

# Minutes Book

Tuesday 26 February 2019



# Minutes of Cabinet and Committees

## October 2018 – February 2019

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Cabinet	27 November 2018	<u>5 - 16</u>	Baroness Scott of Bybrook OBE
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<b>Other Committees</b>			
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<b>Dorset and Wiltshire Fire Authority</b>			
Dorset and Wiltshire Fire Authority	28 September 2018	<u>511 - 518</u>	Spencer Flower (Dorset)
Dorset and Wiltshire Fire Authority	13 December 2018	<u>519 - 528</u>	Spencer Flower

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 27 NOVEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Jane Davies, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Gavin Grant, Cllr David Halik, Cllr Deborah Halik, Cllr Darren Henry, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Brian Mathew, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Philip Whalley, Cllr Roy While, Cllr Christopher Williams, Cllr Graham Wright, Cllr Robert Yuill, Cllr Ernie Clark, Cllr Ian Thorn and Cllr Trevor Carbin

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#### **295 Apologies**

Apologies were received from Cllr John Thomson.

#### **296 Minutes of the previous meeting**

The minutes of the meeting held on 9 October 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 9 October 2018.**

#### **297 Declarations of Interest**

There were no declarations of interest.

298 **Leader's announcements**

The Leader explained the approach to public participation for the Special Schools item.

299 **Public participation and Questions from Councillors**

Colin Gale raised a question on the minutes of the previous meeting in relation to the decision on Everleigh Household Recycling Centre, it was commented the reason for the decision recorded in the minutes did not reflect the conclusion at the meeting. Cllr Wayman responded she was satisfied the reason in the minutes was an accurate record and this would be checked with the Legal team.

Anne Henshaw expressed concern that Wiltshire's Local Plan did not include a policy to protect the area of land around Junction 17 of the M4 from unsustainable development. Cllr Sturgis advised the review of the Local Plan was still in progress and a written response to questions was to follow.

Cllr Jon Hubbard asked a supplementary question on the expansion of Melksham Cemetery. The Councillor asked when the facility would be available and would this include being open to the Muslim community. Cllr Wyman responded the facility would be available in the New Year 2019 and available to the Muslim community.

300 **Consideration of Proposals for the Development of Special Schools for Children and Young People with complex SEND/Severe learning Difficulties**

Cllr Laura Mayes thanked members of the public that had taken the time to attend the meeting and responded to the consultation on the proposals for Special Schools. The Cabinet member gave a presentation which set out proposals for special schools and advised that surgeries would be available to families affected by the decision to meet with the Council and discuss how the plans would affect them. Cllr Mayes explained the proposal was to invest £20 million in a proposed built Centre of Excellence at Rowde, to accompany provision at Exeter House in Salisbury. The Special Schools Larkrise and St Nicholas would stay open until the new school is built in 2023, with staff and pupils transferring to the new Centre of Excellence. The changes were necessary due to increased demand for specialist SEND provision, increased pupil population as a result of Army Rebasing and additional statutory responsibilities on the local authority. In total an additional 120 school places were needed for specialist SEND provision, and this was to be met by the expanded centre in Rowde.

The Cabinet member explained there was overcrowding in the current schools and the best option was to expand the school site at Rowde. Cllr Mayes highlighted the investment was an opportunity to improve the quality of education for those in a Special School setting, as well as improving

opportunities for pupils with SEND in mainstream schools. The councillor outlined that Rowde was the ideal site for expansion due to its location and excellent community links. The councillor was confident an expanded site in Rowde would give the best opportunity for travel times to the majority of pupils and families. It was explained the expanded site would keep its small, safe setting by separate small learning areas on the site, landscaped to maintain a 'countryside' feel and additional therapy facilities would also be available at the school. The presentation was concluded by the reading of letter from a parent which expressed support for the proposal. Finally, the councillor informed the meeting, the next step for proposals was to engage in statutory consultation and to bring the matter for final decision by Cabinet in March 2019, families would also be offered a personal travel plan to support the transition to a new school.

The Leader invited statements and questions as detailed below:

Mike Loveridge (Head of Rowdeford School), thanked stakeholders for showing support for the school and spoke in support of the school's education provision and outdoor learning approach. The Head spoke in support of the expansion of the school and stated he would work with Wiltshire Council to support the success of the school.

The Vice Chair of Governors (Rowdeford School), also spoke highly of the school.

June Flemming-Simms spoke on behalf of parents with pupils at Larkrise School who wanted the school retained in the town, and expressed concern over the impact of increased school travel time on SEND children.

Phil Cook (Head of Larkrise School) spoke about Larkrise's work to form links with the local community and nearby mainstream schools, Mr Cook felt the new proposals would not continue this approach. It was argued the Children's Select Committee had recommended a school be available in Devizes, Chippenham and Rowde and considered SEND pupils should be at school within their community.

Ros Way (Head of St Nicholas School) argued SEND Pupils should be educated in the area in which they live to allow them to integrate with the community. It was considered the proposals ignored the recommendations of the Children's Select Committee Task Group.

Linda Bell, a petition organiser, made a statement to support the retention of Larkrise School on the grounds of unacceptably increased travel time to Rowdeford school causing distress for SEND pupils.

John Hawkins (Rowde Parish Council), spoke in support of the proposal to expand Rowdeford School and advised the Parish Council would help support the integration of the pupils with the local community.

Duncan Carter spoke of his experience as a parent of a child with SEND and argued the proposal would endanger the health of his child due to the location of the school in Rowde.

Melissa Loveday, a petition organiser, spoke against the proposals, suggesting the increased travel time and distance from hospital would increase health risks for her child. It was also argued the proposal gave parents a lack of choice on where to educate their children, and the location in Rowde would isolate children from the community in which they live. Concern was also expressed that the new school would be too large a setting for SEND pupils to flourish in.

Teresa Lilley spoke of her experience as a parent of a child with Special Educational Needs at Larkrise School and of the integration with Paxcroft school, which she argued should continue to support SEND children to be part of mainstream community and learn life skills.

Lance Allan, Trowbridge Town Council, spoke against the proposals on the basis that travel time would be increased for most pupils transferring to an expanded Rowdeford School. Mr Allan requested a choice be provided to parents as to the location of their child's education. More flexibility in when the expanded school was to open, and others to close, was requested.

Jo Waltham asked whether the Council could assure parents that no child with SEND would travel longer than the Department for Education guidelines under the new proposal.

Jon Hamp, Spingfields Academy, advised the academy would work to support the proposal.

Matt Sambrook, Head at Exeter House, spoke in support of the proposal as a development opportunity for better facilities and access to professionals.

Stuart Hall, Wiltshire Parent Carer Council, expressed thanks for inviting the Council to contribute to the consultation. It was highlighted parents felt the current provision did not meet all the needs of their children. Parents also expressed concern about long travel distance times. WPCC asked that if the proposal was agreed, that families be supported to transition into the new school. WPCC concluded that current Special schools were at capacity and action needed to be taken.

Cllr Hubbard spoke in his capacity as Chair of the SEND School Provision Task Group and thanked the officers, headteachers, parents, young people and Governors for their involvement in the process. The councillor explained the Task Group initially wanted two sites for specialist school provisions. The Task Group had challenged the location and the travel time for pupils attending Rowdeford School, and the councillor gave examples of how the school had detailed that it could support travel arrangements in-house. Ultimately the Task Group requested an investment into resource hubs in mainstream schools across the county so that the first opportunity for young people was to be educated in these local environments. It was highlighted that resource hubs for

SEND pupils were not available for secondary schools in Wiltshire and this should be a requirement.

Cllr Oldrieve spoke against the proposal, arguing the Cabinet had previously discussed that expanding Rowdeford School was not an option. It was requested that any consultation responses received since the initial Cabinet report in May 2018 be released.

The Leader advised that in May 2018 the Cabinet had agreed to consider 3 possible options for specialist school provision. It was confirmed that consultation responses would be available for public inspection.

Cllr Thorn spoke of his experience meeting with parents at St Nicholas' School. The councillor was pleased to hear parents would be involved in designing the new proposals and in accessing surgeries. The Councillor requested receipt from the sale of the two sites Larkrise and St Nicholas be ringfenced for SEND pupils.

Cllr Payne spoke against the proposals and requested assurance that the number of students receiving education privately out of county would reduce.

Cllr Simon Jacobs advised the Devizes community would welcome the new pupils at Rowdeford School into the community.

Cllr Ernie Clark spoke against the proposal and argued it ignored the views that stakeholders had expressed in the consultation period.

Cllr Sheppard spoke about how seriously the Task Group had considered the proposals and evidence to support them.

Cllr Peter Fuller encouraged the Cabinet to consider all representations received. The councillor spoke in support of an expanded site at Rowdeford, however felt the other two schools should also be retained.

Cllr Alan Hill defended the impartiality of officers and their dedication to constructing evidence-led proposals.

Baroness Scott spoke of her experience as the parent of a disabled child and her desire for excellent education provision, therapy opportunities, and medical support in Special Schools. The Leader explained she was confident this proposal was the best opportunity for the pupils in the county.

Cllr Clewer recognised the concern of the parents, however highlighted the current sites were too small to accommodate the services parents required for their children.

Cllr Mayes thanked all parents and stakeholders who had contributed to the discussion in writing and at the meeting, and understood the uncertainty expressed. However, the Cabinet Member went on to highlight specialist school provision needed to change due to the overcrowding in schools. It was noted that 80% of SEND children were already education in a different town due to

Wiltshire being a large rural county. The Cabinet member supported resource bases in every community and confirmed the plan was to have full time medical staff at the new school. In response to public statements, the Cabinet member responded that parents of children already at Rowdeford School felt their children were integrated in the community. The Cabinet member agreed with comments raised that post-16 provision was important. Finally it was confirmed that the new school could have a dedicated officer responsible for organising pupil transport, and existing staff from Larkrise and St Nicholas would be offered positions at Rowdeford School.

**Resolved:**

- a) To approve consultation on the establishment of a new special school with buildings using the existing Rowdeford site and a new build adjacent;**
- b) To approve the issue of a subsequent statutory notice of a proposal to discontinue St Nicholas, Larkrise and Rowdeford Special Schools with effect from 31st August 2023 at the latest. The notice also to refer to the opening of a new special school from 1st September 2023;**
- c) To note that on the approval of a statutory notice there will be a four week statutory period for representations on the closure proposals and that a final decision by Cabinet will be required. It is anticipated that this decision will come to Cabinet in March 2019;**
- d) To approve a parallel non-statutory consultation on a proposed specification for the new provision, so that the Council can undertake the process of identifying a preferred provider to be recommended to the Secretary of State;**
- e) To note and support the proposal for a parallel programmes to create a cross county approach to Post 16 special education, including provision in Chippenham and Trowbridge;**
- f) To note and support the proposal for a parallel programme to develop the outreach provision from Exeter House, Salisbury.**

*Reason for decision:*

*Wiltshire Council has a statutory duty to secure sufficient school places and quality provision for all pupils with special education needs (SEND) and to ensure that these places and provision provide both high quality support, education and value for money. The resolutions outlined above will enable the Council to meet this duty.*

### 301 **Service Devolution and Asset Transfer Report - Parish Councils**

Cllr Clewer presented a report to dispose of the free hold of service based assets to small Town and Parish Councils, complementing the Service Devolution and Asset Transfer Policy. The Cabinet member also advised the Council was recruiting additional staff to speed up the asset transfer process. Examples of the assets to be transferred were small car parks and public conveniences.

Councillors welcomed the decision however requested further details for the timescales for transfers in their areas, the Cabinet member advised he would give timescales when new solicitors were in post. Typographical errors in the report were confirmed, in particular that throughout the process of asset transfer officers would keep elected members informed by advising that discussions were being held with their respective parish council and informing the Cabinet member that transactions had completed

#### **Resolved:**

**To approve the freehold and long leasehold disposal of the service based assets identified to smaller Town and Parish Councils, subject to the criteria being met in each instance.**

**To authorise the Head of Strategic Assets and Facilities Management to dispose of freehold or long leasehold interest of the assets.**

#### *Reason for decision:*

*Following the approval of the Service Devolution and Asset Transfer Policy a programme for packages of transfers is being established. The Council is receiving a number of small scale requests from, predominantly, Parish Councils and the approach set out in this report will allow the Council to deal with those small scale requests in conjunction with the programme established under the Service Devolution and Asset Transfer Policy in a timely and effective manner.*

### 302 **Freehold of assets to be sold**

Cllr Toby Sturgis presented a report proposing assets surplus to the Council's operational requirements and to be added to the list for disposals. Details of each site were provided, in particular the requirements at St Stephens Car Park. Lance Allan, Trowbridge Town Council, required further detail to clarify whether an option for free parking would be available to a new owner of St Stephens Car Park. Cllr Sturgis responded the parking charges were to be determined by the new owner, but must not exceed an upper limit.

Cllr Payne requested detail how much money the council had spent since April 2009 to maintain the St Stephens car park. Cllr Kirk suggested the car park had been left as a public resource and requested further detail on the arrangements.

Cllr Sturgis responded that nothing had been agreed as yet for a future buyer. Baroness Scott suggested a briefing be arranged for Trowbridge councillors to receive answers to detailed questions.

Cllr Thorn questioned why the car park could only be available for freehold purchase by the shopping centre, the open market value, and the impact of a special-purchaser arrangement. Cllr Sturgis advised open market value was limited. It was confirmed a special-purchaser would be in control of the covenant.

Lance Allan expressed concern at the proposal for Manvers House and recommended that public open space also be considered as part of the decision. Cllr Sturgis confirmed open space could be considered, this proposal was just the initial decision.

**Resolved:**

**To confirm that freehold interested of the 4 assets can be sold by the Council;**

**To note the continuing approach set out in paragraph 8 of the report;**

**To authorise the Director for Housing and Commercial Development to dispose of the freehold interest in the assets, or in his or her absence, the Corporate Director for Growth, Investment and Place.**

**To request a briefing is provided for all Trowbridge Area Board members to discuss further the arrangements for St Stephen's Car Park.**

*Reason for decision:*

*To confirm the freehold interest in the assets can be sold in order to generate capital receipts in support of the Council's capital programme.*

**303 Intermediate Care Bed Service**

Cllr Jerry Wickham introduced a report on the extension of Intermediate Care Bed Service contracts for a further 12 months beyond March 2019 to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds were commissioned across the system.

Cllr Thorn highlighted this was the second extension and considered that issues should have been addressed during the first extension period. The councillor was disappointed to find patients referred to as customers in the report. The Cabinet confirmed that patients were very much considered as real people and were taken seriously. Legal advice was that the Council could proceed with a contract extension.



**Resolved:**

**To approve an additional extension of the Intermediate Care Bed Service contracts as an exception for a further 12 months;**

**To delegate authority to the Corporate Director with responsibility for Adult Care to approve the contract variations needed to achieve the above;**

**To note a full review of bed based services will commence in September for completion in February. This will inform discussions with all providers, including the residential, nursing and intermediate care block providers, and then clearly identify how many and what type of beds will need to be commissioned. Time will be needed to fully engage with the market.**

*Reason for decision:*

*The current Intermediate Care bed service contracts will expire on 31st March 2019; this decision approves an additional extension of these contracts as an exception for a further 12 months to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds are commissioned across the system.*

304 **Exemption Request – Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing**

Cllr Jerry Wickham presented proposals to extend the current contracts for supporting living, floating support and supporting housing for customers with a learning disability or mental health need. The Cabinet member highlighted the proposal had been subject to a Rapid Scrutiny exercise.

Cllr Hubbard expressed concern that the proposal was an extension of an already extended contract. In response, it was explained this extension was part of adult social care transformation process, and it was legal and sensible to build extensions into a contract.

**Resolved:**

**To extend the contractual agreements detailed at Appendix 1 of the report until 31 August 2019;**

**To delegate authority to the Corporate Director with responsibility for Adult Care to approve:**

**a) the contract variations needed to achieve the above within the approved budget;**

**b) the award of contracts within the approved budget following required tender processes**

*Reason for decision:*

*This extension is being requested for the following reasons to allow sufficient time to:*

- consult with customers and providers around current services and to coproduce new service specifications for future services*
- Undertake an accommodation review and develop a strategy*
- carry out thorough research across other local authorities, and develop how we wish to commission and tender for these services from 1 July 2019*
- allow sufficient time to allow any required tender processes to take place in keeping with procurement regulations.*
- take into account that we have fragile market places that may take some time to shape and for relationships to be sufficiently developed to maximise opportunities*
- ensure we are aligned on the future pathway with services and approaches as required by LD and MH transformation work to ensure services commissioned are fit for future purpose*

305 **Urgent Items**

There were no urgent items, however members expressed thanks to colleagues and officers for their support in agreeing a sustainable solution for Assize Court in Devizes.

306 **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 307-308 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 and 5 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.**

307 **Intermediate Care Bed Service**

**Resolved:**

**To approve an additional extension of the Intermediate Care Bed Service contracts as an exception for a further 12 months;**

**To delegate authority to the Corporate Director with responsibility for Adult Care to approve the contract variations needed to achieve the above;**

**To note a full review of bed based services will commence in September for completion in February. This will inform discussions with all providers, including the residential, nursing and intermediate care block providers, and then clearly identify how many and what type of beds will need to be commissioned. Time will be needed to fully engage with the market.**

*Reason for decision:*

*The current Intermediate Care bed service contracts will expire on 31st March 2019; this decision approves an additional extension of these contracts as an exception for a further 12 months to enable a full Wiltshire bed review to be completed in order to ensure that the appropriate number and type of beds are commissioned across the system.*

308 **Exemption Request - Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing**

**Resolved:**

**To extend the contractual agreements detailed at Appendix 1 of the report until 31 August 2019;**

**To delegate authority to the Corporate Director with responsibility for Adult Care to approve:**

- a) the contract variations needed to achieve the above within the approved budget;**
- b) the award of contracts within the approved budget following required tender processes**

*Reason for decision:*

*This extension is being requested for the following reasons to allow sufficient time to:*

- consult with customers and providers around current services and to coproduce new service specifications for future services*
- Undertake an accommodation review and develop a strategy*
- carry out thorough research across other local authorities, and develop how we wish to commission and tender for these services from 1 July 2019*
- allow sufficient time to allow any required tender processes to take place in keeping with procurement regulations.*
- take into account that we have fragile market places that may take some time to shape and for relationships to be sufficiently developed to maximise opportunities*

*- ensure we are aligned on the future pathway with services and approaches as required by LD and MH transformation work to ensure services commissioned are fit for future purpose*

(Duration of meeting: 9.30 am - 1.05 pm)

These decisions were published on 29 November 2018 and will come into force on 7 December 2018.

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

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 11 DECEMBER 2018 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman and Cllr Philip Whitehead

#### **Also Present:**

Cllr Ian Blair-Pilling, Cllr Trevor Carbin, Cllr Clare Cape, Cllr Matthew Dean, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Atiquel Hoque, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Brian Mathew, Cllr Steve Oldrieve, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Graham Wright and Cllr Robert Yuill

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#### 309 **Apologies**

Apologies were received from Cllr Jerry Wickham.

#### 310 **Minutes of the previous meeting**

The minutes of the meeting held on 27<sup>th</sup> November 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 27<sup>th</sup> November 2018.**

#### 311 **Declarations of Interest**

There were no declarations of interest.

#### 312 **Leader's announcements**

The Leader explained the approach to public participation during the meeting.

313 **Public participation and Questions from Councillors**

1. Dan Hunt made a statement about climate change and called on the Council to declare a climate emergency.
2. Alice Brown asked if Wiltshire Council will join Bristol City, Manchester and a growing number of other Councils in declaring a state of climate emergency.

The Leader of the Council thanked Dan and Alice for their attending the Cabinet meeting and raising the important issues of climate change in their statement and question. The Leader explained that climate change is a matter that the Council take very seriously and that this was demonstrated by (i) the high level of waste recycled in the county, (ii) considering proposals for LED lighting to be installed across the county, (iii) encouraging the use of electric cars, and (iv) the main council offices in Trowbridge being very energy efficient. The Leader indicated that the Council does what it can within the current financial constraints, and suggested that local MP's should be lobbied as they have more influence over national policies relating to climate change, and therefore, it was not appropriate for Wiltshire Council to declare a climate emergency.

3. Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC), reported that he had not received a response to the questions he had asked at the last meeting of the cabinet on 27<sup>th</sup> November 2018.

The Leader of the Council asked for a written response to be sent to Mr Gale by the end of the week at the latest.

4. Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC), asked a number of questions about the Cabinet Forward Work Plan and how it complied with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, in relation to the decision made by Cabinet at its meeting on 9<sup>th</sup> October 2018 to close the Everleigh Household Recycling Centre.

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism confirmed that a written response would be prepared for Mr Gale.

5. Cllr Jon Hubbard reported that he had attended a public meeting about the closure of a doctor's surgery in Melksham and expressed a concern about the number of GP's available to serve the population in Melksham. He asked whether the number of GP's was sufficient and what steps were being taken to attract GP's to Wiltshire, especially as it was proving difficult to recruit them to the service.

The Leader of the Council explained that a Special Health and Wellbeing meeting was being held later in the week and she would raise his concerns at this meeting.

### 314 **Outdoor Education**

Cllr Philip Whitehead presented a report which set out proposals received for the sale of the Council's outdoor education sites and operation at Oxenwood and Braeside, and identified the preferred bidders.

The Leader invited statements and questions as detailed below:

Giles Aspinall, Chief Executive of the Magdalen Environmental Trust, who had submitted a tender for the purchase of Braeside Outdoor Education Centre. The statement and question from Mr Aspinall was published on the Council's website prior to the Cabinet meeting. The statement detailed the concerns of Mr Aspinall that the proposed arrangements for Braeside were outside the published parameters of the sale, which was in contradiction to the resolution made by Cabinet on 27<sup>th</sup> March 2018. The statement also relayed a concern about the report omitting key information from the Trust's tender with regard to social value.

Rachael Ross, representing Devizes Labour Party, (i) was pleased to read in the report that the closure of Braeside would be deferred until January 2020 at the latest, although she was unsure about the detail of the proposed move to Lackham College; (ii) asked about increased transparency within the process, since the Cabinet meeting on 27<sup>th</sup> March 2018; and (iii) asked for details about the Council's plans for future consultation on the sale of both Centre's and the decision process. Ms Ross, commented later in the meeting about the importance of staff consultation and asked that the future of Braeside is considered as a separate entity to Oxenwood.

In response to the questions from Mr Aspinall and Ms Ross, Cllr Whitehead (i) explained that the key financial information was contained in the exempt report, which would be considered later in the meeting; (ii) commented on the exhaustive consultation already undertaken with stakeholders regarding the future operation of the two outdoor education centres; and (iii) explained that the report proposed to delegate to officers, in consultation with the Cabinet member, negotiations with the preferred bidders and the completion of contracts on terms to be agreed.

Cllr Whitehead reminded the Cabinet that they had considered the review of outdoor education facilities at their meeting on 27<sup>th</sup> March 2018 and agreed that both Braeside and Oxenwood would close in August 2018. Following representation from the public and community groups, and organisations expressing interest in continuing the Centre's operations, an exercise was undertaken to explore the interest further. Cabinet at its meeting on 2<sup>nd</sup> June 2018 agreed to keep the Centre's open until December 2018 and a formal bidding process commenced. Seven proposals were received and evaluated

against an agreed set of criteria by officers. In addition to the review and evaluation by officers, the proposals were considered by outdoor education staff, outdoor education specialists and the Traded Services for School Task Group. Cllr Whitehead thanked all involved in the negotiations for their contributions, which were very valuable and assisted in the development of the proposals to be considered by the Cabinet for the future of outdoor education in Wiltshire.

The Leader welcomed John Hawkins, Chairman of the Traded Services for School Task Group, who undertook a review of outdoor education and the evidence previously presented to Cabinet. Mr Hawkins thanked the Cabinet for the opportunity given to the Task Group to be consulted on outdoor education facilities within Wiltshire. He referred to the Task Group report and comments on the proposals, and welcomed the proposals detailed in the Cabinet report. Mr Hawkins explained that the Task Group appreciated that a careful balancing act had to be taken on the bids received and the requirement for the Council to achieve savings.

Mr Hawkins asked the Cabinet not to preclude other bidders at this stage in case negotiations did not come to fruition. Cllr Whitehead confirmed that this would be the case.

Cllr Whitehead responded to questions about staff consultation and the facilities available at Lackham College, compared to those at Braeside, and he indicated that consultation and discussion with staff was very important and would continue, and the Council were considering the long term multigenerational viability of facilities.

Cllr Jon Hubbard thanked (i) Mr Hawkins for his excellent Chairmanship of the Task Group, (ii) Cllr Whitehead and his officer team, for the open and transparent work they have undertaken, which has helped the process to be more productive and ensured targeted comments and feedback had been received. Cllr Hubbard welcomed the preferred bidder for Oxenwood and suggested this be taken forward as soon as possible. The issues surrounding Braeside would be more difficult to complete, as there needed to be a solution that ensured that a suitable facility was available for future generations.

Cllr Thorn, Chairman of the Financial Planning Task Group, thanked Cllr Whitehead for engaging and taking on board the comments of Task Groups. He also welcomed the outcome for Oxenwood, although still had concerns about the proposals for Braeside.

Cllr Wheeler referred to and welcomed the proposals for Oxenwood including the preferred bidder's proposal to move the offices to Lackham. He felt that it was an ideal opportunity for the development of an education programme. He also welcomed the involvement of residents in the east of the county who signed a Facebook petition on the matter.

Cllr Whitehead indicated that if any of the proposals were accepted, the Council could be accepting a 'less than best financial consideration' for one or both sites



for alternative uses. The decision, would however, be offset by the broader social and economic values which are likely to be delivered through the proposals. He thanked officers for their hard work in generating interest in the future operations of the outdoor education facilities, and the originators of the online petition which generated interest in the matter.

**Resolved:**

- i) Cabinet delegates to the Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the commencement of negotiations with the preferred bidders Wiltshire College and Community First, having regard to the recommendations and advice of the Outdoor Education Scrutiny Task Group.**
- ii) Cabinet approves the deferral of closure of Braeside and Oxenwood outdoor education site until at the latest January 2020 to allow for negotiations and successful transfer arrangements.**
- iii) Cabinet delegates to the Director for Children's Service in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets the completion of contracts to sell and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated.**

*Reason for Decision:*

- i) Following the Council's review of the two outdoor education sites, Braeside and Oxenwood, and the Cabinet's decision to close both sites, interested parties have come forward through a formal process with viable proposals for the continuation of outdoor education in Wiltshire.*
- ii) This report considers the formal submissions received and how best to continue the provision of outdoor education in Wiltshire.*

**315 Proposed closure of Lypiatt Primary School**

Councillor Laura Mayes presented the report which provided relevant information for the Cabinet to make a fully informed decision on the closure proposal in relation to Corsham Lypiatt Primary School.

The Cabinet were reminded that following their meeting held on 25<sup>th</sup> September 2018, a Statutory Notice was published proposing to close Lypiatt Primary School with effect from 31<sup>st</sup> March 2019. There were no objections received to the proposed closure.

Cllr Mayes was pleased to announce that funding of £38,000 had been secured from the MOD Education Support Fund, which would allow the school to remain open until the end of the academic year 2018/19 (August 2019).

Councillor Ruth Hopkinson expressed her support for and gratitude to the Headteacher and her team for the incredible work undertaken at the school. She also thanked Cllr Mayes for securing the additional funding that would keep the school open until the end of the 2018/19 academic year.

**Resolved: That the proposal to discontinue (Close) Corsham Lypiatt Primary School with effect from 31 August 2019 to allow pupils to complete the academic year at the school be approved.**

*Reason for decision:*

*Given the size of the forecast deficit and the absence of sustainable additional funding, the only viable long term option is to close the school*

### 316 **Council Tax Base 2019/2020**

Councillor Philip Whitehead presented the report which recommended that Cabinet approve the Council Tax Base for 2019/2020.

Councillor Whitehead explained that he was confident that the expected number of new build homes in Wiltshire would meet the expected number included in the calculation for the Council Tax Base.

Concerns were raised about the potential for a number of residents to default on their Council Tax due to Universal Credit, and the policies and procedures implemented by the Council to recover the debts. Councillor Whitehead explained that the Council did follow up Council Tax debt, but that this was undertaken in a compassionate way and the Council would provide as much help as possible to those who were experiencing difficult circumstances, to help them back onto an even keel. The Leader of the Council explained that the Council worked closely with a number of organisations to help people in difficult financial positions to receive the appropriate support.

The Cabinet noted that the proposal had been scrutinised by the Financial Planning Task Group, who noted that historically the Council had achieved a good level of accuracy in predicting council tax income.

**Resolved:**

- i) To approve the Council Tax Base for 2019/2020.**
- ii) To note that the recommended collection rate adjustments are set at 99.75% and 82.50%, to give a resulting overall collection rate adjustment of 98.92% which reflects current expectations for collection (further details are outlined in the main body of the report).**

- iii) Approve that The Chief Finance Officer is continued to be given delegated authority to determine the estimated Collection Fund balances (council tax and business rates) as at 31 March 2019 by 15 January 2019.**

*Reason for decision:*

*Before the Council Tax can be set by the Council in February 2019 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Finance Act 1992.*

317 **Revenue & Capital Budget Monitoring Report**

Cllr Philip Whitehead presented a report which (i) advised on the revenue and capital budget monitoring position as at the end of period 7 (end of October 2018) for the financial year 2018/19 with suggested actions as appropriate, and (ii) advised on the position of the 2018/19 capital programme, as at period 7 (31 October 2018), including budget changes.

Matters raised in the course of the presentation and discussion included: that if no management action was taken that there would be a £2.064m deficit, but that action would be taken in many areas to ensure that a balanced budget would be delivered; that whilst it was a significant amount of money, the projected overspend represented 2 days spend.

In response to questions from Councillor Ian Thorn, Chair of the Financial Planning Task Group, Councillor Philip Whitehead stated that the Council had limited control over the Dedicated Schools Grant (DSG), provided by the Education and Skills Funding Agency, and the Interim Director Finance and Procurement, confirmed that the DSG could be carried forward for 3 years with the Council rectifying the issue within this timescale.

Councillor Mayes confirmed that the Council was still amongst one of the lowest 40 funded authorities and the consequences of this on the provision of SEND. A written response would be provided by Councillor Jerry Wickham about the cost for levels of spot purchases and how this could be addressed in the future.

**Resolved:**

- i) To note the outcome of the period 7 (end of October) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.**
- ii) To reinforce the need for expenditure to be contained within the budget agreed in February 2018, with individual recovery plans to be produced for areas showing overspends, and these will be reported to Members in the next monitoring report at period 9.**

- iii) **To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £37.980 million capital budget between 2018/19 and 2019/20.**

*Reason for decision:*

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

*To inform Cabinet of the position of the 2018/19 capital programme as at Period 7 (31 October 2018), including highlighting any budget changes.*

318 **Performance Management and Risk Outturn Report: Q2 2018/19**

Cllr Philip Whitehead presented a report which provided an update on performance against the stated aims in the council's Business Plan 2017-27. The report provided information on key measures as well as the council's strategic risk register.

In response to a question from Cllr Ian Thorn about the metrics included in the report and how they were used as a management tool, Cllr Whitehead explained that improvements were required in this area and the forthcoming digitisation of services would help in this respect.

In response to further questions from Cllr Gavin Grant about the standards point score achieved by A Level students in Wiltshire compared to the England average and the reduced number of young people attending road safety training in the current quarter, Cllr Mayes explained that the Education Standards Board had considered the standards in A Level results and there were no particular reasons why there was a lower average compared to the national figures.

Cllr Toby Sturgis commented on an issue raised by Cllr Clare Cape about the successful defence of planning appeals by the Council. He explained that the graph in the report represented both householder and strategic appeals, which detailed an overall picture of appeals, and that he would consider the most appropriate way to represent this information in future performance management reports.

Cllr Richard Clewer reminded members that the graphs and metrics were aligned to various priorities within the current business plan.

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

- i) Against the measures and activities ascribed against the council's priorities.**
- ii) To the strategic risk register.**

*Reason for decision:*

*The current corporate performance framework compiles measures used to monitor progress in service areas against planned objectives that relate to the goals laid out in Wiltshire Council's current Business Plan 2017-27.*

*The strategic risk register captures and monitors significant risks facing the council: in relation to significant in-service risks facing individual areas and in managing its business across the authority generally.*

### 319 **Prioritisation of Community Infrastructure Levy Spending**

Cllr Toby Sturgis presented a report seeking approval for (i) the first allocation of Community Infrastructure Levy (CIL) funding from the strategic fund; (ii) delegated authority to approve allocation of strategic CIL funding in relation to projects needed to support growth and ensure compliance with the Habitats Regulations; and (iii) consultation to be undertaken on a limited change to the Regulation 123 List.

Cllr Sturgis reminded Cabinet that it had approved the process for the review of the regulation 123 List and prioritisation of spending of strategic funds raised through the CIL at its meeting on 14<sup>th</sup> March 2017. He referred to a number of projects including Abbeyfield School, Chippenham and several transport projects. Cllr Sturgis also referred to the emerging Trowbridge Bat Migration Strategy, and indicated that an amendment would be required to the Regulation 123 List to allow strategic CIL funding to be allocated towards relevant projects.

Cllr Hubbard expressed a concern that CIL funding was to be allocated towards the Abbeyfield School, Chippenham, a non Council asset, that only a few residents would benefit from. It was noted that the expansion of school places was an immediate priority to fulfil the Council's statutory duty to provide school places, in light of a number of housing developments within Chippenham.

Cllr Matthew Dean, Chairman of the Environment Select Committee, reported that the Committee had not considered the report prior to it being considered by Cabinet, but the Committee had considered elements of the report. He noted that a small amount of funding would be raised by CIL for the Authority, and there would be competing demand for limited resources.

Cllr Dean suggested that a discussion was necessary about how Town and Parish Council's could collaborate in a community area in order to benefit from joint resources. Cllr Sturgis confirmed that CIL funds were limited during the current transition period, however, in the longer term they would increase. He explained that Town and Parish Council's would have the ability to unlock funding that was not available to the Council. The Leader of the Council reminded the Cabinet that Town and Parish Councils had the ability to develop Neighbourhood Plans which would benefit them with a 25% contribution from any CIL payments.

**Resolved:**

- i) Approve the allocation of £119,000 CIL funding for preliminary studies for the expansion of secondary school places at Abbeyfield School, Chippenham.**
- ii) Approve the allocation of £136,000 CIL funding for preliminary studies for the following three transport projects; Malmesbury Road Roundabout, Chippenham; Bridge Centre Gyratory, Chippenham, and A361 Holy Trinity Gyratory, Trowbridge.**
- iii) Delegate authority to the Director for Economic Development and Planning, in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Director for Finance and Procurement, to approve variances to the funding approved in (i) and (ii).**
- iv) Delegate authority to the Director for Economic Development and Planning to approve in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Director for Finance and Procurement the allocation of CIL funding towards projects on the current and future Regulation 123 Lists relating to European protected sites as and when required.**
- v) Delegate authority to the Director for Economic Development and Planning to undertake consultation on the inclusion of relevant projects on the Regulation 123 List, for subsequent approval by Cabinet, once identified in the Trowbridge Bat Mitigation Strategy.**

*Reason for decision:*

*To assist with the effective operation of CIL and ensure open and transparent decision making in the allocation of strategic CIL funds.*

**320 LED Lighting Project**

Cllr Bridget Wayman presented a report seeking approval to proceed with an 'invest to save' project to convert the Council's existing street lighting to more energy efficient Light Emitting Diode (LED) units, and to approve the procurement of the new lighting units.

Cllr Wayman reported that energy costs had risen sharply in recent years, with an expectation that the costs would continue to rise in the future. The annual energy costs for street lighting are currently over £1.9m and with budget restrictions the costs were becoming increasingly unaffordable. Members were reminded that the Council had implemented a scheme to reduce energy consumption by operating the street lighting in the side roads in towns for part of the night only. This scheme was introduced from 2014 in all of the larger towns, and has operated successfully. Rising energy costs, and the reducing cost of LED lighting, have justified reviewing the case for LED lighting. The

current units are becoming obsolete and going out of production, and are becoming increasingly difficult to obtain.

The report noted that LED lights used considerably less energy than the current lighting units, and a major advantage is that LED lights provide the opportunity to dim the lighting during off-peak periods to further reduce energy consumption. The report detailed the costs of the project and potential savings that could be achieved by implementing the proposals, with a payback period of 12 years.

The Cabinet noted that the proposal had been scrutinised by the Environment Select Committee, who were broadly supportive of the proposals and were pleased to hear that this was not a 'PFI Scheme'. They favoured the invest to save approach and the fact that the installation of such lights would help to reduce Wiltshire's carbon footprint.

Cllr Thorne commented on the proposal for a blanket dimming of lights between 8.00pm and 6.00am, and suggested that timings may need to be more flexible, taking into account the needs of the different communities throughout the county. Cllr Wayman indicated that 8.00pm was after the rush hour in most communities, but took into account the comments that were well made.

In response to comments about the historical process of considering a scheme to replace existing street lights with LED's, Cllr Whitehead explained that with the modern advancements in technology, the implementation of the proposals was now economically viable.

**Resolved:**

- i) Agree to proceed with a scheme to replace the Council's older street lighting lanterns with LED units.**
- ii) Acknowledge the economic benefits of the proposed LED lighting project and the environmental benefits it will bring, especially in terms of reduced carbon footprint.**
- iii) Include provision in the Council's capital budget from 2019/20 for the scheme.**
- iv) Approve the proposal to dim the new lighting between 8.00pm and 6.00am, with additional dimming after 11.00pm.**
- v) Give consideration to the options for extending the LED lighting to other suitable Council owned lighting, including in public open space and car parks.**
- vi) Delegate authority to the Director, Highways and Transport to invite tenders and award contracts, instruct legal to execute all necessary documentation: that officer should consult with the Director of**

**Finance and Procurement and the Cabinet Member, Highways,  
Transport and Waste.**

*Reason for decision:*

*There is a good economic and environmental case for replacing the Council's aging street lighting stock with energy efficient LED lighting, especially in view of the cost and difficulty of maintaining the existing equipment and the rising cost of energy.*

**321 Integrated Community Equipment and Support Services -  
Recommissioning**

Councillor Simon Jacobs, in the absence of Councillor Jerry Wickham, presented a report providing an update on the joint procurement process between Wiltshire Council and NHS Wiltshire Clinical Commissioning Group for Integrated Community Equipment and Support Services. The report set out the approach being taken, including an indicative timetable for the procurement and scope of services.

**Resolved:**

- i) Note the scope of this joint procurement of Integrated Community Equipment and Support Services in Wiltshire.**
- ii) Authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).**
- iii) Delegate the authority, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below):**
  - a. i. to approve the terms of the contract and all associated documents within the parameters set out in this report; and**
  - b. to award and enter into the contract and all associated documents, to the Corporate Director for Adult Social Care in consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care.**

*Reason for decision:*

- 1. The purpose of this paper is to provide an update to Cabinet on the joint procurement process between Wiltshire Council and NHS Wiltshire CCG for Integrated Community Equipment and Support Services and sets out the approach that is being taken, including an indicative timetable for the procurement and scope of services.*



2. *The need to facilitate hospital discharges and to support more people within the community has increased the need for efficient, appropriately resourced equipment services and referrals into the service have subsequently grown. This increase in demand is expected to continue and, where equipment may avoid the need for spend on more costly interventions (such as home care and care home placements), this is encouraged.*
3. *This report is seeking approval to delegate authority to award contract, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below).*
4. *Cabinet is asked to authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).*

322 **Urgent Items**

There were no urgent items.

323 **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 324-325 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.**

324 **Outdoor Education**

**Resolved:**

- i) Cabinet delegates to the Director for Children's Services in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, the commencement of negotiations with the preferred bidders Wiltshire College and Community First, having regard to the recommendations and advice of the Outdoor Education Scrutiny Task Group.**
- ii) Cabinet approves the deferral of closure of Braeside and Oxenwood outdoor education site until at the latest January 2020 to allow for negotiations and successful transfer arrangements.**
- iii) Cabinet delegates to the Director for Children's Service in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets the completion of contracts to sell**

**and/or transfer the Councils outdoor education businesses on terms to be agreed, including sale of the asset at less than best consideration providing social value benefit can be demonstrated.**

*Reason for Decision:*

- i) Following the Council's review of the two outdoor education sites, Braeside and Oxenwood, and the Cabinet's decision to close both sites, interested parties have come forward through a formal process with viable proposals for the continuation of outdoor education in Wiltshire.*
- ii) This report considers the formal submissions received and how best to continue the provision of outdoor education in Wiltshire.*

325 **Integrated Community Equipment and Support Services -  
Recommissioning**

**Resolved:**

- i) Note the scope of this joint procurement of Integrated Community Equipment and Support Services in Wiltshire.**
- ii) Authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).**
- iii) Delegate the authority, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below):**
  - a. i. to approve the terms of the contract and all associated documents within the parameters set out in this report; and**
  - b. to award and enter into the contract and all associated documents, to the Corporate Director for Adult Social Care in consultation with the Cabinet Member for Health (including Public Health) and Adult Social Care.**

*Reason for decision:*

- 1. The purpose of this paper is to provide an update to Cabinet on the joint procurement process between Wiltshire Council and NHS Wiltshire CCG for Integrated Community Equipment and Support Services and sets out the approach that is being taken, including an indicative timetable for the procurement and scope of services.*
- 2. The need to facilitate hospital discharges and to support more people within the community has increased the need for efficient, appropriately resourced equipment services and referrals into the service have subsequently grown. This increase in demand is expected to continue and, where equipment may*

*avoid the need for spend on more costly interventions (such as home care and care home placements), this is encouraged.*

3. *This report is seeking approval to delegate authority to award contract, in relation to the services being commissioned by Wiltshire Council (as set out in paragraph 2 below).*
4. *Cabinet is asked to authorise the extension of the Section 75 Agreement between Wiltshire Council and NHS Wiltshire CCG in relation to ICESS (as set out in paragraph 29).*

(Duration of meeting: 9.30 am - 12.05 pm)

These decisions were published, earlier, on the 13<sup>th</sup> December 2018 and will come into force on 21<sup>st</sup> December 2018

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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## CABINET

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### MINUTES OF THE CABINET MEETING HELD ON 15 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### Present:

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### Also Present:

Cllr Ian Blair-Pilling, Cllr Andrew Davis, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Darren Henry, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Brian Mathew, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Ian Thorn, Cllr Stuart Wheeler and Cllr Robert Yuill

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#### 1 Apologies

There were no apologies.

#### 2 Minutes of the previous meeting

The minutes of the meeting held on 11 December 2018 were presented.

#### Resolved:

**To approve as a correct record and sign the minutes of the meeting held on 11 December 2018.**

#### 3 Declarations of Interest

There were no declarations of interest.

#### 4 Leader's announcements

The Leader explained the approach to public participation during the meeting.

#### 5 Public participation and Questions from Councillors

1. Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council

(PPC), asked a number of questions about key decisions made by the Council.

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism confirmed that a written response had been prepared and sent to Mr Gale prior to the Cabinet meeting.

Mr Gale then asked a supplementary question about the Council's response to his first question. Cllr Clewer explained that a written response would be prepared.

## 6 **Treasury Management Mid Year**

Cllr Philip Whitehead presented the report which provided a mid-year review of the Treasury Management activities for the period 1 April 2018 to 30 September 2018.

Cllr Whitehead was pleased to report that, (i) against budget, there was a positive variance in respect of interest receivable/payable of £0.208m; (ii) confirmed that the Council had not taken out any new external borrowing (loans) during 2018/19; and (iii) the Council did not breach any of its performance indicators during 2018/19.

Cllr Thorn, Chair of the Financial Planning Task Group congratulated the Cabinet member and officers for the new layout of the report and how this has helped his understanding of the detail. In response to additional questions from Cllr Thorn, Cllr Whitehead agreed that he would provide a set of the performance indicators, as requested, and confirm the reasons in writing why the Council received a temporary loan from Bristol City Council between September and October 2018.

**Resolved: To note the Treasury Management Mid-Year report and that it accords with the Treasury Management Strategy.**

*Reason for Decision:*

*To give members an opportunity to consider the performance of the Council in the period to 30 September 2018 against the parameters set out in the approved Treasury Management Strategy for 2018/2019*

## 7 **Service Devolution & Asset Transfer Package - Devizes**

Cllr Richard Clewer presented a report recommending a final package of services and assets to transfer to Devizes Town Council from Wiltshire Council and provided information relating to the financial impact this would have on Wiltshire Council.

Cllr Clewer detailed the final package of the services and assets to be transferred, in particular, that the current parking spaces in the Market Place would be removed and that all Section 106 monies held or due to Wiltshire Council relating to assets within Devizes Town boundary would be transferred to the Town Council.

In response to questions from Cllr Thorn about Section 106 monies and capacity of the Council's legal team to undertake the additional work, Cllr Clewer confirmed that Section 106 monies would be transferred to the Town Council and that the legal team were currently appointing additional staff to help with the process.

Cllr Peter Evans suggested that the transfer of the services and assets be completed over an extended timeframe that would help the Town Council adopt to the additional workloads. Cllr Clewer explained that the officer team involved in the transfer had had significant contact with the Town Council over a long period and he was confident that the original timescales could be met, however, a phased approach could be employed if necessary.

The Cabinet heard from Simon Fisher, Devizes Town Council Town Clerk, who welcomed the transfer of services and assets, although he expressed the concerns of the Town Council in relation to the proposed removal of parking in the Market place. He noted that the transition would have to be managed sensitively to avoid issues for residents and visitors. The Leader suggested that the Town Council works closely with Highways Officers and other interested parties to deliver a smooth transition.

Cllr Clewer and Cllr Whitehead thanked members of Devizes Town Council for their involvement in securing the transfer of services and assets detailed in the report.

**Resolved:**

- 1) The final list of services and assets listed that will be transferred to Devizes Town Council be approved. The inclusion of any open space land is subject to consideration of any objections received following the advertising of the disposal in accordance with statutory obligations.**
- 2) Agree to the transfer of the Market Place Carpark with all associated conditions being met by the Town Council.**
- 3) Note the net revenue impact to the Council and acknowledge that the Service Devolution programme benefits of cost savings and avoidance will be realised on a cumulative basis as the programme progresses and as more Towns/Parishes complete the process.**
- 4) Delegate the implementation of the transfer of assets and the service delegation to the Growth & Investment Programme Director**

**in consultation with Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism.**

*Reason for Decision:*

*To complete the transfer of the package of assets and services to Devizes Town Council.*

## **8 Wiltshire Council Adoption Service: 2018 Q1-2 6 Month Report**

Cllr Laura Mayes presented a report which provided an interim six-month report about the performance of the Adoption Service of Wiltshire Council.

Cllr Mayes explained that it was a statutory requirement that the Adoption Service provided regular assurance reports to the Council. This is achieved through annual year-end report, supported by a brief six-month update relating to quarters 1 and 2. The report detailed the following two main areas of focus, as there was a need for continual improvement regarding the Adoption Service:

- The need for timeliness of the assessment of adopters and their match with a child to be adopted; and
- The need for timeliness of the adoption of children with complex needs.

The report recognised the Government's commitment to improving adoption services in terms of numbers of children being adopted and the timeliness of matches for children requiring adoptive placements, the development of the Adoption Service, within the broader context of the development and implementation of Adoption West.

Cllr Mayes spoke about the measurement of comparative performance using the Adoption Scorecard, which for Wiltshire Council shows overall continued improvement. In particular, Cllr Mayes referred to (i) improvements in the average time between a child entering care and moving in with its adoptive family, for children who have been adopted; and (ii) the reduction in enquiries to become an adopter and the applications received to be an adopter, which appeared to be a national trend. The cabinet noted that the number of adopters required by the Council was a balancing act which fluctuated from year to year.

In response to a question from Cllr Mathew about the morale of potential adopted parents, whilst waiting for an adoptive child, the Corporate Director for Children and Education reported that the recruitment process was explicit in explaining the timescales involved in adopting a child and regular communication between adopters and officers within the process was key.

**Resolved: That the Adoption Service 2018 Q1-2 6 month report be noted.**



*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 regularly reported to the executive side of the local authority 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.*

*Adoption West will be required, as a registered Adoption Agency, to provide regular reports to the Local Authorities within the partnership.*

## **9 Establishing a Local Housing Company and Local Development Company**

Cllr Richard Clewer presented a report seeking support for the establishment of a local housing company and a local development company.

Cllr Clewer explained that there are a range of strategic housing needs facing the Council that could not easily be addressed by the Council's current approaches. These included, (i) The impact of the lack of key worker accommodation on the availability of services in parts of Wiltshire; (ii) Accommodation to meet the needs of specific vulnerable households in a timely manner from the existing housing stock in Wiltshire, is not a priority for the Council's registered provider partners; and (iii) The Council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company.

