individual householder responsibility for waste on their properties and waste licensing in general. Mini recycling sites operated at commercial sites were discussed as alternate locations, along with questions on the response times to reporting of asbestos and other materials. It was requested the Cabinet Member update the committee on policies and procedures regarding asbestos collection.

At the conclusion of debate, it was,

**Resolved:**

**To endorse the recommendations of the Task Group to the Cabinet Member:**

- 1. That the council ensures that a minimum of 11 HRC's are retained and operational.**
- 2. To acknowledge that the advantages of reduced opening hours at HRCs include providing time for HRC staff to remove and replace full waste containers.**
- 3. For the council to monitor the usage of HRC sites in the future in order to determine whether the new opening times are fit for purpose and capable of coping with the demand.**
- 4. To explore the possibility of funding a redevelopment of the Churchfields depot through the CIL by placing it on the Regulation 123 list; and for consideration to be given to using CIL to fund the development of any new HRCs.**
- 5. For any future HRC site development or redevelopment to take into account proximity to businesses in order to avoid incurring negative impacts from the HRC site.**
- 6. To ensure that all signage at HRCs is appropriately chosen to ensure that customers are well guided through the site, and that the number and type of signs at entrances and exits avoids creating "sign blindness".**
- 7. To install "percentage recycled" signs at all HRC's, as demonstrated at Warminster HRC, and to expand the statistics to illustrate the savings achieved as a result of recycling.**
- 8. To provide relevant HRC workers with high visibility jackets which clearly state that they are able to assist customers with queries.**
- 9. To support the implementation of the Van Permit Scheme in Wiltshire scheduled for 4<sup>th</sup> September to reduce the number of small businesses illegally disposing of commercial waste at Wiltshire HRCs.**
- 10. To improve current and further links with companies and charities, such as the Repair Academy link with HRCs to improve the recycling of bulky goods which can be repaired or reused.**
- 11. To promote "bring bank sites" and awareness of the items which they are able to accept to help reduce the demand on HRCs and prevent potential fly-tipping.**
- 12. To create a communication strategy that raises public awareness of what can and cannot be disposed of and the processes required, as**

well as ensuring they are aware of the cost and impact of abusing the system.

13. To continue promotion of the garden waste collection service, with a focus on promotion to those who were previously signed up but have not renewed online using their personal renewal number.
14. To utilise Area Boards as a form of communication for key information regarding HRC's, further waste changes, and the promotion of garden waste collection, recycling, and composting.
15. To support Wiltshire Council's relations with Wiltshire Wildlife Trust in order to promote the benefits and awareness of recycling and composting.
16. To explore the purchase of further covert camera recording units for the enforcement of fly-tipping.
17. To promote the installation of signs as a fly-tipping deterrent in relevant areas and hotspots.
18. For the task group to continue to monitor the implementation of the mobilisation plan for the HRC contract with Hills Waste Management.

**And That the executive response from the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste be provided at the next meeting of the Environment Select Committee;**

#### 45 **Housing Allocation Policy**

The Housing Allocation Policy helps deliver the council's aim to create stronger and more resilient communities by focusing on local homes for local people. At the request of the Committee, the Cabinet Member for Housing, Leisure, Libraries and Flooding, Councillor Jonathon Seed and the Associate Director, Adult Care Commissioning and Housing, James Cawley, were in attendance to provide an update on the latest data on the policy and figures for the housing register.

It was stated the policy had been successful in prioritising housing in communities for those with a connection that community, and that figures could be broken down by community area or individual parish. Details were provided on the bandings clarifying the need levels of those on the register, and the numbers being houses in the past year.

The Committee discussed the update and sought additional details from the Cabinet Member, including procedures to identify long term empty homes, the accessibility of housing board agendas and minutes and the impact of housing refugees. It was agreed further details would be provided after the meeting



clarifying if the change to empty houses being subject to the same rates had had an impact upon their number, and it was stated refugees had been initially placed in hard to let properties and so not appreciable effect on the register.

**Resolved:**

**To note the update on the Housing Allocation Policy.**

46 **Gypsy and Traveller Plan Update**

The Gypsy and Traveller Strategy was published in 2010 to bring together a range of services and responsibilities as they engaged with Gypsy and Traveller communities within Wiltshire. The Strategy had now been refreshed, including the creation of an action plan to provide support for the council's aims to create resilient communities among Gypsy and Travellers and the settled populations.

Steve Maddern, Head of Health Improvement, presented the report outlining the key actions proposed including the continued monitoring of the Strategy to be reported to the Committee.

The Committee discussed the draft Strategy, and in response to queries it was confirmed once ratified specific timeframes would be developed for the proposed action plan and an implementation plan prepared, and that the council had been working with the Canal Trust to include the Boating community. It was also noted the refreshed Strategy was to be referred to simply as the Traveller Strategy.

**Resolved:**

- a) **To approve the refreshed Strategy.**
- b) **To note the implementation and monitoring of the Strategy will be undertaken by the Traveller Reference Group, who will be accountable to the Committee**

47 **Task Group Update**

Updates were provided on the Task Groups overseen by the Environment Select Committee, as detailed in the agenda papers and including the following:

Highways and Streetscene Task Group

It was stated 19 out of 22 Parish Stewards had been recruited, and that information on the role of the stewards would be resent to councillors to enable people to be aware of their role. The October meeting of the Committee would contain an item on Highways, and the Cabinet Member in attendance, Councillor Philip Whitehead, encouraged all councillors to set an example by using the MyWiltshire App to report highways concerns.

Public Transport Review Task Group

The Task Group would consider the Public Transport report before its consideration by Cabinet on 11 October 2016, and meet following Cabinet to discuss its decision.

**Resolved:**

**To note the Task Group updates provided.**

48 **Forward Work Programme**

The Committee considered the proposed Forward Work Programme including suggestions arising from the meetings between the Chairman, Vice-Chairman and the Executive, as detailed in the agenda papers and including any review of the planning service.

A meeting had been held between the Chair of the Committee, Alistair Cunningham and Cllr Toby Sturgis to discuss planning services. It was noted at the last meeting of Overview and Scrutiny planning should fall under the remit of the Environment Select Committee.

**Resolved:**

1. **To approve the proposed Forward Plan.**
2. **To notify Overview and Scrutiny Management Committee of the intention to investigate establishing a Planning Services Rapid Scrutiny and to begin scoping and forming a terms of reference.**

49 **Date of Next Meeting**

The date of the next meeting was confirmed as 20 October 2016.

50 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.05 pm)

The Officer who has produced these minutes is Natalie Heritage, of Democratic Services, direct line 01225 718062, e-mail [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## HEALTH SELECT COMMITTEE

---

### **DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 21 JUNE 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Chuck Berry (Chairman), Cllr Chris Caswill, Cllr Christine Crisp, Cllr Mary Douglas, Cllr Sue Evans, Cllr David Jenkins, Cllr John Knight, Cllr Paul Oatway QPM, Irene Kohler, Steve Wheeler, Cllr Jon Hubbard (Substitute) and Cllr Graham Wright

#### **Also Present:**

Cllr Sheila Parker and Cllr Anna Cuthbert

---

#### **44 Election of Chairman**

Will Oulton, Senior Democratic Services Officer, called for nominations for the position of Chairman.

Councillor Gordon King proposed, subsequently seconded by Councillor Paul Oatway QPM, that Councillor Chuck Berry be appointed Chairman of the Health Select Committee for the ensuing municipal year.

There being no other valid nominations, the Senior Democratic Services Officer announced:

**Councillor Chuck Berry was elected Chairman of Health Select for the ensuing municipal year 2016/17.**

#### **45 Election of Vice-Chairman**

Councillor Chuck Berry called for nominations for the position of Vice-Chairman.

Councillor Chuck Berry proposed, subsequently seconded by Councillor Christine Crisp that Councillor Gordon King be appointed Vice-Chairman of the Health Select Committee for the ensuing municipal year.

There being no other nominations, it was announced that:

**Councillor Gordon King was elected Vice-Chairman of Health Select Committee for the ensuing municipal year 2016/17.**

#### 46 **Membership and Apologies**

Apologies were received from Councillors Bob Jones MBE, Mary Champion and John Walsh. It was noted that Councillor Jones was substituted at the meeting by Cllr Jon Hubbard.

It was noted, also, that Cabinet Member had had to tender his apologies for a personal reason.

The Chairman also welcomed Councillor Graham Wright newly a member of the Committee from the Independent Group.

The Chairman announced that, following a review undertaken by himself and the Vice-Chairman, he proposed that the membership of the Committee, specifically the roles of the stakeholders, to improve efficacy and to make clear the delineation of roles and accountabilities.

Following a number of concerns raised by members of the Committee, and after a debate, the meeting;

#### **Resolved**

**To ask the Chairman to explore the role of the committee's stakeholders further and bring proposals back to the next meeting.**

#### 47 **Minutes of the Previous Meeting**

The meeting considered the minutes of the Health Select Committee meeting held on 21 June 2016.

#### **Resolved**

**To approve the minutes of the meeting held on the 21 June 2016 for signing.**

#### 48 **Declarations of Interest**

There were no declarations of interest made.

#### 49 **Chairman's Announcements**

The Chairman drew the meeting's attention to the following announcements:

- a) Change of start time

That due to an urgent meeting of the OS Management Committee beginning at 12.30pm the starting time for this meeting was brought forward by 30 minutes. He apologised for any inconvenience caused.

b) Visit to Wiltshire's Short Breaks service

It was reported to Cabinet in March that the council's Short Break Service had received a 'Good' rating from the CQC. On 14<sup>th</sup> July Gordon King, Vice-chair of the Committee, would visit the Bradbury House and Avonbourne Care Homes with Cllr Keith Humphries, Cllr Anna Cuthbert and James Cawley, and that he would report back any findings at the next meeting.

c) Big Sing

Steve Wheeler drew attention to an event called the Big Sing 10<sup>th</sup> July in aid of Water Aid.

50 **Public Participation**

There were no questions or statements from members of the public.

51 **Avon & Wiltshire Mental Health Partnership - Quality Account 2015/16 and CQC inspection May 2016**

Andrew Dean, Director of Nursing, and Moira McMurrin, Business Change Manager from AWP, presented the 2015-16 Quality Accounts.

Issues highlighted in the course of the presentation and discussion included: that the committee had selected mental health as a work priorities; that the Committee would receive the results of the CQC inspection of AWP that is now ongoing; that a new Chief Executive had been appointed; the priority of raising the profile of Mental Health Services; that the initial feedback from the CQC inspection was a significant improvement from inspection 2 years ago; that caring and responsive staff, some areas of best practice had been recognised; the acknowledgment that there was still some work to do, particularly on rapid tranquilisation and risk assessment versus care planning and patient freedom; that AWP had already responded to some issues already; how the level of investment compared to other similar authorities; the work that was required to reduce instances of 'avoidable harm'; and how occupancy of beds could be addressed.

**Resolved**

- 1. To note the draft Quality Account 2015/16 for Avon & Wiltshire Mental Health Partnership Trust.**
- 2. To note that the committee will consider the outcomes of the CQC inspection of AWP taking place in June at its next meeting on 27**

**September. As previously resolved, this will enable the committee to decide whether further joint scrutiny of AWP with other local authorities is appropriate.**

- 3. For Avon & Wiltshire Mental Health Partnership Trust's budget figures for the past 2 years (including the current year) to be circulated to the Committee.**

## **52 Healthwatch Wiltshire Annual Report 2016/17**

Emma Cooper, Chief Executive of Healthwatch Wiltshire, presented the Annual Report of Healthwatch Wiltshire to the meeting.

Issues highlighted in the course of the presentation and discussion included: that Healthwatch Wiltshire (HWW) is an independent organisation which has the role

of consumer champion for health and social care; the legal requirement to publish an annual report provides an opportunity to demonstrate to local people, stakeholders, and the Health Select Committee the progress which has been made in 2015/16 and to look forward to 2016/17; that the board of directors are volunteers and some volunteers involved in engagement; e.g. work underway to involve people with learning difficulties and youth in work; the organisations statutory role in relation to sign-posting of information – Your Care Your Support website in particular shortlisted for Public Health Award; that the focus for priorities next year includes children and young people, and working with Area Boards; how Healthwatch can be engaged in the Sustainability and Transformation Plan; getting the balance between critical and friendship. How does Healthwatch critique poor performance; and how Healthwatch can more effectively engage through partnership with pre-existing groups.

### **Resolved**

- 1. To note and comment on the content of the draft Healthwatch Wiltshire's draft Annual Report 2015/16**
- 2. To recognise the progress which has been made during 2015/16 in fulfilling the statutory duties of a local Healthwatch**
- 3. To take up the offer for Healthwatch Wiltshire to share the outcomes from its engagement work as appropriate in the future.**

## **53 Adult Care Charging Policy**

The Chairman invited Sue Geary, Head of Commissioning, Community Services, Adult Care Strategy & Commissioning, to introduce the report. In presenting the report, she tendered the apologies of James Cawley, Associate Director, who was unable to attend due to a personal matter.

Issues highlighted in the course of the presentation included: that Health Select Committee received a report proposing changes to the council's care at home charging policy, pending consultation in April; that Cabinet will receive the results on 19 July and take the final decision; that the Committee had previously expressed some concerns about the number of consultation responses and asked for further details of the consultation responses received at its next meeting; this update included: a summary of the consultation responses received; the results of public engagement by Healthwatch Wiltshire regarding the proposed changes undertaken; and template letters sent to people affected.

In response to a question from Councillor Graham Wright, it was confirmed that around 60 responses had been made to the survey, and only one from a voluntary organisation; officer had hoped that a number of advocacy/voluntary groups would have responded, and that they would be contacting these groups to see why.

Councillor Caswill expressed concern that the letters were difficult to follow and did not outline clearly enough the potential impact on individuals. Furthermore, he questioned how much reliance could be given to the consultation data given the low response.

In response to a question from Councillor Mary Douglas, it was suggested that some people may not feel their benefits should be taken into account, as they felt that those benefits should be used to pay for items other than their social care.

Irene Kohler expressed some concern at the suggestion of further consultation after the implementation of the proposals, as respondents may be even less inclined to respond.

Following a debate, the meeting;

### **Resolved**

- 1. To express concern at the reported level of response to the consultation and ask Cabinet to consider whether it provides a sufficient basis from which to implement changes.**
- 2. If Cabinet implement changes to the charges, to receive an update on their impact, six months after implementation.**

### **54 Better Outcomes for Adult Care Peer Review - Scoping and timetable**

In March the Committee were informed of a forthcoming peer review of Better Outcomes for Adult Care at the Council commencing on 21 June. The Committee requested an initial briefing on this today and an update on the outcomes of the peer review in September 2016.

However, the original date for the peer review had to be changed due to the EU referendum and it will now take place in January or February 2017. The meeting was informed that they will receive an item then and that officers will also look to include scrutiny members in the peer review process itself.

### **Resolved**

**To note that the Better Outcomes for Adult Care Peer Review will now take place in January of February 2017 and the committee will receive the outcomes once available.**

## **55 Wiltshire Joint Strategic Needs Assessment Programme**

Amy McNaughton, Public Health Consultant, presented a report which provided: an overview of the Wiltshire Joint Strategic Assessment (JSA) programme; examples of how JSA data is used to target locally identified healthcare needs including an update on the impact of the Community Area JSA programme; and an update on the proposed timescales for refreshing the JSA programme for Wiltshire.

The report had been requested by the committee in November 2015 when members agreed to consider how partners address healthcare needs identified at a community level.

Issues highlighted in the course of the presentation and discussion included: how the information is collected and kept up to date; the programme of work to disseminate and use the data at a community area level; how the data influenced the work of the council, for example in the Obesity Strategy; and how local communities can balance out the strong quantitative data with qualitative information.

### **Resolved**

- 1. To welcome the overview of the Wiltshire Joint Strategic Assessment (JSA) programme and the examples of how JSA data is used to target locally identified healthcare needs provided.**
- 2. To welcome the update on the proposed timescales for refreshing the JSA programme for Wiltshire.**

## **56 Executive Response to the Final Report of the Obesity and Child Poverty Task Group**

Following the endorsement of the task group's final report at the meeting of the Committee in April, and by Children's Select Committee in May, the Cabinet Member had considered the report and given their response, which was included in the agenda pack.



It was noted that this had already been considered by Children's Select Committee, at its previous meeting, which resolved :

1. *To invite the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste to the next available meeting to discuss the implementation of 400metre prescribed exclusion zones around schools and college campuses; and*
2. *To receive an update in six months' time;*
3. *To recommend that the Obesity and Child Poverty Task Group reconvene to consider and comment on the implementation plan prior to final adoption. (This has now been scheduled for 29 June 2016).*

Cllr Keith Humphries, Cabinet Member for Health and Adult Social Care, had intended to give his response in person but had had to tender his apologies.

Following a short debate, the Health select;

#### **Resolved**

1. **To note the executive response to the final report of the Obesity and Child Poverty Task Group.**
2. **To note that when considering the executive response on 31 May 2016, Children's Select Committee resolved:**
  - a. **To invite the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste to the next available meeting to discuss the implementation of 400metre prescribed exclusion zones around schools and college campuses;**
  - b. **To receive an update in six months' time;**
  - c. **To recommend that the Obesity and Child Poverty Task Group reconvene as a rapid scrutiny exercise to consider and comment on the implementation plan prior to final adoption. (This has now been scheduled for 29 April 2016).**

#### 57 **Task Group Update**

A written update on the current task groups was considered by the Committee.

#### **Resolved**

**To note the update on task group activity provided.**

**58 Forward Work Programme**

The forward work programme was noted.

**59 Urgent Items**

There were no urgent items.

**60 Date of Next Meeting**

10.30am, Tuesday 27<sup>th</sup> September, County Hall

(Duration of meeting: 10.00 am - 12.16 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic Services,  
direct line (01225) 713935, e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## LICENSING COMMITTEE

---

**DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 19 SEPTEMBER 2016 AT THE WEST WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Pip Ridout (Chairman), Cllr Desna Allen (Vice Chairman), Cllr Nick Blakemore, Cllr Allison Bucknell, Cllr Sue Evans, Cllr Jose Green, Cllr Simon Jacobs and Cllr George Jeans

**Also Present:**

Cllr Peter Evans, Linda Holland (Licensing Manager), Jemma Price (Public Protection Officer – Licensing), Lisa Pullin (Democratic Services Officer), Paul Taylor (Senior Solicitor), Tom Ward (Public Health Specialist – Substance Misuse and Community Safety) and Ceri Williams (Head of Prevention from Harm)

---

**1 Apologies and Substitutions**

Apologies were received from Councillors Davis, Hewitt and Randall.

**2 Minutes**

The minutes of the meeting held on 21 September 2015 were presented to the Committee.

**Resolved:**

**That the minutes of the meeting held on 21 September 2015 be approved and signed as a correct record.**

**3 Chairman's Announcements**

There were no Chairmans's announcements.

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

No questions had been submitted from the public prior to the meeting and there were no members of the public present at the meeting.

6 **Minutes of the Licensing Sub Committees**

The draft minutes of the following Licensing Sub Committees were presented for consideration:

**Eastern Area**

- |          |   |
|----------|---|
| 20/04/16 | Application for a Premises Licence, National Trust Ltd, Avebury National Trust areas in Avebury |
| 22/06/16 | Application for a Variation to a Premises Licence Hillworth Park, Hillworth Road, Devizes       |

**Northern Area**

- |          |  |
|----------|--|
| 14/09/15 | Application for a Premises Licence<br>The Old Bank House, The Strand, Calne                  |
| 09/12/15 | Application for a Premises Licence<br>Wadswick Green Retirement Village, Corsham             |
| 16/12/15 | Application for a Variation to a Premises Licence<br>Morrisons, Cepen Park North, Chippenham |
| 16/12/15 | Application for a Temporary Events Notice<br>SN15, 17 Station Hill, Chippenham               |
| 19/01/16 | Application for a Variation to a Premises Licence<br>SN15, 17 Station Hill, Chippenham       |

### **Southern Area**

- 14/09/15 Application for a Premises Licence  
Ludgershall Sports and Social Club, 37 Tidworth Road,  
Ludgershall
- 05/10/15 Application for a Personal Licence
- 02/03/16 Application for a Variation to a Club Certificate  
Salisbury Lawn Tennis Club, Old Blandford Road, Harnham,  
Salisbury
- 29/06/16 Application for a Premises Licence  
Harnham Local, 1 Harnham Road, Salisbury

### **Western Area**

- 04/11/05 Application for a Premises Licence  
1 Bratton Road, Westbury
- 24/05/16 Application for a Premises Licence  
Field Trip Festival, Grange Farm, West Ashton, Trowbridge
- 22/06/16 Application for a Variation of a Premises Licence  
The Three Daggers, Edington, Westbury
- 26/07/16 Application for a Variation of a Premises Licence  
Foresters Arms, Sandridge Road, Melksham

#### **Resolved:**

**That the minutes of the meetings detailed above be approved and signed as correct records.**

#### **7 Update on the Licensing Service: September 2016**

Linda Holland (Licensing Manager) referred to the update on the Licensing Service that was circulated with the Agenda. She highlighted the following:

- There were now a number of high profile festivals/events being held in Wiltshire which she and her team supported by way of inspections and prevention visits. They were proposing to hold a festival training/engagement day in March 2017 for both existing and potential

new events to Wiltshire. They would offer peer learning from well-established events and give new organisers guidance from a number of key organisations and partners.

- Licensing had been working with Tom Ward (Public Health Specialist for alcohol and drugs misuse) with an aim to enable the Wiltshire Substance Misuse Service (WSMS) and they had attended events to offer relevant messages about misuse to festival goers and this was received positively.
- The Licensing Team were also hosting three trade seminars in September and October offering free advice and guidance to the trade. The events were being run to support the important role that businesses have in their local communities whilst highlighting evolving changes and best practices. The seminars would include speakers from a variety of organisations and partner agencies all providing information and answering questions and concerns. A Chairman's announcement and leaflets to circulate should be made available to all relevant forthcoming Area Boards. The Chairman encouraged Members to attend the seminars if they were able to.

The Committee made the following observations/raised questions as below:

- Is Longleat going to be the venue for Glastonbury Festival?

This was being considered but not considered a feasible option due to the mess left on the festival site afterwards. In Glastonbury the site takes months to be returned back to normal and Longleat would not wish for their premises to be closed to the public whilst clean up took place during their busy summer months.

- The Committee and Portfolio Holder wished to congratulate the Licensing Team on the volume of work that they handle and the work they do with promotion/prevention and engagement with the trade.

**Resolved:**

**That the Committee note the update.**

## **8 Briefing Note - Introduction of Public Spaces Protection Orders**

Tom Ward (Public Health Specialist – Substance Misuse and Community Safety) referred to the Briefing Note on the introduction of Public Spaces Protection Orders (PSPO) that was circulated with the Agenda. He highlighted the following:

- All current Designated Public Protection Orders (DPPO) had to be replaced by a PSPO by October 2017. Wiltshire currently has DPPO's in

8 towns across the county. A DPPO creates an offence when a person refuses to stop drinking alcohol when asked to do so by the Police or a Police Community Support Officer.

- The new Orders can be bespoke to the town to address the problems in that particular area.
- The first PSPO order to be considered is to cover the Trowbridge area. A multi-agency meeting held agreed that the order was required to address the large number of alcohol related incidents. This was also put out to public consultation – 98% were in favour of the Order.
- A PSPO has a 3 year life span and if there is currently a DPPO in place we have to apply to convert it. Salisbury and Chippenham are being considered next.
- By October 2017 all DPPO's will expire and each area will be reviewed to see if conversion to a PSPO is required.

The Chair commented that there is positive evidence (i.e. fewer occurrences of alcohol related incidents) that having these Orders in place is useful and they should continue.

The Portfolio Holder commented that he had been monitoring the establishment of a PSPO in Swindon and there had been uproar as residents in some areas were saying that they were not aware of this introduction and that they did not want it. There would be a Members Briefing Note prepared so that all Wiltshire Councillors were aware of the proposed changes before they were implemented. It would give details of the areas affected and the timescales involved so that Members could inform their constituents.

**Resolved:**

**That the Committee note the update.**

9 **Proposed Appendix to the Council's Statement of Principles on the Gambling Act 2005**

Linda Holland (Licensing Manager) referred to the proposed Appendix to be added to the Council's Statement of Principles on the Gambling Act 2005 that was circulated with the Agenda. She highlighted the following:

- As of 6 April 2016 it became necessary for all gambling premises to conduct a local area risk assessment. Guidance on the preparation of how to carry out a Local Area Risk Assessment to meet the Council's

expectations had been prepared and it was proposed that this be annexed to the existing Statement of Gambling Principles.

- Premises that require a local risk assessment included Adult Gaming Centres, Family Entertainment Centres, non-remote betting (Betting shops), non-remote bingo, non-remote casinos and remote betting intermediary (trading room only).
- In the risk assessment, applicants and existing licence holders must take into consideration how they intend to operate their business within the local area. They will need to consider the likely harm that their premises could have to the local community and consider that in relation to the licensing objectives.
- The big name betting shops (Betfred and Coral) already have these risk assessments in place, but each premise have to consider the local area as the assessments cannot be generic.
- There were 37 premises in Wiltshire that this would have an impact on and these were mostly betting shops.
- If the inclusion of the Appendix was agreed by the Licensing Committee they would be asked to recommend that the document be agreed by Council at their next meeting on 18 October 2016.

**Resolved:**

**That the Licensing Committee agree the inclusion of the proposed Appendix A – Local Risk Assessment to the Council’s Statement of Gambling Principles and recommend to Council that it be adopted at their meeting on 18 October 2016.**

10 **Dates of Future Committee Meetings**

Members noted the dates of future meetings of the Licensing Committee as detailed below, all to start at 10.30am:

5 December 2016.

13 March 2017.

12 June 2017.

11 **Urgent Items**

There were no urgent items.



(Duration of meeting: 10.30am – 11.15am)

The Officer who has produced these minutes is Lisa Pullin, of Democratic Services,  
direct line 01225 713015, e-mail [lisa.pullin@wiltshire.gov.uk](mailto:lisa.pullin@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## STRATEGIC PLANNING COMMITTEE

---

### **DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 13 JULY 2016 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Terry Chivers, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Christopher Newbury, Cllr Fred Westmoreland, Cllr Jerry Wickham (Substitute) and Cllr Magnus Macdonald (Substitute)

#### **Also Present:**

Cllr Toby Sturgis, Cllr Keith Humphries and Cllr Pip Ridout

---

#### **46 Apologies for Absence**

Apologies were received from:

Cllr Trevor Carbin; Cllr Bridget Wayman, substituted by Cllr Jerry Wickham; and Cllr Glenis Ansell, substituted by Cllr Magnus MacDonald.

#### **47 Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the meeting held on 15 June 2016.**

#### **48 Declarations of Interest**

The Chairman noted that, with regard to application ref: 14/06562/FUL, he was a member of Warminster Town Council, and that, whilst a member of the Planning Committee of the Town Council, he had considered and voted on previous, separate applications on the site. He stated that he was no longer a member of the Planning Committee of the Town Council, and had not, therefore, considered application ref: 14/06562/FUL. As such, he was able to consider and vote on the item on the agenda.

49 **Chairman's Announcements**

The Chairman reminded members of the public that whilst they had the opportunity to make representations on the application under consideration today and to contact and lobby their local member and any other members of the planning committee before today's meeting, he would not allow any last minute lobbying of members once the debate has started, including the circulation of new information, written or photographic which had not been verified by the Council's planning officers. He respectfully asked Members and members of the public to please bear this in mind.

50 **Public Participation and Councillors' Questions**

No questions had been received from councillors or members of the public.

The Chairman welcomed everyone to the meeting. He then explained the rules of public participation and procedure to be followed at the meeting.

51 **14/06562/FUL - Land to West of St Andrews Road, Warminster, BA12 8ES - Development of 203 Residential Dwellings, Open Space, Landscaping, Sustainable Urban Drainage, Vehicular and Pedestrian Accesses and Associated Infrastructure and Engineering Works including the Provision of a Foul Drainage Pumping Station**

**The following people spoke against the proposal:**

Alison Kjaer, Jeremy Stadward and Francis Morland

**The following people spoke in support of the proposal:**

Richard Watts; Brian Condon and Andy Cockett

Consideration was given to a report prepared by Kenny Green, Development Management Team Leader, that recommended the Committee approve the application subject to planning conditions; and sought Members to agree to defer and delegate the issuing of a decision to the Head of Development Management following the completion of s106 legal agreement to enshrine the obligations as outlined within paragraph 9.67 of the report.

The officer made a presentation in which he first publicly acknowledged the significant amount of work undertaken by Cllr Ridout and Cllr Humphries in terms of responding to local concerns and liaising with the case officer for the entire application process. The officer asked the committee to note that since

July 2014, there had been numerous meetings with officers and that the local Cllrs were kept fully informed throughout the process. Before commencing with the PowerPoint presentation, the case officer brought the committee's attention to agenda supplement 1 and revised comments provided by the Council's Public Rights of Way officer relating to the removal of the requirement for a secondary (adopted) footpath connection onto WARM6 (PRoW) located to the north of the site (in the NE part of the site). The officer recommended that, if the Committee were minded to approve the application, and seek the deletion of the secondary footpath which was no longer deemed necessary, they should instruct officers to request the submission of revised plans deleting the footpath. The officer also made specific reference to additional late public and consultee representations from the AONB officer which had been received since the publication of the report and after the production of the agenda supplement.

Members then had the opportunity to ask technical questions after which they received statements from members of the public as detailed above, expressing their views regarding the proposal.

Issues highlighted during the course of the presentation and discussion included: due reference to the (June 2016) endorsed WWUE masterplan, including the phasing plan and how the site relates to the town and the remainder of the WWUE strategic site allocation, the views of the highways officers, and the applicant's plans to mitigate traffic issues arising from construction were explained; a detailed summary was provided relating to drainage issues and an explanation was given as to how constraints had been addressed by the applicant through plan revisions and submission of an on-site drainage solution and strategy to manage surface water run-off; members were informed about extensive modelling work that had been undertaken which led to the key drainage consultees (the flood authority, the EA and Wessex Water) all confirming no objections. In addition, the range and type of dwellings and materials to be used were highlighted; and, specific mention was made to single storey dwellings being planned within and around the scheme to mitigate against overlooking/overbearing concerns in relation to existing properties; the support from the Housing Team was noted in terms of the spread of affordable housing on the site and the adopted road layout and issues relating to the local road network capacity were noted. The location of the site in relation to existing properties and how the boundaries would be treated was explained. Particular reference was made to the proposed landscape planting proposals within plots and public open space was made in addition to explaining the mitigating measures that would protect the AONB and Cley Hill; through the use of several plans and photographs, the topography of the site, land levels and the current mix of housing in the adjacent neighbourhood was clarified. Key consultee engagement and their recommendations were recorded including late commentary provided by the AONB officer. It was also confirmed that Historic England raised no objection regarding the impact on Cley Hill. The Council's conservation team raised no objection in terms of the development's impact on the nearby conservation area and listed buildings.

Members then heard the views of Cllrs Pip Ridout and Cllrs Keith Humphries, the local unitary ward Members, who addressed the concerns of local people, including the impact on traffic in the town, and commended the work of officers how had assisted them in seeking revisions to the original plans.

Cllr Christopher Newbury proposed, subsequently seconded by Cllr Terry Chivers, that consideration of the application be deferred to enable a site visit to take place.

Following a short debate, and having been put to the vote, the motion was not carried.

The meeting then returned to debate the application.

Cllr Christopher Newbury proposed, subsequently seconded by Cllr Tony Trotman that permission be granted as per the officer's recommendation, subject to the following amendments:

- That condition (2) be revised following the receipt of revised plans removing the secondary footpath connection with WARM6. Members delegated this matter to officers to secure; as well as,
- Instructing officers to undertake a site inspection of the site boundary trees and hedges for the purposes of imposing tree/hedge protection orders.

After a debate, and having been put to a vote, the Committee unanimously;

**Resolved:**

**To agree to approve this application subject to the following conditions and to defer and delegate the issuing of a decision to the Head of Development Management following the completion of s106 legal agreement to enshrine the obligations outlined within paragraph 9.67.**

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004**

- 2. The development hereby permitted shall be carried out in accordance with the approved plans contained within the plan list schedule drawing issue ref 31051/AC/TD dated 15 June 2016.**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

**[Members to note: The above condition will be updated (with the plan schedule re-dated) following the submission of amended plans deleting the secondary footpath connection with WARM6].**

- 3. The development hereby approved shall be constructed in full accordance with the Construction Traffic Management Plan (CTMP) dated May 2015. Should the projected construction programme deviate away from the detail contained within the CTMP, an updated CTMP will require the written approval of the local planning authority prior to any commencement taking place on site. If the programme is to be revised during the construction phase(s), no deviation will be tolerated until the details have been approved in writing.**

**REASON: In order to ensure that the amenity of the local highway network is adequately protected as well as adopting measures to minimise disruption to local amenities.**

**REASON: In order to ensure that the amenity of the local highway network is adequately protected as well as adopting measures to minimise disruption to local amenities.**

- 4. The dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. Within 6 months of any dwelling being occupied evidence shall be submitted to and approved in writing by the local planning authority certifying that the stated level or its equivalent has been achieved.**

**REASON: To ensure that the objectives of sustainable development equal or equivalent to those set out within Wiltshire Core Strategy CP41 are achieved.**

- 5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no garage hereby approved which is required to satisfy on-plot parking standards shall be converted to ancillary habitable accommodation without first obtaining planning permission.**

**REASON: To safeguard the amenities and character of the area and in the interest of highway safety and to ensure there is adequate car parking provision.**

**NOTE: Future PD rights to convert garaging into additional ancillary habitable accommodation would still apply to plots that can accommodate the requisite parking provision on-site. This condition**

would only apply for plots/properties that rely on the garaging for off-street car parking.

6. That for the avoidance of any doubt, the land fronting plot 31 which is contiguous to the adoptable highway shall not be considered part of the residential curtilage, but instead it shall remain associated highway for the future purpose of delivering the strategic link road further to the north and Victoria Road.

**REASON:** To define the terms of this permission and to ensure the link road is not encumbered by any over land ownership dubiety or ransom strip conflict.

7. No construction works on the site shall take place outside the following hours: 07:30 to 18:00 Mondays to Fridays; and 08:00-13:00 on Saturdays or at any time on Sundays or Bank Holidays.

**REASON:** In the interests of protecting the amenity of nearby residential properties.

8. The development hereby approved shall be carried out in accordance with Redrow Homes' Acoustic Assessment and trickle vents detailed specifications.

**REASON:** In the interests of protecting residential amenity.

**Pre-Commencement Conditions:**

9. No development shall commence on site until a scheme of phasing the proposed landscaping, including the hedgerow boundary planting has been approved in writing by the Local Planning Authority. The landscaping shall be carried out in the first planting and seeding season following occupation of the related building(s) or the completion of the development, whichever is the sooner within that particular phase; any trees or plants which die, are removed, or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species. The landscaping and hedgerow enhancement planting shall be implemented in full accordance with approved plan drawings R0323\_07F (The detailed Public Open Space Landscape Proposals) and R0323\_10E Sheets 1-3 (Detailed On-Plot Landscape Proposals).

**REASON:** This information is required to ensure that the phased development and proposed landscaping is undertaken in an acceptable manner.

10. No development hereby approved with the exception of ground



**works and vegetation clearance shall commence until a lighting strategy for the site has been submitted to and approved in writing by the local planning authority. The strategy shall:**

- a) Show how and where external lighting will be installed (through the provision of appropriate lighting contour plans and technical specifications, including a Lux plot) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent the above species using their territory or having access to their breeding sites and resting places; and**
- b) Specify luminaires, heights and positions of fittings, direction and other features, e.g. cowls, louvres or baffles**

**All external lighting shall be installed in accordance with the specifications and locations set out in the strategy, and these shall be maintained thereafter in accordance with the strategy. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.**

**REASON: To minimise light spillage into hedgerows and trees, to ensure no illumination of the bat roost and to maintain dark foraging and commuting corridors for bats, particularly along the northern boundary hedgerow.**

**11. No development (including vegetation clearance and preparatory ground works) hereby approved shall commence until a Landscape and Ecological Management Plan (LEMP) has been submitted to, and approved in writing by, the Local Planning Authority. The content of the LEMP shall include, but not necessarily be limited to, the following information:**

- a) Full specification of habitats to be created and enhanced, including locally native species of local provenance and locally characteristic species**
- b) Description and evaluation of features to be managed; including location shown on a site map, including hedgerows, mature trees and wildflower meadow areas**
- c) Landscape and ecological trends and constraints on site that might influence management**
- d) Aims and objectives of management; including:**
  - The creation and management of 'hop-overs' at breaches through hedgerows for pedestrian/cycleway links;**
  - The provision of integral bat boxes and nest box provision for House sparrow, Starling, House martin and Swift across the site;**
  - Further details of wildflower meadow areas and species-rich rough grassland areas; and how will they be created;**
  - Hedgehog mitigation and enhancement measures, e.g. hedgehog boxes in suitable locations within hedgerows, specific habitat**

- creation, gaps under garden fences;
- e) Appropriate management options for achieving aims and objectives;
  - f) Prescriptions for management actions;
  - g) Preparation of a work schedule (including an annual work plan capable of being rolled forward over on a 5-year period basis; including bat roost inspections for tree surgery works to T1, T12 and T13 (if necessary) and mitigation for loss of high potential bat roosts;
  - h) On-going monitoring and remedial measures;
  - i) Timeframe for reviewing the plan
  - j) Details of how the aims and objectives of the LEMP will be communicated to the occupiers of the development and establishment of an on-site management company.

The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The plan shall also set out (where the results from monitoring show that the conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented. The LEMP shall be implemented in full in accordance with the approved details.

**REASON:** This information is required to ensure the long-term management of protected and priority habitats and other landscape and ecological features, and to maintain and enhance these habitats and features in perpetuity.

**NOTE:** This is a modified version of the model condition from section D.4.5 of the British Standard BS42020:2013 Biodiversity – Code of practice for planning and development. In c) above ‘trends and constraints’ refer to those circumstances that might influence long-term management of a site, for example, natural succession, recreational use, other types of disturbance relevant to the site, flooding, geology, soil, etc. In g) above the annual work plan period requires to be determined on a case by case basis in conjunction with the developer, their ecological consultant and the Council Ecologist. In most cases, 5- years may be appropriate, but up to 10 years may be necessary depending on the development and management requirements. It should be noted that this is a work programme for a specified number of years that must be reviewed at the end of that period and rolled forward in perpetuity. In j), it is appreciated that full details of the management company may not be available until after occupation, however, it would be desirable to obtain as many details as possible.

12. No tree surgery works shall commence until an inspection for roosting bats has been carried out by a professional, licensed ecologist. If bats are found, mitigation measures shall be submitted

to and approved in writing by the local planning authority.  
Mitigation shall be carried out in line with the approved measures.

**REASON:** To ensure roosting bats are fully considered before tree surgery works to trees with high potential for roosting bats.

13. No development hereby approved shall commence until an enhanced native planting scheme for the attenuation pond's immediate environs and the northern public open space, including species composition, origin, source, a timetabled planting scheme as well as its aftercare and maintenance, has been submitted to and approved in writing by the local planning authority. Once agreed in writing, the approved details shall be carried out in full within 12 months of the completion of the development hereby approved.

**REASON:** This information is required to ensure planting of the attenuation pond is carried out appropriately in line with Environment Agency guidelines to avoid the introduction of invasive, non-native species as well as further enhancing the public open space with more shrub and tree planting.

**NOTE:** The maintenance requirements as outlined by condition 9 would apply.

14. No development pursuant to the construction of the foul water pumping station hereby approved shall commence until the exact details of the "living wall" to be planted around the perimeter of the foul water pumping station compound has been submitted to and approved in writing by the local planning authority. Once approved in writing, the living wall planting shall be carried out in full within either 12 months following the completion of the development or following the bringing into use of the foul pumping station whichever is the earliest.

**REASON:** This information is required to ensure an appropriate planting scheme around the foul pumping station is agreed in the interests of good planning as well enhancing the public open space and landscaping proposals.

**NOTE:** The maintenance requirements as outlined by condition 9 would apply.

15. No development shall commence on site (including ground works and vegetation clearance) until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in

writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:

- a) Risk assessment of potentially damaging construction activities;
- b) Identification of 'biodiversity protection zones';
- c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements), including reptiles, badgers, nesting birds, great crested newts, hedgerows, bats, veteran willow trees;
- d) A dust suppression scheme to minimise windblown dust from affecting adjoining neighbouring properties. This scheme should cover all the phases of the construction site, including earth works, spoil heap storage, vehicle movements and cutting of materials;
- e) Exact details confirming the site compound, site operative parking, wheel washing, pollution control measures to be adopted and the projected phasing of development including the siting of the compound for the construction phases;
- f) The location and timing of sensitive works to avoid harm to biodiversity features (e.g. daylight working hours only starting one hour after sunrise and ceasing one hour before sunset);
- g) The times during construction when specialists ecologists need to be present on site to oversee works;
- h) Responsible persons and lines of communication;
- i) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person(s);
- j) Use of protective fences, exclusion barriers and warning signs, including advanced installation and maintenance during the construction period;
- k) An Ecological Mitigation Plan to provide a visual representation of all required mitigation measures;
- l) On going monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

A report should be prepared by a professional ecologist / the Ecological Clerk of Works certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, and detailing the results of site supervision and any necessary remedial works undertaken or required, shall be submitted to the Local Planning Authority for approval within 3 months of the date of substantial completion of the development or at the end of the next available planting season, whichever is the sooner. Any approved

remedial works shall subsequently be carried out under the strict supervision of a professional ecologist following that approval.

**REASON:** To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats, to ensure that approved mitigation and compensation works are carried out and completed as approved and in line with current best practice guidelines, and to ensure adequate professional ecological expertise is available to assist those implementing the development to comply with statutory requirements, planning conditions and any relevant protected species licence, during construction.