The report highlighted that the Council has a successful programme of asset disposal. Over the next three years the Council estimates that it may be able to offer to the market, sites capable of residential development which, subject to planning permission could deliver over 500 units of accommodation. Cllr Clewer suggested that if the Council was to establish a local development company not only would it enable the strategic housing needs across the County to be better met it would also increase the potential return that could be generated from the developments. Cllr Whitehead confirmed that it was important to create a revenue stream for the future, and these proposals met this demand.

Cllr Thorn, Chairman of the Financial Planning Task Group, reported that the Task Group had scrutinised the proposals at its meeting held on 8<sup>th</sup> January 2019, and had made the following comments:

1. The Board should include at least two independent directors (rather than one), one of whom should act as chairman, to provide the necessary independence and expertise.
2. Clarity is required regarding projected returns on investment. It is problematic to assume broad success having only modelled a few specific investments.

3. The council's financial assumptions (outlined in the confidential figures received) were different to Saville's with regard to construction costs. It should exercise caution if not heeding Saville's greater expertise in this area.
4. No business plan being forthcoming to Cabinet etc (only to the Board) is a concern.
5. The social priority of meeting unmet keyworker housing need (addressing market failure) and the commercial priority of generating income may be in conflict to an extent.
6. Although there may be a small risk of disrupting markets at a very local level (e.g. where significant development is planned or in progress already) our focus should be on growing Wiltshire's housing stock as much as possible.

In response to the points made above, Cllr Clewer commented that, (i) the number of Independent Directors initially would be set at 1, as recommended, although this figure may change as the companies are developed; (ii) The Business Plan could be reported to the Cabinet; (iii) the risk of disrupting local markets was a very real possibility, although this would be taken into account when deciding on the type of housing placed at a particular site.

Cllr Wheeler, Member of the Financial Planning Task Group, spoke about the professional experience in relation to setting up this type of business and urged the Cabinet Member to consider the suggestion of the Task Group in relation to the number of Company Directors as there was potential for putting the financial investment by the Council at risk. In addition, he suggested that the Council should also consider including Commercial development within the proposals. Cllr Clewer confirmed that the Cabinet would be considering a report on commercial assets at its next meeting and this could be an area for consideration in the future.

Cllr Mayes expressed support for the proposals and asked for the views of Care Leavers and their requirements to be considered during the development of the proposals.

In response to a question from Cllr Wickham about key worker accommodation, Cllr Clewer advised that the Council needed to be careful in how it interpreted key worker.

Cllr Sturgis welcomed the proposals but expressed caution about the timing of any future developments. He indicated that the lead in times, following the granting of planning permission, were normally longer than first anticipated and the building of homes would not be a solution for quick development.

Cllr Thorn, Liberal Democrat Group Leader, welcomed the initiative and indicated that the main areas of concern for the Group were market failure and challenges to mainstream developers bringing forward potential sites. However, the Group was pleased about the ability of the Council to influence the market in

a positive way, and create a much more effective market place for agency staff in delivering the necessary housing.

In response to a question from Colin Gale about the impact of the proposals on community land trusts, Cllr Clewer agreed that there was a balance to be struck and potential conflicts would need to be addressed.

Cllr Thomson invited Cllr Clewer to present the proposals for the Local Housing Company and Local Development Company at a meeting of One Wiltshire Estate Partnership arranged for 19<sup>th</sup> February 2019.

The Leader of the Council thanked the Cabinet Team and the Director of Housing and Commercial Development for their contributions in developing the proposals and welcomed the full political support.

**Resolved:**

- 1. The establishment of a local housing company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 2. The establishment of a local development company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 3. That the Council nominates the cabinet member for Corporate services, Housing, Heritage, Arts and Tourism and the cabinet member for Finance, procurement, ICT and operational assets, a member from the opposition party and the Corporate Director of Growth, investment and Place to the boards of both companies.**
- 4. That the Council recruits an independent nominee to each board who has the requisite skills for each company.**
- 5. That the Council provides short term loan start up funding or services for the companies.**
- 6. That the Council provides loan finance of up to £50 million from 2019/20 to 2023/24 to the local housing company.**
- 7. That the Council agrees a provision of up to £5 million to fund equity investment and loan finance to the local development company from 2019/20 to 20123/24.**
- 8. That the provision of loan finance to the Local Housing company is subject to a nominations agreement with the Council.**
- 9. That the Council will offer services to both companies.**

**10. That the detailed arrangements to establish the company and contracts for services provided by the Council is delegated to the Corporate Directors, other than Corporate Director Growth, investment and place, in consultation with the Director of Legal and Democratic services (Monitoring Officer) and the Director of Finance and Procurement (section 151 Officer).**

*Reason for Decision:*

*The proposal to establish a local housing company is aimed at providing residential accommodation in Wiltshire that can meet the wider strategic housing needs of the Council as well as generating a return for the Council.*

*The proposal to develop a local development company is aimed at enabling Council land assets to be developed to meet the strategic economic and social needs of Wiltshire whilst maximising the return for the Council.*

**10 Urgent Items**

There were no urgent items.

**11 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 12 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.**

**12 Establishing a Local Housing Company and Local Development Company**

**Resolved:**

- 1. The establishment of a local housing company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 2. The establishment of a local development company as a company limited by shares initially set up as a wholly owned subsidiary of the Council be agreed.**
- 3. That the Council nominates the cabinet member for Corporate services, Housing, Heritage, Arts and Tourism and the cabinet member for Finance, procurement, ICT and operational assets, a member from the opposition party and the Corporate Director of Growth, investment and Place to the boards of both companies.**

4. That the Council recruits an independent nominee to each board who has the requisite skills for each company.
5. That the Council provides short term loan start up funding or services for the companies.
6. That the Council provides loan finance of up to £50 million from 2019/20 to 2023/24 to the local housing company.
7. That the Council agrees a provision of up to £5 million to fund equity investment and loan finance to the local development company from 2019/20 to 20123/24.
8. That the provision of loan finance to the Local Housing company is subject to a nominations agreement with the Council.
9. That the Council will offer services to both companies.
10. That the detailed arrangements to establish the company and contracts for services provided by the Council is delegated to the Corporate Directors, other than Corporate Director Growth, investment and place, in consultation with the Director of Legal and Democratic services (Monitoring Officer) and the Director of Finance and Procurement (section 151 Officer).

*Reason for Decision:*

*The proposal to establish a local housing company is aimed at providing residential accommodation in Wiltshire that can meet the wider strategic housing needs of the Council as well as generating a return for the Council.*

*The proposal to develop a local development company is aimed at enabling Council land assets to be developed to meet the strategic economic and social needs of Wiltshire whilst maximising the return for the Council.*

(Duration of meeting: 9.30 - 10.55 am)

These decisions were published, earlier, on the 17 January 2019 and will come into force on 25 January 2019

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 5 FEBRUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Ruth Hopkinson, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Tony Jackson, Cllr Alan Hill, Cllr Bob Jones MBE, Cllr Brian Mathew, Cllr Graham Wright, Cllr Ian Blair-Pilling, Cllr Horace Prickett, Cllr Jonathon Seed, Cllr Gavin Grant, Cllr Darren Henry, Cllr Gordon King and Cllr Steve Oldrieve

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#### **13 Apologies**

Apologies were received from Cllr Toby Sturgis.

#### **14 Minutes of the previous meeting**

The minutes of the meeting held on 15 January 2019 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 15 January 2019.**

#### **15 Declarations of Interest**

There were no declarations of interest.

#### **16 Leader's announcements**

The Leader explained the approach to public participation during the meeting.

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

Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC), asked a number of questions about key decisions made by the Council.

Cllr Richard Clewer confirmed that a written response had been prepared and sent to Mr Gale prior to the Cabinet meeting.

The Leader asked that the Cabinet Member and Officers meet with Mr Gale to provide a demonstration of the process undertaken in producing the Forward Work Plan.

18 **Wiltshire Council's Financial Plan Update 2019/20**

The Leader introduced the Financial Plan, stating that the process undertaken to consult on the Plan was open and transparent. She confirmed that the report had been discussed in detail with the public, the Financial Planning Task Group and the Overview and Scrutiny Management Committee, prior to its consideration by the Cabinet and ultimately Council at the end of February 2019.

Cllr Philip Whitehead presented the report which provided an update on the 2019/20 budget and medium term financial strategy, and set out the budget setting proposals, giving details that feed into the budget setting reports.

In presenting the report, Cllr Whitehead indicated that the Council's strategic aims and priorities drove the medium term financial planning process, with changes in resource allocation determined in accordance with policies and priorities of the Council's 2017-2027 business plan. A key focus being to ensure a strong sustainable financial base during the current challenging times. The key changes in the Plan reflect the revised forecast for the increasing demand for care for the vulnerable, and the delay in Government determining a new fairer funding settlement.

Cllr Whitehead explained that (i) the Council is moving toward a five-year view of the budget and confirmed that the budget was fairly stable with an increase of £10m each year; (ii) the growth and challenges to the Council spending; (iii) funding sources for the budget; (iv) the level of savings required for 2019/20; and (v) budget assumptions for future years. Cllr Whitehead reported that he was confident that the Council was currently in a good position to set a strong Financial Plan for the years ahead and thanked officers for their assistance in putting the proposals together.

Councillor Graham Wright, Chair of the Overview and Scrutiny Management Committee, explained that the process for consulting on the Financial plan for 2019/20 was a significant improvement over the process employed in previous years. He welcomed the early engagement with Scrutiny and thanked officers for their input. He confirmed that the Overview and Scrutiny Management Committee undertook a robust and detailed consideration of the proposals.

Cllr Thorn, Chair of the Financial Planning Task Group, in echoing the comments of Cllr Wright, commented on improvements to the process, the early availability of information and discussions held. He also thanked officers for their contributions towards the process. In response to questions from Cllr



Thorn about creative ways of engaging backbench members in the process, Cllr Whitehead agreed that this was being considered for the next and future budget setting processes. Cllr Whitehead also reminded members that backbenchers were encouraged to suggest budget saving proposals at any time during the year and didn't have to confine their contribution to just the budget setting process.

**Resolved: To recommend that Council**

- 1. To endorse the update of the Financial Plan for 2019/20;**
- 2. Approve the growth and savings proposals summarised in the report to provide a net revenue budget for 2019/20 of £332.378 million.**
- 3. To set the Council's total net expenditure budget for 2019/20 at £332.378 million;**
- 4. To set a Council Tax increase of 2.99%;**
- 5. To agree delegated changes in fees and charges as set out in Section 41;**
- 6. To set a 1% reduction for social dwelling rents;**
- 7. To set the Housing Revenue Account (HRA) Budget for 2019/20 as set out at Appendix D of this report; and**
- 8. That all service charges related to the HRA be increased to recover costs, capped at increase of £5 for those not on housing benefits and garage rents increased by 3%.**
- 9. To endorse the Medium Term Financial Strategy and receive regular updates on delivery against strategy to Cabinet.**

*Reason for Decision:*

*To enable the Council to:*

- 1. Set its revenue and housing revenue accounts budgets and levels of reserves and Council Tax for the financial year 2019/20;*
- 2. Provide the Council with a strong financial plan for sustainable delivery of services in 2019/20; and*
- 3. Provide the Council with a Medium Term Financial strategy to drive long term financial sustainability and delivery of the business plan.*

## 19 **Revenue and Capital Budget Monitoring Period 9 2018/2019**

Cllr Philip Whitehead presented the report which provided an update on the revenue and capital budget monitoring positions as at the end of Period 9 (end of December 2018) for the financial year 2018/19.

Cllr Whitehead reported that, (i) forecasts indicated a general fund variance of £1.158m, being 0.4% of the Council's net budget and it was an improvement on the period 7 variance of £2.064m; (ii) a high-level of service expenditure is in line with budget profiles and forecasts; (iii) the Dedicated Schools Grant is coming under increased pressure in Wiltshire as it is across the country, with a current forecast for a £2.307m overspend; and (iv) changes to the capital budget made since the 2018/19 budget was set reflected the forecast year end position of the 2018/19 capital spend against budget as at Period 9.

### **Resolved:**

- 1. To note the outcome of the period 9 (end of December) budget monitoring.**
- 2. To reinforce the need for expenditure to be contained within the budget agreed in February 2018.**
- 3. To note the budget movements undertaken to the capital programme shown in appendices E and F of the report and to also note the reprogramming of £5.227m capital budget between 2018/19 and 2019/20.**

### *Reason for Decision:*

- 1. To inform effective decision making and ensure a sound financial control environment.*
- 2. To inform Cabinet of the position of the 2018/19 capital programme as at Period 9 (31 December 2018), including highlighting any budget changes.*

## 20 **Treasury Management Strategy**

Cllr Philip Whitehead presented the report, which recommended that Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2019/20.

The report included information about:

- Prudential and Treasury Indicators for the next three years
- Debt management decisions required for 2019/2020 that do not feature within the Prudential or Treasury Indicators (paragraphs 71 to 76)
- Minimum Revenue Provision Policy 2019/2020

- Annual Investment Strategy for 2019/2020, with the following changes from 2018/2019:
  - The ability to lend to selected property funds (CCLA)
  - Increasing the monetary limits on certain counterparties
  - Adjusting the high credit quality criteria

In response to a comment from the Leader about the balance of risks to economic growth in the UK, Cllr Whitehead encouraged all Councillors to read the treasury management reports as they contained excellent insights into the UK finances.

**Resolved: To recommend that Council**

- 1. Adopts the Minimum Revenue Provision Policy (paragraph 32 – 34)**
- 2. Adopts the Prudential and Treasury Indicators (paragraphs 24 – 31, 40 – 49 and Appendix A)**
- 3. Adopts the Annual Investment Strategy (paragraph 77 onwards), including the ratification of the adjustment of the minimum requirement for high credit quality, the limits for certain counterparties and the ability to invest in the CCLA property fund**
- 4. Delegates to the Director of Finance and Procurement the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary**
- 5. Authorises the Director of Finance and Procurement to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio**
- 6. Agrees that short term cash surpluses and deficits continue to be managed through temporary loans and deposits**
- 7. Agrees that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Interim Director of Finance and Procurement the authority to select such funds**

*Reason for Decision:*

*To enable the Council to agree a Treasury Management Strategy for 2019/2020 and set Prudential Indicators that comply with statutory guidance and reflect best practice.*

## 21 **Local Government Act 2003 Section 25**

Cllr Philip Whitehead presented a report required by the Local Government Act 2003: Section 25, when a Local Authority agrees its annual budget and Council Tax precept.

Cllr Whitehead referred to a question asked by Cllr Hill at a recent meeting of the Overview and Scrutiny Management Committee about how all aspects of the budget were checked and tested. The Interim Director of Finance confirmed that each line of the budget was robustly challenged at an early stage, along with the Council tax requirement calculations and the adequacy of the proposed financial reserves.

**Resolved: To note the report as part of the budget setting process.**

*Reason for Decision:*

*To enable the Council to:*

- 1. Report on the robustness of the estimates made for the purposes of the Council Tax requirement calculations*
- 2. The adequacy of the proposed financial reserves*
- 3. The Council is required to have due regard to this report when making decisions on the budget.*

## 22 **Capital Strategy**

Cllr Philip Whitehead presented the report on the Capital Strategy for 2019/20; the Capital Programme for 2019/20 - 2023/24; and associated non-financial investment indicators.

Cllr Whitehead in presenting the report explained that the purpose of the Capital Strategy is to set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.

In response to a question from Cllr Thorn, Chair of the Financial Planning Task Group about the reduction in Capital investment from 2020/21 onwards and positive challenge for schemes within the Capital programme, Cllr Whitehead explained that the expectation for a proportion of the Capital spend during 2018/19 was not achieved and therefore, a number of schemes had been realigned to the Capital programme for 2019/20. The Interim Director of Finance confirmed that following discussions with officers, she was confident that the schemes detailed in the programme were now achievable during 2019/20. The Leader commented on the Capital programme and indicated that numerous factors affect the smooth running of the programme. It was recognised that the

process was now more realistic, with risks, challenges and timings of schemes being considered at an earlier stage.

In response to a further question from Cllr Thorn about the Commercial – Local Development Company scheme detailed in the Capital programme, Cllr Clewer confirmed that a report would be presented on this scheme at the next Cabinet meeting on 26<sup>th</sup> March 2019.

**Resolved: To recommend that Council**

- 1. Adopts the Capital Strategy 2019/2020**
- 2. Approves the Capital Programme 2019/2020-2023/2024**
- 3. Adopts the non-financial investment indicators (paragraph 46)**

*Reason for Decision:*

*To enable the Council to agree a Capital Strategy for 2019/2020, approve the Capital Programme 2019/2020-2023/2024 and set non-financial investment indicators that comply with statutory guidance and reflect best practice.*

## **23 Strategic Depot Review**

Cllr Philip Whitehead presented the report which set out a phased approach for a review of the depot portfolio, which included a review of the financial implications.

Cllr Whitehead explained that the Council continued to have a significant requirement for operational depot facilities from which to deliver its services and in a large and rural county, the cost-effective delivery of operational services required multiple facilities, based on a geographical spread. The Council's depot stock needed investment, as an increasing number of depots are no longer fit for purpose with escalating costs for maintenance, compliance, and energy consumption.

Action was necessary due to the risk of service failure in relation to the winter depots. The report proposed that a phased approach be adopted that delivered the short-term requirements needed to support the delivery of services, with a longer-term strategy developed.

The Cabinet noted that the proposal had been scrutinised by the Environment Select Committee, who supported the proposals contained in the report.

The Leader commented on the report and suggested that the review of the depot portfolio should be undertaken for the facilities required to deliver the service over the next 25 years, rather than a shorter timescale. Cllr Whitehead

confirmed that the review would take place over the next six months and a final report containing proposals would be considered by Cabinet in October 2019.

**Resolved:**

- 1. To approve a phased approach to a depot review to deliver short-term operational requirements, longer-term service and strategic needs, improve facilities, and deliver cashable savings.**
- 2. To approve the allocation of an additional £1.4m capital to meet any shortfall in capital requirements**

*Reason for Decision:*

*The phased approach and additional capital is being sought to ensure that statutory services can continue to be delivered from the depot portfolio and that service delivery is not put at risk.*

24 **School Capital Programme 2019 - 2024**

Cllr Laura Mayes presented the report which asked Cabinet to agree the Schools Capital Programme for 2019-2024.

In presenting the report Cllr Mayes explained that (i) the Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire; (ii) the current programme of work is based on the basic need priorities for capital investment in the short, medium and longer term; (iii) the Council has landlord responsibilities for the effective management and ongoing maintenance of the schools' estate (community, voluntary controlled and Foundation schools only); and (iv) the Council receives annual capital funding allocations from the Department for Education to meet basic need (new places) and condition (capital maintenance works) only.

In response to questions from Cllr Thorn about the level of S106 contributions from developers, the challenges posed by boundary reviews, and timescales and deliverability of the provision of new housing, the Acting Head of School Place Commissioning explained how the Council receives annual capital funding allocations from the Department of Education to meet new places and capital maintenance. The Government funding is supplemented by S106 developer contributions that the Council secures for essential school infrastructure in areas of new housing development. It was noted that capital projects progressed once S106 funding is received, and that new school builds linked to housing development are not started until planning approval has been given for the development and the housing developers have commenced on site. The Corporate Director, Children's Services confirmed that the numbers of new homes currently being delivered was meeting the expectations detailed in the housing local land supply for the next five years. Cllr Mayes referred to Appendix A to the report and the number of approved capital schemes that have been completed successfully for both primary and secondary schools.

In response to a question from Cllr Jackson about the provision of a new secondary school located in west Warminster, to cater for new housing developments in the area and complimenting the provision of places provided by Kingdown School in the town, the Acting Head of School Place Commissioning confirmed that discussions were ongoing to secure a site for the expansion of Kingdown School as part of the West Warminster Urban Expansion, although there were concerns about the viability of having a satellite site so far from the existing school. The Leader suggested that local members meet with officers to discuss the matter further.

Cllr Hill reminded members that the provision of new schools also included a requirement for additional teachers and improvements to the infrastructure. The Leader encouraged members to consider these issues when planning applications are received for new schools, and ensure that appropriate infrastructure developments are in place prior to a new school opening. Cllr Wickham referred on the Council's Obesity Strategy and how this should be considered when building new schools.

**Resolved:**

- 1. To note the progress on previously approved schemes at Appendix A to the report.**
- 2. To approve the new schemes, subject to planning approval and completed S106 agreements, requiring a total commitment of £14.7m as outlined at Appendix B to the report.**
- 3. To approve the Schools Planned Maintenance Programme totalling £2.5m for 2019/20 as outlined at Appendix C of the report.**
- 4. To authorise the Corporate Director for Children Services to invite and evaluate tenders for the projects described in the report, and, following consultation with the Cabinet member, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Strategic Assets and FM (or the Asset Portfolio Manager (Estates), in accordance with the relevant scheme of sub-delegation (under paragraph 7 of Part 3B of Wiltshire Council's constitution)), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the Schools Capital Investment Programme.**

*Reason for Decision:*

*The Council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or*

*population change, strategic housing development growth or the Army Re-Basing programme. The approved Wiltshire School Places Strategy 2017-2022 and its Implementation Plan identifies the priority basic need schemes requiring capital investment in the short, medium and longer term and these latest proposals for inclusions in the Schools Capital Programme will enable the priority works to be progressed. The Council also has Landlord responsibilities for the effective management and maintenance of the schools (for which the Council is responsible) estate and the approved programme will enable urgent and priority repairs and maintenance projects to proceed.*

## 25 **School Admission Policies 2020/21**

Cllr Laura Mayes presented a report which detailed the School Admission Policy 2020/21, as part of the statutory process for the determination of admission arrangements to maintained schools.

The Leader thanked Debbie Clare, Admissions Co-Ordinator and her team for the hard work undertaken to support the army rebasing programme, over and above their normal duties. The Leader confirmed that the army families currently living in Germany, were happy with the arrangements being made to allocate school places for their children and the relationships being built with teachers at those schools.

Cllr Wickham referred to a recent BBC Points West news report which criticised the work being undertaken by Wiltshire Council in relation to the rebasing programme. Cllr Wickham expressed his disappointment that the Council did not receive the right of reply to the report. The Leader confirmed that the council had received funding from the Government in relation to the rebasing programme.

**Resolved: To approve**

- 1. The proposed scheme for the co-ordination of admission to secondary schools for 2020/21.**
- 2. The proposed scheme for the co-ordination of admissions to primary schools for 2020/21.**
- 3. The proposed admission arrangements for Voluntary Controlled & Community Secondary Schools for 2020/21.**
- 4. The proposed admission arrangements for Voluntary Controlled & Community Primary Schools for 2020/21.**

*Reason for Decision:*

*The Local Authority has a statutory duty to have a determined admission policy for 2020/21 in place on or before 28 February 2019.*



26 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30am - 11.00am)

These decisions were published, earlier, on the 7<sup>th</sup> February 2019 and will come into force on 15<sup>th</sup> February 2019

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Chuck Berry, Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Pip Ridout, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr Brian Dalton (Substitute), Cllr Gavin Grant (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Tony Jackson, Cllr John Thomson, Cllr Ian Thorn and Cllr Philip Whitehead

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#### **66 Apologies**

Apologies were received from Councillors Jon Hubbard, Gordon King and Stuart Wheeler.

Councillor Hubbard was substituted by Councillor Gavin Grant. Councillor King was substituted by Councillor Brian Dalton. Councillor Wheeler was substituted by Councillor Roy While.

#### **67 Minutes of the Previous Meeting**

The minutes of the meeting held on 18 September 2018 were presented for consideration and it was,

#### **Resolved:**

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

#### **68 Declarations of Interest**

There were no declarations.

#### **69 Chairman's Announcements**

Through the Chair there were the following announcements or comments:

- 1) It was requested that Select Committee Chairs or Vice-Chairs were unable to attend Cabinet when an item previously considered by their committee was

being considered to please advise the Scrutiny team so that alternative arrangements could be made.

- 2) It was also stated that the Chairman, following discussion with the Vice-Chairman, would if the Committee were content, to ask the Chairman of the Council to move forward the receipt of the Council Minute Book at Full Council meetings so that any updates or comments committee chairs wanted to raise could be heard earlier and during periods of higher attendance of the meeting.

## 70 **Public Participation**

There were no questions or statements submitted.

## 71 **Corporate Peer Challenge Update**

Following the formation of a new council in 2017 and the agreement of a new 10-year business plan the council invited the Local Government Association (LGA) to arrange a Corporate Peer Challenge (CPC) for Wiltshire which took place over four days in November 2017. During their time at the council the LGA group spoke to more than 130 individuals including councillors, staff and partners; attended more than 40 visits and meetings; collectively spent more than 260 hours investigating and deliberating to reach their conclusions. An action plan was then agreed by the council on how to address the recommendations of the LGA, including timescales, lead officers and councillors, and how success would be measured. The plan was considered by the Committee in March 2018.

A report from the Corporate Directors was received outlining the action plan on the Peer Challenge along with the latest updates for each recommendation. Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Communications, Communities, Leisure and Libraries, was in attendance to provide further details and take questions from the Committee. Councillor Thomson highlighted that the Peer Challenge had been very positive in many areas, as well as providing some more challenges to make more and better use of community area boards in supporting services and devolve decision making, and other organisation challenges in children's and adult's services.

It was noted that a number of actions were behind schedule as a result of disruptions to the additional demands placed on the corporate leadership team, among others, from the incidents in Salisbury and Amesbury earlier in the year, but following queries it was confirmed that new positions had been backfilled to lead on the recovery and support operations and programmes in the south, and that the corporate leadership structure was now in a position to devote full focus to the delivery of regular corporate and strategic aims.

The Committee also discussed the restructuring of the communities' service to provide deeper and more efficient support to Community Engagement Managers now the service was combined with the Leisure service and the Committee welcomed having positive involvement with that as it progressed, and in response to queries it was stated a report was being taken to Cabinet to

attempt to speed up the procedures for the transfer of community assets to parishes.

**Resolved:**

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

- 1) Note the positive update on progress against the Corporate Peer Review Action Plan described in the report; and**
- 2) Note the invitation for Overview and Scrutiny to contribute to the actions coming out of the community working review; and**
- 3) To delegate to the Chairman and Vice-Chairman to determine how that scrutiny involvement would take place.**

**72 Management Committee Task Groups**

Written Updates were received in relation to Task Groups set up by the Management Committee as detailed in the agenda papers.

It was also reported that the Financial Planning Task Group was meeting later in the day and work was ongoing looking at the process for approval of the council's budget. In relation to the Third-Party Advertising Task Group work had been delayed due to staff working on Salisbury incident issues, and further updates would be forthcoming.

It was also proposed following discussion with Cabinet Members and officers that tasks groups be established regarding how the council consults with the public, and how information is communicated to councillors, in particularly locally relevant information.

At the conclusion of discussion, it was,

**Resolved:**

- 1) To note the update on OS task group activity provided.**
- 2) To note that following discussion with the Cabinet Member for Finance the Annual Budget scrutiny process will commence earlier this year, with the Financial Planning Task Group holding a series of thematic meetings in Autumn/Winter. These will focus on budget priority areas, with the relevant select committee chairmen and vice-chairmen invited to attend and contribute.**
- 3) To note the update on the council's advertising and sponsorship activity provided and that the Third-Party Advertising Policy Task Group will reconvene in January 2019 for a more detailed review of progress.**

- 4) **To endorse the establishment of a Public Consultations Task Group with the terms of reference outlined within the report.**
- 5) **To endorse the establishment of a Communications with Councillors Task Group with the terms of reference outlined within the report.**

73 **Forward Work Programme**

The Forward Work Programmes as detailed in the agenda pack were considered along with updates of recent activities at the select committees.

Additional points raised but were not limited to a request supported by the executive for a task group to look at the council's homelessness strategy be established, updated priorities from young people showing homelessness, knife crime and refugees rising as concerns. Other matters discussed included early intervention on school readiness, receipt of the annual review of the servicing of highways, updates on gypsy and traveller site disposals, plastic waste recycling and plans for future engagement with the Sustainability Transformation Partnership.

The final report of the waste contracts task group was expected in January 2019, and details were provided on rapid scrutiny exercises on the extension of specialised commission contracts on supported living, and extension intermediate care bed service contracts which would later be taken to Cabinet, and a rapid scrutiny exercise on a maternity transformation plan.

At the conclusion of discussion, it was,

**Resolved:**

- 1) **To note the Overview and Scrutiny forward work programme and the updates provided.**
- 2) **To approve the establishment of the Homeless Strategy Task Group with terms of reference as discussed.**

74 **Outcomes from the Overview and Scrutiny Councillor Workshop**

The Overview and Scrutiny Management Committee has a responsibility to ensure that those councillors undertaking overview and scrutiny (OS) activity have appropriate knowledge and skills. In June 2018 the Committee approved a learning and development (L&D) programme for OS councillors during the 2017-21 council. A report was received on the main discussion points and outcomes from a workshop held on 10 October 2018 as part of that development programme. This followed a survey of non-executive councillors to identify themes for workshop sessions. The theme of the first session was 'Making OS meetings effective'.

It was reported that the event had been the first as part of its OS learning and development programme which had been organised and delivered entirely with

internal resources, and that there had been around 25 attendees including some members of the executive. Various strengths and weaknesses of the current meetings were identified, with suggested actions to address weaknesses detailed in the report.

The Committee discussed the report, with comments that the internal organisation had led to a more beneficial session as the themes were focused specifically on the needs of the OS service within Wiltshire, though it was agreed even more attendance would be preferred as all non-executive members could have involvement with scrutiny, not merely committee members and substitutes. It was agreed that some changes that would be needed to increase effectiveness related to member behaviour and all members were advised to be mindful to retain countywide approaches when considering matters.

The Committee also discussed if it would be beneficial or viable to seek further engagement with parish councils on how to raise potential scrutiny issues, and appreciate any positive outcomes that did develop.

At the conclusion of discussion, it was,

**Resolved:**

- 1) **To note the discussion points and outcomes of the OS councillor workshop held on 10 October 2018.**
- 2) **To note that further workshops on ‘Gathering and using evidence’ and ‘Questioning and listening skills’ will now be arranged.**
- 3) **To note the strengths of OS meetings in Wiltshire listed under paragraph 9 of the report.**
- 4) **To agree the actions listed under paragraph 10 of the report to address the development areas identified.**

75 **Date of Next Meeting**

The date of the next scheduled ordinary meeting was confirmed as 22 January 2019.

76 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.55 am)

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## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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**MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 31 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Pip Ridout, Cllr Stuart Wheeler and Cllr Graham Wright (Chairman)

**Also Present:**

Cllr Clare Cape, Cllr Roy While, Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Ian Thorn, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams, Cllr Ian Blair-Pilling and Cllr Jerry Kunkler

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1 **Apologies**

An apology for absence was received from Councillors Chuck Berry and John Walsh.

2 **Declarations of Interest**

There were no declarations.

3 **Chairman's Announcements**

Through the Chair Councillors were reminded that an Overview and Scrutiny Workshop would take place on 28 February 2019 at 1000 in the West Wiltshire Room, County Hall.

4 **Public Participation**

There were no questions or statements submitted.

5 **Procedure of Meeting**

The procedure for the meeting was detailed.

## 6 **Wiltshire Council's Financial Plan Update 2019/20**

The draft Wiltshire Council Financial Plan Update for 2019/20 was presented by Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, with support from Becky Hellard, Interim Director of Finance and Section 151 Officer, ahead of its submission to Cabinet on 5 February 2019 and Full Council on 26 February 2019.

The proposals for 2019/20 were considered as part of an updated Financial Plan that covered the five years 2019-2024. These included the proposed 2.99% rise in Council Tax, as well as details of the proposed £44.815m increase from demand and inflation, and £27.290m of savings, which included both service efficiencies and anticipated growth in income within services.

The Committee discussed the proposed budget and clarification was sought on many issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes. The report from the Financial Planning Task Group in consideration of the budget was also received and considered.

Topics raised included, but were not limited to, the continuing large savings required arising from the adult social care transformation programme, savings in the conference and reviewing service, future involvement of scrutiny to assess proposed service savings, the high variance between predictions of savings contrasted with the predictions made in 2018/19, the level of capital spend identified for forthcoming years, achievability of savings from the reablement service, commissioning and others, the level of reserves, along with other topics as detailed in the appended report.

At the conclusion of discussion, it was,

### **Resolved:**

**To note the Financial Plan Update 2019/20 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 5 and 26 February respectively.**

**To welcome the Executive's early and positive engagement with the Financial Planning Task Group in the budget development process.**

**To recommend that future annual budget reports and councillor budget briefings describe the development process budget proposals go through in order to be consider robust.**

**To continue to support the Financial Planning Task Group's focus on supporting the development of robust council budgets.**

7 **Forward Work Programme and Date of Next Meeting**

The Forward Work Programmes of the Select Committees were received. A request was also received to endorse a Task Group on Youth Transport. It was also requested that clarity be provided between the remits of the Financial Planning Task Group and the Third-Party Advertising Policy Task Group in respect of commercialisation and income generation, with revised terms of reference to be proposed at the next meeting.

The date of the next meeting was confirmed as 12 February 2019 to consider any opposition group or other amendments to the budget. The next ordinary meeting was confirmed as 19 March 2019.

**Resolved:**

**To note the Forward Work Programmes and endorse a Task Group on Youth Transport.**

8 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.00 pm)

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Wiltshire Council

APPENDIX to the Minutes of 31 January 2019

Cabinet 6 February 2019

Council 26 February 2019

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## **Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2019/20**

### **Purpose of report**

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee (“The Committee”) held on 31 January 2019.

### **Background**

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance and the Interim Director of Finance on the draft 2019/20 Financial Plan before it is considered at Cabinet on 5 February 2019 and Full Council on 26 February 2019.
3. The Cabinet Member for Finance, Procurement, ICT and Operational Assets, Councillor Philip Whitehead, supported by the Interim Director of Finance and Section 151 Officer, Becky Hellard, was in attendance along with the Leader of the Council, Councillor Baroness Scott of Bybrook OBE and other members of the Executive and the Corporate Leadership Team to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Financial Plan update made available on the council’s website on 22 January 2019 and other public events, a briefing from the Cabinet Member open to all elected members was held on 24 January 2019, and was attended by 49 members.
5. Details had included:
  - Council Tax to be increased by 2.99%
  - Details of the £27.290m savings proposed including at what level decisions would be taken.
  - The stable position of future council finances with the removal of the Revenue Support Grant within the context of the medium term financial strategy, and the importance of transformation of services to meet increases in demand.
  - Delegation of the setting of discretionary fees and charges, to be assumed on average to increase by 5%

### **Main issues raised during questioning and debate**

6. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on services were discussed, before opening up to general queries.

### Financial Planning Task Group

7. The report of the Task Group on the budget proposals was received and noted. The report and its recommendations would be forwarded for attention at Cabinet and Full Council along with the report of the Committee itself. The Task Group thanked the Cabinet Member for the high level of engagement undertaken throughout the year to enable robust examination and discussion of the council's financial position, and the Committee sought details of some of the points raised in the Task Group report, including how to target effective care packages, the appropriate focus on needs and outcomes of vulnerable people, and on the process of the budget discussions itself.

### Children's Select Committee

8. Clarity was sought in relation to the Dedicated Schools Grant (DSG) where there had been an increase in demand in the High Needs Block of £4.500m. It was confirmed the Secretary of State had increased funding by £1.128m, and that the Council had requested permission to transfer up to 1% of Schools Funding (up to £2.6m) to cover the remaining shortfall for the High Needs block along with £1.300m as a one-off contribution. It was confirmed that the Department for Education had approved 0.8% to contribute to the shortfall from other blocks within DSG.
9. Details were sought regarding proposed savings with the voluntary community sector (VCS) under children's care and children's support. It was noted that, although a small saving of only £0.005m, funding for VCCS organisations often facilitated and enabled a great deal of additional activity and that reductions to VCS funding could have knock-on impacts. It was stated that due diligence was undertaken to assess the impact of any reduction to ensure this was at an acceptable level.
10. In relation to proposed savings in the conference and reviewing service it was stated that this involved reassessing roles and delivery of the service rather than deletion of a post.
11. It was also requested, and accepted, that the Select Committee be involved where possible in discussion of the delivery of various savings including the recommissioning of service provision for vulnerable young adults and the children's outreach services expansion.
12. The need to focus where possible on preventative work, which would have longer term improvements both for service users, partners and savings, was also discussed. It was noted that the council's FACT programme, introduction of Local Area Coordinators and Pause programme were all focused on preventative work. It was noted that public health funding from Central Government had been reduced by £0.450M.
13. Clarity was sought on the £0.070m funding for a Travel Trainer during the 2019/20 financial year. This was explained as assisting young people in developing independence when using public transport, such as bus travel for reaching places of work. This would help decrease the reliance on council-funded taxi services.

### Environment Select Committee

14. Details were sought in relation to the growth in economic development and planning. It was stated that progression of local plans included significant costs on the local authority, but were a strategic priority.

15. Questions were raised regarding the predicted £0.300m saving from the LED Street Lighting Saving. The Select Committee had been informed at their 6 November 2018 meeting that this scheme was expected to deliver savings of at least £1.312m annually. It was stated in response that this was likely to be a result of first year implementation, meaning lesser savings compared with the overall annualised figure that would be achieved as the programme was on track, but that this would be checked.
16. It was also confirmed that the cost of a year of free Sunday parking had been included within the budget proposals, but that no decision had been made regarding its continuation. There was no proposal for free Bank Holiday parking.
17. Other issues raised included the increase to waste and environment's budget, which listed funds set aside for the delayed implementation of the waste contracts and that the reference to a pothole spotter in the budget papers was a holdover from the last budget and there were no associated costs for this year. It was highlighted that the Committee had been told at their 6 Nov 2018 meeting that the Council had received around £7.5m from Government, to spend on repairing potholes.

#### Health Select Committee

18. There was significant focus on the ongoing adult social care transformation programme, which was expected in the budget to deliver 58% of the overall savings for the entire budget, £16.068m, and assurance was sought that this was deliverable. In response it was stated that every saving, high and low, was tested rigorously on its deliverability and that as a long-term process many of the savings had been identified for some time or changes had already been enacted. It was also noted that these savings were expected to be achieved against significant growth in demand for the services.
19. Many of the savings were expected to come from the focus on reablement, to support people returning from hospital to their homes as soon as possible and increase their independence for both their benefit and improved savings, and the position regarding recruitment to that team was raised. It was stated that there had been good progress but not yet full recruitment across all areas, however the savings of £2.375m were felt to be achievable.
20. In relation to savings within the Learning Disabilities service, it was noted that this was a sensitive service area, and that any savings proposed must be realistic and handled very carefully.
21. In response to queries around adult social care provision it was stated that a new joint service had worked with local providers to create an alliance framework to shape the market for providing Help to Live at Home services, which went live in October 2018 and that the latest figures showed that 75% of care packages were purchased under contract and only 25% remain as "spot purchase".

#### General Enquiries and Observations

22. It was raised that the level of savings required for 2019/20 was £12m higher than the figure projected within the 2018-19 Financial Update, and the deliverability of the

current projections. In response it was stated that no forecast would be completely correct as factors changed, and that proposed savings had been listed in greater detail to ensure as much as possible these were achievable and these would be continually assessed throughout the year to ensure any significant variance was identified and addressed.

23. The capital programme profile was raised, with lower figures listed in the budget report from 2019/20. In response it was stated that the capital spends for 2019/20 had seen a significant increase to £172.935m for 2019/20 and that the profile was an indication of confirmed projects, and that the actual spend would therefore increase as further projects were confirmed during the course of the year. The figures would also be affected by release of cyclical funds from central government, and it was stated the Future Prosperity Fund would be released from 2021 which would likely see to an increase on the listed figures.
24. Cross-cutting savings were explained as savings delivered by or effecting multiple services, but savings would be listed under specific services whenever possible.
25. There was discussion of the level of council reserves at 4% of the net spend. It was confirmed that in future years opportunity would be taken if possible to increase the reserves by £1-2m, but that the current level had been assessed as adequate by external auditors, and a larger increase was not considered appropriate as it would prevent allocation of resources for projects such as transformation changes which would deliver service improvements and further savings.
26. Business rates were also discussed, and it was confirmed the level collected for the present year had increased. After several years delay the government had indicated the review of the reallocation of business rates to local authorities would be progressing in the next financial year. It was not considered that this would lead to immediate and significant changes in the level Wiltshire received, although it was considered that the situation should be an improvement given the efforts of councils to highlight the significant pressures faced by authorities with larger numbers of older people.
27. The Committee also encouraged continued work to investigate best practice of other authorities and partners where appropriate and implement that best practice in Wiltshire.

### **Conclusion**

28. To note the Financial Plan Update 2019/20 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 5 and 26 February respectively.
29. To welcome the Executive's early and positive engagement with the Financial Planning Task Group in the budget development process.
30. To recommend that future annual budget reports and councillor budget briefings describe the development process budget proposals go through in order to be consider robust.



31. To continue to support the Financial Planning Task Group's focus on supporting the development of robust council budgets.

**Councillor Graham Wright**

**Chairman of the Overview and Scrutiny Management Committee**

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4 February 2019

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 12 FEBRUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Gordon King, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman), Cllr Peter Fuller (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Gavin Grant, Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Horace Prickett, Cllr Baroness Scott of Bybrook OBE, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

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#### **9 Apologies**

Apologies for absence were received from Councillors Chuck Berry, David Halik and Pip Ridout.

Councillor Ridout was substituted by Councillor Roy While, and Council Halik was substituted by Councillor Peter Fuller.

#### **10 Declarations of Interest**

There were no declarations.

#### **11 Chairman's Announcements**

There were no announcements.

#### **12 Public Participation**

There were no statements or questions submitted.

#### **13 Procedure of Meeting**

The procedure for the meeting was noted.

#### 14 **Wiltshire Council Financial Plan 2019/20: Amendments**

An amendment to the administration budget proposals agreed at Cabinet on 5 February 2019 had been received from Councillor Gavin Grant.

Councillor Grant presented his proposed amendment as detailed in the agenda papers. The amendment sought to utilise an additional £0.060m from the Council's reserves in order to fund free Bank Holiday parking in council owned and operated car parks.

The proposals had been confirmed as legal and financially viable by the Corporate Leadership Team in consultation with the Monitoring Officer and Section 151 Officer with comments as set out in the report to the Committee.

The Committee discussed the proposed amendment as detailed fully in the appended report, including exploring how the cost of the proposal had been calculated, the intended positive effects of the proposal and whether and how such a proposal could be maintained in future years. Members of the Executive in attendance also commented on the proposal and faced questions.

At the conclusion of discussion, and on the motion of Councillor Graham Wrightm seconded by Councillor Alan Hill, it was,

#### **Resolved:**

- 1) **To note that the amendments to the Financial Plan Update 2019/20 proposed by Cllr Gavin Grant have been scrutinised; and**
- 2) **To ask Full Council to take note of the comments of the Committee, which will be presented in a report.**

#### 15 **Date of Next Meeting**

As detailed in the agenda pack the date of the next meeting would be 19 March 2019.

#### 16 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.15 am)

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Wiltshire Council

APPENDIX to the Minutes of 12 February 2019

Full Council

26 February 2019

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## Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2019/20

### Purpose of report

1. To report to Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 12 February 2019.

### Background

2. The meeting of the Overview and Scrutiny Management Committee provided an opportunity to scrutinise amendments to the budget that were proposed after the committee meeting on 31 January 2019, which considered the initial proposals from the Executive which were subsequently agreed at Cabinet on 5 February 2019.
3. One proposed amendment was received for the meeting, from Councillor Gavin Grant. It was confirmed that the proposed amendment was an individual proposal, not on behalf of any political group. A seconder would be sought at Full Council if the proposed amendment was moved.
4. The proposal was as follows

Proposal	Saving £m	Investment £m
Remove bank holiday parking charges across Wiltshire Council car parks		(0.060)
<b>Total growth/ investment proposal</b>		<b>(0.060)</b>
Additional drawdown of general reserves	(0.060)	
<b>Total savings proposals</b>	<b>(0.060)</b>	

5. The proposals had been commented upon by the Corporate Leadership Team, including the Section 151 Officer, Head of Paid Service and the Monitoring Officer, and confirmed as legal and deliverable.

### Main issues raised during questioning and debate

6. The Chairman gave the opportunity for the Leader of the Council and other members of the Executive to respond to the proposed amendment, before seeking any queries or comments from the Committee.
7. Details were sought on how the figure of £0.060m had been calculated, and whether the additional investment required included the cost of altering car park signage and other associated costs such as reprogramming parking machines. It was confirmed that the figure had been discussed with the service and that the £0.060 constituted of foregone income net of all necessary costs for the amendment.

8. It was noted that the additional investment to allow free car parking on Bank Holidays would be achieved for the next financial year through drawdown on reserves, and that this would result in reserves of £12.883m. Were the policy continued there would either need to be further savings identified for future years or further drawdown upon reserves. Councillor Grant noted in return that while £0.060m was not an insignificant amount it was a small additional cost within the overall budget and reserves, and that now that the cost of ensuring free bank holiday car parking had been established he and others could pursue other options for the necessary savings for any future years much further in advance.
9. One of the potential aims of the proposal was to support town centre retail and hospitality outlets potentially affected by car parking charges. The Committee discussed whether there was a possibility any removal of the charges would lead to an increase in commuter parking or if it would actually assist independent outlets who may be less likely to be open on Bank Holidays. Councillor Grant drew attention to the Executive proposals to introduce free Sunday parking all year round, a more substantial policy which he welcomed, and noted that his proposal simply extended that policy for a few more days of public holidays to seek the same benefit.
10. There was discussion of impact upon council staff, and it was confirmed that no parking enforcement officers were currently deployed on Christmas Day, and that owing to other duties such as enforcing other traffic issues like double yellow parking, accepting the amendment would not involve the deployment of additional officers.
11. The legal process for amending the car parking charges was discussed, and it was confirmed that the view of the council's legal services was that a new full Traffic Regulation Order would not be necessary, with associated costs, and that as a variation to the existing order the alteration could be advertised and made with minimal financial impact.

### **Conclusion**

12. To note that the amendments to the Financial Plan Update 2019/20 proposed by Cllr Gavin Grant have been scrutinised; and
13. To ask Full Council to take note of the comments of the Committee, was detailed above.

**Councillor Graham Wright**  
**Chairman of the Overview and Scrutiny Management Committee**

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Report Date: 13 February 2019

## **CHILDREN'S SELECT COMMITTEE**

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### **MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 6 NOVEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Jon Hubbard (Chairman), Cllr Mary Douglas (Vice-Chairman), Cllr Mary Champion, Cllr Andrew Davis, Cllr Christopher Devine, Cllr Sue Evans, Cllr David Halik, Cllr Deborah Halik, Cllr Chris Hurst, Cllr Johnny Kidney, Cllr Jacqui Lay, Tracy Cornelius, Miss Sarah Busby, John Hawkins, Cllr Clare Cape (Substitute) and Cllr James Sheppard (Substitute)

#### **Also Present:**

Cllr Laura Mayes and Cllr Philip Whalley

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#### **60 Apologies**

Apologies for absence were received from:-

Cllr Hayley Illman, who was substituted by Cllr Clare Cape  
Cllr Roy While, who was substituted by Cllr James Sheppard  
Dr Mike Thompson  
Miss Maisy Humphrey

#### **61 Minutes of the Previous Meeting**

##### **Resolved:**

**To approve and sign the minutes of the previous meeting held on 4 September 2018 as a correct record.**

#### **62 Declarations of Interest**

There were no declarations of interest made at the meeting.

#### **63 Chairman's Announcements**

The Chairman made the following announcements:-

(a) **Director, Education & Skills** The Chairman introduced and welcomed Helean Hughes, who had taken up her appointment as Director, Education & Skills the previous day.

(b) **Cabinet items**

**For information on 25<sup>th</sup> September Cabinet considered the following items**

Consultation about option proposals for Lypiatt Primary School including possible closure

Lead officer: Tom Lindsay

**Chairman's Involvement:** Briefing paper on the consultation was provided for the item.

Appropriation of Education Land at Poulton Field, Bradford on Avon New!

Lead officer: Will Gray

**Chairman's Involvement:** Meeting with Will Gray, Estate Surveyor, to assure that sufficient protections will be in place for the local green space.

**On 9th October Cabinet considered the following item**

Care leavers' Council tax exemption

Lead officer: Martin Davis

**On 27th November Cabinet will consider the following items**

Consideration of Proposals for the Development of Special Schools for Children and Young People with complex SEND/Severe learning Difficulties

Lead officer: Judith Westcott

**CSC Input** – It was noted that task group met with officers/cabinet member for a briefing and that the proposals would now be for the whole of the county.

64 **Public Participation**

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

65 **Update from Young Person's Representative**

The Committee received an update on the activities of the Wiltshire Assembly of Youth (WAY), Youth Safeguarding Board (YSB) and the Children in Care Council (CiCC) which was presented by the Commissioning Officer in the absence of Maisy Humphries, Children & Young People's Representative.

It was noted that a joint meeting had taken place on 26 September 2018 between WAY and YSB when they discussed the possibility of them merging into a new group. Work had been carried out subsequently including drawing



up terms of reference which it was anticipated could be agreed by the end of November. CiCC members would be invited to be part of the new arrangements for youth voice as well as continuing as a distinct forum.

Group members had been working to engage secondary schools in Make Your Mark, the UK's largest youth organisation, delivered by Youth Parliament, and 10 issues had been included on the ballot papers. The following five issues had been identified by Wiltshire students as priority issues:-

- End knife crime
- Homelessness
- Mental health
- End period poverty
- Welcome refugees

During discussion, Members expressed interest in the five priorities put forward by Wiltshire students and wondered if the students considered that there was a serious knife crime problem in Wiltshire or whether they were taking into account the national problem, especially in the London area. Similarly, did they have knowledge of much homelessness amongst young people in Wiltshire or were they considering the national problem. The Commissioning Officer responded by informing the meeting that the students were very much aware of knife crime in their own environment. With regard to homelessness, it would be possible to follow this up with the schools which had participated in the ballot.

**Resolved:**

**(1) To note the contents of the report.**

**(2) To follow up on the details of the homelessness priority when information from the participating schools is available.**

**66 Wiltshire Council Apprenticeship Growth Target**

The Chairman reported that, after discussion with the relevant officers, this item had been deferred to a later meeting to allow for the availability of the relevant data.

**67 Performance in Public Tests and Examinations 2018 - Provisional Data**

The Committee received a report which provided an overview of pupil performance at the end of each key stage using the latest available data. It compared attainment in Wiltshire with national, south western and statistical neighbour performance and where possible performance trends were identified.

The report identified key priorities and gave an overview of strategic school improvement activity carried out by the School Effectiveness Team, including future priorities to improve educational outcomes.

The Acting Head of School Effectiveness explained that whilst there had been some success in Key Stage (KS) 1 performance, there was concern in results shown for phonics where attainment had not improved since 2017. Improvements had not been in line with national figures. KS 1 performance in writing had improved since 2017 but was still below the national average.

The figures for KS2 had generally improved since 2017 but, although were comparable with other authorities in the South West, were marginally behind the national standards.

It was noted that the overall figures for KS 4 & 5 suggested that performance was high but with changes in gradings being introduced it was not yet possible to satisfactorily compare 2018 performance figures with previous years.

Detailed figures for individual Wiltshire schools could be found at the following link:-

<https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=schools&region=865&laname=wiltshire&geographic=la&for=primary&basedon=A%20level%20performance&show=All%20students&datasetfilter=provisional&searchtype=&laname=wiltshire%2Cwiltshire%2Cwiltshire%2Cwiltshire>

It was noted that these performance figures were provisional as the outcome of appeals were not yet known.

**Resolved:**

**To note the report detailing the provisional data for Performance in Public Tests and Examinations 2018 and to request that the final figures be sent to members of the Committee when available.**

68 **Annual Early Years Standards Report 2017-18**

A report was received which provided an overview of pupil performance at the end of the Early Years Foundation Stage (EYFS) and Ofsted quality judgements for early years and childcare providers, using the latest available data.

The report provided a comparison of the Wiltshire figures against other Local Authorities (LAs) using the LA quartile (25%) position – ‘A’ being the top quarter and ‘D’ being the lowest quarter of LAs in England. The report identified key areas for action and provided an overview of early years improvement activity carried out by the Early Years Learning & Development Team, including future priorities to improve educational outcomes.

The performance of EYFS learners as a whole cohort demonstrated that in 2018 Wiltshire had a slightly greater improvement rate than nationally. It was pleasing to note that this cohort was slightly outperforming children nationally, regionally and in statistical neighbours.

With regard to disadvantaged learners, although the standard was rising and the gap with the Foundation Stage was narrowing, there was an urgent need to be at least in line with the national average, it being about 6% adrift at present. It was pointed out that it was not yet possible to compare the 2017 figures against the 2018 stats for all children but an analysis would be undertaken once the 2018 figures had been published later in November.

Members were pleased to note that Wiltshire Ofsted judgements (Overall Effectiveness Grades) compared favourably with those for England and the South West. However, there was an insufficient amount of outstanding provision in Wiltshire's most disadvantaged areas. A new project "Eager for Excellence!" was being developed for 2018/19 to support and coach leaders in these areas.

However, the School Based Ofsted Judgements showed that judgements for Wiltshire reception classes and maintained nursery classes were 7% behind the national average. It was noted that an early years education sub-committee group at Primary Heads' Forum was being developed this year and also middle leadership training for EYFS leaders in schools.

It was noted that there were a significant number of childminders who reported that their offer of early help was insufficient. Members were advised that this problem was being investigated and meetings were being arranged with Early Years Improvement Officers to ascertain the problems and explore how best to support families.

The Chairman thanked the Officers for the report and stated, on behalf of the Committee, that he was keen to see a continuing improvement in pupil performance and Ofsted quality judgements, in comparison with national, south west and statistical neighbour performance.

**Resolved:**

**To note the report detailing the Early Years Standards for 2017/18.**

69 **Higher Education Strategy**

Consideration was given to a report by the Director, Education & Skills which informed the Committee about the progress to date of the development of the Swindon & Wiltshire Local Enterprise Partnership (SWLEP) Higher Education Strategy including plans for a Multi Campus University.

Members were informed of the work that had been undertaken with colleagues from Swindon Borough Council on SWLEP since 2017 in response to a skills shortage at level 4 and above and low average progression rates to higher education across Wiltshire and Swindon. The commissioning of a full evidence base including desk based research and surveys of young people, adults and employers was completed in March 2018. It demonstrated :-

- Lack of graduate talent pool
- Forecast skills shortage at L4+
- Employers reporting higher level skill shortages
- Limited Higher Education offer linked to LEP sector priorities beyond foundation level
- Low progression to Higher Education and student choice not matching employer needs.

In answer to questions posed by Members of the Committee, it was explained that plans were still at a very early stage and that it would be at least 10 years before a university campus was operational. There was also much to consider regarding the siting of one or more campuses and there had yet to be made a decision as to the name of the university. There had been a number of suggestions that a suitable title might be University of Wessex. Members strongly felt that the institution should not be called Swindon University and reflect Wiltshire's involvement in the scheme.

**Resolved:**

**To note the report on the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Higher Education Strategy and to request an update report in 12 – 18 months' time.**

70 **School and Academy Ofsted Inspection Outcomes: September to Mid October 2018**

The Committee received a report by the Director, Education & Skills which included information regarding the most recent Ofsted inspection reports published from September to mid October 2018. It provided an ongoing view of the effectiveness of schools as seen by Ofsted inspection.

It was noted that inspections focused on the following main areas:-

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils

Where appropriate the effectiveness of early years or sixth form was also inspected.

From the evidence collected, schools were given an overall effectiveness grade as follows:-

- Grade 1 (outstanding)
- Grade 2 (good)
- Grade 3 (requires improvement)
- Grade 4 (inadequate)

The inadequate category (4) was further subdivided into special measures or serious weakness depending on the capacity of school leaders to make the improvements needed.

Regarding Wiltshire schools, it was noted from the report that:

- 11 total inspections had been carried out during the period.
- 5 retained good grades
- 1 retained a requires improvement (RI) grade
- 1 improved from inadequate to good
- 2 outstanding dropped to RI
- 1 outstanding dropped to inadequate
- 1 new grade at inadequate

Whilst Members were content with the general way in which Ofsted inspections were carried out, they did express disquiet and concern that schools which were judged as outstanding were not routinely inspected and these were only carried out if Ofsted was alerted to any problems or difficulties.

Members were delighted that Southbroom St James Academy, Devizes, which was part of the Diocese of Salisbury Academy Trust, had risen to Good at its recent inspection on 25 September 2018 from Inadequate at its previous inspection. The Chairman undertook to write to the Headteacher and also to the Chief Executive of the Trust congratulating the school on its success.

During discussion, Members noted that some schools had been previously inspected a while ago since which new and tougher inspections had been introduced by Ofsted. Furthermore, officers had been aware of difficulties at some of these schools but unfortunately not long before the Ofsted inspections were carried out.

**Resolved:**

- (1) To note the update on Ofsted Inspection from September to mid October 2018.**
- (2) That the Chairman write to Southbroom St. James Academy and Chief Executive of the Academy Trust on behalf of the Committee to congratulate their Ofsted outcome.**

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

The Committee received an update from Terence Herbert, Corporate Director, on developments relating to children's services arising from the Department for Education from August to October 2018 as follows:-

- More support to help schools with costs

- New education and skills measures
- Academies update
- Data protection
- Sale of energy drinks
- New unit to tackle exploitation of vulnerable young adults

**Resolved:**

**To note the update provided.**

72 **Task Group and Board Representative Updates**

The Committee received updates on the activities of the following Task Groups/Boards:-

- Child and Adolescent Mental Health (CAMHS) Task Group
- SEND School Provision Task Group
- Traded Services Task Group
- Education Transformation Board

**Resolved:**

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

73 **Forward Work Programme**

The Committee received a document showing the relevant items from the Overview & Scrutiny Forward Work Programme, together with the Children's Services Strategy List.

**Resolved:**

**To not the Forward Work Programme for this Committee and the Children's Services Strategy List.**

74 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of this Committee was due to be held on Tuesday 8 January 2019 at County Hall, Trowbridge, starting at 10.30am.**

75 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 1.00 pm)

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## **CHILDREN'S SELECT COMMITTEE**

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**MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 8 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Jon Hubbard (Chairman), Cllr Mary Douglas (Vice-Chairman), Cllr Mary Champion, Cllr Andrew Davis, Cllr Christopher Devine, Cllr Sue Evans, Cllr David Halik, Cllr Deborah Halik, Cllr Chris Hurst, Cllr Jacqui Lay, Cllr Roy While, Dr Mike Thompson, Miss Sarah Busby, John Hawkins, Joel Mutagayika and Ms Jen Jones

**Also Present:**

Cllr Phil Alford, Cllr Laura Mayes and Cllr Philip Whalley.

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1 **Apologies**

Apologies for absence were received from Cllr Johnny Kidney and Maisy Humphrey, who was substituted by Joel Mutagayika.

2 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 6 November 2018.**

3 **Declarations of Interest**

There were no declarations of interest made at the meeting.

4 **Chairman's Announcements**

The Chairman made the following announcements:-

**a) Cabinet items**

For information on 11<sup>th</sup> December Cabinet considered the following items

**Outdoor Education**

**CSC involvement** – task group report

## **Proposed Closure of Lypiatt Primary School**

**CSC involvement** – Chair received a briefing note on the topic.

On 15<sup>th</sup> January Cabinet would consider the following items

### **Wiltshire Council Adoption Service: 2018 Q1-2 6 Month Report**

**Lead officers:** Matthew Turner, Lynn Wheeler

#### **b) Overview and Scrutiny Councillor Workshop Outcomes**

At OS Management Committee on 20<sup>th</sup> November members considered the outcomes from a councillor workshop titled 'Effective Overview and Scrutiny meetings', held in October.

Management Committee noted the strengths of scrutiny at present, as agreed by attendees at the workshop. These were:

- Informative pre-meeting information briefings
- Effective chairing
- A clear purpose
- Addressing the right priorities
- Generally an evidence-based rather than political approach
- The right questions being asked.

Management Committee also noted a number of areas where Wiltshire scrutiny could improve, with relevant actions to address these. Some of the actions were for officers, but some related to councillors. It was therefore agreed that these would be disseminated to select committee members for awareness. The areas for improvement agreed were,

- Councillors always reading reports prior to meetings
- Councillors avoiding repeating questions that have already been asked, and
- OS committees and activities consistently taking a countywide rather than parochial perspective."

Members of this Committee were encouraged to discuss any questions or comments on these together with any other suggestions for improvement with Cllr Graham Wright, Chairman of the Overview & Scrutiny Management Committee or Henry Powell, Scrutiny Team Leader.

## **5 Public Participation**

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

## **6a. Report of the Children and Adolescent Mental Health Service (CAMHS) Task Group**

The Committee received a report of the Task Group which had been received by the Health Select Committee at their meeting on 18 December 2018.

The Chairman expressed some concern that the views of the Health Select Committee had been sought and passed to the Executive before this Committee had the opportunity to consider these recommendations. It was noted that this was due to the scheduled timing of these two committees in the Council Diary.

The Chairman welcomed Cllr Phil Alford, Chairman of the Task Group, to the meeting to present his report.

Members were reminded that the CAMHS Task Group had been established by this Select Committee and the Health Select Committee to look at the re-commissioning of the CAMH Service, access and referral points to CAMHS, as well as how this service fitted into the overall mental health offer for children and young people in Wiltshire.

Cllr Alford explained that although the conclusions drawn supported that the re-commissioned model helped to address the needs of children and young people in Wiltshire, however, work needed to be carried out to improve the transition arrangements between children and adult mental health services. Communication between different agencies within the CAMH service and mental health support needed to be easier to access for Wiltshire's children and young people.

The Health Select Committee endorsed the six recommendations of the Task Group subject to widening the scope of recommendation 2 to include previously looked after children. The Committee also endorsed the areas the Task Group wished to explore further to clarify any misinformation previously received.

During discussion, Members stressed the importance of achieving a seamless join in the mental health support offered to young people and adults, especially that on offer to young adults on reaching the age of 18.

**Resolved:**

- (1) To endorse the report and recommendations of the CAMHS Task Group.**
- (2) To request that when the Task Group reconvene for their Part II exercise, they consider alongside their outstanding Terms of Reference how the Local Transformation Plan, as well as the third sector, aim to provide preventative services to children and young people in Wiltshire and to identify where there are any gaps in provision.**

**6b Executive Response to the Children and Adolescent Mental Health Service (CAMHS) Task Group**

The Committee received a report which set out the response of the Cabinet Member for Children, Education & Skills and the Wiltshire Clinical

Commissioning Group (CCG) to the Final Report - Part One of the Children and Adolescent Mental Health Service (CAMHS) Task Group.

The Cabinet Member reported that all the recommendations had been accepted except for recommendation 2(b) which stated:-

“For LAC and children and young people with SEND to be treated by CAMHS up to the age of 25, if they first approach CAMHS when they are in full-time education.”

The Cabinet Member explained that transitions for young people with additional vulnerabilities (e.g. living in care, SEND) were recognised as needing review. It was planned to research good practice and work with providers over their transitions protocols to determine what steps would be required to make improvements. Current national policy, contractual arrangements and funding streams did not allow for an expansion of the CAMHS Service for all SEND young people up to the age of 25, resulting in officers being unable to implement this recommendation in full in the immediate future. National NHS planning guidance for 18/19 was expected to request dedicated mental health pathways for 17 to 24 year old people.

During discussion, Members expressed the view that schools should be made aware of this problem and consideration should be given to investigating ways in which they could be engaged. It was reported that information was set out on the Council's website and that this was being brought to the attention of schools. This was of course available to the general public to view. Suitable publicity material had been sent to schools and it was recognised that a sustained campaign was required, including the use of social media. It was suggested that this matter, entitled *Pathways of Support for Young People* be the subject of a briefing session to this Committee later in the year.

**Resolved:**

- (1) To submit the comments from this Committee regarding the Executive Response to the Health Select Committee at its meeting on 5 March 2019.**
- (2) To endorse the Executive Response to the CAMHS Task Group report.**

**7 Update from Youth Representative**

The Committee welcomed Joel Mutagayika, a young person's representative, to the meeting who made a presentation on the Youth Parliament's House of Commons Debate

It was noted that 1,111,580 young people took part in the ballot to decide which topics should be debated, making it one of the largest youth consultations of its kind in UK history. Almost 1 in 5 of all young people aged 11-18 took part and it was decided that the following five subjects be chosen:-

- Put an end to knife crime
- Mental health
- Equal pay, equal work
- Tackling homelessness
- Votes at 16

Putting an end to knife crime and Votes at 16 were chosen during the Debate as issues to investigate and the UK Youth Parliament would now develop campaign actions to enable members of the Youth Parliament to hold a day of action to be held during January 2019.

The Committee also received a report summarising the activities of the Wiltshire Assembly of Youth (WAY), Youth Safeguarding Board ((YSB) and the Children in Care Council ((CiCC) during the period November to December 2018.

**Resolved:**

**(1) To thank Joel Mutagayika for his presentation.**

**(2) To note the contents of the report.**

**8 Youth Transport**

The Chairman reminded Members that the Committee had identified Youth Transport as a priority of the Wiltshire Assembly of Youth and together with the Vice-Chairman, had requested a briefing document which outlined the current situation for youth transport across Wiltshire. The document addressed some of the specific points highlighted around fares and Wiltshire Council's overall approach to public transport.

During discussion, it was suggested that a task group be established to explore the issues in more detail and to address some of the concerns of young people.

**Resolved:**

**To recommend to the Overview & Scrutiny Management Committee that a Task Group be set up to explore issues raised regarding youth transport and that a young person be invited to take part.**

**9 Apprenticeships Update**

The Committee received a report by the Director, Human Resources & Organisational Development (HR &OD), which provided an update on the progress on apprenticeships within the Council's workforce since the last update in June 2018. The report also outlined future plans to ensure the use of the levy was maximised to support the development of the Council's workforce.

It was noted that the current number of apprentices employed by the Council was 145 as at 14 December 2018. 129 apprentices were employed by the

Council with 24 as new recruits and 105 as existing staff who were accessing apprenticeship training to upskill. 2 new recruits were care leavers whilst 2.9% staff were Council apprentices. It was pleasing to note that this figure exceeded the target of 2.3%. However, maintained schools had only 0.3% of their workforce as apprentices resulting in the Council's public sector figure to report back to Central Government being 1.4%.

The Director, HR & OD explained steps that were being taken to raise awareness of apprenticeship opportunities. Various events were being organised aimed at targeting apprenticeship opportunities at care leavers with the aim of encouraging applications from these young people for these entry level roles at the Council. Further discussions were being held to explore ways of expanding these opportunities and also to encourage Council contractors to participate in apprenticeship schemes including the possibility of including such a requirement into contracts. Members expressed much interest in this suggestion and requested that the Corporate Director, Growth, Investment & Place be invited to attend a meeting of this Committee in six months' time to report on progress.

**Resolved:**

- (1) To note the contents of the report and the progress that had been made with the recruitment of apprentices.**
- (2) To invite the Corporate Director, Growth, Investment & Place to a meeting of this Committee in 6 months' time to provide an update on the employment of apprentices particularly by contractors.**

(At this point Mr John Hawkins joined the meeting.)

10 **Report of the Traded Services for Schools Task Group**

(Jen Jones, Further Education Representative, declared a non-pecuniary interest in this item as she was employed by Wiltshire College)

The Committee received a report which presented the findings of the Traded Services for Schools Task Group regarding the bids for the provision of outdoor education and potential sale of the Oxenwood and Braeside sites which was presented to Cabinet on 11 December 2018.

Mr John Hawkins, Chairman of the Task Group introduced the report and explained the Task Group's four recommendations which had received a very satisfactory response from Cabinet. He took the opportunity of recording his thanks and appreciation to Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT & Operational Assets, for the very positive and inclusive way he had taken this issue forward.

The Chairman thanked Mr Hawkins and the Task Group for their excellent work which had resulted in a very satisfactory outcome.

**Resolved:**

**To note the Task Group report which had been presented to Cabinet on 11 December 2018.**

11 **School Ofsted Judgements**

Consideration was given to a report by the Director, Education & Skills, which included information regarding the most recent Ofsted Inspection reports published from mid-October to the beginning of November 2018. It provided an ongoing view of the effectiveness of schools as seen by Ofsted Inspection and also provided information on the most recent figures published by Ofsted including those from the HMCI Annual Report published at the beginning of December 2018.

Alongside this Annual Report was published data regarding Ofsted outcomes nationally, regionally and for each local authority. As at the end of August 2018, 86% of schools nationally were good or outstanding (84% of pupil places). In the South West 84% of schools were good or outstanding (82% of pupil places). In Wiltshire 82% of schools and 86% of pupil places were in good or outstanding provision.

It was noted that in Wiltshire there had been nine inspections since the last report to Committee in early November 2018. Of these there had been eight short one-day inspections, all retaining a good grading and one two-day inspection which as a first rating required improvement.

A review of processes to monitor, challenge and support schools was underway with an interim School Improvement Framework in place from January 2019. This was intended to support the precise identification of strengths within the school and areas for improvement. The quality of provision would be evaluated and a comprehensive improvement plan developed to address the identified needs. Members expressed interest in this Improvement Framework and looked forward to receiving information on its effectiveness in due course.

**Resolved:**

**To note the update on Ofsted Inspection from mid-October to early November 2018.**

(At this point Cllr Christopher Devine left the meeting)

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

(Cllr Jon Hubbard, Chairman left the meeting and Cllr Mary Douglas, Vice-Chairman assumed the Chair.)

The Committee received an update from the Corporate Director, Education & Children, on developments relating to children's services arising from the Department for Education from October to December 2018 as follows:-

- Budget 2018
- Public Services Performance tracker
- Schools causing concern statutory guidance
- School organisation statutory guidance
- Schools funding
- School security: draft guidance
- Response to Education Select Committee report on alternative provision
- Academies Update
- Consultation on T-Level funding
- Ofsted Annual Report 2017/18 and changes to school inspections
- National protocol on reducing criminalisation of looked-after children
- Care Leavers Covenant launched
- Adoption Register Regulations
- Rough sleeping strategy
- Child death review: statutory and operation guidance

**Resolved:**

**To note the update provided.**

13 **Task Group and Board Representative Updates**

The Committee received an update on the activities of the SEND School Provision Task Group.

**Resolved:**

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

14 **Forward Work Programme & Outcomes from the Meetings Between the Chairman, Vice-Chairman & Executive**

The Committee received documents showing:-

- The relevant items from the Overview & Scrutiny Forward Work Programme, together with the latest version of the strategy list for the Children, Education & Skills Directorate.
- The outcomes from meetings between the Chairman and Vice-Chairman of the Committee with the Executive Member.

**Resolved:**

**(1) To note the Forward Work Programme for this Committee and the Children's Services Strategy List.**



- (2) To endorse the topics listed in the report on the Forward Work Plan Meeting with the Executive and to use them to populate the Committee's Forward Work Programme.**

15 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of this Committee was due to be held on Tuesday 5 March 2019 at County Hall, Trowbridge, starting at 10.30am.**

16 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 1.10 pm)

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## ENVIRONMENT SELECT COMMITTEE

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### MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 4 SEPTEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

#### Present:

Richell, Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Peter Evans, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Tom Rounds, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Nick Murry and Cllr Steve Oldrieve

#### Also Present:

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#### 30 Apologies

Cllr Derek Brown is substituted by Cllr Sue Evans.

Cllr Clare Cape is substituted by Cllr Ross Henning.

#### 31 Minutes of the Previous Meeting

The minutes of the meeting held on 26 June 2018 were approved as an accurate record.

#### 32 Declarations of Interest

None.

#### 33 Chairman's Announcements

1. The Chairman asked the Committee if they wished to consider the item listed on the Cabinet Forward Work Programme: 'Western Gateway – Sub-national transport body', as they had had a briefing on this as part of the Major Schemes presentation recently. It was agreed that it was not necessary for the Committee to consider this Cabinet report.
2. The Committee was reminded of the OS councillor workshop scheduled for 10<sup>th</sup> October covering the topic of 'Making OS meetings more Effective'.

3. The Scrutiny officer was asked to arrange a Chairman and Vice-Chairman's briefing on the new rules regarding housing and the changes to licensing agreements, such as with Houses of Multiple Occupancy (HMOs).
4. Following his request, Cllr Murry has been invited to attend all meetings of the council's Eco Board in an observer role.

34 **Public Participation**

None.

35 **S106 Funding**

A report from the Cabinet Member for Spatial Planning, Development Management and Property was received following a request from the Committee on 1 May 2018 to the following questions:

- a) whether any S106 money was returned to developers in the last 3 years; and
- b) whether the Council holds any Section 106 money listed as 'time expired' and has any plans for such funds.

The completeness of the report was discussed in terms of addressing the committee's original concerns. It was queried that some Section 106 funding may be held by the council which, due to time elapsed, cannot be used, but which is retained by the council (and not released for community use) because developers have not reclaimed it. Clarification of this was requested at the next meeting.

Highways officers are expected to anticipate the impact of developments on the road infrastructure and ask for it to be met by the developer, in accordance with the relevant legal frameworks and regulations. It would not be possible to ask developers to set aside a contingency fund for use in case unexpected highways issues arise.

**Resolutions**

- 1. To note the information provided on Section 106 funds.**
- 2. To receive clarity regarding whether the council holds Section 106 funds that cannot be used due to time elapsed, but which are not returned unless re-claimed by the developer.**

36 **Traveller Reference Group**

A report from Steve Maddern, Consultant in Public Health (on behalf of the Traveller Reference Group) updating on the progress of the Traveller Reference Group and Traveller Strategy was received.

The Committee queried why the Reference Group's membership did not appear to include a member of the Travelling Community. It was reported that the Group was in contact with relevant communities but a willing representative had not been found to sit on it as a member.

Following the adoption of an Emergency Stopping Places Strategy by Cabinet on 3<sup>rd</sup> July 2018 the Cabinet Member for Spatial Planning, Development Management and Property reported that sites belonging to the council were being considered in the first instance followed by sites under other ownership. Historically not all sites allocated for Emergency Stopping Places have been well used so it would be important to ensure the right sites are selected. An update will be brought to Cabinet in the Autumn.

Regarding Action 8 in the action plan, the Cabinet Member for Spatial Planning, Development Management and Property reported that the team pro-actively engaged with Traveller communities to ensure their views are represented and inform council policy and procedure.

Following a related report to Children's Select Committee, the need for the council's written guidance on home educating children to be made clear and understandable was emphasised.

The Committee asked for a fuller explanation of how the figures regarding numbers of travellers within the county were arrived at. The Cabinet Member for Spatial Planning, Development Management and Property advised that it is difficult to determine figures that were accurate and that can be compared meaningfully with those from other areas.

The Committee discussed Action 22, which read "Engagement with Area Boards will also take place where traveller related issues have been identified to communicate with Members and the general public. This will include appreciating the issues raised by both settled and Traveller communities, as well as providing support to communities to understand each other better."

**Resolved:**

- 1. To note the update of the Traveller Reference Group and support the on-going work programme of the Traveller Reference Group**
- 2. To endorse the aim, objectives and responsibilities of the Traveller Reference Group (as set out at Appendix 1)**
- 3. To receive a brief update at 6 November Environment Select Committee regarding a proposed way forward for 'Action 22', as set out in the Group's strategic action plan.**
- 4. To receive further clarification on the methodology for how the population of Wiltshire's Gypsy and Traveller Community is measured in Wiltshire in November.**

## 37 Public Transport Review Update

The Director for Highways and Transport presented a report from the Cabinet Member for Highways, Transport and Waste. This followed a request from Committee on 21<sup>st</sup> November 2017, when it resolved to receive an update on progress with work on the integration of Non-urgent Patient Transport Service (NEPTS) and Special Educational Needs and Disabilities (SEND) and social care transport. Transport issues for NEPTS, SEND and social care was seen to be a national issue and November's report highlighted to the Committee how the creation of the Council's joint Corporate Director post with the CCG would help to alleviate the problem in Wiltshire. However, the Cabinet Member for Adult Social Care, Public Health and Public Protection had subsequently confirmed in a corporate announcement that this post would not be established at present, and the Committee were interested in how this integration work would be progressed.

It was reported that there had been little integration between Non-Emergency Passenger Transport Services (NEPTS) and Special Educational Needs & Disability (SEND) transport. Some discussion had been had between Wiltshire CCG, Wiltshire Council and the current provider of NEPTS in Wiltshire, ARRIVA Transport Solutions (ATS). The discussion was around ATS utilising the fleet of wheelchair accessible vehicles owned by Wiltshire Council and based at Larkrise School in Trowbridge, on a sub-contracting basis, in order for them to fulfil their contractual obligations on behalf of the CCG. Unfortunately, after considering the offer, the school are unable to provide the service as a sub-contractor, due to the legislation applied to the licensing of the vehicles, which doesn't permit them to be used to generate an income.

A national consultation is currently open on the relevant licensing rules.

### **Resolutions**

**To receive a brief update on the national review of the relevant licensing rules under Section 19 in November, when the Section 19 consultation will have concluded.**

## 38 New Highways Term Consultancy Contract

The Cabinet Member for Highways, Transport and Waste presented a report on the re-procurement of a new highways term consultancy contract when the current contract ends in December 2019. The contract provides support for the provision of essential highway services as well as specialist assistance in the preparation of reports, studies and bids for central government funding. A final version of the report would be brought to Cabinet for decision following scrutiny input.

As a major contract it was important to get the contract correct. One of the safeguards to be employed through the tendering process will be to give quality significant weighting with the split being 50/50 with price. The added value

offered to the council's highways service of each tendering company will be closely considered.

It was reported that tendering a joint contract with another local authority has the potential for diluting the dedicated service and expertise provided to the council. A framework contract with a number of providers may spread the risk of a long term contract with one provider, but may also reduce the level of service provided by the various contractors.

It was suggested that the Environmental and Climate Change considerations stated under paragraphs 37 to 41 in the report also be reflected in the final report's Executive Summary.

A query was raised regarding whether such an important service should sit within the council rather than be delivered by an external contractor. It was reported that although the council does have internal expertise in this area the reactive capacity and specialist technical expertise provided a large external consultant is difficult to compete with internally.

It was reported that not receiving enough DFT funding would not pose the risk of the council not meeting its contractual obligations.

Most of the relevant technical and environmental standards are based on European Union rules so there will be an element of risk management as the Brexit situation develops.

## **Resolutions**

- 1. To note that tenders will be invited for a single supplier to provide Wiltshire's Consultancy Services from 1 December 2019.**
- 2. To note that the contract is to be tendered in accordance with the Council's procurement procedures, the duration will be for five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.**
- 3. To recommend that the environmental and climate change considerations stated under paragraphs 37 to 41 of the draft report be reflected in the final version's Executive Summary.**

## **39 Well Managed Highway Infrastructure Review**

The Cabinet Member for Highways, Transport and Waste introduced a report on the revision of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects.

The new Code of Practise states that the intention is for Local Authorities to develop their own levels of service. The Cabinet Member confirmed that she had not discussed Wiltshire's levels of service with other local authorities as this council's services are determined by the available budget.

There is a dedicated team of inspectors who monitor the work of utility companies involving the council's highway network.

Meeting the standards set out in the inspection manual is challenging in a situation of nationally reducing resources. It was reported that the council's asset management capability has improved steadily but the current national system of funding the maintenance and improvement of non-strategic highways is overly complex and needs review.

## **Resolutions**

**To support that:**

- (i) The proposed Wiltshire Highways Safety Inspection Manual (Appendix 1) is proposed for adoption and use for highway safety inspections from 1 November 2018.**
- (ii) The amended Skid Resistance Policy (Appendix 3) is proposed for adoption.**
- (iii) The highway policies set out in the report (Appendices 4 and 5) are proposed for approval.**
- (iv) Authority will be proposed is delegated to the Cabinet Member, Highways, Transport and Waste and Director, Highways and Transport to make any appropriate and legally necessary amendments to the policies and inspection manual referred to above.**

### **40 Updates from Task Groups and Representatives on Programme Boards**

An report from the Senior Scrutiny Officer providing an update on recent task group activity was received.

Regarding resolution 2 below, the Cabinet Member for Highways, Transport and Waste reported that she considered the cost of employing agency staff to place bin labels as prohibitive.

- 1. To note the update on task group activity provided.**
- 2. Not to endorse the Waste Contracts Task Group's preferred approach of Waste Services employing agency staff to place information labels on householders' waste bins, as opposed to relying on the householder to place their bin labels in the most appropriate place**
- 3. To endorse the Waste Contracts Task Group's view that special arrangements be made for community groups who have been affected as a result of the change to the Council's commercial waste policy.**

### **41 Forward Work Programme**



It was noted that there would be an opportunity to discuss the Resident Engagement Plan prior to decision by Cabinet. This was due to be discussed at September's Committee meeting, however, the Chairman had agreed with the report author to defer the item until Committee next meet in November.

## **Resolutions**

### **To note the Forward Work Programme.**

#### 42 **Urgent Items**

Cllr Mike Hewitt raised the issue of ragwort and the fact that it is illegal to grow the plant in England. The Chairman asked the Scrutiny Officer to draft a short briefing on the Council's policies surrounding ragwort; which would be considered at the next Committee meeting.

#### 43 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 November, also with a 2pm start.

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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## **ENVIRONMENT SELECT COMMITTEE**

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### **MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 6 NOVEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Peter Evans, Cllr Clare Cape, Cllr Peter Fuller, Cllr Tom Rounds, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Sue Evans (Substitute), Cllr Jose Green (Substitute) and Cllr Brian Mathew (Substitute)

#### **Also Present:**

Cllr Toby Sturgis, Cllr Richard Gamble, Cllr Philip Whitehead, Cllr Bridget Wayman, Cllr Jerry Wickham and Cllr Robert Yuill

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#### **44 Apologies**

Apologies for absence were received from Cllr Derek Brown OBE, Cllr Mike Hewitt, Cllr Nick Murry and Cllr Steve Oldrieve.

Cllr Derek Brown OBE was substituted by Cllr Jose Green

Cllr Mike Hewitt was substituted by Cllr Sue Evans

Cllr Steve Oldrieve was substituted by Cllr Brian Mathew

#### **45 Minutes of the Previous Meeting**

The minutes of the meeting held on 4 September 2018 were approved as an accurate record.

#### **46 Declarations of Interest**

There were no declarations of interest.

#### **47 Chairman's Announcements**

The Chairman made the following announcements:

- 1. Update on Gypsy and Traveller Sites being sold (as discussed in Traveller Reference Group Annual Report at 4 September meeting)**

The Chairman reported that Oak Tree Field and Dairy House Bridge gypsy and traveller sites are currently being marketed with expressions of interest having been invited by 19<sup>th</sup> October 2018. Following receipt of the expressions of interest, potential bidders are being invited to make a formal bid for the sites by 7<sup>th</sup> December. Bids will then be assessed with prospective purchaser interviews and a preferred bidder selected by the end of January 2019 with the intention that the sites will be transferred to the new owner by the end of the financial year.

**2. Briefing Note circulated on 12 October 2018 on an update with the 'Home Run' app in reducing congestion and improving air quality.**

The Chairman invited members to contact the school travel plan advisor, should they have particular schools in mind to take part.

**3. Update on local media story: Swindon Borough Council not collecting plastic waste**

The Chairman reported that Swindon Borough Council have decided not to collect plastic, as part of their waste collection and recycling service. This is because they believe that plastic is being incinerated, together with other household waste and not recycled properly.

The Recycling Association respond that the plastic waste in Swindon is not being recycled because Swindon are not collecting it properly; as the waste is being jumbled altogether.

Swindon Borough Council commented that following advice from the National Audit Office and Environment Agency, the Council cannot be certain about where their plastic waste ends up; so they have chosen to make this bold move until the market can be sorted properly.

The Local Government Association have argued that China's waste import ban is costing Councils an extra £500,000 per annum in higher charges from processing their waste and the LGA calls on the Government to provide support to help Councils offset this loss.

**4. Deferred Agenda Item**

The Chairman reported that apologies for this meeting had been received from Cllr Hewitt. Cllr Hewitt had requested that the agenda item on 'ragwort' be considered by the Committee. Due to Cllr Hewitt's absence, the matter would be deferred until the meeting of the Committee in January 2019.

**48 Public Participation**

There was no public participation.

## 49 Highways Annual Review of Service

The Committee considered the report of the Director Highways and Transport which provided a review of the performance of the highways service and an update on performance of the contractors and suppliers involved in delivering the service.

The Head of Highways Assets Management and Commissioning explained that the local highway network is vital for businesses and communities, and effective maintenance to ensure its availability is essential to the economic development of the county. Wiltshire Council recognised the importance of maintaining and managing its highway network effectively, and is assisted in this task by a number of specialist contractors and suppliers. He referred to the following appendices attached to the Annual report:

- Appendix 1 – The annual review of the service for 2017/18
- Appendix 2 – An updated version of the Performance Management Framework
- Appendix 3 – The performance of Ringway Infrastructure Services for 2017/18

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste, the Director of Highways and Transport and Head of Highways Assets Management and Commissioning responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- Considerable increase in the number of potholes in 2017/18 as a result of severe weather.
- The Chancellor's announcement of £420m funding package to fix potholes and how the Council was waiting to receive confirmation of its allocation.
- The issues surrounding the delivery of the grass cutting contract due to the legal implications of the Transfer of Undertaking (protection of Employment) Regulations (TUPE).
- The ability of residents living in new housing estates to directly approach alternative companies to provide the management of open spaces on new estates, therefore reducing their expenditure on management fees.
- The transfer of assets to Parish and Town Councils and their ability to enjoy the same terms as those provided by contractors to Wiltshire Council.
- The impact of reducing budgets on the repair and renewal of pavements and lack of a repair programme apart from essential works based on safety issues.
- Improvements made to the major road network through the county and the continual need for further improvements to the local network.
- Town centres' cleaning and the management of contractor performance standards.

- Confirmation that Atkins manage the tree service throughout the county and Jacksons provide the service to maintain the verges.
- The excellent work undertaken by Parish and Town Council Stewards.
- Confirmation that the Council are fulfilling its highway obligations on white lines on the highway.
- Assessment of road side verges to establish their need for maintenance.
- Development of the 'MyWilts' App within the Council's digitisation project, with a potential launch date of Summer 2019.
- The impact of enforcement, engineering and education in the reduction of accidents and collisions on Wiltshire roads.

The Chairman thanked the Cabinet Member for Highways, Transport and Waste, officers and representatives from Atkins for attending the meeting and providing responses to the issues raised.

**Resolved:**

- i) To endorse the Highways Annual Review of Service, and confirm that the performance of the Council's highways contractors has been good during 2017/18.**
- ii) To welcome the reported reduction in killed and seriously injured on the county's roads as described in the Highways Performance Management Framework.**
- iii) To note that the performance of Ringway Infrastructure Services during the second year of its contract has continued to be good, and a further extension of six months should be awarded in accordance with the condition of contract.**
- iv) To request that the Key Performance Indicators being developed for the proposed streetscene contract should be considered by a future meeting of this committee when they have been developed further.**
- v) To request a report on the Highways Service and the Performance Management Framework in a year's time.**
- vi) To note and value the work undertaken by the Town and Parish Stewards and to ask the Director of Highways and Transport to consider the introduction of an award for the delivery of an exceptional service by Stewards.**
- vii) For the Cabinet Member for Highways, Transport and Waste to consider establishing a monthly reward scheme for Wiltshire's Parish Stewards.**
- viii) Committee recommends that the Cabinet Member for Highways, Transport and Waste consider the importance and significance of Parish Stewards to helping to maintain the highways, when setting the budget for 2019/20.**
- ix) For the Cabinet Member for Highways, Transport and Waste to return to Committee with information on whether the rate of Killed and Seriously Injured incidences has reduced, or whether vehicles have become safer, which has led to the reduction as noted in the report.**

**x) The Council takes all practical measures to reduce the amount of KSIs**

50 **LED Lighting**

The Committee received the report of the Director of Highways and Transport seeking comment on proposals to proceed with an 'invest to save' project to convert the Council's existing street lighting to more energy efficient Light Emitting Diode (LED) units, and to the procurement of the new lighting units, prior to the final report being considered by the Cabinet at its meeting on 11 December 2018.

The report indicated that energy costs had risen sharply in recent years, with an expectation that the costs would continue to rise in the future. The annual energy costs for street lighting are currently over £1.9m and with budget restrictions the costs were becoming increasingly unaffordable. Members were reminded that the Council had implemented a scheme to reduce energy consumption by operating the street lighting in the side roads in towns for part of the night only. This scheme was introduced from 2014 in all of the larger towns, and has operated successfully. Rising energy costs, and the reducing cost of LED lighting, have justified reviewing the case for LED lighting. The current units are becoming obsolete and going out of production, and are becoming increasingly difficult to obtain.

The report noted that LED lights used considerably less energy than the current lighting units, and a major advantage is that LED lights provide the opportunity to dim the lighting during off-peak periods to further reduce energy consumption. The report detailed the costs of the project and potential savings that could be achieved by implementing the proposals, with a payback period of just over 11 years.

The Head of Highways Asset Management responded to a number of questions and issues raised by members. In particular:

- the scheme being classed as a 'invest to save' scheme with a 100% replacement of lighting units;
- The siting of lighting columns and the positive effect on pavement lamination.
- The potential to reduce road and pavement accidents.
- The versatility of LED lights due to the ability to dim and trim the lights remotely at certain times of the day in urban and rural areas.
- The inability to use solar technology for street lighting.
- The recovery of costs where lighting columns are damaged in road traffic accidents.
- Inclusion of tree works within the overall programme of works for lighting columns.
- The responsibility for maintaining street lights in housing estate open spaces.
- The impact of 'Dark Sky Status' for rural areas.

- The maintenance costs included in the overall budget for the project.
- Responsibilities for the delivery of the project.
- The checking of lighting columns for their suitability to take the new LED lighting units.
- The use of IT to monitor the costs of the new lighting units.

**Resolved:**

- i) To endorse the scheme to replace the Council's older street lighting lanterns with LED units.**
- ii) Acknowledge the economic benefits of the proposed LED lighting project and the environmental benefits it will bring, especially in terms of reduced carbon footprint.**
- iii) To note the provision in the Council's capital budget from 2019/20 for the scheme.**
- iv) To note the proposal to dim the new lighting between 8.00pm and 6.00am, with additional dimming after 11.00pm and explore the possibility of trimming at other times.**
- v) To ask the Director of Highways and transport to give consideration to the options for extending the LED lighting to other suitable Council owned lighting, including in public open space and car parks.**
- vi) To delegate authority to the Director, Highways and Transport, in consultation with the Cabinet Member, Highways, Transport and Waste and to invite tenders and award contracts for the supply of LED lighting units in consultation with the Director Finance and Procurement**

**51 Public Transport Review Update**

The Committee received an update from the Director for Highways and Transport, reviewing the usage of Section 19 and 22 permits for road passenger transport.

It was noted that due to a series of concerns raised nationally and in Europe, the Department for Transport (DfT) were undertaking a consultation on the Community Transport (CT) Permit system. This specifically affects CT providers that undertake paid services, even if they are small scale and linked to the local community.

This would increase the regulatory process, meaning CT providers would need to convert their operations to an Operators' licence and their drivers obtain Passenger Carrying Vehicles (PCV) licences. Resulting in significantly increased operating costs. Also, enhanced regulations are likely to reduce the number of volunteers willing to drive minibuses, especially older drivers whom the sector is most reliant upon.

The Director for Highways and Transport explained that the Council was still waiting for clarification from the DfT and the outcome of the consultation. The Director also responded to a number of questions and issues raised during the meeting. In particular, possibility of allocating CATG funding towards this



service; the large number of consultation responses from the Local Government Association and other organisations included in the consultation; and the devastating impact on all community transport schemes if the proposals were implemented.

**Resolved: That a further briefing note be presented to members when the advice/clarification has been received, potentially March 2019.**

52 **Traveller Reference Group - Update**

The Committee received a written update report from the Consultant in Public Health (Acting), about the Gypsy and Traveller population and how it is accounted for in Wiltshire.

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property was in attendance and confirmed that the number of traveller families on permitted and tolerated traveller sites in Wiltshire, detailed in the report, did include those on privates and other sites.

The Committee received a number of technical questions from Cllr Lay in relation to the numbers of Gypsy and Travellers on council sites, private sites, tolerated and unlawful sites. As the Consultant in Public Health was not able to attend the meeting, the Chairman asked that the Consultant in Public Health provide a brief written response to the technical questions for the Committee's next meeting.

**Resolved:**

1. **That the Committee endorses:**
  - i. **the strength of the methodology for how the Gypsy and Traveller community is measured in Wiltshire**
  - ii. **the proposed way forward for actions 8 and 22, as listed in the attached report**
2. **That the Committee receive an update from the Consultant in Public Health about the numbers of Gypsy and Travellers on council sites, private site, tolerated, unlawful sites.**

53 **Section 106 Funding**

The Committee received a verbal update from the Head of Development Management about Section 106 Funding.

The Head of Development Management explained that further information about Council held Section 106 money, was not currently available, however, further investigations were taking place and would be reported to the Committee at a future date. He also indicated that members could contact Sarah Holloway, Technical Team Leader, Waste and Environment Commissioning, for further information about Section 106 contributions.

**Resolved: That the comments of the Head of Development Management be noted.**

## 54 Emissions

The Committee received a briefing note from the Director for Public Health about emissions and air quality in Wiltshire and considered the possibility of scrutiny involvement in Wiltshire's emissions.

The report detailed information about local air quality and how it is managed; the Northacre Renewable Energy Ltd planning application for Advanced Thermal Treatment Facility; and the work of the Councils ECO Board.

Cllr Jones MBE, Vice-Chairman, reported that a meeting was held with Stephen Eades and David Levy to discuss the proposed Westbury ATT plant and the associated issue of air quality. The Vice-Chairman agreed to take some actions forward with Cllr Wickham, Cabinet Member for Public Health, Public Protection and Adult Social Care. A copy of a letter from Mr Eades is attached to these minutes.

The Head of Public Protection responded to a number of questions and issues raised by Members. In particular, the following issues were raised: the existing Air Quality Management Areas in Wiltshire; references to the dedicated air quality website with real time data for Wiltshire; the impact of driving behaviours on the level of emissions, especially in town centres around traffic lights and on the school run; new developments and their impact on emission levels in the surrounding area; promotion and support of travel plans and the Home Run app to promote a reduction in school run traffic.

Cllr Wickham, Cabinet Member for Public Health, Public Protection and Adult Social Care, informed the Committee that the Air Quality Strategy was due to be reviewed and he suggested that, once the draft Strategy was available, the Environment Select Committee would be asked to scrutinise the document prior to its consideration by Cabinet.

Members were reminded that this Committee was not the appropriate forum to consider matters relating to planning and these should be confined to the Strategic Planning Committee or the particular Area Planning Committees.

The Chairman suggested, in light of the emissions levels in Wiltshire improving greatly since 2017 and the county's emissions levels not exceeding any Government regulations, that this Committee does not undertake any further scrutiny involvement on this topic at present.

### **Resolved:**

- 1. That the Committee take no further scrutiny involvement in this topic at present.**
- 2. That the new Air Quality Strategy be scrutinised by the Environment Select Committee prior to its consideration by Cabinet.**
- 3. That the letter from Mr Eades and Mr Levy, referred to above, be attached as an appendix to these minutes.**

55 **Ragwort**

The Chairman reported that Cllr Hewitt had requested that the Committee consider this matter. Unfortunately, Cllr Hewitt had sent his apologies for this meeting, and therefore it was suggested that the matter be deferred to the Committee's next meeting.

**Resolved: To defer this agenda item until the next meeting of the Committee on 15<sup>th</sup> January 2019**

56 **Updates from task groups and representatives on programme boards**

The Committee received updates on recent activity for the following Task Groups:

The Committee received updates on recent activity for the following Task Groups:

- i) Waste Contracts Task Group
- ii) Late Night Taxi fares
- iii) Rapid Scrutiny: Plastic Waste for Wiltshire Roads

**Homelessness Task Group**

The Chairman reported that a Task Group had been proposed by Cllr Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism, for Overview and Scrutiny to support the Council in its development of a Homelessness Task Group.

The Committee noted the proposed Terms of Reference for the Task Group and those members that had already expressed an interest in serving on the Task Group, as detailed below:

- Cllr John Walsh
- Cllr Gordon King
- Cllr Pip Ridout
- Cllr Deborah Halik
- Cllr David Halik
- Cllr Graham Wright

Additional members were being sought to serve on the Task Group from this Committee, preferably from the areas where homelessness is a particularly prevalent issue. The Chairman, Cllr Matthew Dean, expressed an interest in serving on the Task Group, along with Cllr Tom Rounds. The membership of the Task Group was thus confirmed.

**ECO Board**

Due to the absence of Cllr Murry, there was no update about the latest meeting of the ECO Board.

**Resolved:**

- 1. To support the principle of setting up a Homelessness Task Group.**
- 2. That Councillors Matthew Dean and Tom Rounds be included as members of the Homelessness Task Group**

**57 Forward Work Programme**

The Senior Scrutiny Officer introduced the Committee's Forward Work Programme, asked for confirmation about how to progress a number of items and provided updates on the following areas:

- Salisbury Recovery – The Chairman reported that a Salisbury Recovery Programme Director is in the process of being appointed. In the interim all day to day requests for information from Officers should be directed to Robin Townsend.