16. No development hereby approved shall commence until a scheme for the discharge of surface water from the development (including surface water from access/driveways and roads/footpaths) incorporating sustainable urban drainage details together with permeability tests results to BRE365 detailed calculations for the infiltration pond which shall be designed to satisfy an appropriate factor of safety along with detailed specifications for the supporting impermeable wall and further details regarding embankment stability and flood routing measures to protect existing and future residents and flood risk prevention, has been submitted to and approved in writing by the local planning authority. None of the dwellings shall be first occupied until the surface water drainage systems including the underground tank(s), the attenuation pond, embankments and supporting impermeable wall have been fully constructed in accordance with the approved scheme.

**REASON:** This information/level of detail has not been submitted with the application and is considered necessary to define the terms of this permission and to ensure the surface water drainage / SuDS solution is acceptable to the lead local flood authority.

17. No development hereby approved shall commence until details of a temporary on-site looped access construction traffic route plan has been submitted to and approved in writing by the local planning authority. Following the written approval of such matters, the development shall proceed in accordance with the routing plan unless otherwise agreed by the local planning authority.

**REASON:** In order to secure a satisfactory construction access which allows for one way movement of construction traffic on each of the cul-de-sac arms of St Andrews Road, and to reduce construction traffic impacts along individual frontages.

18. For this phased development, no development hereby approved shall commence (as part of each phase) with the exception of site preparation and preparatory ground works, until details of the site

access junctions, connections to St Andrews Road, estate roads, traffic calming measures, cycle tracks, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. In particular the details shall include vertical and horizontal details sufficient to ensure that a future connection to Victoria road can be effectively provided. The development shall not be first occupied until the estate roads, cycle tracks, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed for the approved details.

**REASON:** To ensure that the roads are laid out and constructed in a satisfactory manner.

19. No works comprising the proposed pedestrian/cycleway link to connect with Folly Lane shall commence until full no-dig specification details and measures to be adopted to protect the adjacent tree/hedgerows above and below ground have been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.

**Pre-Occupancy Conditions:**

20. Prior to the first occupation of the dwellings hereby approved, the foul water pumping station and its associated infrastructure including the off-site rising main must be completed and available to accommodate any connection, unless agreed in writing with the Local Planning Authority.

**REASON:** To ensure that proper provision is made for sewerage of the site and that the development does not increase the risk of sewer flooding to downstream properties.

**NOTE: Wessex Water have agreed the foul water drainage proposals with the practical connections still to be subject to a s98/s104 legal agreement under the Water Industry Act 1991.**

- 21. For this phased development, prior to the occupation of the dwellings (as part of each phase) the associated roads, including footpaths and turning spaces shall be fully constructed with a properly consolidated and surfaced footpath and carriageway to at least binder course level between the dwelling and existing adopted highway.**

**REASON: To ensure that the development is served by an adequate means of access.**

- 22. For this phased development, no dwellinghouse shall be occupied until upgrade details of the shared footway and cycle track between the site and Victoria Road have been submitted to and approved in writing by the local planning authority.**

**REASON: In the interests of promoting non-motorised sustainable modes of travel.**

- 23. For this phased development, no dwellinghouse shall be occupied (as part of each phase) until the parking spaces together with the access have been provided in accordance with the approved plan drawings**

**REASON: To ensure that satisfactory facilities for the parking of cycles are provided and to encourage travel by means other than the private car.**

- 24. For this phased development, no dwellinghouse shall be occupied until a public art scheme for the site and a timetable for its subsequent installation has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure the proposal complies with the relevant public art policies**

**NOTE: The applicants proposed promotion of a public art installation at the entry of the LEAP on site is encouraged and should further advice and guidance be required in terms of promoting local school and/or**

local artist involvement, contact should be made with Meril Morgan, the Council's arts officer.

25. For this phased development, prior to the occupation of Plots 31-41, the proposed bus route road (for future connection with Victoria Road) shall be provided in the north-west part of the site so as to allow adoption of the road to the site boundary.

**REASON:** In the interests of the proper planning for the area and to ensure that a link through to Victoria Road can be secured in line with Core Strategy objectives.

26. For this phased development, no dwellinghouse shall be occupied (as part of each phase) until cycle parking and storage facilities have been provided on site.

**REASON:** To ensure that satisfactory cycle storage is provided on site and to encourage non-motorised means of transport by future residents.

27. For this phased development, prior to the occupation of the dwellings on plots 52-72 and 95-114 (inclusive), the approved fencing as illustrated on plan drawing 15005.102 - the boundary treatment plan, shall be provided and maintained in perpetuity, although when necessary it may be replaced with similar fencing (for security and general repair and maintenance purposes), however it must be kept in the same position as notated on the approved plans.

**REASON:** To define the terms of the permission and to ensure that the associated properties listed above have fixed rear boundaries in place prior to their occupation and to protect the well-established boundary hedgerow and trees which define the rugby club and site boundary.

**NOTE:** Any garden extension further to the rear would require planning permission and it should be noted that the western and upper southern boundary hedgerow and trees have a significant landscape and ecological value; and, any future proposal that seeks consent to extend individual rear gardens at the expense of the boundary hedgerow and trees would require exceptional justification.

**Planning Informatives:**

1. The applicant/developer is advised that to satisfy the surface water management condition requirements, the Council expects the following detail to be submitted: 1. A clearly labelled drainage layout plan showing the pipe networks and the attenuation ponds and drainage storage tanks. This plan should show any pipe node



numbers referred to in the drainage calculations and the invert and cover levels of manholes. 2. A manhole schedule. 3. Model runs to demonstrate that the critical storm duration is being used. 4. Confirmation of the agreed discharge rate, with any flow control devices indicated on the plan with the rate of discharge stated. 5. Calculations showing the volume of attenuation provided, demonstrating how the system operates during a 1 in 100 critical duration storm event. If overland flooding occurs, a plan should also be submitted detailing the location of overland flow paths and the likely depths of flooding. A 30% allowance for climate change should be incorporated into the scheme in accordance with NPPF.

2. There must be no interruption to the surface water drainage system of the surrounding land as a result of the operations on the site. Provisions must be made to ensure that all existing drainage systems continue to operate effectively. The surface water soakaways which require building warrant approval should be constructed in accordance with the BRE Digest No 365 or CIRIA Report 156 "Infiltration Drainage, Manual of Good Practice". Only clean, uncontaminated surface water should be discharged to soakaway.
3. To avoid disturbing nesting birds and breeding season, no works should take place to the site boundaries between March to July inclusive. All British birds (while nesting, building nests and sitting on eggs), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. If birds are nesting on/in or within the vicinity of the proposed development, work should be undertaken outside the breeding season for birds to ensure their protection, i.e. works should only be undertaken between August and February. Further advice on the above can be sought from the Council Ecologists.
4. Bats are protected under The Conservation of Habitats and Species Regulations 2010 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). Please be advised that, if bats are discovered, all works should stop immediately and Natural Resources Wales (NRW) should be contacted for advice on any special precautions before continuing.
5. All hedgerows should be fully protected in line with the recommendations made in section F6.2 of the Ecology Chapter of the ES. Hedgerows should receive a minimal trim to remove sideways growth that may interfere with construction machinery rather than being completely cut back / coppiced. Further advice can be obtained from the Council's arboricultural and ecology

officers.

6. The developer/applicant is required to reach an agreement with Wessex Water with respect to finalising foul water and clean water connections.
7. The developer/applicant is advised to incorporate water efficiency measures into this scheme to provide resilience to some of the extremes of weather conditions that climate change brings. It benefits future residents by reducing water bills, and also benefits wider society by allowing more water to go round in times of shortage. The development should include water efficient systems and fittings. These should include dual-flush toilets, water butts, water-saving taps, showers and baths, and appliances with the highest water efficiency rating (as a minimum). Greywater recycling and rainwater harvesting should be promoted and implemented. An appropriate submitted scheme should include a water usage calculator showing how the development would not exceed a total (internal and external) usage level of 105 litres per person per day.
8. The developer/applicant is advised to ensure appropriate safeguards are fully implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover: - the use of plant and machinery - oils/chemicals and materials - wheel-washing and waste water disposal - the use and routing of heavy plant and vehicles - the location and form of work and storage areas and compounds - the control and removal of spoil and wastes. The applicant should refer to the Environment Agency's Pollution Prevention Guidelines at: <https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>
9. The developer/applicant is advised to follow the guidance from the Wiltshire Fire & Rescue Service in terms of precautionary measures to reduce the risks of fire and on-site measures to deal with an emergency. This advice is often in addition to building regulation requirements. Further guidance can be obtained regarding the on-site provision of fire hydrants and a water supply for the purposes of fire-fighting.
10. The developer/applicant should give due consideration to securing a covenant on dwellings with garden boundaries adjacent to the rugby club hedgerows to ensure that these hedgerows are retained in perpetuity.

The Chairman reminded the meeting that the next scheduled meeting of this Committee was due to be held on Wednesday 21 September 2016, at County Hall, Trowbridge, starting at 10.30am.

53 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.36 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **NORTHERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 13 JULY 2016 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Mark Packard, Cllr Toby Sturgis, Cllr Philip Whalley (Substitute), Cllr Chuck Berry and Cllr Howard Greenman

#### **Also Present:**

---

#### **81 Apologies**

Following the meeting of Council on 12 July 2016, Councillor Mark Packard had been replaced by Councillor Glenis Ansell as a member of the Committee.

Apologies were received from Councillors Glenis Ansell and Howard Marshall.

Councillor Marshall was substituted by Councillor Philip Whalley.

#### **82 Minutes of the Previous Meeting**

The minutes of the meeting held on 22 June 2016 were presented for consideration, and it was,

#### **Resolved:**

**That subject to inclusion of Councillor Tony Trotman among the attendees, to approve as a true and correct record and sign the minutes.**

#### **83 Declarations of Interest**

There were no declarations of interest.

#### **84 Chairman's Announcements**

There were no Chairman's announcements.

85 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation, including that no lobbying of members would be permitted once debate had started.

86 **Planning Appeals**

The Committee noted the contents of the appeals update.

87 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and included in the agenda supplement.

88 **16/02586/FUL and 16/02820/LBC The King's Arms, Calne**

Public Participation

Mr Andrew Tregay, agent, spoke in support of the application.

The Development Control Team Leader, Mr Lee Burman, presented the report which recommended permission be refused for creation of a new pedestrian access at The King's Arms, Calne. Key issues included the principle of the proposal, impact upon the setting, character and appearance on the listed building and the area and impact on amenities. It was confirmed there were five existing ground floor accesses into the building, and there had not been a door at some stage in the proposed location for the new access.

Members of the Committee had the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to address the Committee with their views, as detailed above.

A debate followed, where the historic and present nature of the building was discussed, along with the impact of the proposal, and whether there were any public benefits to outweigh any harm to the character and appearance of the building.

A motion was moved by Councillor Peter Hutton, seconded by Councillor Howard Greenman, to refuse the application in accordance with the officer's recommendation.

Subsequently to the vote, a motion was moved by Councillor Peter Hutton, seconded by Councillor Chuck Berry, to refuse the listed building consent in accordance with the officer's recommendation.

**Resolved:**

That planning permission is REFUSED, for the following reason:

- 1 The works proposed would not contribute to the significance or sustainability of the heritage asset and would result in the unjustified loss of historic fabric, which fails to preserve or enhance the listed building. The works, resulting in less than substantial harm, are not required to secure the optimum viable use of the heritage asset and would have no public benefits. The proposal is therefore contrary to Core Policy 58 of the Wiltshire Core Strategy, Paragraphs 131, 132 and 134 of the National Planning Policy Framework and Section 66 (1) of the Planning (Listed Building and Conservation Areas) Act 1990.

That listed building consent is REFUSED, for the following reason:

- 1 The works proposed would not contribute to the significance or sustainability of the heritage asset and would result in the unjustified loss of historic fabric, which fails to preserve or enhance the listed building. The works, resulting in less than substantial harm, are not required to secure the optimum viable use of the heritage asset and would have no public benefits. The proposal is therefore contrary to Paragraphs 131, 132 and 134 of the National Planning Policy Framework and Section 16(2) of the Planning (Listed Building and Conservation Areas) Act 1990.

89 **16/04077/FUL- Oak Hill House, Upper Seagry**

Public Participation

Mr Andrew Miles, agent, spoke in support of the application.

Mr Mark Staincliffe, Development Control Team Leader, presented the recommendation that permission be granted for the erection of two detached dwellings within the grounds of Oak Hill House, Upper Seagry. Key issues were stated to include the principle of the development, impact on the character and appearance of the area and the proposed access. It was stated an appeal had been granted at the site for two dwellings with an indicative layout, and that the village had a mix of styles of dwellings.

Members of the Committee had the opportunity to ask technical details of the officers. Clarification was sought on the specific area covered by the application, which did not include all the land in the possession of the applicants, and it was confirmed the proposed dwellings remained within the site application line.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Committee then debated the application, noting the acceptance of the principle of two dwellings and assessing if the proposed dwellings were not

excessive. It was also noted the site lay within the village boundary line, making the proposals infill development.

The Committee also discussed drainage concerns and discussed the proposed access which had been granted on appeal, and whether the addition of a white line permitting parking on one side of the road had any impact upon the lack of objection from Highways.

A motion was moved by Councillor Toby Sturgis to approve the application delegate to the Area Development Manager to approve the application in accordance with officer recommendations, subject to confirmation from officers from Highways that there remained no objection to the proposed access in light of the street parking located opposite the site entrance. The motion was seconded by Councillor Molly Groom.

**Resolved:**

**To delegate to the Area Development Manager to approve that application subject to confirmation from the Council Highways Officer that no objection is raised in relation to the proposed access, and subject to the following conditions:**

- 1        **The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**  
**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**
  
- 2        **No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**  
**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission.**
  
- 3        **No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:**
  - a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
  - means of enclosure;



- all hard and soft surfacing materials;

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and/or [DELETE as appropriate] the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 4** All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

**REASON:** To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 5** The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

- 6** No part of the development hereby approved shall be occupied until the parking area shown on the approved plans has been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

**REASON:** To ensure that adequate provision is made for parking within the site in the interests of highway safety.

- 7** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the garage(s) hereby permitted shall not be converted to habitable accommodation.

**REASON:** To secure the retention of adequate parking provision, in the interests of highway safety.

- 8** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions/extensions or external alterations to any building forming part of the development hereby permitted.

**REASON:** In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions/extensions or external alterations.

- 9** The development hereby permitted shall not be occupied until details of and the location of the bin storage and recycling facilities has been submitted to and approved in writing by the Local Planning Authority. These facilities shall be provided prior to first occupation and thereafter be maintained in accordance with the approved details thereafter.

**REASON:** To ensure the provision of satisfactory facilities for the storage of refuse and recycling.

- 10** No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority in consultation with the sewerage undertaker. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

**REASON:** To ensure that the development can be adequately drained

- 11** No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details together with permeability test results to BRE365, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

**REASON:** To ensure that the development can be adequately drained

- 12** No development shall commence on site until details of the proposed ground floor slab levels have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of the amenity of adjoining properties.

- 13** The dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. No dwelling shall be occupied until evidence has been issued and submitted to, and approved in writing by, the local planning authority certifying that this level or equivalent has been achieved.

**REASON:** To ensure that the objectives of sustainable development equal or equivalent to those set out in Policy CP41 of the Wiltshire Core Strategy are achieved.

- 14** The development hereby permitted shall be carried out in accordance with the following approved plans:

Site Location Plan

LPC/3074/SD1/1C

LPC/3074/SD1/2B

LPC/3074/SD1/3B

LPC/3074/SD1/4B

LPC/3074/SD1/5C

LPC/3074/SD1/6

LPC/3074/SD1/7A

**REASON:** For the avoidance of doubt and in the interests of proper planning.

**INFORMATIVE TO APPLICANT:**

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

**INFORMATIVE TO APPLICANT:**

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be

necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

**INFORMATIVE TO APPLICANT:**

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

**INFORMATIVE TO APPLICANT:**

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

*Councillor Howard Greenman requested his abstention to the motion to approve the application be recorded.*

90 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.45 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line , e-mail

Press enquiries to Communications, direct line (01225) 713114/713115

## NORTHERN AREA PLANNING COMMITTEE

---

### **DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 3 AUGUST 2016 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Chuck Berry, Cllr Howard Greenman and Cllr Howard Marshall

---

#### 91 **Apologies**

Apologies were received from Cllr Ansell, Cllr Chivers and Cllr Hurst.

#### 92 **Minutes of the Previous Meeting**

##### **Resolved:**

**To approve and sign as a correct record the minutes of the meeting held on 13 July 2016.**

#### 93 **Declarations of Interest**

There were no declarations of interest.

#### 94 **Chairman's Announcements**

The Chairman drew the meeting's attention to the following matters: The evacuation procedures; the procedure for public participation; and the policy on recording and broadcasting of meetings.

95 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation and that no questions had been submitted.

96 **Planning Appeals**

The Committee noted the contents of the appeals update.

97 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of applications **7a**, **7b** and **7c** as listed under 'Agenda Supplement 1'.

98 **15/07244/FUL- Land at Moor Lane Farm, Minety, Wiltshire**

James Wallwork spoke in support of the application. Nicola Dow and Pete Sladdon spoke in objection to the application.

The planning officer, Mathew Pearson, introduced the application for the proposed construction of a solar farm; comprising solar arrays, inverters, transformers, equipment housing, security fencing, CCTV cameras, internal tracks and ancillary equipment. He highlighted that the application had previously been to Committee and had been deferred by Members and, at this point, Members had identified 6 areas where further information was required before a final decision could be made. These 6 areas included the following: flooding, detailed access drawings, a full construction management transport plan, detailed potential cabling routes, ground levels and the public right of way (PROW). Attention was drawn to the late list of observations, provided under 'Agenda Supplement 1'. Maps, plans and photographs of the site were shown.

Mr Pearson relayed that Wiltshire Council's Drainage Officer had commented that there was a recognised flooding issue in the area. However, it was concluded by the officer that this was not caused by run-off from the moor on which the site was located. Potential flooding was in fact caused by flood water running 'uphill' from the River Thames. The meeting was informed that the solar panels would not raise flood risk in the area. The Council's drainage officer had also highlighted that the use of the site for pasture would make any historic land drainage system ineffective, the proposed solar farm would have no direct effect on flooding in the area.

In terms of detailed access drawings, a full construction management transport plan and detailed potential cabling routes, the meeting was informed that highways officers were largely satisfied with the proposals put forward for the site. Some minor further details were conditioned in regards to wheel washing facilities. It was stressed that while it was recognised that there would be an impact on local people during the construction period, this could be seen as severe over the 30 year life span of the site. As such the NPPF stated that permission should be granted and the impact was deemed to be acceptable.

It was explained that the proposed development would not materially raise the ground level of the site and that, at the end of the 30 year life span of the site, the Council's standard reinstatement condition had been applied to the proposed application. Mr Pearson also noted that the PROW would remain in situ and would be fenced off during the construction phase, in order to ensure that members of the public were still able to use the pathway.

It was highlighted that due to a recent high court case, the planning officer should make it clear that as stated in the report, the proposed development was in conflict with Core Policy 58. However, planning officers believed that: as the proposed construction was deemed to cause less than substantial harm; because the development would be well screened; as the site was not versatile in terms of agricultural use; there was a large public benefit to renewable energy and as the scheme complied with sustainability criteria and the NPPF, that the scheme could be recommended for approval.

Members were then invited to ask technical questions and the planning officer confirmed that under the proposed solar panels the site would be retained as a meadow.

Members of the public were then invited to speak, as detailed above.

Cllr Hilliar, Minety Parish Council, spoke in objection to the application.

Cllr Berry spoke in his capacity as the local member and detailed that as the grass on the proposed site would be shaded by the solar panels, then there could be difficulties in terms of drainage and the grass underfoot would not flourish. He also commented that the PROW could become very degraded and would require continual upkeep to remain usable.

In response to questions, the planning officer responded that the proposed two cable routes would be unlikely to cause any issues during the implementation phase and that it was not uncommon for the cable route to be confirmed at a later date. It was stressed that officers felt that the cable routing was suitably conditioned. In addition, it was confirmed that deliveries to the site and construction vehicles leaving the site had been conditioned to take place only during the day and outside of school hours.

In the debate that followed several points were raised, which included the following: the listed building adjacent to the site would have full view of the solar panels and this would degrade the view of the building and impinge the amenity; Wiltshire had already installed a large amount of renewable energy sources in comparison with other Counties, of which 96% accounted for solar power; more optimum sites existed in Wiltshire for the creation of a solar farm; there were concerns over flooding on the proposed site; there were concerns over the amount of traffic confined to narrow routes associated with the proposed construction.

Cllr Berry proposed, seconded by Cllr Sturgis, to refuse the application on the basis of Core Policy 58 and NPPF paragraphs 132 and 134. The reason for this refusal was because the proposed development would cause less than substantial harm to the setting of the adjacent listed building and there were no particular public benefits that would overcome this harm. Wiltshire had already installed a vast amount of renewable energy sites and there were seen to be more adequate sites in Wiltshire for the installation of a solar farm, which would not cause harm to the setting of listed buildings. The proposed development was considered to conflict with Core Policy 58 and Paragraph 134 of the NPPF

The motion was put to the vote and passed.

**Resolved:**

**To refuse the application as it conflicts with Core Policy 58 and paragraph 134 of the NPPF.**

**REASON:**

**The location and quantity of solar panels' fencing, associated structures and infrastructure would be harmful to the setting and integrity of the adjacent Grade II Listed Building. The proposals are thereby contrary to the NPPF paragraph 132 as the proposed development would not conserve the heritage asset due to the harm caused within its setting; paragraph 134 as the development would lead to less than substantial harm to the significance of the designated heritage assets and although there is some public benefit by building renewable energy, this does not outweigh the harm caused to the heritage assets. The proposal would also therefore be contrary to Core Policy 58 in the Wiltshire Core Strategy Adopted 2015.**

99 **16/02433/FUL & 16/02612/LBC - The Old Stables, Grittleton House, Grittleton, Wiltshire, SN14 6AJ**

The planning officer, Chris Marsh introduced the application and outlined that the application was for the proposed conversion of stables to form dormitories



for Grittleton House School. A map, blueprints and photographs of the area were shown.

Mr Marsh explained that, in light of the shift in justification for the proposed development as outlined in the late list of observations, the planning officers had not had a significant opportunity to consider the application in full. Officers would therefore need sufficient time to consider the public benefit of the application in detail, before an adequate recommendation could be provided. Mr Marsh then signalled that he wished to recommend that the application be deferred until after such a time.

The Chairman proposed, seconded by Cllr Hutton, that the application be deferred to allow officers and members sufficient time to consider the significant late observations appropriately.

The motion was put to the vote and passed.

**Resolved:**

**To defer the application until after such a time as Officers and Members had had the appropriate opportunity to reconsider the public benefit of the application.**

**REASON:**

**In light of the significant late observations received on the morning of the Committee meeting which related to a shift in justification for the proposed development, Officers require sufficient time to reconsider the application in order to be able to make an informed recommendation to the Committee.**

100 **16/03644/VAR - Barncroft , The Barton, Upper Common, Kington Langley, Wiltshire, SN15 5PF**

Stephen Gardener and Patricia Gardener spoke in objection to the application.

Ben Turner spoke in support of the application.

The planning officer, Mathew Pearson, outlined that the application was for a variation to a 2015 application which had sought permission for the demolition of the existing bungalow within the site and the erection of a large 6 bedroom dwelling, as well as a detached 4 bay garage. It was highlighted that the variation principally related to a revision in the site layout and that the previous application had been decided by way of delegated powers. Photographs of the area and plans were shown.

Mr Pearson explained that the revision to the site layout was to move the garage from the south west corner of the site to the north east corner. He stated that the garage would largely retain its size (as detailed on the original application); the difference from that originally proposed and as a part of this application, would be that the garage would have a complete rear wall.

It was detailed that the applicant would need to remove the hedgerows that line the public right of way (PROW) during the construction phase. However, this had been conditioned to ensure that any disturbance to the PROW would be acceptable. Mr Pearson detailed that it was a priority that the PROW was reinstated on its legal line.

The meeting was informed that the proposed development would be required to adhere to the conclusions of the ecology survey that had been undertaken. It was noted that the site plans were deemed to be acceptable and that officers felt the impact in relation to the surrounding properties was acceptable. Indeed, it was highlighted that although the proposed building would be viewed from 2 listed buildings, officers felt that the design of the site was acceptable and would not impact on the setting or significance of these properties.

Members of the Committee were then invited to ask technical questions. Mr Pearson confirmed that the newly reduced height of the garage would mean that the eaves height of the garage would remain similar to the existing garage, located to the east of the bungalow. The garage would be viewed as a single ridge from the neighbouring property, although this ridge would be closer to the neighbouring property than the current larger gable end and ridge associated with the existing bungalow.

Members of the public were then invited to speak, as detailed above.

Cllr Greenman spoke in his capacity as the local member and applauded how the applicant had shown himself to be keen to maintain a good relationship with his neighbours. Cllr Greenman thanked the planning officer, Mr Pearson, for his endeavours in helping to ensure that the proposed development could be palatable for the site's neighbours. However, Cllr Greenman still felt that the garage was located too close to the neighbouring property and would have an unacceptable impact and would therefore not be supporting the application.

In response to questions, the planning officer confirmed that as a new driveway had been proposed, the new location of the garage was not seen to have any substantial impact on the neighbouring properties in terms of vehicle movements. It was highlighted that in the conservation area, one could find a range of building styles and thus, the outbuilding for the proposed development would relate to the building on site, as opposed to the neighbouring property. It was further confirmed that there would be approximately a 6 metre gap between the rear of the garage of the elevation of dwelling number 3 (a neighbouring property).

In the debate that followed several points were raised, which included the following: the view from the 300 year old neighbouring listed building could be seen as detrimental; the applicant had clearly tried to resolve the issue of overbearing and this had been addressed by way of a new design layout and the lowering of the garage's elevation; it was important that garages were used to store vehicles; the movement of the house (from the original application) was not significant.

Cllr Hutton proposed, seconded by Cllr Crisp, that the application be approved subject to the set of outlined conditions in the report.

The motion was put to the vote and passed.

**Resolved:**

**The application is recommended for approval with conditions:**

**1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**2 The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Plans**

**Drawing No: 02 Revised Site Plan with Egress Drievway Shown (dated 11 August 2014, received by LPA on 14 June 2016)**

**Drawing No: 03 House Floor Plans (11 August 2014)**

**Drawing No: 04 House Elevations (11 August 2014)**

**Drawing No: 05 Garage Roof and Floor Plans (dated 9 March 2015, received by LPA on 14 June 2016)**

**Drawing No: 06 Garage Elevations (dated 9 March 2015, received by LPA on 14 June 2016)**

**Drawing No: 2001 Refuse Store (17 November 2015)**

**Statements**

**Extended Phase 1 Habitat Survey by Alder Ecology (April 2015)**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

**3 No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning**

**Authority. Development shall be carried out in accordance with the approved details.**

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area**

**4 No railings, fences, gates, walls, bollards and other means of enclosure development shall be erected in connection with the development hereby permitted until details of their design, external appearance and decorative finish have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the development being occupied.**

**REASON: In the interests of visual amenity and the character and appearance of the area.**

**5 No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.**

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.**

**6 No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include :-**

- \* location and current canopy spread of all existing trees and hedgerows on the land;**
- \* full details of any to be retained, together with measures for their protection in the course of development;**
- \* a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
- \* means of enclosure;**
- \* car park layouts;**
- \* all hard and soft surfacing materials;**
- \* minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

**7** All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

**REASON:** To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

**8** No development will commencement until an Ecological Mitigation Strategy for the property shall be submitted to and approved in writing by the Local Planning Authority. The strategy shall include details of replacement / compensatory habitat provision for bats, birds and reptiles. All compensatory habitat features shall be maintained in accordance with the approved strategy unless otherwise approved in writing by the Local Planning Authority.

**REASON:** In the interests of protected species.

**9** The dwelling hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. No dwelling shall be occupied until evidence has been issued and submitted to, and approved in writing by, the local planning authority certifying that this level or equivalent has been achieved.

**REASON:** To ensure that the objectives of sustainable development equal or equivalent to those set out in Policy CP41 of the Wiltshire Core Strategy are achieved.

**10** No dwelling shall be occupied until all the existing buildings on site have been permanently demolished and all of the demolition materials and debris resulting there from has been removed from the site.

**REASON:** In the interests of the character and appearance of the area and neighbouring amenities.

**11** The development hereby permitted shall not be occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

**12** No part of the development hereby permitted shall be occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

**13** Before the development hereby permitted is first occupied the first floor windows in the east and west side elevations shall be glazed with obscure glass only [to an obscurity level of no less than level 3] and the windows shall be maintained with obscure glazing in perpetuity.

**REASON:** In the interests of residential amenity and privacy.

**14** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted.

**REASON:** In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements.

**15** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the garage hereby permitted shall not be converted to habitable accommodation.

**REASON:** To secure the retention of adequate parking provision, in the interests of highway safety.

**16** **INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

**17 INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

**18 INFORMATIVE TO APPLICANT:** The applicant should note that there may be badger setts in the vicinity of the site, and as a consequence compliance with certain requirements and provisions of the Badgers Act 1991 may be necessary. If this is the case the applicant is advised to contact Natural England who are responsible for issuing licences relating to development on the site of badger setts.

**19 INFORMATIVE TO APPLICANT:** The applicant should note that under the terms of the Wildlife and Countryside Act (1981) and the Habitats Regulations (2010) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or resting place. Please note that this consent does not override the statutory protection afforded to any such species. In the event that your proposals could potentially affect a protected species you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works. Please see Natural England's website for further information on protected species.

**20 INFORMATIVE TO APPLICANT:** Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

**21 INFORMATIVE TO APPLICANT:** The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any

**CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website [www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy).**

101 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.22 pm)

The Officer who has produced these minutes is Natalie Heritage, of Democratic Services, direct line 01225 718062, e-mail [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



## **NORTHERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 24 AUGUST 2016 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Terry Chivers, Cllr Howard Greenman and Cllr Chris Hurst

#### **Also Present:**

Cllr Sheila Parker and Cllr Alan Hill

---

#### 102 **Apologies**

Apologies were received from Councillor Howard Marshall.

#### 103 **Minutes of the Previous Meeting**

The minutes of the meeting held on 3 August 2016 were presented.

#### **Resolved:**

**To approve as a true and correct record and sign the minutes.**

#### 104 **Declarations of Interest**

Councillor Trotman declared a non-pecuniary interest in item 16/04426/FUL, Ebor Paddock, Calne, by virtue of a general acquaintance with the applicants, and would participate but not vote on the application.

105 **Chairman's Announcements**

With the agreement of the Committee the order of the agenda items was moved such that item 16/04426/FUL would be taken first.

106 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

107 **Planning Appeals**

The Committee received an appeals update as detailed in the agenda. It was noted the hearing to consider the appeal for 14/09744/WCM, Lower Compton Waste Management Facility, Lower Compton, Calne, would be heard on 6 September 2016.

108 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and included in agenda supplement 2.

109 **16/04426/FUL - 22 & 23 Ebor Paddock, Calne, Wiltshire, SN11 0JY**

Public Participation

Mr Norman May, applicant, spoke in support of the application.

Mark Staincliffe, the Area Team Leader, introduced the report which recommended permission be granted for extensions in relation to two properties in Ebor Paddock, Calne. Key issues were stated to include the principle of the development, impact upon the appearance of the dwellings and the wider area and parking and access.

Members of the Committee then had the opportunity to ask technical questions of the officer. It was confirmed the single storey aspect of the proposed extensions fell within permitted development rights but the extension over the garage necessitated permission. It was clarified the application was a joint venture by the separate owners of the respective properties.

Members of the public then had the opportunity to address the committee with their views, as detailed above.

The unitary division member, Councillor Alan Hill, then spoke, detailing the character and appearance of the area, issues of parking, and asking the committee to consider the matter carefully.

A motion to approve the application in accordance with the officer's recommendation was moved by Councillor Toby Sturgis and seconded by Councillor Chuck Berry. At the conclusion of discussion, it was,

**Resolved:**

**That Planning permission be GRANTED subject to the following conditions:**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Location Plan, Existing & Proposed Site Plans 01, Existing & Proposed Floor Plan 02 (both received 10 May 2016), Existing & Proposed Elevations 03 (received 14 June 2016) and Site Plan (showing tree canopy protective fencing) 04 (received 12 July 2016)**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 3 The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

**REASON: In the interests of visual amenity and the character and appearance of the area.**

- 4 All works shall be carried out in strict accordance with the**

approved Arboricultural Method Statement (AMS) received 12 July 2016.

Reason: To ensure the safe retention of existing trees on and adjoining the site.

**5        INFORMATIVE TO APPLICANT:**

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

**6        INFORMATIVE TO APPLICANT:**

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

**7        INFORMATIVE TO APPLICANT:**

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

**8        INFORMATIVE TO APPLICANT:**

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

*Councillor Tony Trotman abstained from voting.*

110 **14/07756/FUL & 14/07876/LBC, Box House, Bath Road, Box, Corsham, Wiltshire, SN13 8AA**

Public Participation

Mr Richard Grigsby spoke in objection to the application.

Mrs Pauline Lyons spoke in objection to the application.

Mr Charles Tull, applicant, spoke in support of the application.

Mr Graham Bell, agent, spoke in support of the application.

Mrs Margaret Cary on behalf of Box Parish Council, spoke in objection to the application.

Lee Burman, Area Team Leader, presented a report which recommended that permission be granted for a series of extensive development works at Box House, including demolition of the current Coach House, erection of new function suites and other building structures for new guest bedrooms, storage areas, site accesses and meeting spaces and other works as detailed in the agenda. Listed building consent would also be required due to listed buildings on or near to the site, as well as delegation to the Head of Development Management to grant the permission subject to the signing of a section 106 legal agreement.

Key issues were stated to include the principle of the development and its impact on the listed buildings, the conservation area, scheduled ancient monument, Green Belt and area of outstanding natural beauty. A correction was made to the report in the section detailing the impact upon the openness of the Green Belt, where the referenced applications should have been listed as N/88/0212/FUL and N/88/02111/LBC.

Details were also provided on previous permissions for extensive development on the site, including extant consent for an extension of hotel use on the site involving considerable development, and also on the level of and response to consultations that had been undertaken with appropriate consultees.

Members of the Committee then had the opportunity to ask technical questions of the officers.

Members of the public then had the opportunity to address the committee with their views, as detailed above.

The unitary division member, Councillor Sheila Parker, then spoke in support of the application, highlighting the benefit to the site but also the village for the long term viability improvement of the site.

In response to questions raised, it was stated there had been an enforcement issue regarding a garden storage space that had not been constructed within regulation, but in considering the wider application and its benefits it was felt these outweighed any harm due to securing the site and listed building's

maintenance and viability. It was also confirmed it was not intended there be events held every day at the site, but that there be flexibility to arrange dates and times.

A debate followed, where members discussed the extent of the proposals and their impact, including the impact of noise from any events, the nature of previously granted permissions

Councillor Toby Sturgis moved the officer's recommendation to delegate to the Head of Development Management to approve subject to the signing of a legal agreement, with the addition of a condition restricting sound amplifying equipment in external areas. Councillor Chuck Berry seconded the motion. Following a vote as resolved below, Councillor Berry moved approval for Listed Building Consent, seconded by Councillor Peter Hutton.

**Resolved:**

**To Delegate authority to the Head of Development Management to GRANT planning Permission and subject to the signing of a Section 106 agreement to restrict further development within the curtilage of the Listed building; and subject to the conditions set out below within six months of the date of the committee resolution.**

**To Grant Listed Building Consent for the works proposed subject to the conditions set out below.**

**Conditions Full Planning Permission 14/07756/FUL**

**WA1 FULL PLANNING PERMISSION -COMMENCEMENT 3 YEARS**

**The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**WM13 APPROVED PLANS**

**The development hereby permitted shall be carried out in accordance with the following approved plans:**

<b><u>Site</u></b>		
<b>Site Location Plan</b>		<b>3131/BH1C</b>
<b>Block Plan</b>	<b>Proposed</b>	<b>3131/BH21E</b>
<b>Site Plan with Trees</b>		<b>3131/BH60</b>
<b><u>Function Room</u></b>		

<b>Proposed ground floor/ mezzanine plans</b>		<b>3131/FR1-2C</b>
<b>Proposed roof plan</b>		<b>3131/FR3B</b>
<b>Proposed section/ elevation A &amp; B</b>		<b>3131/FR4-5C</b>
<b>Proposed sketch</b>		<b>3131/FR6</b>
<b>Wedding Function Plan</b>		<b>3131/FR9</b>
<b>CGI</b>	- <b>Photomontage</b>	<b>3131/FR10</b>
	- <b>Isometric</b>	<b>3131/FR11</b>
<b><u>Coach House</u></b>		
<b>Proposed Plans</b>		<b>3131/CH101</b>
<b>Proposed Elevations</b>		<b>3131/CH102</b>
<b>Proposed Elevations</b>		<b>3131/CH103</b>
<b>Existing Plans and Elevations</b>		<b>3131/CH1 (ex)</b>
<b>Archaeology Section through Coach House</b>		<b>CH200</b>

<b><u>Pool House</u></b>		
<b>Proposed ground floor plan</b>		<b>3131/PH1B</b>
<b>Proposed elevations</b>		<b>3131/PH2B</b>
<b><u>Greenhouse</u></b>		
<b>Proposed plan and elevations</b>		<b>3131/GH1A</b>
<b>Proposed elevations</b>		<b>3131/GH2A</b>
<b><u>Bridal Suite</u></b>		
<b>Proposed plan and elevation</b>		<b>3131/BS1</b>
<b>Photographs</b>		<b>3131/BS2</b>
<b><u>Guest Suites</u></b>		
<b>Proposed plan</b>		<b>3131/GA1A</b>
<b>Proposed elevations</b>		<b>3131/GA2A</b>
<b>Proposed elevations</b>		<b>3131/GA3A</b>
<b>Sketch</b>		<b>3131/GA4</b>

<b><u>Croquet Shed</u></b>		
<b>Existing Plan</b>		<b>3131/CS1</b>
<b>Proposed Plan</b>		<b>3131/CS3</b>
<b>Proposed Elevs</b>		<b>3131/CS4</b>
<b>Existing Elevations</b>		<b>3131/CS2</b>
<b>Plan/section through undercroft</b>		<b>CS5</b>
<b><u>Double Garage</u></b>		
<b>As built plans</b>		<b>3131/DG1A</b>
<b>As built elevations</b>		<b>3131/DG2</b>
<b><u>Gardeners Store</u></b>		
<b>As built plans and elevations</b>		<b>3131/GS1</b>
<b>Block/roof plan</b>		<b>3131/GS2A</b>
<b><u>Gardener's Store As Built</u></b>		
<b>Site Plan</b>		<b>3131/GS11</b>
<b><u>Car Park</u></b>		
<b>Proposed plan and section</b>		<b>3131/CP1</b>
<b><u>Vehicular Access</u></b>		
<b>Existing Plan 1:500</b>		<b>3131/FA1</b>
<b>Proposed Plan 1:500</b>		<b>3131/FA2A</b>
<b><u>Roof Over Compound</u></b>		
<b>Proposed Section 1:100</b>		<b>3131/FA3</b>
<b><u>Bothy</u></b>		
<b>Existing Plans &amp; Elevs 1:100</b>		<b>3131/BK1</b>
<b>Proposed Plans 1:100</b>		<b>3131/BK2A</b>
<b>Proposed Elevations 1:100</b>		<b>3131/BK3A</b>

**REASON:** For the avoidance of doubt and in the interests of proper planning.



**The development hereby permitted will be implemented as an alternative to and replace the development granted Full Planning Permission and Listed Building Consent under references N/00/00113/FUL & N/00/00114/LBC.**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

#### **WA12 DEMOLITION OF EXISTING BUILDINGS**

**No part of the development hereby permitted shall be first brought into use until a scheme for the demolition of the Coach House including proposals for the re-use of material within the site has been submitted to and approved in writing by the Local Planning Authority and the Coach House has been permanently demolished.**

**REASON: In the interests of the character and appearance of the area [and neighbouring amenities].**

**No development shall commence on site until details of all roof, wall, fenestration, rainwater goods and hard surfacing materials to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.**

#### **WB9 SUBMISSION OF NATURAL STONE DETAILS**

**No external stonework shall be constructed on site, until details of the external stonework, including type, dressing, coursing and bedding of the natural stone, type of pointing and mortar mix, have been submitted to and approved in writing by the Local Planning Authority. The external stonework shall constructed in accordance with the approved details.**

**REASON: in the interests of visual amenity and the character and appearance of the area.**

#### **WB14 ARCHITECTURAL DETAILS TO BE AGREED**

**No development shall commence on site until details of all eaves, verges, windows (including head, sill and window reveal details), doors, rainwater goods, chimneys, dormers and canopies have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.**

#### **WC1 APPROVAL OF LANDSCAPING BEFORE COMMENCEMENT**

**No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-**

- **location and current canopy spread of all existing trees and hedgerows on the land;**
- **full details of any to be retained, together with measures for their protection in the course of development;**
- **a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
- **finished levels and contours;**
- **means of enclosure;**
- **car park layouts;**
- **other vehicle and pedestrian access and circulation areas;**
- **all hard and soft surfacing materials;**
- **minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**
- **proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);**
- **retained historic landscape features and proposed restoration, where relevant.**
- **tree(s), of a size and species and in a location to be agreed in writing with the Local Planning Authority, shall be planted in accordance with BS3936 (Parts 1 and 4), BS4043 and BS4428**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.**

## **WC2 LANDSCAPING TO BE CARRIED OUT & MAINTAINED**

**All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

**REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.**

## **WC6 PROTECTION OF RETAINED TREES**

**No demolition, site clearance or development shall commence on site, and; no equipment, machinery or materials shall be brought on to site for the purpose of development, until a Tree Protection Plan showing the exact position of each tree/s and their protective fencing in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction -Recommendations"; has been submitted to and approved in writing by the Local Planning Authority, and;**

**The protective fencing shall be erected in accordance with the approved details. The protective fencing shall remain in place for the entire development phase and until all equipment, machinery and surplus materials have been removed from the site. Such fencing shall not be removed or breached during construction operations.**

**No retained tree/s shall be cut down, uprooted or destroyed, nor shall any retained tree/s be topped or lopped other than in accordance with the approved plans and particulars. Any topping or lopping approval shall be carried out in accordance British Standard 3998: 2010 "Tree Work – Recommendations" or arboricultural techniques where it can be demonstrated to be in the interest of good arboricultural practise.**

**If any retained tree is removed, uprooted, destroyed or dies, another tree shall be planted at the same place, at a size and species and planted at such time, that must be agreed in writing with the Local Planning Authority.**

No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen or other chemicals shall be mixed or stored within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.

[In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later].

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

No part of the development shall be first brought into use until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 1m above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

**REASON:** In the interests of highway safety

The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license is required from Wiltshire’s Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway.

**REASON:** In the interests of highway safety

#### **WC7 SUBMISSION OF DETAILS OF EARTHWORKS**

No development shall commence on site until details of all earthworks have been submitted to and approved in writing by the Local Planning Authority. These details shall include the proposed grading and mounding of land areas including the levels and contours to be formed, and the nature and source of the material, showing the relationship of proposed mounding to existing vegetation and surrounding landform. The development shall not be [occupied/first brought into use] until such time as the earthworks have been carried out in accordance with the details approved under this condition.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before

development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development.

#### **WC8 SUBMISSION OF LANDSCAPE MANAGEMENT PLAN**

No development shall commence on site until a landscape management plan, including long-term design objectives, management responsibilities and maintenance schedules for all landscape areas (other than small, privately owned, domestic gardens) has been submitted to and approved in writing by the Local Planning Authority. The landscape management plan shall be carried out as approved in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure the proper management of the landscaped areas in the interests of visual amenity.

#### **WE15 USE OF GARAGE**

Notwithstanding the provisions of the Town and Country Planning (General Permitted development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the garage(s) hereby permitted shall not be converted to habitable accommodation.

**REASON:** To secure the retention of adequate parking provision, in the interests of highway safety.

#### **WF4 RESTRICT TO (SPECIFIED) USE CLASS**

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the site shall be used solely for purposes described and listed below within Class(es) C3, Sui Generis, B1 & D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).

**“The Bothy” will be for B1 Office and/or Overnight Wedding Guest Accommodation**

**“The Gardeners Store” Site maintenance vehicle, plant and materials storage**

**“Coach House” B1 Offices and C3 Residential Accommodation at Basement Level.**

**“Conservatory/Orangery” - wedding receptions and functions.**

**“Function Suites” - wedding receptions and functions. Ancillary structures and uses would include WCs, Stairs, Lift and small kitchen space.**

**“Croquet Shed” – wedding receptions and functions to include a WC, Seating Area and store.**

**“**

**Undercroft” - To provide additional function space used in conjunction with the wedding activities and functions.**

**Pool House - To provide pool changing facilities, games room, store, orangery and a multi use space available to the local community for use in association with the adjacent Church.**

**“Greenhouse” – Food Production for use on site no retail sales.**

**“Bridal Suite” - Accommodation for Wedding night stays.**

**“5 Bedroom Suites” - Accommodation for Wedding night stays.**

**“Double Garage” - Provides for Vehicular parking and secure Soil laboratory/store.**

**REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use, other than a use within the same class(es), having regard to the circumstances of the case and for the avoidance of doubt and in the interests of proper planning.**

## **WG2 SURFACE WATER DRAINAGE**

**No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in**

an acceptable manner, to ensure that the development can be adequately drained.

### **WG3 DISPOSAL OF SEWERAGE-SUBMITTED & IMPLEMENTED**

No development shall commence on site until details of the works for the disposal of sewerage including the point of connection to the existing public sewer have been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until the approved sewerage details have been fully implemented in accordance with the approved plans.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

### **WG4 DISPOSAL OF SEWERAGE -IMPLEMENTED**

The development hereby permitted shall not be occupied until the approved [sewage disposal] [drainage] works proposed have been completed in accordance with the submitted and approved details.

**REASON:** To ensure that the development is provided with a satisfactory means of drainage.

### **WF16 DETAILS OF EXTERNAL LIGHTING**

No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

**REASON:** In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

### **WF15 VENTILATION EQUIPMENT**

No part of the development shall be brought into use, until full details (including details of noise attenuation) of extraction, ventilation and

**filtration equipment to suppress and disperse any fumes and/or smell created from the cooking operations on the premises have been submitted to and approved in writing by the Local Planning Authority, and; the approved equipment has been fully installed in accordance with the approved details. The approved ventilation and extraction equipment shall thereafter be maintained in a serviceable condition in accordance with the approved details.**

**REASON: In order to safeguard the amenities of the area in which the development is located.**

#### **WF11 RESTRICT HOURS OF USE**

**The Wedding Venue Function use hereby permitted shall only take place between the hours of 10am in the morning and 1pm in the evening from Mondays to Sundays. The use shall not take place at any time on Bank or Public Holidays.**

**REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

**The development hereby approved shall be carried out in accordance with the recommendations made in Section 5 ' Mitigation Plans' (pages 7 to 8), Appendix D (page 15) and Appendix E (page 16) of the Bat Survey report dated October 2014 prepared by David Leach Ecology Ltd Environmental Consultants for 'Box House, Bath Road, Corsham, Wiltshire'.**

**REASON: To ensure adequate protection and mitigation for protected species, in the interests of biodiversity.**

**Before development takes place, architectural plans showing the bat mitigation measures to be incorporated into the Pool House building shall be submitted to the Local Planning Authority for approval. These plans shall show location, size, dimensions, materials, access point types and a cross section through the roost / roof space. Bitumen felt only shall be used within the roof space to be dedicated as a bat roost.**

**REASON: To provide compensation for the loss of a bat roost.**

**Before development takes place, details of the provision of nesting swallows shall be submitted to the Local Planning Authority for approval. The approved details shall be implemented before the new dwelling is first occupied and retained for the lifetime of the development.**

**REASON: To ensure mitigation/compensation for priority species present on the application site, in the interests of biodiversity.**



## **WL26 SECURE ARCHAEOLOGICAL INVESTIGATION**

**No development shall commence within the red line area, both within and outside of the Scheduled Monument, until:**

- a) A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and**
- b) The approved programme of archaeological work has been carried out in accordance with the approved details.**

**REASON: To enable the recording and monitoring of archaeological interest across all areas of ground disturbance relating to this development, including all areas of the development and any trenches dug for services or drainage.**

## **WL26 SECURE ARCHAEOLOGICAL INVESTIGATION**

**No development shall commence within the lawn area adjacent to the Coach House until:**

- a) A mitigation strategy for the investigation, recording and preservation in situ of the Roman remains in this location has been agreed and approved.**
- b) The approved programme of work has been carried out in accordance with the approved details.**

**REASON: To enable the recording and preservation in situ of the Roman remains in this location**

## **WM1 AGREE GROUND FLOOR SLAB LEVELS**

**No development shall commence on site until details of the proposed ground floor slab levels have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity.**

#### **WM4 CONSTRUCTION METHOD STATEMENT**

No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

- a) the parking of vehicles of site operatives and visitors;
- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- e) wheel washing facilities;
- f) measures to control the emission of dust and dirt during construction;
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and
- h) measures for the protection of the natural environment.
- i) hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement. This condition should be read in conjunction with condition 2 attached to this decision notice.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

#### **INFORMATIVES:**

#### **WP6 ALTERATIONS TO APPROVED PLANS**

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

#### **WP8 REFERENCE TO SECTION 106 AGREEMENTS**

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the [INSERT].

### **WP13 PUBLIC SEWERS**

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

### **WP16 REQUIREMENT TO NOTIFY ON DEMOLITION OF LISTED BUILDING**

Your attention is drawn to the requirement to notify Historic England with at least one month's notice of your intention to execute the works and that you should allow reasonable access to the building for members or officers of the archive, for the purpose of recording it.

### **WP17 COST OF BUILDING RECORDING/ARCHAEOLOGICAL WORK**

The applicant should note that the costs of carrying out a programme of building recording and/or watching brief and/or archaeological investigation will fall to the applicant or their successors in title. The Local Planning Authority cannot be held responsible for any costs incurred.

### **WP18 PERMISSION NOT AUTHORISING WORK ON LAND OUTSIDE THE APPLICANT'S CONTROL & PARTY WALL ACT**

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

Artificial nest provision for swallows is recommended due to the unsuitability of some modern materials for natural nest construction. Swallow nests should be placed inside an appropriate structure/building leaving a distance of at least 6cm between the top of the nest and the ceiling/roof/beam; the birds must have constant access through the open frontage, and with at least 1 metre intervals between nests. The applicant/agent should also refer to: Gunnell, K., Murphy, B. and Williams, C. (2013) Designing for Biodiversity – a technical guide for new and

existing buildings Second Edition. RIBA and the Bat Conservation Trust. ISBN 9781859464915 for more technical details. Where provision is made for nesting birds in the form of artificial nesting sites, this should be appropriate and effective; the advice of a professional Ecological Consultant should be obtained to ensure the most appropriate type of boxes and locations are selected. Here are a few examples of suppliers for artificial swallow nests:

- <http://www.habitataid.co.uk/british-trees-plants-seeds/Nest-Box--Swallow-Nest.html>
- <http://www.livingwithbirds.com/nest-boxes-by-species/swallow/swallow-nest/>
- <http://shopping.rspb.org.uk/swallow-nest.html>
- <http://www.nhbs.com/title/158625/no-10-schwegler-swallow-nest>
- [http://www.birdfood.co.uk/ctrl/node:135;product:410;/swallow\\_nest\\_box#.VXg4FNDTW2w](http://www.birdfood.co.uk/ctrl/node:135;product:410;/swallow_nest_box#.VXg4FNDTW2w)

Swallow nesting platforms can also be hand-made for modern farm buildings or an eaves/ridge overhang box with an open bottom and ledges for swallows to nest on (see photo examples below). Visit <http://www.richardgreenecology.co.uk/news?blogEntry=35> for more information. Provision can also be made in open-fronted log-sheds, car ports, porches or stables. A 'droppings board' may be necessary in some circumstances, such as the one available to purchase from [http://wildlifeshop.co.uk/acatalog/Woodcrete\\_boxes.html](http://wildlifeshop.co.uk/acatalog/Woodcrete_boxes.html) (other suppliers are available).

No sound-amplifying equipment, loudspeaker, or public address system shall be installed/operated or music played within the external areas and grounds of the development hereby approved.

**REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

Also for the Section 106 agreement to include provisions for the rescinding and removal of extant planning permission for the Erection of a Marquee (N/96/00158/FUL).

Conditions Listed Building Consent 14/07876/LBC

**WA5 LISTED BUILDING CONSENT -COMMENCEMENT 3 YEARS**

The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.

**REASON:** To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

**WM13 APPROVED PLANS**

The development hereby permitted shall be carried out in accordance with the following approved plans:

<b><u>Site</u></b>		
Site Location Plan		3131/BH1C
Block Plan	Proposed	3131/BH21E
Site Plan with Trees		3131/BH60
<b><u>Function Room</u></b>		
Proposed ground floor/ mezzanine plans		3131/FR1-2C
Proposed roof plan		3131/FR3B
Proposed section/ elevation A & B		3131/FR4-5C
Proposed sketch		3131/FR6
Wedding Function Plan		3131/FR9
CGI	- Photomontage	3131/FR10
	- Isometric	3131/FR11
<b><u>Coach House</u></b>		
Proposed Plans		3131/CH101
Proposed Elevations		3131/CH102
Proposed Elevations		3131/CH103
Existing Plans and Elevations		3131/CH1 (ex)
Archaeology Section through Coach House		CH200

<b><u>Pool House</u></b>		
Proposed ground floor plan		3131/PH1B
Proposed elevations		3131/PH2B
<b><u>Greenhouse</u></b>		
Proposed plan and elevations		3131/GH1A
Proposed elevations		3131/GH2A
<b><u>Bridal Suite</u></b>		
Proposed plan and		3131/BS1

elevation		
Photographs		3131/BS2
<b><u>Guest Suites</u></b>		
Proposed plan		3131/GA1A
Proposed elevations		3131/GA2A
Proposed elevations		3131/GA3A
Sketch		3131/GA4
<b><u>Croquet Shed</u></b>		
Existing Plan		3131/CS1
Proposed Plan		3131/CS3
Proposed Elevs		3131/CS4
Existing Elevations		3131/CS2
Plan/section through undercroft		CS5
<b><u>Double Garage</u></b>		
As built plans		3131/DG1A
As built elevations		3131/DG2
<b><u>Gardeners Store</u></b>		
As built plans and elevations		3131/GS1
Block/roof plan		3131/GS2A
Gardener's Store As Built		3131/GS4
Site Plan		3131/GS11
<b><u>Car Park</u></b>		
Proposed plan and section		3131/CP1
<b><u>Vehicular Access</u></b>		
Existing Plan 1:500		3131/FA1
Proposed Plan 1:500		3131/FA2A
<b><u>Roof Over Compound</u></b>		
Proposed Section 1:100		3131/FA3
<b><u>Bothy</u></b>		

<b>Existing Plans &amp; Elevs 1:100</b>		<b>3131/BK1</b>
<b>Proposed Plans 1:100</b>		<b>3131/BK2A</b>
<b>Proposed Elevations 1:100</b>		<b>3131/BK3A</b>

**REASON:** For the avoidance of doubt and in the interests of proper planning.

The development hereby permitted will be implemented as an alternative to and replace the development granted Full Planning Permission and Listed Building Consent under references N/00/00113/FUL & N/00/00114/LBC.

**REASON:** For the avoidance of doubt and in the interests of proper planning.

**WL1 FURTHER DETAILS REQUIRED**

No works shall commence until details of the following have been submitted to and approved in writing by the Local Planning Authority:-

- (i) Large scale details of all external joinery including metal-framed glazing (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;
- (ii) Large scale details of all internal joinery (1:5 elevation, 1:2 section); (iii) Full details of proposed rooflights, which shall be set in plane with the roof covering;
- (iv) Full details of external flues, background and mechanical ventilation, soil/vent pipes and their exits to the open air;
- (v) Full details of proposed meter and alarm boxes;
- (vi) Large scale details of proposed eaves and verges (1:5 section); (vii) Full details of proposed internal service routes;
- (viii) A full schedule and specification of repairs including:
- (ix) A structural engineer's report setting out the nature of, and suggested remedial work to, structural defects
- (x) proposed timber and damp proof treatment
- (xi) proposed method of cleaning/paint removal from historic fabric
- (xii) a full schedule of internal finishes to walls, ceilings and floors
- (xiii) Full details of external decoration to render, joinery and metalwork; and
- (xiv) Full details and samples of external materials.

The works shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the

**matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.**

**WL4 DETAILS OF CHIMNEYS, FLUES, EXTRACT DUCTS, VENTS, ETC**  
No works shall commence on site until details of all new or replacement external chimneys, flues, extract ducts, vents, grilles and meter housings have been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

**WL5 DETAILS OF RAINWATER GOODS**  
No works shall commence on site until details of all new or replacement rainwater goods (which shall be of cast metal construction and finished in black) and their means of fixing to the building have been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

**WL6 EXTERNAL JOINERY DETAILS**  
No works shall commence on site until details of all new external window and door joinery and/or metal framed glazing have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include depth of reveal, details of heads, sills and lintels, elevations at a scale of not less than 1:10 and horizontal/vertical frame sections (including sections through glazing bars) at not less than 1:2. The works shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.



#### **WL16 FIRE & SOUNDPROOFING/INSULATION DETAILS & IMPLEMENTATION**

No works shall commence on site until details of the methods of fire protection, sound proofing and insulation for the walls, floors, ceilings and doors, including:-

1:5 sections through walls and ceilings, 1:20 elevations of doors and 1:1 scale moulding sections have been submitted to and approved in writing by the Local Planning Authority. All existing original doors shall be retained and where they are required to be upgraded a schedule and specification of works shall be submitted to and approved in writing by the Local Planning Authority. Self-closing mechanisms, if required, shall be of the concealed mortice type. The works of fire protection, sound proofing and insulation shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

#### **WL18 BUILDING RECORDING**

No works shall commence on site until an appropriate programme of building recording (including architectural/historical analysis) has been carried out in respect of the building concerned. This record shall be carried out by an archaeologist/building recorder or an organisation with acknowledged experience in the recording of standing buildings which is acceptable to the Local Planning Authority. The recording shall be carried out in accordance with a written specification, and presented in a form and to a timetable, which has first been agreed in writing with the Local Planning Authority.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to secure the proper recording of the listed building.

#### **WL19 BUILDING WATCHING BRIEF**

No works shall commence on site until a watching brief has been arranged to be maintained during the course of the works affecting the historic fabric of the building. The watching brief shall be carried out in accordance with a written specification which shall have been first agreed in writing by the Local Planning Authority, by a professional archaeologist/building recorder or an organisation with acknowledged

experience in the recording of standing buildings which is acceptable to the Local Planning Authority.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to safeguard the identification and recording of features of historic and/or archaeological interest associated with the fabric of the building.

#### **WL20 PROTECTION OF EXISTING ARCHITECTURAL / HISTORIC FEATURES**

No works shall commence on site until a scheme for the protection of existing architectural / historic features in situ (including plasterwork, ironwork, cupboards, fireplaces, doors, windows, staircases, staircase balustrading and other woodwork) has been submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

#### **WL21 MAKING GOOD**

Within 6 month(s) of the Function Suite, Coach House and Pool House works being carried out, all adjoining surfaces which have been disturbed by the works (including brickwork, plaster and floor tiles) shall be made good with materials and finishes to match those of existing undisturbed areas surrounding the new opening.

**REASON:** In the interests of preserving the character and appearance of the listed building and its setting.

#### **WL22 RE-USE MATERIALS**

All Stone and Tiles on the Coach House and pool House shall be carefully dismantled and stored in a dry and secure place for re-use in the works to the listed building. The materials shall not be disposed of or otherwise taken off-site without the prior written approval of the Local Planning Authority.

**REASON:** In the interests of preserving the character and appearance of the listed building and its setting.

**INFORMATIVES:**

## **WP6 ALTERATIONS TO APPROVED PLANS**

**Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.**

## **WP13 PUBLIC SEWERS**

**The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.**

## **WP16 REQUIREMENT TO NOTIFY ON DEMOLITION OF LISTED BUILDING**

**Your attention is drawn to the requirement to notify Historic England with at least one month's notice of your intention to execute the works and that you should allow reasonable access to the building for members or officers of the archive, for the purpose of recording it.**

## **WP17 COST OF BUILDING RECORDING/ARCHAEOLOGICAL WORK**

**The applicant should note that the costs of carrying out a programme of building recording and/or watching brief and/or archaeological investigation will fall to the applicant or their successors in title. The Local Planning Authority cannot be held responsible for any costs incurred.**

## **WP18 PERMISSION NOT AUTHORISING WORK ON LAND OUTSIDE THE APPLICANT'S CONTROL & PARTY WALL ACT**

**The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.**

**If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.**

111 **15/10682/FUL: Marden Farm, Rookery Park, Calne, Wiltshire, SN11 0LH**

Mark Staincliffe, Area Team Leader, presented a report as detailed in the agenda supplement which explained a section 106 agreement for approval of the application for 56 Residential Dwellings at Marden Farm, Calne, had not been signed within six months as directed by the committee owing to the death of the owner of the site, with the land now in probate. It was requested authority be delegated to complete the approval when possible.

No questions or public statements were received.

Councillor Toby Sturgis, seconded by Councillor Peter Hutton, moved the officer's recommendation with an addition specifying the authority extended as necessary to cover the period until completion of probate.

**Resolved:**

**That authority is delegated to the Area Development Manager to GRANT planning permission, subject to conditions listed below and completion of a S106 legal agreement within six months of the date of the resolution of this Committee or one month after the completion of Probate, whichever is the later.**

**In the event of failure to complete, sign and seal the required section 106 agreement within the defined timeframe to then delegate authority to the Area Development Manager to REFUSE planning permission for the following reason:-**

**The application proposal fails to provide and secure the necessary and required Services and infrastructure supporting the proposed residential development including Affordable Housing; Waste; Public Open Spaces; Air Quality Management and is therefore contrary to Policies CP3 CP43 & CP55 of the Wiltshire Core Strategy Adopted January 2015 and Paras 7, 14 & 17 of the National Planning Policy Framework March 2012**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

D29 16 P4 Rev A - Tree  
Protection Plan Received 11  
November 2015

MARD-15-04-01 rev A -  
Site Location Plan MARD-  
15-04-02 rev B - Planning  
Layout  
MARD-15-04-03 rev C - Proposed  
Materials Layout MARD-15-04-04  
rev B - Enclosures Layout  
MARD-15-04-05 rev B - Storey  
Heights Layout MARD-15-04-  
06 rev B - Adoption Layout  
394-CH-010 rev D - Drainage Strategy  
RED20064-11B Sheet 1 - Landscape  
Proposals rev B RED20064-11B  
Sheet 2 - Landscape Proposals rev B  
RED20064-11B Sheet 3 - Landscape  
Proposals rev B RED20064-11B  
Sheet 4 - Landscape Proposals rev B  
RED20064-11B Sheet 5 - Landscape  
Proposals rev B

Received 25 January 2016

House Types

Booklet rev C

Received 26 January

2016

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3 No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

- 4 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the buildings or the completion of the development whichever is the sooner. All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance

with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 5 No development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the roads are laid out and constructed in a satisfactory manner.

- 6 No part of the development shall be first occupied, until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 600mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety.

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), the garages hereby permitted shall not be converted to habitable accommodation.

REASON: To secure the retention of adequate parking provision, in the interests of highway safety.

- 8 No construction works shall take place anywhere on the site outside the hours of 0730 and 1800 on Mondays-Fridays and 0800 and 1300 on Saturdays. Works shall not take place at any time on Sundays and Bank or Public Holidays.

No burning of waste or other materials shall take place anywhere on the site at any time. REASON: To ensure the retention of an environment free from intrusive levels of noise, activity and pollution in the interests of the amenity of the area.

- 9 No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details and information regarding existing ordinary watercourses within the site (as well as pollution protection to the proposed attenuation pond), has been submitted to and approved in writing by the Local Planning Authority.

The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

- 10 No development shall commence on site until a scheme for the discharge of foul water from the site, including full details of pumping station/finishes/fencing/prevention measure to prevent pollution of proposed adjacent attenuation pond and other SUDS features, has been submitted to and approved in writing by the Local Planning Authority.

The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

- 11 No development shall commence on site (other than that required to be carried out as part of a scheme of remediation approved by the Local Planning Authority under this condition), until steps (i) to (iii) below have been fully complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning Authority in writing until step (iv) has been complied with in full in relation to that contamination.

Step (i) Site Characterisation:

An investigation and risk assessment must be completed to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings submitted to and approved in writing by the Local Planning Authority. The report of the findings must include:

- A survey of the extent, nature and scale of contamination on site;
- The collection and interpretation of relevant information to form a conceptual

- model of the site, and a preliminary risk assessment of all the likely pollutant linkages;
- If the preliminary risk assessment identifies any potentially significant pollutant linkages a ground investigation shall be carried out, to provide further information on the location, type and concentration of contaminants in the soil and groundwater and other characteristics that can influence the behaviour of the contaminants;
  - An assessment of the potential risks to: human health,
  - property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
  - adjoining land,
  - groundwater and surface waters, or ecological systems,
  - archaeological sites and ancient monuments;

This must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11" and other authoritative guidance.

#### Step (ii) Submission of Remediation Scheme:

If any unacceptable risks are identified as a result of the investigation and assessment referred to in step (i) above, a detailed remediation scheme to bring the site to a condition suitable for the intended use must be prepared. This should detail the works required to remove any unacceptable risks to human health, buildings and other property and the natural and historical environment, should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, a timetable of works and site management procedures.

#### Step (iii) Implementation of Approved Remediation Scheme:

The approved remediation scheme under step (ii) must be carried out in accordance with its requirements. The Local Planning Authority must be given at least two weeks written notification of commencement of the remediation scheme works.

#### Step (iv) Reporting of Unexpected Contamination:

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it should be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment should be undertaken in accordance with the requirements of step (i) above and where remediation is necessary, a remediation scheme should be prepared in accordance with the requirements of step (ii) and submitted to and approved in writing by the Local Planning Authority.

#### Step (v) Verification of remedial works:

Following completion of measures identified in the approved remediation scheme a



verification report (referred to in PPS23 as a validation report) must be produced. The report should demonstrate the effectiveness of the remedial works.

A statement should also be provided by the developer which is signed by a person who is competent to confirm that the works detailed in the approved scheme have been carried out (The Local Planning Authority can provide a draft Remediation Certificate when the details of the remediation scheme have been approved at stage (ii) above).

The verification report and signed statement should be submitted to and approved in writing of the Local Planning Authority.

Step (vi) Long Term Monitoring and Maintenance:

If a monitoring and maintenance scheme is required as part of the approved remediation scheme, reports must be prepared and submitted to the Local Planning Authority for approval at the relevant stages in the development process as approved by the Local Planning Authority in the scheme approved pursuant to step (ii) above, until all the remediation objectives in that scheme have been achieved.

All works must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11" and other authoritative guidance.

REASON: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

- 12 No development shall commence until a Landscape, Ecological and Arboricultural Management Plan (LEAMP) has been submitted to and approved in writing by the Local Planning Authority. The submitted LEAMP shall have particular regard to the measures secured under Condition 21 of the permission N/12/04038/FUL and the addendum to the Ecological Impact Assessment (dated 20th October, 2015) so as to support and enhance the ecological mitigation measures previously agreed.

All capital works shall be carried out to the approved timescales and all areas identified in the LEAMMP shall be managed in accordance with the approved prescriptions in perpetuity. All monitoring reports shall be submitted in writing to the local planning authority.

REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure adequate protection, mitigation and compensation for protected species, priority species and habitats.

- 13 No development shall commence on site (including any works of

demolition), until a Construction Method Statement, which shall include the following:

- a) the parking of vehicles of site operatives and visitors;
- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- e) wheel washing facilities;
- f) measures to control the emission of dust and dirt during construction;
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works;
- h) measures for the protection of the natural environment; and
- i) hours of construction, including deliveries

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

1 INFORMATIVE TO APPLICANT:

Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.

2 INFORMATIVE TO APPLICANT:

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the [INSERT].

3 INFORMATIVE TO APPLICANT:

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

4 INFORMATIVE TO APPLICANT:

The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

5 INFORMATIVE TO APPLICANT:

The applicant should note that any works on, over or near (within 8m of top of bank) an ordinary water course will require a separate formal Land Drainage Consent application and approval, as will any new proposed connection.

6 INFORMATIVE TO APPLICANT:

Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

7 INFORMATIVE TO APPLICANT:

The applicant is advised that the development hereby approved represents chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be issued by the Local Planning Authority. Should you require further information with regards to CIL please refer to the Council's Website  
[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)

112 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.15 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line 01225 718504, e-mail [Kieran.elliott@wiltshire.gov.uk](mailto:Kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **NORTHERN AREA PLANNING COMMITTEE**

---

**MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 14 SEPTEMBER 2016 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

**Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Toby Sturgis, Cllr Philip Whalley (Substitute), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Howard Greenman and Cllr Chris Hurst

**Also Present:**

---

113 **Apologies**

Apologies were received from Councillors Howard Marshall and Terry Chivers.

Councillor Marshall was substituted by Councillor Phillip Whalley.

114 **Minutes of the Previous Meeting**

The minutes of the meeting held on 24 August 2016 were presented.

**Resolved:**

**To approve as a true and correct record and sign the minutes.**

115 **Declarations of Interest**

Councillor Tony Trotman declared a non-pecuniary interest in item 16/02363/FUL by virtue of a general acquaintance with the applicant. He declared he would not vote on the application.

116 **Chairman's Announcements**

It was announced that application 16/06079/FUL had been withdrawn by the applicant prior to the meeting.

It was clarified that the meeting had begun late as a result of the Strategic Planning Committee which had taken place before the meeting.

117 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

118 **Planning Appeals**

The Committee noted the contents of the appeals update.

119 **Planning Applications**

120 **16/02363/FUL Land at Rear of 4 The Crescent, Calne, Wiltshire, SN11 8LG**

Public Participation

Mr Richard Loveday spoke in objection to the application.

Lee Burman, Area Team Leader, presented a report which recommended that permission be granted for a two storey dwelling. Key issues were stated to include the principle of the development, parking provision, impact upon residential amenity and the material significance of the site application history including appeal decisions.

Members of the Committee then had the opportunity to ask technical questions about the application. Details were sought about the history of the site, and it was confirmed that three previous applications for very similar dwellings on the site had been granted on appeal, though each permission had expired prior to construction.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Committee debated the application, discussing parking access and overlooking of neighbouring properties, and it was stated Highways officers were satisfied the access arrangements were sufficient, and that current issues on the site had been present for those applications granted on appeal.

Councillor Peter Hutton moved a motion to approve in accordance with the officer's recommendation, seconded by Councillor Chuck Berry, and it was,

**Resolved:**

**That Planning permission be GRANTED subject to conditions;**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2 The development hereby permitted shall be carried out in**

accordance with the following approved plans:

Proposed Cottage Elevations Sheet 3 and Proposed Cottage Floor Plans Sheet 4 (both received 9 March 2016), Location Plan (received 20 June 2016) and Site Plan and Parking Layout 2016-11 05B (received 22 August 2016)

**REASON:** For the avoidance of doubt and in the interests of proper planning.

- 3 Before the development hereby permitted is first occupied the first floor windows in the east elevation shall be glazed with obscure glass only and the windows shall be maintained with obscure glazing in perpetuity.

**REASON:** In the interests of residential amenity and privacy.

- 4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the eastern or southern elevations of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

- 5 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted.

**REASON:** In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements.

- 6 No part of the development hereby approved shall be first brought into use until the parking area shown on the approved plans 2016-11 05B, surfaced and laid out in accordance with the approved details. This area shall be

**maintained and remain available for this use at all times thereafter.**

**REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.**

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no garages, sheds, greenhouses and other ancillary domestic outbuildings shall be erected anywhere on the site on the approved plans.**

**REASON: To safeguard the character and appearance of the area.**

- 8 INFORMATIVE TO APPLICANT:**

**Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.**

- 9 INFORMATIVE TO APPLICANT:**

**The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.**

**If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.**

- 10 INFORMATIVE TO APPLICANT:**

**Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.**



**11        INFORMATIVE TO APPLICANT:**

The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.

**12        INFORMATIVE TO APPLICANT:**

The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility.

The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website

[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy).

**121    16/02433/FUL & 16/02612/LBC The Old Stables, Grittleton House, Grittleton, Wiltshire, SN14 6AJ**

Public Participation

David Pearce, agent, spoke in support of the application.

Cllr Palmer, Grittleton Parish Council, spoke in support of the application.

Mark Staincliffe, Area Team Leader, presented a report that recommended permission be refused for the proposed conversion of Stables to form dormitories and listed building consent for the works. Key issues were stated to

include the listed status of the stables in their own right as well as the impact upon the listed Grittleton House, the impact upon the area of outstanding natural beauty and the principle of the development. It was stated conversion and alteration to maintain the site was felt by officers to be acceptable, but that substantial demolition as proposed was not appropriate.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on the access to the site, location of Grittleton House in relation to the stables and the level of public harm to the listed buildings.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Committee then debated the application. A motion to refuse in accordance with the officer's recommendation was moved by Councillor Chuck Berry, seconded by Councillor Tony Trotman, but following discussion of the use of the site and the specific impact from the proposals, the motion was withdrawn. A motion to defer the application for a site visit to take place was moved by Councillor Toby Sturgis and seconded by Councillor Peter Hutton.

**Resolved:**

**To defer the application for a site visit to take place.**

122 **16/06079/FUL Bremhill Grove Cottage, East Tytherton, Chippenham, SN15 4LX**

The application was withdrawn prior to the meeting.

123 **Urgent Items**

There were no urgent items.

(Duration of meeting: 4.25 - 5.10 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services,  
direct line , e-mail

Press enquiries to Communications, direct line (01225) 713114/713115

## **EASTERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 4 AUGUST 2016 AT CHEESE HALL - DEVIZES TOWN HALL, DEVIZES, SN10 1BN.**

#### **Present:**

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Paul Oatway

#### **Also Present:**

Cllr Stuart Wheeler

---

#### **35. Apologies for Absence**

Apologies were received from Councillor Nick Fogg MBE.

#### **36. Minutes of the Previous Meeting**

The minutes of the meeting held on 12 May 2016 were presented for consideration, and it was,

#### **Resolved:**

**That subject to adding 'he urged' after the second use of 'town council' in paragraph 5 of Minute 33, and amending 'formally at two separate schools' to 'formerly at the two separate schools' in paragraph 7, to approve as a true and correct record and sign the minutes.**

#### **37. Declarations of Interest**

Councillor Stewart Dobson declared a non-pecuniary interest in the applications to be considered by virtue of a family connection to an appeal decision that was referenced in the reports. He withdrew from the Committee and did not speak or vote on the items.

#### **38. Chairman's Announcements**

There were no announcements.

#### **39. Public Participation and Councillors' Questions**

The rules on public participation were noted.

40. **Planning Appeals**

The Appeals update for the period between 28 April and 22 July 2016 was received. It was noted that application 15/01052/OUT, Land off Rabley Wood View, Marlborough, which had been refused by the Committee, had been allowed on appeal.

Details were sought on the reasons for granting the appeal, and in response to queries it was confirmed judicial review was the only option for challenging the appeal decision on a point of law.

Officers were also thanked for their work on the Newby Acre appeal, 15/10378/FUL, which since the papers were received the refusal had been upheld on appeal.

**Resolved:**

**To note the update.**

41. **Planning Applications**

42. **16/03834/VAR:Brail Vista, 163 Crofton Road, Great Bedwyn, SN8 3LX**

**Public Participation**

Mrs Mary Rhodes, applicant, spoke in support of the application.

Mr Peter Crozier, agent, spoke in support of the application.

The Planning Officer, Nick Clark, presented a report which recommended permission be refused for removal of conditions for the property known as 'Kestrel Cottage' which would allow full time independent residential occupation of the current holiday let. Key issues included the narrow access, location outside the village boundary and conflicts with national and local planning policy for sustainable buildings in the countryside as detailed in the report.

Members of the Committee then had the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to address the Committee with their views, as detailed above.

The local unitary division member, Councillor Stuart Wheeler, then spoke in support of the application. He felt the application was directly comparable with an allowed scheme for application 15/05858/FUL and consistency with that was needed. He stated the impact on allowing the cottage to be let for longer periods would be no different to its current use, the village was easily accessible across the canal, no objections had been received and the parish council were in favour.

The Committee then debated the application. It was discussed whether there were sufficient similarities to the referenced application that was approved, or

whether in this case the national and local policies were clear that the existing use was viable, and whether alternate uses had been explored before removal of the conditions was sought. Comparisons were also made to an appeal dismissed in 2015 at Chute Cadley.

A motion to refuse the application in line with the officer's recommendation was moved by Councillor Mark Connolly, seconded by Councillor Richard Gamble. At the conclusion of debate, it was,

**Resolved:**

**That the application be refused for the following reasons:**

**1) The site is located in open countryside outside of the limits of development defined for Great Bedwyn in the Wiltshire Core Strategy (adopted January 2015). The proposal would therefore conflict with Core Policies 1, 2 and 18 of the Wiltshire Core Strategy (adopted January 2015) which seeks to ensure that housing developments occupy sustainable locations throughout Wiltshire including the Pewsey Community Area. Furthermore, the proposal would conflict with the criteria set out in Core Policies 48, 51, 57 and 60 of the Wiltshire Core Strategy and with paragraph 55 and of the NPPF for the following reasons:**

- **the application does not include any 'clear evidence' of the impracticality of continued use as a holiday let,**
- **local services and facilities could not be easily accessed other than by use of unsustainable modes and patterns of travel,**
- **the permanent independent residential use would result in pressure for outbuildings, washing lines, play equipment etc that would be detrimental to the rural and landscape character and appearance of the area.**

**43. 16/03839/VAR:Brail Vista, 163 Crofton Road, Great Bedwyn, SN8 3LX**

The Planning Officer, Nick Clark, presented a report which recommended permission be refused for removal of conditions for the property known as 'Clock Tower Cottage' which would allow full time independent residential occupation of the current holiday let. Key issues, as with the other cottage at the site, included the narrow access, location outside the village boundary and conflicts with national and local planning policy for sustainable buildings in the countryside as detailed in the report.

Members were given the opportunity to ask technical questions of the officer.

As the issues for the application were very similar to the preceding application, following an opportunity for any members of the public to speak or additional debate, a motion was moved by Councillor Mark Connolly, seconded by Councillor Richard Gamble, to refuse the application in line with the officer's recommendation.

**Resolved:**

That the application be refused for the following reasons:

- 1) **The site is located in open countryside outside of the limits of development defined for Great Bedwyn in the Wiltshire Core Strategy (adopted January 2015). The proposal would therefore conflict with Core Policies 1, 2 and 18 of the Wiltshire Core Strategy (adopted January 2015) which seeks to ensure that housing developments occupy sustainable locations throughout Wiltshire including the Pewsey Community Area. Furthermore, the proposal would conflict with the criteria set out in Core Policies 48, 51, 57 and 60 of the Wiltshire Core Strategy and with paragraph 55 and of the NPPF for the following reasons:**
  - **the application does not include any ‘clear evidence’ of the impracticality of continued use as a holiday let,**
  - **local services and facilities could not be easily accessed other than by use of unsustainable modes and patterns of travel,**
  - **The permanent independent residential use would result in pressure for outbuildings, play equipment etc that would be detrimental to the rural and landscape character and appearance of the area.**

44. **Urgent items**

There were no urgent items.

(Duration of meeting: 6.00 - 6.40 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic & Members' Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **EASTERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 15 SEPTEMBER 2016 AT WESSEX ROOM, CORN EXCHANGE, DEVIZES, WILTSHIRE.**

#### **Present:**

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Paul Oatway QPM and Cllr Anna Cuthbert (Substitute)

#### **Also Present:**

Cllr Philip Whitehead

---

#### **45. Apologies for Absence**

Apologies were received from Councillor Stewart Dobson, substituted at the meeting by Councillor Anna Cuthbert, and from Councillor Jerry Kunkler.

#### **46. Minutes of the Previous Meeting**

The minutes of the meeting held on 4 August 2016 were presented for consideration and it was,

#### **Resolved**

**To approve and sign as a correct record the minutes of the previous meeting held on 4 August 2016.**

#### **47. Declarations of Interest**

There were no declarations of interest made.

#### **48. Chairman's Announcements**

There were no announcements made at the meeting.

#### **49. Public Participation and Councillors' Questions**

The rules on public participation were noted.

#### **50. Planning Appeals and Updates**

The Appeals update for the period between 28 April and 7 September 2016 was received.

## **Resolved**

**That the Planning Appeals and Updates report be noted.**

### 51. **Planning Applications**

The meeting considered the following application:

### 52. **16/03703/FUL: Land at Woodland Road, Patney, Devizes**

Patricia Alsop, Mark Alsop and Mark Cann spoke in objection to the application. Damian Thursby, Helen James and Rachel Yeomans, agent for the applicant spoke in support of the application  
Cllr Peter Small, Chairman, spoke on behalf of Patney Parish Council.

Jonathon James, Senior Planning Officer, and Mike Wilmott, Head Development Management, presented the report which recommended that permission be refused.

There were no additional later items or observations.

Key issues included: the position of the site within the AONB, and the position in relation to open land and nearby listed buildings; the access to the site from the highway; the possible impact of earthworks associated with the development; the design and materials to be used in the proposal; how the proposal has been designed to meet the needs of a child with significant additional needs; the impact of the proposals on the AONB and the character of the local area; that the family's circumstances were a primary consideration but did not, in the officer's opinion, outweigh the potential harm caused by the proposed development; how the requirements of human rights legislation interfaced with planning law; that the interests are a primary consideration but not necessarily determinative in planning matters ; the views of the local people and consultees; and that the committee has to weigh up the issues and make a balanced judgement.

Members of the Committee then had the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to address the Committee with their views, as detailed above.

Cllr Philip Whitehead, Division Councillor for the applicants, spoke with regard to the application.



A motion to refuse the application in line with the officer's recommendation was moved by Councillor Charles Howard seconded by Councillor Paul Oatway QPM.

The Committee then debated the application. It was discussed: how best to reach a balanced decision; the planning history on the site, and the previously refused application; the views of the local people and the parish council; the implications of the Core Strategy; and the needs of the children and the family.

Having been put to the vote, the motion to refuse the application was lost.

Subsequently, a motion to permit the application was moved by Councillor Richard Gamble seconded by Councillor Anna Cuthbert.

The committee, upon the advice of officers, discussed what conditions may be appropriate should permission be granted. It was agreed that officers should be delegated responsibility to grant permission subject to the standard conditions to also include an additional condition restricting the occupancy of the development to the child and their family for a period of five years.