**Resolved:**

- 1. To note the Forward Work Programme.**
- 2. To receive a short presentation about the Salisbury recovery Programme at the next meeting of the Committee in January 2019.**

**58 Urgent Items**

There were no urgent items.

**59 Date of Next Meeting**

The date of the next meeting was confirmed as 8<sup>th</sup> January 2019.

Cllr Cape left the meeting at 4.10pm  
Cllr Green left the meeting at 4.20pm  
Cllr Yuill left the meeting at 4.25pm  
Cllr Whitehead left the meeting at 4.25pm  
Cllr Wickham left the meeting at 4.30pm

(Duration of meeting: 2.00 - 4.45 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services,  
direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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Meeting with Matthew Dean,  
Chair, Environment Select Committee, Wiltshire Council.  
23<sup>rd</sup> July 2018.

Hills Waste Solutions Limited is proposing a 160,000 tonnes gasification incinerator at Northace, Westbury. Hills has a existing consent from September 2015 (14/12003/WCM) which it is currently applying to modify (18/09473/WCM) and an application (18/03816/WCM) which was refused consent 18<sup>th</sup> July 2018.

## The Issues.

- By thermally ‘combusting’ the waste, very large quantities of Carbon are being released into the atmosphere. This is against the requirement to reduce carbon emission under the Climate Change Act.
- Dust particles (carbon soot) are emitted. The diameter of the particles (PM) is tiny, measured in microns. They are invisible to the eye. The outside of the particles is coated with toxic materials (arsenic, chlorine, lead, mercury etc. which are present in the waste). If breathed in, the tiniest of these particles - PM1.0 microns and particularly ‘ultrafine particles’ measuring PM0.1 microns - enter the blood stream, causing disease. They are a serious, recognised health risk ( DEFRA and PHE).
- The EU Waste Emissions Directive (WID) only regulates (requires filters to be installed to remove the particles from emissions) for particles down to PM2.5 in size. All particles below PM 2.5 are emitted to atmosphere.
- The Environment Agency, which regulates emissions to atmosphere via the Environmental Permit Regulations, has no legal powers to require filters to be fitted which can remove particles sized below PM2.5. Therefore such filters will not be fitted. Technologically, such filters exist and are commercially available.
- All emission plumes come to ground under clearly known weather conditions. When this happens, the exposed public breathe in the undiluted emission.
- Hills has not produced a comprehensive ‘Plume Grounding Emission Model’, nor a Model which uses (Westbury) local meteorological data. Therefore the frequency, duration and location of these plume grounding events has not been evaluated.
- The Environment Agency does not normally examine the likelihood of plume grounding events, nor the consequences, in its Environmental Permit procedures. This issue therefore is likely to remain unassessed.
- The A350 in Westbury is an Air Quality Management Area due to breaches of NO<sub>2</sub> levels and, by implication, PM levels (which have not been measured, only inferred). The proposed incinerator will routinely emit NO<sub>2</sub> thus increasing ambient NO<sub>2</sub> levels upon emission by 8.0µg m<sup>-3</sup> and PM upon emission by 0.25µg m<sup>-3</sup> which will likely intensify the breach of the AQMA.

## The Issues (continued).

- Wiltshire Council's updated draft Waste Management Strategy makes incineration with energy recovery a "strategic" waste management option. This encourages the use of incineration with energy recovery. It also means that such plants are located near centres of population (strategic sites 'should be sited within 16 miles of significant settlements' e.g. Trowbridge).

## The Solutions.

- In planning terms: Remove the 'strategic status' of incineration with energy recovery in the updated draft Waste Management Strategy. This means such incineration would become discretionary in planning terms rather than obligatory, and would enable incineration sites to be located away from significant centres of population.

- In planning terms, refuse incineration on the grounds that its carbon emissions make it inconsistent with 'sustainability criteria' (ref. relevant NPPF).

- In planning terms : CP42 Standalone renewable energy installations ". . . .proposals will need to demonstrate how impacts on the following factors have been satisfactorily assessed, including any cumulative effects, and taken into account . . . . vii. Residential amenity, including noise, odour, visual amenity and **safety**. . . . [emphasis added]"

- In planning terms : CP54 Air Quality Strategy. Main Aim "Wiltshire Council working collaboratively will seek to maintain the good air quality in the county and **strive to deliver improvements** in areas where air quality fails national objectives in order **to protect public health** and the environment . . . .[emphasis added].

- In planning terms : : CP55 Air Quality "Development proposals which by virtue of their scale, nature or location are likely to exacerbate existing areas of poor air quality **will need to demonstrate** that measures can be taken to **effectively mitigate emission levels in order to protect public health**, environmental quality and amenity. Mitigation measure should demonstrate how they will **make a positive contribution** to the aims of the Air Quality Strategy for Wiltshire and, where relevant, the Wiltshire Air Quality Action Plan"[emphasis added].

Stephen Eades and David Levy

N. Wiltshire Friends of the Earth And The Air That We Breathe Network, Westbury

23rd October 2018.



## ENVIRONMENT SELECT COMMITTEE

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**MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 8 JANUARY 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Bob Jones MBE (Vice-Chairman, in the Chair), Cllr Peter Evans, Cllr Peter Fuller, Cllr Tom Rounds, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Steve Oldrieve, Cllr Sue Evans (Substitute) and Cllr Brian Mathew (Substitute)

**Also Present:**

Cllr Brian Dalton

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**1 Apologies**

Apologies for absence were received from Cllr Matthew Dean, Cllr Derek Brown, Cllr Mike Hewitt and Cllr Nick Murry, Cllr Clare Cape.

Cllr Clare Cape was substituted by Cllr Brian Mathew  
Cllr Derek Brown was substituted by Cllr Sue Evans.

**2 Minutes of the Previous Meeting**

The minutes of the meeting held on 6<sup>th</sup> November 2018 were approved as an accurate record.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Chairman's Announcements**

The Chairman made the following announcements:

- 1. Committee Seating Plan**  
Attention was drawn to the new seating plan for the Committee
- 2. Recent Learning & Development Workshop for OS Members**

The Chairman agreed that details about the recent 'Effective Overview and Scrutiny meetings' workshop, held in October 2018 should be circulated to members of this Committee.

5 **Public Participation**

There was no public participation.

6 **Resident Engagement Plan**

The Committee considered the report of the Director of Housing and Commercial Development, which provided an updated Resident Engagement plan 2019-2022 and Action Plan, previously agreed by the Housing Board, and sought guidance about the future direction of Resident Engagement within the Council's Housing Services.

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism introduced the report and explained that the new Resident Engagement Plan would assist the service in ensuring it can deliver the high quality flexible services that are supported in the Business Plan. It will also assist in ensuring the Council act in accordance with the Regulatory Standards and will assist in the retention of the Tenant Participation Advisory Service Accreditation; as well as assisting the service in exceeding residents' expectations.

The Committee noted that there is increasing evidence that having resident engagement arrangements has had a positive impact on the quality of service provision to residents and their families. The current resident engagement arrangements concluded in 2018 and an updated Resident Engagement Plan and Action Plan would ensure that services provided to residents met their expectations, that the Council actions are in accordance with obligations including legal and regulatory obligations, and complement the Council's Business Plan.

The Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism and Director of Housing and Commercial Development responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- Future Council proposals for the establishment of a Local Housing Company and Local Development Company to meet upcoming social housing demand and confirmation that there were no plans to transfer existing social housing to this new organisation.
- Issues connected with housing estates containing a mixture of social and private home ownership and potential conflict with vehicles parking on the estates roads and the potential to limit access necessary for Council refuse vehicles to collect waste.
- Increasing engagement with residents and taking into account their views.

- Amendment of Plan Objective 2.1 – All services reviewed and redesigned with customers and better value for money achieved - taking into account the removal of the Housing Revenue Account cap.
- Encouraging people with valid email addresses to receive 100% digital correspondence as an option.

The Chairman thanked the Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism and officers for attending the meeting and providing responses to the issues raised.

**Resolved:**

- 1. To endorse the Resident Engagement Plan 2019-2022 and Action Plan, previously agreed by the Housing Board, subject to paragraph 2.1 of the Plan to be amended to reflect the lifting of the cap on the Housing Revenue Account.**
- 2. To receive ad-hoc updates (as opposed to an annual update) with regard to the progress in achieving targets within the Resident Engagement plan 2019-2022.**

**7 Housing Board - Annual Report**

The Committee considered the report of the Director of Housing and Commercial Development, which provided the Committee with an opportunity to comment on the activities of the Council's Housing Board between December 2017 and November 2018, prior to the Annual Report being considered by the Cabinet on 26<sup>th</sup> March 2019.

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism explained that throughout the period of the Annual report, the Board has engaged in a range of activities to shape the service offered to residents and their families, increased service quality via appropriate monitoring mechanisms, encourage resident engagement and protected the reputation of the council as a landlord by ensuring a robust Business Plan is implemented. The Committee noted that much work had been undertaken in relation to garage sites and how they would be utilised going forward, also the positive outcomes of the 7 year repairs and maintenance rolling programme.

The report set out the areas focused on by the Board during the year, with the primary focus of the Board being (i) the Housing Revenue Account (HRA) Business Plan; and (ii) the Asset Management Strategy (AMS).

The Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism responded to a number of issues and comments from the Committee, in particular, the following issues and comments were raised:

- Attendance by Councillors and the public at Board meetings and the meeting locations.
- Existing garage stock and the need to continually review the needs of tenants and the wider need of providing more social housing in areas where garages have degraded to such an extent, due to lack of use, that they become a liability rather than an asset.
- Consideration of the future demand for garage sites undertaken by the Housing Board.
- The lead officer for monitoring the Housing Priorities and Workplan would be the Director – Housing and Commercial Development, following the recent departure of the Head of Housing – Strategy and Assets.

The Chairman thanked the Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism and officers for attending the meeting and providing responses to the issues raised.

**Resolved: To endorse the Housing Board Annual Report.**

## 8 Late Night Taxi Fares

The Committee considered the report of the Late-Night Taxi Fares Task Group, which presented the findings and recommendations of the Task Group for endorsement and referral to the Cabinet Member for Adult Social care, Public Health and Public Protection.

Cllr Graham Payne, Chairman of the Late-Night Taxi Fares Task Group introduced the final report of the Task Group. He thanked all those involved in the Task Group, including the Scrutiny Lead, Task group members, Council officers and witnesses. He explained that the Task Group met with 6 witnesses from the Salisbury area including the late night economy, Managing Director of a Salisbury-based taxi company and a representative of the taxi trade in the Salisbury area. In addition, the Task Group also met with taxi trade representatives from other parts of the county.

In particular, Cllr Payne reported on the following issues:

- The set-up of the Task Group, the number of occasions the Task Group met and how they undertook the Review.
- The loss of trade to other locations following the introduction of revised tariffs in 2014.
- Tariff 2 and upwards being out of kilter with other Local Authorities, including Tariff 5 being significantly higher.
- The number of taxi's operating in Salisbury.
- The need to continue to raise standards across the trade, including the possibility of introduction BTEC qualification for Hackney Carriage drivers.
- Lack of the availability of disabled Hackney Carriages.
- Evidence received of safeguarding issues for drivers and passengers.

- In addition to the recommendations in the Task Group report, to request officers undertake an appraisal of the current Council Tariffs compared to regional averages.

In response to questions about benchmarking Council fares against Uber fares, Cllr Payne reported that the task Group report concluded that this matter should be considered in the longer term.

The Cabinet Member for Adult Social Care, Public Health and Public Protection, thanked the Task Group and Scrutiny Lead. He welcomed the report, and explained that he would follow up the issues raised and recommendations of the Task Group with officers and the Licensing Committee, as appropriate. He would also provide regular updates to the Environment Select Committee.

The Chairman thanked the Chairman of the Task Group and officers for attending the meeting and providing responses to the issues raised.

**Resolved: To endorse that the Task Group recommends that the Cabinet Member for Adult Social Care, Public Health and Public Protection:**

- 1. Takes into account the evidence presented, considers and consults on whether the current maximum late-night taxi tariffs are appropriate across the county – including in Salisbury – and to consider:**
  - a. removing tariffs 3 and 5 altogether (currently 2.30-5.59am), and**
  - b. operating tariff 2 between 12.00-5.59am rather than between 10.30pm-2.29am.**
- 2. Reviews the significant difference between the current maximum tariffs for 5- and 8-seater taxis (particularly when compared with equivalent differences in other areas) and considers if these are justified by any additional costs associated with operating larger vehicles.**
- 3. In addition to expanding the council’s existing ‘Fit and Proper Person’ requirements regarding taxis, which the task group supports, considers introducing a requirement that all drivers pass a BTEC qualification in the Role of the Professional Taxi and Private Hire Driver in order to ensure the highest standards of service and protection for the public.**
- 4. Considers whether the introduction of CCTV in taxis as a way of safeguarding passengers and drivers is appropriate, having assessed the opportunities and risks, and the experiences of other local authorities.**

5. **Calculates the total number of taxis in Wiltshire that are suitable and available for disabled passengers (other than those generally being used under council contracts) and takes action to increase this if necessary, including, if appropriate, by amending the requirement on taxi companies within the relevant policy.**
6. **To undertake an appraisal of the current Council Hackney Carriage Tariffs in comparison to other Local Authorities and regional averages.**
7. **To receive regular updates on actions taken in relation to the above recommendations.**

## 9 **Waste Contracts Task Group - Final Report**

The Committee considered the final report of the Waste Contracts Task Group, which presented the findings and recommendations of the Task Group for endorsement and referral to the Cabinet Member for Highways, Transport and Waste.

Cllr Sven Hocking, Chairman of the Waste Contracts Task Group introduced the final report of the Task Group. He thanked all those involved in the Task Group, including the Senior Scrutiny Officer, Task Group members, Cabinet Member for Highways, Transport and Waste, Director of Waste and Environment and officers. He commented on the marketing and communication plan in relation to the changes to household waste collections, introduction of a re-use area at all Wiltshire Household Recycling Centres, communication with residents, the need to market recycling, the steps involved in making prosecution and Fixed Penalty Notices for fly tipping and the Wiltshire App.

Cllr Hocking, the Cabinet Member for Highways, Transport and Waste and the Director of Waste and Environment responded to a number of comments and issues on the following:

- The Wiltshire App update being part of the digital programme.
- Fly tipping and the need to seek evidence to enable prosecutions.
- The need to reconvene the Task Group at a future time to consider waste contracts.
- Awareness campaign on the type of materials allowed to be recycled.
- The use of plastics in road building.

The Chairman thanked the Chairman of the Task Group, Cabinet member and officers for attending the meeting and providing responses to the issues raised.

**Resolved: To endorse the following recommendations of the Task Group and refer them to the Cabinet Member for Highways, Transport and Waste for consideration and implementation:**

1. In order to support the delivery of the Business Plan 2017-27 objective(s) of high recycling rates and reducing litter, the Council to:
  - a. Regularly communicate the duties and responsibilities of businesses for disposing of their commercial waste, through a variety of means, such as:
    - i. Leaflet drop-offs to businesses
    - ii. Social media channels
    - iii. Parish/Town Council Newsletters
    - iv. Regularly maintaining and updating the Council's commercial waste webpages
  - b. Create a 'Commercial Waste Directory' for Wiltshire, which details which individuals/organisations can collect and recycle commercial waste for Wiltshire's businesses. This Directory to also be regularly publicised through the above channels listed in I to IV.
  - c. For a 'Re-Use' section to be introduced at all Wiltshire's HRCs and, at the HRCs where it already exists, for this section to become operational. This facility to be widely and regularly publicised, so that residents are aware of it and can begin to take advantage of it.
  - d. Regularly communicate to residents, as well as town and parish councils the need for and importance of segregating recycling materials, in order to continue to ensure that the quality of Wiltshire's recycle remains at a high level. Such communication to be facilitated through the above channels listed in I to IV.
2. Utilise fixed penalty notices (FPNs) instead of warning letters and report back to the Environment Select Committee after a 12 month period, including the amount of FPNs issued in comparison to warning letters and the effect that this has had on fly-tipping/reducing litter in Wiltshire.
3. Formulate a public relations campaign which seeks to encourage residents to come forward with evidence and information, if they see waste being fly-tipped.
4. Amend the MyWiltshire App, so that reporting of fly-tipping/waste incidents becomes a simpler and more user-friendly process.
5. The Environment Select Committee to reconvene a Waste Contracts Task Group to consider 'The implementation and performance of

**the council's waste contracts for collecting and managing waste and recyclables' when Lots 1, 3, 4 and 5 become fully operational.**

- 6. To ask the Cabinet Member for Highways, Transport and Waste to report further on a public relations campaign seeking evidence of fly tipping.**

## 10 **Ragwort**

The Committee considered a briefing note of the Head of Public Protection, which provided an update on the council's policies surrounding ragwort, as requested by Cllr Hewitt at the Committee's meeting in September 2018.

In addition to the information provided in the briefing note about the effect of ragwort on livestock, Cllr Lay raised a concern about dog fouling in the countryside and its effect on livestock. The Chairman asked the Committee if this was an issue they would like to be added to the Forward Work Programme.

**Resolved: To note:**

- 1. The contents of the briefing note and the responsibility of the land occupier for monitoring and controlling the growth and spread of ragwort**
- 2. The Council's role in monitoring and controlling the growth and spread of ragwort in Wiltshire**
- 3. That the briefing note be circulated to all Members of the Council.**
- 4. That an item on dog fouling in the countryside and its impact on livestock, be included in the Committee's next Forward Work Programme.**

## 11 **Salisbury Recovery Operation**

The Committee received a presentation from Cllr Pauline Church, Cabinet member for Economic Development and South Wiltshire Recovery, about the work being undertaken to revitalise the economy in Salisbury and how funding from the Government has been allocated.

Cllr Church reported that, as at mid November 2018, footfall in Salisbury was down 16.3% compared with 2017. It was suggested that part of the reduction was due to an increase in online sales for Black Friday and possibly the airing of the BBC Panorama programme about the Salisbury poisonings. In particular, Cllr Church commented on the following issues during the presentation:

- South Wiltshire recovery income and expenditure from various streams totalling £5,335.491.
- A breakdown of the funding from Wiltshire Council reserves.
- A breakdown of the funding from Central Government.
- South Wiltshire moving forward, including the long term economic recovery plan, initiatives and governance.



Cllr Church, in responding to comments from the Committee, explained that (i) there were no timescales for the recovery operation. The process had seen many different stakeholders coming together to work for the good of the city, and this should be a blueprint for towns and cities across the county; (ii) The £500,000 awarded to Visit Wiltshire from Central Government was for advertising Wiltshire overseas; (iii) The benefits of contributing £1.5m from Council reserves to the operation would probably not be financial, although the Government were well aware of the financial challenges faced by the Council. Wiltshire would receive a higher focus by the Government; (iv) The increasing use of Park and Ride in Salisbury and the need to promote this form of transport in the long term; and (v) Path linkages to the town centre from West Harnham.

The Chairman thanked the Cabinet Member for the very informative presentation.

**Resolved: That the presentation be noted and that the Committee receive an update on the latest position in 6 months.**

## 12 **Strategic Depot Review**

The Committee received a verbal update from the Director of Housing and Commercial Development about the proposed strategic depot review.

He explained that the council continues to have a significant requirement for operational depot facilities from which to deliver its services and in a large and rural county, the cost-effective delivery of operational services basic logistics necessitates multiple facilities, based on a geographical spread. The council's depot stock is becoming increasingly dilapidated and has suffered from years of under-investment. There are a number of relatively modern and cost-effective facilities, but also an increasing number that are no longer fit for purpose with escalating costs for maintenance, compliance, and energy consumption. Members notes that the council is at risk of sanctions by the Environment Agency.

There was immediate need for action due to the significant risk of service failure in relation to the winter depots. It is proposed that the Council adopt a phased approach that delivers the short-term requirements necessary to support the delivery of services, with a longer-term strategy developed as the current uncertainties are resolved. It was noted that the final report on this matter would be considered by the Cabinet on 5<sup>th</sup> February 2019.

The Chairman thanked the Director of Housing and Commercial Development for his briefing.

**Resolved: To note the briefing.**

### 13 Updates from task groups and representatives on programme boards

The Committee received updates on recent activity for the following Task Groups:

- i) Homelessness Strategy Task Group; and
- ii) Rapid Scrutiny: Plastic Waste for Wiltshire's Roads

#### Homelessness Task Group

The Chairman referred to the Task Group's proposed and amended terms of reference and membership, and asked the Members to endorse them. Cllr Clewer provided a brief update of the work of the last Task Group meeting and indicated that their work was progressing well.

#### **Resolved:**

- 1. To endorse the revised Terms of Reference of the Homelessness Task Group, as detailed in the report.**
- 2. To endorse the membership of the Homelessness Task Group, as detailed in the report.**
- 3. To endorse Cllr Graham Wright's membership on the Homelessness Strategy Project Board as the O/S representative.**

### 14 Forward Work Programme

The Senior Scrutiny Officer introduced the Committee's Forward Work Programme, asked for confirmation about how to progress a number of items and provided updates on the following areas:

- HIAMS: Streetworks
- Waste Management Strategy

#### **Resolved:**

- 1. To note the Forward Work Programme.**
- 2. To receive a briefing note on the HIAMS: Streetworks item and remove from the Forward Work Plan.**
- 3. To confirm that an update on the Waste Management Strategy would be received by the Committee at its meeting on 23<sup>rd</sup> April 2019.**

### 15 Urgent Items

There were no urgent items.

### 16 Date of Next Meeting

The date of the next meeting was confirmed as 12<sup>th</sup> March 2019.

(Duration of meeting: 2.00 - 3.45 pm)

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## HEALTH SELECT COMMITTEE

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**DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 18 DECEMBER 2018 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Chuck Berry (Chairman), Cllr Gordon King (Vice-Chairman), Cllr Christine Crisp, Cllr Clare Cape, Cllr Gavin Grant, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Fred Westmoreland, Cllr Graham Wright, Diane Gooch and Irene Kohler

**Also Present:**

Cllr Phil Alford

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**80 Apologies**

Apologies for absence were received from Cllr Mary Champion, Cllr Howard Greenman, Cllr Mollie Groom and Cllr Deborah Halik.

The Chairman referred to the sad news of the passing of Clare Evans who had been Chair of the Wiltshire Centre for Independent Living (CIL) and its representative on this Committee. She was leaving an admirable legacy which the CIL would work tirelessly to honour.

The Chairman then welcomed Sue Denmark, the new Chair of CIL who was CIL's new representative on this Committee.

**81 Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 11 September 2018.**

**82 Declarations of Interest**

There were no declarations of interest made at the meeting.

**83 Chairman's Announcements**

The Chairman made the following announcements:-

**Places of Safety** The Health Select Committee resolved on 6 March 2018 to receive the evaluation of the Places of Safety service, led by the CCG and involving service users, at its December 2018 meeting.

It was agreed this would include the outcome / analysis of the feedback that would be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure was having on the populations of Swindon and Wiltshire and individuals using the service.

Work was currently ongoing this month (December 2018) on the two areas that would inform the report the committee had requested:

- service user experience (with user consent) and
- wider stakeholder feedback.

On this basis, a report should be available for the Health Select Committee at its March meeting.

**Winter Preparedness** A special meeting of the Health & Wellbeing Board had been held on Friday 14 December 2018 to consider the progress being made to tackle winter pressures. Cllr Gordon King, Vice-Chairman, reported that he had attended that meeting when it had been explained that efforts were being made to encourage the public to consult their GP surgeries or local pharmacies instead of attending hospital A & E departments wherever possible.

#### 84 **Public Participation**

Mr A Milroy attended in order to make a statement about the Maternity Transformation Plan. He opted to make his statement when the Committee considered that item.

#### 85 **Final report - CAMHS (Child and Adolescent Mental Health Services) task group**

The Chairman invited Cllr Phil Alford as Chairman of the CAMHS Task Group to introduce the Task Group's final report.

Cllr Alford reminded the meeting that the CAMHS Task Group was established jointly by the Children's Select Committee and this Committee to look at the re-commissioning of the CAMH service, access and referral points to CAMHS, as well as how this service fitted into the overall mental health offer for children and young people in Wiltshire. This final report would also be considered by the Children's Select Committee at its meeting on 8 January 2019.

Cllr Alford explained that the Task Group agreed that when comparing the re-commissioned model with the former CAMHS model, the changes to the service

had been made in appropriate areas and the commissioners had clearly been very forward-thinking in their efforts. Although there was still work to be done to truly capitalise on these changes and deliver even greater mental health outcomes for children and young people in Wiltshire, progress was being made. The key areas where the Task Group felt that CAMHS could deliver an even greater service related to accessibility, communication and transition arrangements between CAMHS and adult mental health.

During discussion, Members congratulated the Task Group on the valuable and important work it had been undertaking and highlighted the need identified for improved communication at all levels which it was noted would be investigated at greater level by the Task Group when it reconvened in September 2019.

**Resolved:**

- (1) To endorse the six recommendations as set out in the Task Group's report, with the addition to Recommendation 2 of "and previously looked after children" and to ask the Children's Select Committee to include this addition in its resolution when it considers the report on 8 January 2019.**
- (2) To endorse the areas the Task Group wishes to explore further to clarify any misinformation previously received.**
- (3) To receive a further update in due course in 2019.**

**86 Wiltshire Safeguarding Adult Board - update**

The Committee received an update from Richard Crompton, Independent Chair of the Wiltshire Safeguarding Adults Board, on the outcome of the safeguarding adults reviews considered by this Committee on 24 April 2018, in addition to other work undertaken by the Wiltshire Safeguarding Adult Board since then.

He reported that the Council, together with police and health partners, had launched a multi-agency safeguarding hub to improve outcomes for adults at risk.

Two reviews had been commissioned, one of which involved the death of a vulnerable, homeless adult and it was anticipated that valuable learning would be achieved from this exercise.

A self-assessment audit and peer challenge event identified key issues across the local system, including a need to increase understanding of adult safeguarding and of the Mental Capacity Act 2005. Following the peer challenge, the Board ran a learning event which was very well attended on the application of the Mental Capacity Act.

Wiltshire Council remained the majority funder but Wiltshire Clinical Commissioning Group and Wiltshire Police had increased their contributions to the Board to ensure that its work was multi-agency.

It was noted that one board manager and team now co-ordinated work across the Board and Community Safety Partnership to improve the effectiveness of partnership working.

After some discussion,

**Resolved:**

- (1) To note the contents of the verbal report.**
- (2) To receive the yearly update from the Wiltshire Safeguarding Adult Board and information on the three-year strategy at the Committee's meeting on 30 April 2019.**
- (3) To ask the Cabinet Member for Adult Social Care to draw to the attention of Area Boards, via the Community Engagement Managers, the work of the Adult Safeguarding Board and the ways in which to refer any safeguarding concerns to the Multi-Agency Safeguarding Hub (MASH).**

**87. Maternity Transformation Plan**

The views of Mr Andy Milroy, a local resident, were received who explained his objections to the Transformation Plan. He considered that the recent decision by Wiltshire Health Care to close Trowbridge Minor Injury Unit at night was a very dangerous precedent and meant that potentially any health service in Wiltshire could be closed arbitrarily with no public consultation. The Trowbridge Minor Injury Unit was the only all-night minor injury facility providing a service throughout the night in the whole of West and North Wiltshire, with patients travelling from surrounding towns including Devizes, Frome, Melksham and Warminster. He stressed the need for detailed statistical information which he considered was currently lacking. This was vital in order that a valid decision could be made following the public consultation exercise.

The Chairman, on behalf of the Committee, thanked Mr Milroy for his statement. It was reported that officers were in contact with Mr Milroy and it was noted that statistical data was becoming available. Members were informed that due to the costs involved in providing the current level of service maintaining the status quo was not an option.

**87a Outcome report from the Rapid Scrutiny**

The Committee received the outcome report from the rapid scrutiny exercise that took place on 12 November 2018 to consider the proposal for public



consultation on the Maternity Transformation Plan.

The Chairman reported that the rapid scrutiny received a detailed presentation on the Maternity Transformation Plan, including the reasons for the overall review of the services.

Based on the evidence received, the rapid scrutiny exercise made the following recommendations:-

- i) the public consultation on the Maternity Transformation Plan, as presented, be undertaken
- ii) the relevant Overview and Scrutiny committees for Bath and North East Somerset, Swindon and Wiltshire councils be informed of
  - a) progress on the consultation
  - b) the outcome of the consultation

After some discussion,

**Resolved:**

- (1) To endorse the report and recommendations of the rapid scrutiny exercise.**
- (2) To receive an update on, or if available the outcome of, the consultation at the April 2019 meeting of this Committee**

#### **87b Update from the CCG**

The Committee received a verbal update on progress with regards to the public consultation on the Maternity Transformation Plan. A copy of the slides referred to in the update are attached at Appendix 1.

**Resolved:**

**To note the update from the Clinical Commissioning Group.**

#### **88 Rapid Scrutiny - Cabinet Reports (contracts extension)**

The Committee considered two reports from the Rapid Scrutiny exercises which took place on 8 November 2018.

The Chairman, as lead Member for the two exercises stated that he considered these to be valuable exercises and acknowledged the Cabinet Member's engagement as well as the enthusiasm and contributions from officers involved.

#### **88a Rapid Scrutiny - Intermediate Care Bed Service**

The Chairman introduced a report which set out the findings and recommendations of the rapid scrutiny exercise on an extension of intermediate care bed service contracts for 2019-2020. It was noted that due to the scheduling of meetings, this report was presented to Cabinet on 8 November 2018.

During discussion, it was recommended that the timings of meetings should be addressed to ensure whenever possible that task group recommendations could be considered by a Select Committee prior to proceeding to Cabinet.

On hearing from the Cabinet Member for Adult Social Care, Public Health & Public Protection, it was noted that the review of beds had started in September 2018 and would conclude in February 2019. The rapid scrutiny had therefore invited the Cabinet Member to inform this Committee of the outcome of the review at its next meeting on 5 March 2019.

**Resolved:**

- (1) To endorse the report of the rapid scrutiny exercise.**
- (2) To request that the outcomes of the review, together with the Executive Response, be provided to the Committee at its meeting on 5 March 2019.**

**88b Rapid Scrutiny - Exemption Request – Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing**

Consideration was given to a report which set out the findings of the rapid scrutiny exercise on an extension of specialist commissioning contracts for supported living, floating support and supported housing.

On hearing from the Cabinet Member for Adult Social Care, Public Health & Public Protection,

**Resolved:**

- (1) To endorse the report of the rapid scrutiny exercise.**
- (2) To request that the Committee be provided at its next meeting in March with an update on the model for procurement that would be adopted following this review work, in terms of the “direction of travel” for the contracts, including the feedback from providers and service users and if possible highlighting the main changes from previous contracts.**

- (3) To request that the Committee, either at meetings or through its Chairman and Vice-Chairman, be kept informed of progress in terms of key milestones being reached on time for the work to be undertaken prior to tender.

89 **Task Group and Programme Boards Representatives Updates**

**Resolved:**

To note that there were no task group updates since the last meeting.

90 **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.

91. **Urgent Items**

There were no items of urgent business.

92 **Date of Next Meeting**

**Resolved:**

- (1) To note that the next scheduled meeting of this Committee was due to be held on Tuesday 5 March 2019, starting at 2.00pm.
- (2) To agree that the June 2019 meeting of this Committee be moved from Tuesday 11 June at 2.30pm to Tuesday 25 June, starting at 10.30am.

(Duration of meeting: 10.30 am - 1.10 pm)

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NHS
Transforming Maternity Services Together

## Our proposal for change

Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System

NHS
Transforming Maternity Services Together

## Background

- We began talking to women and families in 2017 about their experiences of pregnancy, labour and birth across the counties of B&NES, Swindon and Wiltshire
- We have now worked with over 2000 women and families, plus our staff and partner organisations
- Their feedback, together with national guidance such as 'Better Births', has led to development of a proposal for future maternity services across the BSW region
- Partner organisations include Great Western Hospital Trust, Salisbury District Hospital, Royal United Hospital Bath, and B&NES, Swindon and Wiltshire CCGs

Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System

## Transforming Maternity Services Together



### Changing needs of our population

- The average age of a woman giving birth is now 35
- More and more high risk pregnancies (e.g. high blood pressure, diabetes, obesity) which need medical support in a hospital setting
- Clinical deliveries, such as ventouse and forceps, are not possible at Free-standing Midwifery Units, nor is epidural pain relief
- Increasing pressure on services in our Obstetric Units at Royal United Hospital and Salisbury District Hospital



Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System



## Transforming Maternity Services Together



### Births in 2017/18



65%

Mother or baby at increased risk of health problems




50%

First time mothers who need to transfer from midwife led community hospital unit to obstetric unit in hospital for extra medical support with their birth







Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System





**Transforming Maternity Services Together** 

## Births in 2017/18

- 11,200 births in B&NES, Swindon and Wiltshire

85%		Obstetric Unit (of these 65% were high-risk women and 20% were low-risk women)
6%		Freestanding Midwifery Units (Royal United Hospital)
7%		Alongside Midwifery Unit (Great Western Hospital)
2%		Home births

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 

**Transforming Maternity Services Together** 

## Post-natal community hospital beds


- 9 Post natal beds available in the community:
  -  5 in Paulton  4 in Chippenham
- Originally intended to provide breastfeeding support only
- Between January and December 2017, they were empty 95% of the year
- 89 ante and post natal beds available for women who need medical support before and after their baby is born – at Royal United Hospital, Great Western Hospital and at Salisbury District Hospital

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 


## Transforming Maternity Services Together **NHS**

### Right staff, right place, right time

- We don't always have right staff in the right place at the right time to offer the services women want to receive and we want to provide. This is a particular challenge for Royal United Hospital
- Staff have told us what works well and what needs to change
- We have the right number and mix of staff, but they're not based in the right locations, so we can't provide service we want to and is not efficient use of our staff
- RUH staff currently supporting births across four community midwifery units, the hospital obstetric unit and home births, 24 hours a day, 7 days a week































Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System




## Transforming Maternity Services Together **NHS**


### RUH in a 24 hour period – actual staff numbers, clinics, home visits, births

 **7th March 2018**

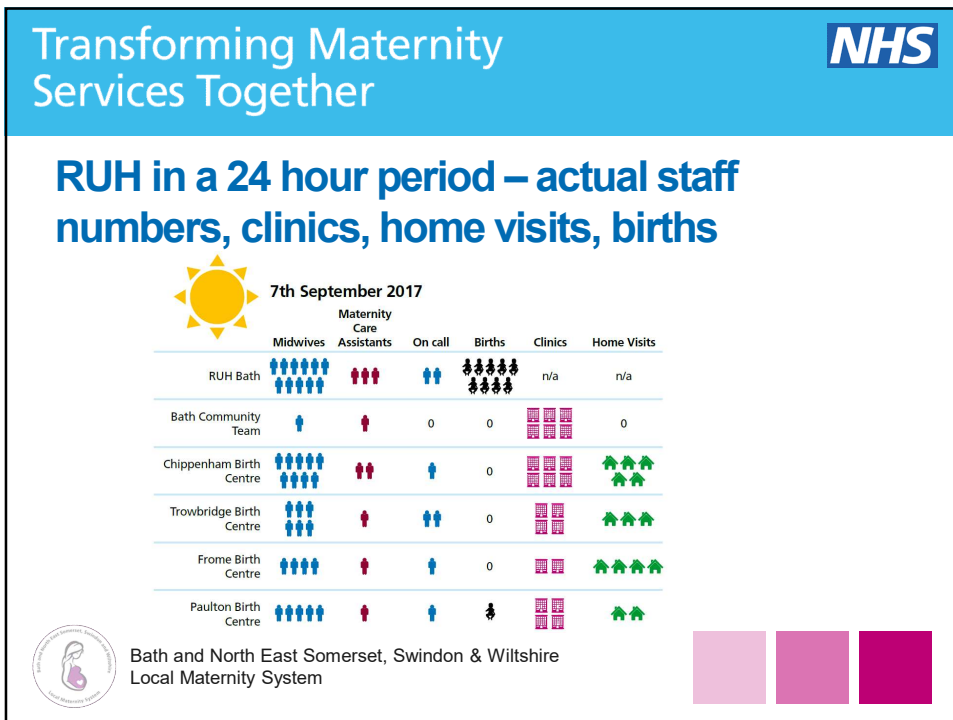
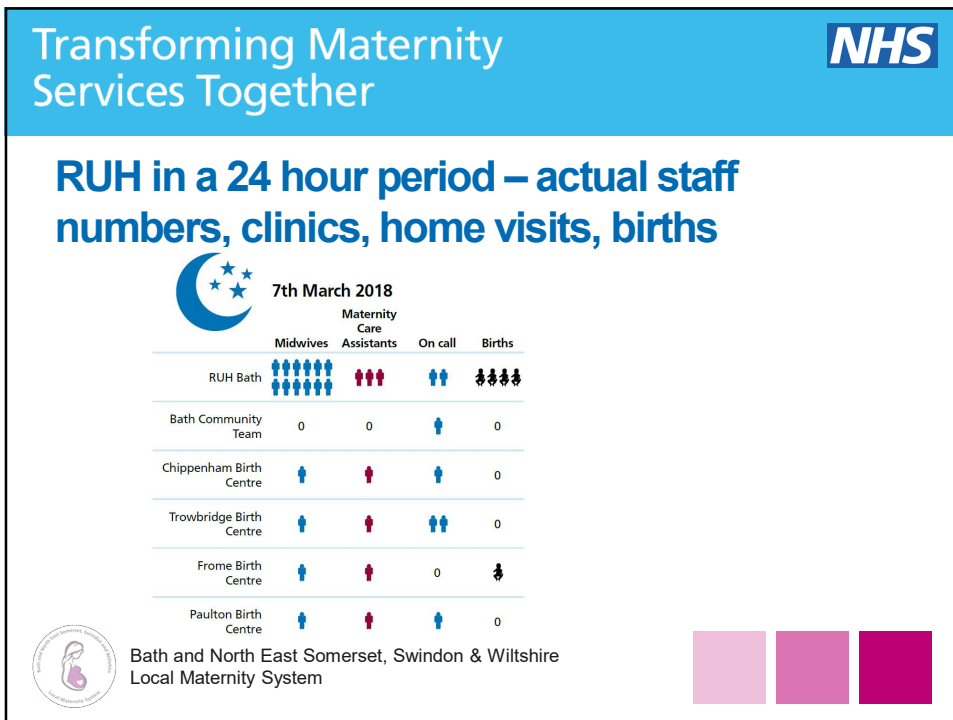
	Midwives	Maternity Care Assistants	On call	Births	Clinics	Home Visits
RUH Bath					n/a	n/a
Bath Community Team			0	0		0
Chippenham Birth Centre						
Trowbridge Birth Centre				0		
Frome Birth Centre			0	0		
Paulton Birth Centre				0		

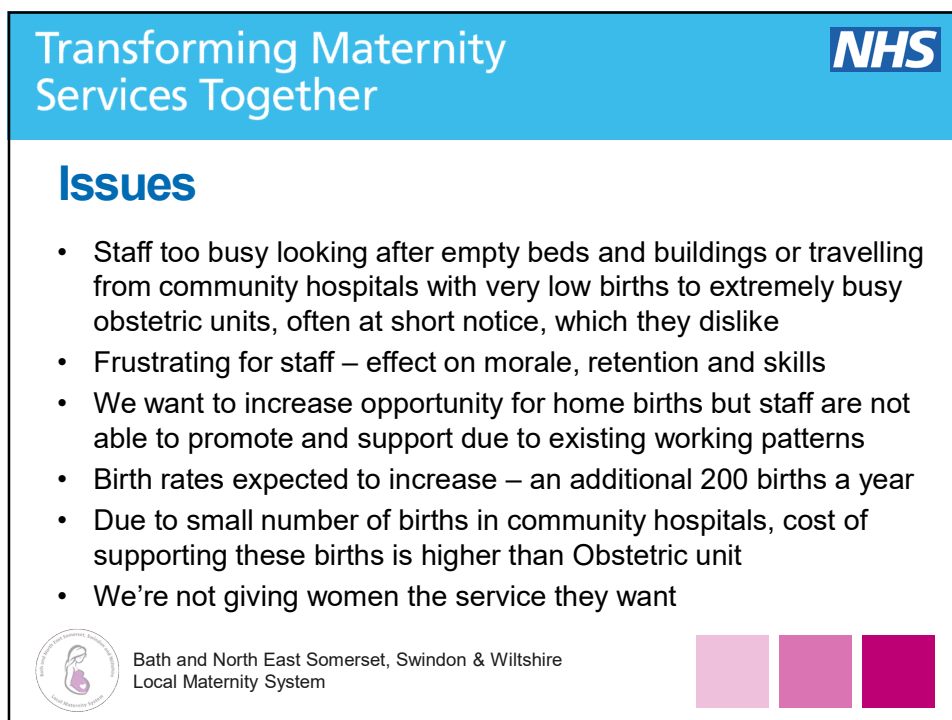
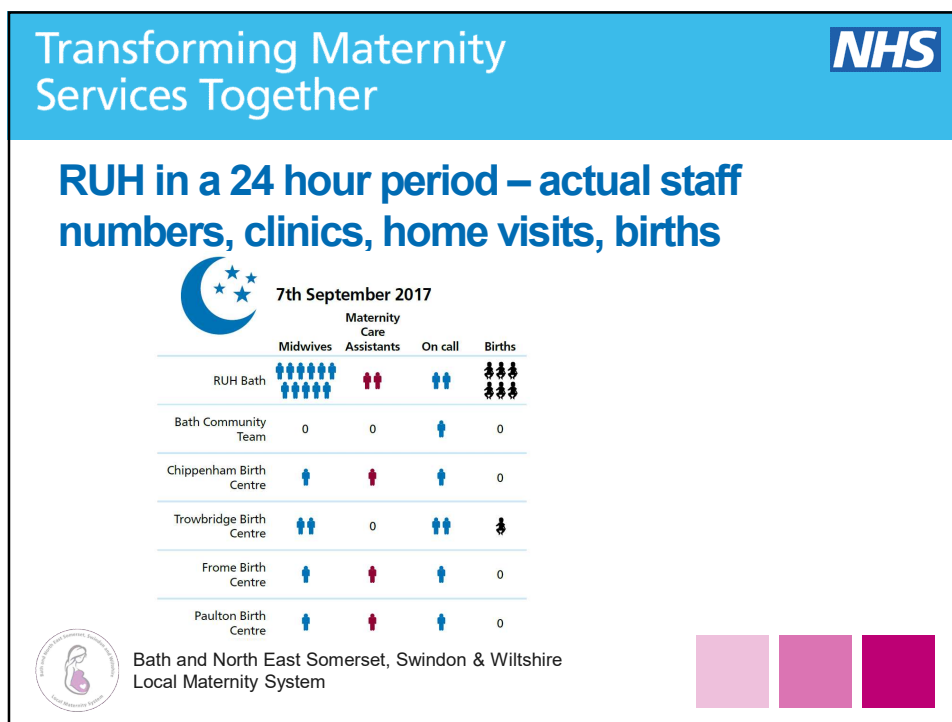



Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System












Transforming Maternity Services Together 

## Our proposal 1



- Continue supporting births in 2, rather than 4 Community hospital units
- Women will be able to deliver their baby at **Chippenham** or **Frome**
- Antenatal and postnatal clinics will continue at Chippenham, Trowbridge, Frome and Paulton
- Trowbridge and Paulton proposed as pilot sites for our new community hub model of care
- Detailed analysis to support decision to continue to support births at Chippenham and Frome

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 

Transforming Maternity Services Together 

## Our proposal 2 & 3

- To create **two new Alongside Midwifery Units**, one at **Salisbury District Hospital** and one at **Royal United Hospital Bath**
- Will provide more women with opportunity for midwife-led birth. Two new units will be in addition to the White Horse Alongside Midwifery Unit at Great Western Hospital
- Allows women easy access to obstetric unit if required, without need to be ambulated whilst in labour

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 

Transforming Maternity Services Together **NHS**

Our proposal **2 & 3**

Around 800 babies are born at our obstetric units in Bath, Salisbury and Swindon every month






Bath and North East Somerset, Swindon & Wiltshire Local Maternity System



Transforming Maternity Services Together **NHS**


Our proposal **4 & 5**

- We propose to **improve our range of antenatal and postnatal services**, e.g. more breastfeeding support, to women in their own homes, and to develop community hubs to enhance our antenatal and postnatal care
- We want to **support more women to give birth at home** if that is their preferred choice





**2%**

women have their baby at home





Bath and North East Somerset, Swindon & Wiltshire Local Maternity System




**Transforming Maternity Services Together** 


**Our proposal 6**


- We're proposing to **replace our community postnatal beds at Chippenham and Paulton** with support closer to or in women's homes.
- Women who need to be admitted for medical treatment after giving birth would continue to be treated at their local obstetric unit at one of the acute hospitals at Bath, Salisbury or Swindon


 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 



**Transforming Maternity Services Together** 

**Our proposal 6**

**9**   
 there are 4 postnatal beds at the FMU in Chippenham and 5 at Paulton FMU

**95%**   
 of the time beds in our FMUs are unused or empty as women rarely need to stay in community hospital after giving birth

**89**   
 beds available at our Obstetric Units at our local acute hospitals for women who need them

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System 

# Transforming Maternity Services Together

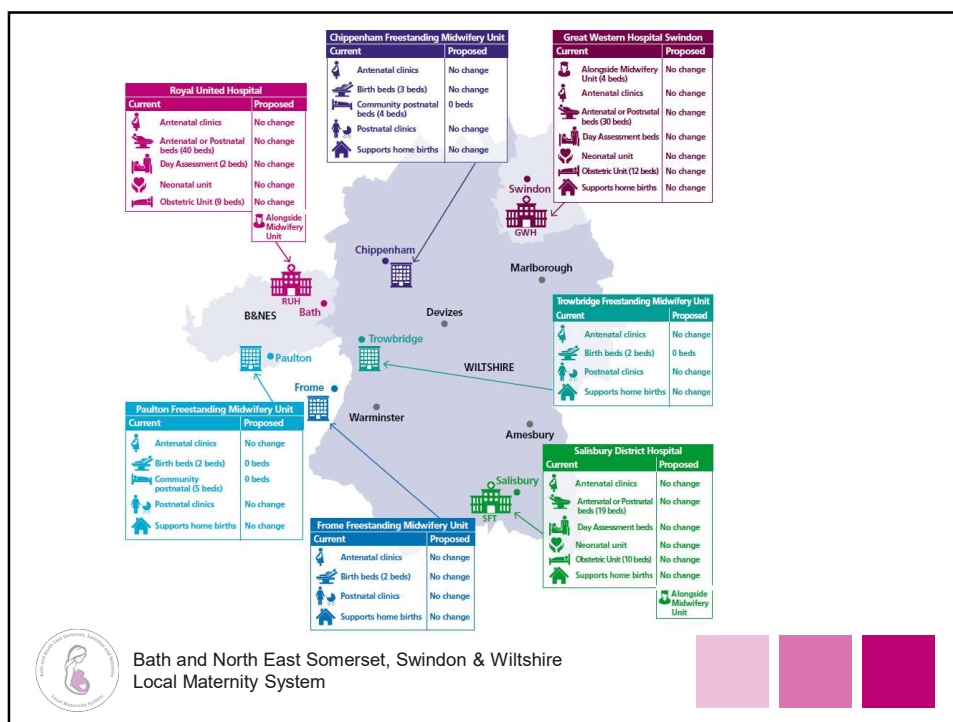


## Benefits of our proposal

- We can provide **more choice** for more women across our area about where and how they are supported **before, during and after the birth of their child**
- We can make **better use of our resources and workforce** so we can further improve our antenatal and postnatal and birth services
- We can **improve continuity of care and carer** for women
- We can **enhance and improve our home birth service**
- **Free up our staff**, so they are able to **maintain their skills, improve their motivation** and provide the services they want to women who need them



Bath and North East Somerset, Swindon & Wiltshire Local Maternity System




Bath and North East Somerset, Swindon & Wiltshire Local Maternity System




Transforming Maternity Services Together **NHS**

## Future finances

- We are **NOT** planning to **reduce how much we spend** on maternity services
- We are **NOT** reducing the numbers of staff we have
- We are **NOT** closing any buildings
- We want to make more efficient use of our existing budget, resources and our staff to provide more services, not less for women and families across our area.
- Some of the changes we are proposing are because certain services are underused and we are often staffing empty buildings and empty beds

 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System





Transforming Maternity Services Together **NHS**


## Future finances


£42.6m spent on maternity services across B&NES, Swindon and Wiltshire in 2017/18

11,000 women supported to give birth locally in 2017/18



 Bath and North East Somerset, Swindon & Wiltshire Local Maternity System






**Transforming Maternity Services Together** 

## If we don't change ...


- There will continue to be a difference in choice, quality and access from across B&NES, Swindon and Wiltshire
- Miss out on: meeting recommendations and best practice set out in national guidance, improved continuity of care and carer, improved birth place environment, improved support for breastfeeding
- The current model will continue to cost us £1million more a year

**We won't be providing the changes that women and families and our staff have told us they want us to make**



 Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System 

**Transforming Maternity Services Together** 

## We want to hear your views



- Consultation runs from 12 November to 24 February 2019
- Information on our website:  
[www.transformingmaternity.org.uk](http://www.transformingmaternity.org.uk)  
including dates of public meetings
- Consultation documents, key facts documents, response forms

 Bath and North East Somerset, Swindon & Wiltshire  
Local Maternity System 



## LICENSING COMMITTEE

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### DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 26 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

#### Present:

Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Peter Evans (Substitute - Part II), Cllr Sue Evans, Cllr Jose Green (Vice-Chairman), Cllr Peter Hutton (Chairman), Cllr George Jeans, Cllr Pip Ridout, Cllr Ian Thorn and Cllr John Smale

#### Also Present:

Sukdave Ghuman (Solicitor), Linda Holland (Licensing Manager) and Lisa Pullin (Democratic Services Officer)

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#### 20 Apologies

Apologies were received from Councillors Hewitt, Lynch and Randall.