Having been put to the vote, the meeting;

### **Resolved**

**To Delegate Approval to the Head of Development Management subject to the conditions as outlined at the meeting, and with the addition of a condition restricting the occupancy of the development to the child and their family for a period of five years. The conditions subsequently imposed are set out below:**

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2. The development hereby permitted shall be carried out in accordance with the Application Form, Planning Supporting Statement, Heritage Statement (Mar 2016), Landscape and Visual Report (Mar 2016), Barrister Advice, GP Letter, Enclosures A to G, Risk Assessment and Supporting Information and the following approved plans: "Location Plan, dwg no. LOC/01, Rev A"; "site Block Plan and Indicative Landscape Strategy"; "Topographical Survey, dwg no. TOP/01, Rev A"; "Floor Plan, dwg no. FL/01, Rev A"; "Elevations A01".**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

3. The dwelling shall be first occupied by Sophia Thursby, her parents, carers and any resident dependants of her parents and shall be occupied by these people only for a period of five years from the date of the first occupation of the dwelling.

**REASON:** The site is in an area where residential development for purposes other than the essential needs of Sophia Thursby would not normally be permitted and this permission has only been granted on the basis of the essential need and special circumstances demonstrated in this case.

4. No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area

5. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-
  - a) location and current canopy spread of all existing trees and hedgerows on the land;
  - b) full details of any to be retained, together with measures for their protection in the course of development;
  - c) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
  - d) all hard and soft surfacing materials, including the materials for the drive and parking area.

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

6. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin

and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

**REASON:** To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

7. The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

8. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

9. No development shall commence until a plan detailing the proposed visibility splays has been submitted to and approved in writing by the Local Planning Authority. No part of the development shall be first occupied until the visibility splays shown on the approved plan have been provided with no obstruction to visibility at or above a height of 900mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner in the interests of highway safety.

10. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-E shall take place on the dwelling house hereby permitted or within its curtilage without the prior grant of planning permission from the local planning authority.

**REASON:** The site is in a sensitive area within the area of outstanding natural beauty and any additions or outbuildings need to be carefully considered through a planning application to assess the impact on the landscape and

heritage assets.

11. No development shall commence within the area indicated (proposed development site) until:

- a) A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and
- b) The approved programme of archaeological work has been carried out in accordance with the approved details.

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to enable the recording of any matters of archaeological interest.

**INFORMATIVE TO APPLICANT:** With regards to the provision of acceptable visibility splays, the applicant is directed to the visibility splays shown on the plan "VIS/01 - Pre-application submission" submitted under the pre-application enquiry on this site.

**INFORMATIVE TO APPLICANT:** Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.

**INFORMATIVE TO APPLICANT:** The attention of the applicant is drawn to the contents of the letter from Wessex Water which contains advice on mains and foul drainage.

**INFORMATIVE TO APPLICANT:** The archaeological work should be conducted by a professional archaeological contractor. The applicant should note that the costs of carrying out the archaeological investigation will fall to the applicant or their successors in title. The Local Planning Authority cannot be held responsible for any costs incurred.

53. **Urgent items**

There were no urgent items.

(Duration of meeting: 6.00 - 7.09 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



This page is intentionally left blank

## **SOUTHERN AREA PLANNING COMMITTEE**

---

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING  
HELD ON 9 JUNE 2016 AT SARUM ACADEMY, WESTWOOD ROAD,  
SALISBURY, WILTSHIRE, SP2 9HS.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman),  
Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian Tomes,  
Cllr Ian West and Cllr John Smale (Substitute)

---

**40 Apologies for Absence**

Apologies for absence were received from:

- Cllr Richard Britton – who was substituted by Cllr John Smale
- Cllr Richard Clewer
- Cllr Ian McLennan

**41 Minutes**

The minutes of the meeting held on Thursday 28 April 2016 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes of 28 April 2016.**

**42 Declarations of Interest**

There were none.

**43 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

44 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

45 **Planning Appeals**

The committee received details of planning appeals logged and those determined by for the period 21 March and 27 May 2016.

**Resolved**

**That the report be received and noted.**

46 **Planning Applications**

**46a 16/03468/FUL: Oak View, High Post Road, Netton**

Public Participation

Mr Matt Glover spoke in objection to the application

Mr Tim Elliot spoke in objection to the application

Mr Rob Foster spoke in objection to the application

Ms Caroline Everett spoke in support of the application

Mrs Rosalind Bee spoke in support of the application

Cllr Steve Langdon (chairman) of Durnford Parish Council spoke in objection to the application.

The Senior Planning Officer noted that there had been a site visit earlier that day and introduced the application which was for a proposed construction of new detached dwelling and relocation of existing access to serve new dwelling. With the creation of new access to serve existing dwelling. This application was a resubmission of application 15/09441/FUL.

Previous planning permission was already in place for a large garage with accommodation in the roof, however if this application was granted then that garage would no longer be possible.

The application site was in open countryside and outside of the Housing Policy Boundary, so was recommended for refusal.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the grass banks along the roadside, which were currently being used for parking could be reinstated to a greater height to prevent cars parking there. The site had previously been within the Housing Policy Boundary prior to this being moved a few years ago. The fence and hedge at the exits of the property could be conditioned to a maximum height to provide good visibility for vehicles.



Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Unitary Division Member; Cllr Mike Hewitt then addressed the Committee stating that the original development started as one house, then went on to be studios and a garage. The site was outside of the Housing Policy Boundary, however there were two local development sites which could provide work in the area and could be considered sustainable. The steep bank along the roadside should remain to prevent parking. He felt that any additional Planning already permitted should be taken away. Discussions could be had with the developer as to whether a contribution back in to the village could be agreed upon.

The Committee discussed the application, noting that the existing garage and hedge height acted to obscure the view to the neighbouring property from the windows on the proposed development.

The Legal Officer advised that applications for planning permission must be determined in compliance with the Core Strategy and Planning Policy Boundary.

It was raised that the Core Strategy and Housing Policy Boundary originally set out many strategic sites for housing development; however it only identified 80-85% of the housing numbers required for a five year supply. It was always assumed that other sites would come to light in other ways. The five year supply would never be achieved unless they looked outside the Planning Policy Boundary. It was argued that the application could be considered, the question was whether it was a sustainable development for the site.

Cllr Mike Hewitt moved the motion to approve the application with conditions. This was seconded by Cllr John Smale.

### **Resolved**

**That the application be APPROVED subject to the following conditions:**

**1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

**2. No development shall commence on site until finer details, and where so appropriate samples, of all external materials, flint work, eaves, windows, landscaping and boundary treatments to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in**

**accordance with the approved details.**

REASON: The application contained insufficient information to enable the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

**3. The grass bank to the south-eastern boundary of the site shall be retained at the same height as the existing grass bank, and the separation distance between the neighbouring driveway and the new access shall be permanently maintained. The existing site access shall be permanently stopped up and reinstated as a grass bank prior to the occupation of the dwelling hereby approved. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of visual amenity and highway safety.

**4. No part of the development hereby permitted shall be first occupied until the access, turning areas and parking spaces have been completed in accordance with the details shown on the drawings. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of highway safety.

**5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no garages, sheds, greenhouses and other ancillary domestic outbuildings shall be erected anywhere on the site on the approved plans.**

REASON: To safeguard the character and appearance of the area.

**6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted.**

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements.

**7. The bathroom and ensuite windows in the eastern elevation shall be glazed with obscure glass and fixed with a ventilation stay restricting the opening of the window prior to the first occupation of the development hereby permitted and shall be permanently maintained in perpetuity.**

REASON: In the interests of residential amenity and privacy.

**8. No part of the development shall be first brought into use until the visibility splays shown on the approved plans have been provided, with no obstruction to visibility at or above a height of 1000mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.**

REASON: In the interests of highway safety

**9. Demolition or construction works shall not take place outside 0730 hours to 1800 hours Mondays to Fridays and 0800 hours to 1300 hours on Saturdays nor at any time on Sundays or Bank Holidays.**

REASON: In the interests of neighbouring amenity.

**10. This development shall be in accordance with the submitted drawings:**

- Location Plan, P15-086 02-02-001A, dated 21/09/15 and received to this office on 04/04/16

- First Floor Plan, P15-086 02-03-002D, dated 21/03/16 and received to this office on 04/04/16

- Ground Floor Plan, P15-086 02-03-001C, dated 21/03/16 and received to this office on 04/04/16

- Elevations, P15-086 02-05-001D, dated 29/03/16 and received to this office on 04/04/16

- Roof Plan, P15-086 02-03-003C, dated 21/03/16 and received to this office on 04/04/16

- Site Plan, P15-086 02-02-002D, dated 01/03/16 and received to this office on 04/04/16

- Elevations, P15-086 02-05-002D, dated 29/03/16 and received to this office on 04/04/16

- Streetscene, P15-086 02-05-005D, dated 29/03/16 and received to this office on 04/04/16

REASON: For the avoidance of doubt.

#### **INFORMATIVE:**

Many wildlife species are legally protected. The applicant should be aware that if it becomes apparent that the site is being used or has previously been used by protected species (such as slowworms, badgers, barn owls or bats), work should STOP immediately and Natural England should be contacted at their Devizes office 01380 725344 for advice on how to proceed.

#### **INFORMATIVE:**

The applicant is advised that the development hereby approved represents chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be

issued by the Local Planning Authority. Should you require further information with regards to CIL please refer to the Council's Website [www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)

**46b 16/02517/FUL: Deems, Rollestone Road, Shrewton, Wiltshire, SP3 4HG**

Public Participation

Ms Heather Smith spoke in objection to the application.

Cllr John Berry of Shrewton Parish Council spoke in objection to the application.

The Planning Officer drew attention to the late correspondence circulated at the meeting, detailing amendments to the garage roof, side and front elevations which were not in accordance with the plans. She then introduced the application for the newly submitted plans, explaining that Planning permission had been granted in 2015 for a single-storey side extension and a single-storey rear extension. The current application was inside the same footprint, but sought retrospective approval for amendments to the scheme. The amendments included changes to the side and roof windows, materials, roof design, flue and patio doors.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the side windows had increased from 2 obscure fixed closed to 3 obscure opening windows. There was no safety reason why the side windows could not be fixed closed, as not required for ventilation.

A flue had been added and a parapet wall all the way around, resulting in a slight raise to the elevation. The side of the extension was now cladded instead of plain brick, however if the cladding was removed then the other changes would be permissible under permitted development rights. It was noted that the application had not been to Committee the first time. The new build was 30cm away from the neighbouring boundary.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Unitary Division Member Cllr Ian West then addressed the Committee stating that he had visited the site and felt the closeness to neighbouring properties and the impact upon residents as a result was unacceptable.

Although there were a lot of parts of the development which had not been carried out to plan, he felt that the three opening windows along the side

were a step too far. He proposed that the developer be required to revert back to the original 2 fixed shut windows.

The Committee discussed the application, noting that it was sorry that this application had not come before them originally. It asked that Building Control be urged to visit the site to ensure that the wood burner and flue had been installed in compliance with regulations, ensuring that the fumes did not go into the neighbouring property.

A general feeling of empathy for the neighbour was felt and in support of that it was proposed that the three opening side windows should be fixed shut opaque windows.

Cllr Ian West moved the Officers recommendation with an amendment as detailed above for Approval subject to conditions; this was seconded by Cllr Chris Devine.

**Resolved**

**That the application be APPROVED subject to the following conditions:**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:  
0128/PL/01 Rev C dated 05/05/16 received 05/05/16  
0128/PL/02 Rev C dated 05/05/16 received 05/05/16  
0128/Ex/01 dated 05/05/16 received 11/03/16**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 3 The windows in the East elevation of the side extension shall be glazed with obscure glass only to an obscurity level of no less than level 4 and permanently fixed shut within 2 months of the date of this planning permission and shall be permanently maintained in perpetuity.**

**REASON: In the interests of residential amenity and privacy.**

**46c 16/02778/FUL: 22 Cholderton, Salisbury, SP4 0DL**

Public Participation

Mr David Shearer spoke in objection to the application

Mrs Jaqueline Shearer spoke in objection to the application

The Senior Planning Officer introduced the application for a proposed single storey rear kitchen extension and link, which would not result in any demonstrable harm to the character or setting of the existing house which was a grade II listed building, nor would it have a harmful impact on the appearance of the wider Cholderton Conservation Area.

Following an earlier application for an identical development which was refused planning permission on 19 March 2015 and dismissed at appeal on 15 October 2015, the application was accompanied by a Sun Study and BRE compliance statement which indicated that the proposed extension would not cause loss of light to the neighbouring property. The Sun Study has been independently scrutinised by another expert in this field and found to be sound.

Appendix A of the report detailed the appeals decision, listing the two reasons for refusal, of which reason one had not been supported by the Inspector, which left reason two standing. The application was recommended for approval.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the sun study was aimed at providing a rounded view through the year.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Unitary Division Member Cllr John Smale then addressed the Committee stating that the size of the development was 60% of the original property size, which he felt to be overdevelopment on this plot. The development was too close, only 0.8m from the neighbouring boundary. His concerns had been raised with the Parish Meeting who supported them, however did not wish to speak at the meeting.

The Committee discussed the application, noting that on a previous site visit to the development site and the neighbouring property it was felt that the development would result in an unacceptable loss of light and overshadowing to the neighbouring property, which included ambient light as well as direct sunlight. It was felt that a development of 60% the size of the original property was excessive for a property in the existing row of Victorian cottages. The sun study took readings at staggered times of the day, including at 8am and again at 10am, missing the sun which had risen to a

point where it shone on the neighbouring property at 8.09am until it passed before 10am, thus not providing a reflective account.

Cllr John Smale moved a motion for refusal with reasons; this was seconded by Cllr Chris Devine.

Following debate on the reasons for refusal, an amendment to the motions reason for refusal to take out 'loss of light' was put forward by Cllr Westmoreland, this was seconded by Cllr Smale.

**Resolved**

**That the application be REFUSED for the following reasons:**

**1. The proposed single storey extension by reason of its height and proximity to the boundary with No 23/24 Cholderrton (Saddlestone Cottage) would have an adverse impact on the amenities of No 23/24 Cholderton in particular overshadowing contrary to core policy57 (vii) of the Wiltshire Core Strategy.**

**46d 16/02547/DP3: Winterbourne Earls School, Winterbourne Earls, Salisbury, SP4 6HA**

The Senior Planning Officer drew attention to the late correspondence circulated at the meeting and introduced the application which was for the proposed renewal of permission for two existing mobile classrooms at Winterbourne Earls School. The application was being considered by committee because it was a council application and objections had been received by the Parish Council relating to impact on traffic.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that it was not known whether the school had a current traffic plan. The late correspondence was a response from Highways which indicated they had no concerns.

Cllr Ian West moved the Officers recommendation for Approval; this was seconded by Cllr Chris Devine.

**Resolved**

**That the application be APPROVED subject to the following conditions:**

- 1 The building hereby permitted shall be removed and the land restored to its former condition on or before 09/06/2021 in accordance with a scheme of work submitted to and approved in writing by the Local Planning Authority prior to that date.**

**REASON: The building is constructed out of materials which are likely to deteriorate to the detriment of the external appearance of the building and which would have an adverse effect upon the visual amenities of the area.**

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

**Application Forms  
Site Location Plan  
Drawing No. 1623/46 Rev O**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

#### **47 Urgent Items**

There were no urgent items; however the following Site Visits were requested:

- Cllr Ian West – Stonehenge 16/03988/FUL

The Chairman then put forward a motion to grant delegated authority to the Development Control Team Leader in consultation with the Chairman to organise site visits when required, without the need to submit a request at the meeting.

#### **Resolved**

**The Southern Area Planning Committee gave delegated authority to the Development Control Team Leader in consultation with the Chairman to organise site visits when required.**

(Duration of meeting: 6.00pm – 8.52pm)

The Officer who has produced these minutes is Lisa Moore, of Democratic Services, direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



## **SOUTHERN AREA PLANNING COMMITTEE**

---

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING  
HELD ON 21 JULY 2016 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE,  
SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman),  
Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt,  
Cllr George Jeans, Cllr Ian McLennan and Cllr Ian West

**Also Present:**

---

**48 Apologies for Absence**

Apologies were received from:

- Cllr Ian Tomes

**49 Minutes**

The minutes of the meeting held on 9 June 2016 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

**50 Declarations of Interest**

There were none.

**51 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

The Chairman invited Cllr Hewitt to speak, who then requested a site visit for items 8b and 8c, Boxhedge Cottage, High Street, Porton, SP4 0LH, as the site was in the conservation area and he felt it would be useful for Members to see it

in context, as the nearby building work had made it difficult for pictures to be taken and provided.

**Resolved:**

**That Items 8b and 8c - 16/04773/FUL and 16/04773/LBC: Boxhedge Cottage, High Street, Porton, SP4 0LH, would be postponed to a future meeting pending the arrangement of a site visit.**

**52 Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

**53 Durnford 4 (Woodrow) Rights of Way Modification Order 2016**

The Rights of Way Officer introduced the Wiltshire Council Durnford 4 (Woodrow) Rights of Way Modification Order 2016 made under Section 53 of the Wildlife and Countryside Act 1981. It was recommended that the Order is forwarded to the Secretary of State for Environment, Food and Rural Affairs for determination with the recommendation that the Order be confirmed without modification.

In 2005 Wiltshire Council received an application to record the right of way Durnford 4 (Woodrow) as a byway open to all traffic. The application relied on historical evidence which showed that although the route was currently recorded as a bridleway it had a higher status and should be so recorded.

After investigating the evidence, Officers' agree that Durnford 4 (Woodrow) was an ancient carriageway and road and that the definitive map and statement should be altered accordingly.

The report found that the route had ancient origins and was awarded as a Public Carriageway and Driftway leading from Durnford towards Winterbourne Dauntsey by an Award arising out of an Act of Parliament in 1793.

It was considered that any rights for the public to use the way with mechanically propelled vehicles (MPVs) was extinguished by Act of Parliament in 2006. Accordingly, the route may not now be recorded as a byway open to all traffic and should be recorded as a restricted byway instead.

The public had a right to pass and re-pass along a restricted byway on foot, on horseback or leading a horse, on a cycle or with a horse drawn vehicle (e.g. pony and trap). There was no right for the public to use the way with an MPV though anyone using the way for access to property retains a private right to do so with an MPV.

The parish council, applicant, local people and the landowner had not objected to the Order however, two objections had been received from other members of the public. A recommendation from the Council was required to accompany the Order when submitted to the Secretary of State Environment, Food and Rural Affairs for determination.

Members of the Committee then had the opportunity to ask technical questions of the Officers, it was noted that access of a non vehicular type would remain, and those living in the neighbouring properties would continue to be able to use it for access.

The Unitary Division Member; Cllr Mike Hewitt then addressed the Committee stating that if four wheel drive vehicles were permitted to use the track for off road pastimes then the condition of the track would deteriorate. Three properties had already been flooded along the road due to mud which had been loosened on the track.

Cllr Mike Hewitt moved approval, in line with the Officers recommendation; this was seconded by Cllr Chris Devine.

The Committee discussed the application, noting that although the pictures included in the presentation showed existing tyre marks, these were from the residents in the neighbouring properties who used the track for access.

**Resolved:**

**That “The Wiltshire Durnford 4 (Woodrow) Rights of Way Modification Order 2016” is forwarded to the Secretary of State for the Environment, Food and Rural Affairs for determination with the recommendation that the Order be confirmed without modification.**

**54 Planning Appeals**

The committee received details of planning appeals logged and those determined for the period 27 May 2016 and 7 July 2016.

**Resolved**

**That the report be received and noted.**

An update was sought on the recent appeal hearing of 14/12175/FUL A36 Hotel and McDonalds. The Development Control Team Leader noted that the Informal Hearing had recently taken place and that a legal agreement had been agreed between the parties and put before the inspector, in line with normal procedures. Resolution had also been reached regards the highway safety issues. Once the formal decision letter of the Inspector had been received, Members would be informed of the outcome and the Inspectors conclusions.

**55 Planning Applications**

**56 16/03988/FUL: Stonehenge Visitors Centre, Airmans Corner, SP4 7DE**

### Public Participation

Kate Davies (English Heritage) spoke in support of the application.

Dominic Watkins (Agent) spoke in support of the application.

Nicola Lipscombe (Salisbury Civic Society) spoke in support of the application.

Cllr John Berry representing Shrewton Parish Council spoke in objection to the application.

The Planning Officer drew attention to the late correspondence circulated at the meeting; which included the use of a Grampian style condition instead of a S106 agreement to secure the highway works. She noted that there had been a site visit earlier that day, she then introduced the application which was for the permanent use of temporary coach park and modification of the existing coach park to create 53 coach spaces and 26 motorhome spaces; construction of ancillary building for new coach visitor facilities; change of use from agricultural land and creation of new visitor transit system turnaround area for shuttle bus use; creation of extended visitor transit system turnaround area for shuttle bus use; decommissioning of existing visitor transit system turnaround area; all with associated ancillary and landscaping works. The application was recommended for approval subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the permissive path agreed as part of a legal agreement when the A344 was originally closed, was further down the site and did not form part of this application. As this application embraced so many elements it was noted that if Members were uncomfortable about any one element then the whole application should be rejected.

The reversible area detailed in the presentation would be a coach parking area laid with tarmac. The cutting down of trees to allow the coach turn around would be limited to the section shown on the plan. The line of trees was owned by Wiltshire Council so the Committee could add an informative to the decision to prevent any further trees being removed.

A travel plan was associated with the original consent.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Unitary Division Member; Cllr Ian West then addressed the Committee stating that the residents of Shrewton see the site every day, unlike those living in Amesbury, therefore it was their comments which he supported. In 2015 there had been a rise in visitors to the site; the impacts of which were evident to the residents of Shrewton.

Correspondence to the Wiltshire Council tree Officer from English Heritage had detailed their intention to cut the tree line back to a hedge height, which would remove the protection they gave to the A303.

Cllr West moved refusal against Officer Recommendation, stating that the proposal had visual impacts and highway impacts, and therefore the proposal did not accord with the aims of either national planning policies in the NPPF, or the aims of the Wiltshire Core Strategy policies relating to the World Heritage site.

Cllr Ian McLennan seconded the motion.

The Committee discussed the application, noting that the application would improve the ability to accommodate a vast amount of visitors, as the original provision was not adequate. Some felt that the original land trains created problems for elderly or tall people and that the planned buses were a better option for transferring lots of people quickly.

An increase of parking spaces for cars and coaches would alleviate traffic queuing to get in and kept vehicles out of site of the stones.

Concerns over the removal of the trees owned by Wiltshire Council was raised, the Committee felt that the amount of trees removed should be limited to those detailed in the application. It was felt that landscaping once matured should assist in shielding the vehicles from the view of the A303.

Although the location of the pathway connected to the A344 promise was outside of the application area, it was felt that Officers should work to achieve it.

The Committee voted on the motion on the table to refuse the application. This motion was not approved.

Cllr Westmoreland then moved the motion of approval as detailed in the report; this was seconded by Councillor Devine.

**Resolved:**

**The application was APPROVED subject to the use of a Grampian style condition instead of a S106 agreement to secure the highway works as per the additional correspondence, and delegated to the Area Development Manager (South) to grant planning permission, subject to the following conditions:**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

Design & Access Statement dated April 2015 received 18/04/16  
Planning Statement dated April 2016 received 18/04/16  
Landscape & Visual Impact Assessment dated April 2016 received 18/04/16  
Heritage Impact Assessment dated April 2016 received 18/04/16  
1515/253 Rev P5 dated 13/04/16 received 18/04/16  
1515/242 Rev P13 dated 13/04/16 received 18/04/16  
1733/010/020 Rev C dated 14/04/16 received 18/04/16  
1733/10/21 Rev A dated 13/04/16 received 18/04/16  
1733/10/23 dated 13/04/16 received 18/04/16  
HED.1152.103 Rev A dated 04/04/16 received 18/04/16  
HED.1152.104 Rev A dated 04/04/16 received 18/04/16  
HED.1152.105 Rev A dated 05/04/16 received 18/04/16  
HED.1152.SK002 Rev A dated 04/04/16 received 18/04/16  
1733/10/25 Rev A dated 13/04/16 received 18/04/16  
1515/215 Rev P8 dated 13/04/16 received 18/04/16  
1515/272 Rev P4 dated 13/04/16 received 18/04/16  
1515/273 Rev P4 dated 13/04/16 received 18/04/16  
1515/216 Rev P8 dated 13/04/16 received 18/04/16  
1515/270 Rev P4 dated 13/04/16 received 18/04/16  
1515/271 Rev P4 dated 13/04/16 received 18/04/16  
1515/211 Rev P8 dated 13/04/16 received 18/04/16  
HED.1152.106 dated 14/03/16 received 18/04/16  
1515/251 Rev P7 dated 13/04/16 received 18/04/16  
1733/10/026 Rev A dated 13/04/16 received 18/04/16  
1733/10/22 Rev A dated 13/04/16 received 18/04/16  
12246-1 Rev 0 dated 13/04/16 received 18/04/16  
12246-2 Rev 0 dated 13/04/16 received 18/04/16  
12246-3 Rev 0 dated 13/04/16 received 18/04/16  
12246-4 Rev 0 dated 14/04/16 received 18/04/16  
12246-5 Rev 0 dated 14/04/16 received 18/04/16  
12246-6 Rev 0 dated 14/04/16 received 18/04/16  
12246-7 Rev 0 dated 14/04/16 received 18/04/16  
12246-8 Rev 0 dated 14/04/16 received 18/04/16  
12246-9 Rev 0 dated 14/04/16 received 18/04/16  
1733/10/07 Rev A dated 12/02/16 received 28/06/16  
1733/10/08 Rev A dated 12/02/16 received 28/06/16  
1733/10/09 Rev B dated 02/06/16 received 28/06/16  
1733/10/10 Rev B dated 02/06/16 received 28/06/16  
1733/10/13 Rev B dated 02/06/16 received 28/06/16  
1733/10/14 Rev B dated 02/06/16 received 28/06/16  
1733/10/15 Rev B dated 02/06/16 received 28/06/16  
1733/10/16 Rev B dated 02/06/16 received 28/06/16  
1733/10/30 Rev A dated 24/06/16 received 28/06/16  
1733/10/34 dated 02/06/16 received 28/06/16

11110205R\_Wiltshire Highways Comments\_Responses\_Final\_28-06-16  
received 28/06/16

Email from Alan Baxter Ltd to Wiltshire Council 30/06/16 17:06

Email from Chris Blandford Associates to Wiltshire Council 28/06/16  
20:47

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to the commencement of the development hereby approved, details for temporary parking of coaches displaced from the development area during the course of the works shall be submitted to and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

Reason: To ensure an adequate supply of coach parking at the Stonehenge Visitor Centre site during the works.

- 4 Notwithstanding the submitted drawings showing the proposals for directing pedestrian arrivals in the vicinity of the A344 junction with Byway 12, prior to the commencement of the development hereby approved further details shall be submitted to and approved in writing by the Local Planning Authority demonstrating how pedestrians using the signed and lined route on the southern side of the A344 can access the Stones without having to cross the A344 or to walk within the route used by the Visitor Transit System to the east side of Byway 12. The approved details shall be implemented before the proposed bus turning arrangements are brought into effect.

Reason: In the interests of highway and visitor pedestrian safety.

- 5 Notwithstanding the submitted drawing showing the access and egress arrangements for the extended visitor coach park area at the north-west side of the coach park, prior to the commencement of the development hereby approved further details shall be submitted to and approved in writing by the Local Planning Authority demonstrating how the potential conflict between arrivals and departures will be eliminated or managed. The approved arrangements shall be implemented before the coach/motorhome park extension area is first brought into use.

Reason: In order remove the conflicts between coaches arriving at and departing from the extended area of coach parking, and potential consequences on other departing traffic.

- 6 Prior to the Visitor Transit System operations hereby approved coming into effect, a Coach/Motorhome Parking and Visitor Transit System Management Plan shall first have been submitted to and approved in writing by the Local Planning Authority. The Coach/Motorhome Park and

the Visitor Transit System shall be operated at all times in accordance with the management plan so approved.

Reason: In order to ensure that the coach/motorhome parking areas are operated and managed in a manner consistent with the safe practices, and to ensure that pedestrian users of the A344 are not exposed to unnecessary risk resulting from its use by the Visitor Transit System.

- 7 Prior to the commencement of the development hereby approved, a Construction Traffic Management Plan (CTMP) shall be submitted to and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

Reason: In the interests of highway safety.

- 8 No development approved by this permission shall be commenced until a scheme for surface water drainage, incorporating pollution prevention measures, has been submitted to and agreed in writing by the Local Planning Authority, in consultation with the Environment Agency. The scheme shall be fully implemented as agreed.

Reason: To protect controlled waters from pollution, particularly the local groundwater.

- 9 No development shall commence until details of the foul drainage disposal package treatment plant have been submitted to and agreed in writing by the Local Planning Authority. These details must include a future ownership/maintenance regime. The development shall be undertaken in accordance with the approved details.

Reason: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

- 10 No development shall commence within the area indicated (proposed development site) until:  
" A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and  
" The approved programme of archaeological work has been carried out in accordance with the approved details.

Reason: To enable the recording of any matters of archaeological interest.



- 11 Before development commences a scheme for controlling the movement of coaches exiting the coach park, including the introduction of a restriction prohibiting the right turn movement of coaches onto the B3086, and details of timing of implementation of the works, shall be submitted to and approved in writing by the Local Planning Authority. The development shall not come into use until the approved scheme has been completed.

REASON: In order to ensure that mitigating highway works are undertaken before the development comes into use in the interests of highway safety.

INFORMATIVES:

1. Wiltshire Council own the row of Beech trees shown on plan 1515/242 Rev P13 (located between the A344 and the coach park/VTS turning loop). These trees help to screen the coach parking and are therefore important landscape features. Any tree works other than those shown on plan 1515/242 Rev P13 will require further consent from Wiltshire Council.

2. Wiltshire Council's Highways department has requested a Road Safety Audit be undertaken in relation to the shared usage of the A344 between the VTS and pedestrians, due to the variance in maximum speed between the existing and previous VTS vehicles. The applicant should contact the relevant Council department as soon as is practicable to discuss this matter.

3. A full oil retention interceptor should be installed as part of the surface water drainage for the proposed coach park, of a sufficient size to deal with the increased size and risk of oil spills and leaks.

4. An application to vary the abstraction licence SW/043/0021/003 will need to be submitted to the Environment Agency as the proposal contains information that the potable abstraction will be above the licenced limits. Pre-application guidance sought with the Environment Agency is welcomed - contact Carol Pediani on 02030 259285). Online application guidance is at the following link:

<https://www.gov.uk/government/publications/water-abstraction-application-for-a-water-resources-licence>.

A variation to the licence can take up to 13 weeks to determine and approve any increase in volumes abstracted above existing abstraction limits.

5.The Environment Agency request that the applicant provides confirmation that the permitted sewage discharge volume will be complied with. (The proposal only states that the treatment volume will be "within the manufacturer's designed process capability of the MBR plant"). This confirmation should be sent to Carol Pediani - carol.pediani@environment-agency.gov.uk.

6.Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:

- the use of plant and machinery
- oils/chemicals and materials
- wheel washing and vehicle wash-down
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.

7.The archaeology work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.

The applicant should be aware that, if archaeological remains are encountered, this may have an effect on their programme of works. If human remains are encountered during the works, they cannot be removed without the appropriate permissions.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:

Design & Access Statement dated April 2015 received 18/04/16  
Planning Statement dated April 2016 received 18/04/16  
Landscape & Visual Impact Assessment dated April 2016 received 18/04/16

Heritage Impact Assessment dated April 2016 received 18/04/16  
1515/253 Rev P5 dated 13/04/16 received 18/04/16  
1515/242 Rev P13 dated 13/04/16 received 18/04/16  
1733/010/020 Rev C dated 14/04/16 received 18/04/16  
1733/10/21 Rev A dated 13/04/16 received 18/04/16  
1733/10/23 dated 13/04/16 received 18/04/16  
HED.1152.103 Rev A dated 04/04/16 received 18/04/16  
HED.1152.104 Rev A dated 04/04/16 received 18/04/16  
HED.1152.105 Rev A dated 05/04/16 received 18/04/16  
HED.1152.SK002 Rev A dated 04/04/16 received 18/04/16  
1733/10/25 Rev A dated 13/04/16 received 18/04/16  
1515/215 Rev P8 dated 13/04/16 received 18/04/16  
1515/272 Rev P4 dated 13/04/16 received 18/04/16  
1515/273 Rev P4 dated 13/04/16 received 18/04/16  
1515/216 Rev P8 dated 13/04/16 received 18/04/16  
1515/270 Rev P4 dated 13/04/16 received 18/04/16  
1515/271 Rev P4 dated 13/04/16 received 18/04/16  
1515/211 Rev P8 dated 13/04/16 received 18/04/16  
HED.1152.106 dated 14/03/16 received 18/04/16  
1515/251 Rev P7 dated 13/04/16 received 18/04/16  
1733/10/026 Rev A dated 13/04/16 received 18/04/16  
1733/10/22 Rev A dated 13/04/16 received 18/04/16  
12246-1 Rev 0 dated 13/04/16 received 18/04/16  
12246-2 Rev 0 dated 13/04/16 received 18/04/16  
12246-3 Rev 0 dated 13/04/16 received 18/04/16  
12246-4 Rev 0 dated 14/04/16 received 18/04/16  
12246-5 Rev 0 dated 14/04/16 received 18/04/16  
12246-6 Rev 0 dated 14/04/16 received 18/04/16  
12246-7 Rev 0 dated 14/04/16 received 18/04/16  
12246-8 Rev 0 dated 14/04/16 received 18/04/16  
12246-9 Rev 0 dated 14/04/16 received 18/04/16  
1733/10/07 Rev A dated 12/02/16 received 28/06/16  
1733/10/08 Rev A dated 12/02/16 received 28/06/16  
1733/10/09 Rev B dated 02/06/16 received 28/06/16  
1733/10/10 Rev B dated 02/06/16 received 28/06/16  
1733/10/13 Rev B dated 02/06/16 received 28/06/16  
1733/10/14 Rev B dated 02/06/16 received 28/06/16  
1733/10/15 Rev B dated 02/06/16 received 28/06/16  
1733/10/16 Rev B dated 02/06/16 received 28/06/16  
1733/10/30 Rev A dated 24/06/16 received 28/06/16  
1733/10/34 dated 02/06/16 received 28/06/16  
11110205R\_Wiltshire Highways Comments\_Responses\_Final\_28-06-16 received 28/06/16  
Email from Alan Baxter Ltd to Wiltshire Council 30/06/16 17:06  
Email from Chris Blandford Associates to Wiltshire Council 28/06/16 20:47

Reason: For the avoidance of doubt and in the interests of proper

planning.

- 3 Prior to the commencement of the development hereby approved, details for temporary parking of coaches displaced from the development area during the course of the works shall be submitted to and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

Reason: To ensure an adequate supply of coach parking at the Stonehenge Visitor Centre site during the works.

- 4 Notwithstanding the submitted drawings showing the proposals for directing pedestrian arrivals in the vicinity of the A344 junction with Byway 12, prior to the commencement of the development hereby approved further details shall be submitted to and approved in writing by the Local Planning Authority demonstrating how pedestrians using the signed and lined route on the southern side of the A344 can access the Stones without having to cross the A344 or to walk within the route used by the Visitor Transit System to the east side of Byway 12. The approved details shall be implemented before the proposed bus turning arrangements are brought into effect.

Reason: In the interests of highway and visitor pedestrian safety.

- 5 Notwithstanding the submitted drawing showing the access and egress arrangements for the extended visitor coach park area at the north-west side of the coach park, prior to the commencement of the development hereby approved further details shall be submitted to and approved in writing by the Local Planning Authority demonstrating how the potential conflict between arrivals and departures will be eliminated or managed. The approved arrangements shall be implemented before the coach/motorhome park extension area is first brought into use.

Reason: In order remove the conflicts between coaches arriving at and departing from the extended area of coach parking, and potential consequences on other departing traffic.

- 6 Prior to the Visitor Transit System operations hereby approved coming into effect, a Coach/Motorhome Parking and Visitor Transit System Management Plan shall first have been submitted to and approved in writing by the Local Planning Authority. The Coach/Motorhome Park and the Visitor Transit System shall be operated at all times in accordance with the management plan so approved.

Reason: In order to ensure that the coach/motorhome parking areas are operated and managed in a manner consistent with the safe practices, and to ensure that pedestrian users of the A344 are not exposed to

unnecessary risk resulting from its use by the Visitor Transit System.

- 7 Prior to the commencement of the development hereby approved, a Construction Traffic Management Plan (CTMP) shall be submitted to and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

Reason: In the interests of highway safety.

- 8 No development approved by this permission shall be commenced until a scheme for surface water drainage, incorporating pollution prevention measures, has been submitted to and agreed in writing by the Local Planning Authority, in consultation with the Environment Agency. The scheme shall be fully implemented as agreed.

Reason: To protect controlled waters from pollution, particularly the local groundwater.

#### INFORMATIVE

A full oil retention interceptor should be installed as part of the surface water drainage for the proposed coach park, of a sufficient size to deal with the increased size and risk of oil spills and leaks.

#### INFORMATIVE

An application to vary the abstraction licence SW/043/0021/003 will need to be submitted to the Environment Agency as the proposal contains information that the potable abstraction will be above the licenced limits. Pre-application guidance sought with the Environment Agency is welcomed - contact Carol Pediani on 02030 259285). Online application guidance is at the following link: <https://www.gov.uk/government/publications/water-abstraction-application-for-a-water-resources-licence>. A variation to the licence can take up to 13 weeks to determine and approve any increase in volumes abstracted above existing abstraction limits.

#### INFORMATIVE

The Environment Agency request that the applicant provides confirmation that the permitted sewage discharge volume will be complied with. (The proposal only states that the treatment volume will be "within the manufacturer's designed process capability of the MBR plant"). This confirmation should be sent to Carol Pediani - [carol.pediani@environment-agency.gov.uk](mailto:carol.pediani@environment-agency.gov.uk).

#### INFORMATIVE

Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards

should cover:

- the use of plant and machinery
- oils/chemicals and materials
- wheel washing and vehicle wash-down
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.

- 9 No development shall commence until details of the foul drainage disposal package treatment plant have been submitted to and agreed in writing by the Local Planning Authority. These details must include a future ownership/maintenance regime. The development shall be undertaken in accordance with the approved details.

Reason: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

- 10 No development shall commence within the area indicated (proposed development site) until:
- A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and
  - The approved programme of archaeological work has been carried out in accordance with the approved details.

Reason: To enable the recording of any matters of archaeological interest.

#### INFORMATIVE

The work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.

#### INFORMATIVE

The applicant should be aware that, if archaeological remains are encountered, this may have an effect on their programme of works. If human remains are encountered during the works, they cannot be removed without the appropriate permissions.

#### INFORMATIVE

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and

dated the [INSERT].

**INFORMATIVE**

A Section 278 agreement will be required in order to construct those works which include alterations to the highway.

**57 16/04773/FUL: Boxhedge Cottage, High Street, Porton, SP4 0LH**

This application was deferred pending a site visit taking place.

**58 16/04776/LBC: Boxhedge Cottage, High Street, Porton, SP4 0LH**

This application was deferred pending a site visit taking place.

**59 Urgent Items**

There were no urgent items

(Duration of meeting: 6.00pm – 7.36pm)

The Officer who has produced these minutes is Lisa Moore, of Democratic Services, direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank



## SOUTHERN AREA PLANNING COMMITTEE

---

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 11 AUGUST 2016 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian West, Cllr Ricky Rogers (Substitute) and Cllr John Smale (Substitute)

**Also Present:**

---

**60 Apologies for Absence**

The following apologies were received:

- Cllr Ian Tomes who was substituted by Cllr Ricky Rogers
- Cllr Richard Clewer who was substituted by Cllr John Smale

**61 Minutes**

The minutes of the meeting held on Thursday 21 July 2016 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

Cllr West asked the Planning Officers whether coaches and caravans were permitted to stay overnight on the Stonehenge visitors site. Answer: No, if this was happening to any sufficient degree then the applicant would need to apply for a change of use.

**62 Declarations of Interest**

For openness, Councillors Westmoreland, Green and Jeans noted that they lived in listed buildings, but as this did not constitute an interest they took part in discussion and voted on the two listed building applications.

Councillor West noted that he knew the applicant for application 16/04984/FUL as they had lived in the same village previously. As this did not constitute an interest he took part in discussion and voted on that application.

**63 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

**64 Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

**65 Planning Appeals**

The committee received details of planning appeals logged and those determined for the period 7 July 2016 and 29 July 2016.

**Resolved**

**That the report be received and noted.**

**66 Planning Applications**

**67 16//04773/FUL: Boxhedge Cottage, High Street, Porton, SP4 0LH**

**Public Participation**

Rita Pope spoke in support of the application.

The Planning Officer introduced the application which had been brought back to committee following deferral at the last meeting pending a site visit, which had since taken place earlier in the day. The application was for a proposed two storey rear extension at Boxhedge Cottage, High Street, Porton SP4 0LH which was recommended for refusal on the grounds that it would have a severe adverse impact on the property.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that a village design statement once adopted would be a material planning consideration. The retention of the original timber frame, brick and infill panels in the new extension to be left uncovered and visible could be part of the conditions.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

The Unitary Division Member; Cllr Mike Hewitt then addressed the Committee stating that there was no objection at all from the parish council. The house had previously been under a demolition order as was in a poor state; he felt the current owners had done a good job to pull it together, adding that the thatch on the new section would match well with the existing thatch, to make this into a reasonable family cottage.

Councillor Mike Hewitt proposed approval against Officer's recommendation; this was seconded by Councillor Ricky Rogers.

The Committee discussed the application, noting that the applicant had purchased the property knowing it was listed, and then had planned a large extension. The impact of that on the listed building was a consideration and whether the extension could be seen from the road or not was irrelevant.

The Committee also noted that ongoing investment and maintenance was required to give listed buildings new life and to preserve them for the future.

### **Resolved**

**That the application be approved with the following conditions:**

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Application Form  
Design, Access and Heritage Statement  
Drawing No. BH/SL/16  
Drawing No. BH/PT/16  
Drawing No. BH/01/16  
Drawing No. BH/L01/15

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3) The section of external rear wall that is to be covered by the extension hereby approved shall remain uncovered and visible internally with no alterations made to it unless otherwise approved in writing by the Local Planning Authority.

REASON: In the interests of preserving the character and appearance of the listed building and its setting

68 **16/04776/LBC: Boxhedge Cottage, High Street, Porton, SP4 0LH**

This presentation for this application was included in that of the associated previous application.

The Chairman moved the motion of approval, this was seconded by Councillor Hewitt.

**Resolved**

**That the application be approved with the following conditions:**

- (1) The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.  
REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- (2) The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Application Form  
Design, Access and Heritage Statement  
Drawing No. BH/SL/16  
Drawing No. BH/PT/16  
Drawing No. BH/01/16  
Drawing No. BH/L01/15

REASON: For the avoidance of doubt and in the interests of proper planning.

- (3) No works shall commence on site until details of all new external window and door joinery has been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include depth of reveal, details of heads, sills and lintels, elevations at a scale of not less than 1:10 and horizontal/vertical frame sections (including sections through glazing bars) at not less than 1:2. The works shall be carried out in accordance with the approved details.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

- (4) No development shall commence on site until the exact details and samples of the materials to be used for the external walls have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of preserving the character and appearance of the listed building and its setting.

- (5) The thatch to be used in the construction of the extension hereby permitted shall match the existing thatched roof in terms of materials, style, eaves and ridge detailing.

REASON: In the interests of preserving the character and appearance of the listed building and its setting.

- (6) The section of external rear wall that is to be covered by the extension hereby approved shall remain uncovered and visible internally with no alterations made to it unless otherwise approved in writing by the Local Planning Authority.

REASON: In the interests of preserving the character and appearance of the listed building and its setting.

**68 16/04776/LBC: Boxhedge Cottage, High Street, Porton, SP4 0LH**

This presentation for this application was included in that of the associated previous application.

The Chairman moved the motion of approval, this was seconded by Councillor Hewitt.

**Resolved**

**That the application be approved with the following conditions:**

**69 16/04668/FUL: Land at Livery Road, Winterslow, Salisbury, Wiltshire, SP5 1RJ**

**Public Participation**

Tony Allen (Agent) spoke in support of the application.

Cllr M Brown spoke on behalf of Winterslow Parish Council.

The Planning Officer noted introduced the application for a new dwelling and alteration to existing access and parking at Livery Road, Winterslow, Salisbury, Wiltshire, SP5 1RJ which was recommended for refusal. It was noted that the site was currently outside the Housing Policy Boundary, and that a Neighbourhood Plan was yet to be adopted. Officers therefore felt that the application was premature at this stage.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that another application for ten dwellings in the village, also on a site outside of the Housing Policy Boundary had been given permission last year for 10 dwellings, however this was approved due to that development having different factors including an allocation of affordable housing.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

The Unitary Division Member; Cllr Chris Devine then addressed the Committee stating that the Committee had passed applications in the past which had also been in areas outside of the Housing Policy Boundary in other locations. In this instance the Parish Council and the Neighbourhood Planning Group were both in support of the application.

Councillor Chris Devine moved the motion of approval against Officers recommendation. This was seconded by Councillor Ian West.

The Committee discussed the application, noting that the Neighbourhood Plan had not yet been adopted, however with an emerging NHP it was just a matter of time before it was adopted, which would change the policy position. The Committee had the power to override policy if evidence was available that there was local support of the parish council.

**Resolved**

**The application be approved against Officer's recommendation, with the following conditions:**

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2) The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Drawing number Hww/p2/12 dated May 2016, as deposited with the local planning authority on 17.05.16, and  
Drawing number Hww/p2/13 dated May 2016, as deposited with the local planning authority on 17.05.16.**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 3) The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

- 4) Any gates shall be set back 4.5 metres from the edge of the carriageway, such gates to open inwards only.

**REASON:** In the interests of highway safety.

- 5) No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

- 6) No part of the development shall be first occupied until the visibility splays detailed on the approved plans have been provided with no obstruction to visibility at or above a height of 900mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

**Reason:** In the interests of highway safety

- 7) No development shall commence on site until details of the external materials to be used for the walls and roof of the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area

- 8) No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water

from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

- 9) No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 on weekdays and 08:00 to 13:00 on Saturdays. No burning of waste shall take place on the site during the construction phase of the development.

**REASON:** In the interests of neighbouring amenities

70 **16/04984/FUL: The Greyhound, Market Place, Wilton**

Public Participation

Brian Currie (Applicant) spoke in support of the application.

Ken Parke (Agent) spoke in support of the application.

The Planning Officer noted that there had been a site visit earlier in the day and introduced the application for replacement of ground floor courtyard facing windows and doors (retrospective) at The Greyhound public house, Market Place, Wilton, which was recommended for refusal. Planning permission had previously been granted for wooden casement doors and windows, as part of a development to provide guest accommodation. The applicant had put in UPVC sash windows as opposed to what had been granted on the ground floor all the way around the rear.

The Conservation Officer's two principle points were the appropriateness of the replacement windows, as it was felt that this style of sash window would not have been used on a coach building, and the material of window as UPVC was considered inappropriate for the style and character of this building.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that there was generally a reluctance to approve UPVC windows and doors on listed buildings as it led to a maintenance free mindset and reduced the requirement local for joiners and carpenters to repair existing windows. A depth of 12mm double glazed window was permitted on listed buildings.



Members of the public then had the opportunity to present their views to the Committee as detailed above.

Councillor John Smale moved approval against Officer's recommendation; this was seconded by Councillor Ian West.

The Committee discussed the application, noting that the enhancement to the courtyard at the rear of the property was a vast improvement, however if the original application had requested UPVC windows then it may not have been approved. The guidance from the Conservation Officer was that the windows in the development were inappropriate and not in line with the original approval or character of the listed building.

The Committee voted on the motion on the table, this motion was not approved. The Chairman then moved for approval as per Officer's recommendation, this was seconded by Councillor Devine.

**Resolved**

**That the application be refused for the following reasons:**

**The installed windows (by virtue of their design and material) and the porch (by virtue of it being uPVC) have adversely impacted on the significance of the ancillary listed building and the setting of the host building and is therefore contrary to Core Policy 58 of the Wiltshire Core Strategy, paragraphs 132 and 137 of the NPPF and section 66 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.**

**71 16/05011/LBC: The Greyhound, Market Place, Wilton**

This presentation for this application was included in that of the associated previous application.

The Chairman moved the motion of refusal as per the Officer's recommendation; this was seconded by Councillor Devine.

**Resolved**

**The application was refused for the following reasons:**

**The installed windows (by virtue of their design and material) and the porch (by virtue of it being UPVC) have adversely impacted on the significance of the ancillary listed building and the setting of the host building and is therefore contrary to Core Policy 58 of the Wiltshire Core Strategy, paragraphs 132 and 137 of the NPPF and section 66 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.**

72 **Urgent Items**

There were no urgent items

(Duration of meeting: 6.00pm – 8.11pm)

The Officer who has produced these minutes is Lisa Moore, of Democratic Services,  
direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **SOUTHERN AREA PLANNING COMMITTEE**

---

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING  
HELD ON 1 SEPTEMBER 2016 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE  
LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman),  
Cllr Richard Britton, Cllr Richard Clewer, Cllr Jose Green, Cllr Mike Hewitt,  
Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes, Cllr Ian West and Cllr Peter Edge  
(Substitute)

**Also Present:**

---

**73 Apologies for Absence**

Apologies were received from:

- Cllr Brian Dalton who was substituted by Cllr Peter Edge.

**74 Minutes**

The minutes of the meeting held on Thursday 11 August 2016 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

**75 Declarations of Interest**

There were none.

**76 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

Cllr Chris Devine asked for clarification on whether Central Government had repealed the requirement for new schools to have sprinkler systems.

During a Councillor briefing after the meeting Mike Wilmott, Head of Development Services, gave the following feedback in response to the above question:

The Government had issued an update to the department of education's 'Design in Fire Safety in Schools' publication which now stated that building regulations did not require the installation of fire sprinkler suppression systems in schools and therefore the governments published guidelines no longer included this expectation. The Head of Development Services pointed out that sprinkler systems were a matter for building regulations rather than planning and therefore planning conditions could not require such systems anyway, however it would still be possible as it had been before to put an informative on planning permissions for School buildings advising on the preference for installing sprinklers in School buildings should the committee wish to do so.

**77 Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

**78 Planning Appeals and Updates**

The committee received details of planning appeals logged and those determined for the period 29/07/2016 and 22/08/2016.

**Resolved**

**That the report be received and noted.**

**79 Planning Applications**

**80 16/05522/FUL and 16/05781/LBC: Poppy Cottage, 7 High Street, Downton, Wiltshire, SP5 3PG**

**Public Participation**

Adam Mussell spoke in support of the application

The Planning Department Team Leader introduced the application for a 2 story rear extension to create a larger kitchen/dining and WC/utility on the ground floor and an additional bedroom at 1<sup>st</sup> floor. The application was recommended for refusal.

The Conservation Officer clarified issues detailed in the report relating to the listed buildings, these included the loss of an outshut and an eyebrow dormer, which was characteristic of buildings of this period. The design was considered unsympathetic and non traditional. The over scaled design would impact on the detached barn which was a separately listed building.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that an out shut was a single story rear extension under a lean to roof, where the scullery and pantry were housed. The proposed extension was larger than the original extensions footprint.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

Councillor Chris Devine proposed refusal as per Officer's recommendation; as he felt that the design went against what was typically expected for a listed thatched property such as this. Councillor Ian McLennan seconded the motion.

The Committee discussed the application, noting that personal circumstances were not valid planning considerations and could not be taken into account. It was also noted that the Committee had upheld the Officers view on listed building developments for much smaller scale alterations on other developments; and that this development was much greater in size and impact.

It was felt that the development design was not in line with the style of historic Wiltshire listed buildings and despite the requirements of the applicant for additional space for his family, this grade 2 listed building was not suitable for development of this style and size.

**Resolved**

**That application 16/05522/FUL be REFUSED as per the Officers recommendation for the following reasons:**

**The application dwelling is a grade II listed building located within the Downton Conservation Area. The proposed development would involve the loss of a rear outshut and will result in the creation of a two storey rear extension (with flat roof dormer). The fact that the development does not affect the public view is not a principal consideration, given that anything which affects the character of a listed building, whether visible by the public or not, has to be assessed for its long-term impact on the designated heritage asset. The development is judged to result in 'less than substantial harm' to the listed building but such harm should only be accepted where the development results in a public benefit. It is not considered there is a public benefit for this proposal. The development is considered to be contrary to Core Policy 58 of the Adopted Wiltshire Core Strategy and Paragraph 134 of the National Planning Policy Framework.**

**Resolved**

**That application 16/05781/LBC be REFUSED as per the Officers recommendation for the following reasons:**

**The application dwelling is a grade II listed building located within the Downton Conservation Area. The proposed development would involve the loss of a rear outshut and will result in the creation of a two storey**

rear extension (with flat roof dormer). The fact that the development does not affect the public view is not a principal consideration, given that anything which affects the character of a listed building, whether visible by the public or not, has to be assessed for its long-term impact on the designated heritage asset. The development is judged to result in 'less than substantial harm' to the listed building but such harm should only be accepted where the development results in a public benefit. It is not considered there is a public benefit for this proposal. The development is considered to be contrary to Core Policy 58 of the Adopted Wiltshire Core Strategy and Paragraph 134 of the National Planning Policy Framework.

**80a 16/05036/FUL: Flat 1 and Flat 2, Brooks Court, 63 Castle Road, Salisbury, Wiltshire, SP1 3RN**

Public Participation

Paul Stephens (Agent) spoke in support of the application

The Planning Department Team Leader introduced the application for a single storey extension to Flat 1, and Sun Room extension to be added to Flat 2 located above the Flat 1 extension. The proposal originally included the erection of an outbuilding for a home office for Flat 2 but this had been removed from the proposal. The application was recommended for approval.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the building was late Victorian around 1900/1910.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

Councillor Peter Edge proposed approval as per Officer's recommendation; this was seconded by Councillor Richard Britton.

The Committee discussed the application, asking why the local Member had called it in. This information had not been included in the paperwork provided.

Following the meeting the Local Member confirmed that the reasons had been provided when she had called this application in. They were, visual impact upon the surrounding area, relationship to adjoining properties, design – bulk, height, general appearance and Neighbour concern regarding this and previous planning applications on this site, as incremental development.

**Resolved**

**That the application be APPROVED as per the Officers recommendation, with the following conditions:**

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2) The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

**Application Form  
Drawing No. 02 Revision B  
Drawing No. 03 Revision C**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 3) The materials to be used in the construction of the external surfaces of the single storey extension for flat 1 and roof of the sunroom at flat 2 hereby permitted shall match in material, colour and texture those used in the existing building.**

**REASON: In the interests of visual amenity and to protect the character and appearance of the area.**

**81 16/06259/FUL: The Coach House, 63A Castle Road, Salisbury, Wiltshire, SP1 3RN**

Public Participation

Paul Stephens (Agent) spoke in support of the application

The Planning Officer introduced the application for a rear single storey double height extension at The Coach House, 63a Castle Road, Salisbury, which was recommended for approval.

Members of the Committee then had the opportunity to ask technical questions of the Officers. It was noted that the tree preservation order detailed in the report was for a tree which had been removed following damage. The size of the proposed development had been assessed and was not felt to affect the next property. Access to the property was from Castle Road.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

Councillor Chris Devine proposed approval as per Officer's recommendation; this was seconded by Councillor Richard Clewer.

The Committee discussed the application, noting that when the original application for the site had come to committee it was approved on the understanding that it was never meant to be anything more than a single person's house, whilst the proposed extension was appropriate, no further development of the size should be considered.

It was noted that the condition to limit the development of an inside mezzanine floor was added to enable Officers to judge the effect a first floor would have on neighbouring props, should the applicant decide at a later date to add one.

The Committee asked the Officers to look into the details of the missing tree which had been removed following damage, as it was queried that the tree preservation order may have required it to be replaced.

**Resolved**

**That the application be APPROVED with the following conditions:**

- 4) **The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 5) **The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

**Application Form  
Drawing No. 01  
Drawing No. 02**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 6) **The brick and roof tile to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

**REASON: In the interests of visual amenity and the character and appearance of the area.**

- 7) *Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no mezzanine or other form of internal floor to create a first floor level shall be constructed in the development hereby permitted.*



*REASON: In the interests of residential amenity and privacy.*

**82 Urgent Items**

There were no urgent items

(Duration of meeting: 6.00pm – 7.10pm)

The Officer who has produced these minutes is Lisa Moore, of Democratic Services, direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## WESTERN AREA PLANNING COMMITTEE

---

### **DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 29 JUNE 2016 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice Chairman), Cllr Trevor Carbin, Cllr Andrew Davis, Cllr Magnus Macdonald, Cllr Pip Ridout, Cllr Roy While, Cllr Jerry Wickham (Substitute) and Cllr Graham Payne

#### **Also Present:**

Jessica Croman (Democratic Services)  
Mike Kilmister (Planning Team Leader)  
Jemma Foster (Senior Planning Officer)  
Kate Yeoman (Planning Officer)  
Steve Sims (Senior Planning Officer)

---

#### **54 Apologies for Absence**

Apologies for absence were received from:

- Cllr Jonathon Seed (Substituted by Cllr Jerry Wickham)
- Cllr Ernie Clark
- Cllr Dennis Drewett

#### **55 Minutes of the Previous Meeting**

The minutes of the meeting held on 18 May 2016 were presented.

#### **Resolved:**

**To defer the Minutes to the next meeting.**

#### **56 Chairman's Announcements**

The Chairman gave details of the exits to be used in the event of an emergency and informed the meeting that:

Members of the public were permitted to lobby members in advance of the meeting, but after the beginning of the debate, circulation of new information, written or photographic which had not been verified by planning officers would not be permitted.

**57 Declarations of Interest**

There were no declarations of interest.

**58 Public Participation and Councillors' Questions**

No questions had been received from councillors or members of the public.

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

**59 Planning Applications**

The Committee considered the following applications:

**60 16/02681/FUL - 8 Fulmar Close, Bowerhill, Melksham**

Alan Goodwin spoke in objection to the application.

Robert Palin spoke in objection to the application.

Richard Harlow, agent, spoke in support of the application.

The Planning Officer outlined the report which recommended that the application be approved with conditions.

Members of the Committee had the opportunity ask technical questions. Details were sought on the increased height of the roof and eaves, and on the absence of a sink unit.

Members of the public then had the opportunity to address the Committee as detailed above.

Cllr Roy While, as the local Member, spoke against to the application.

Issues discussed in the course of the presentation and debate included: the impact on the neighbouring property; the potential for overshadowing, loss of daylight and the loss of amenities; and that the Parish Council had objected.

The planning officer's recommendation for permission was moved and seconded.

The proposal was lost.

A proposal was made to refuse the application.

Having been put to the vote, the meeting;

**Resolved:**

**To refuse planning permission for the following reasons:**

**The proposal by virtue of its proportion, form and scale would result in an overbearing and dominant form of development, which would result in the loss of daylight and be overshadowing to the detriment of the neighbour's amenity at 7 Fulmar Close. This would be contrary to Policy CP57 of the adopted Wiltshire Core Strategy.**

61 **16/00587/FUL - Brokerswood Country Park, Southwick**

Robert Wilson spoke in objection to the application.

Tracey Peachment spoke in objection to the application.

Philipa Masters spoke in objection to the application.

Jeremy Lambe, agent, spoke in support of the application.

Sue Capon, owner, spoke in support of the application.

Bobby McGhee, applicant, spoke in support of the application.

Alison Irving, Dilton Marsh Parish Council, spoke in objection to the application.

Roger Evans, North Bradley Parish Council, spoke in objection to the application.

The Senior Planning Officer outlined the report which recommended that the application be approved with conditions.

Members of the Committee had the opportunity to ask technical questions. Details were sought on the figures quoted; the traffic movement survey; the exit road width; conditions 3 & 4 of the recommendations and to ask if a map detailing all the land owned by the applicant and not just the development site, was available.

Members of the public then had the opportunity to address the Committee as detailed above.

Cllr Horace Prickett, as the local Member, spoke in objection to the application.

Issues discussed in the course of the presentation and debate included: the additional information received during the meeting; the traffic figures, and the possible impact of the proposal on traffic; the scale of the development and the potential environmental impact; the impact on near by residents; and the potential drainage issues on the site..

A proposal was made to defer the application in-order to carry out a site visit and for a fuller report from Highways and queries regarding highways matters to be obtained prior to the next meeting. .

Having been put to the vote, the meeting;

**Resolved:**

**To defer the application for a site visit.**

**61a 15/12235/FUL - Home Farm House, Hoggington Lane, Southwick**

Steve Jones, applicant, spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application be refused.

Members of the Committee had the opportunity to ask technical questions. Details were sought on the windows of the original barn; the planning history of the site and the distance of the development to the centre of the town.

Members of the public then had the opportunity to address the Committee as detailed above.

Cllr Horace Prickett, as the local Member, spoke in support of the application.

Issues discussed in the course of the presentation and debate included: the conditions which could be imposed if approved and core planning issues which had not been met; the views of the Parish Council and the potential impact of the proposal on the traffic..

A proposal was made to approve the application but there was no seconder.

A proposal was made to move the officers recommendations.

Having been put to the vote, the meeting;

**Resolved:**

To refuse planning permission for the following reasons:

1. Extensive building works would have to be undertaken to make the building habitable as holiday accommodation including new walls to all elevations and new floors, in addition the southwest section of the existing barn would be demolished. It is not considered that the building can be converted without major works of rebuilding or modification and therefore the development is contrary to Core Policy 48 of the Wiltshire Core Strategy.

2. The proposed development, by virtue of its design and materials used, fails to effectively integrate into its landscape setting and would form an incongruous feature in this prominent position within the landscape, resulting in an adverse impact upon the character of the area. The proposal is therefore contrary to Core Policy 39, Core Policy 51 and Core Policy 57 of the Wiltshire Core Strategy and advice contained in section 7 of the National Planning Policy Framework.

3. The proposed building would be located outside the defined limits of development in the open countryside where development is strictly controlled to prevent unsustainable development and to protect the character of the countryside, in a location that has limited access to services or public transport and where occupants would be reliant upon the private motor vehicle, and as such would increase the need to travel in this unsustainable location. The proposed development is therefore contrary to Core Policy 1, Core Policy 2, Core Policy 39, Core Policy 48 and Core Policy 60 of the Wiltshire Core Strategy and guidance contained in the National Planning Policy Framework.

**61b 16/01422/FUL - 6, The Cottage,6 Lower South Wraxall**

Viv Vines spoke in objection to the application.

Ruth warren, applicant, spoke in support of the application.

The Senior Planning Officer outlined the report which recommended that the application be approved with conditions.

Members of the Committee had the opportunity ask technical questions. Details were sought on the 25 degree rule and the design.

Members of the public then had the opportunity to address the Committee as detailed above.

Cllr Trevor Carbin, as the local Member, who had originally called in the application, spoke in support of the application.

Issues discussed in the course of the presentation and debate included: whether an informative could be added to the conditions; the changes made to the proposals in response to the consultation.

A proposal was made to move the officer's recommendations.

Having been put to the vote, the meeting;

**Resolved:**

**To approve planning permission with the following conditions:**

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2. The development hereby permitted shall be carried out in accordance with the following approved plans:  
Location plan (drawing no. 1432/000) dated Feb 2016  
Block plan (drawing no. 1432/005 A) dated Feb 2016  
Existing garden plan (drawing no. 1432/001) dated Oct 2015  
Proposed garden plan (drawing no. 1432/004 D) dated Dec 2015  
North west elevation plan – received on 31.05.2016  
Existing garden plan (drawing no. 1432/001 B) dated Oct 2015**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

- 3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the development hereby permitted.**

**REASON: In the interests of residential amenity and privacy.**

- 4. The development hereby permitted shall not be used at any time for habitable accommodation and that it shall remain for purposes ancillary to the residential use of the main dwelling, known as No. 6 Lower South Wraxall (known as 'The Cottage' and that it shall remain within the same planning unit as the main dwelling.**

**REASON: The additional accommodation is sited in a position where the Local Planning Authority, having regard to the reasonable standards of**



residential amenity, access, and planning policies pertaining to the area, would not permit a wholly separate dwelling.

5. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match the material, colour and texture as that used for the existing building.

**REASON:** In the interests of visual amenity and the character and appearance of the area.

6. The development hereby permitted shall not be first brought into use until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

**REASON:** In the interests of highway safety.

7. No part of the development hereby permitted shall be first brought into use until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

8. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-
  - location and current canopy spread of all existing trees and hedgerows on the land;
  - full details of any to be retained, together with measures for their protection in the course of development;
  - a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
  - all hard and soft surfacing materials;

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

9. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the completion of the development; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or

become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

**REASON:** To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

10. The development hereby approved shall be carried out in accordance with the recommendations made in section 5 of the Preliminary Ecological Assessment for Bats (Draft) report dated 27/06/2016 prepared by Johns Associates Environmental Consultants, as already submitted with the planning application and agreed in principle with the local planning authority before determination, and as modified by a Natural England European protected species licence.

**REASON:** To ensure adequate protection and mitigation for protected species.

**INFORMATIVES:**

1. If bats or evidence of bats is found at any stage of development, the applicant is advised to follow the advice of a professional ecologist or to contact the UK Bat Helpline on 0345 1300 228 (homeowners and churches) or visit [http://www.bats.org.uk/pages/natural\\_england\\_roost\\_visits.html](http://www.bats.org.uk/pages/natural_england_roost_visits.html) for more information.

Please also be advised that works should not take place that will harm nesting birds from March to August inclusive. All British birds (while nesting, building nests and sitting on eggs), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. If birds are nesting on/in or within the vicinity of the proposed development, work should be undertaken outside the breeding season for birds to ensure their protection, i.e. works should only be undertaken between August and February. Further advice on the above can be sought from the Council Ecologists.

2. The applicant is reminded to strictly accord with the approved plans regarding the proposed garage position and height.

The Planning Appeals Update Report for 09/05/16 to 17/06/16 was received.

**Resolved:**

**To note the Planning Appeals Update Report for 09/05/16 to 17/06/16.**

**63 Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.05 - 6.05 pm)

The Officer who has produced these minutes is Jessica Croman, of Democratic Services, direct line 01225 718262, e-mail <mailto:jessica.croman@wiltshire.gov.uk>

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **WESTERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 10 AUGUST 2016 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Magnus Macdonald, Cllr Pip Ridout, Cllr Jonathon Seed, Cllr Roy While and Cllr Gordon King (Substitute)

#### **Also Present:**

Cllr Stephen Oldrieve, Cllr David Jenkins and Cllr Horace Prickett

---

#### **64 Apologies for Absence**

Apologies for absence were received from Cllr Graham Payne and Cllr Trevor Carbin who was substituted by Cllr Gordon King.

#### **65 Minutes of the Previous Meeting**

It was noted that the minutes of the meeting held on 18 May remained outstanding.

#### **Resolved:**

**To confirm the minutes of the meeting held on 29 June 2016 and request that the minutes of the meeting held on 18 May 2016 be presented at the next available meeting.**

#### **66 Chairman's Announcements**

There were no Chairman's Announcements.

**67 Declarations of Interest**

Cllr Jonathon Seed advised that he was a holiday park owner however did not consider this to be an interest to preclude him from the debate and vote on item 6a - 16/00587/FUL- land at Brokerswood Country Park and he would participate with an open mind.

**68 Public Participation and Councillors' Questions**

No questions had been received from councillors or members of the public.

The Chairman explained the rules of public participation and the procedure to be followed at the meeting.

Following a request from the local member, the Committee agreed to bring forward determination of agenda item 6c- application 16/03456/FUL – The Bungalow, Pepperacre.

**69 Planning Applications**

The Committee considered the following applications:

**70 16/03456/FUL - The Bungalow, Pepperacre Lane, Trowbridge, BA14 7JQ**

The Senior Planning Officer introduced the application for the conversion of an existing dwelling into two dwellings and the erection of one further dwelling, two detached garages, associated landscaping and access works. The application was recommended for approval, subject to the conditions outlined in the report. The officer presented the existing and proposed site plan, the proposed elevations of the dwellings and photographs of the site on Pepperacre Lane. A summary was provided of the recommended planning conditions which covered: materials, ecology, timescales, parking, landscaping, energy performance and plans.

As there were no technical questions the Chairman invited members of the public to speak.

Mark Sutton and Norbert Crossley spoke in objection to the application.

Chris Beaver (the applicant's agent) spoke in support of the application.

The local member, Cllr Steve Oldrieve, spoke in objection to the application. The councillor had no objection to the principle of the development however had concerns about overlooking, access arrangements, and the impact of the development on the character and tranquillity of the area.

Following questions from members about the Elmhurst development to the south west of the site, the Senior Planning officer advised that the access roads would probably be adopted by the Council due to the number of properties and this proposed development on the bungalow site would also accord with the character of the neighbouring development. Questions were raised over the potential for the proposed development to overlook the neighbouring development and officers reassured the Committee that there was sufficient distance between dwellings and that habitable rooms were not directly overlooked due to the direction of the windows.

Cllr Christopher Newbury, seconded by Cllr Ridout, moved the officer recommendation.

In the debate that followed members considered the density of the proposed development and understood that the footprint of the existing bungalow would not be changed. The Committee noted that there had been no objection from ecologists and there was to be further landscaping on the site.

**Resolved:**

**To grant planning permission, subject to the following conditions and informatives:**

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2. No development shall commence on site until details of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.**

- 3. The development hereby approved shall be carried out in accordance with the Badger Mitigation Strategy and the Bat Mitigation and**

**Enhancement Strategy, both prepared by Stark Ecology as submitted by email on 20th June 2016 and as modified by a Natural England European protected species licence. The bat roosting features incorporated within the garages shall be provided in a suitable condition for use by bats for the lifetime of the development hereby approved.**

**REASON: To ensure adequate protection and mitigation for protected species through the implementation of detailed mitigation measures that were prepared and submitted with the application before determination.**

- 4. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-**
  - a. a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
  - b. finished levels and contours;**
  - c. means of enclosure;**
  - d. all hard and soft surfacing materials.**

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure a satisfactory landscaped setting for the development.**

- 5. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the buildings or the completion of the development whichever is the sooner. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

**REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.**

- 6. No development shall commence on site until a scheme for the discharge of surface water from the site, incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.**

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.**



7. No development shall commence on site until details for the disposal of sewage including the point of connection to the existing public sewer have been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until the approved sewerage details have been fully implemented in accordance with the approved plans.

**REASON:** The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure that the proposal is provided with a satisfactory means of drainage and does not increase the risk of flooding or pose a risk to public health or the environment.

8. No part of the development hereby permitted shall be first occupied until the turning areas and parking spaces/garaging have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety.

9. The dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. No dwelling shall be occupied until evidence has been issued and submitted to, and approved in writing by, the local planning authority certifying that this level or equivalent has been achieved.

**REASON:** To ensure that the objectives of sustainable development equal or equivalent to those set out in Policy CP41 of the Wiltshire Core Strategy are achieved.

10. The development hereby permitted shall be carried out in accordance with the following approved plans:

PEP 001 Rev B Plot 2 & 3 Existing Building Plan Registered on 27 April 2016;  
PEP 001 Rev B Plot 2 & 3 Existing Elevations Registered on 27 April 2016;  
PEP 003 Rev C Registered on 27 April 2016;  
PEP 004 Rev C Registered on 27 April 2016;  
PEP 005 Rev D Registered on 27 April 2016;  
PEP 006 Rev D Received on 24 May 2016;  
PEP 007 Rev E Registered on 27 April 2016;  
PEP 008 Rev B Registered on 27 April 2016;  
PEP 009 Rev C Registered on 27 April 2016;  
PEP 0011 Rev D Received on 24 May 2016; and  
PEP 0014 Rev B Registered on 27 April 2016.

**REASON:** For the avoidance of doubt and in the interests of proper planning.

## **11. INFORMATIVE:**

Please note that this consent does not override the statutory protection afforded to any protected species. All British bat species are protected under The Conservation of Habitats and Species Regulations 2010 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not. If bats are discovered, all works should stop immediately and a licensed bat worker should be contacted for advice on any special precautions before continuing (including the need for a derogation licence from Natural England).

Please also be advised that works should not take place that will harm nesting birds from March to August inclusive. All British birds (while nesting, building nests and sitting on eggs), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. If birds are nesting on/in or within the vicinity of the proposed development, work should be undertaken outside the breeding season for birds to ensure their protection, i.e. works should only be undertaken between August and February. Further advice on the above can be sought from the Council Ecologists.

The Protection of Badgers Act 1992 protects badgers from cruel ill-treatment, including damage or destruction of their setts, or disturbance whilst a sett is in occupation. This Act makes it illegal to carry out work that may disturb badgers without a Natural England licence.

## **12. INFORMATIVE TO APPLICANT:**

The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to

**commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website**  
**[www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)**

**71 16/00587/FUL- Brokerswood Country Park, Brokerswood Road, Southwick, BA13 4EH**

The Senior Planning Officer introduced the application for a change of use to locate 90 holiday lodges, 10 touring units and 10 camping pods together with associated infrastructure and Liquid Petroleum Gas storage area (in place of 89 touring unit pitches). The application was recommended for approval, subject to the conditions and informatives outlined in the report. A history of the site was given, including previous planning permissions and details of land ownership. It was explained that the key policy relevant to the proposal was Core Policy 39 (Tourism Development) of the Wiltshire Core Strategy. The officer advised that the application was an extension of the existing site and stated that the paddock area had existing planning permission for pitches. Statutory declarations regarding the use and non-use of this paddock had been received from the agent and residents.

The officer drew attention to the late observations and noted that a site visit, attended by all Committee members, had taken place earlier that day to allow members to familiarise themselves with the site. The proposed layout of the lodges, units and camping pods was provided, alongside details of existing structures to be removed and plans of the existing entrance and exits which were to be used for access. The Senior Planning Officer acknowledged that 1.7% of the woodland would be lost to the development however there would be no damage to the ancient trees and it was considered that the application, which included a woodland management plan, would be of significant benefit to the woodland.

Members were advised that the site would be open to visitors using the lodges, caravan and camping pods all year round, however traffic to the site was expected to reduce in comparison with current usage due to the site being closed to day visitors; as such no objections had been raised by Highways officers. It was noted that local residents had undertaken a traffic survey however this was not considered to be reliable and could not be taken into consideration due to a lack of information regarding when, how and where the survey had been undertaken, it had also not been submitted to the Local Planning Authority. Photographs of the site were shown and the officer summarised that the application was not considered to have an adverse impact

on the neighbouring amenity and would see enhanced ecology, employment opportunity, rural tourism and a positive impact on highways.

In response to technical questions, it was stated that in the locality there was a farm shop, nearby pubs and nearby towns and villages that could benefit from the development attracting tourists to the locality.

Tracey Peachment, Simon Langdon and Nigel Godsiff spoke in objection to the application.

Neil Benson, James Whiteford and Jeremy Lambe (the applicant's agent) spoke in support of the application.

Cllr Marion Masters, Southwick Parish Council, and Cllr Alison Irving, Dilton Marsh Parish Council, spoke in objection to the application.

The local member, Cllr Horace Prickett, spoke in objection to the application on the grounds that it did not meet the requirements of Core Policy 39, was an unsustainable development and he considered it to be more than an extension of the existing permission.

In response to statements from members of the public, the Senior Planning Officer stated that the addition of 21 pitches on the site was an extension of the existing permissions and that parts of the site within the application submission was a change of use. It was clarified that the site would still be a visitor attraction and would only alter the type of visitor being attracted as the site would no longer be open to day visitors.

Cllr Andrew Davis, seconded by Cllr While, moved the officer recommendation. The proposer and seconder accepted an amendment moved by Cllr Seed to include a further informative asking the applicant to consider the possibility of a vehicular exit from the site onto Brokerswood Road.

In the debate that followed, members discussed the impact of the development on traffic levels and consequently the local highways network. Some members expressed disappointment that the applicant had not considered a separate access to this site and the Committee agreed that an informative be added to request that the applicant consider the possibility of a vehicular exit from the site onto Brokerswood Road. Councillors discussed the impact of the proposals on the ancient woodland and the Woodland Trust's response. Overall, it was considered that the development would be an improvement to the woodland. The situation of the site in the open countryside was discussed and councillors considered the risk of the site becoming derelict without intervention and the subsequent loss of amenity. It was commented that the proposal would be an effective way of preserving the amenity.

On going to the vote, Cllr Ernie Clark wished it be recorded that he voted against the motion.

**Resolved:**

**That planning permission be granted, subject to the following conditions and informatives:**

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2. The use of the site hereby permitted is restricted to 90 lodges, 10 touring unit pitches and 10 camping pods and shall not be used for any other purpose. No more than either one tent, caravan, lodge (as defined in the Caravan Sites and Control of Development Act 1960 (amended by Statutory Instrument No 2374 1<sup>st</sup> October 2006) and the Caravan Sites Act 1968) or pod[s] shall be stationed on each pitch at any time.**

**REASON: To control the number of pitches to ensure the adequacy of parking provision and in the interest of the character and appearance of the area.**

- 3. Notwithstanding Class C3 of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification), the accommodation hereby permitted (lodge numbers 1 to 67 and 69 to 90, camping pods 1 to 10 and touring unit pitches 1 to 10) shall be used to provide holiday accommodation only, which shall not be occupied as permanent, unrestricted accommodation or as a primary place of residence. An up to date register of names and main home addresses of all occupiers shall be maintained and shall be made available at all reasonable times to the Local Planning Authority.**

**REASON: This site is in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit permanent residential accommodation.**

- 4. The occupation of the lodge number 68 as annotated on drawing number LPD/BWCP16/HL5 shall be limited to a person solely or mainly employed or last employed in the business occupying the plot edged red on the submitted location plan, or a widow or widower of such a person, or any resident dependents.**

**REASON:** The site lies within an area where planning permission would not normally be granted for development unrelated to the essential needs of the established business for which nearby staff accommodation is now required and this permission is only granted on the basis of an essential need for a new dwelling/residential accommodation in this location having been demonstrated.

5. No demolition or site clearance shall commence on site until an Arboricultural Method Statement (AMS) prepared by an arboricultural consultant providing comprehensive details of construction works in relation to trees has been submitted to, and approved in writing by, the Local Planning Authority. All works shall subsequently be carried out in strict accordance with the approved details. In particular, the method statement must provide the following:
  - A specification for protective fencing to trees during both demolition and construction phases which complies with BS5837:2013 and a plan indicating the alignment of the protective fencing;
  - A specification for scaffolding and ground protection within tree protection zones in accordance with British Standard 5837: 2012;
  - A schedule of tree works conforming to British Standard 3998: 2010;
  - Details of general arboricultural matters such as the area for storage of materials, concrete mixing and use of fires;
  - Plans and particulars showing the siting of the existing and proposed service and piping infrastructure (including pipes, drains, sewers, gas, electric, telephone and water);
  - A full specification for the construction of any arboriculturally sensitive structures and sections through them, including the installation of boundary treatment works, the method of construction of the access driveway including details of the no-dig specification and extent of the areas of the driveway to be constructed using a no-dig specification;
  - Details of the works requiring arboricultural supervision to be carried out by the developer's arboricultural consultant, including details of the frequency of supervisory visits and procedure for notifying the Local Planning Authority of the findings of the supervisory visits; and
  - Details of all other activities, which have implications for trees on or adjacent to the site.
  - In order that trees to be retained on-site are not damaged during the construction works and to ensure that as far as possible the work is carried no demolition, site clearance or development should commence on site until a precommencement site meeting has been held, attended by the developer's arboricultural consultant, the

designated site foreman and a representative from the Local Planning Authority, to discuss details of the proposed work and working procedures.

- **Construction Method Statement to provide details of excavation works within the root protection areas and how the proposed routes of underground services will avoid high density areas of root systems of retained trees and details of alternative routes for these services.**

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in order that the Local Planning Authority may be satisfied that the trees to be retained on and adjacent to the site will not be damaged during the construction works and to ensure that as far as possible the work is carried out in accordance with current best practice and section 197 of the Town & Country Planning Act 1990.

- 6. No development associated with the lodges, camping pods and/or roads shall commence on site until a Landscape and Ecological Management Plan (LEMP) has been submitted to, and approved in writing by, the Local Planning Authority. The content of the LEMP shall include, but not necessarily be limited to, the following information:**

- a) Full specification of habitats to be created, including locally native species of local provenance and locally characteristic species;**
- b) Description and evaluation of features to be managed; including location(s) shown on a site map;**
- c) Landscape and ecological trends and constraints on site that might influence management;**
- d) Aims and objectives of management;**
- e) Appropriate management options for achieving aims and objectives;**
- f) Prescriptions for management actions;**
- g) A copy of the final Woodland Management Plan;**
- h) Preparation of a work schedule (including an annual work plan capable of being rolled forward over a {5-year period)**
- i) Details of the body or organisation responsible for implementation of the plan;**
- j) Ongoing monitoring and remedial measures, including an Ecological Monitoring Programme);**
- k) Timeframe for reviewing the plan; and**
- l) Details of how the aims and objectives of the LEMP will be communicated to the occupiers of the development.**

The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body (ies) responsible for

its delivery. The plan shall also set out (where the results from monitoring show that the conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented. The LEMP shall be implemented in full in accordance with the approved details.

**REASON:** To ensure the long-term management of protected and priority habitats and other landscape and ecological features, and to maintain and enhance these habitats and features in perpetuity.

7. No development associated with the lodges, camping pods and/or roads shall take place (including demolition, ground works, vegetation clearance) until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:
- a) Risk assessment of potentially damaging construction activities
  - b) Identification of 'biodiversity protection zones'
  - c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements)
  - d) The location and timing of sensitive works to avoid harm to biodiversity features (e.g. daylight working hours only starting one hour after sunrise and ceasing one hour before sunset)
  - e) The times during construction when specialists ecologists need to be present on site to oversee works
  - f) Responsible persons and lines of communication
  - g) The role and responsibilities on site of an Ecological Clerk of Works (ECoW)
  - h) Use of protective fences, exclusion barriers and warning signs, including advanced installation and maintenance during the construction period
  - i) Ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

A report prepared by the Ecological Clerk of Works certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, and detailing the results of site supervision and any necessary remedial works undertaken or required, shall be submitted to the Local Planning Authority for approval within 3 months of the date of substantial completion of the development or at the end of the next available planting season, whichever is the sooner. Any approved remedial works shall subsequently be carried out under the strict supervision of the Ecological Clerk of Works following that approval.



**REASON:** The application contained insufficient information to enable this matter to be considered in detail prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner and to ensure adequate protection, mitigation and compensation for ancient woodland, protected species, priority species and priority habitats.

8. No lodge shall be installed on the site until a palette of materials to be used for the external walls and roofs of the lodges hereby approved have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

9. No lodge or camping pod shall be installed on the site until a scheme for the discharge of foul water from the site, incorporating either phased improvements to existing treatment facility to provide increased capacity or an entirely new treatment plant together with any discharge consents required, has been submitted to and approved in writing by the Local Planning Authority. The development, or phase, shall not be first occupied until foul water drainage has been constructed (for that phase) in accordance with the approved scheme.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of ensuring appropriate foul water disposal.