Councillor Peter Evans was substituting for Councillor Mike Hewitt.

#### 21 Chairman's Announcements

There were no Chairman's announcements.

#### 22 Declarations of Interest

There were no declarations of interest.

#### 23 Public Participation

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

#### 24 Procedures and fees in relation to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Linda Holland (Licensing Manager) referred to the report circulated with the Agenda which informed the Committee of forthcoming changes to the way in which animal boarding establishments, dog breeding establishments, pet shops

and riding establishments are licensed; and the commencement of responsibility for the licensing of the keeping of animals for exhibition. The report also sought to recommend adoption of delegation arrangements and approval of fee levels required to administer the new arrangements. Linda highlighted the following:

- At the last committee meeting on 3 September, Members were informed about the new animal licensing regulations that would come into force from 1 October 2018. Following legal advice, it had been confirmed that the Council would need to have agreed fees in place by that date to apply to any applications after that date and have a set out appeals process;
- The legislation sought to ensure more robust measures for animal welfare and Officers would seek to award well run establishments a full 3-year licence;
- The proposed fees (attached at Appendix 2 of the report) had been calculated to cover the costs of the implementation of the licence grant and subsequent inspection visits that would be required;
- It was anticipated that the Officer time for inspections would at least be doubled as the inspection document had gone from 8 pages to 24 pages;
- Three information seminars were planned for evenings in October and 120 of the 150 spaces offered had already been filled;
- It was hoped that the Council would be able to “go live” with the new application process from 1 October and had currently designed their own application form as Defra still had not produced one for use;
- From 31 December 2018, all existing licences would expire and all those currently with a licence would need to reapply should they choose to do so;
- The proposed fees (if agreed) would be in place until the end of the financial year. They would be reviewed as part of the budget process by Council in February 2019 and if there were any changes proposed to the fees, this would be brought back to the Licensing Committee in March 2019 as part of the briefing document; and
- Linda would be utilising the existing Dog Warden service to help carry out the inspections whilst a couple members of the Licensing Team gained the relevant training and experience. The new regulations have meant that the Team were having to be pulled away from their current licensing work.

The Chairman thanked Linda and her team for all their work in implementing the new regulations and requested that a briefing note be prepared for Members in anticipation of any questions they may receive from their constituents.

Councillors asked the following questions:

Q How much would a licence cost today and then after 1 October?

A For a home border now it would cost £111 pa and then for a 3 year licence after 1 October it would be approximately £60 more.

Q Does the legislation affect franchise businesses?

A Yes, the franchisee would need to be licensed as they are captured by the legislation.

Q Would there be conditions placed on a licence?

A Yes, both general and activity specific.

Q What are the vet's fees?

A Average vet's fees are £75 per hour and the Council have to attend vet inspection also. We pay the vets bill and this cost is then recouped from the Applicant. The Council are responsible for finding appropriately qualified vets. We are currently in the process of contacting all local vets to come on board with us.

Q What is the grant fee?

A The issuing of the licence – including any associated administration costs, the cost of a yearly unannounced inspection, the anticipated costs of any enforcement in relation to the licensable activity, the anticipated cost of any activity of unlicensed operators.

Q What is the appeal process?

A There is a first-tier tribunal process, which is similar to a Magistrates process. If concerns about the premises were received the Council has the authority to suspend, vary or revoke a licence (under the existing regulations the only option is to prosecute). The licence can be varied with or without the consent of the licence holder.

Q Are Councillors required to hear appeal applications?

A No.

**Resolved:**

**That the Licensing Committee:**

- 1. Notes the adoption of the powers and obligations contained within the Animal Welfare Act 2006, and the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.**

2. **Delegate all decisions in relation to the determination of licences and enforcement action to relevant Head of Service and/ or Licensing Manager - Public Health and Protection from the 1st October 2018.**
3. **Recommends to Council that the Scheme of Delegation for Licensing be amended and updated to reflect these changes.**
4. **The Licensing Committee approves the fees payable in relation to animal licensing as of 1st October 2018, these fees and charges to be reviewed in line with all fees and charges for 2019/2020.**

25 **Dates of Future Committee Meetings**

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

3 December 2018  
11 March 2019.

26 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.00 - 9.35 am)

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)

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## STRATEGIC PLANNING COMMITTEE

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**MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 7 NOVEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

**Present:**

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland and Cllr Ian Blair-Pilling (Substitute)

**Also Present:**

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58 **Apologies**

Apologies for absence were received from Cllr Christopher Newbury, who was substituted by Cllr Ian Blair-Pilling and Cllr David Jenkins.

59 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 15 August 2018 as a correct record.**

60 **Declarations of Interest**

There were no declarations of interest made at the meeting.

61 **Chairman's Announcements**

There were no Chairman's announcements.

62 **Public Participation**

There were no questions or statements submitted.

63 **Planning Appeals and Updates**

An update on planning appeals and decisions was received.

**Resolved:**

**To note the contents of the update.**

64 **18/02671/FUL: Sunnyside Yarnbrook Road West Ashton BA14 6AR - The addition of two extra traveller pitches, two day rooms and associated ancillary development.**

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the proposals against the policies of the development plan and other material considerations and to consider the recommendation that planning permission be granted subject to conditions.

Members then had the opportunity to ask technical questions after which they heard a statement from Mr Tony Phillips, the applicant's agent in support of the proposal.

During discussion, Members drew attention to Condition 7 which stated that the foul drainage system should be connected to the main sewer and obtained assurances from the officers that this condition had been agreed by the applicant and would be enforced.

On the proposal of Cllr Tony Trotman, which was seconded by Cllr Fred Westmoreland,

**Resolved:**

**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 site shall not be occupied by any persons other than gypsies and travellers as defined in Annex 1: Glossary of Planning Policy for Traveller Sites published August 2015.**

*REASON: Planning permission has only been granted on the basis of the provision of accommodation for gypsies and travellers and it is necessary to keep the site available to meet that need.*

- 3. No more than eight caravans, as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 as amended (of which no more than four shall be static caravans) shall be stationed on the site at any time.**

*REASON: To control the number of caravans on the site in order to safeguard interests of visual and residential amenity in accordance with CP47 of the Wiltshire Core Strategy 2015.*

- 4. No commercial activities shall take place on the land, including the storage of materials used in connection with any business operated by the occupiers of the site.**

*REASON: In the interests of visual amenity, highway safety and the amenity of occupants of the site.*

- 5. No vehicle over 3.5 tonnes 'gross unladen' weight shall be stationed, parked or stored on this site.**

*REASON: In the interests of visual amenity, highway safety and the amenity of occupants of the site.*

- 6. No commercial use of the stables hereby permitted shall take place on the land; they shall only be used as shelter for the appellant's own horses and/or ponies.**

*REASON: In the interests of highway safety.*

- 7. There shall be no occupation of the pitches hereby approved prior to the connection of the foul drainage system to the main sewer as shown on the drawing indicating the drainage run, received on 6 July 2018.**

*REASON: 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 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 (at the location of the proposed soakaways), has been submitted to and approved in writing by the Local Planning Authority.**

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

- 9. 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.*

- 10. All soft landscaping comprised in the approved details as shown on hereby approved drawing MM1 Rev 1 shall be carried out in the first**

planting and seeding season following the first occupation of the new. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of new pitches 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 wildlife habitat.*

11. Prior to the installation of any new external artificial lighting a lighting plan shall be submitted to Wiltshire Council for approval in writing. The lighting plan shall illustrate the location of proposed external lighting and shall specify the type, height and position of luminaire(s) and other fixtures/fittings such as cowls, louvres or baffles; and shall demonstrate that the proposed lighting will not illuminate the hedgerows and tree-lines along the site boundaries through provision of a lux plot/lighting contour plan. All existing perimeter lighting shall be removed prior to the occupation of any new pitch.

*REASON: To minimise light spillage and to maintain dark foraging and commuting corridors for bats.*

12. Before commencement of development, details of six trees to be planted within hedgerows within the development including their location, species and size of stock, shall be submitted and approved by the Local Planning Authority. The trees will be planted in accordance with the approved details in the first planting season following first occupation and maintained and replaced as necessary for the first five years and thereafter retained.

**REASON: To ensure the protection of important wildlife habitat features.**

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

Site Location Plan registered on 23 March 2018;  
Day Room / Amenity Block registered on 23 March 2018;  
Stable Block registered on 23 March 2018;  
Revised Layout Plan MM1 Rev 1 received on 05 September 2018; and  
Plan showing drainage run received on 6 July 2018

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



**Resolved:**

**To note that the next scheduled meeting of this Committee was due to be held on Wednesday 5 December 2018 at County Hall, Trowbridge, starting at 2.00pm.**

66 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 10.50 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)

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## STRATEGIC PLANNING COMMITTEE

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**MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 5 DECEMBER 2018 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Stewart Dobson, Cllr Sarah Gibson, Cllr Christopher Newbury, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland, Cllr Matthew Dean (Substitute) and Cllr Ruth Hopkinson (Substitute)

**Also Present:**

Cllr Jon Hubbard, Cllr Roy While and Cllr Richard Britton

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67 **Apologies**

Apologies for absence were received from Cllr Derek Brown OBE who was substituted by Cllr Matthew Dean and Cllr David Jenkins who was substituted by Cllr Ruth Hopkinson.

68 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 7 November 2018.**

69 **Declarations of Interest**

There were no declarations of interest made at the meeting.

70 **Chairman's Announcements**

The Chairman reported that the following applications were due to be considered at the next meeting of this Committee on Wednesday 23 January 2019:-

Planning Application No. 18/09473/WCM –  
Northacre Renewable Energy, Stephenson Road, Westbury, BA13 4WD

Consequently, it was considered that it would be beneficial for a site visit to be held prior to the meeting and it was suggested that this should take place on Monday 21 January 2019 at 10.30am. Members of the Committee supported this proposal. It was noted that Cllrs Russell Hawker, Gordon King, Jerry

Wickham and Toby Sturgis would be invited to attend the site visit and furthermore, that representatives from the Environment Agency and Public Health be requested to send representatives to the committee meeting on 23 January 2019.

71 **Public Participation**

There were no questions or statements submitted.

72 **18/04644/REM - Land East of Spa Road, Melksham, Wiltshire - Approval of Reserved Matters in Respect of Landscaping, Appearance, Layout and Scale for the Erection of 447 Dwellings, Car Parking Including Garages, Internal Access Roads, Public Open Space and Associated Infrastructure and Engineering Works Following Outline Permission 14/10461/OUT**

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to consider the details of the reserved matters and to consider the recommendation that planning permission be granted, subject to conditions. It was noted that the original outline permission had been approved by this Committee.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows:-

Dr Horst & Mrs Mareile Feldman, who spoke against the proposal  
Mr Peter Roberts, the applicant's agent, who supported the proposal

Cllr Alan Baines, representing Melksham Without Parish Council, expressed serious concerns with regard to the design and bulk of the proposed apartment block in the north west corner of the site and the detrimental effect this would have on the setting of the listed buildings to the south. The Parish Council wished to engage with the applicant regarding these and other concerns.

Members then heard the views of Cllr Roy While and Cllr Jon Hubbard, the local Members. Cllr Roy While considered that whilst he supported the proposed positioning of the houses, including the proposed three storey apartment block in the north west corner of the site, he shared the concerns of the Parish Council regarding the building of the community hall and the management of the play areas.

Cllr Jon Hubbard expressed particular concern about the siting of the three storey apartment block which he considered was too close to neighbouring properties and would infringe upon them. He was concerned upon the apartment block's impact upon the Grade II Listed Buildings.

During discussion, Members expressed the hope that the developer would have a meaningful dialogue with both Melksham Town Council and Melksham Without Parish Council regarding outstanding concerns. Members also requested the inclusion of a condition requiring a method statement.

On the proposal of Cllr Matthew Dean, which was seconded by Cllr Fred Westmoreland,

**Resolved:**

**To grant approval of reserved matters, subject to the following conditions:-**

- 1 No development shall commence on site until a Construction Environmental Management Plan (CEMP), incorporating pollution prevention measures, has been submitted to and approved by the Local Planning Authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.**

**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 preventing pollution of the water environment

- 2 No development above slab level 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

- 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), 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.

- 4. No works shall commence on Area F or Area G of the site (as shown in the Surface Water Drainage Strategy Plan, plan reference: 10484-500-531D) until the drainage scheme for the southern area of the site including the associated attenuation pond, landscaping and infrastructure works has been submitted to and approved in writing by the local planning authority. The scheme shall subsequently be implemented in accordance with the approved details and prior to**

the occupation of any dwelling in Area F or Area G hereby approved.

**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.

5. Prior to the area of hardstanding adjacent to the Gradell listed building being removed, a method statement detailing how it will be removed and how the listed wall will be protected during this process shall be 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:** In the interests of preserving the Grade II listed wall.

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

Received by the Local Planning Authority on 21st November 2018

27846 HT Garages: HT-GAR-01.1, HT-GAR-02.1, HT-GAR-03.1, HT-GAR-04.1, HT-CSTR-01.1

Received by the Local Planning Authority on 20th November 2018

10484-500: 111\_D, 112\_D, 113\_D, 114\_D (Adoption Plan Sheets 1-4)

Received by the Local Planning Authority on 15th November 2018

27846: EXT-01a (external works), PL-01 (site location plan), PL-03.3h (planning layout), PL-03.4h (planning layout), SS-01c (street scenes), HT-HL-AF3-01B (apartment block)

27846-HT (affordable housetypes Rev C): HLA1-02B, HLA2-01B, HLA3-01A, HLA4-01A

27846-OM (housetypes Rev C): HT-HL1-01B, HT-HL2-01A, HT-HL2-02B, HT-HL3-01A, HT-HL3-02A, HT-HL3-03A, HT-HL4-01A, HT-HL4-02C, HT-HL5-01B, HT-HL5-02A, HT-HL6-01A, HT-HL6-02A, HT-HL6-03A, HT-HL7-01A, HT-HL7-02B, HT-HL8-01B, HT-HL8-02B

28125 AH Housetypes Rev B: HT-1BF-01A, HT-1BF-02B, HT-1BF-03B, HT-SHELL-01B, HT-SHELL-02B, HT-SINC-01A, HT-SINC-02A, HT-SINC-03B, HT-SINC-04B, HT-SORL-01A, HT-SORL-02A, HT-SORL-SIN-01A, HT-SORL-SIN-02A, HT-SORL-SIN-03A, HT-STRAND-01A, HT-STRAND-02A,

28125 OM Housetypes Rev D: HT-CHES-01A, HT-CHES-02A, HT-CHES-03A, HT-CHES-04A, HT-CHES-05A, HT-BYRON-01A, HT-LYTT-

01A, HT-LYTT-02A, HT-LYTT-03A, HT-HEYW-01A, HT-HEYW-02A, HT-MARL-01A, HT-MARL-02A, HT-MARL-03A, HT-MARL-04A, HT-MEDI-01, HT-MEDI-02, HT-HALL-01C, HT-HALL-02B, HT-BROO-01B, HT-WYATT-01B, HT-WYATT-02B, HT-MORR-01B, HT-MORR-02B, HT-HARW-01C, HT-HARW-02B, HT-DARL-01A, HT-DARL-02A, HT-MIDDLE-01, HT-MIDDLE-02, HT-LYBY-01A, HT-LYBY-02A, HT-LYBY-03A, HT-BCCB-01A, HT-BCCB-02A, HT-BM-01, HT-BM-02

28125 HT-HOG-01, 28125 PL-03.1j (planning layout), 28125 PL-03.2j (planning layout), 28125 SW109-SL-002M (material layout)

4769-L: 212L (on plot strategic softworks),

4769-L: 223J, 224J (hard landscape proposals)

Received by the Local Planning Authority on 27th September 2018

10484-500-701\_A (highway construction), 4769-L: 209F, 210H, 211F (on plot strategic softworks), 213D (on plot typical planting)

4769-L: 214D, 215D, 216D, 217D, 218D, 220D (structural landscape proposals)

4769-L: 221D, 222D (hard landscape proposals)

Received by the Local Planning Authority on 17th September 2018

10484-500-506E (eastern detention basin), 1-484-500-507A (western detention basin), 10484-500-513B (drainage catchment), 10484-500-539 (existing watercourse), 10484-500-541A (drainage standard details), 10484-500-551 (western basin control manhole details), 10484-500-522A (eastern basin control manhole details), 10484-500-561 (western basin inlet headwall details), 10484-500-562 (western basin outlet headwall details), 10484-500-563 (western basin headwall details - outfall), 10484-500-564 (eastern basin headwall), 10484-500-565 (eastern basin headwall), 10484-500-566 (eastern basin outfall headwall), 10484-500-571A (western basin sections), 10484-500-572A (eastern basin sections), 10484-500-580 (rising main washout chamber)

10484-500: 101C, 102C, 103C, 104C (highway layout sheet)

10484-500: 201C, 202C, 203C, 204C (finished floor levels)

10484-500: 302C, 303C, 304C (vehicle swept path analysis)

10484-500: 501D, 502D, 503D, 504D, 505D (drainage layout sheet)

10484-500: 511B, 512B, 513B, 514B, 515B, 516B, 517B, 518B, 519B, 520B, 521B, 522B, 523B, 524B (drainage long section)

10484-500: 532B, 533B, 534B, 535B, 536B (exceedance plan sheet)

10484-500:537A, 538A, 540A (land drainage works)

10484-500: 581C, 582C, 583B (foul water pumping station)

**Received by the Local Planning Authority 12th September 2018**

28125 Bin Store Details: HT-BIN-01, 27846 Parking Schedule, 27846 SE-01b (site sections), 4769-L-219D (structural landscape proposals NW boundary), 4769-L-225D (NW boundary planting offset details), 4769-L-226-227A (NW boundary illustrative sections)

28125 Gar-01 Garage Details Rev A: HT-GAR-01A, HT-GAR-02A

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

**1 INFORMATIVE TO APPLICANT:**

The submitted CEMP must include safeguarding measures to deal with the following pollution risks:

- the use of plant and machinery
- wheel washing and vehicle wash-down and disposal of resultant dirty water
- 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.

73 **18/09609/VAR: Trickys Paddock, Brickworth Road, Whiteparish, SP5 2QG - Variation/removal of Conditions 1 & 2 of permission S/2012/1307/S73**

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The purpose of the report was to assess the merits of the proposal against the policies of the development plan and other material considerations and to consider a recommendation that the application be approved, subject to conditions.



Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows, expressing their views concerning the application:-

Mr Tony Phillips, the applicant's agent, in support of the application  
Cllr Mike Hayday, representing Whiteparish Parish Council objecting to the proposal.

Members then heard the views of Cllr Richard Britton, the local Member, who set out his objections to the proposal. He stated that the original application was approved on a personal basis to the applicant (Mr Clarke) who had now moved with his family and therefore the current application should be refused on the basis that the original application no longer existed and therefore a completely fresh application was required rather than a proposal to vary a condition. Additionally, Cllr Britton considered that the proposal would represent an alien feature in the landscape.

During discussion, Members were assured that legally there was no reason why the current application before the Committee should be considered as irregular. Members considered that the landscaping of the site should be maintained and allowed to grow.

On the proposal of Cllr Fred Westmoreland, which was seconded by Cllr Tony Trotman,

**Resolved:**

**To grant planning permission, subject to the following conditions:-**

**1. The use and occupation of the land hereby permitted shall be carried on only by Mr Jimmy Gammell, his wife and their resident dependants.  
Reason: To define the scope of the consent and to enable the local planning authority to maintain control over the occupation of the site.**

**2. When the land ceases to be occupied by those named in condition 1) above the use hereby permitted shall cease and all caravans, structures, materials and equipment brought onto or erected on the land, or works undertaken to it in connection with the use, shall be removed and the land shall be restored to its condition before the development took place.**

**Reason: To ensure the restoration of the site upon the cessation of the use hereby authorised.**

**3. No more than 2 caravans, as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968, as amended, (of which no more than one shall be a static caravan/mobile home) shall be stationed on the land at any time.**

**Reason: In the interests of amenity and the character of the surrounding landscape.**

**4. No vehicle over 3.5 tonnes shall be stationed, parked or stored on the land.**

**Reason: In the interests of amenity and the character of the surrounding landscape.**

**5. No commercial activities shall take place on the land, including the storage of materials.**

**Reason: In the interests of amenity and the character of the surrounding landscape.**

**6. No structure or erection or planting exceeding one metre in height shall be placed between the A27 carriageway and the 122m by 2.4m visibility splay measured in a westerly direction from the centreline of the access point onto the public highway.**

**Reason: In the interests of amenity and Highway safety.**

**7. The existing parking and turning areas within the site shall be retained thereafter for as long as the use permitted subsists and shall not be used for any other purposes other than the parking and turning of vehicles.**

**Reason: In the interests of amenity and Highway safety.**

**8. Within three calendar months of the date of this permission a scheme to ensure and facilitate the long term retention and ongoing maintenance of the existing levels of planting and natural screening within and around the site shall be submitted to and approved in writing by the Local Planning Authority. The long term retention and ongoing maintenance of the existing levels of planting and natural screening within and around the site shall be carried out in accordance with the approved details.**

**Reason: To ensure a satisfactory landscaped setting for the site and to ensure the ongoing mitigation in respect of the character of the surrounding Special Landscape Area.**

74 **Date of Next Meeting**

**Resolved:**

**To note that the next meeting of this Committee would be held on Wednesday 23 January 2019 at County Hall, Trowbridge, starting at 10.30am.**

75 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 2.00 - 3.45 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)

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## STRATEGIC PLANNING COMMITTEE

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**MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 23 JANUARY 2019 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Fleur de Rhé-Philippe (Chairman), Cllr Derek Brown OBE (Vice-Chairman), Cllr Ernie Clark, Cllr Andrew Davis, Cllr Sarah Gibson, Cllr Christopher Newbury, Cllr James Sheppard, Cllr Tony Trotman, Cllr Fred Westmoreland, Cllr David Halik (Substitute) and Cllr Ruth Hopkinson (Substitute)

**Also Present:**

Cllr Gordon King, Cllr Trevor Carbin, Cllr Brian Mathew, Cllr Toby Sturgis and Cllr Robert Yuill.

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1 **Apologies**

Apologies for absence were received from Cllr Stewart Dobson who was substituted by Cllr David Halik and Cllr David Jenkins who was substituted by Cllr Ruth Hopkinson.

2 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 5 December 2018.**

3 **Declarations of Interest**

Cllr Andrew Davis declared a non-pecuniary interest in that he was a member of Warminster Town Council but had not taken part in the debates when the two Northacre applications were considered.

4 **Chairman's Announcements**

There were no Chairman's announcements made at the meeting.

5 **Public Participation**

There were no questions or statements submitted.

## 6 **Planning Appeals and Updates**

An update on planning appeals and decisions was received.

**Resolved:**

**To note the contents of the update.**

## 7 **18/09473/WCM - Revision of the layout and design of Advanced Thermal Treatment Facility permitted under consent 14/12003/WCM at Northacre Renewable Energy, Stephenson Road, Northacre Industrial Estate, Westbury**

The Case Officer informed the Committee that the Secretary of State had received a request to 'call-in' this planning application at Northacre Industrial Estate, Westbury. The Secretary of State would be unable to commence his consideration of this request until such time as this Council had reached its decision on the planning application. Should this Committee be minded to approve the application then the Secretary of State could begin his consideration and decide whether or not to call in the application for his own determination.

The Committee received a presentation from the Case Officer which set out the issues in respect of the application. The presentation referred to late representations from interested parties; these were circulated to the Committee. The Case Officer commented on the late representations as follows:

Regarding the email from Schlomo Downen, United Kingdom Without Incineration Network (UKWIN) – this was critical of the Committee report, stating that, firstly, the proposal should be treated as a D10 ('Disposal') operation at the bottom of the Waste Hierarchy unless and until it could be demonstrated it would meet and maintain R1 ('Recovery') status through the achievement of the relevant threshold; and secondly, the fact that that it was a gasification plant or that it would treat non-municipal solid waste feedstock did not provide an exemption from this.

In response, the Case Officer stated that the Waste Hierarchy was clearly set out in various planning policy documents including DEFRA's 'Guidance on applying the Waste Hierarchy' and this Council's own Development Plan. These documents did not rely on R1 calculation to confirm that gasification was a recovery operation. The presence or absence of R1 status was not a barrier to planning. In actuality, the D and R codings were 'just' a means of establishing efficiency, as applied by the Environment Agency in a different regulatory capacity.

To confirm this, in a High Court case relating to a site in Derbyshire a third party argued that a Planning Inspector was wrong to conclude that a proposal without R1 status was not the same as 'disposal' to landfill. The judge did not accept the argument – he said ....

'I am left in no doubt that the inspector did what he was required to do, which was to apply the waste hierarchy in a practical way by asking whether the proposal would achieve the best overall environmental outcome, and that he was fully entitled to conclude that the proposal would result in waste being treated higher up the waste hierarchy than disposal to landfill'.

The Case Officer confirmed that this was exactly what his report was doing, and he drew attention to the following sections of his report:-

'Policy WCS5 of the Wiltshire and Swindon Waste Core Strategy provides an order of preference, or hierarchy, for waste disposal in the interests of sustainability. The purpose of the hierarchy is to bring to the fore the preference for 'elimination' over other forms of waste management; the hierarchy is not intended to bar all other forms of waste management. Presently energy from waste remains a relevant 'recovery' form of waste management which, in the hierarchy, is preferable to landfill and land-raise (which are 'disposal');

And.

'The Waste Management Plan for England identifies 'gasification' as an 'other recovery' operation, alongside anaerobic digestion, incineration with energy recovery and pyrolysis which produce energy (fuel, heat and power). Similarly, the adopted Wiltshire and Swindon Waste Core Strategy identifies EfW (thermal treatment) as recovery. The Waste Core Strategy does not require energy from waste proposals to achieve a specific energy efficiency threshold (such as R1 status) in order to be classified as recovery operations'.

Regarding Mr Downen's second point about non-municipal solid waste feedstock, the Case Officer stated that the waste framework Directive [EU regs] did not in any event specify a minimum level of energy efficiency for recovery facilities primarily dedicated to the processing of non-municipal solid waste, such as this proposal.

Thus all of the planning policy and guidance sources referred to, and also the case law referred to, pointed to energy recovery, and specifically here gasification, being 'recovery' and so sitting higher in the Waste Hierarchy than 'disposal'.

Regarding the email from Mr Tim Hill, Technical Director, UKWIN, this was also critical of the report and the Environmental Statement that accompanied the planning application, stating that they offered no information regarding the net effect of the proposal on climate changing emissions.

This was not agreed as the Environment Statement did refer to climate change, and the matter was addressed in the report. Notably, the Environment Statement confirmed in qualitative terms that –

- The development would emit carbon dioxide as an inevitable consequence of the thermal treatment process; and
- The development would also result in NOx and other emissions.

But, critically these would comply with all relevant air quality objectives, and would be the subject of an Environmental Permit in any event.

On other climate change considerations, the Environment Statement stated that there would be no increase in energy demand as this would be drawn from the energy produced in the form of heat and electricity, and there would be no increased water demand. As for emissions associated with transport, these would reduce in view of the fewer movements compared with the current situation.

Based on this, the Environment Statement was able to conclude that the proposal would not have a significant effect on climate change, and accordingly no further examination of this EIA matter was required. This applied to the proposal in both isolation and in combination with other developments. This was all set out in the report.

Regarding the email from Cllr Brian Mathew – this referred to new and different processes for recycling plastics which were now evolving. In response to this, the ‘stock’ position was that the Committee had a particular proposal before it which obviously must be considered. As demonstrated in the report, the proposal complied with Development Plan policy in any event. It followed that other ways to manage waste now or in the future could not amount to a reason for refusing planning permission for this particular proposal.

To effectively seal this, the continuing relevance of what was proposed was evident from a very recent Central Government publication entitled ‘Our Waste, Our Resources: A Strategy for England’, dated December 2018. One of the report headlines stated, ‘Growth in energy from waste and alternative residual waste treatment infrastructure will divert further waste from landfill’. So, the publication demonstrated how the Government had seen, and now saw, the Waste Hierarchy effectively evolving with time, and ‘recovery’ including gasification, continuing to be part of that evolution.

Added to this, the evolving technology Cllr Mathew referred to related only to plastics, whereas the proposed input to this ATT covered a wide range of different industrial and commercial waste products, and mainly those left over after recyclables were removed.

Regarding the other late correspondence from Claire King, Sophy Williams, Harriet James, Bradford-on-Avon Town Council and Warminster Town Council, these raised matters including impact of traffic, climate change, alternative recycling solutions, impact on Westbury in general, and other matters. These were either already covered, were about to be covered or were covered in the report.

The purpose of the report was to consider the proposed development and the recommendation that planning permission is granted subject to conditions.

Members then had the opportunity to ask technical questions during which Members noted that the application related to the disposal of commercial and



industrial waste and enquired where this waste would be arriving from. The Case Officer explained that the waste would be generated from businesses in Wiltshire which was currently disposed of further afield. However, he confirmed that in accordance with the Wiltshire Core Strategy it would not be possible to impose a condition restricting the source of the waste.

In answer to a question, the Case Officer stressed that the Committee could only consider the planning aspects of the proposal and that issues regarding health and safety and emissions were matters for consideration by the Environment Agency when issuing an environmental permit.

Representatives from the Environment Agency and Public Health England were in attendance to answer any questions regarding environmental, safety and public health issues. The representative from the Environment Agency confirmed that the Agency was responsible for environmental matters and the issuing of a permit to carry out the operation was necessary before the operation on site could commence. Once applications had been received, they would be advertised thus giving members of the public an opportunity to make representations which would be fully taken into account before a permit was issued.

In answer to an enquiry about air quality especially on Road A350, the Council's Public Protection Officer stated that a system of air quality monitoring regularly took place.

Members then heard statements from members of the public as follows, expressing their views regarding the planning application:-

- Mr David Davis, a local resident, spoke in opposition to the proposal.
- Mr Stephen Eades, representing Wiltshire Friends of the Earth, spoke in opposition to the proposal.
- Ms Margaret Cavanna, representing Westbury Gasification Action Group, spoke in opposition to the proposal.
- Mr Michael Hill, representing Hills Group, spoke in favour of the proposal.
- Mr Phin Eddy, representing Fichtner Consulting Engineers, spoke in favour of the proposal.
- Mr Ed Dodd, representing Hills Waste Solutions, spoke in favour of the proposal.
  
- Cllr Mike Sutton, Deputy Mayor, Westbury Town Council, spoke in opposition to the proposal.
- Cllr Mrs Lee, representing North Bradley Parish Council, spoke against the proposal.
- Cllr John Eaton, representing Southwick Parish Council, spoke against the proposal.

The Chairman stated that Cllr Russell Hawker, the local Member, had informed her that he was unable to attend this meeting but that he had not received any objections or concerns regarding this application from any of his constituents.

Cllr Gordon King, an adjoining Member, expressed his opposition to the proposal, stating that Westbury community, considered that the proposed development was too large for this visually sensitive area. He also expressed concern on the likely impact that additional traffic would have on the surrounding road network and the impact on the local environment.

Thereupon, the Chairman proposed the recommendation as set out in the Case Officer's report and this was seconded by Cllr Tony Trotman.

Cllr Christopher Newbury expressed some concern that the origin of the waste to be transported to the proposed plant was not specified and proposed that Conditions 5 & 6 as set out in the report be amended to state that only waste from Wiltshire be accepted. This amended Motion was seconded by Cllr Sarah Gibson and on being put to the vote was lost.

It was pointed out that the current application was effectively a revision to planning permission 14/12003/WCM which was also for an ATT facility which was granted on 23 September 2015. This permission had not yet been implemented but remained extant. Works to commence 14/12003/WCM, which were common to both it and the current planning application, were programmed to commence at end 2018/early 2019. It was stressed that the fact that there was an extant planning permission for an ATT facility at this site was a significant material consideration to be taken into account in determining the new application.

Thereupon the Motion as proposed by the Chairman and seconded by Cllr Tony Trotman was put to the vote and on a recorded vote as proposed by Cllr Ernie Clark and supported By Cllr Sarah Gibson and Cllr Ruth Hopkinson,

**Resolved:**

**Subject to the Secretary of State not calling this application in for his determination, 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:  
18616-G-03 (Location Plan) dated 10/18  
040\_A05 REV D (Site Plan) dated 01/09/18  
040\_A07 REV E 1 to 4 (Site Elevations) dated 01/09/18  
040\_A08 REV D (Floor Plan) dated 01/09/18  
040\_A09 REV D (Site Section Levels) dated 01/08/18**

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

- 3 Notwithstanding the details set out in the application particulars, no development shall commence on site until details of the colours for the building's external cladding 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:** These details are 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 The un-loading, storage and re-loading of waste materials shall take place inside the buildings hereby approved only, and shall not take place at, on or over any other parts of the application site.

**REASON:** To comply with the terms of the planning application and its justification, and to ensure the amenities of the wider environment are safeguarded.

- 5 The total tonnage of waste material delivered to the site shall not exceed 118,500 tonnes in any twelve month period.

**REASON:** To ensure that the development substantially accords with the terms of the Transport Assessment and Environmental Statement which accompany the planning application, and their conclusions that this scale of operation would not cause harm to matters of acknowledged importance.

- 6 A record of the quantity (in tonnes) of waste materials delivered to the site and all the waste-derived products despatched from the site shall be maintained by the operator of the site and made available to the local planning authority upon request. All records shall be kept for at least 36 months.

**REASON:** In order that the local planning authority can monitor the approved development.

- 7 Heavy Goods Vehicle (HGV) deliveries to and removals from the site of waste materials shall be limited to the following times:

Monday to Friday: 07:00 to 22:00

Saturdays: 07:00 to 17:00

There shall be no deliveries or removals on Sundays or Bank Holidays.

**REASON:** To safeguard the amenities of the wider area.

- 8 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding

season following the first operation of the facility 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.

- 9 No part of the development hereby permitted shall be 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.

- 10 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.

- 11 There shall be no surface water discharge connection to the foul water network.

**REASON:** To safeguard the integrity of the foul water network and prevent flooding.

- 12 No development hereby approved shall take place until a site specific Construction Environmental Management Plan has been submitted to and been approved in writing by the local planning authority. The plan must demonstrate the adoption and use of the best practicable means to reduce the effects of noise, vibration, dust and site lighting during construction. The plan should include, but not be limited to:

- Procedures for maintaining good public relations including

complaint management, public consultation and liaison

- Arrangements for liaison with the Council's Public Protection Team
- All works and ancillary operations which are audible at the site boundary, or at such other place as may be agreed with the Local Planning Authority, shall be carried out only between the following hours:  
08 00 Hours and 18 00 Hours on Mondays to Fridays and 08 00 and 13 00 Hours on Saturdays and; at no time on Sundays and Bank Holidays.
- Construction deliveries to and removal of plant, equipment, machinery and waste from the site must only take place within the permitted hours detailed above.
- Mitigation measures as defined in BS 5528: Parts 1 and 2 : 2009 Noise and Vibration Control on Construction and Open Sites shall be used to minimise noise disturbance from construction works.
- Procedures for emergency deviation of the agreed working hours.
- Control measures for dust and other air-borne pollutants.
- Measures for controlling the use of site lighting whether required for safe working or for security purposes.
- Construction traffic routes.

**REASON:** In the interests of the amenities of surrounding occupiers during the construction of the development.

- 13 No part of the development shall be brought into use until a Green Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The results of the implementation and monitoring shall be made available to the Local Planning Authority on request, together with any changes to the plan arising from those results.

The Travel Plan shall include provision for car sharing and for ultra low energy vehicle infrastructure (electric vehicle charging points).

**REASON:** In the interests of air quality and reducing vehicular traffic to the development.

- 14 Prior to first operation of any plant, noise mitigation measures for the plant shall be installed in accordance with the specifications set out in the 'Noise and Vibration' chapter (chapter 6) of the Environmental Statement dated 11 October 2018 accompanying the planning application. The mitigation shall be retained and maintained thereafter.

Within 3 months of any plant having become first operational a noise assessment shall be carried out by an independent consultant to confirm compliance with the noise predictions set

out in the Environmental Statement. The outcomes of the noise assessment shall be provided in writing to the local planning authority for agreement in writing no later than 1 month after the initial 3 month period. In the event that the noise assessment finds that the noise predictions have been exceeded then details of additional mitigation measures shall be provided as part of the noise assessment together with a timeframe for installation. The additional mitigation shall then be installed in accordance with the agreed noise assessment and retained and maintained thereafter.  
**REASON:** To protect local amenity from the adverse effects of noise.

- 15 Prior to the development hereby approved becoming first operational an odour management plan (for the management of odours, should they arise) and a pest management plan (for the management of flies, vermin, etc., should they arise) shall be submitted to the local planning authority for approval in writing. Thereafter, the approved plans shall be implemented as approved, if/as necessary.

**REASON:** To safeguard amenity.

- 16 The development hereby permitted shall be carried out strictly in accordance with the Mitigation Measures for biodiversity set out in the 'Biodiversity' chapter (chapter 8) of the Environmental Statement dated 11 October 2018 accompanying the planning application.

**REASON:** To safeguard wildlife.

- 17 **INFORMATIVE:** This activity will require a bespoke installation environmental permit issued by the Environment Agency (EA). As part of the environmental permitting process, the EA assess all applications to ensure that they meet the requirements of the Environmental Permitting Regulations. During assessment, the design of the plant is reviewed, as well as how it will be operated, the emissions it will generate (to air, water and land) and whether emissions will have an adverse impact on people living nearby and the natural environment. The EA do this by consulting partner organisations, such as Natural England (experts on impacts on wildlife) and Public Health England (experts on human health impacts). Emissions limits and techniques used to protect the environment and human health are set by the EU Industrial Emissions Directive (IED). In order to achieve the limits set by the IED the operator will need to show that they will use Best Available Techniques (BAT). The EA cannot set environmental permit conditions that go beyond what is specified by the IED and BAT.

(Cllrs Fleur de Rhe-Philipe, Derek Brown, David Halik, Christopher Newbury, James Sheppard, Tony Trotman and Fred Westmoreland voted for the Motion.

Cllrs Ernie Clark, Andrew Davis, Sarah Gibson and Ruth Hopkinson voted against the Motion.)

8 **18/09550/FUL - Landscaping and screening bund at Land at Brook Farm / adj Northacre Renewable Energy, Stephenson Road, Northacre Industrial Park, Westbury**

The Committee received a presentation by the Case Officer which set out the issues in respect of the application. The purpose of the report was to consider the proposed development and the recommendation that planning permission is granted subject to conditions.

Members then had the opportunity to ask technical questions after which they heard statements from members of the public as follows:-

- Ms Harriet James, a local resident spoke in opposition to the proposal.
- Mr Ed Dodd, representing Hills Waste Solutions, spoke in support of the proposal.

On the proposal of the Chairman, which was seconded by Cllr David Halik,

**Resolved:**

**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:**

- **No. 18616-500-03A (Location Plan) dated 10/2018**
- **No. NOR-LP02 Rev A (Screen Mound Plan) dated 09/2018**
- **'Technical Report - Screen Mound' by Floodline Consulting dated 05/10/2018**

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

- 3 **With the exception of its final surfacing with top soil, the bund hereby approved shall be constructed from existing inert soils**

and sub-soils derived from the adjacent Northacre Renewable Energy site only. No other materials shall be used in the construction of the bund, including non-existing materials that may be imported to and/or stored at the Northacre Renewable Energy site.

**REASON:** To accord with the terms of the proposal and to minimise construction traffic generation in the interests of amenity.

- 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 No development hereby approved shall take place until a site specific Construction Environmental Management Plan has been submitted to and been approved in writing by the local planning authority. The plan must demonstrate the adoption and use of the best practicable means to reduce the effects of noise, vibration, dust and site lighting during construction. The plan should include, but not be limited to:
  - Procedures for maintaining good public relations including complaint management, public consultation and liaison
  - Arrangements for liaison with the Council's Public Protection Team
  - All works and ancillary operations which are audible at the site boundary, or at such other place as may be agreed with the Local Planning Authority, shall be carried out only between the following hours:  
08 00 Hours and 18 00 Hours on Mondays to Fridays and  
08 00 and 13 00 Hours on Saturdays and; at no time on Sundays and Bank Holidays.
  - Construction deliveries to and removal of plant,



equipment, machinery and waste from the site must only take place within the permitted hours detailed above.

- Mitigation measures as defined in BS 5528: Parts 1 and 2 : 2009 Noise and Vibration Control on Construction and Open Sites shall be used to minimise noise disturbance from construction works.
- Procedures for emergency deviation of the agreed working hours.
- Control measures for dust and other air-borne pollutants.
- Measures for controlling the use of site lighting whether required for safe working or for security purposes.
- Construction traffic routes.

**REASON:** In the interests of the amenities of surrounding occupiers during the construction of the development.

9 **Date of Next Meeting**

**Resolved:**

**To note that the next meeting of this Committee was due to be held on Wednesday 20 February 2019 at County Hall, Trowbridge, starting at 10.30am.**

10 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 1.00 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)

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## **NORTHERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 3 OCTOBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Peter Hutton (Vice-Chairman, in the Chair), Cllr Chuck Berry, Cllr Howard Greenman, Cllr Gavin Grant, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Ashley O'Neill, Cllr Ben Anderson (Substitute) and Cllr Jacqui Lay (Substitute)

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#### **44 Apologies**

Apologies were received from Cllr Tony Trotman.

Cllr Christine Crisp was substituted by Cllr Ben Anderson and Cllr Mollie Groom has been substituted by Cllr Jacqui Lay.

#### **45 Minutes of the Previous Meeting**

The minutes of the meeting held on 8<sup>th</sup> August 2018 were presented.

#### **Resolved:**

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

#### **46 Declarations of Interest**

There were no declarations of interest.

#### **47 Chairman's Announcements**

There were no Chairman's announcements.

#### **48 Public Participation**

The Committee noted the rules on public participation.

49 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

50 **Planning Applications**

To consider and determine the following planning applications:

51 **18/03673/FUL - The Solar, Market Place, Colerne, SN14 8DF**

Public Participation

Simon Chambers, agent, spoke in support to the application.

Councillor Tom Hall, of Colerne Parish Council spoke in objection to the application.

The Planning Officer, Simon Smith, introduced a report which recommended granting planning permission, subject to conditions, for the conversion of a stable block into a 1 bed dwelling, amended access and associated works.

Key issues highlighted included: the principle of development; its impact on heritage assets; the design/character and appearance of the area (AONB); highways and parking and residential amenity.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: whether the application was for a separate dwelling or for an annex to be connected to the existing property; parking arrangements; the number of bedrooms in the bungalow and the location of its windows.

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

Councillor Brian Matthew, Division Member, spoke regarding the application with the main points focusing on the area's cultural and historical significance and parking arrangements.

At the start of the debate a proposal was moved by Councillor Peter Hutton, seconded by Councillor Toby Sturgis to grant planning permission as detailed in the report.

During the debate the main points raised were: that, currently, national and local policy did not support the possibility of 'overdevelopment' on this site; over parking arrangements and whether more storage space would be needed (sheds etc.) for the separate dwelling.

**Resolved**

**That planning permission is 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:

Plans as received by the LPA 16/04/2018:

Existing Plans and Section (1740 S/03, Dated: Jan 2018);

Existing Elevations (1740 S/04, Dated: Jan 2018); and

Existing Site Plan (1740 S/02, Dated: Jan 2018).

Plan as received by the LPA 09/07/2018:

Location Plan (1740 S/01 Rev: A, Dated: Jan 2018).

Plans as received by the LPA 04/09/2018:

Proposed Elevations (1740 P/07 Rev: C, Dated: 04.09.18);

Proposed Plans and Section (1740 P/06 Rev: D, Dated: 04.09.18);

and

Proposed Site Plan (1740 P/05 Rev: D, Dated: 04.09.18).

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

3. 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.

One off-street parking space as shown on the site plan must be retained for use in association with the new dwelling in perpetuity.

**REASON:** In the interests of highway safety and to ensure the revised access is no wider than as indicated on the approved plans, to safeguard the character and appearance of the area/setting of heritage assets.

4. No walls shall be constructed on site, until a sample wall panel, not less than 1 metre square, has been constructed on site, inspected and approved in writing by the Local Planning Authority. The panel shall then be left in position for comparison whilst the development is carried out. Development shall be carried out in accordance with the approved sample.

**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 new dwelling 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. Prior to first occupation of the building as self-contained accommodation, details of the boundary treatment to be installed along the boundaries of the garden and private areas of the new accommodation shall have been submitted to and agreed in writing by the Local Planning Authority. The boundary treatments shall be implemented in complete accordance with those details so agreed and shall remain in that condition thereafter.**

**REASON:** In the interests of securing a boundary treatment that provides suitable privacy and amenity levels for existing and future residents as well as to ensure the boundary treatment is respectful of the sites sensitive location in the Conservation Area.

- 7. All new trees shown on the approved site plan shall be planted in the first planting and seeding season following the first occupation of the converted building or the completion of the development, whichever is the sooner.**

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

- 8. The rooflights hereby approved shall be of the 'conservation' type with a single vertical glazing bar and mounted flush with the roof slope.**

**REASON:** In the interests of preserving the character and appearance of the listed building and its setting.

- 9. 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 the former stable building subject to the conversion 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.

- 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 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.

**11. INFORMATIVE TO APPLICANT:**

The revised access may impact upon a street sign within the public highway. It is recommended that northernhighways@wiltshire.gov.uk is contacted prior to any works are due to commence. Any relocation required would be at the applicants own expense.

**12. INFORMATIVE TO APPLICANT:**

There is a low risk that bats may occur at the development site. Many species of bat depend on buildings for roosting, with each having its own preferred type of roost. Most species roost in crevices such as under ridge tiles, behind roofing felt or in cavity walls and are therefore not often seen in the roof space. Bat roosts are protected all times by the Conservation of Habitats and Species Regulations 2010 (as amended) even when bats are temporarily absent because, being creatures of habit, they usually return to the same roost site every year. Planning permission for development does not provide a defence against prosecution under this legislation or substitute for the need to obtain a bat licence if an offence is likely. If bats or evidence of bats is found during the works, the applicant is advised to stop work and follow advice from an independent ecologist or to contact the Bat Advice Service on 0845 1300 228, email enquiries@bats.org.uk or visit the Bat Conservation Trust website.

**13. INFORMATIVE TO APPLICANT:**

The applicant is advised that storage and mixing of materials must take place on hardstanding away from trees.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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).



52 **18/04914/FUL - Land Adjacent to Ravensroost Farm, Minety, Malmesbury, SN16 9RJ**

Public Participation

Jamie Denman, local resident, spoke in objection to the application.

Jan Brooks, local resident, spoke in objection to the application.

Lee Searles, the agent, spoke in support of the application.

Simon Wheeler, the applicant, spoke in support of the application.

Councillor Charles Brook, Chairman of Minety Parish Council spoke in objection to the application.

The Planning Officer, Richard Sewell , introduced a report which recommended granting planning permission, subject to conditions, for the development works required for the construction of a battery energy storage facility.

Key issues highlighted included: principle of development; impact on residential amenities of adjoining neighbours; impact on character and appearance of the area; impact on ecology; impact on highways and impact on drainage.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the location of other battery energy storage facilities in Minety; location of the nearest gas main; on-site security arrangements and details about the construction method statement.

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

Councillor Chuck Berry, Division Member, spoke regarding the application with the main point focusing on the oversupply of battery energy storage facilities in the Minety area.

At the start of the debate a proposal was moved by Councillor Peter Hutton, seconded by Councillor Brian Mathew to grant planning permission as detailed in the report and subject to additional conditions detailed below.

During the debate the main points raised were: concerns over current and future road conditions of the B4040; the possibility of a lead escort vehicle; the precedent this might set for future development on greenfield sites; consideration of policy guidelines and notification of construction vehicle movements to the Parish Council, residents fronting the B4040 and the local school.