10. No lodge or camping pod shall be installed on the site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the

**matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of ensuring appropriate surface water run off.**

- 11.No lodge or camping pod shall be installed on the site until a timetable for the removal of on-site infrastructure (adventure playground, train and its associated track, outbuildings etc) has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.**

- 12.The development hereby approved shall be carried out in strict accordance with the additional Ecological Information ref. 15-3614 v2 dated 07.04.16 by Lockhart Garratt Design received by the Local Planning Authority on 25th April 2016**

**REASON: To ensure adequate protection and mitigation for protected species, priority species and priority habitats, including ancient woodland, through the implementation of detailed mitigation measures that were prepared and submitted with the application before determination.**

- 13.All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the first building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

**REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.**

**14. There shall be no lighting installed within the site other than those shown on the approved plans.**

**REASON: In the interests of minimising light levels and light spillage to avoid disturbance in the open countryside and to habitats.**

**15. The camping pods shall be constructed in accordance with the The Pod Brochure received by the Local Planning Authority on 7th June 2016.**

**REASON: To ensure the camping pods are appropriate in material and colour to their ancient surroundings.**

**16. No lodge hereby approved shall be first occupied until the associated parking spaces together with the access thereto, have been provided in accordance with the approved plans.**

**REASON: In the interests of highway safety and the amenity of future occupants.**

**17. The development hereby permitted shall be carried out in accordance with the following approved plans:**

**received on 20th January 2016**

**LPD/BWCP16/LP4 (Location Plan), LPD/BWCP16/TSL1A (Existing Layout), LPD/BWCP16/LPG1 (LPG Tank Elevation), LPD/BWCP/16/LPG2 (Tank Floorplans)**

**Received on 8th February 2016**

**Lodge Details: Rochester, Chichester  
LPD/BWCP16/TSL1A/SR (Structures to be removed)**

**Received on 12th February 2016**

**Lighting Bollard Details**

**Received on 13th May 2016**

**3762/04/M15-2110 V5 (Operational Intentions Map)  
3762/01/M16-0143 V2 (Ecological Mitigation Plan)**

**Received on 2nd June 2016**

**LPD/BWCP16/HL5 (Proposed Layout)  
The Breeze House, Buckland**

**Received on 13th June 2016**

**LPD/BWCP16/HL5/LB/1B (Lighting Bollard Location)  
3762/04/D15-2713 V3 (landscape strategy plan)**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

**1. INFORMATIVE TO APPLICANT:**

Should works to, on, over, near or connections to ordinary watercourses form part of this application then a separate application for each will be required to be made to the LLFA for consent. Granting of planning permission does not mean automatic Land Drainage Consent approval  
The applicant will need to contact the Environment Agency regarding and proposal to increase effluent discharge as proposals are likely to mean a need to amend existing or issue a new discharge consent.

**2. INFORMATIVE TO APPLICANT:**

**Foul Drainage**

A private package treatment plant is proposed. The site currently benefits from an existing Environmental Permit for a discharge to river. However, this will need to be varied if it is to be applicable to the proposed treatment plant. The applicant must contact the Environment Agency on 03708 506 506 or view our website for further details in this matter - <https://www.gov.uk/guidance/change-transfer-or-cancel-yourenvironmental-permit>

**Pollution Prevention During Construction**

Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover: - the use of plant and machinery - oils/chemicals and materials - the use and routing of heavy plant and vehicles - the location and form of work and storage areas and compounds - the control and removal of spoil and wastes.

**3. INFORMATIVE TO APPLICANT**

The Western Area Planning Committee would request the applicant to consider the possibility of a vehicular exit from the site onto Brokerswood Road.

72      **15/11604/OUT - Westbury and District Hospital, The Butts, Westbury, BA13 3EL**

The meeting adjourned at 17:10 for five minutes.

The Chairman permitted Michael Sutton to speak in objection to the application, prior to the planning officer's presentation.

The Senior Planning Officer introduced the outline planning application wither all detailed matters reserved for a later stage, except for the means of access to serve up to 58 dwellings. Members were informed that the submission was supported by several plans which illustratively identified landscape treatment,

provisions of public open space, housing and internal road layout on the site of the former Westbury and District Hospital. It was recommended that the Committee delegate authority to the Head of Development Management to grant outline planning permission, subject to the completion of a s106 agreement within 6 months (taken from the date of the committee resolution) to cover the developer obligations as summarised within section 9.14 of the report and planning conditions and informatives as listed in the report, and to consider the late observations (contained in the agenda supplement) made by the Council's archaeologist.

The Senior Planning Officer presented a parameter plan and illustrative landscape plan, explaining that the number of houses and density of development had materially reduced since the pre-application and initial application stages. An indicative layout showed where affordable housing could be located within the development, which factored in the vacant building credit implications alongside the provision for public open space. A series of extensive photographs of the site, and perspectives from nearby locations were shown and referenced.

The Committee was advised there was no photograph taken from Orchard Road in the officer's presentation. There were no other technical questions.

Erica Watson and Michael Pearce spoke in objection to the application.

Chris Beaver (the applicant's agent) and David Tout spoke in support of the application.

Cllr Ian Cunningham, Westbury Town Council, spoke in objection to the application.

The Chairman said he felt he should point out that he lived in Leighton Green, Westbury, not far from the site, and that in taking part in the debate and the vote he came to the matter with an open mind.

The local member, Cllr Gordon King, spoke in objection to the application since he considered there to be insufficient infrastructure in the town to support a further increase in population. The councillor considered there was sufficient housing supply already in Westbury, with substantial housing numbers and applications having been approved recently. The councillor also raised concerns in respect of drainage, highways, unsustainable development, limited affordable housing and conflict with Core Policy 43.

Cllr Gordon King, seconded by Cllr Magnus MacDonald, moved that the application be deferred to a future meeting to allow for a member's site visit.

In the debate that followed it was suggested that members could assess the potential highways concerns raised by the local member at a site visit. Members also commented this would allow more time for officers to supply further

information on the highways impact of the development and its effect on school places.

**Resolved:**

**To defer determination until a future meeting date to allow for a site visit to assess the impact of the development on highways, and to allow for further information to be provided on the impact of the development on highways and education.**

73 **Appeals Report**

Members considered an update on planning appeals, forthcoming hearings and public enquiries.

A member of the public, Francis Morland, questioned why planning decisions APP/Y3940/W/15/3129040 in Calne, APP/Y3940/W/14/2223354 in Cricklade and APP/Y3940/W/15/3130433 in Westbury were not included in the appeals report.

The Area Team Leader acknowledged Mr Morland's observations and explained that the decisions relating to Calne and Cricklade did not relate to the area covered by the Western Area Planning Committee and the appeals report would be presented to the Northern Area Planning Committee. The officer apologised for any other overlooked and missing decisions that had not been included in the update and advised he would liaise with the appeals administration team to correct matters and that the next appeals report would seek to address any anomalies.

The Area Team Leader explained in detail several key issues raised as part of two recently determined appeals including the dismissed appeal relating to an application the committee refused contrary to officer recommendation in December 2015 for a 4 house residential development at Station Approach, St Margaret's Street in Bradford on Avon. Members were informed that although the Inspector sided with the committee in turning down consent for the development, he found the reason to refuse the development on highway grounds unreasonable; and a partial award of costs was sanctioned. The Area Team Leader explained to members that no costed application had been received from the appellant to date, however, the officer asked members to consider the necessity of applying NPPF paragraph 32 whenever the committee is minded to refuse an application on highway grounds; and of the need to have evidence to substantiate any highway refusal. Without such evidence, Members were reminded that there could be a consequential costs being awarded against the local planning authority if it is found to have acted unreasonably.

The officer also provided members with an outline of what the inspector concluded in allowing an appeal at 48 High Street, Heytesbury and an explanation was given to members on the reasoning behind the withdrawal of the appeal at Land west of Drynham Lane, Trowbridge.

Members expressed particular interest in an update on an decision in respect of land at Trowbridge Rd, Westbury and councillors also requested an update on the latest land figures for the county as they considered this relevant to the determination of planning applications.

**Resolved:**

**To note the update.**

**To request that updates missed from the appeal report at this meeting be included in an expanded and corrected appeals report at the next Committee meeting.**

**To request an update on the appeal decision relating to the appeal at Trowbridge Road, Westbury, be provided at the next meeting.**

**To endorse a request to the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, for an updated statement on housing land supply to be made available to members and published online.**

**74 Urgent Items**

The Committee considered potential dates of the site visit in respect of the Westbury Hospital application, and provisionally agreed upon 2pm on 28 September 2016, to be confirmed at a later date.

(Duration of meeting: 3.05 - 6.25 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line 01225 718214, e-mail [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank



## **WESTERN AREA PLANNING COMMITTEE**

---

### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 28 SEPTEMBER 2016 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice Chairman), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Dennis Drewett, Cllr Pip Ridout, Cllr Roy While, Cllr Fleur de Rhé-Philippe (Substitute) and Cllr Gordon King (Substitute)

#### **Also Present:**

Cllr David Jenkins

---

#### **75 Apologies for Absence**

Apologies for absence were received from Councillors Graham Payne, Jonathon Seed and Magnus Macdonald.

Councillor Payne was substituted by Councillor Fleur de Rhe-Philippe.

Councillor Macdonald was substituted by Councillor Gordon King.

#### **76 Minutes of the Previous Meeting**

The minutes of the meeting held on 18 May 2016 and 10 August 2016 were presented for consideration.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 18 May 2016;**

**That subject to amending minute 71 to state 'a site visit attended by Committee members' in place of 'a site visited attended by all Committee members' to approve as a correct record and sign the minutes of the meeting held on 10 August 2016**

#### **77 Chairman's Announcements**

There were no Chairman's Announcements.

78 **Declarations of Interest**

In respect of Application 16/01633/OUT, Councillor Ernie Clark stated he drew attention to his register of interest.

79 **Public Participation and Councillors' Questions**

The rules of public participation were noted.

80 **Planning Applications**

The Committee considered the following applications:

81 **15/11604/OUT - Westbury and District Hospital, The Butts, Westbury BA13 3EL**

Prior to the meeting convening, elected members undertook an officer-led site visit following the deferment of the application at the meeting on 10 August 2016.

The case officer, Eileen Medlin (a senior planning officer), supported by Mark Wiltshire, (a Highways Development Control Officer for major projects), presented the report which recommended the application for 58 homes on the former district hospital site be delegated to the Head of Development Management for approval subject to conditions and the prior completion of a section 106 legal agreement as detailed in the agenda papers.

The key planning issues were identified as the principle of the development, highway safety, drainage and the impact upon residential amenity. The former use of the site as a district hospital and the consequential traffic generation levels impacting on the surrounding road network and residential amenity were highlighted as well as the fact that part of the site is a saved housing allocation site for 25 residential units under saved policy H13A.

Members of the Committee then had the opportunity to ask technical questions of the officers. Details were sought on traffic levels in the area and how these would be affected. Following a question raised by Councillor Trevor Carbin, Members also wanted to know whether the vacant building credit and the consequential lower affordable housing on-site provision was something that could be re-negotiated.

**Public Participation**

Erica Watson spoke in objection to the application.

Roy Holloway spoke in objection to the application.

Liz Workman spoke in objection to the application.

Mark Adams, applicant, spoke in support of the application.

Chris Beaver, agent, spoke in support of the application.

Cllr Ian Cunningham, Westbury Town Council, spoke in objection to the application.

Members of the public, the applicant and agent and representative of the Town Council then had the opportunity to address the Committee as detailed above.

Councillor Gordon King, the local unitary member, then spoke in objection to the application, drawing attention to comments made on 10 August, and highlighting the current vacant nature of the hospital and that compared to the established circumstances, there would be a consequential and material increase in traffic. Safety concerns along certain access roads were also duly highlighted.

Video footage supplied by a local resident, in the form of a cd was presented to officers to review and Mark Wiltshire provided Members with an appraisal of the highway flows, traffic bunching as well as noting the interaction of pedestrians and traffic. The highway officer also reflected upon his own knowledge and experience of the local road network and localised traffic flows to assist members in reaching a decision on understanding the highway impacts.

As the debate began, Councillor King moved a motion to refuse the application, which was seconded by Councillor Trevor Carbin.

Members discussed the application and the proposed motion, noting that any increase in traffic arising from the application would be less than the existing fall-back position of a district hospital. Members were also reminded that part of the site remains an allocated housing site for 25 units.

Upon going to the vote, the motion to refuse permission was lost.

Councillor Pip Ridout, seconded by Councillor Andrew Davis, moved to approve the application in line with the officer's recommendation, with the inclusion of an additional planning condition imposing a restriction on the development to bring about alterations to the waiting/parking restrictions along Orchard Road.

**Resolved:**

**To delegate authority to the Head of Development Management to grant outline planning permission subject to the planning conditions and informatives listed below and after the completion of a s106 legal agreement within 6 months (taken from the date of the committee resolution), to cover the developer obligations as summarised within section 9.14 of the officer report.**

**CONDITIONS:**

- 1. The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.**

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004**

**2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**

**The development shall be carried out in accordance with the approved details.**

**REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.**

**3. An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.**

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.**

**4. The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Site Location Plan Dwg. No 1134.S.001 received 26<sup>th</sup> November 2015**  
**Demolition Plan Dwg. No 1134.S.002 received 26<sup>th</sup> November 2015**  
**Access Design Dwg. No SK001 received 26<sup>th</sup> November 2015**  
**Parameters Plan Dwg. No 1134.P.002 received 19<sup>th</sup> July 2016**

**REASON: For the avoidance of doubt and in the interests of proper planning.**

**5. No development shall commence on site until a scheme for the collection and disposal of storm water flows (cut-off ditches and ponds) from off the site from reaching the developed area, including further ground investigations to determine ground water levels has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until the scheme for the collection and disposal of storm water flows (cut-off ditches and ponds) from off the site from reaching the developed area has been constructed in accordance with the approved scheme.**

**REASON:** To ensure that the development can be adequately protected from flooding from offsite flows currently passing into the site

**6.** No development shall commence on site until a scheme for the discharge of surface water within the site (including surface water from the access / driveway), incorporating sustainable drainage details together with permeability test results to BRE365 together with extended ground water monitoring and deeper ground investigations, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

**REASON:** To ensure that the development can be adequately drained within the national and council's policies without the need for offsite discharges

**7.** No development shall commence on site until a scheme for the maintenance and full responsibilities of the drainage systems as required by conditions 5 and 6, including details of a management company, have been submitted to and approved in writing by the Local Planning Authority.

**REASON:** To ensure that the proposed drainage systems are properly maintained to allow the systems to continue to provide the required protection against flooding for the life time of the development and to comply with new land/property searches.

**8.** No development shall commence on site until a scheme that includes the following components to deal with the risks associated with potential contamination on the site have been submitted to and approved, in writing, by the local planning authority:

**1) A preliminary risk assessment which identifies:**

**a) Potential contaminants associated with those uses**

**b) A conceptual model of the site indicating sources, pathways and receptors**

**c) Potentially unacceptable risks arising from contamination at the site.**

**2) A site investigation scheme, based on point 1 above to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.**

**3) The results of the site investigation and detailed risk assessment referred to in point**

**2 above; and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.**

**4) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy as required by point 3 above are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.**

**Any changes to these components require the express written consent of the local planning authority. The scheme shall be implemented as approved**

If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the local planning authority) shall be carried out until the developer has submitted a remediation strategy to the local planning authority detailing how this unsuspected contamination shall be dealt with and obtained written approval from the local planning authority. The remediation strategy shall be implemented as approved.

**REASON:** To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

1. No development shall commence on site (including any demolition works), until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. The Plan shall provide details of the measures that will be implemented during the construction phase to prevent any harm or injury to protected species, hedgerows and trees, including full details of interim bat mitigation during the demolition and construction phases. Development shall be carried out in full accordance with the approved plan.

**REASON:** To ensure adequate protection and mitigation for protected species and priority habitats.

10. No development shall commence on site until a Landscape and Ecological Management Plan (LEMP) has been submitted to, and approved in writing by the Local Planning Authority. The content of the LEMP shall include, but not necessarily be limited to, the following information requirements:

- a) Full details of bat mitigation (replacement roosts for Common pipistrelle and Brown long-eared bats) and reptile mitigation measures;
- b) Full details of bat boxes/bricks, bird boxes, artificial reptile refugia and garden boundary fencing (including the garden boundary treatment of Plot 53);
- c) Full specification of habitats to be restored and created, including locally native species of local provenance and locally characteristic species – including hedgerows, pond and dry ditch, species-rich grassland swales – and a planting specification for the 3 metre wildlife corridor for badgers;
- d) Full details of the design of natural play areas for children;
- e) Description and evaluation of features to be managed; including location(s) shown on a site map, and identification of maintenance/monitoring access points into the 3m wildlife corridor;
- f) Aims and objectives of management;
- g) Appropriate management options for achieving aims and objectives;
- h) Prescriptions for management actions;
- i) Preparation of a work schedule (including an annual work plan capable of being rolled forward over a 5 – 10 year period);

- j) Details of the body or organisation responsible for implementation of the plan;
- k) Ongoing monitoring and remedial measures, including monitoring of the 3m wildlife corridor to avoid encroachment of back garden boundaries;
- l) Timeframe for reviewing the plan; and
- m) Details of how the aims and objectives of the LEMP will be communicated to the occupiers of the development.

The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body (ies) responsible for its delivery. The plan shall also set out (where the results from monitoring show that the conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented.

The LEMP shall be implemented in full in accordance with the approved details.

**REASON:** To provide full details of bat, reptile, badger and breeding bird mitigation and enhancement, hedgerow enhancement, pond and dry ditch restoration/creation, native tree and shrub planting specification using species of British origin and local provenance, creation of species-rich grassland, provision of bird boxes, ongoing management of all retained and created habitats, and POS, to enhance biodiversity value and ensure the long-term management of these habitats and features in perpetuity.

11. No development shall commence on site until a lighting design strategy for biodiversity has been submitted to and approved in writing by the local planning authority. The strategy shall:

- a) Identify those areas/features on site that are particularly sensitive for bats and badgers, and that are likely to cause disturbance in or around their breeding sites and resting places or along important routes used to access key areas of their territory, for example, foraging and commuting;
- b) Show how and where external lighting will be installed (through the provision of appropriate lighting contour plans and technical specifications, including a Lux plot) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent the above species using their territory or having access to their breeding sites and resting places; and
- c) Specify luminaires, heights and positions of fittings, direction and other features, e.g. cowls, louvres or baffles.

All external lighting shall be installed in accordance with the specifications and locations set out in the strategy, and these shall be maintained thereafter in accordance with the strategy. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

**REASON:** To minimise light spillage into retained hedgerows and trees as part of the mitigation requirements for roosting bats (to maintain dark corridors for bats commuting to and from roosts).

**12. No development shall commence on site until a scheme for water efficiency has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details.**

**REASON: In the interests of sustainable development and climate change adaptation.**

**13. No development shall commence on site (including any demolition works), until a Construction Method Statement has been submitted to, and approved in writing by the Local Planning Authority; which shall include the following:**

- a) the parking of vehicles of site operatives and visitors;**
- b) loading and unloading of plant and materials;**
- c) storage of plant and materials used in constructing the development;**
- d) wheel washing facilities;**
- e) measures to control the emission of dust and dirt during construction;**
- f) a scheme for recycling/disposing of waste resulting from demolition and construction works; and**
- g) measures for the protection of the natural environment.**

**has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.**

**REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.**

**14. No development shall commence on site until a dust suppression scheme is submitted to and approved in writing by the Local Planning Authority. The suppression scheme should be designed to minimise windblown dust from affecting adjoining neighbouring properties. This scheme should cover all the phases of the construction site, including earth works, spoil heap storage, vehicle movements and cutting of materials.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.**

**15. No development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture, including the**



timetable for provision of such works, have been submitted to and approved by the Local Planning Authority.

No part of the development shall be occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture serving that part of the development have all been constructed and laid out in accordance with the approved details.

**REASON:** To ensure that the roads are laid out and constructed in a satisfactory manner.

16. No development shall commence on site until a waste audit regarding the construction of the site (part a-g) of Policy WCS6 of the Waste Core Strategy) has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.

**REASON:** The application contained insufficient information to enable this matter to be prior to granting planning permission

17. No development shall commence on site until details of the storage of refuse, including details of location, size, means of enclosure and materials have been submitted to and approved in writing by the Local Planning Authority. No dwellinghouse shall be first occupied until the approved refuse storage for that dwelling has been completed and made available for use in accordance with the approved details and it shall be retained in accordance with the approved details thereafter.

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.

18. No demolition, site clearance or development shall commence on site, and; no equipment, machinery or materials shall be brought on to site for the purpose of development, until a Tree Protection Plan showing the exact position of each tree/s and their protective fencing in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction -Recommendations"; has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing shall be erected in accordance with the approved details. The protective fencing shall remain in place for the entire development phase and until all equipment, machinery and surplus materials have been removed from the site. Such fencing shall not be removed or breached during construction operations.

**No retained tree/s shall be cut down, uprooted or destroyed, nor shall any retained tree/s be topped or lopped other than in accordance with the approved plans and particulars. Any topping or lopping approval shall be carried out in accordance British Standard 3998: 2010 “Tree Work – Recommendations” or arboricultural techniques where it can be demonstrated to be in the interest of good arboricultural practise.**

**If any retained tree is removed, uprooted, destroyed or dies, another tree shall be planted at the same place, at a size and species and planted at such time, that must be agreed in writing with the Local Planning Authority.**

**No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen or other chemicals shall be mixed or stored within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.**

**[In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later].**

**REASON: To enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.**

**19. No development shall commence on site until a written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and the approved programme of archaeological work has been carried out in accordance with the approved details.**

**REASON: To enable the recording of any matters of archaeological interest.**

**Note: The archaeological investigation and reporting shall be undertaken by a professional archaeological contractor in accordance with NPPF paragraph 121 and Annex 2 requirements.**

**20. No development shall commence on site until details of improvements to Hospital Road and Leigh Road junctions with the A350 have been submitted to and improved in writing by the local planning authority. The approved works shall be completed prior to first occupation of the dwelling.**

**REASON: In the interest of highway safety**

**21. Prior to first occupation of the dwellings, the roads, including footpaths and turning spaces, shall be constructed so as to ensure that each dwelling has been provided with a properly consolidated and surfaced**

**footpath and carriageway to at least binder course level between the dwelling and existing highway.**

**REASON: To ensure that the development is served by an adequate means of access.**

**22. No dwellinghouse shall be occupied until the parking space(s) together with the access thereto, have been provided in accordance with Council policy and parking standards.**

**REASON: In the interests of highway safety and the amenity of future occupants.**

**23. No dwellinghouse shall be occupied until the first five metres of individual plot accesses, measured from the edge of the carriageway, have been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.**

**REASON: In the interests of highway safety.**

**24. No dwellinghouse shall be occupied until a public art scheme for the site and a timetable for its subsequent installation have been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to ensure the proposal complies with the relevant public art policies.**

**25. No demolition or construction works on the site shall take place outside the following hours: 08:00 to 18:00 Mondays to Fridays; and 08:30 to 13:00 on Saturdays; and at any time on Sundays or Bank Holidays.**

**REASON: In the interest of protecting the amenity of nearby residential properties.**

**26. No burning of waste materials shall be permitted on the site at any time.**

**REASON: In the interest of protecting the amenity of nearby residential properties**

**27. The dwellings hereby approved shall achieve a level of energy performance at or equivalent to Level 4 of the Code for Sustainable Homes. Within 6 months of any dwelling being occupied evidence shall be**

submitted to and approved in writing by the local planning authority certifying that the stated level or its equivalent has been achieved.

**REASON:** To ensure that the objectives of sustainable development equal or equivalent to those set out within Wiltshire Core Strategy CP41 are achieved.

28. The development shall be carried out in accordance with the recommendations made in Section 6 of the 'Protected Species Report' dated 16 June 2016 prepared by Engain (Environmental Gain Ltd.), submitted with the planning application and as modified by a Natural England European protected species licence.

**REASON:** To ensure adequate protection and mitigation for protected species, priority species and priority habitats through the implementation of detailed mitigation measures that were prepared and submitted with the application before determination.

29. The development hereby approved shall be carried out in accordance with the 'Badger Mitigation Strategy' dated 9 March 2016 prepared by Engain (Environmental Gain Ltd.), as already submitted with the planning application and agreed in principle with the local planning authority before determination, and as modified by a Natural England licence to interfere with a badger sett for the purposes of development.

**REASON:** To ensure adequate protection and mitigation for protected species through the implementation of detailed mitigation measures that were prepared and submitted with the application before determination.

30. All replacement bat roost features and bat access points shall be constructed in accordance with the Landscape and Ecology Management Plan (LEMP) as required by Condition 10, as modified by a relevant European Protected Species Licence, prior to first occupation of the development. Thereafter, all replacement bat roost features and bat access points shall be maintained in accordance with the LEMP for the lifetime of the development.

**REASON:** To compensate for the loss of bat roosts and to safeguard European protected species.

In addition to the above list of conditions, officers are in the process of discussing the wording of a planning condition (to be numbered 31) with the highways team and the applicant's agent to ensure the condition satisfies the appropriate tests. The exact wording of the condition will be confirmed in due course.

**PLANNING INFORMATIVES:**

**INFORMATIVE 1:** This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 (and to be dated).

**INFORMATIVE 2:** The applicant is advised that the development hereby approved may represent chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communitaryinfrastructurelevy>

**INFORMATIVE 3:** Safeguards should be implemented during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover: the use of plant and machinery

- oils/chemicals and materials
- wheel-washing facilities
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.

**INFORMATIVE 4:** With regards refuse collection, the council will only operate on private land where an indemnity is signed by the landowner. The council will also require an indemnity to operate on any roads prior to their adoption

**INFORMATIVE 5:** The development should include water efficient systems and fittings. These should include dual-flush toilets, water butts, water-saving taps, showers and baths, and appliances with the highest water efficiency rating (as a minimum). Greywater recycling and rainwater harvesting should be considered. An appropriate submitted scheme to discharge the condition relating to water efficiency will include a water usage calculator showing how the development will not exceed a total (internal and external) usage level of 110 litres per person per day.

**INFORMATIVE 6:** The developer/applicant is advised to:

1. Follow the risk management framework provided in CLR11, Model Procedures for the Management of Land Contamination, when dealing with land affected by contamination.
2. Refer to the [Environment Agency Guiding principles for land contamination](#) for the type of information that is required in order to assess

risks to controlled waters from the site. The Local Authority can advise on risk to other receptors, such as human health.

3. Refer to the [contaminated land](#) pages on GOV.UK for more information.

**INFORMATIVE 7:** Common pipistrelle and Brown long-eared bats have been found roosting in the main hospital building and a licence from Natural England is required before its demolition. Please note that this consent does not override the statutory protection afforded to any such species. All British bat species are protected under The Conservation of Habitats and Species Regulations 2010 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not.

**INFORMATIVE 8:** The Protection of Badgers Act 1992 protects badgers from cruel ill-treatment, including damage or destruction of their setts, or disturbance whilst a sett is in occupation. This Act makes it illegal to carry out work that may disturb badgers without a Natural England licence. Particular care should be taken when clearing ground prior to development, and if evidence of badger activity is found, (such as foraging routes, snuffle holes, latrines or established setts), then work must stop immediately while a professional ecologist is contacted for advice. Applicants are advised to pay particular attention to foundation ditches, which can be hazardous to badgers. Sloping boards or steps should be provided to allow badgers to escape from such ditches should they become trapped. Failure to consider this matter, leading to the death of individuals, may leave the applicant and/or contractors liable to prosecution. Further information about badgers and licensing can be found at <https://www.gov.uk/badgers-protection-surveys-and-licences>

**INFORMATIVE 9:** The applicant is reminded that all reptiles are legally protected under Schedule 5 of the Wildlife and Countryside Act 1981 (as amended), and that it is an offence to remove, damage and destroy a nest of any wild bird while that nest is in use or being built under Section 1 of this Act. Planning permission for a development does not provide a defence against prosecution under this Act. Trees, scrub and other vegetation, such as dense ivy, are likely to contain nesting birds between 1st March and 31st August. Suitable vegetation is present on the application site and should be assumed to contain nesting birds between the above dates, unless a recent survey has been undertaken by a competent ecologist to assess the nesting bird activity on site during this period and has shown it is absolutely certain that nesting birds are not present.

82 15/03120/FUL - Rosefield House, Polebarn Road, Trowbridge, BA14 7EQ

The case officer, Matthew Perks (a senior planning officer), presented the report which recommended that permission be granted for the proposed change of

use of an existing stable block to form 2 residential units and the erection of a two-storey extension to form one additional residential unit.

The key planning issues identified in the officer's presentation were outlined and comprised: the principle of the proposed development, the means of access, impacts on neighbours and the impact upon the character of the conservation area.

Members of the Committee then had the opportunity to ask technical questions of the officer. Following a question from Councillor Ernie Clark about the window arrangement and proposed obscure glazing to be fitted, the officer provided further details on the proposed fenestration and the proximity to neighbouring properties. Members were further advised that the obscure glazing had been agreed with the applicant.

#### Public Participation

Pat Hayes spoke in objection to the application.

Alan Hayes spoke in objection to the application.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The local unitary Member, Councillor Dennis Drewett, then spoke regarding the application, highlighting the tight access to the existing property.

A debate followed, where the scale of the proposed extension was noted and that due consideration should be given to existing privacy and potential loss of light. A motion was then moved by Councillor Ernie Clark, seconded by Councillor Drewett, that the item be deferred so that a site visit could take place.

Separately, the committee passed an instruction to the officer to make contact with the applicant's agent to ascertain whether there would be a willingness to delete the side extension and third residential unit from the application.

#### Resolved:

**To defer the application in order to arrange a site visit.**

*It was noted that the motion to defer was unanimous.*

**82a 16/01633/OUT - Land at The Grange, Devizes Road, Hilperton, Wiltshire, BA14 7QY**

The case officer, Jemma Foster (a senior planning officer), presented the report which recommended that outline permission be granted for the erection of up to 26 dwellings. The key planning issues identified in the officer's presentation were outlined and comprised: the principle of the application, the means of access and the impact upon neighbouring amenity. Members were reminded that the application before them was in outline with all matters reserved other than the location of the access.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought regarding the location of the access and traffic calming measures in the area.

#### Public Participation

Tina Jones spoke in objection to the application.  
Aubrey Austin spoke in objection to the application.  
Lucie Castleman spoke in objection to the application.  
Christopher Dance, agent, spoke in support of the application.

Members of the public and the applicant's agent then had the opportunity to present their views to the Committee as detailed above.

The local unitary member, Councillor Ernie Clark, then outlined the reasons why he could not support the application. He criticised the continued lack of a five-year land supply leading to the recommendation for approval of inappropriate housing applications. Councillor Clark argued that the development proposal was contrary to Core Policy 29 as no additional secondary school provision was being proposed for the town; and that there was a clear conflict in allowing greenfield sites for residential development in addition to the allocated strategic site until further secondary school provision is provided. In addition, the education officer's consultation response was picked up on and criticised for failing to adhere to the aforesaid adopted policy.

Councillor Clark moved a motion of refusal, which was seconded by Councillor Dennis Drewett.

Members debated the proposed motion, and reflected upon the proposed reasons for refusal and noted the consultation response from the Council's education officer in terms of not requesting s106 developer contributions for education in this particular case (but instead seek to obtain CIL receipts at a future date). Members also considered the appeal decision pursuant to the adjacent site.

Following a vote, the motion to refuse was lost.

A motion was then moved by Councillor Andrew Davis, seconded by Councillor John Knight, to defer the application and to instruct the spatial planning team to provide a clear direction in terms of the compliance of the application proposals with Core Policy 29.

83 **16/06505/OUT - Land South Of Bury House, Green Lane, Codford, BA12 ONY**

The case officer, Jemma Foster presented the report which recommended approval be granted for an outline application for the erection of one detached dwelling on land outside of the existing village settlement limits. The key



planning issues identified in the officer's presentation were outlined and comprised: the principle of the application and impact on the character and appearance of the area and duly referenced the fact that the site was sited within an area of outstanding natural beauty (AONB).

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to queries it was confirmed that the site lay outside the limits of development and officers advised that due consideration should be given to the respective exemptions set out in the NPPF in the context of paragraph 14, whereby the presumption in favour of sustainable development does not automatically apply to protected sites such as the AONB. The Council's current housing land supply shortfall was still a material consideration and due regard should be given to the benefit(s) associated to delivering one additional dwelling. Members were also advised that officers had reflected upon the AONB Management Plan and that it was a material consideration in the determination of the application.

#### Public Participation

Richard Cosker, agent, spoke in support of the application.

Simon Martyr, applicant, spoke in support of the application.

Cllr Tom Thornton, Codford Parish Council, spoke in objection to the application.

The applicant and his agent followed by the representative from Codford Parish Council then had the opportunity to present their views to the Committee, as detailed above.

Councillor Christopher Newbury, the local unitary member, then spoke regarding the application, noting the concerns of the Parish Council and detailing the ongoing process to review the limits of development, but that at present the site lay beyond it.

A debate followed, and a motion to approve in accordance with the officer's recommendation was moved by Councillor Fleur de Rhe-Phillipe, seconded by Councillor Roy While.

The proposed motion was debated, and due consideration was given to site's position on the edge of the village, the number and proximity of houses near to the site and the extent of the impacts the development may have on the protected countryside followed.

Following a vote the motion to approve the application was lost.

A motion to refuse the application was then moved by Councillor Christopher Newbury, seconded by Councillor Trevor Carbin.

The proposed motion was debated and due consideration was given to the Parish Council who have undertaken a recent housing needs survey which did not indicate that a house such as that proposed was required in the village.

Further discussion was also undertaken regarding the visual intrusion the proposed dwelling would have on the wider AONB.

Following discussion, it was,

**Resolved:**

**To refuse the application for the following reasons:**

The site is located in the open countryside and there is no special agricultural, forestry or other overriding justification to allow such a residential development. Whilst the benefit(s) of delivering one additional dwelling at a time when the Council cannot demonstrate a 5-year housing land supply was recognised and taken into account, great weight was given to the site's AONB designation and protected status and due regard was given to the exemptions as set out within the Framework in the context of paragraph 14. In weighing up the planning balance, the Council found the proposal would result in an unacceptable encroachment into the open countryside that would have an adverse impact upon the Area of Outstanding Natural Beauty and as such, would conflict with adopted Core Strategy Policy CP51 as well as Core Policy 2 and the guidance contained in the NPPF.

84 **Planning Appeals Update Report**

In referencing the reported appeals update, Mr Francis Morland directed criticism towards the lack of detail pursuant to appealed application 14/09262/OUT which had been refused by the Strategic Planning Committee. Mr Morland expressed further criticism about the decision which was made not to proceed with a defence of the appeal, over-riding the decision of the strategic committee and furthermore, such a decision highlighted an apparent inconsistency in terms of the Council proceeding with the defence of a separate appeal around the same time pursuant to appealed application 14/11919/OUT.

**Resolved:**

**To note the Planning Appeals Update Report and to refer the questions raised to the appropriate officers for a detailed explanation and clarification.**

85 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.30 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718262504, e-mail <mailto:jessica.croman@wiltshire.gov.uk>

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## AUDIT

---

### MINUTES OF THE AUDIT MEETING HELD ON 26 APRIL 2016 AT KENNET COMMITTEE ROOM.

#### Present:

Cllr Tony Deane (Chairman), Cllr Richard Britton (Vice Chairman), Cllr Mike Hewitt, Cllr Sheila Parker, Cllr Stewart Dobson, Cllr Julian Johnson, Cllr David Pollitt, Cllr Baroness Scott of Bybrook OBE and Cllr Dick Tonge

#### Also Present:

Cllr Atiqul Hoque and Maggie Rae

---

#### 13 Apologies and Membership Changes

Apologies were received from Cllr Rosemary Brown.

The Chairman reported a permanent change of committee membership as agreed at the last Council meeting on 23 February 2016 where Cllr Stephen Oldrieve was replaced by Cllr Mike Hewitt as a Committee Member and Cllr Atiqul Hoque replaced Cllr Mike Hewitt as a substitute.

#### 14 Chairman's Announcements

The Chairman formally announced the passing of Cllr Jeff Osborn and gave details of funeral and reception arrangements.

#### 15 Minutes of the Previous Meeting

The minutes of the meeting held on 26 January 2016 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 26 January 2016.**

#### 16 Members' Interests

There were no declarations of interest made.

17 **Public Participation and Committee Members' Questions**

There were no questions from the public or members of the Committee under this item.

18 **Housing Benefit Subsidy Audit 2014-15**

Michael Hudson presented on this item.

In the course of the presentation and the discussion, the issues discussed included: the high volume of caseloads handled, the level of complexity surrounding welfare reforms and the processing of related claims. Michael Hudson noted that compared to other unitary authorities the error rate for Wiltshire Council came out at a lower level of settlement and below average. He identified staff appraisal and training as the main areas requiring improvement to raise performance levels.

Darren Gilbert, Director, KPMG, reassured Members and reiterated that whilst the level of errors was material and therefore reported it was common place given the complexity of issues being dealt with and that it was not exclusive to Wiltshire Council. He noted that the external auditors were very satisfied with the findings on the Housing Benefit Subsidy.

Darren Gilbert clarified that the extrapolation methods referred to in the report were standard methods of assessment consistently used and applied by Auditors and were not methods exclusively designed by KPMG.

In response to questions posed on high staff turnover and the attendant reasons, Michael Hudson informed Members that the problem of staff turnover was mainly due to the age profile of employees and the consequent effect of retirements and redundancies. He highlighted that not all vacancies created due to retirements and redundancies had been filled hence the pressure on staff and risk of errors among other problem areas. In response to questions raised regarding overpayments and fraud Michael Hudson announced that an Annual Fraud report that was currently being compiled would be taken to the next Audit Committee to furnish Members with more detail regarding fraud activity within all areas of the Council.

19 **KPMG - Audit Fee Letter 2016/17**

Daren Gilbert informed Members that the Audit Fee Letter 2016/17 was an advance notice of the key elements of audit work proposed for the financial year and the fee that would be charged.

In response to a question posed regarding the £5,000 increase in the Housing Benefit Grant Claims fee, Daren Gilbert noted that the fee reflected the relatively high volume of claims involved and consequent level of work required.

**Resolved**

**That the Audit Committee notes the contents of the Audit Fee Letter 2016/17**

20 **KPMG - External Audit Plan**

Darren Gilbert, Director of KPMG, presented the detail of this report.

In the course of the presentation and the discussion, the issues discussed included: the significant accounting risks surrounding the administration of the Better Care Fund, the challenges of closing the funding gap and achieving value for money, reporting of changes to the financial statements and the cost of the external audit.

In response to concerns raised about the total cost of the external audit, Darren Gilbert noted that the 2016/17 audit fee was set externally as always by the Public Sector Audit Appointments Ltd (PSAA). He further highlighted that the 2016/17 fee had been set at the same level as that set for 2015/16 and this had preserved 25% reductions applied that year. This was in addition to savings of up to 40% in scale audit fees and certification fees achieved in 2012/13. Darren Gilbert informed the meeting that the external audit fee was relatively cheaper compared to that paid by other councils and the benefits were far reaching.

Cllr Baroness Scott noted that the Council Executive vigorously challenge the fees payable to KPMG every year and had negotiated and worked hard with KPMG in bringing the fees down to the current amount. Michael Hudson informed Members that the procurement of external audit and future fees payable was being looked at.

On the issue of changes to the financial statements, Michael Hudson assured Members that no significant changes had been made to financial statements submitted without the Committee having had sight of those and any changes would continue to be reported to the Executive and to the Committee.

Darren Gilbert commended the Council for being ahead of the game in being compliant with regulations that were yet to be enforced within the next two years. He noted that this added value by expediting the whole audit process and allowing better efficiency and focus of resources into more critical areas of concern.

## **Resolved**

### **That the Audit Committee notes the contents of the External Audit Plan**

#### 21 **SWAP - Internal Audit Activity - Q4 Update 2015/16**

The Vice-Chairman expressed concern about the increasing list of recommendations from internal audit activity that had not yet been implemented and noted that by not responding to the outcome of internal audit work being done the Council was not living up to its philosophy of continuous improvement nor achieving value for money.

Maggie Rae, representing the Corporate Directors (CDs), acknowledged that the regular contact between the CDs and the committee had drifted due to the recent focus on budgeting and cost cutting processes within the Council. She emphasised that CDs are keen to reinstate this regular contact in order to interface with the team and be proactively involved in resolving issues. Mrs. Rae noted that the reason for recommendations appearing not to have been progressed was mainly due to the impact of policy changes and hence recommendations not requiring any action or indeed requiring to be closed.

She commended the new audit process proposed and commented that it gave a more rounded view of the organisation and enabled the process of delving deeper into areas requiring improvement and success. This was a process that the CDs would want to work on and improve.

The Chairman commented that the response received and action taken since the Committee highlighted the issue of outstanding recommendations was commendable.

Stuart Trubee, Senior Auditor – SWAP, took the Committee through the initial processes for accessing live Audit Reports and related data from the SWAP web portal. It was noted that the Committee would require adequate training in order to be able to access and use the system effectively.



## **Resolved**

**That SWAP would organise a training session for the Audit Committee to enable Members to effectively access audit reports on the SWAP web portal.**

Jenny Strahan, Assistant Director – SWAP, presented the detailed findings of the Internal Audit Activity - Q4 update 2015/16. In the course of the presentation and the discussion, the issues discussed included: changes in presentation of information, enhancement and volume of reporting, the use of improved charts and graphs, positive results on internal audit activity performance reviews and concerns about findings on schools earmarked for financial health visits.

In response to questions regarding the basis of selection of the schools involved and the subsequent findings Jenny Strahan informed Members that 5 out of 9 schools reviewed had performance issues and that the reviews were done in conjunction with the Schools and Budget team with direction given to focus on schools with areas of high risk. Concerns expressed also focused on opportunity for fraud which put individuals, schools and the Council at risk and the challenge faced by schools in recruiting governors with relevant finance skills.

Michael Hudson commented that there was no evidence to suggest widespread fraud among schools but there were areas for improvement to ensure robust financial controls and strong financial stewardship within schools in the county. He noted that there was doubt as to whether recommendations made were being communicated to relevant finance committees and governors within schools and this was to be followed up.

Jenny Strahan informed the meeting that as a result of the findings made regarding schools and academies, SWAP would follow up on recommendations made and further work would be taking place within the next 6 months focusing on school improvement.

The future role of the Council when all schools become academies was also raised for careful consideration.