**Resolved**

**That planning permission is 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. Within six months of the commencement on site, a scheme for the decommissioning and restoration of the development shall have been submitted to and approved by the Local Planning Authority, the details of which shall include how the land will be restored back to fully agricultural use upon the development no longer being in operation or upon the expiry date of 25 years from the date of the development starting to feed electricity to the Grid, whichever is sooner. The Decommissioning and Restoration scheme of this development shall be carried out in accordance with the scheme so agreed.

**REASON:** To ensure upon the development no longer being in use, the complete removal of all development allowed under this permission and the restoration of the land to its former condition.

3. The Local Planning Authority shall be notified in writing within one month of the event that the development hereby approved has started to feed or take electricity to/from the Grid. The installation hereby approved shall be permanently removed from the site and the surface reinstated within 25 years and six months of the date of notification and the local planning authority shall be notified in writing of that removal within one month of the event.

**REASON:** In the interests of amenity and the finite operation of this type of development.

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) 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) means of enclosure;
- e) car park layouts;
- f) other vehicle and pedestrian access and circulation areas;
- g) 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.**

- 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 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.**

- 6. The development hereby permitted will be carried out in strict accordance with the recommendations given in Section 6 of the Ecological Appraisal by Clarkson Woods Ecology dated April 2018 and detailed on the site plan on page 36 of the same report.**

**REASON: To mitigate against the loss of existing biodiversity and nature habitats.**

- 7. A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and approved in writing by, the Local Planning Authority before commencement of the development. The content of the LEMP shall include, but not necessarily be limited to, the following information:**

- a) Description and evaluation of features to be managed;**
- b) Landscape and ecological trends and constraints on site that might influence management;**
- c) Aims and objectives of management;**
- d) Appropriate management options for achieving aims and objectives;**
- e) Prescriptions for management actions;**
- f) Preparation of a work schedule (including an annual work plan capable of being rolled forward over an 25 year period;**
- g) Details of the body or organisation responsible for implementation of the plan;**

- h) Ongoing monitoring and remedial measures;**
- i) Details of how the aims and objectives of the LEMP will be communicated to future occupiers of the development.**

**The LEMP will also include the wider land holding within the applicant's ownership, covering the plantation to the immediate north of the red line application boundary, the access track and any features identified within the recommendations at in Section 6 of the Ecological Appraisal by Clarkson Woods Ecology dated April 2018 that may fall outside the site but which are in the wider ownership. Initial management prescriptions should be based on a 5 year establishment period, then for the remainder of the 25year permission, with review every 5 years and proposals for restoration of the site at the end of the 25 year permission.**

**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: 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.**

- 8. No development shall commence on site (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) 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) or similarly competent person(s)
- h) Use of protective fences, exclusion barriers and warning signs.
- 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 a competent person(s), certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, shall be submitted to the Local Planning Authority 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.

**REASON:** To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

9. Prior to construction details of the means of a suitable access to the site shall be submitted to and approved in writing by the Local Planning Authority.

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

10. No development shall commence on site until a scheme for the positive discharge of surface water from the site (including surface water from the access / gravel areas), incorporating sustainable drainage details together with permeability test results to BRE365 and showing an improvement in discharge rate from the site, 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.

11. 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 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.

12. No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside any building on the site.

**REASON:** In the interests of the appearance of the site and the amenities of the area.

13. In addition to the Construction Traffic Management Plan CRM.349.004.TR.R.005 dated August 2018, no development shall commence on site until the following details have been submitted and approved in writing by the Local Planning Authority:

- a) Details and locations of all proposed signage indicating transport routes of construction traffic
- b) Details of lead escort vehicles associated with all HGV construction traffic travelling along the C76 unclassified road leading to and from the proposal site.
- c) Details of notification letters sent to Minety Parish Council and all residents of the properties situated between the B4040 and Blue Boar Crossroads indicating the dates and timeframes of likely HGV movements.

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

14. Prior to the commencement of development a pre-construction photographic survey of the C76 north from the main entrance to the junction with The Common shall be carried out. Upon completion of the construction phases, a post construction survey shall be carried out at the same locations. Details and results of both before and after survey shall have been submitted to the Council as the Highway Authority within 3 months of the first use of the development. Those submitted details and results shall be accompanied by a plan and timing schedule for the repair of any damage identified and attributable to the construction of the development, to be carried out at the expense of the applicant, which shall have been agreed in writing with the Local Planning Authority beforehand.

**REASON:** So as to secure a scheme for the repair of the public highway following completion of substantive construction works.

15. Prior to commencement of development an assessment of the acoustic impact arising from the operation of all internally and externally located plant shall be undertaken in accordance with BS 4142: 2014 by a suitably qualified person. The assessment shall be submitted to the Local Planning Authority together with a scheme of attenuation measures to ensure the rating level of noise emitted from the proposed plant shall be less than background. The scheme shall be submitted to and approved in writing by the Local Planning Authority. A post installation noise assessment shall be carried out to confirm compliance with the noise criteria and additional steps to mitigate noise shall be taken, as necessary. The details as approved shall be implemented prior to occupation of the development and thereafter be permanently retained.

**REASON:** To protect local; amenity from adverse effects of noise.

16. The development hereby permitted shall be carried out in accordance with the following approved plans:

Option Plan 1396-OP-01 Rev 05

Planning Layout Proposed Site Layout 1396-PL-02 Rev 05

Planning Layout Proposed Site Location Plan 1396-PL-03 Rev 04

Battery Container Plans and Elevations ENS-STD-PL-25

HVAC (SLAB) Plans and Elevations ENS-STD-PL-27

Inverter/TX Container Plans and Elevations ENS-STD-PL-28

Containerised Switchgear Plans and Elevations ENS-STD-PL-30

6m High Security Column Standard Details ENS-STD-PL-31

Security Fencing Typical Details ENS-STD-PL-32

132kv Single Circuit Tee Off (Underground) Details ENS-STD-PL-33

Planning Layout Existing & Proposed Elevations 1396-PL-04 Rev 02

Control and Metering Room Plans and Elevations ENS-STD-PL-45  
(received 19.09.18)

Landscape Strategy Plan CRM.349.004.L.D.001

Planning Layout Existing Layout 1396-PL-01 Rev 03

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

17. **INFORMATIVE TO APPLICANT:**

The Applicant is advised of the need to consult the Area Highways Manager at 01249468561 [matt.perrott@wiltshire.gov.uk](mailto:matt.perrott@wiltshire.gov.uk) before access works commence. This is in order to agree a pre-construction survey to ensure any damage done to the public highway during the construction phase is made right within a reasonable time period post-construction.

**18. INFORMATIVE TO APPLICANT:**

The applicant is advised of the need to consult the School Travel Adviser at 01225 713483 ruth.durrant@wiltshire.gov.uk regarding the frequency and proposed routes of HGV construction traffic.

**19. 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.

**20. 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.

**21. 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.

**22. 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.

53 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.35 pm)



The Officer who has produced these minutes is Stuart Figini of Democratic Services,  
direct line 01225 718221, e-mail [stuart.figini@wiltshire.gov.uk](mailto:stuart.figini@wiltshire.gov.uk)

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

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## **NORTHERN AREA PLANNING COMMITTEE**

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**MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 31 OCTOBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

**Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Gavin Grant, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew and Cllr Ashley O'Neill

**Also Present:**

Cllr Bob Jones MBE

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**54 Apologies**

There were no apologies.

**55 Minutes of the Previous Meeting**

The minutes of the meeting held on 3rd October 2018 were presented.

**Resolved:**

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

**56 Declarations of Interest**

Cllr Groom declared an interest in agenda item no. 7a (member of Cotswold Conservation Board). She declared she would participate in the debate and vote for the item with an open mind.

**57 Chairman's Announcements**

There were no Chairman's announcements.

**58 Public Participation**

The Committee noted the rules on public participation.

**59 Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

60 **Planning Applications**

To consider and determine the following planning applications:

61 **18/08151/FUL - Dahl Al Misfir, Park Lane, Ford, Chippenham**

Public participation

Ken Carter, local resident, spoke in objection to the application.  
Beau Roberts, local resident, spoke in objection to the application.

John Worsnop, the applicant, spoke in support to the application.

The Planning Officer, Lee Burman, introduced a report which recommended granting planning permission, subject to conditions, for the installation of a swim spa and decking in the rear garden of Dahl Al Misfir.

Key issues highlighted included: the principle of development; the impact of the proposal on the character and appearance of the application site and surrounding Cotswolds Area of Outstanding Beauty; the impact of the proposal on the character and appearance of the Long Dean-Ford-Slaughterford Conservation Area and on the settling of the nearby listed buildings; and the impact of the proposal on the residential amenities of surrounding properties.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the location of the proposed decking; the material of the section of the development that would be visible to the adjacent lane; the level of noise the pump would produce and whether there were any policy restrictions in regards to this; the longer-term maintenance of the decking and especially its colour; and whether the pump's noise level could be mitigated via a cover or underground storage.

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

Cllr Toby Sturgis, speaking on behalf of the Division Member who was unable to attend, spoke regarding the application with the main points focusing on the adequacy of detail/information submitted with the application; whether the proposal draws on the local context and is complimentary to the locality; whether the design of the development could be changed especially in regards to the decking, plastic cover and lowering of the spa; and concerns over the level of noise the pump would produce.

At the start of the debate a proposal was moved by Cllr Peter Hutton, seconded by Cllr Gavin Grant to grant planning permission as detailed in the report and subject to the additional conditions detailed below.

During the debate the main points raised were: the possible outdoor storage of resident paraphernalia; the visual impact of the development to neighbouring properties; overdevelopment in the Cotswold area of outstanding natural beauty; the spirit and intention of conditions attached to the grant of permission for the original development of the dwelling in the Cotswold area of outstanding natural beauty and in particular the below ground level element of the property; the level of noise the pump would produce and the need to mitigate this; the suitability of the plastic section of the development; the size of the decking area; and the need to ensure the development would only be used ancillary to the residential dwelling.

## **Resolved**

**To delegate authority to the head of development management services to grant permission subject to the conditions recommended in the report to committee and additional conditions to address:**

**Site landscaping to minimize visual impact of development and noise impact to neighbouring properties;**

**Restrict outdoor storage of residential paraphernalia on the proposed decking to minimize visual impact;**

**Ensure that the proposed swim spa is used ancillary to the residential dwelling it serves and is not used for commercial purposes to mitigate impact to residential amenity.**

**The wording of conditions to be delegated to officers.**

**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, Block Plan, Layout Plan, Section and Swim Spa Specifications; all dated 24 August 2018.**

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

**3 No paint or stain finish shall be applied to external timber until details of the paint or stain to be applied 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: In the interests of visual amenity and the character and appearance of the area.**

**4 The shell of the Swim Spa shall be 'Quartz Mist' in colour and it shall have a dark grey cover.**

**REASON: In the interests of visual amenity and the character and appearance of the area.**

**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 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.**

**7 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.**

**8 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.**

**62 17/09914/FUL - Land to the rear of 88- 89b, High Street, Cricklade**

Public participation

Andrew Pywell, the agent, spoke in support to the application.

Cllr Mark Clarke, Cricklade Parish Council, but representing Cricklade Neighbourhood Plan, spoke in objection to the application.

Cllr Chris Hodgson, Cricklade Parish Council, spoke in objection to the application.

The Planning Officer, Lee Burman, introduced a report which recommended granting planning permission, subject to conditions, for the erection of 2 no. dwellings on an area of land to the rear of 88-89b High Street, Cricklade that fronts onto Horse Fair Lane.

The Planning Officer provided the following update on the report:

- Page 38 of the agenda pack – parking arrangements revised to provide 2 no. garage space on 2 x 3 no. bed dwellings.
- End of report informatives – drainage matters referred to Wessex Water in the report, but should read Thames Water.

Key issues highlighted included: the principle of development; the impact on the character and appearance of the Conservation Area, Listed Buildings and their settings; the impact on local highways/parking; the impact on neighbour amenity; and drainage.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the current parking arrangements and whether parking spaces would be lost as a result of the proposed development; concerns over the site location map detailed in the report; why the Conservation Officer now had no objections to the development; and the reduction of the number of dwellings proposed in the original proposal.

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

Cllr Bob Jones MBE, Division Member, spoke regarding the application with the main points focusing on overdevelopment of the area; the proximity of the development to the high street; highways/parking concerns; the historical value of the area; the impact on the character and appearance of the conservation area; and the need to take the Cricklade Neighbourhood Plan into consideration.

At the start of the debate a proposal was moved by Cllr Chuck Berry, seconded by Cllr Gavin Grant to refuse planning permission as detailed below.

During the debate the main points raised were: the authority of the Neighbourhood Plan and in particular Policy H3; the integrity of burgage plots and their importance to the character and appearance of the area; the natural and historical significance of the area; informal parking arrangements and their importance to local residents; and whether the public benefits of development outweigh its harm, whether the development conflicts with Core Policy 57 and 58 of the Wiltshire Core Strategy.

Officers advised members in respect of the submitted and available information in respect of parking arrangements and highways access and potential conflicts with the development.

**Resolved**

**That planning permission is refused contrary to officer recommendation for the following reason:**

- 1. The proposed development by virtue of its form, scale and layout will result in harm to the setting of the adjacent designated heritage assets (No.s 88 – 88b High Street Cricklade) through subdivision of the burgage plots related to these properties. The identified harm is not sufficiently outweighed by public benefits of development and consequently the proposals conflict with Wiltshire Core Strategy (Jan 2015) CP57 (i) & (iii) and CP58; Policy H3 of the Cricklade Neighbourhood Plan (Made March 2018); and paras 11, 194 & 196 of the National Planning Policy Framework (July 2018).**

**63 Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.35 pm)

The Officer who has produced these minutes is Craig Player of Democratic Services, direct line 01225 713191, e-mail [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

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



## **NORTHERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 28 NOVEMBER 2018 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Gavin Grant, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Jacqui Lay (Substitute) and Cllr Philip Whalley (Substitute)

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#### **64 Apologies**

Cllr Ashley O'Neill was substituted by Cllr Jacqui Lay and Cllr Mollie Groom was substituted by Cllr Philip Whalley.

#### **65 Minutes of the Previous Meeting**

The Chairman drew attention to a letter received from Cricklade Town Council in relation to Planning Application 17/09914/FUL. The Committee was invited to ask any questions or make any comments on the letter.

The minutes of the meeting held on 31<sup>st</sup> October 2018 were presented.

#### **Resolved:**

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

#### **66 Declarations of Interest**

There were no declarations of interest.

#### **67 Chairman's Announcements**

There were no Chairman's announcements.

#### **68 Public Participation**

The Committee noted the rules on public participation.

69 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

70 **Planning Applications**

The Committee considered the following applications:

71 **18/06305/FUL - Nos. 1-6 and 9-14, Bendy Bow, Oaksey**

Public participation

Richard Stephens, GreenSquare Architects, spoke in support of the application.

Meghan Rossiter, the agent, spoke in support to the application.

The Chairman read a statement from Chantelle Walsh, local resident, in support of the application.

Cllr Richard Moody, Chairman of Oaksey Parish Council, spoke in objection to the application.

The Planning Officer, Lee Burman, introduced a report which recommended granting planning permission, subject to conditions and completion of a Section 106 agreement, for the demolition of nos. 1-6 and 9-14 and replacement with 24 no. dwellings.

The Planning Officer provided the following update on the report:

- Page 13 – the date of meeting should read 28<sup>th</sup> November 2018

Key issues highlighted included: principle of development; impact on the character and appearance of the area including designated heritage assets such as the conservation area; impact on residential amenity; impact on highway safety and parking; impact on site drainage and impact on ecology. Site constraints and the character and appearance of the site and locality including key features were described. The status of the Development Plan and emerging neighbourhood plan were set out.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: provisions for residents to be decanted and/or offered places in the proposed dwellings and the character of the proposal compared to the locality and in particular the spacing between buildings and use of materials.

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

Cllr Chuck Berry, Division Member, spoke regarding the application with the main points focusing on the high level of consultation; the front gardens of the

dwellings; the historic relevance of the adjacent buildings; the Oaksey Neighbourhood Plan and in particular the character of the locality; the visual amenity of the street scene; the distance from the front of the proposal to the pavement to which the Planning Officer referenced a approximate distance of between five to 10 metres and the need to preserve the conservation area.

At the start of the debate a proposal was moved by Cllr Hutton, seconded by Cllr Grant to grant planning permission as detailed in the report.

During the debate the main points raised were: the need for village regeneration; the need for social housing in villages; the examples of similar developments in Wiltshire and their success; the type of stone to be used for the proposed dwellings; the pairing of adjacent doors and how they fit in with the locality; the appearance of the windows; the Oaksey Neighbourhood Plan and the appearance of the dwellings compared to that of the locality. A revised motion was put forward and agreed by Cllr Peter Hutton and Cllr Gavin Grant to address design characteristics.

### **Resolved**

**To delegate authority to the Head of Service to approve subject to a s106 agreement and conditions in accordance with the officer recommendation contained in the report subject to delegating authority to Officers to seek:**

**Design amendments to plots 1 – 5 to address treatment and extension of brick course above windows.**

**Repositioning of front doors from adjacent to another in order to achieve separation.**

**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:**

**Sitloc - Site Location Plan - /**

**P100 - Proposed Site Layout – B**

**P101 - Proposed Block Plan – B**

**P102 - Proposed Materials Plan – B**

**P107 - Site Layout in Context - /**

**P/CE 130-140 - Coate Floor Plans Plt 12-14 – A**

**P/CE 134-143 - Coate Floor Plans Plt 15-18 – A**

**P/CF 130 - Clifton Ground Floor Plt 19-20 - /**

**P/CF 140 - Clifton First Floor Plan plt 19-20 - /**

**P/EH 130 - Everleigh Ground Floor Plt 6-11, 21-24 - /**

P/EH 140 - Everleigh First Floor Plt 6-11, 21-24 - /  
P/EN 130 - Enford Floor Plans Plt 1-5 - /  
P/CE 200-202 - Coate Elevations Plt 12-14 – A  
P/CE 203-204 - Coate Elevations Plt 15-18 – A  
P/CF 200-202 - Clifton Elevations - /  
P/EH 200-202 - Everleigh Elevations Plt 6-11, 21-24 - /  
P/EN 200 - Enford Elevations – A  
P/EN 201 - Enford Elevations - A  
P/EN 202 - Enford Elevations - B  
P/SL 500 - Artists Impression – B  
P/SL 501 - Artists Impression - B  
P/SL 502 - Artists Impression - B  
P/SL 503 - Artists Impression – B  
P/SL 504 - Artists Impression – A  
P/SL 505 - Artists Impression – A  
P/SL 506 - Artists Impression – A  
P/SL 507 - Artists Impression – B  
P/SL 508 - Artists Impression – A  
P/SL 509 - Artists Impression – A  
P/SL 510 - Artists Impression – A  
P/SL CMP - CMP Site Plan - /  
918-01 - Landscape Plan Bridges Assoc – C  
Landscape Management & Maintenance Plan  
1769/001 - Engineering Layout PHG  
Drainage Strategy FRA PHG dated June 2018

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

**5** No part of the development hereby approved shall be brought into use until the parking areas as shown on the approved plans have been consolidated, surfaced and laid out in accordance with the approved details, including the provision of controlled accesses as detailed. These areas shall be maintained and remain available for their respective uses at all times thereafter.

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

**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** No occupation of the dwellings shall take place until the Drainage works for the development are implemented. The development shall be carried out in accordance with the Drainage & Flood Risk Assessment dated June 2018 (phg Consulting Engineers). The development thereafter shall be maintained in accordance with the approved details.

**REASON:** To ensure that the development can be adequately drained and managed appropriately.

**8** 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 demolition and construction, including collection of waste and 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 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 demolition and construction phases.

**9** No dwelling shall be occupied until the vehicular access serving the dwelling and the vehicle parking space(s) serving it has been completed in accordance with the details shown on the approved plans and supporting statements and, once provided, the parking space(s) shall thereafter be so retained.

**REASON:** In order to provide adequate parking and turning facilities, and in the interests of highway safety.

**10** Plots 1,2,3,4,5 of the development shall not 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

**11** No development, other than demolition, site clearance and that required to be carried out as part of a scheme of remediation approved by the Local Planning Authority under this condition, shall commence on site, 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. The development thereafter shall be carried out in accordance with the agreed programme and in writing by the Local Planning Authority.

**Step (i) Site Characterisation:**

An investigation and risk assessment must be completed to assess the nature and extent of any contamination (including asbestos) 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,
  - 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 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 The development hereby approved shall be carried out in accordance with the proposals within the ecological mitigation strategy and plans detailed within the 'Ecological Mitigation and Enhancement Strategy' Focus Ecology, July 2018, as already submitted with the planning application and agreed in principle with the local planning authority before determination.

**REASON:** To ensure adequate protection and mitigation for protected species / priority species / priority habitats through the implementation of detailed mitigation measures that were prepared and submitted with the application before determination.

13 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.

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), no window, dormer window or rooflight, other than those shown on the approved plans, shall be inserted in the any roofslope(s) of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

15 **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/communit yinfrastructurelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communit yinfrastructurelevy)**

**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.**

**INFORMATIVE TO APPLICANT:**

**The applicant is reminded of the need to obtain separate Land Drainage Consent for any drainage works comprising the extinguishment and/or creation of new outfall points at the adjacent watercourse.**

**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].**

**INFORMATIVE TO APPLICANT:**

**Please be advised that nothing in this permission shall authorise the diversion, obstruction, or stopping up of any right of way adjacent to the site, temporarily or otherwise.**

**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:**

The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be 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.

**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:**

**Proposed Sewerage**

The site shall be served by separate systems of drainage.

**Foul Drainage**

- Foul connections either directly or indirectly to the local public foul network can to be agreed in consultation with Wessex Water. Please visit the Developer Services section of our website and refer to Wessex Water's guidance notes 'DEV016G – Connecting to a public sewer' for further guidance or contact [sewer.connection@wessexwater.co.uk](mailto:sewer.connection@wessexwater.co.uk)
- Redundant drains and laterals should be sealed at the point of connection to the public sewer.

**Surface Water Drainage**

- The Drainage Strategy (PHG Consulting June 2018) proposes to utilise existing drainage infrastructure to 'discharge to the existing adopted system'. Our records indicate that there are highway and private sw systems in this area but there are no public surface water sewers recorded at this location.
- Surface water connections to the public foul sewer network will not be permitted. If

**there are any existing surface water connections to the existing foul water system  
these should be redirected upon re-development.**

- We support the development in principle but advise that the applicant should further investigate the local surface water drainage systems to ensure that satisfactory disposal can be achieved with Highway / LLFA approval. The developer must demonstrate that any surface water sewers serving new development will not connect directly or indirectly to the public foul network.**

- Land drainage run-off shall not be permitted to discharge either directly or indirectly to the public sewerage system.**

#### **Water Infrastructure**

**A water supply can be made available from the existing network. The applicant should consult the Wessex Water website for further information. [www.wessexwater.co.uk/Developers/Supply/Supply-connections-anddisconnections](http://www.wessexwater.co.uk/Developers/Supply/Supply-connections-anddisconnections)**

#### **72 16/10513/FUL - Land at Restrop Road, Purton, Swindon**

Public participation

Chris Minors, the agent, spoke in support to the application.

Dr Richard Pagett, speaking on behalf of Purton Parish Council, spoke in objection to the application.

The Planning Officer, Jemma Foster, introduced a report which recommended granting planning permission, subject to conditions and the completion of a S106 agreement, for residential development of 38 dwellings including access, car parking, landscaping and other associated infrastructure.

Key issues highlighted included: principle of development; impact on character and appearance of the area; impact on highway safety and conformity with the Neighbourhood Plan.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: boundary treatment for the proposed play area; the permitted development rights proposed to be removed; the design of the dwellings and in particular its suitability for the disabled and elderly; the local need for smaller housing and housing for the elderly; the construction method

statement and in particular the construction of the buildings at reasonable hours and highways concerns.

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

Cllr Jacqui Lay, Division Member, spoke regarding the application with the main points focusing on the lack of recent consultation with the public; the length of time that the application has been on hold for; the need to look at villages individually and consider the local needs; the importance of the Purton Neighbourhood Plan; the appearance and character of the locality; the planning history of Restrop Road; concerns over parking arrangements; additional homes not necessarily safeguarding services; concerns over waste collection; the construction method statement and in particular construction vehicles and highways concerns.

At the start of the debate a proposal was moved by Cllr Peter Hutton, seconded by Cllr Howard Greenman to grant planning permission as detailed in the report and subject to the additional conditions detailed below.

During the debate the main points raised were: the feasibility of a construction management plan; highways concerns; the design of the dwellings; permitted development rights; access for disabled and the elderly; the need for housing for the elderly as well as affordable housing; the specificity of the Purton Neighbourhood Plan; the need to preserve the development as it is proposed and make sure the Lifetime Houses deliver what they say they will and the floor plan and its indication of where disabled access can be added; and future access arrangements to adjacent land.

### **Resolved**

**To delegate authority to the Head of Service to approve subject to a s106 agreement and conditions in accordance with the officer recommendation contained in the report subject to additional conditions as follows:**

**Demolition or construction works on the site hereby approved shall not take place outside 07:30hrs to 17:30hrs Mondays to Fridays and 08:00hrs to 12:30hrs on Saturdays not at any time on Sundays or Bank Holidays.**

**No works shall commence on site until a construction traffic management plan detailing how construction traffic will access the site 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.**

**No dwelling shall be occupied until the boundary treatment around the equipped play area has been submitted to and approved in writing by the Local Planning Authority. The play area shall not be first put into use until the boundary treatment has been erected in accordance with the approved details.**

- 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 085\_101 (location plan), 600 (topographical) received by the Local Planning Authority on 2nd November 2016

Drawing Number 085\_105A (Street Scene) received by the Local Planning Authority on 5th April 2017

Drawing Numbers: 085\_104 G (storeys), 085\_109 F (access & movement), 2601 P6 (levels), H100 P8 (drainage), 101 P5 (vehicle track analysis), 102 P5 (visibility), PERW20671-10 F (landscape) received by the Local Planning Authority on 17th August 2017

Drawing Number: PERW20671-03 E (tree protection) received by the Local Planning Authority on 11th May 2018

Drawing Numbers: 085\_102 rev H (materials), 085\_107\_1 rev G (fences & enclosures) received by the Local Planning Authority on 12th November 2018

House Pack:085\_: 120-1A, 124-1A, 124-2A, 126-1A, 126-2A, 127-1A, 127-2A, 127-3A, 128-1B, 128-2A, 130-1A, 130-2A, 130-3A, 130-4A, 131-1B, 131-2A, 131-3A, 133, 136-1A, 137-1 and Drawing Number 085\_100 AA (Planning Layout) received by the Local Planning Authority on 13th November 2018

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

- 3** The development shall be carried out in accordance with the materials submitted to the Local Planning Authority on 10th October 2018

**REASON:** To ensure the development is acceptable for its surroundings

- 4** No development shall commence on site (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) The times during construction when specialist 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) or similarly competent person(s)
- h) Use of protective fences, exclusion barriers and warning signs.
- 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 a competent person(s), certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, shall be submitted to the Local Planning Authority 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.

**REASON:** To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

- 5 No development shall commence on site until a landscape and ecology 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

and ecology 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.

- 6** No development above slab level 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 dwelling hereby approved shall not 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 dwelling has 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

- 7** No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4m metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 58 metres to the north east direction and 50 metres to the south-west direction from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 0.6m above the level of the adjacent carriageway. This also includes a 1m buffer in front of the hedge in order that the growth of the hedge does not encroach into the visibility splay.

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

- 8** No development shall commence on site until full details of a footway from the site to Reeds Gables Close alongside a timetable detailing when

the footpath shall be provided have been submitted to, and approved in writing by, the Local Planning Authority.

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

- 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 ensuring that any pipe/attenuation system does not allow ingress of ground water to the system plus all third party permissions and approvals, has been submitted to and approved in writing by Wiltshire Council.

The development shall then 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 without increasing flood risk to others

- 10** No development shall commence on site until a scheme for the discharge of foul water from the site, including any required off site capacity improvements needed to existing public sewerage system to allow the site to be served and to prevent ingress of ground water into the sewer system , has been submitted to and approved in writing by Wiltshire Council.

The development shall then not be first occupied until foul water drainage, including any required off site capacity improvements needed to existing public sewerage system to allow the site to be served, 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 without increasing flood risk to others

- 11** No development shall commence on site until a construction management plan detailing drainage arrangements during the construction stage has been submitted to and approved in writing by Wiltshire Council. The development shall then 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, to ensure that the development can be adequately drained without increasing flood risk to others during construction works**

- 12 No dwelling hereby approved shall be first occupied until the associated allocated 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.**

- 13 The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.**

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

- 14 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 ensure the retention of trees on and off site during the construction stage.

**15** 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/locations of trees, shrubs;

\* the native mix that is proposed along the sections of hedgerow that will be infilled

**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.

**16** 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.

- 17 Plot 6 and 10 as shown on the approved plans shall not be occupied until details of the obscure glazing to be used in the first floor window on the side elevation and details of how it will have restricted opening has been submitted to and approved in writing by the Local Planning Authority, and; the obscure glazing and restricted window opening has been installed in accordance with the approved details. The obscure glazing and restricted window opening shall be maintained in accordance with the approved details in perpetuity.

**REASON:** In the interests of residential amenity and privacy.

- 18 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.

- 19 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 window, dormer window or rooflight, other than those shown on the approved plans, shall be inserted in the roofslopes of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

- 20 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 gates, fences, walls or other means of enclosure, other than those shown on the approved plans, shall be erected or placed forward of any wall of any dwelling (including a rear or side wall) which fronts onto a highway, carriageway or footpath.

**REASON:** In the interests of visual amenity.

- 21 The development hereby permitted shall not be occupied until the approved sewage disposal 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.

- 22** The development hereby permitted shall not be brought into use 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, and; no dwelling hereby approved shall be first occupied until the approved refuse storage has been completed and made available for use in accordance with the approved details. The approved refuse storage shall thereafter be maintained in accordance with the approved details.

**REASON:** In the interests of public health and safety.

- 23** No works shall commence on site until a site plan for the receptor area detailed on a map together with a description of pre-translocation works required at the receptor site and a clear prescription of the receptor site in perpetuity post-translocation alongside a timetable for the translocation of the slow worms 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 and in the interest of ecology

**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 ???/2018

- 2** **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).

**3 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.

**4 INFORMATIVE TO APPLICANT:**

There are public sewers crossing or close to your development. In order to protect public sewers and to ensure that Thames Water can gain access to those sewers for future repair and maintenance, approval should be sought from Thames Water where the erection of a building or an extension to a building or underpinning work would be over the line of, or would come within 3 metres of, a public sewer. Thames Water will usually refuse such approval in respect of the construction of new buildings, but approval may be granted for extensions to existing buildings. The applicant is advised to visit [thameswater.co.uk/buildover](http://thameswater.co.uk/buildover)

Thames Water have also advised:

No piling shall take place until a piling method statement (detailing the depth and type of piling to be undertaken and the methodology by which such piling will be carried out, including measures to prevent and minimise the potential for damage to subsurface sewerage infrastructure, and the programme for the works) has been submitted to and approved in writing by the local planning authority in consultation with Thames Water. Any piling must be undertaken in accordance with the terms of the approved piling method statement. Reason: The proposed works will be in close proximity to underground sewerage utility infrastructure. Piling has the potential to impact on local underground sewerage utility

infrastructure. The applicant is advised to contact Thames Water Developer Services on 0800 009 3921 to discuss the details of the piling method statement.

'We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Groundwater discharges typically result from construction site dewatering, deep excavations, basement infiltration, borehole installation, testing and site remediation. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. Should the Local Planning Authority be minded to approve the planning application, Thames Water would like the following informative attached to the planning permission:"A Groundwater Risk Management Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 02035779483 or by emailing [wwqriskmanagement@thameswater.co.uk](mailto:wwqriskmanagement@thameswater.co.uk). Application forms should be completed on line via [www.thameswater.co.uk/wastewaterquality](http://www.thameswater.co.uk/wastewaterquality)."

Thames Water will aim to provide customers with a minimum pressure of 10m head (approx 1 bar) and a flow rate of 9 litres/minute at the point where it leaves Thames Waters pipes. The developer should take account of this minimum pressure in the design of the proposed development.

### 73 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00pm - 5.00pm)

The Officer who has produced these minutes is Craig Player of Democratic Services, direct line 01225 713191, e-mail [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

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## **NORTHERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 30 JANUARY 2019 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Ashley O'Neill and Cllr Ben Anderson (Substitute)

#### **Also Present:**

Cllr Jacqui Lay

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#### **1 Apologies**

Cllr Mollie Groom was substituted by Cllr Ben Anderson.

#### **2 Minutes of the Previous Meeting**

The minutes of the meeting held on 28<sup>th</sup> November 2018 were presented.

#### **Resolved:**

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

#### **3 Declarations of Interest**

There were no declarations of interest.

#### **4 Chairman's Announcements**

There were no Chairman's announcements.

#### **5 Public Participation**

The Committee noted the rules on public participation.

6 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

7 **Planning Applications**

The Committee considered the following application:

8 **17/09618/FUL - Braydon Lane Garage, Chelworth Industrial Estate, SN6 6HE**

Public participation

Ben Pearce, the agent, spoke in support to the application.

Sue Smart, local resident, spoke in objection to the application.

Cllr Chris Hodgson, Cricklade Town Council, spoke in objection to the application.

The Planning Officer, Lee Burman, introduced a report which recommended granting planning permission, subject to conditions, for the use of land for the storage of vehicles (retrospective).

Key issues highlighted included: principle of development/development plan policy compliance including the made neighbourhood plan for Cricklade, highways impact, drainage impact, ecological impact, impact on the character, and appearance of the locality including heritage assets and impact on neighbour amenity.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the retrospective nature of the application and whether access to site can be restricted or lorries rerouted.

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

Cllr Jacqui Lay, speaking on behalf of the Division Member, spoke regarding the application with the main points focusing on the possibility for traffic issues to be addressed through conditions or other measures ; the impact on nearby homes and the possibility of a different lorry route that did not cut through Cricklade.

At the start of the debate a proposal was moved by Cllr Peter Hutton, seconded by Cllr Toby Sturgis to grant planning permission as detailed in the report.

During the debate the main points raised were: highways impact; the retrospective nature of the application; drainage impact; impact on neighbour amenity; clarification over Condition 3 and the extent and scope of the vehicle storage permitted; traffic issues; what the vehicles in storage will be used for and the Town Council's role in addressing traffic issues in their locality.



**Resolved**

**That planning permission is approved subject to conditions in accordance with the officer recommendation:**

**(1) Within 3 months of the date of this decision or within the first planting season thereafter the replanting works proposed to mitigate the impact of the development shall be implemented in accordance with J&BH/RPP-01/18.03.18. 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.**

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

**(2) The development shall be retained in accordance with the drawings**

**J&BH/RPP-01/18.03.18  
Block Plan LDC 2093\_02A  
Location Plan LDC 2093\_01A**

**Received 06/04/2018**

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

**(3) No more than 30 no. vehicles can be stored on the site (as indicated in red on Location Plan) at any time.**

**REASON: In the interests of the appearance of the site and the amenities of the area and for the avoidance of doubt and in the interests of proper planning.**

**(4) The development hereby permitted shall not be brought into use until a plan showing the precise location of any areas of open storage and specifying a maximum height of open storage within such area(s) has been submitted to and approved in writing by the Local Planning Authority. No materials, goods, plants, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored on the site outside the approved storage area, or above the height agreed as part of this condition.**

**REASON: In the interests of the appearance of the site and the amenities of the area.**

**(5) The parking area hereby permitted shall not be first brought into use 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 any identified water course maintenance requirements in the offsite downstream system and all required third party approvals, has been submitted to and approved in writing by the Local Planning Authority in consultation with the LLFA. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.**

**REASON: To ensure that the development can be adequately drained without increasing flood risk to others**

**(6) No external lighting shall be installed on site until a scheme of external lighting, including the measures to be taken to minimise sky glow, glare and light trespass, has been submitted to and approved in writing by the Local Planning Authority. The external lighting scheme shall be designed so as to meet the criteria for Environmental Zone E2 as defined by the Institute of Lighting Professionals 'Guidance Notes for the Reduction of Obtrusive Light' 2012. The approved scheme shall be implemented in full before the development is first brought into use and shall be maintained in effective working order at all times thereafter.**

**REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.**

**(7) Within 3 months of the date of this decision the mitigation measures as set out in the recommendations given in the Ecological Management Plan (Tree Parts Limited Dated 29/03/2018) shall be implemented. The development thereafter shall be permanently retained as such.**

**REASON: In the interests of the ecology of the site**

**INFORMATIVES:**

**Any discharge of storm water to an ordinary water course will require a separate application (LDC) to and approval of the LLFA as well as that of the riparian owner.**

**If the development generates foul effluent discharge it will either need a full formal discharge licence from the EA or if under their set limit then need to follow the EA guidelines.**

**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.**

**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. 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.

This decision does not purport to allow any additional signage or advertisements on the building or extensions where separate consent would be required under The Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

The Institute of Lighting Professionals “Guidance Notes for the Reduction of Obtrusive Light” can be found free online on the following website.

[www.theilp.org.uk/](http://www.theilp.org.uk/)

9

**Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.50 pm)

The Officer who has produced these minutes is Craig Player of Democratic Services, direct line 01225 713191, e-mail [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

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## **EASTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 29 NOVEMBER 2018 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.**

#### **Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble and Cllr James Sheppard

#### **Also Present:**

Cllr Jane Davies

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#### **62. Apologies**

There were no apologies received.

#### **63. Minutes of the Previous Meeting**

The minutes of the meeting held on 1 November 2018 were presented for consideration, and it was:

#### **Resolved:**

**To approve and sign as a true and correct record the minutes of the meeting held on 1 November 2018.**

#### **64. Declarations of Interest**

Cllr Peter Evans declared a non-pecuniary interest in agenda item 7b, application 18/03498/FUL, Sports Field, Green Lane, Devizes, as he was a member of Devizes Town Council. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

Cllr Mark Connolly declared a non-pecuniary interest in agenda item 7a, application 18/02400/FUL, Former Naafi, Station Road, Tidworth, Salisbury SP9 7NR, as he was the Mayor of Tidworth. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

65. **Chairman's Announcements**

There were no announcements.

66. **Public Participation**

The rules on public participation were noted.

67. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration.

**Resolved:**

**To note the updates.**

68. **Planning Applications**

The following planning applications were considered.

69. **18/02400/FUL - Former Naafi, Station Road, Tidworth, Salisbury, SP9 7NR**

**Public Participation**

Mr David Wildman, spoke in objection to the application.

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

Mr James Sherbourne, applicant, spoke in support of the application.

Adam Madge, Development Management Team Leader, presented a report which recommended that planning permission be granted, with conditions, for the construction of a hardware and DIY store (with associated warehousing and open storage) and 8 residential units, with associated landscaping and parking.

Key details were stated to include the following:

The site was located on the main commercial road in Tidworth. It was currently vacant and had been derelict for a number of years. The applicant controlled 28 spaces within the 43 space car park (accessed via Drummer Lane) located in the north west corner of the site. The residents of the proposed flats were to use some of these spaces for parking. The proposal was for an L shaped building which would front onto Station Road. This would comprise a ground floor DIY retail showroom with a connected double storey height warehouse; associated external storage and parking; with four one bedroom & four two bedroom flats above the retail element and fronting Station Road. Residents would have side access enabling them to enter the building from the Drummer Lane car park, whereas customers would access the site from the front. Vehicular access to the site would be from Station Road, there would also be a further 8 parking spaces at the back of the building accessed via this entrance. Concerns had been raised by local residents regarding the flat windows overlooking their properties, however this issue had been resolved as the windows on the side had been obscured. The proposal represented a significant investment by the

applicant of approximately £2.5 million and the retail unit would create 8 to 10 jobs.

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

The unitary division member, Councillor Mark Connolly, then spoke regarding the application. It was stated that it had been an aim of Tidworth Town Council to increase footfall along Station Road. However the site had been derelict for many years. Local residents had wanted a pub or cinema on the site, but Tidworth was too small for a viable cinema and no pubs had been willing to take on the site. Public opinion was fairly split regarding the application, with some residents thinking it was good and some thinking it was bad. As the local division member the Chairman stated he had called the application in due to overlooking issues and the fact that there was no shop entrance on Station Road. However, he felt that these issues had been addressed by the applicant. Although the Chairman had some concerns regarding parking he was relatively happy with the proposals. Wiltshire Council Highways had stated that although parking was a concern there were not enough grounds for refusal. It was stated that a mixed use development was reasonable as many shops on Station Road had flats above. It was felt that the business was needed and would thrive.

Cllr Mark Connolly proposed a motion to grant planning permission, with conditions, as per the officer recommendation. The motion was seconded by Cllr Nick Fogg.

A debate followed where key issues raised included the lack of a DIY store in the area, therefore it was felt that if approved the application would reduce traffic and pollution as people would not need to travel so far to visit a DIY store. The reuse of a brownfield site and the mixed use nature of the application was supported by most members. Some members had concerns regarding parking. The Drummer Lane car park had limited capacity and when visiting the site some members found the car park full. It was also stated that the fact there is no access from the Drummer Lane car park to the shop was a concern as customers may therefore need to carry heavy goods along the road to the Drummer Lane car park. Furthermore there were only 8 parking spaces actually on the site and there would be lots of heavy goods vehicles accessing the site due to the nature of the business. Some felt that that the applicants business was more akin to a builders merchants rather than a DIY store and therefore felt that the business was wholesale, not retail, which was a concern.

In response to questions the officer stated that none of the flats fell within the definition of affordable housing as requirements to have affordable housing as this requirement only applied to developments with over 10 units. The Chairman also stated that four of the flats were one bedroom, which were needed in the area and would also be fairly low cost due to fact they are one bedroom flats. The Town Council had been happy with this.

The Chairman proposed an amendment to the motion, which was to add a condition, restricting the hours of construction. Final wording of the condition

was to be delegated to officers. This was seconded by Cllr Richard Gamble. It was;

Resolved:

To amend the motion as proposed.

Cllr Gamble then proposed another amendment to the motion. Which was to add another condition, restricting the site to A1 use. Final wording of the condition was to be delegated to officers. This amendment was seconded by Cllr Mark Connolly. It was;

Resolved:

To amend the motion as proposed.

Therefore, the motion proposed was to grant planning permission, with conditions, as per the officer recommendation, with additional conditions to control the hours of construction and to restrict the use to A1. (The final wording of these additional conditions would be delegated to officers). After debate, the motion was put to the vote and it was;

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:**

**17002-A-PL-110 A (Location Plan)**

**17002-A-PL-110 B (Proposed Site and Ground Floor Plan)**

**17002-A-PL-111 B (Proposed Ground Floor Plan)**

**17002-A-PL-112 B (Proposed First Floor Plan)**

**17002-A-PL-113 B (Proposed Second Floor Plan)**

**17002-A-PL-114 B (Proposed Roof Plan)**

**17002-A-PL-115 B (Proposed North and South Elevations)**

**17002-A-PL-116 B (Proposed East and West Elevations)**

**17002-A-PL-120 B (Proposed Section A-A/North Elevation; Street Scene/South Elevation)**

**17002-A-PL-125 B (Proposed Typical Perimeter, Cycle Shelter and Bin Enclosure) Planning Statement**



**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** 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 trees 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;
- 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.

**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 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.

**6** 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. 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.

**7** 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 location of top ground water level to ensure that the base of any soakaway can achieve at least 1 metre of unsaturated soil between its base and the agreed top level of ground water taking into account seasonal variations, 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.

**8** The following Plant Noise Limits contained in Table 2 of Section 4.9 of the Noise Assessment (24 Acoustics, R7034-1 Rev 0, 21 August 2017) shall be adhered to at all times.

**Period and Rating Noise Level, dB**

**Daytime: (07:00-19:00): LAeq,1 hour 34dB**

**Evening: (19:00-23.00): LAeq, 1 hour 31dB**

**Night Time: (23:00-07:00): LAeq, 15 minutes 25dB)**

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

**9** No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

**Step (i)** A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

**Step (ii)** If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in

accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

**REASON:** To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

10 No development shall commence on site until a scheme for the collection of waste from the development has been submitted to and approved in writing by the Local Planning Authority. The collection of waste shall subsequently only take place in accordance with the approved scheme.

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

11 No development shall commence 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 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 enable the recording of any matters of archaeological interest.

12 No development shall commence on site until an assessment of risk to any groundwater resources and groundwater quality, including evidence of how these would be protected throughout the construction and operational phases of development, has been submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in full 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 groundwater resources and groundwater quality are protected.

**13** The development hereby approved shall be used solely for purposes of a DIY store and builders merchants and shall not be used solely as a distribution depot falling under class B8 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).

**REASON:** the location of the development close to neighbouring residential properties within Tidworth town centre is not suitable for significant numbers of heavy goods vehicles as would be generated from a distribution centre use.

**14** No construction work (excluding the internal fitting out of dwellings and building) nor the movement of spoil from the site shall take place outside the hours of 07:30 - 1900 Monday to Thursday, 07:30 - 1800 on Friday, 0800 - 1300 on Saturday and at no time on Sundays and Bank holidays.

**REASON:** In order to protect the residential amenity of future and adjoining residents.

70. **18/03498/FUL - Sports Field, Green Lane, Devizes**

Public Participation

Mr Stuart Hisop, local resident, spoke in objection to the application.

Mr Mark Young, Wiltshire Football Association, spoke in support of the application.

Mr Simon Fisher, Clerk, Devizes Town Council, spoke in support of the application.

Ruaridh O'Donoghue, Senior Conservation/Planning Officer, presented a report which recommended that planning permission be granted, with conditions, for the provision of a new football pavilion and changing facilities for Devizes Town Council and to form new headquarters for Wiltshire FA. Reconfiguration of car park and newly laid out football pitches.

Key details were stated to include the following:

The application proposed a new football pavilion and changing facilities for Devizes Town Council, a new headquarters for Wiltshire Football Association, along with a 3G pitch and associated floodlighting, with a reconfiguration of the

car park. Pictures of the site were shown to the committee; the land was mainly playing fields, which were currently being used for football matches and for other leisure/recreation activities. The site would be accessed via Green Lane, utilising the existing entrance to the car park. The application proposed to resurface the car park, providing 105 spaces. It was confirmed that the site had an established D2 use (leisure and recreation), which was compatible with the current proposal. Whilst the application would result in the loss of some green infrastructure, this would be offset by better provision and so would be acceptable under NPPF paragraph 97. The application would not cause harm to the character of the landscape, it would be well contained within the boundaries of the site and further landscaping was proposed to help mitigate the visual impact. As such, the proposal adhered to the aims of core policy 51 of the Wiltshire Core Strategy.

The Highways Authority did not find any significant issues with access or parking, as the existing level of use was already quite high. The Public Protection Officer considered that there would be no detrimental impact to the amenity of nearby residents. Wiltshire Council's Ecologist offered support for the proposal if conditions were imposed, namely the submission of a revised Landscape & Ecological Mitigation Plan and a robust Landscape and Ecological Management Plan prior to the commencement of works; works to be carried out in strict accordance with the recommendations made in the two reports by Eclipse Ecology; that there would be no lighting in the car park; and a requirement for the placement and maintenance of willow hurdles on the inside edge of the new hedge to ensure an instant light baffle while the hedgerow grows. These conditions were to minimise impact on bats and other local ecology.

Attention was drawn to some late correspondence received from Devizes Town Council in response to the Wiltshire Council Ecologist's views. Concerns were raised regarding the request to have a double hedge on the eastern boundary. It was felt that this would compromise the archery and grass pitches, would add additional cost to the project, would create safety issues and also that there was no need for this identified in their ecological reports and surveys. Late correspondence was also received from a member of the public outlining their objections which included noise pollution and light pollution.

Members of the committee then had the opportunity to ask technical questions of the officer. Details were sought on the consultation comments received from Sport England regarding access to the disabled WC, which appeared to be via the officials' changing room which was considered to be far from ideal. The officer stated that a condition could not be added to control internal works/layout, however it may be possible to add an informative to any decision.

Details were sought on the consultation comments received from Wiltshire Police who recommended changes to the design of the scheme due to a possible increase in anti-social behaviour. Members asked for details as to why the police felt this. The officer explained that the police had worries regarding part of the design which had a flat roof, as people may climb on this. They also had concerns due to the lack of lighting in the car park. The officer stated that

the lack of lighting in the car park was a response to concerns raised by the Council's Ecologist. It was stated that avoiding harm to protected species was a legislative requirement and therefore this would take precedent over the police comments.

Comments were also sought regarding the opposing Ecologist's views. The officer stated that the Wiltshire Council Ecologist was looking at the site and application objectively, so their comments should take precedence.

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

The unitary division member, Cllr Laura Mayes had sent a written statement that was read by Cllr Richard Gamble on her behalf as she was unable to attend. Cllr Mayes had called the application in to the committee due to concerns over traffic volume, car parking capacity, the effects of the floodlights on the natural environment and potential road safety issues at the junction of Green Lane and Byron Road. Cllr Mayes had met with representatives and had been reassured regarding the issues with traffic volume and car parking. She did not agree with the floodlight concerns that had been raised. However Cllr Mayes was still concerned about the impact on the junction of Green Lane with Byron Road, as there had been near misses therefore visiting teams may struggle with this junction. Cllr Mayes suggested that if the application were to be approved the committee may wish to consider adding a condition requiring improvement works to this junction.

Cllr Mark Connolly proposed a motion to grant planning permission, with conditions, as per the officer recommendation. The motion was seconded by Cllr Peter Evans.

Cllr Stewart Dobson proposed an amendment to the motion, which was to add an informative stating that the comments made by Sports England regarding the need for improved access to the disabled WC should be taken into account. The final wording of the informative would be delegated to officers. This amendment was seconded by Cllr Mark Connolly. It was;

Resolved:

To accept the amendment to the motion.

A debate followed where the main issues raised were:

That the application was welcome, it would provide good facilities which had been lacking for a long time and would provide a boost to the town; and the proposed mitigation and conditions were adequate to address issues. The applicants should take note of the police comments and should try to ensure there was no anti-social behaviour if the application was approved. Cllr Mayes' comments were discussed. It was not felt that the condition she requested could be added. However it may be possible to raise her concerns with the Community Area Transport Group.

Following a vote on the proposed motion to grant planning permission, with conditions, as per the officer recommendation, with the addition of an informative regarding access to the disabled WC (the final wording of which would be delegated to officers), it was;

**Resolved:**

**To approve 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 and documents:**

- **Drg No. P17-012-02-02-001 - Location Plan**
- **Drg No. P17-012-02-02-002A - Planning GA Site Plan**
- **Drg No. P17-012-02-02-003A - Planning GA Site Plan**
- **Drg No. P17-012-02-02-005 - LANDSCAPING Total Site**
- **Drg No. P17-012-02-03-001D - Planning GA Ground Floor Plan**
- **Drg No. P17-012-02-03-002D - Planning GA First Floor Plan**
- **Drg No. P17-012-02-05-001 - Planning GA Elevations (Sheet 1 of 2)**
- **Drg No. P17-012-02-05-002 - Planning GA Elevations (Sheet 2 of 2)**
- **Drg No. 04 Rev 02 - Proposed AGP Elevations**
- **Proposed Materials and Appearance - 3G Pitch**
- **SSL A Floodlighting Performance Results Rev 2**
- **Optivision - downlight performance - Optivision MVP507**

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

**3 No development shall commence on site above ground floor slab level 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. No dwelling shall be first occupied 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.

**4 No development shall commence on site above ground floor slab level 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 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.**

**5 Prior to commencement of any works within the site, a suitable revised Landscape & Ecological Mitigation Plan will be submitted to and approved in writing by the Local Planning Authority. The plan should show all recommendations for mitigation by both Eclipse Ecology Reports but in addition, should particularly address the provision of a secondary hedgerow 5m inside the existing hedgerow along the eastern boundary, with a rough grassland strip between the two. It will also address ways to reduce and prevent light spill from the building onto the car park and vegetation to the immediate west.**

**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.**

**6 A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and approved in writing by, the Local Planning Authority before first use of the development hereby permitted. The content of the LEMP shall include, but not necessarily be limited to, the following information:**

- a) Description and evaluation of features to be managed;**
- b) Landscape and ecological trends and constraints on site that might influence management;**
- c) Aims and objectives of management - notably securing the secondary hedge on the eastern side of the site to a height of 3m in a reasonable length of time (to be indicated within the prescriptions) and the placement and maintenance of willow hurdles on the inside edge of the new hedge to ensure instant light baffle while the hedgerow grows.;**
- d) Appropriate management options for achieving aims and objectives;**
- e) Prescriptions for management actions;**



- f) Preparation of a work schedule (including an annual work plan capable of being rolled forward over an (X) year period;
- g) Details of the body or organisation responsible for implementation of the plan;
- h) Ongoing monitoring and remedial measures;
- i) Details of how the aims and objectives of the LEMP will be communicated to future 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:** 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.

**7** No external lighting shall be installed on site other than that shown on the approved plans 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 primarily in the interests of ecology.

**8** No development shall commence on site above ground floor slab level 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:** In the interests of visual amenity and the character and appearance of the area

**9 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.**

**10 No part of the development hereby permitted shall be 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.**

**11 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 tree protection fencing in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction -Recommendations"; has been erected around the mature Scots Pines adjacent to the existing car park, and;**

**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 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 enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

**12** The mitigation measures detailed in Section 5 of the approved Ecological Assessment by Eclipse Ecology dated 26th October 2018 shall be carried out in full prior to the first bringing into use of the development and in accordance with the approved timetable detailed in the Ecological Assessment.

**REASON:** To mitigate against the impacts of the development upon existing biodiversity and nature habitats, priority species and priority habitats.

**13** The offices hereby approved shall be used for purposes ancillary to / associated with the D2 Use Class attached to the wider site as set out in 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).

**REASON:** The proposed office use is acceptable in an ancillary capacity but the Local Planning Authority wish to consider any future proposal for a change of use having regard to the circumstances of the case.

**14** The use hereby permitted shall only take place between the hours of 8am in the morning and 10pm in the evening from Mondays to Sundays.

**REASON:**

To ensure the retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

**15** The floodlights hereby approved shall only be illuminated when the 3G Pitch is in use within the permitted hours of operation, 8am to 10pm Monday to Sunday.

**REASON: To minimise the impact of the floodlights in the interests of the amenity and ecology of the area.**

**16 INFORMATIVE TO APPLICANT:**

**The attention of the applicant is drawn to the contents of the consultation response from Sport England on the 14th May and 25th October 2018 regarding the location / provision of a disabled WC at ground and first floor.**

**71. 18/05252/FUL - Savernake Park Farm, Savernake, SN8 4NE**

Public Participation

Mr Samuel Croft, agent, spoke in support of the application.

Mrs Shanne Boyd, applicant, spoke in support of the application.

Ruaridh O'Donoghue, Senior Conservation/Planning Officer, presented a report which recommended that planning permission be refused, for the change of use of redundant agricultural storage buildings into a flexible events space and associated development.

Key details were stated to include the following:

The application site was located in the open countryside, within the North Wessex Downs AONB. It was accessed via a single track that connects with the farm complex, which ultimately links to the A346. The two buildings being considered for a change of use were approximately 200m from the main farm complex. Pictures of the buildings, site and plans were shown to the committee. The main details to be considered were related to Wiltshire Core Strategy Core Policy 48, Supporting Rural Life, namely whether the buildings were structurally sound and capable of conversion; whether the use is acceptable in principle; and whether the proposal is considered to be in a sustainable location.

Attention was drawn to the late correspondence received from the applicants agent, detailing why they felt the application should be approved. Comments included the following: that the proposal was key to the viability of the current business on the site; a structural survey provided by a qualified professional stated that the buildings were in a satisfactory structural condition and were capable of conversion; paragraph 83 of the NPPF was supportive of a prosperous rural economy and that the Leader Programme run by the North Wessex Downs AONB had invited them to apply for funding.

In response to this late correspondence the officer stated that he had contacted the Leader Programme who clarified that it was not their purpose to help determine planning applications. The AONB unit's comments on the application included that they did not feel the works required on the buildings could be categorised as repair work, but rather would be a new build which would harm the landscape. There may also be issues regarding the dark sky status of the AONB. Each planning application needed to be determined on its own merits.

Members of the committee then had the opportunity to ask technical questions of the officer. Details were sought on what type of farming was undertaken on the holding. This was answered during public participation where it was stated that arable farming was undertaken by contractors. It had previously been a dairy farm, but due to TB was now completely arable.

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

The unitary division member, Councillor Jane Davies then spoke in support of the application. Cllr Davies stated that the application would be a creative reuse of buildings and that paragraph 83 of the NPPF supported rural development. There would be benefits to the community, including the creation of jobs and discounted usage for local people. It was felt that the benefit to the community would outweigh any visual harm. The application was necessary to the economic viability of the farm, which needed to diversify in order to survive in the current difficult economic climate.

Cllr Mark Connolly proposed a motion to refuse planning permission, as per the officer recommendation. The motion was seconded by Cllr Nick Fogg MBE.

A debate followed where all agreed that we should support farmers to diversify, however, one of the main issues raised by councillors was why two buildings were needed. Barn one would clearly involve a complete rebuild, rather than repair work, whereas it may have been possible to convert barn two. If the application was refused it was suggested that the applicant may wish to consider re-applying with just barn two as part of the application. The comments from the AONB unit, who felt that a rebuild would be required, were noted as highly interesting.

Other councillors disagreed with these views, stating that if a structural engineer thought the buildings could be repaired and reused then weight should be given to that argument. It was also stated that this was a good proposal and that farmers should be supported. Some felt that it did meet the requirements of core policy 48 of the Wiltshire Core Strategy, as the application would be of benefit to the community.

Other issues raised included noise pollution and light pollution, as the events spaces may be used for weddings and parties which would create quite a disturbance. Access was also a concern as there was only a rough single track to the location.

Following the debate it was;

**Resolved:**

**To refuse planning permission for the following reasons:**

**1. The buildings are not structurally sound and capable of conversion without major rebuilding work. By virtue of the proposed use of the**

building and the changes sort under this application, the scheme is not considered to preserve the character of the original building and would detract from the character and appearance of the landscape. Furthermore, the site does not have reasonable access to local services. As such, the scheme does not accord with the points i, ii and iv of Core Policy 48 of the Wiltshire Core Strategy 2015.

2. The proposal by virtue of the change of use, the loss of the agrarian character through significant rebuilding works and the external changes to the site would have a significantly harmful impact upon the character and appearance of this part of the North Wessex Downs AONB. As such, the scheme is not considered to protect, conserve or enhance landscape character and is therefore contrary to Core Policy 51 of the Wiltshire Core Strategy 2015 and to central government policy contained within the National Planning Policy Framework 2018, notably, paragraph 172 that places great weight on the importance of conserving AONB landscapes.

3. The proposal by virtue of its isolated rural location, remote from any nearby service centre and remote from access to public transport facilities means it is considered to be in an unsustainable location. The scheme is therefore considered contrary to Core Policies 60 and 61 of the Wiltshire Core Strategy 2015 which seek to ensure development is in accessible locations where reliance of the private car can be reduced, and to central government policy contained within the National Planning Policy Framework 2018.

72. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.00 pm)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line 01225 718352, e-mail [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@wiltshire.gov.uk)

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

## **EASTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 31 JANUARY 2019 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.**

#### **Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble and Cllr James Sheppard

#### **Also Present:**

Cllr Jane Davies, Cllr Phillip Whitehead

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#### **1. Apologies**

Apologies were received from Cllr Nick Fogg MBE.

#### **2. Minutes of the Previous Meeting**

The minutes of the meeting held on 29 November 2018 were presented for consideration, and it was:

#### **Resolved:**

**To approve and sign as a true and correct record the minutes of the meeting held on 29 November 2018.**

#### **3. Declarations of Interest**

There were no declarations of interest.

#### **4. Chairman's Announcements**

The Chairman announced that as there was a yellow weather warning in force and as snow was forecast we would keep an eye on the weather. If necessary he would cancel the meeting so that people could get home safely.

#### **5. Public Participation**

The rules on public participation were noted.

6. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration.

**Resolved:**

**To note the updates.**

7. **Planning Applications**

The following planning applications were considered.

8. **18/07283/FUL - Land at St Marys Close, Potterne, Wiltshire - APPLICATION WITHDRAWN**

The Chairman announced that application 18/07283/FUL, Land at St Marys Close, Potterne, Wiltshire, had been withdrawn by the applicant after publication of the agenda.

9. **18/06977/FUL - Land at Uphill, Friars lane, Urchfont, SN10 4SA**

**Public Participation**

Mr Malcolm Smith, spoke in objection to the application

Mr Jim Stevenson, spoke in objection to the application.

Ms Nicola Sage, spoke in objection to the application.

Ms Jenny Holt, spoke in support of the application.

Mr Kieren Dobie, Agent, spoke in support of the application.

Mr Richard Cosker, Design Team, spoke in support of the application.

Cllr Trevor Hill of Urchfont Parish Council spoke in objection to the application.

Senior Conservation/Planning Officer Morgan Jones, introduced a report which recommended that the application for the erection of 8 dwellings together with associated works be granted subject to conditions and a section 106 legal agreement.

The application had been amended to reduce the number of dwellings from nine to eight. These dwellings would be served by a single point of access at the south-west corner of the site onto Friars Lane. Two of the eight dwellings would be affordable housing. This figure met the requirement of policy H3 of the Urchfont, Wedhampton and Lydeaway Neighbourhood Plan (UWLNP) which required 30% of the development to be affordable housing. It was noted that there had been a mistake in section 8.92 of the agenda report, where it should read 2 affordable homes rather than 3.

Key details were stated to include the following:

Highway safety had been raised as an issue. However, the Highways Authority were happy with the layout of the development. The plans had been amended to include a footpath at the front of the scheme, so one of the issues raised by the parish council had been addressed. However the parish council were also



concerned about increased vehicle movements and their effect in particular on Crooks Lane and the access to the B3098. The Highways Authority recognised that Crooks Lane was narrow in places, but felt that it was sufficient to cope with a development of the proposed scale. Landscape impact was also considered an issue by objectors.

The development was considered to be of an appropriate design and layout and to meet the need for affordable housing identified in the UWLNP on this allocated site.

Members of the Committee then had the opportunity to ask technical questions of the officer. In response to a question regarding whether the proposed estate road would be adopted by Wiltshire Council, the officer stated that the Highways Authority would not be looking to adopt this road. However, if the application were to be approved, the section 106 legal agreement would secure a scheme for the management and ownership of the estate road. In response to a question regarding protecting significant parcels of agricultural land the officer explained that as this site had been allocated for residential development in the UWLNP, these issues would have been looked at during the allocation process.

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

The unitary division member, Cllr Philip Whitehead, spoke in objection to the application. Cllr Whitehead explained that the main reason he called this application in to the planning committee was because of the access to the site via Crooks Lane, stretches of which he felt were very narrow and would exacerbate the existing problem with traffic on this road. He stated that although the land had been allocated in the neighbourhood plan this did not mean that the Highways Officer should be unable to object. Locals felt that the road was not safe. Cllr Whitehead had spoken to a local farmer regarding the implementation of a footpath over his land which might help to mitigate the impact, and the farmer seemed willing to discuss the matter. Therefore he felt that unless mitigation measures could be secured, the application should be rejected.

In response to public statements the Highways Officer stated that there was no objection from the Highway Authority.

Cllr Mark Connolly proposed a motion to grant planning permission with conditions and a section 106 agreement as per the officer recommendation. This was seconded by Cllr Ian Blair-Pilling.

A debate followed where key issues raised included the access to the site via Crooks Lane. It was noted that in the UWLNP, Policy TIC1 – Local Traffic and Movement, stated that developments would need to provide the necessary road infrastructure required as a result of, and to support, the development including access to the B3098 where appropriate. However, it was noted that underneath this policy was a qualifying statement, stating that highway improvements were a community aspiration and therefore could not be insisted on. It was stated that

the parish council should have acknowledged this. The local farmer was willing to discuss a footpath and there would also be Community Infrastructure Levy (CIL) monies available. Some felt that implementing a footpath as suggested was the responsibility of the parish council. It was also suggested that the Community Area Transport Group (CATG) may be able to help with this. If able to implement a new footpath this would also be of benefit to the residents of nearby Foxley Fields.

Other issues raised included the number of affordable homes on the site, as there were now only two affordable homes included in the scheme. However, it was noted that this met the 30% requirement.

It was suggested that it may be possible to amend the motion being discussed to add a condition that would ensure the implementation of the footpath. However, after discussion with planning officers it was determined that this could not be added as a condition due to ownership issues. However, it would be possible to add an informative.

Therefore, Cllr Connolly proposed an amendment to the motion, which was to add an informative suggesting that the parish council work with CATG to try and address the footpath issue. The final wording of the informative would be delegated to officers. This was seconded by Cllr Stewart Dobson. It was;

**Resolved:**

To amend the motion as proposed.

At the conclusion of the debate it was;

**Resolved:**

**To grant planning permission with the following conditions and a section 106 agreement, as per the officer recommendation, with the addition of an informative, suggesting that the parish council work with CATG to try and address the footpath issue. The final wording of the informative would be delegated to officers.**

**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 documents and plans:**

- **Drawing no.BDS-01-18. Title. Topographical Survey, received 24.07.18;**

- Drawing no. 01-01-Existing B&L Rev.A. Title. Existing Block & Location Plan, received 24.07.18;
- Drawing no.04-04-Proposed B&L Title. Proposed Block & Location Plan, received 17.12.18;
- Drawing no.04-03-Proposed Site Plan Rev.A. Title. Proposed Site Plan, received 15.01.19;
- Drawing no. 04-07-Boundary & Hard Landscape Plan Rev.A. Title. Proposed Boundary & Hard Landscape Plan, received 15.01.19;
- Drawing no. 04-08-Site Section Rev.A. Title. Proposed Site Section, received 15.01.19;
- Drawing no. 04-09-Vision Splay. Title. Proposed Vision Splay
  
- Drawing no. 02-01-Plot 1 - Three Bed Bungalow. Title. Proposed Ground Floor Elevations, Section & Rood Plan & Block Plan, received 24.07.18;
- Drawing no. 02-02-Plot 2 - 3 Bed Detached Rev.B. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section & Roof Plan, Block Plan, received 24.07.18;
- Drawing no. 02-03-Plot 3 - 3 Bed Detached Rev.B. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section & Roof Plan & Block Plan, received 24.07.18;
- Drawing no. 02-04-Plot 4 - 4 Bed Detached Rev.B. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section & Roof Plan & Block Plan, received 24.07.18;
- Drawing no. 02-05-Plot 5 - 4 Bed Detached Rev.B. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section & Roof Plan & Block Plan, received 24.07.18;
- Drawing no. 04-02-Plot 6 & 7 - Semi Detached Rev.A. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section, Roof Plan & Site Plan, received 15.01.19;
- Drawing no. 04-01-Plot 8 – 3 Bed Detached. Title. Proposed Ground Floor & First Floor Plan, Elevations, Section & Roof Plan, received 17.12.18;
  
- Drawing no. 02-08-Plot 2 – Single Bay Garage / Rev A.. Title. Proposed Single Bay Garage, received 17.12.18;
- Drawing no. 02-09-Plot 3 – Single Bay Garage / Rev A.. Title. Proposed Single Bay Garage, received 17.12.18;
- Drawing no. 02-10-Plot4 – Double Bay Garage. Title. Proposed Double Bay Garage, received 24.07.18;
- Drawing no. 02-11-Plot5 – Double Bay Garage. Title. Proposed Double Bay Garage, received 24.07.18;
- Drawing no. 04-06-Plot 8 – Single Bay Garage. Title. Proposed Single Bay Garage, received 17.12.18;
- Drawing. 04-10-Brick Wall Detail. Title. Proposed Brick Wall Detail, received 15.01.19;
  
- Document. Urchfont – Material Schedule – Rev B, received 17.12.18;

- Document. External Facing Materials Schedule Plot 1, received 24.07.18;
- Document. External Facing Materials Schedule Plot 2 + Garage, received 24.07.18;
- Document. External Facing Materials Schedule Plot 3 + Garage, received 24.07.18;
- Document. External Facing Materials Schedule Plot 4 + Garage, received 24.07.18;
- Document. External Facing Materials Schedule Plot 5 + Garage, received 24.07.18;
- Document. External Facing Materials Schedule Plot 6 & 7, received 17.12.18;
- Document. External Facing Materials Schedule Plot 8 + Garage (3 Bed), received 17.12.18;
  
- Document. Construction Traffic Management Plan (Technical Note - 6350/01. Issue no.2) by Cole Easdon Consultants, received 24.07.18.
- Document. Landscape and Visual Appraisal (January 2019) (ref 18.756) by WHLandscape landscape architecture & arboriculture, received 15.01.19;
- Document. Planting and Maintenance Detail (January 2019) (ref 18.756) by WHLandscape landscape architecture & arboriculture, received 15.01.19.

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

**3** No development shall commence within the application 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.

**4** 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.

**NOTE:** In order to satisfy the condition full details of the proposed surface water drainage scheme, as indicatively shown on drawing no.6350/501 within the Drainage Statement (Technical Note - 6350/02. Issue no.2) by Cole Easdon Consultants, will be required.

**5** 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. 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.

**6** No above ground 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

**7** No railings, fences, gates, walls, bollards and other means of enclosure development, other than those shown on the approved plans, 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.

**REASON:** In the interests of visual amenity and the character and appearance of the area.

**8** 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 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.

**9** 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 dwellings 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.

**NOTE:** The approved soft landscaping is shown on Figure number: 'Fig.5 (18.756) Rev.A' within the Landscape and Visual Appraisal (January 2019) (ref 18.756) by WHLandscape landscape architecture & arboriculture.

**10** 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.

**11** No part of the development shall be occupied until a visibility splay has been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the point on the edge of the carriageway 43m metres to the east, and a 2.4m clear set back to the west to afford visibility of the junction. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 900mm above the level of the adjacent carriageway.

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

**12** 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 window, dormer window or rooflight, other than those shown on the approved plans, shall be inserted in the roofslopes of the development hereby permitted.

**REASON:** In order to protect the design and character of the development and in the interests of residential amenity and privacy.

**13** 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.

**14** The mitigation and enhancement measures to protect and enhance the habitat of the site as detailed in Section 6 of the approved Habitat & Protected Species Survey (16 July 2018) by Malford Environmental Consulting shall be carried out in full prior to the first bringing into use/ occupation of the development and/or in accordance with the approved timetable detailed in the Ecological Assessment.

**REASON:** To mitigate against the loss of existing biodiversity and nature habitats.

**15** **INFORMATIVE TO APPLICANT:**

The attention of the applicant is drawn to the contents of the consultation response from Wessex Water (dated 16.08.18 / ref KT/SU05NW/ 133) which can be seen on the Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**16** **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).

**17** **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 (to be confirmed should there be a resolution to grant planning permission)

**18 INFORMATIVE TO APPLICANT:**

The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be 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.

**19 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.

**20 INFORMATIVE TO APPLICANT:**

The applicant / developer is advised to take every opportunity to provide new, or enhance, footpath facilities between the application site and the centre of the village and / or the B3098 through engagement and negotiation with the Parish Council and local landowners.

10. **18/10309/FUL - Old Manor Farm Yard, Old Manor Farm, Chandlers Lane, Bishops Cannings, SN10 2JZ**

Public Participation

Mr Richard Cosker, RCC Town Planning, spoke in support of the application.

Mr Anthony Heath, Architect, spoke in support of the application.

Mr James Robson, spoke in support of the application.

Senior Conservation/Planning Officer Morgan Jones, introduced a report which recommended that the application for the demolition of agricultural buildings and erection of two detached dwellings and associated works be refused.

Attention was drawn to two late representations, one from Bishops Cannings Parish Council who stated they had no objection to the application and a third party letter of support for the application.

Plans and photographs were shown to the meeting and key details were stated to include the following:

The site was comprised of former agricultural buildings associated with Old Manor Farm. The Old Manor Farmhouse itself, which was Grade II Listed, lies to the south of the site and was within the applicant's ownership. The Farmhouse had been damaged by fire but planning permission and listed consent had been granted for all of the dwelling to be rebuilt. The whole site lies within the Bishops Cannings Conservation Area and the North Wessex Downs Area of Outstanding Natural Beauty.



Key issues for consideration were stated to be the principle of development; design and impact on heritage assets & landscape character; ecological impact; and the impact on highway safety.

The Wiltshire Core Strategy (WCS) and Devizes Area Neighbourhood Plan (DANP) classed Bishops Cannings as a small village. Therefore it did not have a defined 'limits of development'. However, 'infill' was allowed if it met the housing needs of the settlement. Infill was defined as 'the filling of a small gap within the village that it is only large enough for not more than a few dwellings, or generally only one dwelling'. The site was on the periphery of the village and therefore the planning officer felt that it would not represent infill. This was one of the reasons the application was recommended for refusal.

It was stated that the conservation officer felt that the proportions of dwelling 1 were too large. As it was close to the Grade II listed farm house it would compete visually with it, rather than appearing as a subservient ancillary building. It was also stated that the overall scheme would harm the setting of the listed building and the character and appearance of the conservation area. This was another reason that the application was recommended for refusal.

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

The unitary division member, Cllr Philip Whitehead, spoke in support of the application. Cllr Whitehead felt that this site was central in the village and therefore the new dwellings would represent infill. The current agricultural buildings were ugly and deteriorating in condition, causing a blight on the village. The applicants had stuck to the pre-application advice on the design of the dwellings and therefore felt it was upsetting that the conservation officer had not chosen to support the application. Therefore Cllr Whitehead felt that the application should be supported.

Cllr Stewart Dobson proposed a motion to grant planning permission with conditions, the wording of which would be delegated to officers. This motion went against the officer recommendation. This was seconded by Cllr Paul Oatway.

A debate followed where the following issues were raised.

The buildings had been designed sympathetically and fit the environment. They looked similar to the buildings they were replacing and would improve the appearance of the site. The yard was no longer a working farmyard, small farms were now defunct and needed regenerating. In this case the old and useless would be replaced with new and useful. Some councillors felt that some of the policy needed updating. Whilst they understood that officers had to work within the policy it could be taken to extremes. Some councillors felt that the application proposal comprised infill whilst others felt it was not.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be granted with conditions (the final wording of the conditions would be delegated to officers).**

**Reason:**

**The application could be classed as infill as defined in the WCS and therefore was acceptable in principle. The new buildings would not have a harmful impact on the setting of the listed building or the character and appearance of the site and conservation area.**

- 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 documents and plans:**
  - Document. Planning Statement (October 2018) by RCC Town Planning;**
  - Document. Preliminary Ecological Assessment & Phase 2 Bat Surveys (July 2018) by Gareth Harris Ecology & Conservation;**
  - Document. Tree Survey, Arboricultural Impact Assessment and Tree Constraints Plan (ref 18.781) by WHLandscape;**
  - Drawing no.3439-01 (Plans & Elevations for New Dwelling 1 [showing Location Plan, Block Plan, & Proposed Site Plan]);**
  - Drawing no.3439-02 (Plans & Elevations for New Dwelling 1);**
  - Drawing no.3439-03 (Plans & Elevations for New Dwelling 2);**
  - Drawing no.3439-04 (Diagram for Yard Access Visibility Splays);**
  - Drawing no.19119-200-01 RevD [showing existing site / topographical plan].**

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

- 3. 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.

4. 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. 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

5. No above ground 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.

6. No railings, fences, gates, walls, bollards and other means of enclosure development, other than those shown on the approved plans, 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.

**REASON:** In the interests of visual amenity and the character and appearance of the area.

7. 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 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.

8. No demolition, site clearance or development 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 BS5837:2012 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 service and piping infrastructure;
- 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 pre-commencement 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.
- Subsequently and until the completion of all site works, site visits should be carried out on a regular basis by the developer's arboricultural consultant. A report detailing the results of site supervision and any necessary remedial works undertaken or required should then be submitted to the Local Planning Authority. Any approved remedial works shall subsequently be carried out under strict supervision by the arboricultural consultant following that approval.

**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.**

- 9. No above ground 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;**
  - finished levels and contours;**
  - car park layouts;**
  - 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 and the protection of existing important landscape features.**

- 10. 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 dwellings 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.**

- 11. 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.**

**12. No dwelling shall be occupied, until the visibility splays shown 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**

**13. 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 window, dormer window or rooflight, other than those shown on the approved plans, shall be inserted in the roofslopes of the development hereby permitted.**

**REASON: In order to protect the design and character of the development and in the interests of residential amenity and privacy.**

**14. The mitigation and enhancement measures to protect and enhance the habitat of the site as detailed in Section 7 of the approved Preliminary Ecological Assessment & Phase 2 Bat Surveys (July 2018) by Gareth Harris Ecology & Conservation shall be carried out in full prior to the first bringing into use/ occupation of the development and/or in accordance with the approved timetable detailed in the Ecological Assessment.**

**REASON: To mitigate against the loss of existing biodiversity and nature habitats.**

**15. 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.**

**16. 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).

11. **18/08304/FUL - Garage site adjacent 22 Saxon Rise, Collingbourne Ducis, SN8 3HQ**

Public Participation

Ms Rachel Steer, RCC Town Planning, spoke in support of the application.

Senior Planning Officer, Morgan Jones, introduced a report which recommended that the application for the demolition of garages and erection of two dwellings and associated works be granted subject to conditions and the completion of a S106 legal agreement to secure off site public open space contributions.

Attention was drawn to updated comments from the Highways Officer. The report had stated that there would be a net loss of a car parking space. However, it was clarified that there would in fact be a net gain of 2 car parking spaces. Therefore, the Highways Officer was happy with the number of parking spaces being provided. It was also noted that parking provision could be withdrawn at any time by the applicant, Aster Group, as it was private land.

Key details were stated to include the following:

The application proposed the demolition of an existing garage block and the redevelopment of the site with a pair of semi-detached dwellings. The site was within the village of Collingbourne Ducis, which was defined as a large village. The site was within the defined 'limits of development' and the design and scale were deemed acceptable. There was limited impact on neighbour amenity. The main issues with the proposal were parking and the loss of green space/recreational land.

There would be a loss of a small amount of grass verge which was deemed public open space. This loss would be recompensed by a financial contribution via a section 106 legal agreement.

Members asked for clarification regarding the parking situation. In response the officer stated that the site currently had 10 open air parking spaces and 6 garages. However, only 3 of the garages were in use, hence the requirement to provide 13 new parking spaces. The 3 garage users had been offered garages in a nearby block. The application provided 12 open air parking spaces, which brought the total of spaces to 15, resulting in the net gain of 2 parking spaces.

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

The unitary division member, Cllr Ian Blair-Pilling, spoke in objection to the application. Cllr Blair-Pilling had called the application in as he was aware there

was strong feeling within the community currently living in Aster Group homes regarding parking spaces. Therefore he felt that the matter should be aired publically. Although it was noted that the number of parking spaces provided had changed.

Cllr Mark Connolly proposed a motion that the application should be granted with conditions and the completion of a S106 legal agreement to secure off site public open space contributions, as recommended by the Planning Officer. The proposal was seconded by Cllr Paul Oatway, QPM.

A debate followed where the following issues were discussed:

Some members stated that whilst the application met with policy, they were not sure that it met the needs of the community. It was felt that the applicants had not approached the situation well. Members wished that Aster Group had attended the meeting. Aster Group were urged to consider their conduct and adhere to their ethical policies and statements.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be granted subject to the following conditions and the completion of a S106 legal agreement to secure off site public open space contributions.**

- 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:**

**Application Form & Certificate**

**Ref: Location\_1775 planning.dwg – Location Plan. Received – 30.08.2018**

**Ref: Location Plan. Received - 15.01.2019**

**Ref: P1\_1775 planning A.dwg – Proposed Scheme. Received – 16.10.2018**

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

- 3. No development above slab level shall continue 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:** In the interests of visual amenity and the character and appearance of the area.

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:
  - 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;
  - finished levels and contours;
  - means of enclosure;
  - car park layouts;
  - other vehicle and pedestrian access and circulation areas;
  - 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.

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 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.

6. No dwelling hereby approved shall be first occupied until the parking spaces together with the turning provision and access thereto, have been provided in accordance with the approved plans.

These areas shall be maintained for those purposes at all times thereafter.

**REASON:** In the interests of highway safety and the amenity of future occupants.

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 windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the eastern elevation of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

8. No development shall commence on site until a scheme for the discharge of foul drainage from the site including details of how it will be implemented to ensure it results in a sealed system, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until foul drainage system 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 and that no groundwater enters the foul water drainage system within the site.

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 Mondays to Fridays and 08:00 to 13:00 on Saturdays.

**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.

11. **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) .

**12. 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].

**13. INFORMATIVE TO APPLICANT:**

The applicant's attention is drawn to the comments received from Wessex Water with regard this application in their letter dated 17.09.2018.

**12. 18/09811/FUL - Stables Cottage, Lower Chute, SP11 9DX**

Public Participation

Mr John Pead, spoke in objection to the application

Ms Ann Rudland, spoke in objection to the application.

Ms Annie Griffiths, spoke in objection to the application.

Ms Stella Coulthurst, applicant, spoke in support of the application.

Mr Aaron Smith Agent, spoke in support of the application.

Cllr Jim Haines of Chute Parish Council spoke in objection to the application.

Cllr Sue Stock of Chute Forest Parish Council spoke in objection to the application.

Development Management Team Leader, Karen Guest, introduced a report which recommended that the application for the demolition of Stables Cottage and the erection of two dwellings with access and parking be granted subject to conditions.

Attention was drawn to an error in paragraph 2 of the officer report, which stated that Collingbourne Ducis Parish Council had objected. In fact, it was Chute Parish Council and Chute Forest Parish Council who had objected. It was also noted that at the request of third parties, councillors had been provided with a full copy of the wording of Wiltshire Core Strategy policy CP2 (Delivery Strategy), as this had not been copied out in full in the officer report. In particular, attention was drawn to the section on Outside the Defined Limits of Development and the criteria that sets out when infill development would be acceptable in small villages.

Key details were stated to include the following:

The site was situated in the main built-up parameters of the village of Lower Chute, which was defined as a Small Village by Wiltshire Core Strategy policies CP1, CP2 and CP26. The site was situated within the Chute Cadley/Lower Chute Conservation Area. Whilst there were listed buildings in the vicinity of the site, none were situated immediately adjacent to or on the site. The site was also within the North Wessex Downs Area of Outstanding Natural Beauty (AONB). The application proposed the demolition of the existing bungalow on the site and its replacement with two new one-and-a-half storey dwellings.

It was stated that the principle of development was acceptable and would constitute 'infill'. No objections had been raised by the conservation officer. It was stated that the application would not cause significant harm to neighbour amenity or highway safety, and that the ecologist had confirmed that the application would not cause harm to protected species.

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

The unitary division member, Cllr Blair-Pilling, spoke in objection to the application. Cllr Blair-Pilling stated that he had called the application in due to strength of public opinion against it in the local community. Once again the principle of infill development was the crux of the matter. It seemed that there was a degree of interpretation involved in determining whether a development was infill as defined in WCS CP2 and different people came to different conclusions.

Cllr Mark Connolly proposed a motion that the application be granted with conditions as per the officer recommendation. The motion was seconded by Cllr Paul Oatway, QPM.

A debate followed where the following issues were discussed:

Cllr Oatway, QPM stated that he felt that development near the site was quite dense, rather than sporadic or loose-knit and therefore that the planning officer had been right to determine that the application constituted infill development.

Cllr Dobson felt that Plot 1 was far too near the road and that he could not understand why the footprint of the existing cottage was not used. Therefore he would not be supporting the current motion.

The Chairman stated that the Committee had to look at the application before them and determine the application on planning grounds.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be granted 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:

**Application Form & Certificate**

Ref: 170127-01 A – Site & Location Plan. Received – 11.12.2018

Ref: 170127-03 – Design Scheme (Plot 2). Received – 25.10.2018

Ref: 170127-04 A – Street Scene. Received – 11.12.2018

Ref: 170127-05 – Design Scheme (Plot 1). Received – 20.12.2018

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

3. No development above slab level shall continue 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:** In the interests of visual amenity and the character and appearance of the area.

4. No development shall commence on site until full details of all eaves, verges, roof lights, windows (including head, sill and window reveal details), doors, porches, 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/conservation 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:

- finished levels and contours;
- means of enclosure;
- car park layouts;
- other vehicle and pedestrian access and circulation areas;

- 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.

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(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.

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 windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the north eastern or South western elevations of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

8. No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 on Mondays to Fridays and 08:00 to 13:00 on Saturdays.

**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.

9. The development hereby approved shall be carried out in strict accordance to the recommendations set out in the submitted Lindsay Carrington survey report (updated October 2018).

**REASON: To ensure the protection and mitigate the impact for Protected Species**

- 10. No external lighting shall be installed on Plot 1 that is directed toward the retained garage**

**REASON: To ensure the protection and mitigate the impact for protected species and a known bat roost**

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

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

- 12. 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: To ensure that the development can be adequately drained.**

- 13. The new access hereby approved shall not 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 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.**

**14. 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/communityinfrastucturelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastucturelevy).

**15. INFORMATIVE TO APPLICANT:**

There is a low risk that bats may occur at the development site. Many species of bat depend on buildings for roosting, with each having its own preferred type of roost. Most species roost in crevices such as under ridge tiles, behind roofing felt or in cavity walls and are therefore not often seen in the roof space. Bat roosts are protected all times by the Conservation of Habitats and Species Regulations 2010 (as amended) even when bats are temporarily absent because, being creatures of habit, they usually return to the same roost site every year. Planning permission for development does not provide a defence against prosecution under this legislation or substitute for the need to obtain a bat licence if an offence is likely. If bats or evidence of bats is found during the works, the applicant is advised to stop work and follow advice from an independent ecologist or to contact the Bat Advice Service on 0845 1300 228, email [enquiries@bats.org.uk](mailto:enquiries@bats.org.uk) or visit the Bat Conservation Trust website.

**16. INFORMATIVE TO APPLICANT:**

The proposal includes alteration to the public highway and the consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be 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. Please contact the vehicle access team on telephone 01225 713352 or email [vehicleaccess@wiltshire.gov.uk](mailto:vehicleaccess@wiltshire.gov.uk) for further details.

At 5.20pm the Chairman temporarily adjourned the meeting for a comfort break. The meeting reconvened at 5.30pm.

**13. 18/08874/FUL - Hawthorn Farm, The Street, Marden, SN10 3RQ**

Public Participation

Ms Kate Fielden from the Campaign to Protect Rural England, spoke in objection to the application

Mr Richard Cosker from RCC Town Planning, spoke in support of the application.

Ms Sandra Lovell, Architect, spoke in support of the application.

Mr James Purves, Applicant, spoke in support of the application.

Cllr Julia Lloyd-Hughes of Marden Parish Council spoke in support of the application.



The Planning Officer Nick Clark, introduced a report which recommended that the application for the demolition of existing buildings in mixed-use and the construction of a single detached family dwelling be refused.

The officer read the definition of 'infill' to the committee as it was pertinent to the application. The definition stated that infill was 'the filling of a small gap within the village that was only large enough for not more than a few dwellings; generally only one dwelling. The development must also be within the built area of the village.

Key details were stated to include the following:

The site was not within the recognised Limits of Development of the village, was outside of the built area of the village and was not within a small gap. Therefore it could not be considered 'infill'. As such it would be contrary to WCS CP1, CP2 and Core Policy 18 of the Pewsey Community Area Strategy.

Consultation responses were summarised by the officer. There had been 10 letters of support from local residents and the parish council supported the application. The Conservation Officer, the Campaign to Protect Rural England and 5 local residents had objected to the application.

The officer stated that a redevelopment of the site that reflected the agricultural nature of the site and the character of the village may potentially be considered favourably. However, it was felt that the proposal was of excessive size and scale and that the Georgian design would be out of keeping. As such, it did not meet the requirement of WCS CP57 and CP58.

Therefore it was stated that the application was contrary to policy and as such it was recommended for refusal.

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

The unitary division member, Cllr Paul Oatway, spoke in support of the application. Cllr Oatway thanked members for visiting the site. He stated that Hawthorn Farm was derelict, it would never farm again and the current buildings were an eyesore. The applicants were not developers but were active members of the village community who would live in the proposed dwelling. There was a unique mix of buildings in the vicinity of the site and it was not felt that the application would stand out. In fact the high quality design of the dwelling would meet with CP57.

Cllr Paul Oatway, QPM, proposed a motion to approve planning permission with conditions (against officer recommendation), with the final wording of the conditions delegated to officers. This was seconded by Cllr Stewart Dobson.

A debate followed where the main issues raised were:

If the application was just in a field then it would be unacceptable, however, it was noted that there were other buildings nearby. The issue seemed to be the scale and design of the dwelling, as even officers had stated that something more appropriate could be built there so it was hard to see how WCS CP1 and CP2 could be used to refuse the application. It was felt that as the site was large, a small building would be inappropriate.

It was stated that although officers had made the recommendation in accordance with policy, it was very hard to apply the policy consistently to different villages as they were all different in make-up. Some members stated they were surprised by the variety and number of large complimentary houses close to the site and thought that this application would complement the village.

Other members felt the proposed dwelling was too big and was out of context.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be granted with conditions (against officer recommendation), with the final wording of the conditions delegated to officers.**

**Reason**

**The application was felt to be 'infill' and as such was not contrary to WCS CP1 and CP2. The application was high quality design and therefore was not contrary to WCS CP57.**

- 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 drawings and documents:**
  - Location Plan (2677-000)**
  - Block Plan (2677-PR001)**
  - Topographic Survey (SU-01)**
  - Detail Floor Plans (SU-01)**
  - Elevations (SU-01)**
    - Ground Floor & First Floor Plans (2677-PR002)**
    - Attic Plan (2677-PR003)**
    - Proposed Front Elevation (North-West) (2677-PR004)**
    - Proposed Side Elevation (South-West) (2677-PR005)**
    - Proposed Back Elevation (South-East) (2677-PR006)**
    - Proposed Side Elevation (North-East) (2677-PR007)**

- Section A-A (2677-PR008)
- Section B-B (2677-PR009)
- Proposed Car Port (2677-PR010)
- Landscape Strategy (18.759)
- Protected Species Survey & Mitigation Strategy (13th September 2018)

**REASON**

For the avoidance of doubt and in the interests of proper planning.

3. The development hereby permitted shall not be carried out other than in full accordance with the requirements (including pre-demolition requirements) of the Mitigation and Enhancement Strategy as set out in the approved Protected Species Survey & Mitigation Strategy.

**REASON**

To ensure the protection of bats and birds affected by the development, in the interests of the biodiversity of the area.

4. i) No development of the new dwelling or car port shall commence above ground floor slab level until details of the following have been submitted to and approved in writing by the local planning authority:
  - a) external bricks,
  - b) the timber cladding and finish to be used on the exterior of the car port,
  - c) details of materials and finishes to be used in all soffits, fascias and bargeboards, and
  - d) detailing, materials and finishes to be used on the chimneys;

such details to include for example, written descriptions, product literature and photographic examples, and if requested, samples to be made available for inspection on-site.

- ii) The development shall not be carried out other than in accordance with the so-approved details.

**REASON**

In the interests of visual amenity and the setting of the adjoining conservation area and nearby listed buildings.

5. i) The materials, finishes, facing brick bond, mortar and detailing to be used in the development hereby permitted shall not be other than as shown and specified on the approved drawings.
- ii) Rainwater goods shall not be other than of cast metal construction with a painted black finish.

iii) Windows in the main body of the dwelling shall not be other than sash windows of timber construction with a painted finish.

iv) Windows and doors in the rear single storey of the dwelling shall not be other than of timber construction with a painted finish.

**REASON**

In the interests of visual amenity and the setting of the adjoining conservation area and nearby listed buildings.

Prior to first occupation of the development there shall have been submitted to and approved in writing by the local planning authority full details of all boundary treatments including details of any existing fences to be retained and the details of any new front gates.

**REASON**

In the interests of certainty and the rural character of the area and the setting of the Marden Conservation Area and nearby listed buildings.

6. i) All soft landscaping as detailed on the approved drawings shall be carried out in the first planting and seeding season following the first occupation of the building or the substantial completion of the development whichever is the sooner.

ii) All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock.

iii) Any trees or plants (including those shown to be retained on the approved drawings) 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, or as otherwise agreed in writing by the local planning authority.

iv) All hard landscaping as shown on the approved drawings and boundary treatments and gates as approved under the condition above shall be carried prior to first occupation of the development.

**REASON**

To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features in the interests of the rural character of the area and setting within the North Wessex Downs AONB.

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), 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 amenities of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements.

8. i) 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 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.

ii) The so-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 North Wessex downs AONB and to minimise unnecessary light spillage above and outside the development site.

14. **18/10206/FUL - Harestone House, Church Lane, East Kennett, SN8 4EY**

#### Public Participation

Mr Graham Kitchen, Warden of East Kennett Church, spoke in support of the application.

Mr Howard Waters, Agent, spoke in support of the application.

Cllr Leslie Jenkinson of East Kennett Parish Council spoke in support of the application providing the redevelopment was sensitive.

The Planning Officer Ruaridh O'Donoghue, introduced a report which recommended that the application for the proposed development of four dwellings, and the extension and alterations to the existing property known as Harestone House, with associated change of use of equine yard, removal of modern barn & stables, and the introduction of car parking and WC facilities for church visitors be refused.

Key details were stated to include the following:

East Kennett was a small village and as such was only suitable for 'infill' development. There were no listed buildings on the site however there was a mix of buildings, from modern stable blocks to historic buildings like Harestone House that could be considered to be significant unlisted buildings. The site was currently being unofficially used as a builders storage yard which was unsightly. The site was adjacent to the grade II listed building Christ Church. The site was within the Avebury World Heritage site and the AONB.

The proposal included 4 new dwellings and a large extension to Harestone House. As well as a change of use from an equine yard, the removal of modern stables and the introduction of toilet facilities for the church. All dwellings would utilise the shared access off Church Lane. The courtyard would also provide a parking area for the church, consisting of 10 parking spaces and a small footpath through to the church.

The officer stated that the harms of the scheme included the following. It could not be considered infill development as it was on the edge of the village (not the filling of a small gap) and was more than a few dwellings, and would therefore be contrary to WCS CP1 and CP2. The design was not deemed to meet the high standards required by CP57 of the WCS. It was also felt that the high density urban nature of the development would not preserve or enhance landscape character and therefore conflicted with WCS CP51.

However, it was noted that the scheme did have benefits. These were stated to include the dedicated parking for the church, which would reduce parking problems on Church Lane and the public benefit to the village of the proposed WC's. There was also a benefit to removing the current buildings on the site.

On balance the officer stated that it was not felt that the benefits outweighed the harm and therefore the scheme was recommended for refusal.

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

The unitary division member, Cllr Jane Davies, spoke in support of the application. Cllr Davies stated that East Kennett was a small, vulnerable village that had no community facilities. The neighbouring church and the majority of the village supported the application. There was very little affordable housing in the village or smaller houses suitable for young families. Although none of the houses were designated as affordable housing, their smaller size would encourage young people into the village. There would be community benefits to having parking and WC's for the Church, which was the only place in the village that could be used as a community facility.

Cllr Richard Gamble proposed a motion to grant planning permission with conditions (against officer recommendation), with the final wording of conditions to be delegated to officers. This motion was seconded by Cllr James Sheppard.

A debate followed where the following issues were discussed.

Some members stated that this could be classed as 'infill' and as such it did comply with WCS CP1 and CP2. Others disagreed and felt that as there were four new properties being provided it could not be constituted as 'infill'.

Some councillors stated that the design was high quality and therefore did meet the requirements of WCS CP57. It would certainly constitute an improvement on

the modern stable blocks currently on the site. It was also a major public benefit to the village.

Most members stated that the public benefit was the issue here, the scheme would be of great benefit to the village. This included the benefit of the only community facility in the village having parking and WC's. Also the smaller size of the dwellings would make them more affordable. It was felt that this benefit outweighed any harm.

Other issues discussed included the scheme of parking shown in the application – concerns were raised that a parking space for one of the dwellings appeared to be directly outside one of the other dwellings bedroom windows. At the request of the committee this was clarified by the architect, who using slides from the earlier presentation explained the parking scheme and showed that this was not in fact the case.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be granted with conditions (against officer recommendation), with the final wording of conditions to be delegated to officers.**

**Reason:**

**The public benefit to the scheme was considered to outweigh any harm.**

- 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:**

- Application Form**
- Drg No. 17119.01-A - Site Location Plan**
- Drg No. 17119.02-C - Site Block Plan**
- Drg No. 17119.04-A - Site Layout & Sections**
- Drg No. 17119.05 - Plots 1-3: Plans and Elevations**
- Drg No. 17119.06 - Plot 4: Plans and Elevations**
- Drg No. 17119.07 - Harestone House**

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

**Within 3 months of the demolition of the existing buildings to be demolished on site, all of the materials and debris resulting there from shall be removed from the site.**

**REASON: In the interests of the character and appearance of the Conservation Area and the scenic qualities of the North Wessex Downs AONB.**

**4. No development shall commence on site above ground floor slab level 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: To ensure that the development can be adequately drained as it is within a groundwater vulnerability zone.**

**5. No development shall commence on site above ground floor slab 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: In the interests of the character and appearance of the Conservation Area and the scenic qualities of the North Wessex Downs AONB.**

**6. No development shall commence on site above ground floor slab level 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: In the interests of the character and appearance of the Conservation Area and the scenic qualities of the North Wessex Downs AONB.**

**7. All new windows and doors shall be flush fitting timber casements and maintained as such in perpetuity.**

**REASON: In the interests of securing high quality design, the character and appearance of the Conservation Area and the scenic qualities of the North Wessex Downs AONB.**

**8. All soft landscaping comprised in the approved details of landscaping (Fig 5 (18.794) contained within the LVIA) 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 which is within the North Wessex Downs AONB.