## **Resolved**

- 1. That the Audit Committee notes with concern the findings reported about schools.**
- 2. That the Chairman and Vice-Chairman, on behalf of the Committee would prepare a note to significant people within and outside the Council who are not part of the Committee, to highlight the issues raised and seek a concerted resolution.**

## **Healthy Organisation**

Cllr. Richard Britton, Vice-Chairman, commended the Healthy Organisation theme review and commented that it was a well-structured and comprehensive presentation of the organisation and there was huge opportunity to link internal audit work with management performance and use the themed wheels in the diagram as a demonstration of the level of continuous improvement ongoing in the defined areas.

He noted that this integrated approach would make internal audit work the catalyst for achieving green status on the wheel - targeting internal audit work at areas of amber and working with the organisation to move them to green.

On the issue of whether Cabinet should take ownership of this process Cllr Baroness Scott commented that Cabinet would be keen to take ownership of the process and noted that it was important to manage the process well given the political sensitivities surrounding some of the issues.

In response to questions raised regarding the high number of amber themed results, Jenny Strahan responded that most of these emanated from legacy issues inherited and there was more work to be done with mapping and reporting on the various wheels to depict a more accurate picture on performance and improvement. It was also noted that given the challenges surrounding activities and risks the amber status could not be avoided entirely and Members were just seeking reassurance that everything that could be possibly done for improvement was being done.

The issue of cyber risk was also raised and reference was made to the findings of the Information Commissioner's Office (ICO) audit, improved information governance, control of ICT resources and training provided to all partners on cyber risk. Jenny Strahan informed the meeting that SWAP would be undertaking further work on ICT.

Concerns were also raised regarding the level of training that Area Boards have on risk assessment and how it impacts on their decision making.

Cllr Britton subsequently proposed a recommendation which was ratified by the Committee.

### **Resolved:**

**That the Cabinet receive a presentation on the Healthy Organisation system and consider its integration with the internal audit programme and its use in the furtherance of the continuous improvement philosophy.**

22 **Urgent Items**

There were no urgent items.

(Duration of meeting: Times Not Specified)

The Officer who has produced these minutes is Shirley Agyeman, of Democratic Services, direct line (01225) 718089, e-mail [shirley.agyeman@wiltshire.gov.uk](mailto:shirley.agyeman@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## AUDIT

---

### MINUTES OF THE AUDIT MEETING HELD ON 27 JULY 2016 AT KENNET COMMITTEE ROOM.

#### Present:

Cllr Richard Britton (Vice Chairman), Cllr Tony Deane (Chairman), Cllr Stewart Dobson, Cllr Mike Hewitt, Cllr Atiqul Hoque (Substitute), Cllr Sheila Parker, Cllr David Pollitt and Cllr Dick Tonge

#### Also Present:

Dr Carlton Brand and Carolyn Godfrey.

---

#### 24 Apologies and Membership Changes

Apologies for absence were received from Baroness Scott of Bybrook, Cllr Rosemary Brown and Cllr Julian Johnson who was substituted by Cllr Atiqul Hoque.

#### 25 Minutes of the Previous Meeting

Members considered the minutes and actions arising from the last meeting. The Chairman advised that the action to write to other members and key officers in Wiltshire schools was outstanding and would be completed following this meeting. The Committee was updated that healthy organisations had been discussed informally with Cabinet members, however the progression of this to a Cabinet meeting in the autumn was to be considered at a Corporate Leadership Team meeting. The Chairman asked that himself and the Vice Chairman be invited to Cabinet should an item on healthy organisation be taken,

#### **Resolved:**

**To confirm as a true and correct record the minutes of the meeting held on 25 April 2016, subject to an amendment to reflect the attendance of Cllr David Pollitt.**

**To note the progress on actions arising.**

26 **Members' Interests**

There were no declarations of interest.

27 **Chairman's Announcements**

The chairman advised that meetings were open to the public and may be recorded.

28 **Public Participation and Committee Members' Questions**

There was no public participation.

29 **Appointment to the Constitution Focus Group**

The Audit Committee was requested to appoint a member to the Constitution Focus Group, as required by its Terms of Reference, to replace Cllr Helen Osborn.

**Resolved:**

**To appoint Cllr Tony Deane as the Audit Committee representative on the Constitution Focus Group.**

30 **KPMG- Report to those Charged with Governance**

The Committee considered the ISA 260 report from external auditors in its receipt of the draft accounts for 2015/16. The report summarised the conclusions and key issues arising from the recent audit of the Council's financial statements and KPMG's assessment of the Council's arrangements to secure value for money in its use of resources.

Darren Gilbert (KPMG) and Michael Hudson (Associate Director for Finance) explained the report was designed to ensure transparency in the audit process and thanked the team for their hard work in supporting the 2015-16 external audit. In summary, the auditors were satisfied that the overall accounts were in good health, subject to three audit adjustments relating to technical accounting adjustments; the Pension Fund accounts were also satisfactory. KMPG confirmed that the Council had strong arrangements in place in terms of

financial controls, IT and organisation, and that although there were some recommendations arising from the audit, they were not critical. The auditor concluded that controls were in place to ensure the Council had made proper arrangements to secure, economy, efficiency and effectiveness in its use of resources. It was confirmed that the external auditors had kept in regular contact with the internal auditors, South West Audit Partnership (SWAP), and placed reliance on their work.

Questions were invited and it was confirmed that an IT test was planned for October 2016 which would simulate the collapse of IT systems and test the recovery of the system. Following further questions on IT controls, the auditor advised that improvements had been made to the SAP control environment, particularly in relation to access for 'powerful users' but this was still a work in progress. It was noted that KPMG's grading of IT controls was the same as previous years, however the Committee was reassured that improvement had been made.

In response to questions about the audit adjustments, members were advised that they were an accounting interpretation and would not affect the Council's level of general fund reserves; the first adjustment related to the accounting treatment of the sale of an asset within Other Land and Buildings, the second adjustment related to the accounting treatment of depreciation and upwards revaluation of an asset also within Other Land and Buildings. KPMG confirmed that its audit was not exposed to risk due to reliance on recommendations from the internal audit, and would undertake additional tests for reassurance when required. The Committee was advised that a Performance Scorecard was in development for the Better Care Fund and its expenditure was monitored closely. Officers advised that the Five Rivers valuation had recently been revisited and the new valuation was reflected in the accounts.

**Resolved:**

**To thank the Wiltshire Council finance team for their hard work in supporting the 2015/16 audit.**

**To note the ISA 260 report from KPMG and to delegate the signing of the management representation letter to the Chairman of the Audit Committee.**

31 **Annual Governance Statement**

The Committee was presented with officer reports on the Annual Governance Statement (AGS) which it had previously reviewed in draft; the changes proposed by the Committee had been incorporated and no further changes had been suggested by Cabinet. The AGS was to form part of the Annual Statement of Accounts for 2015-16 and set out the current systems of control. Significant

governance issues identified were as follows: delivery of the Council's Business Plan 2013-17, impact of financial challenges on Procurement of Contracts, Information Governance, Safeguarding Children and Young People.

The Committee was invited to comment on the AGS and noted, in reference to paragraph 74, that the Council had since reviewed the Code of Conduct for Councillors to ensure it was effective in promoting high standards of conduct. Members considered actions which still required completion from an Audit in 2015 in relation to Information Governance and queried the high number which were either partially complete or not yet implemented. Dr Carlton Brand (Corporate Director) advised that the recommendations would be implemented over a 4—5 year programme since the work required would be very resource intensive and updated that the audit of information assets was due to take place in the autumn since the Information Governance team was now fully staffed. The Corporate Director advised that he would bring a work plan to a future meeting and would also update members on the results of the IT system test. The Committee noted the high number of Freedom of Information Requests received each year and the resource required to manage this. The Chairman highlighted that continuity of the Project Manager overseeing the Information Governance work was important and it was confirmed that the Corporate Risk Register was updated to reflect the capacity and knowledge of teams and key officers.

**Resolved:**

**To approve the Annual Governance Statement for 2015/16 for publication with the Statement of Accounts.**

**To request that the Information Governance work plan and associated timeline be presented to the next meeting.**

32 **Statement of Accounts**

The Associate Director for Finance, introduced the Statement of Accounts and thanked officers and KPMG for their work to have this completed ahead of the statutory deadline. It was noted that a small underspend remained from the previous financial year and the accounts included the accounting adjustments recommended by KPMG. Members commented that transport costs for SEND (Special Educational Needs and Disabilities) pupils were significant and increased year on year. Carolyn Godfrey (Corporate Director) advised that the Council only provided transport where it had a statutory duty to do so and negotiated reductions in costs from providers where possible. Questions were raised over the technical definition of Council Tax, as referenced in the accounts, and it was agreed that wording would be reviewed before the accounts for the next financial year.



Members discussed Note 4 which identified that in terms of property, plant and equipment, the current economic climate made it uncertain that the Council would be able to sustain its present spending on repairs and maintenance, which would have a knock on effect on the useful lives assigned to assets. It was understood that the risk would be reflected in the service area's Risk Register and in the Annual Governance Statement. It was confirmed, in respect of Note 41, that the Council was now working to achieve upfront payments to prevent arrears. The breakdown of 'Sundry debtors' was provided and members noted that £8m was related to housing benefit.

**Resolved:**

**To approve, and refer to Cabinet, the Statement of Accounts for 2015-16.**

**To delegate the signing of the Statement of Accounts to the Chairman of the Audit Committee.**

33 **SWAP- Internal Audit Annual Report (2015/16) and First Quarter Update (2016/17)**

The Committee was presented with an update on the performance of the Internal Audit Section for 2015/16 (Annual Report) and for the first quarter of 2016/17.

Jenny Strahan, South West Audit Partnership, advised that the internal audit report had given an overall opinion of 'reasonable assurance' based on 63 individual audits it had undertaken. In particular, the internal audit had investigated problematic schools. A summary of recommendations implemented was provided; 236 priority 3&4 recommendations had been raised, of which 233 had been agreed and 140 implemented. Of the 93 outstanding recommendations, 38 implementation dates were not yet due. The 55 outstanding recommendations were being shared with the Corporate Leadership Team to monitor progress. It was acknowledged that final reports were often delayed; this was due to the knock-on effect of 'healthy organisations' and also resource issues which would be factored in for the next financial year. More resources would be brought in from September to support the audit and SWAP would be holding more regular meetings to update the Corporate Leadership Team. The officer circulated an updated copy of the internal audit work plan which included dates. Jenny Strahan updated the Committee that she was shortly to leave SWAP for a position elsewhere working as an IT auditor.

**Resolved:**

**To note the report and verbal update provided at the meeting.**

34 **Forward Work Programme**

The Committee heard that reports were on target for the October meeting and requested that an update on Information Governance be added to the Work Plan for the next meeting. The Associate Director for Finance advised that he was awaiting further national guidance on the procurement of internal audits and would update on this at a future meeting. The Associate Director was also to make arrangements for training members on the statement of accounts.

**Resolved:**

**To note the progress of actions on the Forward Plan and request that the Information Governance work plan and associated timeline be added to the work plan for the next meeting.**

35 **Date of next meeting**

The next ordinary meeting of the Committee was to be held on 26 October 2016.

36 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.50 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic Services, direct line (01225) 718214, e-mail [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **JOINT STRATEGIC ECONOMIC COMMITTEE**

**MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 1 JULY 2016 AT COMMITTEE ROOM 6, SWINDON BOROUGH COUNCIL OFFICES, EUCLID STREET, SWINDON.**

---

### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr David Renard (Vice Chairman), Cllr John Thomson, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins and Cllr Russell Holland

### **Also Present:**

John Gilbert, Carlton Brand and Paddy Bradley

---

### 30 **Apologies**

There were no apologies.

### 31 **Minutes**

#### **Resolved:**

**To approve and sign as a true and correct record the minutes of the meeting held on 28 April 2016.**

### 32 **Declarations of Interest**

There were no declarations.

### 33 **Chairman's Announcements**

There were no announcements.

### 34 **Public Participation**

A statement on projects from the Local Enterprise Partnership for the Chippenham area was delivered by Mrs Marilyn Mackay. In response it was explained the Committee, being made up of the two local authorities for the LEP area, would assess and comment upon LEP priorities, but that the Swindon and Wiltshire LEP itself would make the final decisions on projects, including at its meeting on 13 July 2016.

Councillor Chris Caswill, Chippenham Monkton Division, Wiltshire Council, then received responses to questions submitted to the Committee, with details attached to these minutes. Concern was expressed about public engagement on projects, particularly with local representatives, and it was agreed once technical work had progressed to an appropriate stage, local members should be met with to be consulted.

### 35 **SWLEP Project Prioritisation**

A report on the project prioritisation for the third round of Local Growth Funding was received from Paddy Bradley, Director of the SWLEP Secretariat.

It was explained that it was likely the current round would be the final opportunity to apply for Local Growth Fund monies within the current parliament, and that submissions needed to be made by the end of July, and that a process had been put in place to achieve this.

The Committee discussed the report and the process for agreeing priorities for the SWLEP projects, and whether this was in line with the SWLEP guidelines and would enhance economic growth as desired.

At the end of discussion, it was,

#### **Resolved:**

**To note the requirements of the Local Growth Deal 3 and the progress of the preparation made to date.**

### 36 **Project Highlight Report**

The Committee received Project Highlight Reports detailing the status of projects for 2015/16 and 2016/17. It was stated that the Secretariat held regular meetings with project officers in each relevant council, reported also to the SWLEP Board, and that central government regarded the processes in place as good practice.

The Committee discussed the projects and sought details on those which were not currently rated as Green on an RedAmberGreen system. Some projects, particularly involving the New Eastern Villages projects were retained or had retained elements, requiring approval from the Department for Transport, which caused additional delays and hold up of funds. It was confirmed the end date of the projects there remained unchanged, but there were elements being adjusted on modelling for the schemes. It was agreed that the Committee would write to the SWLEP Board stating its concern the projects remained rated Red or AmberRed due to the Department for Transport, and to ask the SWLEP to seek more details.

In response to queries it was confirm the project costs for the Chippenham Station Hub project were in the expected range, and were being finalised. It was also confirmed the Junction 17 project was now rated AmberGreen

At the conclusion of discussion,

**Resolved:**

**To note the update and to write to the SWLEP Board requesting details be sought from the Department for Transport regarding concerns for the New Eastern Villages projects.**

**37 Forward Work Plan**

The Committee considered the draft forward work programme. It was explained the assurance framework detailing the structure and procedure of the SWLEP was reviewed annually and suggested changes would be proposed.

In relation to the Strategic Housing Market Assessment and Functional Economic Market Assessment item programmed for the October meeting it was stated that this meeting would discuss interim findings and the final report would be presented at the December meeting. Consultants continue to progress the work including engagement with key stakeholders. Consideration by the Joint Working Group would be progressed in line with these dates.

Initial findings indicate that there would be three FEMAs broadly consistent with the economic zones of the Strategic Economic Plan and four Housing Market Areas.

**38 Date of the Next Meeting**

The date of the next meeting was confirmed as 12 October 2016.

**39 Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 40 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking item in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

40 **European Structural Investment Fund Status Update**

The Committee received a confidential report on the latest updates from the European Structural Investment Fund.

**Resolved:**

**That JSEC notes given all factors, progress to date has been reasonable and that spend and performance profiles are on target to meet the 2018 Performance Review.**

(Duration of meeting: 10.00 - 11.00 am)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## HEALTH AND WELLBEING BOARD

---

### **DRAFT MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 9 JUNE 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Dr Peter Jenkins (Vice Chairman), Dr Anna Collings, Dr Toby Davies, Dr Richard Sandford-Hill, Angus Macpherson, Cllr Keith Humphries, Nikki Luffingham, Dr Gareth Bryant, Carolyn Godfrey, Maggie Rae, Cllr Sheila Parker, Deborah Fielding/Simon Truelove and Toby Sutcliffe

---

#### **34 Chairman's Welcome and Introduction**

The Chairman welcomed all the meeting, noting that the meeting had been rearranged to avoid the date of the referendum.

#### **35 Apologies for Absence**

The following apologies were noted:

- James Scott, RUH, noting David McClay, Programme Director, in attendance.
- Christine Graves, Healthwatch Wiltshire, who is attending the Healthwatch England conference.
- Nick Marsden, Salisbury NHS Foundation Trust, noting Laurence Arnold, Director of Corporate Development, in attendance.
- Ken Wenman, SWAST, noting that Nick Wilson, Wiltshire Operations Manager is in attendance
- Mike Veale, Wiltshire Police
- Dr Simon Burrell, NEW Group, noting the change in membership to include Dr Anna Collings, the new Co-Chair of the NEW Group
- Cllr Laura Mayes, Wiltshire Council.

#### **36 Minutes**

The meeting considered the minutes of the previous meeting.

**Resolved**

**To approve and sign the minutes of the previous meeting held on 14 April 2016.**

37 **Declarations of Interest**

There were no declarations of interest made.

38 **Chairman's Announcements**

The Chairman noted the recent Visit of Jon Rouse and Sir Jeremy Heywood, Cabinet Secretary and Head of the Home Civil Service, which had provided an excellent opportunity for partners to convey key messages. The Chairman thanked all who had contributed to making the meeting a success.

39 **Public Participation**

There were no questions or statements from members of the public.

40 **Better Care Plan**

The Board received the report, circulated on the 8 June 2016 as a supplement to the agenda, which provided an update on the progress made on the Better Care Plan (BCP).

Issues highlighted in the course of the presentation and discussion included: that the local BCP awaited sign-off from the national team; the investment made into staffing, particularly integrated teams; the priorities for the second quarter, including the aim to increase placements into the HomeFirst project; the collaborative workforce solutions including projects to skill up workforce to provide more services in the home setting; the importance of therapy, including occupation, physical and behavioural therapy, in improving independence; the initiatives that make up the integrated discharge programme and how they are being applied across the three acute hospitals; the focus on prevention work to reduce admissions and increase healthy, independent lifestyles; how evidence and data are used to focus activities; and how readmissions could be audited to identify trends and the evidence used to challenge perverse incentives in the system.

The Board also received a presentation that provided an update on the progress with delivering Single View of the Customer project.

Issues highlighted in the course of the presentation and discussion included: that information was already being shared securely and safely across NHS, Fire, Police and Council teams in Wiltshire; that a tier one information sharing agreement had been drafted and was due to be agreed that month; that the project had worked closely with Healthwatch to receive feedback; how the technical solution would be built; the challenges of linking to GPs' case management system; the importance of explaining to the public the benefits of



sharing appropriate information, whereas people were reluctant in the past; how information sharing would be piloted to this effect; how the Information Commissioner was brought in early to help provide a steer on the programme; how best practice could be share with partners; and how the project linked to the BCP and later on with the STP.

### **Resolved**

- 1. To receive the update on the Better Care Plan and note the progress that was made during April and May;**
- 2. To agree the key priorities for the next period in particular the development of an integrated discharge improvement programme (based on Home First principles) , the key priorities for the Single View of the Customer Programme ( see presentation from the team ) and the finalising of the Section 75 agreement for 2016/17;**
- 3. To note that we are still receiving final sign off and approval of the Better Care Plan for 2016/17 as national validation process is still ongoing.**

### **41 Sustainability and Transformation Plan**

The Board received a presentation from David McClay, Programme Director RUH, regarding the progress made on the development of Sustainability and Transformation Plan (STP).

Issues highlighted in the course of the presentation and discussion included: the objectives and the challenges for achieving the vision outlined in the 5 year view; that the footprint of the STP was B&NES, Swindon and Wiltshire; the relevant patient flows within and without the footprint; how partners have worked together to develop the plan; the composition of the Board, and mechanisms for wider engagement with partners and the public; that the Health & Wellbeing Board, and Wiltshire Cabinet were consultees and were not formally part of the governance arrangements for the plan; how the priorities of the STP linked to the Better Care Plan; how work in one council area can be shared across to other areas the footprint area; how workforce planning can be undertaken across the footprint area, including sharing training resources; how staff can be better used, as advocates and role models, to promote healthy lifestyles; the continuity with locality approaches to commissioning, and the timetable for the programme.

### **Resolved**

**To note the update.**

42 **The Children and Young People's Plan 2016-19 and future delivery of children's centre services**

The Board received the report which provided an update on the Children and Young People's Plan 2016; and the future delivery of Children's Centre Services in Wiltshire.

Issues highlighted in the course of the presentation and discussion included: that the plan was approved in May, and is the fourth iteration of the plan since the creation of the Children's Trust; the opportunity to reflect on the changes in the field and the achievements to date; the three priorities and the key actions to take; the focus, in the plan, on vulnerable children and those in deprived circumstances; the links to the obesity strategy and the healthy schools programme; the changes to the children's centre services, including a reduction in the number of physical centres from the 1<sup>st</sup> of July; the move from four providers of centre services down to two; and the importance of sharing information across relevant teams and organisations.

It was suggested that the new Children's Centre providers be invited to present an update on their work to a future informal pre-meeting briefing of the Board, to cover how they are linking with the Primary and wider Early Years Sector and increasing outreach to families that do not necessarily attend centres themselves.

**Resolved**

- 1. To recognise the achievements against the 2012 – 2015 Children and Young People's Plan and notes key areas of work to be delivered within the next three years.**
- 2. To note the future delivery model for Children's Centre Services in Wiltshire outlined in this report.**

43 **Wiltshire Police and Mental Health**

The Board received the report which provided an update on the Mental Health Street Triage Pilot which had been in operation since 14 September 2015.

Issues highlighted in the course of the presentation and discussion included: that the pilot had been established following the receipt of national funding; that it was more effective and efficient to have health professionals on the phone offering support, rather than in the field; that there had been a reduction in s136 admissions and increase in-patient admissions; this resulted in 190 people

treated as patients rather than being detained in cells; that funding would be required to continue the project (£320k across Wiltshire and Swindon), which may be available from mainstream budgets; and that the University of the West England was analysing the results of the pilot; and that detailed costings would be shared with partners.

#### **Resolved**

- 1. To note the positive impact the pilot has had for both service user and partner agencies;**
- 2. To consider options for enabling the scheme to continue after the pilot concludes in September 2016.**

#### 44 **Workplace Health Charter**

The Board received the report which provided an update on the accreditation outcomes for Workplace Health Charter status.

Issues highlighted in the course of the presentation and discussion included: how the charter was accredited and the excellence rating achieved; the evidence, including staff interviews, considered by the external evaluator; the benefit from embedding the charter in the workplace; how the charter and actions related could help lead to a reduction in staff absences; and that the Charter would form part of the wider occupational health plan.

The Chairman offered her congratulations to the officers responsible for the work.

#### **Resolved**

- 1. To commend the achievements of those involved in gaining an Excellence rating within the Workplace Charter; and**
- 2. To support the ongoing benefits realisation work to demonstrate the significant business and personal advantages achievable from positive health management within the workplace.**

#### 45 **Wiltshire Health and Wellbeing Board Annual Report 15/16**

The Board received the Annual report, deferred from the previous meeting, which outlines the progress made in delivering the objectives of the Joint Health and Wellbeing Strategy over the past year, noting the progress that had been made in a range of areas across public health, children and adults' health and social care and integration of services generally.

**Resolved**

**To consider the progress made in delivering key objectives over the last year and agree the annual report for publication.**

46 **Date of Next Meeting**

The Chairman brought the meeting's attention to the date of the next meeting to be held on 22 September 2016.

The Chairman also took the opportunity to express thanks to Deborah Fielding for her work on the Board and wished her well for the future.

In response, Deborah Fielding exhorted the Board to continue the good work it had championed, including a focus on place based commissioning and empowering individuals.

47 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 12.02 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935, e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **LOCAL PENSION BOARD**

---

### **PART 1 MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON 20 JULY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

David Bowater, Lynda Croft, Sarah Holbrook, Cllr Christopher Newbury, Mike Pankiewicz, Howard Pearce (Chairman) and Barry Reed

---

#### **47 Membership**

There were no changes to the membership of the Board.

#### **48 Attendance of non-members of the Board**

There were no non-members of the Board present.

#### **49 Election of the Vice-Chairman**

It was explained that in accordance with Terms of Reference the Vice-Chairmanship of the Board was to alternate yearly between scheme member and employer member representatives. The Chairman thanked Mike Pankiewicz for his work as Vice Chairman over the last year and nominations were sought from employer member representatives for the position as Vice-Chairman for 2016-17.

#### **Resolved:**

**To appoint Lynda Croft as Vice-Chairman for the forthcoming year.**

#### **50 Apologies**

There were no apologies for absence.

51 **Minutes**

Members considered the minutes of the last meeting held on 7 April 2016 and the Board's action log. The Chairman requested that pending actions be coded amber and the review of audit arrangements be coded red to signify that it was an outstanding action. The Head of Pensions updated that the Board members' handbook was being collated and would be circulated shortly, members were invited to comment upon it at the October meeting. The Head of Pensions would publish the handbook online, provided it contained no confidential information.

**Resolved:**

**To confirm the minutes of the meeting held on 7 April 2016.**

**To note the Board's Action Log and request that outstanding and pending actions be colour-coded accordingly.**

52 **Declarations of Interest**

There were no declarations of interest.

53 **Chairman's Announcements**

It was noted that despite the recent changes in Prime Minister and Cabinet, Marcus Jones MP remained Parliamentary Under Secretary of State at the Department for Communities and Local Government.

54 **Public Participation and Councillors Questions**

There was no public participation.

55 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee**

The Board received the minutes of the previous meetings of the Wiltshire Pension Fund Committee and Investment Sub Committee, the Head of Pensions and noted that the South West Audit Partnership (SWAP) audit report was also presented to this Board.

**Resolved:**

**To note the minutes and key decisions of the Wiltshire Pension Fund Committee and Investment Sub Committee meetings held on 30 June and 6 June 2016.**

## 56 Scheme, Legal Regulatory and Fund update

The Head of Pensions updated on the current consultation on the Amendment Regulations, the new regulations would pick up anomalies from the LGPS 2014 scheme. The Fund had already drafted a response to the consultation, which had been approved by the Pension Fund Committee.

Members also heard that in light of the Counsel view on the legal status of Local Pension Boards officers had spoken to the Council's insurers about adding indemnity cover for Board members to this policy, however the insurer did not consider Board members at risk so would not extend the policy. Officers had approached other providers for quotes however they were very costly, it was thought that this was because companies were uncertain as to the risks involved. The Council's legal advisors considered the risk to Board members not covered by indemnity insurance to be extremely minimal, since the Board was not a decision-making body. The Head of Pensions was to await further advice from the Scheme Advisory Board (SAB) and would report back at the October meeting. Members agreed that it would be beneficial to wait for SAB guidance as a national solution was needed and considered no immediate action was required given the minimal risks. It was requested that officers also ask the SAB for guidance on cover needed for non-voting observers on Pension Fund Committees. Members were advised that the Board Chairman was already covered by his own professional indemnity cover.

### **Resolved:**

**To note the proposed draft response to the LGPS amending regulations consultation.**

**To note the legal advice that the absence of insurance indemnity cover presented minimal risk to Local Pension Board members.**

**To await further guidance from the Scheme Advisory Board on the issue of insurance indemnity and to consider this at the next ordinary meeting.**

## 57 Risk Register

The Board was presented with the current Risk Register for the Fund; two new risks had been added since the last report: 'PEN024 Impact of EU referendum' which reflected the potential for increased market volatility from a vote to exit from the EU, and 'PEN025 Academisation of Schools' which reflected Government policy to encourage all schools to convert to academy status; this had the potential to increase the number of employers in the Fund. PEN012 'Over reliance on key staff' had been upgraded since the Fund Benefits Manager was due to take maternity leave in November.

Members were concerned that the LGPS pooling of assets was a risk to the Fund by increasing workload for officers and the potential movement of staff out of the Fund to the pooled fund. As such, it was recommended that PEN020 be logged as high risk.

**Resolved:**

**To note the current Risk Register and recommend that PEN020 'Pooling of LGPS assets' be coded red to reflect a high risk of resource pressures arising from asset pooling.**

#### 58 **Review of the Wiltshire Pension Fund Statement of Accounts**

The Board was presented with the Fund's draft financial statements which were to be signed off by the Audit Committee on 27 July. No recommendations were expected to arise from the audit and the approved accounts would be published in the Fund Annual Report. Questions were raised over projected salary increase rates and it was explained that the numbers specified reflected predictions over the long term, approximately a 20 year period. Following a question from the Chairman it was confirmed that a £3.9m long term debt did not need to be reported to the Pensions regulator as a breach since this was being paid back over a 10 year period and was a national issue with the magistrates service. Stylistic corrections needed to the accounts were noted.

**Resolved:**

**To note the draft Wiltshire Pension Fund Financial Statements 2015-16, approved for publication by the Wiltshire Pension Fund Committee subject to the completion of the audit.**

#### 59 **Internal and External Audits for 2016**

The Board was presented with an update from internal and external auditors; the internal audit plan for 2016-17 was being finalised and was expected to be presented at the October meeting. Internal audit for 2015/16 was graded with 'Reasonable Assurance' meaning that most areas reviewed were found to be adequately controlled, generally risks were well managed but some systems required the introduction or improvement of internal controls. There were no significant finds to report from the audit although two medium risks relating to reconciliations and payroll were reported and were being acted on. The Board requested that an update on actions taken be reported to its January meeting. Members also requested that external auditors attend the January meeting in the instance of material recommendations arising from their audit. The external audit from KPMG was still ongoing and any subsequent recommendations would be reported to the Fund.



Following questions from the Board it was confirmed that pension straining costs would usually be factored into redundancy costs. It was agreed that redundancy costs be considered at the next meeting in the instance of such related issues arising from the audit.

**Resolved:**

**To note the update on the progress of the external audit from KPMG for 2016 and the internal audit report and agreed action plan.**

**To request that an update is provided at the January meeting on the actions taken following the outcome of the internal audit and that external auditors also report to this meeting in the instance of material recommendations arising from that audit.**

**To request that redundancy costs be considered at the October meeting in the instance of such issues arising from the audit.**

60 **Statement of Investment Principles**

A report presented the annual update of the Statement of Investment Principles (SIP), approved by the Wiltshire Pension Fund Committee at its last meeting, for review. The SIP outlined how the fund intended to manage its investments. In the last year the change to asset allocation with the Loomis Sayles mandate had been the only significant change; the allocation had been changed to 60% Absolute Return Bond/40% Multi Asset Credit spilt from a previous 50/50% split. The Board understood that a new Investment Strategy Statement, drawing on key points of the SIP, would be produced over the next financial year as part of the asset pooling with Project Brunel.

The Chairman advised that the 'Myners Principles' (referenced in Supplement 1 to the SIP) were now titled 'Principles of Investment Governance' and recommended that officers obtain a recent report of the Law Commission on fiduciary duty and the United Principles of Responsible global report on Fiduciary duty and the , as this could be useful to writing the Investment Strategy Statement.

**Resolved:**

**To note the updated Statement of Investment Principles.**

61 **Update on the Business Plan**

The Board was updated on the Business Plan for the fund which had been coded according to both priority and risk, items coded as grey were actions that had been completed. Officers advised that the impact of pooling arrangements

had delayed the development of Key Performance Indicators for the Fund however this was now a priority which was now being addressed. The pooling arrangements (business plan item 38) was both high priority and high risk in terms of resource.

A summary was provided of outstanding actions including:

- Priority 1- key policy documents were currently being refreshed;
- Priority 4- the review of the contract for an Independent Governance Adviser was overdue, however the Fund was comfortable with the current green coding of the priority as continuity of adviser was valued at the present time;
- Priority 10- an Employer/Pensioner meeting was planned for autumn 2016 however the Fund was concentrating on more effective means to communicate with stakeholders;
- Priority 11- risk reviews were a high priority and expected to be addressed over the autumn;
- Priority 12- a framework needed to be designed to review the performance of the Fund's advisers;
- Priority 14- the implementation of bi-annual performance reporting would tie in with risk reviews;
- Priority 16- the Fund was keen to use social media to communicate and had begun discussions on setting up a social media account;
- Priority 17- officers aspired to formalise a review of the Committee performance and would also link this to a framework to review the Fund's advisers;
- Priority 23- the full actuarial valuation was a high priority;
- Priority 24- a Member's Handbook for the Committee would be prepared ready for 2017 elections;
- Priority 25- a review of the Investment Sub-Committee was low priority as the focus had been on other investment issues;

The Head of Pensions advised that 2016 valuation was on track and the Fund was currently working on this as a priority, officers were also planning to complete the GMP reconciliations project by December 2016 and refresh the Funding Strategy Statement in January 2017.

The Chairman thanked officers for their hard work to achieve the Business Plan outcomes but expressed concern that 9 out of 39 actions had slipped, mainly due to insufficient resource. The Board recommended that the Committee review the Fund priorities and supported the recruitment of additional resource if necessary to achieve the priorities.

**Resolved:**

**To note the update on the Business Plan and to recommend to the Wiltshire Pension Fund Committee that it reviews the priorities or supports the recruitment of additional resource if necessary to achieve the priorities.**

62 **Assessing the Impact of the Local Pension Board**

The Chairman introduced a report suggesting Key Performance Indicators (KPIs) for the Board, members were supportive of the proposals and felt that the value they could add to the governance of the fund would increase overtime as the Board embedded and knowledge of members increased. It was noted that the recommendations of the Board were being implemented, for instance on additions to the Risk Register and the development of a Breaches Policy. Members fed back that, in comparison with other Boards, Wiltshire appeared to be ahead, members were not aware of other boards having developed KPIs.

**Resolved:**

**To agree the proposed Key Performance indicators and request they be included in the Board's Annual report.**

63 **Local Pension Board Annual Report**

The Head of Pensions presented the Board's Annual Report and advised that it would be published on the Fund's website and also the SAB website. Members considered it would be useful to review the Wiltshire Local Pension Board annual report relative to the other 88 LPB annual reports and requested that such a benchmarking exercise be undertaken in early 2017.

**Resolved:**

**To approve the Local Pension Board Annual Report.**

**To request that a benchmarking exercise of LPB annual reports be undertaken in comparison with other Boards in early 2017.**

64 **How did the Board do?**

Members discussed the content of the meeting agenda and agreed that the items were in line with their remit as a Board.

65 **Urgent items**

There were no urgent items.

66 **Date of next meeting and Forward Work Plan**

The next meeting was to be held on 20 October 2016 and the Chairman advised that future meeting dates should be released over the next month.

67 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute numbers 68-69 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

68 **Brunel Pension Partnership and Investment Pooling 2016**

Members were updated on the submission of the Brunel Pension Partnership's proposal to the Government's consultation on investment reforms.

**Resolved:**

**To note the update and the joint submission of the Brunel Pension Partnership as the Fund's detailed proposal to the Government's consultation on investment reforms approved by the Wiltshire Pension Fund Committee on 30 June 2016.**

**To endorse the need for an independent review of the Brunel Pension Partnership Business Case and to recommend that overall risks of the new manager are reviewed.**

**To recommend that further detail is provided in the Business Case on the member and employer representation in the governance arrangements of the new pool.**

**To recommend that a low-cost exit strategy for the Fund is negotiated and that detail be provided on the process of transferring to a new pool.**

**To recommend that external resource is recruited to support asset pooling as necessary.**

69 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub-Committee**

Members considered the key decisions of the recent meetings of the Investment Sub Committee and Wiltshire Pension Fund Committee.

**Resolved:**

**To note the minutes and key decisions of the Investment Sub Committee meeting on 16 June 2016 and Wiltshire Pension Fund.**

(Duration of meeting: 10.35 am - 1.15 pm)

The Officer who has produced these minutes is Libby Beale, of Democratic & Members' Services, direct line 01225 718214, e-mail [elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **WILTSHIRE PENSION FUND COMMITTEE**

---

### **PART 1 MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 30 JUNE 2016 AT THE SALISBURY ROOM - COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Diane Hall, Cllr Charles Howard (Vice Chairman), Cllr Gordon King, Mike Pankiewicz, Cllr Sheila Parker, Linda Stuart, Sue Eley  
Cllr Steve Weisinger and Cllr Roy While

#### **Also Present:**

Jim Edney and Joanne Holden

---

#### **34 Membership**

It was noted that Councillor Tim Swinyard had been appointed as the nominated substitute member for the Swindon Borough Council members of the Committee, in place of Councillor Oliver Donachie.

It was also agreed that while Diane Hall of Selwood Housing was undertaking a sabbatical year, Sue Eley of Selwood Housing would serve on the Committee in a non-voting capacity.

#### **35 Attendance of non-members of the Committee**

There were no non-members present.

#### **36 Apologies for Absence**

An apology was received from Councillor Mark Packard, who was substituted by Councillor Gordon King.

#### **37 Minutes**

**Resolved:**

**Subject to the addition of Sue Eley among the list of attendees for the Part 1 section of the meeting, to approve and sign as a true and correct record the minutes of the meeting held on 10 March 2016.**

38 **Declarations of Interest**

There were no declarations.

39 **Chairman's Announcements**

At the conclusion of the meeting it was announced a pensioner member of the Fund had contacted the Council to ask that officers be thanked for the excellent and accessible newsletter produced for members of the Fund, and that this be brought to the attention of the Committee.

40 **Public Participation and Councillors' Questions**

A question from Mr Sigurd Reimers together with response was noted in the agenda papers.

41 **Appointment of the Investment Sub Committee**

**Resolved**

**In accordance with the approved terms of reference, to appoint the membership of the Investment Sub-Committee as follows:**

**Councillor Tony Deane**

**Councillor Charles Howard**

**Councillor Steve Weisinger**

**Councillor Mark Packard, or other Liberal Democrat Committee Member as approved at the July Meeting of Wiltshire Council.**

42 **Update from the Local Pension Board**



The Committee considered notes from the Local Pension Board, and were informed Sarah Holbrook of Wiltshire Police had replaced Kirsty Cole of Swindon Borough Council as a representative.

The Committee were informed the Board did not cost a large amount to run, but it would need to be reviewed to ensure it could be properly resourced.

**Resolved:**

**To note the update.**

43 **SWAP Internal Audit Report**

A report was received from Kerry Chisholm on the 2015/16 audit undertaken by the Fund's internal auditors, South West Audit Partnership (SWAP), identifying risks to be addressed along with an action plan for the forthcoming year.

The Committee discussed the report, seeking details on staff resourcing, reviewing the guaranteed minimum pension, reconciliation checks, and provision for data backups.

At the conclusion of discussion, it was,

**Resolved:**

**To approve the report and action plan.**

44 **Pension Fund Administration Outturn Statement 2015-16**

The Pension Fund Administration Outturn Statement for 2015-16 was presented for consideration. The budget underspend of £0.160m was noted, due in part to vacancies which had now been filled.

**Resolved:**

**To note the Outturn statement for 2015-16.**

45 **Draft Statement of Accounts**

The Draft Statement of Accounts was presented for consideration. The final report would be considered in September 2016, and audits had not identified

any key issues at the present time. It was confirmed accounts would go to the July meeting of the Audit Committee for approval.

The Committee considered the draft statement. Details were sought on employers' contributions increasing and on the transfer of liabilities from the magistrate's courts.

At the conclusion of discussion, it was,

**Resolved:**

**To approve the draft statement of accounts 2015-16 for publication, subject to completion of the audit.**

46 **Amendment Regulations Consultation**

A report from the Head of Pensions was received on the proposed response from the Wiltshire Pension Fund on the latest Government consultation in respect of the amendment regulations issued in May 2016. The closing date for responses is 20 August 2016.

The Committee considered the report on the proposed response, which included supporting the proposed approach to adopt the reformed Fair Deal requirements making it compulsory for providers to provide the Local Government Pension Scheme for members except those previously transferred to a broadly comparable scheme. Comments were provided on the implications of the proposed changes to inform any response.

At the conclusion of discussion, it was,

**Resolved:**

**To delegate approval of the formal response from the Fund to the Chairman and Vice-Chairman in consultation with officers.**

47 **Statement of Investment Principles**

The Committee received the annual statement of investment principles. It was noted that the Department of Communities and Local Government had proposed revoking the regulations requiring an annual statement, instead replaced with an investment strategy statement. However, these new regulations were still to be implemented. Details were sought on changes in asset allocation.

**Resolved:**

**To approve the 2016 statement of investment principles.**

48 **Pension Fund Risk Register**

The Committee received the latest quarterly update on the Pension Fund's Risk Register. Since the last update in March 2016 two additional risks had been added to the register. These would be to monitor any impact from the government's policy on encouraging further academisation, as well as operational decisions to mitigate market volatility in the event, since realised, of a vote to exit the European Union on the referendum held on 23 June 2016.

Details were sought on the decision taken to mitigate the risks, as well as the potential for swift increases in the number of academies and the impact on the Fund.

**Resolved:**

**To note the Risk Register and measures taken to mitigate the current risks.**

49 **Date of Next Meeting**

The date of the next meeting was confirmed as 29 September 2016.

50 **Urgent Items**

There were no urgent items.

51 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in minute number 52-56 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 of Part I of Schedule 12A to the Act and the public**

interest in withholding the information outweighs the public interest in disclosing the information to the public.

52 **Minutes**

**Resolved:**

**To approve and sign as a true and correct record the Part 2 minutes of the meeting held on 10 March 2016.**

53 **Investment Pooling- proposed response to Government Consultation**

The Committee received a confidential report on continued work with the Brunel Pension Partnership to provide a response to the government consultation on investment reforms regarding pooling of pension investment funds.

**Resolved:**

**To approve the joint submission of the Brunel Pension Partnership as its detailed proposal to the government's consultation on investment reforms.**

**To delegate to officers to appoint an independent adviser to assess the Brunel Pension Partnership Business Case.**

54 **Ill Health Insurance for Employers**

The Committee received a confidential report on a potential risk mitigation tool for the Fund's employers in respect of ill-health early retirement claims.

**Resolved:**

**To set up a Fund ill-health insurance policy which is automatic for all employers, unless they confirmed in writing that they understood the risks and wished to opt out.**

55 **Potential Class Action**

The Committee received a confidential report on whether it wished the Fund to be considered as a lead plaintiff in litigation against company which it had

invested in. As a class action lawsuit had been instigated in the United States, the Fund would be automatically added as a plaintiff unless it opted out. As a lead plaintiff the Fund would have greater control over the action.

**Resolved:**

**To consent to put the Fund forward as a lead or co-lead plaintiff in the case against Lending Club Corporation based on the current details outlined in the report.**

56 **Investment Quarterly Progress Report Update**

The Committee received a confidential report on the Fund's investment performance up to 31 March 2016 from Mercers, its investment advisers.

**Resolved:**

**To note the investment reports.**

**To delegate to the Chairman and Vice Chairman, in consultation with the Treasurer to the Pension Fund, to suspend the overlay in the event of serious concerns emerging as a result of market volatility.**

(Duration of meeting: 10.30 am - 1.45 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## WILTSHIRE POLICE AND CRIME PANEL

---

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING  
HELD ON 16 JUNE 2016 AT YEOMAN ROOM - THE CORN EXCHANGE, MARKET  
PLACE, DEVIZES, SN10 1HS.**

**Present:**

Cllr Junab Ali, Cllr Abdul Amin, Cllr Alan Bishop, Cllr Richard Britton (Chairman),  
Cllr Trevor Carbin, Chris Henwood, Cllr Peter Hutton, Cllr Julian Johnson,  
Cllr Gordon King, Cllr John Smale, Cllr Sydney-Smith

**Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Chris McMullen – OPCC  
Allan Johns - OPCC  
Carolyn Filmore – OPCC  
Naji Dawish – OPCC  
Robin Townsend – Wiltshire Council  
Emily Higson – Wiltshire Council  
Kevin Fielding – Wiltshire Council  
David Line - member of the PCC & CC Independent Audit Committee

---

**1 Appointment of Chairman and Vice-Chairman**

Cllr Richard Britton – Wiltshire Council was elected Chairman for the forthcoming year.

Cllr Junab Ali – Swindon Borough Council was elected Vice-Chairman for the forthcoming year.

**2 Apologies for Absence**

Apologies were received from Cindy Creasy and Cllr Chris Caswill – Wiltshire.

### 3 **Minutes and matters arising**

#### **Decision:**

- **The minutes of the meeting held on 3 March 2016 were agreed as a correct record and signed by the Chairman.**
- **It was noted that Naji Darwish – OPPC had been in attendance at the 3 March 2016 meeting.**

### 4 **Declarations of interest**

It was noted that Cllr Peter Hutton was the Portfolio Holder for Public Protection, Wiltshire Council.

### 5 **Chairman's Announcements**

The Chairman welcomed new panel members, Cllr Junab Ali – Swindon Borough Council, Cllr Gordon King – Wiltshire Council and Cllr Caryl Sydney-Smith – Swindon Borough Council.

Cllr John Adams - Chairman of the Dorset PCP was welcomed to the meeting.

### 6 **Public Participation**

There was no public participation.

### 7 **PCC Annual Report 2015-16**

The Commissioner introduced the PCC's annual performance report for the year 2015-16. The PCP was asked to note the draft annual report and to provide comments on the annual report.

The annual report was aimed for public audience and captured the highlights of the year and the commissioner's assessment of progress against his plan.

The annual report was structured around three sections:

- Section one provides the PCC's overall assessment of policing and community safety in Wiltshire incorporating the learning from inspections by Her Majesty's Inspectorate of Constabulary (HMIC), engagement with victims and local communities. This should be balanced and a



transparent assessment given, highlighting both the achievements and areas to improve.

- Section two identifies the strategic future challenges and opportunities in the coming years.
- Section three updates on the progress in delivering the P&C Plan by each priority and the future challenges and opportunities. The final section three provides an overview of financial information from 2015-16.

Questions and comments raised by the PCP.

- That the report appears to contain no mention of the PCP.  
*The point was noted.*
- “That Wiltshire was safe and had a good police service that had a well-developed understanding of crime, was effective at preventing crime and carried out investigations which were generally good quality” – but good investigations are meaningless without good outcomes to back this up.
- How do you know that crime was being accurately recorded?  
*Home Office guide lines were now being adhered to, with HMIC inspections regularly being carried out. Wiltshire Police was aiming for 100% accuracy with its recording of crime figures.*
- “The threats from crime and criminality are changing and Wiltshire Police needs to balance the complex demands that are placed on it. Protecting people from fraud, violence and cybercrime is presenting new challenges in how public agencies prevent, investigate and prosecute. I need to be assured that my priorities and resources are matched against the threats and risks we face. During 2016-17 when I refresh my P&C plan I will take advice from the Chief Constable on the priorities that require focus and I will balance resources accordingly” – This paragraph should be worded as more of a priority.  
*The point was noted.*
- “I want to work with the newly invigorated Wiltshire Criminal Justice Board to develop the culture of collective responsibility and ownership for the entire victim journey and the performance of the entire system” - How do you envisage achieving this?  
*A Wiltshire strategy had now been drawn up which would improve the service that was supplied.*
- Cyber Crime – How was Wiltshire dealing with this type of crime?

*Wiltshire Police was working alongside other forces and agencies, educating the public on the dangers of cyber crime and good partnership working were the keys to tackling this new type of crime.*

The Chairman thanked the Commissioner for his report.

## **8 Review of the Community Policing Pilot**

The Commissioner introduced Mike Veale – Chief Constable, Wiltshire Police who gave a review of the background to the Community Policing Pilot which had been carried out in the Trowbridge and Warminster community areas.

Points made included:

- That Wiltshire Police couldn't continue to provide its current level of policing without doing some serious thinking on how it was able to provide good community policing during this period of austerity.
- The need to put victims of crime and witnesses first.
- To change the dialogue – listen more to people.
- The desire to re-design the way Wiltshire police worked – to move away from a rigid, one dimensional way of working.
- Putting the right people in the right place.
- The need to be more authentic in its way of policing.
- That police officers had bought into the new way of working.
- That the Community Policing project would inspire community confidence.
- That a culture change within the force would take 2-3 years, but it would be a real change for the better.

The Chairman thanked the Chief Constable for his presentation.

## **9 Quarterly data (Q4)- Risk / Performance / Finance / Complaints - including drugs information**

The Commissioner outlined a report setting out his quarterly performance data – Quarter Four 2015 – 16.

- After discussion and questions the report was noted.

The Commissioner outlined a report setting out the Budget Monitoring Statement – Quarter Four 2015 – 16.

- The report was noted.

Allan Johns outlined a report setting out the Integrity and Complaints Appeals for the period 1 April 2015 – 31 March 2016.

- The report was noted.

Risk Register – Quarter Four 2015 – 16.

- The report was noted.

The Chairman thanked the Commissioner for his report.

## 10 **Strategic alliance with Avon & Somerset**

The Chairman advised that the Strategic Alliance with Avon & Somerset had, with the inclusion of Gloucestershire, now become the Tri-Force Collaboration Program.

The Chairman requested from the OPCC a copy of the project plan for Tri-Force Collaboration Program as soon as it became available.

## 11 **Police Reform Bill - key points and potential impacts**

OPCC were thanked for this report which the Panel found helpful.

## 12 **Task Group Updates**

Strategic Alliance Task Group

- That the Strategic Alliance had now been replaced by the Tri-Force Collaboration Program.

Specials Task Group

- The target to recruit and retain 500 Special Constables was ambitious but welcomed.
- Bearing in mind the force's previous performance in recruiting and retaining Specials there were serious concerns whether this number could be retained over the longer term by the force.

**13 PCC Diary report**

The Commissioner's dairy report was noted.

**14 Forward Work Plan**

The Forward Work Plan was noted with the following:

- That a report on the work of the Wiltshire Criminal Justice Board should be added for June 2017.

**15 Future meeting dates**

- Thursday 1 September 2016 – City Hall, Salisbury.
- Thursday 1 December 2016 – Swindon Borough Council Offices.

(Duration of meeting: 2.30 - 5.10 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, or e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## **STAFFING POLICY COMMITTEE**

---

### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 MAY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Allison Bucknell (Chair), Cllr David Pollitt, Cllr David Jenkins, Cllr Tony Trotman (Substitute), Cllr Mike Hewitt, Cllr Stuart Wheeler, Cllr Bob Jones MBE and Cllr Graham Wright

---

#### **24 Apologies for absence**

Apologies for absence were received from Cllr John Smale (who was substituted by Cllr Tony Trotman) and Cllr Baroness Scott of Bybrook OBE.

#### **25 Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 4 May 2016.**

#### **26 Declarations of Interest**

There were no declarations of interest made at the meeting.

#### **27 Chairman's Announcements**

The Chairman referred to the recent marriage of Paul Rouemaine and Emily?? who were both previously employed in the Human Resources Unit and known to members of this Committee. Members of the Committee joined the Chairman in extending their best wishes for a long and happy marriage.

#### **28 Public Participation**

There were no members of the public present or councillors' questions.

## 29 Workplace Health Charter Update

The Committee received a report by the Associate Director, Public Health, which provided an update on the accreditation outcomes for Workplace Health Charter status.

It was explained that the Workplace Health project was aimed at raising awareness of workplace health issues and influencing the management of those health risks both by management and by individuals. Achievement of these goals led to accreditation for the nationally recognised Workplace Health Charter.

The principal objective was a shift in individual and corporate behaviours which were perpetuated to become norms of behaviour, thus creating a workplace culture in which preventative health management was embraced.

The Council submitted its body of evidence against each of the following eight criteria:

- Leadership
- Absence management
- Health and safety
- Mental health
- Smoking
- Physical activity
- Healthy eating
- Alcohol and substance misuse

The Council was awarded a rating of 'Excellence' in each of these categories and it was thought that Wiltshire Council could well be the first local authority in England to achieve this rating.

It was noted that there were schemes to offer staff discounted membership of gyms and health clubs and also for the purchase of cycles.

Members noted that healthier staff, achieved through heightened awareness of lifestyle choices plus positive and early management support in the workplace, would lead to cost savings through better attendance, better performance, higher morale, better retention, fewer incidents, lower litigation levels and reputational gains.

### **Resolved:**

- (1) To welcome the outcomes of the accreditation procedure, recognise the enormous amount of excellent work that had been undertaken by staff and to congratulate all those involved in that work.**

- (2) **To endorse the ongoing benefits realisation plan and to request an update of progress made in 12 months' time.**

30 **Dignity at Work and Grievance Policy & Procedure**

Consideration was given to a report by the Associate Director, People and Business, which presented amendments to the Dignity at Work and Grievance Policy and Procedures.

It was explained that the main changes included bringing the formal stage of the dignity at work policy in to line with the grievance policy, the inclusion of a statement of commitment in the dignity at work policy and changes around the grievance clarification meeting in the grievance procedure.

**Resolved:**

**To approve the changes to the Dignity at Work and Grievance Policies and Procedures.**

31 **Outcome of local trade union negotiations for changes to terms and conditions and update on national pay negotiations**

Consideration was given to a report by the Associate Director, People & Business which provided an update on the outcome of local trade union negotiations and also on the national pay negotiations.

Members noted that the Council's budget for 2016/17 required savings of £25.254m, whilst still delivering the priorities over the next year. In order to deliver the savings required a total of £2.5m savings had been allocated to be provided from changes to terms and conditions.

Negotiations between the Council and the recognised trade unions (UNISON, Unite and GMB) commenced in February 2016, the aim being to try and reach agreement on ways in which these savings could be found. The Unions had also been invited to put forward suggestions as to how the savings target could be delivered.

Eventually the following proposals had been agreed between the Council and the three trade unions and subsequently endorsed following a conducted ballot of trade union members:

- An incremental freeze for two years.
- An increase of two days annual leave per annum.
- To introduce a "purchase of annual leave policy", which should generate income as managers would not be expected to cover the absences. This would not be available to Council term only staff and school support staff.

- No further changes to terms and conditions for four years.

The Committee was also informed that national negotiations were still taking place regarding the annual pay award.

After some discussion,

**Resolved:**

- (1) To note the update on changes to terms and conditions.**
- (2) To note that the new policy for “Purchase of Annual Leave” would be considered later in the meeting.**
- (3) To note that national negotiations were still taking place on the annual pay award and that the Committee would be kept up to date regarding progress on this matter.**

**32 Purchasing Annual Leave Policy**

The Committee considered a report by the Associate Director, People & Business which presented the purchase of annual leave policy which would give employees the opportunity to purchase two weeks additional leave each year (pro-rata for part-time employees). This could be used for special occasions or personal reasons and was aimed at providing greater work/life balance for employees.

It was noted that the introduction of this scheme was as a result of the recent local negotiations between the trade unions and the Council to deliver savings from staffing costs.

During discussion Members were assured that the introduction of this policy would not lead to any increases in costs as managers would be expected not to cover the absences.

Members also sought assurances that staff were taking their allotted annual leave entitlement and requested a short report at the next meeting explaining how the taking of leave was being monitored and recorded.

**Resolved:**

- (1) To approve the purchasing of additional annual leave policy.**
- (2) To request a short report at a future meeting setting out how annual leave was being recorded and monitored.**



### 33 **Delivering the Business Plan - March 2016**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 March 2016, concerning:-

Staffing levels  
Sickness absence  
New health and safety RIDDOR related injuries  
New disciplinary, grievance and absence cases  
Voluntary staff turnover  
Employee costs  
Additional financial information  
Employee diversity

It was noted that the headcount across Wiltshire had seen a decrease of 56 employees (-1.2%) since the last quarter, with the number of employees now being 4772.

The Committee was very pleased to note that in line with the decrease in agency use during the quarter, the spend on agency staff had also decreased significantly. Operational Children's Services had seen the largest decrease in agency spend over the quarter, spending £0.60m (-£140,465).

**Resolved:**

**To note the contents of the report.**

### 34 **Careers Website - Performance and Progress 2015/16**

The Committee considered a report by the Associate Director, People & Business which contained:

- A complete set of 2015/16 performance data for the careers website which had been launched on 11 May 2015.
- Progress made against the improvements identified in the report to this Committee at its meeting on 4 November 2015.
- Details of further developments planned to improve attraction and recruitment.

Members noted that the number of applications commenced from use of the careers website had started to increase in the last quarter by 67 more than during the previous quarter. The careers website did not take into account whether the application had been completed and submitted. However, when this data was compared with the number of applications started and submitted within the Council's applicant tracking system (Talentlink), the data followed the same pattern.

It was also noted that the candidate satisfaction survey was being sent to successful candidates on completion of the interview process. Although survey response rates were low, with only 21 responses received for quarters 1 to 4, the majority of answers were positive and did not indicate any causes for concern.

It was pointed out that Glassdoor analytics (a jobs and recruiting site) showed that the number of people engaging with the site had increased. The total number of page views had reached 7,000. Monthly views were steadily increasing after a peak in October 2015 when the Council became an engaged employer with Glassdoor.

After some discussion,

**Resolved:**

- (1) To note the contents of the report.**
- (2) To request a further update on the performance of the website in 12 months.**

**35 Date of Next Meeting**

**Resolved:**

**To note that the next meeting was scheduled to be held on Wednesday 6 July 2016, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.**

**36 Urgent Items**

The Chairman announced that she had accepted the confidential matter in Minute No 38 below as an item of urgent business, on the recommendation of the Associate Director, People & Business, because the matter could not wait until the next scheduled meeting of the Committee on 6 July 2016.

**37 Exclusion of the Public**

**Resolved:**

**To agree that in accordance with section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 23 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

38 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 39 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

39 **Appointment of Senior Officers Employment Sub-Committee**

The Committee was informed that there was a need to appoint members and substitute members to the Senior Officers Employment Sub-Committee to hear a grievance against senior officers. It was likely that the Sub-Committee would need to meet before the next meeting of this Committee on 6 July 2016, hence the reason for taking this as an urgent item.

The appointment of the Sub-Committee would need to take place after full Council had approved the appointment to committees, including the Staffing Policy Committee, at its Annual General Meeting on 10 May 2016.

**Resolved:**

**To delegate the appointment of members and substitute members of the Senior Officers Employment Sub-Committee to the Associate Director, People & Business in consultation with the Chairman of this Committee and to report the membership back to this Committee at the earliest opportunity.**

(Duration of meeting: 11.30 am - 12.40 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **STAFFING POLICY COMMITTEE**

---

### **MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 JULY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Allison Bucknell (Chairman), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Mike Hewitt, Cllr Bob Jones MBE and Cllr Graham Wright

#### **Also Present:**

---

#### **40 Apologies**

Apologies were received from Councillors Stuart Wheeler and Baroness Scott of Bybrook OBE.

#### **41 Minutes of Previous Meeting**

##### **Resolved:**

To approve and sign as a true and correct record the minutes of the meeting held on 4 May 2016.

#### **42 Declarations of Interest**

There were no declarations.

#### **43 Chairman's Announcements**

There were no announcements.

#### **44 Public Participation**

There were no questions or statements submitted.

#### **45 Appointment of Sub-Committees**

The Committee discussed appointments to its three sub-committees.

##### **Resolved:**

**To appoint the following members to the Senior Officer Appointments Sub-Committee:**

**Stuart Wheeler, Allison Bucknell, Bob Jones MBE  
Substitutes – Fleur de Rhé-Phillipe, John Smale, Desna Allen, Tony Trotman, David Jenkins, Mike Hewitt**

**To appoint the following members to the Appeals and Grievance Sub-Committees:**

**Desna Allen, John Smale, Fleur de Rhé-Phillipe  
Substitutes – Stuart Wheeler, Allison Bucknell, Bob Jones MBE, Tony Trotman, David Jenkins**

**46 Update on Actions to Recruit and Retain Social Workers**

A report was presented by Joanne Pitt, Head of Human Resources and Occupational Development, updating the Committee on the actions taken to recruit and retain social workers since the campaign first commenced in August 2014 following difficulties retaining experienced social workers in both adults and children's services. Steps had included a marketing supplement, higher profile recruiting, encouraging former social workers to return, and offering improved career prospects and training.

The Committee discussed the update, noting the high turnover common to the social worker profession, and praised the efforts of the teams to make Wiltshire a more attractive location for aspiring and current social workers, and in particular the close working of the service with Human Resources to maximise efforts to improve the situation. 123 appointments had been made in children's social care, with 53 in adult social care, with significant retention.

The Committee discussed the next steps for the campaign to capitalise on the current momentum, to include a teaching partnership consortium and a collaborative approach to social worker agency pay.

**Resolved:**

**To note the progress of the social work recruitment campaign to date, and the steps taken to improve recruitment and retention in social work roles across children's and adult services.**

**47 National Joint Council (NJC) National Pay Award 2016/17**

A report was presented by Joanne Pitt, Head of Human Resources and Occupational Development updating the Committee on the National Joint Council pay award negotiated with the National Employers and Unison, Unite

and GMB unions. The offer was being implemented even though Unite rejected the offer.

There had been agreement on a 2 year deal of an increase of 1% for employees on spinal points 18 or above as detailed in the report, with larger increases for those on lower scales.

The Committee discussed the impact of the Pay Award as detailed, and noted that future negotiation might be needed with the implementation of the National Living Wage from April 2017, especially on non-teaching staff in schools.

**Resolved:**

**To note the implementation of the two-year pay award for 2016 and 2017.**

**To note that current work is being undertaken nationally to review the national pay spine and that the committee will be kept up to date regarding progress on this.**

48 **Misuse of Alcohol, Drugs and other Substances Policy and Guidance**

A report was presented by Paul Collyer, Head of Occupational Health and Safety, on proposed updates to the Misuse of Alcohol, Drugs and other Substances Policy. After a review it had been decided not to proceed with random testing of staff, instead clarifying the expectation on managers to monitor staff and act promptly in the event of reasonable concern, as well as strengthening support given to employees who disclose problems, with facilitation of rehabilitative services.

The Committee discussed the policy, seeking details of how managers would be expected to respond in the event of a disclosure of substance abuse problems, including legal problems such as smoking. In response to queries it was stated in respect of vehicle use, the policy was directed toward those using Fleet vehicles rather than their own vehicles. The council did have a general driving policy which included sections on substance misuse, and the Committee requested this be cross referenced with the proposed Policy.

The Committee discussed other ways the report's intentions could be strengthened, and also discussed whether a zero tolerance approach for those whose job roles required driving would be appropriate or possible, as was the case with some other professions.

At the conclusion of discussion, it was,

**Resolved:**

**To approve the proposed revised policy and guidance for managers.**

49 **Date of Next Meeting**

The date of the next meeting was confirmed as 7 September 2016.

50 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.15 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



## **STAFFING POLICY COMMITTEE**

---

### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 7 SEPTEMBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Allison Bucknell (Chair), Cllr David Pollitt, Cllr David Jenkins, Cllr Tony Trotman (Substitute), Cllr Peter Evans (Substitute), Cllr Mike Hewitt, Cllr Stuart Wheeler, Cllr Bob Jones MBE and Cllr Graham Wright

---

#### **51 Apologies for absence**

Apologies for absence were received from Cllr John Smale (who was substituted by Cllr Peter Evans) and Cllr Baroness Scott of Bybrook OBE (who was substituted by Cllr Tony Trotman).

#### **52 Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 6 July 2016.**

#### **53 Declarations of Interest**

There were no declarations of interest made at the meeting.

#### **54 Chairman's Announcements**

The Chairman announced with pleasure that the Human Resources Team had been shortlisted for the Guardian Recruitment Award in the social recruitment category.

55 **Public Participation**

There were no members of the public present or councillors' questions.

56 **Recording of Annual Leave**

Consideration was given to a report by the Associate Director, People & Business from which it was noted that in May 2016 the Committee had requested a short report setting out how annual leave was recorded and monitored at the Council. The report set out the current approach and also outlined the alternative recording methods which had been considered.

It was recalled that concern had previously been expressed about the ability of staff to take their annual leave and it was noted that it was the managers' responsibility to make sure that their staff booked and took their annual leave entitlement each year and to check that an employee was not using annual leave when another type of leave would be more appropriate such as carers' leave, family, emergency or compassionate leave. Managers were also advised to have an accessible team leave chart.

Members examined the various options that had been considered, such as SAP recording and HR monitoring of leave records. It was noted that when the Council adopted the SAP system in 2009 work had been undertaken to see if it would be beneficial to use this system to record annual leave. However, it was found that on investigation it transpired that there were more than 2000 different working patterns and that considerable administrative input would be required to build each of these working patterns into the SAP system which would not be cost effective.

Regarding the monitoring of leave records by HR, it was pointed out that the HR service was focused on being proactive and strategic rather than transactional and monitoring.

**Resolved:**

- (1) To note that central monitoring of annual leave would be a resource intensive process which is unlikely to add value.**

- (2) To support the approach outlined in this report which requires managers to be responsible for annual leave monitoring arrangements.
- (3) To agree that HR sends a communication via the Managers Wire in September 2016 to remind managers that, as the end of the leave year is approaching and because of the recent annual leave increases, they have a duty to ensure that their employees have taken or booked their annual leave entitlement for the 2016 leave year and not overtaken their entitlement.

## 57 Staff Survey 2016

The Committee received a report by the Associate Director, People & Business which outlined the arrangements for the 2016 staff survey, which was planned to take place from Monday 21 November to Friday 9 December.

The survey provided a valuable tool to measure the “temperature” of the Council and the results helped shape the priorities for both corporate and service area plans. It was noted that following the 2014 staff survey, the following two corporate objectives were cascaded to all managers:-

- Carry out action planning based on staff survey responses.
- Carry out appraisals, objectives setting and development planning with every employee.

The Committee noted that the 2016 survey would combine the previous staff and health surveys and that in future a combined survey would be held annually.

The Committee considered that these arrangements were good and that the additional and revised questions were excellent. However Members did make the following points:-

- (1) It was suggested that some teams were being moved fairly often which staff were finding disruptive and unsettling. It was noted that it was now common practice to move teams when necessary in order to facilitate the best possible use of accommodation and these moves were always well publicised. Officers agreed to look further into this and discuss with the Campus Team.
- (2) It was considered that Question 64 be reworded to read “What is your age?” rather than “How old are you?”

It was noted that 40% of staff had not taken part in the last survey and it was suggested that one of the principle reasons for this was that some staff did not believe that their responses would remain anonymous. Members were informed that prizes, sponsored by Comenius (providers of the Council's grow system), were being introduced to encourage staff to respond to the survey.

**Resolved:**

- (1) To confirm support for the arrangements for the 2016 staff survey as outlined in the report.**
- (2) To note it was aimed that a report setting out the results of the staff survey would be presented to the meeting of this Committee due to be held on 1 March 2017.**
- (3) To request the officers to ascertain how much time was being spent in drafting the staff survey and subsequently analysing the responses.??**

**58 Delivering the Business Plan - June 2016**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 30 June 2016, concerning:-

Staffing levels  
Sickness absence  
New health and safety RIDDOR related injuries  
New disciplinary, grievance and absence cases  
Voluntary staff turnover  
Employee costs  
Additional financial information  
Employee diversity

It was noted that the headcount across Wiltshire had seen a decrease of 23 employees (-0.5%) since the last quarter, with the number of employees now being 4749.

The Committee was very pleased to note that sickness rates had decreased this quarter to 2.1 days lost per FTE (-0.4), this being 0.3 days lost per FTE below the benchmark for a local authority. However, there had been an increase in long term absences, with Legal & Governance continuing to have the highest proportion of long term absences at 71.3% (-3.0%).

The voluntary staff turnover rate had increased to 2.6% this quarter (+0.4%), this being 0.9% above the benchmark voluntary turnover rate for local government. This was due to seasonal variations but was lower than the previous year.

Members were pleased to note that recruitment campaigns to attract and recruit social workers was bearing fruit and the retention rate was good. However, there were continuing problems with the recruitment into certain qualified posts, for instance planning officers, and focus was being made on creating apprenticeship opportunities by attracting graduates to the Council to complete their professional qualifications and hopefully remain with the authority.

**Resolved:**

- (1) To note the contents of the report.**
- (2) To request a verbal update at the next meeting on the recruitment of planning officers.**

59 **Date of Next Meeting**

**Resolved:**

**To note that the next meeting of this Committee was scheduled to be held on Wednesday 2 November 2016, in the Kennet Room, County Hall, Trowbridge, starting at 10.30am.**

60 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.20 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

## **STAFFING POLICY COMMITTEE**

---

**DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 26 SEPTEMBER 2016 AT THE LACOCK ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Tony Trotman (Substitute), Cllr Stuart Wheeler and Cllr Bob Jones MBE

---

**61 Apologies for absence**

Apologies for absence were received from Cllr Allison Bucknell (who was substituted by Cllr Tony Trotman), Cllr John Smale, Cllr David Pollitt, Cllr David Jenkins, Cllr Mike Hewitt, Cllr Baroness Scott of Bybrook OBE and Cllr Graham Wright.

**62 Declarations of Interest**

There were no declarations of interest.

**63 Chairman's Announcements**

There were no Chairman's announcements.

**64 Public Participation**

There were no questions or statements submitted.

**65 Date of Next Meeting**

**Resolved:**

**To note that the next meeting of the Committee was scheduled to be held on Wednesday 2 November 2016, in the Kennet Room, County Hall, Trowbridge, starting at 10.30am.**

66 **Urgent Items**

There were no items of urgent business.

67 **Exclusion of the Press and Public**

**Resolved:**

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Number 68 (including the purpose of the meeting) because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

68 **Local Government Pension Scheme (LGPS) Employer Discretions - Payment of Deferred Benefits**

Consideration was given to a confidential report from the Associate Director, People & Business in which the Committee was asked to consider a request from a former employee for early release of deferred pension benefits held in the Local Government Pension Scheme on compassionate grounds. After discussion,

**Resolved:**

**To agree to the early release of the former employee's deferred pension benefits, as set out in the report, on compassionate grounds.**

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



NOT PROTECTIVELY MARKED



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**DRAFT** Minutes of the  
**Dorset & Wiltshire Fire Authority**  
held at 10:00 hours on Thursday 23 June 2016 at the  
**Dorset & Wiltshire Fire and Rescue Service Headquarters, Hulse Road, Salisbury,  
Wilts, SN1 3NR**

Members present: Cllr Abdul Amin, Cllr Les Burden, Cllr Steve Butler, Cllr Mike Byatt, Cllr Ernie Clarke, Cllr Ronald Coatsworth, Cllr Christopher Devine, Cllr Peter Edge, Cllr Spencer Flower, Cllr Mollie Groom, Cllr John Haines, Cllr Bob Jones, Cllr Trevor Jones, Cllr John Knight, Cllr Rebecca Knox, , Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ann Stribley, Cllr Joe Tray, Cllr Bridget Wayman, ,

Cllr Nick Martin from 11.30am

Officer attendance: CFO Darran Gunter, ACFO Mick Stead, ACFO John Aldridge, Director of Financial Services Phil Chow, Head of Democratic Services and Corporate Assurance Jill McCrae, Monitoring Officer Jonathan Mair, Democratic Services Officer Marianne Taylor, HR Consultant Sue Lewis.

## **1 Welcome**

- 1.1 The Chairman opened the meeting, and welcomed attendees including the introduction of the new member, Cllr Steve Butler.
- 1.2 The Chairman informed members of the recent death of Cllr John Wilson. She gave thanks for his work and outlined his career and attendance at youth events remarking that he was an excellent member of the former Dorset Fire Authority and a valued member of the Shadow Authority. Cllr Trevor Jones and Cllr Spencer Flower endorsed this and added that Cllr Wilson was respected for his work ethic, capacity and his devotion to service and his community. Members also stated that he was a proud person and will be greatly missed. A few moments of quiet reflection were held to honour his passing.

## NOT PROTECTIVELY MARKED

### 2 Apologies

2.2 Apologies were received from Cllr Mark Anderson, Cllr Beverley Dunlop, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr Christopher Newbury, Cllr Malcolm Davies, Cllr Phil Eades, Cllr Ricky Rogers, ACFO Ben Ansell, Director of Corporate Services Derek James and Director of People Services Kay Williams.

### 3 Declarations of Interest and Notifications of Any Other Business

3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act.

3.2 There were none.

### 4 Minutes of Dorset and Wiltshire Fire Authority meeting on 1 April 2016

4.1 The chairman asked members to review and approve the minutes from the last meeting.

4.2 Members approved the minutes with no amendments and confirmed that there were no matters arising.

### 5 Appointments to outstanding Committees

5.1 The Monitoring Officer introduced the paper and asked members to approve:

- an additional two appointments to the Local Pension Board
- the appointment of Cllr Garry Perkins to the LGA Fire Commission (as the Vice Chairman of the Authority)

the formation of a Governance Working Group to review the governance arrangements for the Authority

5.2 Members reviewed the previous discussions regarding the governance arrangements of the Authority and discussed the need for a Governance Group at this time.

5.3 The formation of a Governance Working Group to be implemented to commence and complete a review by May 2017 was proposed and seconded.

5.4 **Resolved: Cllr Graham Payne and Cllr Peter Edge be appointed to the Local Pension Board.**

5.5 **Resolved: Members confirmed the appointment of Cllr Garry Perkins to the LGA Fire Commission as the vice chair of the Fire Authority.**

## NOT PROTECTIVELY MARKED

- 5.6 **Resolved: That a Governance Working Group be formed to complete a review of the Authority's governance arrangements by May 2017 and that the Group should comprise 5 members (3 Conservative, 1 Labour and 1 Liberal Democrat) to be nominated by Group Leaders.**
- 5.7 **Action: Group Leaders to provide the Monitoring Officer with nominations for the Governance Working Group.**
- 6 Review of the minutes from the Policy and Resources meeting held on 19 May 2016**
- 6.1 The Chairman asked Members to review and approve the minutes for the Policy and Resources meeting on the 19 May 2016.
- 6.2 Members reviewed Item 9, Service Control Centre, and noted the requirement for Members to receive a report providing a summary of the issues and resolves for assurance. CFO Gunter advised that a technical issue with the Capita Vision system had recently arisen but noted that the continuity arrangements for the partnership allowed for calls and mobilisation to take place on the Devon & Somerset FRS and Hampshire FRS Control Centre systems. He confirmed that a report would be produced for the Policy & Resources Committee.
- 6.3 Members reviewed Item 7, Apprenticeship Scheme, and raised a concern regarding the potential for levies to be applied to the Authority and the impact this might have on apprenticeship schemes. The Chairman confirmed that the Fire Commission are reviewing this and that the Service is looking at this at a local level.
- 6.4 CFO Gunter advised that the levy will come into force from 2017/18 and will be a percentage of the salary bill, currently estimated at £150K, he went on to advise that the Service have advertised for 6 operational apprentices.
- 6.5 Members proposed that the Authority sends a letter to MP's highlighting the importance of the Apprenticeship schemes.
- 6.6 Members queried if the allocation of Station Buddies discussed in Item 8 had been confirmed. The Head of Democratic Services and Corporate Assurance confirmed that final amendments were being made and a final list would be communicated shortly.
- 6.5 **Action: Service Control Centre review report to be produced for the Policy & Resources Committee meeting on 14 September 2016.**
- 6.6 **Action: Chairman to send a letter to MPs regarding the Apprenticeship Schemes and their importance.**
- 6.7 **Action: Final list of Station Buddies to be finalised and communicated by the Head of Democratic Services & Corporate Assurance.**

## NOT PROTECTIVELY MARKED

### **7 Local Performance and Scrutiny Committee updates**

- 7.1 CFO Gunter introduced the paper confirming that two introductory sessions had now taken place for all 4 Local Performance and Scrutiny meetings and whilst discussions at each session will be specific to the risks within that area the meetings needed to be held with a consistent approach, and suggestions were made within the recommendations of the paper. The CFO took the Members through each recommendation.
- 7.2 Members discussed the suggested agenda and confirmed their agreement for a public questions agenda item. Discussion took place regarding previous experience of open Minutes and Members agreed that the Monitoring Officer should produce informal guidance for the Chairman of each meeting, with a review of these arrangements taking place if needed and highlighting the terms of reference.
- 7.3 **Resolved: Members agreed that Local Performance and Scrutiny Committees will not recommend local targets to the Fire and Rescue Authority for emergency response in Year 1, but will monitor the effectiveness of emergency response arrangements appropriate to its area.**
- 7.4 **that the quorum at the four Local Performance and Scrutiny Committees are to be:**
- **Bournemouth and Poole 4 (in addition there must be at least one member for Bournemouth and one for Poole at the meeting for it to be Quorate)**
  - **Dorset 4**
  - **Swindon 3**
  - **Wiltshire 5**
- 7.5 **Resolved: That the standard agenda for the four Local Performance and Scrutiny Committees should be as outlined in Appendix B of the paper.**
- 7.6 **Resolved: That the four Local Performance and Scrutiny Committees should meet at a variety of locations in their areas based upon the principles of minimising cost and maximising public engagement.**
- 7.7 **Action: The Monitoring Officer to produce informal guidance for the Chairman to guide the approach towards the public questions agenda item at each of the Local Performance & Scrutiny meetings.**

**8 Safety Centre update**

- 8.1 ACFO Aldridge introduced the paper advising Members that 2 meetings of the Safety Centre Working Group had already taken place and confirmed to Members that this group had reviewed and scrutinised the project plans and timeline for this project. He reminded Members of the key areas within the project plan, the lease arrangements, planning arrangements, procurement for design and build, and partnering and sponsorship and confirmed that these are all in progress and on target to be delivered on time and within budget.
- 8.2 ACFO Aldridge advised Members that the stakeholder event in May was very well attended and a success. He also said that interest had been received from Oxfordshire Fire and Rescue Service and Royal Berkshire Fire and Rescue Service with engagement underway with both.
- 8.3 Cllr Garry Perkins provided further assurance to Members of the progress of work and advised that a full project plan is available via ACFO Aldridge which provides the timeline of work to ensure the operation of the Safety Centre in March 2018.
- 8.4 Members requested for a financial matrix to be reported at the next Authority meeting.
- 8.5 Members expressed their thanks to the Safety Centre project team for their hard work and dedication to the project.
- 8.6 **Action: ACFO Aldridge to provide a financial matrix as part of the Safety Centre update at the next Authority meeting.**

**9 Funding for Youth Intervention and Education programmes**

- 9.1 ACFO Stead introduced the paper and explained the current programmes run by the legacy Service's and how they differ. He also advised of the successes and comments from partner organisations on the work undertaken with vulnerable young people.
- 9.2 Members queried the on-going budget allocations for the continuation of work. ACFO Stead confirmed that the funds were agreed at the Policy & Resources meeting on the 19 May for this year and that a report for further years will be brought back to the Authority at a later date.
- 9.3 Members showed their support for the youth intervention work undertaken by the Service and queried the potential for support from Local Area Boards. CFO Gunter highlighted that there may be scope within the new apprenticeships levy, which will be something the Service will look into. He also confirmed that the Service would look into options with the Local Area Boards.

## NOT PROTECTIVELY MARKED

- 9.4 **Resolved – That the decision made at the Policy and Resources Committee on the 19 May 2016 be endorsed and that the use of £100,00.00 (one hundred thousand pounds) from general balances be agreed to ensure the Youth Intervention and Education programmes for 2016/17 can be delivered.**
- 9.5 **Action: Officers to undertake a full review during 2016 and provide a report to the Authority to include proposals for a sustainable and effective delivery model for future years.**

### 10 Primary Authority Scheme

- 10.1 ACFO Stead introduced the paper explaining the purpose and provided an explanation of the regulation and background of the Primary Authority Scheme.
- 10.2 Members queried the capacity of the team to carry out this work and were assured by ACFO Stead who confirmed capacity had been measured.
- 10.3 **Resolved: That a Primary Authority Scheme in partnership with the RNLI be agreed and that officers be authorised to finalise the Memorandum of Understanding to that effect.**

### 11 Staff Transition Outcome

- 11.1 CFO Gunter introduced HR Consultant Ms Sue Lewis who has been working closely on the combination for about a year and highlighted to Members that the projected savings originally identified for the staff transition had been achieved
- 11.2 Ms Sue Lewis gave Members a summary of the progress of the staff transition, which included the new structure, pay and grading work and slotting and matching process. Ms Lewis advised Members that the representative body engagement throughout this process had been positive and noted that there were still a number of vacancies yet to fill, which was a current focus of the HR teams
- 11.3 **Resolved: Members endorsed the work, understood and noted the outcome of the corporate staff transition process associated with the combination.**

### 12 Fire and Rescue Authority Efficiency Plans

- 12.1 The Director of Finance introduced the paper and the option to put in place a 4 year efficiency plan and the offer of a 4 year settlement. He went on to confirm to Members the well-established arrangements already in place due to the combination work. He also referred to the additional work that would be required if a decision was made to apply for this settlement, highlighting the submissions deadline of 14 October 2016 and the requirement for the draft efficiency plan to come to the Authority meeting in September.

## NOT PROTECTIVELY MARKED

- 12.2 Members discussed the paper and raised some concerns over local planning and development proposals which had come to their attention. The Chairman confirmed that she would write to Wiltshire Council to ask that the Authority be included in documents which relate to proposals for their assets.
- 12.3 Members discussed the role of the Member Champion and their involvement. CFO Gunter advised that the roles under each area would vary due to requirements and that he would ask the members of the Strategic Leadership Team (SLT) to contact the relevant Member Champions and arrange an initial meeting.
- 12.4 Members confirmed their approval and endorsement of the efficiency plan proposal and the confirmed the need for the draft plan to be brought back to the Authority at their meeting in September.
- 12.5 **Resolved: That the application for a four year funding allocation and a draft efficiency plan be considered by the Finance and Audit Committee on 21 September 2016 before being put to the Authority for approval on the 29 September 2016.**
- 12.6 **Action: Chairman to write to Wiltshire Council regarding recent public reports including the Authority's assets.**
- 12.7 **Action: SLT to arrange meetings with member champions attached to their responsibilities.**

### **13 National Fire and Rescue Service Governance**

- 13.1 The Chairman apologised to Members for the delay in this paper reaching them.
- 13.2 CFO Gunter asked Members to give him a clear steer for his response to the Home Office on issues associated to the role of Police and Crime Commissioners and the proposal for their involvement within Fire and Rescue Authorities.
- 13.3 CFO Gunter went on to advise that the Policing & Crime Bill is anticipated to gain royal assent later this year. It will place a statutory duty on Police, Fire and Ambulance services to work closely together and to enable the Police & Crime Commissioner to make a case for engaging with the Fire and Rescue Services.
- 13.4 The Chairman advised Members that an Officer from the Home Office would be meeting with her and the CFO and that prior to this she wished to know the Authority's views.

## NOT PROTECTIVELY MARKED

13.5 Members discussed the paper, along with the speech made by the Rt Hon Theresa May, MP and letter from Rt Hon Mike Penning, MP. Points were raised regarding the separate cultures of the Police and Fire and public expectations and relationships with both. Members expressed concern about the costs to run a PCC as against the costs of a Fire and Rescue Authority and where the capacity would come from within the PCCs. Points were also raised in regard to the synergy between fire and ambulance and partnership working with health, along with highlighting the success of the Dorset and Wiltshire Combination.

13.6 The Chairman confirmed that her response would reflect Members' comments.

13.7 **Action: The Chairman to write to the Home Office providing a response to include the areas highlighted by Members of the Authority.**

### 14 Date of next meeting

14.1 The Chairman confirmed the date of the next Fire Authority meeting as 10am on Thursday 29 September 2016 DWFRS, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SN1 3NR

14.2 Members asked that their congratulations are passed on to Watch Manager Mark Evans for his MBE in the honours list, for his work with youth engagement. CFO Gunter agreed this was a thoroughly deserved recognition.

14.3 **Action: CFO Gunter to pass on a message of congratulations to Watch Manager Mark Evans.**

### 15 Exclusion of the Public

The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement:

In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the press and public for the business specified below because it is likely that, if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.

### 16 Item of Urgency – Property Rationalisation

16.1 CFO Gunter provided Members with an update on the property rationalisation currently underway.

16.2 **Resolved: That CFO Gunter be authorised to continue with the Property Rationalisation as outlined, and take the agreed actions.**

Closed at 1.50pm