9. No part of the development hereby permitted shall be 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.

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 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 character and appearance of the Conservation Area, the scenic qualities of the North Wessex Downs AONB, and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions/extensions or external alterations.

11. 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 buildings or structures, or gate, wall, fence or other means of enclosure, other than those shown on the approved plans, shall be erected or placed anywhere on the site on the approved plans.

**REASON:** In the interests of the character and appearance of the Conservation Area, the scenic qualities of the North Wessex Downs AONB.

12. The development hereby approved shall be carried out in strict accordance with the Ecological Assessment carried out by Malford Environmental Consulting dated 26th June 2018.

**REASON:** To mitigate against the loss of existing biodiversity and nature habitats.

**Excluding the demolition works hereby approved, 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 will be carried out in accordance with the approved details.**

**REASON: To enable the recording of any matters of archaeological interest.**

**14. No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.**

**REASON: In the interest of neighbour amenity and the tranquillity of the North Wessex Downs AONB.**

**No burning of waste or other materials shall take place on the development site during the demolition/construction phase of the development.**

**REASON: In the interest of the environment and neighbour amenity.**

**Prior to the occupation of the second dwelling, the WC, car park and passageway to serve the church shall be constructed in accordance with the approved plans.**

**REASON: In the interest of providing the community facilities set out in the application particulars as this was a material consideration in the decision to grant planning permission.**

**15. Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 6.45 pm)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line 01225 718352, e-mail [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@wiltshire.gov.uk)

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

## **EASTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 1 NOVEMBER 2018 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.**

#### **Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble and Cllr James Sheppard

#### **Also Present:**

Cllr Sue Evans, Cllr Laura Mayes

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#### **52. Apologies**

There were no apologies.

#### **53. Minutes of the Previous Meeting**

The minutes of the meeting held on 6 September 2018 were presented for consideration, and it was:

#### **Resolved:**

**To approve and sign as a true and correct record the minutes of the meeting held on 6 September 2018.**

#### **54. Declarations of Interest**

Cllr Richard Gamble declared a non-pecuniary interest in application 18/07000/FUL due to his current role as Portfolio Holder for Heritage, Arts and Tourism, as there were heritage considerations regarding the application. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

Cllr Mark Connolly declared a non-pecuniary interest in application 17/08775/FUL as he knew some of the residents of Bunnies Lane. He declared he would consider the application on its merits with an open mind as he debated and voted on the item.

55. **Chairman's Announcements**

There were no announcements.

56. **Public Participation**

The rules on public participation were noted.

57. **Planning Appeals and Updates**

The report on completed and pending appeals was presented for consideration.

The planning officer explained that application 17/00178/ENF in the parish of Wilcot, was shown as a split decision. However, this was an enforcement action and the decision went in Wiltshire Council's favour.

**Resolved:**

**To note the updates.**

58. **Planning Applications and Items**

The following planning applications were considered.

59. **17/08775/FUL - Malthouse Farm, 1 Bunnies Lane, Rowde, SN10 2QB**

**Public Participation**

Mr James McParland, local resident, spoke in objection to the application

Mr Jonathon Gray, local resident, spoke in objection to the application.

Mr John Kirkwood, of the Campaign to Protect Rural England, spoke in objection to the application.

Ms Adele Holmes, Applicant, spoke in support of the application.

Mr Charles Mann spoke in support of the application.

Mr David Stirling, Agent, spoke in support of the application.

Jonathan James, Senior Conservation/Planning Officer presented a report which recommended that planning permission be granted, subject to conditions, for the Hybrid Planning Application seeking: Part: Outline application for residential development of 3 market sector dwellings including siting, access and parking; and Part: Full Permission for the change of use of the retained buildings to form 3 market sector dwellings including external appearance and parking.

Key details were stated to include the following:

The scheme, which had originally been submitted in 2017, had been amended to reduce the number of units from 7 to 6. This was in response to concerns raised by various parties. The application was a hybrid application, composed of full details of the conversion of the existing traditional farm buildings to three residential dwellings; and outline details for the erection of the three new-build dwellings, including siting, access and parking. All other matters (namely

landscaping, scale and external appearance) were reserved for subsequent approval.

The main issues identified in the report were stated to include highway safety and accessibility; the impact on heritage assets; the potential impact on drainage and the visual impact of the scheme.

Attention was drawn to a late surface water flood assessment plan from the agent, which was received on the morning of the committee meeting. The report stated that surface water drainage would be to Summerham Brook and permeable surfaces would be used within the site to reduce the risk of run off. Due to the lateness of the report the Drainage Officer had not had an opportunity to provide further comments. The final drainage strategy would need to be agreed prior to works commencing if the application was approved.

Members of the committee then had the opportunity to ask technical questions of the officer. Details were sought on whether the application would be liable for the Community Infrastructure Levy (CIL). The planning officer stated that new units are almost always liable for CIL. However, as some of the units were conversions this may affect the total level of CIL payable.

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

Cllr Laura Mayes, on the behalf of the unitary division member, Cllr Anna Cuthbert, spoke in objection to the application.

In response to public statements the officer stated that although there was an application refused that included the field to the west of the site in 1997, the National Planning Policy Framework did not exist in 1997; the Development Plan background was different; and permitted development rights for the conversion of the farm buildings had been introduced. The national and local planning context was therefore different now.

A debate followed where key issues raised included concerns regarding the impact on highways and the need to improve pedestrian safety. A suggestion was raised that a 20mph speed limit could be imposed and a virtual pavement installed. In response to this suggestion it was stated that the Highways department would need to advise on these possibilities. A further suggestion was raised, that if approved, the local Community Area Transport Group may be able to liaise with Highways over this matter.

Other issues raised included the low intensity nature of the development which gave a low proportionate increase and the feeling that there were no grounds to refuse the application that would stand up at appeal.

During debate Cllr Richard Gamble proposed a motion to grant planning permission, with conditions, as per the officer recommendation. The motion was seconded by Cllr Ian Blair-Piling.

At the conclusion of the debate it was;

**Resolved:**

That planning permission be **GRANTED** with the following conditions:

**Conditions:**

1. Phase 1 (full element) of 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. Phase 2 (the outline element) of 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.

3. No development in Phase 2 (the outline element) 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 external appearance of the development;
- c. 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 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

4. 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.

5. The development hereby permitted shall be carried out in accordance with the Application Form, Planning Statement Doc Ref. 113 01 40, Supplementary Planning Statement relating to change of use of farm buildings (doc ref. 11301 41, dated May 2018), Transport Statement, Ref. IMA-17-011 (dated Aug 2017), Flood Risk Strategy and Drainage Strategy (August 2018), Agents email and Addendum to FRA (received 15/10/2018), Agents email and supporting 'Drainage Letter' (received 15/10/2018), Tree Survey, Tree Protection and Landscaping Proposals, Ref 18.693 Rev B (dated Mar 2018), Protected Species Survey and Mitigation (dated 23 Sept 2016) and the following approved plans:

- Location Plan, Dwg No. 113 01 01 Rev 00
- Proposed site layout, Dwg No. 1658.02-E
- Site Sections, Dwg No. 1658.03-C
- Conversion Principles for Courtyard Buildings, Dwg No. 1658.04-A
- Proposed conversion ( Plots 2, 3 and 4), Dwg No. 1658.05
- Landscape Plan, Dwg No. Fig. 4 (18.693) Rev b
- Topographic Survey, Dwg No. 212091-SU-01
- Hay Loft survey, Dwg No. EL-01
- Barn elevations, Dwg no. EL-01
- Tree Plan Existing, Dwg No. 113 01 10 Rev 01

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

6. Notwithstanding the details set out in the application particulars, no development shall commence on site within any particular phase until details and samples of the materials to be used for the external walls and roofs within the particular phase 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:** In the interests of visual amenity and the character and appearance of the area.

7. 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.

**8. No development shall commence on site in any particular phase until a scheme of hard and soft landscaping for that particular phase has been first 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. finished levels and contours;**
- e. means of enclosure;**
- f. car park layouts;**
- g. other vehicle and pedestrian access and circulation areas;**
- h. all hard and soft surfacing materials;**

**REASON: 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 for any particular phase of the development 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 within the particular phase 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 within a particular phase shall also be carried out in accordance with the approved details prior to the occupation of any part of the development within the phase 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. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:**

**Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused**



contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

Step (ii) If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

**REASON:** To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

11. No development shall commence on site until details of the stopping up of the existing vehicular access onto Bunnies Lane, has been submitted to and approved in writing by the Local Planning Authority. The details shall include a programme for the timing of the stopping up of the access. The stopping up of the access shall take place in accordance with the approved details. On completion of the development, the means of vehicular and pedestrian access to the development shall be as shown on the plans hereby approved.

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

12. 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.

**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.

13. Prior to the commencement of development including any demolition works, a mitigation strategy in the form of a site plan shall be submitted to and approved in writing by the local planning authority. The plan shall show the number, type and location of all bat and bird integral boxes to be included within the development. All works connected with the development hereby permitted shall be carried out in strict accordance with the recommendations for ecological mitigation (bats and birds) in Section 5 of the submitted Bat and Protected Species Survey (Malford Environmental Consulting, 23 September 2016) and the approved plan the subject of this condition.

**REASON:** In the interests of protected species and their habitats.

14. No development shall commence within the area indicated (the proposed development site) until:  
a. A written programme of archaeological investigation, which should include onsite 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 of any matters of archaeological interest.

15. 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. 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.

**16. 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 scheme shall include details of permeability test results to BRE365 with determination of top ground water levels taking into account seasonal variations and full catchment investigations with regards to existing flooding in/adjacent to the site together with all third party approvals. 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 without increasing flood risk to others.

**17. The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.**

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

**18. No part of the development hereby permitted shall be 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.

**19. 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 first floor window, dormer window or rooflight shall be inserted in the rear (south facing) elevation of plot 6 of the development hereby permitted.**

**REASON:** In the interests of residential amenity and privacy.

**20. 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 first floor window shall be inserted in the north facing gable of plot 1 of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

**21. 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.

**22. 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.

**23. 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)

**24. INFORMATIVE TO APPLICANT:** The proposed widening to the front of Cedarwood and on the corner of Bunnies Lane as shown on the drawing will be required to be conditioned and secured as adopted highway via a short form S278 agreement. The parking provision within the site shall

meet the minimum requirements in accordance with the Wiltshire Local Transport Plan 2011 – 2016: Car Parking Strategy (March 2011) and be provided as shown on the approved drawing. All accesses should be surfaced in a consolidated material for at least the first 2.5m. If the site is to be accessed by a refuse lorry under agreement the turning area for the lorry should be built to adoptable standards i.e. consolidated surfacing.

60. **18/07000/FUL - Land to the rear of Trinity Cottage, Castle Grounds, Snails Lane, Devizes, SN10 1DB**

Public Participation

Mr Howard Waters, Agent, spoke in support of the application.

Nick Clark, Senior Planning Officer presented a report which recommended that planning permission be refused for a Proposed dwelling on site of former horticultural buildings.

Key details were stated to include the following:

The application followed a previous proposal considered by the Committee in October 2017, which was refused. As with that proposal, the main issues to be considered were the impact of the development on the setting of Devizes Castle as a Scheduled Monument and the grade 1 listed Victorian castle, the associated grade 2 castle walls and the nearby grade 1 St John's Church and grade II Sexton Cottage, and impacts in terms of the archaeological potential of the site and the Devizes Area of Minimum Change.

The current application had been scaled down and was situated in a different location within the site, namely on the site of the former glass houses. It was stated that the current application addressed previous archaeological and ecological concerns, but not the impact on designated heritage assets and therefore the recommendation was to refuse planning permission.

Members of the committee then had the opportunity to ask technical questions of the officer. In response the officer stated that although the site itself was not in a conservation area, the setting of the surrounding conservation areas and heritage assets and the impact on them was still relevant. It was confirmed that the proposed building was intended as a dwelling to live in.

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

The unitary division member, Cllr Sue Evans, spoke in support of the application.

In response to public statements the officer stated that although the archaeologist was happy with regards to below ground archaeology, she still had objections due to the impact of the proposal on the setting of the historic monuments. Historic England also had objections. The agent had stated that the proposed scheme would be an improvement to the site, as the ruins of the

glass houses were unsightly. However, if approved, the application would result in a permanent change to the setting of the castle, rather than replacing derelict transient buildings with new transient buildings (e.g. glass houses). It was stated that the setting of the site was vital when considering the application.

In response to further questions from the committee, it was stated that if approved, the applicant would be able to fence in their garden. The origin of the Area of Minimum Change was confirmed as a saved policy from the Kennet Local Plan. The policy (Policy HH10) states that planning permission will not be granted for development that would materially damage the character of an Area of Minimum Change. The relatively undeveloped nature of the Area designated around the Castle was thus recognised and protected by the policy. It was stated that Devizes Town Council had no objections, rather than being supporters of the application. It was also stated that just because buildings had been allowed to fall into dereliction (in this case the glass houses) this should not enhance the chances of gaining planning permission.

A debate followed, whereby the key issues raised included the fact that in one members opinion the application met Wiltshire Council Core Policies 57 and 58, that the building enhanced the site and that officers objections were the same as those raised against the original application, not taking account of the changes that had been made to the application.

Other members disagreed stating that the original objections stand and that the building does not enhance the site, as evidenced by the formidable list of objectors.

Further points raised included the fact that much had been made of the attractiveness, or not, of the dwelling in the current application, however this was not felt to be relevant. The site should be considered, if approved a building and garden would be located there which would change the setting. The benefit of one house could not be seen and would have a negative impact on the setting. Other members stated that the Castle setting should always be preserved.

During debate a motion to refuse the application, as per the officer recommendation was moved by Cllr Mark Connolly and seconded by Cllr Paul Oatway.

At the conclusion of the debate it was;

**Resolved:**

**That planning permission be REFUSED as per the officer recommendation.**

**Reason**

**The application site occupies a sensitive heritage setting in the designated Area of Minimum Change on the slopes at the base of the**

**Devizes Castle mound, where the largely undeveloped nature of the land and its residual character as former gardens to the castle contribute to the heritage significance of the Scheduled Monument and Grade I listed castle. Within this setting, the proposed dwelling would be visible from a number of directions. The significant size and elevated position of the dwelling and the associated access and garden accoutrements would be detrimental the character and appearance of the site and would intrude upon the heritage setting of the castle and particularly the relationship between the castle and the grade I listed St John's Church, resulting in less than substantial harm to their heritage significance. As such, the development would be contrary to saved Kennet Local Plan policy HH10, Core Policies 57 and 58 of the Wiltshire Core Strategy, and in the absence of public benefits sufficient to outweigh the harm, the National Planning Policy Framework.**

**60.1 WILDLIFE AND COUNTRYSIDE ACT 1981 - The Town and County Planning Act 1990 Section 257 - The Wiltshire Council Marlborough 30 Diversion and Definitive Map Statement Modification Order 2018**

Public Participation

There were no public statements.

Craig Harlow, Acting Rights of Way Officer presented a report which recommended that the Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018, be forwarded to the Secretary of State with the recommendation that it is confirmed as made.

Key details were stated to include the following:

Wiltshire Council had received an application to divert a 65m section of the Marlborough 30 footpath at Salisbury Road, Marlborough. The footpath required diverting in conjunction with planning application 15/02026/OUT and 17/03219/REM. Wiltshire Council's planning officers had previously approved these applications with conditions. As permission had been granted for housing on the site, the current route of the footpath would be obstructed by vehicle parking bays. The current route and proposed route of the footpath was shown to the meeting. Seven objections had been received, one, from Marlborough Town Council had now been withdrawn.

Attention was drawn to the late representations received from local residents Caroline Heath and Sara Daw, both objecting to the footpath diversion. These had been forwarded to the committee for consideration.

No members of the public were at the meeting to present their views.

The unitary division member, Cllr Nick Fogg spoke regarding the order. It was suggested that we may be able to make replacing the hedgerows that had been removed a condition of the Order.

Cllr Stewart Dobson, member for Marlborough East, also spoke, stating that he felt it was important that the committee be aware of the history involved. The original planning applications received for the site did not require diverting the footpath. However, in response to concerns raised by Marlborough Town Council regarding the type of housing being provided, the applicant modified their reserve application to change the mix of housing. This modified proposal did result in the need for the footpath to be diverted. It was felt that some of the comments received were as a result of overzealous contractors possibly removing hedgerows and vegetation that should not have been touched.

In response, the officer stated that they would investigate enforcement action regarding the removal of hedgerows.

A short debate followed where the main issue raised was that it was not felt the committee could justify objecting to the proposal, if the footpath was not diverted it would go through parking bays which would not be safe.

During debate a motion to forward the Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018, to the Secretary of State for Environment, Food and Rural Affairs with a recommendation from Wiltshire Council that the Order be confirmed as made, was moved by Cllr Mark Connolly. The motion was seconded by Cllr Paul Oatway.

At the conclusion of the debate it was;

**Resolved:**

**That the Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018, be forwarded to the Secretary of State for Environment, Food and Rural Affairs with a recommendation from Wiltshire Council that the Order be confirmed as made.**

61. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.35 pm)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line 01225 718352, e-mail [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@wiltshire.gov.uk)

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## **SOUTHERN AREA PLANNING COMMITTEE**

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**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 15 NOVEMBER 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Brian Dalton, Cllr Matthew Dean, Cllr Christopher Devine, Cllr Jose Green, Cllr Mike Hewitt, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan and Cllr John Smale

**Also Present:**

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**326 Apologies**

There were none.

**327 Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 20 September 2018 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

**328 Declarations of Interest**

There were none.

**329 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

**330 Public Participation**

The Committee noted the rules on public participation.

Questions had been submitted in advance of the meeting and had been circulated as part of the agenda pack. The response to the questions were also published online as a supplement and copies were available at the meeting.

Questions and responses:

Submitted by Dr Claydon, were in relation to application 17/10079/FUL: Nightwood Farm, Lucewood Lane, West Grimstead, SP5 3RN, considered by Committee on 10 January 2018:

Q1. The responses given to my submitted questions on 20<sup>th</sup> September were factually incorrect, misleading and showed a contempt for the due processes required of the LPA in regard to Nightwood Farm. Has the LPA reviewed what they said in the two replies?

Response: The LPA is satisfied with its responses and does not intend to review them.

Q2 Since I was given reassurances at the Planning Meeting of 20<sup>th</sup> September in regard to the total failure of the LPA to manage the instruction of the Southern Area Planning Committee of the 10<sup>th</sup> January nor to reject the application for a Certificate of Lawfulness for Nightwood Farm registered 21<sup>st</sup> June I would request a clarification and an update in what is happening for the benefit of the whole Planning Committee.

Response: After the application was refused the LPA liaised with the Environment Agency who were considering what action to take under their legislation. On 21 February the Environment Agency informed the LPA that they did not intend to take any action. On 1 June the LPA's Enforcement Team served a requisition for information, the first stage in enforcement proceedings but on 31 May the certificate of lawfulness application was received and enforcement action was held in abeyance pending consideration of this application. The CLE remains undetermined and legal advice is expected to be received by 20 November

Q3 What was the legal advice that was given to the LPA in regard to Nightwood Farm and what I consider to have been the incorrectly validated application for the Certificate of Lawfulness.?

Response: The Council is still waiting for the legal advice. However, we do point out that Legal Privilege is a recognised exemption under both the Freedom of Information Act and the Environment Information Regulations and upon receipt of any such advice consideration as to whether such advice can or should be released or not can then be made.

Dr Claydon was then permitted to ask supplementary questions. He addressed the Committee with the following:

Supplementary question 1

The reply that the LPA has no intention of reviewing their reply to my September question is worrying because that reply showed that there is little appreciation by the LPA of the difference between a routine planning application and an application for a certificate of lawfulness. I am not aware, as the original

response seems to be addressing, of it ever being suggested that the validation should have been refused because the site or development is contentious.

**Q - Why have the LPA ignored the guideline for validation of a Certificate of Lawfulness application and treated it as a normal planning application?**

The validation process required for a certificate of lawfulness is to check if there is any incorrect or false statement in the application. It is an offence to submit anything false or incorrect without any evidence to justify any such statement and the application cannot be validated. My position is that the LPA appears to have overlooked and ignored the specific part of Town and Country Planning Act (Development Management Procedure) (England) Order 2015 para 39 which is specifically in regard to Certificates of Lawfulness and treated the application as if it were a normal planning application. Para 39b requires there to be evidence verifying the information included in the application. The basis throughout the submission for the application is that the land upon which the bunds have been created is agricultural land with associated permitted development rights, when it is accepted and agreed by the LPA that the land is registered as Ancient Woodland. It cannot be treated as agricultural land for the purpose of planning and Ancient Woodland does not have any permitted development rights. There is no submitted evidence claiming that it is not Ancient woodland and indeed the words Ancient Woodland in relation to the land under the bunds is not as far as I can see, mentioned. The Planning Officer should not have validated the application based, as it is, on a false and incorrect assertion.

Furthermore, another false statement in the submission (para 2.2) is that the amount of asbestos in the bunds according to the EA is so negligible that it should be disregarded. This is completely the opposite of what EA actually said, which was that in their view, because of the buried asbestos present in the bunds, disturbing the bunds by removing them was potentially more hazardous than leaving them untouched.

Supplementary question 2

The LPA response is an interesting timeline that exposes the inactivity of the Enforcement Department and a failure to do what was required of them by this Committee on January 10<sup>th</sup> 2018. On their own admission, for three months after the EA response, absolutely nothing was initiated by Enforcement. Your clear instructions were, it is now shown, apparently ignored for months until it was too late to proceed. I do not need to remind you of the feeling expressed here on January 10<sup>th</sup> but, in spite of that, the very people who were tasked, I assume is to serve the wish of this Committee, did not act in an acceptable timeframe.

It had taken over two years to get the LPA to require the landowner to submit the retrospective planning application in the first place. There is something about this development site that provokes a reluctance for action by LPA, that does not seem right and I would hope in the interests of democracy will be addressed.

**Q – Why did the Enforcement Department take no action for over three months, following the delay of over a month awaiting the reply from the EA, and then only act after the Certificate of Lawfulness application had been received, which effectively halted any enforcement action?**

The Chairman noted that a written response would be provided to the supplementary questions.

Cllr Devine re-iterated the Committees previous request that an update on the matter be provide in due course.

Cllr Dean requested the name of the Officer whom had provided the response to the questions. This would be provided to him in writing after the meeting.

**331 Planning Appeals and Updates**

The Committee received details of the appeal decisions as detailed in the agenda.

**Resolved**

**That the report on Appeals and Updates for the period of 07/09/2018 to 02/11/2018 be noted.**

Cllr Devine asked the Officer how long appeals were currently taking. The Planning Team Leader noted that it varied by case, however once someone appealed, the matter then went to the inspectorate in Bristol, and was then out of the hands of the LPA. On average appeals were taking five to six months, and even up to 12 months in some cases.

**332 Planning Applications**

**333 18/06366/FUL & 18/06723/LBC - Little Manor Nursing Home, Manor Farm Road, Milford, Salisbury, SP1 2RS**

**Public Participation**

Stuart Jamieson spoke in objection to the application.

Richard Fuller spoke in objection to the application.

Matthew Airey (Wessex Care) spoke in support of the application.

Mark Bugden (Project Manager) spoke in support of the application.

Matthew Holmes (Planning Consultant) spoke in support of the application.

The Senior Planning Officer, Becky Jones presented the application for external and internal alterations/refurbishments of the historic Grade II listed part of a 24 bed residential care home. Together with the demolition of the recent (non historically significant) extensions to the rear, and construction of a Care Quality Commission (CQC) compliant replacement extension, increasing capacity to 30 bed. Demolition of two ancillary buildings and associated landscape works and alterations to access (resubmission of 17/11250/FUL).

Previous application 17/11250/FUL which had been refused, was currently at appeal.

It was noted that by 2026 there would be a shortage of 246 bed spaces in the area.

The differences with this application compared to the previous included a row of pleached trees, a screen on upper terrace, stacked bay windows, the distance from the wall had increased, materials had been changed and simplified. The glazed extension had been shortened and now has glazed glass. There were landscaping and gardening proposals and the inclusion of a cycle building and a smoking area with this scheme. Parking remained the same.

The application was recommended for refusal.

Members had the opportunity to ask technical questions of the Officer, where it was clarified that appendix 1 to the report included the full list of amendments.

Members of the public then had the opportunity to present their views as stated above.

The Division Member Cllr Sven Hocking then spoke in support of the application, noting that he had a different opinion to the Conservation and Heritage Officer, in that he agreed the front of the building did have a great amount of character, however the rest of the building which was behind did not, adding that the part the public see would not look any different.

The impact the new build would have on the rest of the local area needs to be weighed up against the benefits. This scheme included better landscaping, and screening of the buildings from Westbourne close.

I sympathise with residents; the previous proposals would have seen a large structure much close to their property but I hope most of the concerns had been addressed. It would be better to have this provision on the site than somewhere out of town.

The positives of a much-improved facility outweigh the negatives.

Cllr Hocking then moved the motion of approval, this was seconded by Cllr Devine.

A debate then followed, where the key issues raised included that the development would result in six additional well needed beds for specific types of care, which would be of great use to the community.

There was a balance to consider, between the harm to the listed building and the impact on the surrounding residents, against the benefits that an improved facility would provide to the community.

The scheme had detailed 26 revisions, which had come about following the refusal at the last meeting.

The previous planning application was at appeal, and may well be determined in favour by the inspector. The dilemma here was to decide between need and planning considerations.

Despite the 26 changes that had been instituted following the refusal last time, on design, scale, mass and proximity, they had not been able to address the scale and mass issues. When it was originally the manor house it was part of a reasonable size estate. If a site is suitable, you can make a design that works. But if a site is not suitable for the scale of the development proposed, you cannot make it work.

With regard to application 18/06366/FUL, the Committee then voted on the motion of approval, against Officers recommendation, on the grounds of need.

**Resolved**

**That application 18/06366/FUL be approved, against Officer's recommendation, on the grounds that the need for the nursing home, and the public gain, was significant enough to outweigh the harm caused to the listed building and residential amenity. To include 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 with regards to the relevant materials and features, until the exact details and samples of the materials to be used for the external walls and roofs, and large scale architectural details of windows, cills, headers, doors, and eaves for the development hereby permitted 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: 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 and heritage asset.**

**3 No development shall commence with respect to the following matters, 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:**

- \* full details of any existing trees and other existing landscaping 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;
- \* minor artefacts and structures including the proposed inter-visibility screen
- \* Details of timing of planting and future maintenance regime for 5 years following first occupation of the development and 10 years for the pleached trees following first occupation of the development.

**REASON:** 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 and in the interests of neighbouring amenity.

**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 (or within a period of ten years for the pleached trees), 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** Any boundary and screening walls and/or fences shown on the approved plans shall be erected prior to the first occupation of the enlarged part of the nursing home hereby permitted and shall be retained and maintained as such at all times thereafter.

**REASON:** To prevent overlooking & loss of privacy to neighbouring property.

**6** No part of the enlarged nursing home extension works hereby permitted shall be brought into use/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:** To ensure that adequate provision is made for parking within the site in the interests of highway safety.

**7** Before the first occupation of the relevant accommodation/room, full details of the obscure glazing materials shall be submitted to and approved in writing by the Local Planning Authority. The agreed obscure glazing materials must be put in place prior to first occupation of the relevant accommodation/rooms. The relevant windows shown on the approved plans shall be obscured with etched glass and made nonopenable/fixed shut (with the exception of the side panels which shall be clear glazed with restricted opening only), and shall be permanently maintained in this manner in perpetuity.

**REASON:** In the interest of amenity and to prevent undue overlooking.

**8** Unless shown on the approved plans, no lighting or ventilation/extraction equipment /apparatus shall be installed on the building.

**REASON:** In the interests of the amenities of the area.

**9** 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 as a residential care home, and for no other purposes within Class(es) C1, C2, C3, or C4 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).

**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.

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

**Location Plan 1931/100**  
**Proposed Site Plan 1931/300B**  
**Proposed north and west elevations 1931/306C**  
**Proposed south and east elevations 1931/307C**  
**Proposed west elevation and sections 1931/308C**  
**Proposed east street elevation 1931/305C**  
**Proposed section AA and BB 1931/309B**  
**Proposed ground floor plan 1931/301A**  
**Proposed first floor plan 1931/302B**  
**Proposed second floor plan 1931/303B**



**Proposed loft and roof plans 1931/304B  
Outline Landscape Proposals LAN 01b  
Proposed Bike/Smoking shelter 1931/310A  
Proposed new steps 1931/220  
Proposed dormer alterations 1931/221  
Waste Audit (1931) by Relph Ross Architects  
Design and Access Statement Rev A June 2018 by Relph Ross Architects  
Ecological Appraisal and preliminary Ecological Appraisals by Clarke  
Webb Ecology Ltd 19th July-14th Sept 2017 and 19th July 2017  
Tree Survey and Arboricultural Impact Assessment by Hellis July 2017  
Archaeological Desk Based Assessment by Wessex Archaeology Nov  
2017**

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

**11 No demolition works shall commence on site and no works to the extension hereby approved shall commence 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 reduce, manage and control the emission of dust and dirt during construction and demolition;**

**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 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.**

**12 The works hereby granted consent shall be carried out in such a manner as to ensure that the existing listed building is preserved and not structurally or superficially altered in any way whatsoever, save in accordance with the approved plans and the said building shall be structurally supported and weatherproofed at all times during the construction period in accordance with established building practice.**

**REASON:** To preserve the special architectural and historic interest of the listed building.

**13 Other than above ground works, no development shall commence within the 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:** In order that the development is undertaken in an acceptable manner, to enable the recording of any matters of archaeological interest.

**14 Any gates shall be set back 6.5 metres from the edge of the carriageway, such gates to open inwards only.**

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

**15 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 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.

**16 The development hereby permitted shall not be first brought into use until the cycle parking facilities shown on the approved plans have been provided in full and made available for use. The cycle parking facilities shall be retained for use in accordance with the approved details at all times thereafter.**

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

**17 No materials shall be burnt on the development site during the demolition and construction phase of the development. No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.**

**REASON:** In the interests of neighbouring amenities.

**18 No development hereby approved shall not be brought into use 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/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 is occupied in order that the development is undertaken in an acceptable manner, to ensure that the development can be adequately drained.

#### **INFORMATIVES**

The proposal includes alteration to the public highway and the consent hereby granted shall not be construed as authority to carry out works on the highway.

The applicant is advised that a license may be 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. Please contact the vehicle access team on telephone 01225 713352 or email [vehicleaccess@wiltshire.gov.uk](mailto:vehicleaccess@wiltshire.gov.uk) for further details.

Any removal of shrubs/trees shall be carried out between October and February including so as to avoid the bird nesting season, or otherwise only following a thorough check to confirm that no active bird nests are present at the time. Should birds start to nest within or upon the buildings at any time then all works liable to impact upon such nests should be delayed until the nests are no longer occupied.

With regards to application 18/06723/LBC, the Committee then voted on the motion of approval, against Officers recommendation.

#### **Resolved**

**That application 18/06723/LBC be approved against Officer recommendation, on the grounds that the need for the nursing home, and the public gain, was significant enough to outweigh the harm caused to the listed building and residential amenity. To include 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 No development shall commence with regards to the relevant materials and features, until the exact details and samples of the materials to be used for the external walls and roofs, and large scale architectural details of windows, cills, headers, doors, and eaves for the development hereby permitted 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:** 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 and heritage asset.

**3 The works hereby granted consent shall be carried out in such a manner as to ensure that the existing listed building(s) is/are preserved and not structurally or superficially altered in any way whatsoever, save in accordance with the approved plans and the said building(s) shall be structurally supported and weatherproofed at all times during the construction period in accordance with established building practice.**

**REASON:** To preserve the special architectural and historic interest of the listed building.

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

**Location Plan 1931/100**

**Proposed Site Plan 1931/300B**

**Proposed north and west elevations 1931/306C**

**Proposed south and east elevations 1931/307C**

**Proposed west elevation and sections 1931/308C**

**Proposed east street elevation 1931/305C**

**Proposed section AA and BB 1931/309B**

**Proposed ground floor plan 1931/301A**

**Proposed first floor plan 1931/302B**

**Proposed second floor plan 1931/303B**

**Proposed loft and roof plans 1931/304B**

**Outline Landscape Proposals LAN 01b**

**Proposed Bike/Smoking shelter 1931/310A**

**Proposed new steps 1931/220**

**Proposed dormer alterations 1931/221**

**Waste Audit (1931) by Relph Ross Architects**

**Design and Access Statement Rev A June 2018 by Relph Ross Architects**

**Ecological Appraisal and preliminary Ecological Appraisals by Clarke Webb Ecology Ltd 19th July-14th Sept 2017 and 19th July 2017**

**Tree Survey and Arboricultural Impact Assessment by Hellis July 2017**

**Archaeological Desk Based Assessment by Wessex Archaeology Nov 2017**

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

334 **18/04897/FUL - Land referred to as Paddock View Farm, Dean Road, East Grimstead, SP5 1HR**

Public Participation

Zena Church (applicant) spoke in support of the application.

Alan Breckon (Agent) spoke in support of the application.

Rosie Wilkinson spoke on behalf of Grimstead Parish Council.

The Planning Officer, Joe Richardson presented the application for retention and alterations to an existing agricultural building and the retention of a stable block and tack room in connection with the use of land for equine and agricultural purposes (resubmission of 17/04844/FUL).

The previous application which had been refused, sought to amend the design, and that included a groomsman's quarter within the barn.

This application seeks to amend that issue with the removal of the groom's quarter. The site also had a stable block and a tack room.

Other details included in this proposal included the removal of the French windows and replace with a shutter door. The casement windows would be retained and include shutters to give more of a barn appearance. The barn would also be timber clad and have a new roof.

The site was set back from the public highway. There was an existing mobile home on the site, which would be removed.

The use of the barn would remain for agricultural and equestrian use.

The application was recommended for approval.

Members had the opportunity to ask technical questions of the Officer, where it was clarified that current ongoing enforcement action had been suspended pending the consideration of this application. If the application was approved the applicant would in due course be permitted to apply for a variation.

The upper floor area within the barn was for general agricultural use.

Members of the public then had the opportunity to present their views as stated above.

The applicant had previously acted on bad advice of a former agent, and now sought to make improvements to reinstate a more barn like appearance to the building. The requirement of a toilet and seating area was for the comfort of her family members. The applicant did not intend to live on the site, and intended to retain the agricultural use for livestock.

Grimstead Parish Council spoke to object to the application, noting that the current barn did not reflect the original planning permission, in that it had windows and French doors and did not blend in with the surrounding area. The PC consider the building to be more akin to an inhabitable dwelling than a barn.

The Division Member Cllr Chris Devine then spoke in objection to the application, noting a ref to another similar previous development in the local area, called Windrush, which was next to the application site, further down the road. He informed the Committee that Windrush had originally put in for an office and a tack room in a barn, then four years later they put in for a Certificate of Lawfulness and now they were living there. The size of the barn in this application was enormous, it also had a second floor, and was nothing like the original design.

This site was also in a Special Landscape Area (SLA). He felt that the barn should be made to go back to what it was supposed to be. Take the upper floor out of this as well. This is a house in waiting.

Cllr Devine then moved the motion of refusal, this was seconded by Cllr Dalton, on the grounds of overdevelopment, and inappropriate development in a SLA.

The Planning Team Leader, Richard Hughes noted that the application for consideration did not include any residential accommodation.

A debate then followed, where the key issues raised included that the application would need to be considered on its own merits and not speculate on what the applicant or future owners may or may not do.

The applicant had advised that they would not be putting up any lighting externally.

The barn was already there, so it could not be considered overdevelopment.

The Committee then voted on the motion of refusal, against Officers recommendation.

The Motion was not carried.

Cllr Westmoreland then moved the motion of Approval with conditions, in line with Officer's recommendation. This was seconded by Cllr Matthew Dean.

**Resolved**

**That application 18/04897/FUL be approved with the following conditions:**

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

**DWG No: 918.1 Site Location Plan, Proposed Site Location Plan, Proposed Ground and First Floor Plan of Existing Barn, Existing Floor Plan of Tack Room and Stables Date Received 22.05.18**

**DWG No: 918.2.A Proposed Barn Elevations Date Received 14.08.18**

**DWG No: 918.1.A Manure Storage Plan Date Received 02.10.18**

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

- 2. 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 the purposes of agriculture and the private stabling of horses associated with the agricultural/equestrian use of the land.**

**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.**

- 3. The development hereby permitted shall only be used for the private stabling of horses and the storage of associated equipment and feed and shall at no time be used for any commercial purpose whatsoever, including for livery, or in connection with equestrian tuition or leisure rides.**

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

- 4. No burning of manure or other material derived from the keeping of horses or livestock shall take place on the development site or land connected with it.**

**REASON: In the interests of amenity**

**335 18/08496FUL & 18/08762/LBC - Box Hedge Cottage, High Street, Porton, SP4 0LH**

Cllr Jeans left the meeting at 5.15pm, he did not take part in debate or vote on this application.

### Public Participation

Rita Pope (Applicant) spoke in support of the application.

The Planning Officer, Hayley Clark then presented the application for retrospective planning permission for a replacement gate.

Members had the opportunity to ask technical questions of the Officer, there were no questions.

Members of the public then had the opportunity to present their views as stated above.

The applicant noted that since owning the cottage in 2016, they had renovated it to a high standard. The gates had been designed to ensure the cottage was always visible. The PC had not objected, and the application had been supported by Highways. The sliding mechanism was felt to have been the best option.

The Division Member Cllr Mike Hewitt then spoke in support of application, noting that the gate was of a unique style. The previous gate had opened onto the road which was now illegal. The PC had no objections and a lot of the PC Cllrs pass this property frequently and were aware of the gate. The gate did not go against the Neighbourhood Plan, and was a safe option for the family and other users.

Cllr Hewitt then moved the motion of approval, against Officer recommendation, this was seconded by Cllr John Smale.

A debate then followed, where the key issues raised included that the cottage was an important 17<sup>th</sup> century building, and to put a structure of this design was inappropriate and not in keeping with the surroundings.

When a cottage of this period, in a conservation area is taken on, respect for the restrictions and requirements of such a grade II listed building need to be accepted.

The original style of wooden gate should be reinstated.

The Committee then voted on the motion of approval.

The motion was not carried.

Cllr Dalton then moved the motion of refusal in line with Officer's report and recommendation. This was seconded by Cllr Devine.

### **Resolved**

**That application 18/08496/FUL be refused, as per the Officer's recommendation, for the following reasons:**



The gate is of a metal barred design, along the lines of railings found on grand country estates, with slabs of timber fixed to it. The timbers, while unique, make for a much more visible structure. The sliding nature of the gate is wholly uncharacteristic for the thatched cottage, the visibly modern technology intruding into all public views of the property, while its location forward of the front elevation serves to emphasis its unusual nature. The NPPF allows for the consideration of some harm to the setting of a listed building where public benefits have been identified that would outweigh that harm; in this situation, the gate provides no such benefits and so the test in para 196 of the NPPF is not met. Further, it is considered that the works fail to preserve the setting of the listed building, contrary to policies CP57 & CP58 of the Wiltshire Core Strategy, section 66 of the Act, and fail to preserve the character of the Porton Conservation area, contrary to section 72.

In accordance with paragraph 38 of the National Planning Policy Framework (NPPF), this planning application has been processed in a proactive way. However, due to technical objections or the proposal's failure to comply with the development plan and/or the NPPF as a matter of principle, the local planning authority has had no alternative other than to refuse planning permission.

**Resolved:**

That application 18/08762/LBC be refused as per the Officer's recommendation for the following reasons:

The gate is of a metal barred design, along the lines of railings found on grand country estates, with slabs of timber fixed to it. The timbers, while unique, make for a much more visible structure. The sliding nature of the gate is wholly uncharacteristic for the thatched cottage, the visibly modern technology intruding into all public views of the property, while its location forward of the front elevation serves to emphasis its unusual nature. The NPPF allows for the consideration of some harm to the setting of a listed building where public benefits have been identified that would outweigh that harm; in this situation, the gate provides no such benefits and so the test in para 196 of the NPPF is not met. Further, it is considered that the works fail to preserve the setting of the listed building, contrary to contrary to policies CP57 & CP58 of the Wiltshire Core Strategy, section 66 of the Act, and fail to preserve the character of the Porton Conservation area, contrary to section 72.

336 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 5.30 pm)

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## SOUTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 13 DECEMBER 2018 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Christopher Devine, Cllr Jose Green, Cllr Mike Hewitt, Cllr Ian McLennan, Cllr John Smale, Cllr Trevor Carbin (Substitute) and Cllr Robert Yuill (Substitute)

**Also Present:**

Cllr Mary Douglas

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**337 Apologies**

Apologies had been received from:

- Cllr Brian Dalton – who was substituted by Cllr Trevor Carbin
- Cllr Sven Hocking – who was substituted by Cllr Robert Yuill
- Cllr George Jeans

**338 Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 15<sup>th</sup> November 2018 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

**339 Declarations of Interest**

There were none.

**340 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

The Committee noted its respects for former Wiltshire Councillor, Cllr Bill Moss, who had passed away the previous week.

341 **Public Participation**

The committee noted the rules on public participation.

342 **Planning Appeals and Updates**

Cllr Green – Why do the weekly lists no longer include the agents name on the list? Answer: The Planning Team Leader would circulate a response following the meeting.

Cllr Britton - For members benefit our refusal of 50 houses at Firs Road in Alderbury had been lost at appeal. The Inspector had determined quite clearly that Wiltshire Council did not have a five year land supply, and that obviously has serious ramifications for us.

Cllr Devine – Was there now a loop hole where every developer can quote that as a material consideration? Answer: Legal Officer - We would need to take this into account – however all applications have to be taken on their own merits.

The Committee received details of the appeal decisions as detailed in the agenda.

**Resolved**

**That the report on Appeals and Updates for the period of 02/11/2018 to 30/11/2018 be noted.**

343 **Planning Applications**

344 **18/07328/VAR - Land north of Hilltop Way, Salisbury, SP1 3QX**

**Public Participation**

John Gateley spoke in support of the application

Keith Leslie spoke in support of the application

The Senior Planning Officer, Becky Jones presented the application which was for a Variation of Condition 4 (affordable housing scheme) of planning permission for 16/04126/OUT (Outline application for the proposed erection of 10 semi-detached bungalows, new footpath link, and creation of public open space incorporating 20 off street parking spaces and 5x laybys to Hilltop Way.

It was noted that the Inspector had allowed the original application at appeal, with the condition to provide some level of affordable housing, and at the time the applicant had offered 100% affordable housing.

A further application for variation then came in which proposed to remove the affordable housing condition and have no affordable housing on the site, however as the site was subject to CPC which required 40% affordable housing, the applicant was advised to retain a provision of 40%, and a subsequent application for variation, providing this was then submitted, and is for consideration today.

The application was recommended for approval.

Members had the opportunity to ask technical questions of the Officer, where it was clarified that the Inspector had not made a specific recommendation as to the level of affordable housing required on the site.

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

The main points raised included that the site had been brought into the Housing Allocations Plan, and that the proposed 40% of affordable housing would be at the level expected in the Core Strategy.

Local residents supported a 40% allocation of affordable housing. It was noted that the road had recently been resurfaced and works to provide utilities would see this road dug up and patch filled. Residents asked the Committee to consider whether a condition could be applied to resurface the road completely rather than patch work.

The Division Member Cllr Douglas then spoke to note the public concern and the integrity of the planning process. The 100% of affordable housing as approved by the Inspector should be upheld. The original decision of the Committee was overturned on the grounds that it met housing need, on the basis of 100% affordable housing. The applicant then offered 0%, this was a mockery of the planning process. With Officer intervention they have now offered 40%. This Committee is the means by which we can iron out these creases.

Cllr Hewitt then moved the motion of Approval in line with Officer recommendation. This was seconded by Cllr McLennan.

A debate followed where the key issues raised included that the 100% could not be upheld as the Planning Inspector noted in his report that the Council could not demonstrate a five-year housing supply, he was attracted to the 100% affordable housing, but that was the overarching reason he allowed the appeal. We can apply CP43 and that requires 40%.

The local resident's enquiry on the inclusion of a condition to reinstate the road surface, was not possible as the Committee could not include a condition to the application at this stage. Consideration was solely on the variation of the provision of affordable housing.

The Committee then voted on the motion of Approval in line with Officer recommendation.

**Resolved**

**That application 18/07328/VAR be Approved in line with Officer recommendation, subject to**

**i) the applicant entering a Section 106 Agreement to secure 40% on site affordable housing provision in compliance with CP43 and CP45 and**

**ii) the following conditions:**

**1) The development hereby permitted shall take place not later than 3 years from the date of the approval of the last of the reserved matters to be approved.**

**Reason: To comply with Section 92 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).**

**2) Details of the appearance, landscaping, and scale (hereinafter called "the reserved matters") shall be submitted to and approved in writing by the local planning authority before any development takes place and the development shall be carried out as approved.**

**Reason: To comply with Section 92 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).**

**3) Application for approval of the reserved matters shall be made to the local planning authority not later than 3 years from the date of this permission.**

**Reason: To comply with Section 92 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).**

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

**(i) Design and Access Statement, Savills, November 2015;**

**(ii) Site Plan Ref L001 Rev B, dated May 2016;**

**(iii) Illustrative Layout Ref. UD003, dated 12/04/2016;**

**(iv) Parking Laybys on Masterplan Ref. 4279-SK-005B;**

**(v) Ecological Appraisal & Reptile Mitigation Strategy by ECS, November 2015 (final report)**

**(vi) Waste Statement, Savills, November 2015;**

**(vii) Tree Survey and Constraints Assessment by Mark Hinsley Arboricultural Consultants Ltd, dated 4 August 2015;**

- (viii) Archaeological Desk based Assessment by CGMS Consulting, April 2015;  
(ix) Transport Statement by WSP Parsons Brinckerhoff, April 2016.

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

**5) No development shall take place until samples of all external facing materials have been submitted to and approved by the local planning authority in writing. The relevant works shall be carried out in accordance with the approved sample details.**

**Reason:** To Safeguard the character and appearance of the area

**6) No railings, fences, gates, walls, bollards or other means of enclosure 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:** To safeguard the character and appearance of the area

**7) No development shall commence until there shall have been submitted to and approved in writing by the local planning authority a scheme of landscaping. The scheme shall include indications of all existing trees and hedgerows on the land, identify those to be retained and set out measures for their protection throughout the course of development.**

**Reason:** To Safeguard the character and appearance of the area

**8) All planting, seeding or turfing included in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.**

**Reason:** To Safeguard the character and appearance of the area

**9) The development hereby approved shall be single storey in height, with no accommodation or windows in the roof.**

**Reason:** To Safeguard the character and appearance of the area

**10) No development shall commence until further details for the proposed footway, its connection with the existing footway and details of the laybys have been submitted to and approved in writing by the local planning**

authority. The development shall be implemented in accordance with the approved details before there is any occupation of the dwellings.

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

11) Details of the new right of way between the existing and proposed bungalows are to be submitted to and approved in writing by the local planning authority, and the scheme is to be completed and surfaced in accordance with the approved details before there is any occupation of the dwellings.

**Reason:** In the interests of amenity and to secure appropriate access to the proposed Country Park.

12) No development can commence until a scheme for the provision and management of compensatory habitat creation (as an extension to the proposed Hampton Park Country Park to provide a receptor site for existing reptiles) has been submitted to and approved in writing by the local planning authority. The scheme shall include the 0.22 ha of land in the Appellant's ownership to the south-east of the development (shown in green as 'Country Park' on the plan on page 11 of the Design and Access Statement). The scheme shall be completed in accordance with the approved details, before development is first occupied, or in accordance with the approved timetable in the approved scheme. The receptor site shall be retained for that purpose in perpetuity.

**Reason:** To safeguard the natural habitat with particular reference to reptile conservation, in the context of an extension to the proposed Country Park.

13) Before works commence, a mitigation scheme for the translocation of reptiles and enhancement of the reptile receptor site shall be submitted to and approved in writing by the local planning authority. The scheme will identify the receptor site, specify how it will be prepared and confirm elements of the scheme which will be undertaken and/or overseen by an ecologist. The works will be completed in accordance with the approved scheme.

**Reason:** To safeguard the natural habitat with particular reference to reptile conservation, in the context of an extension to the proposed Country Park.

14) At no time before, during or after the construction of the development, will land to be made available for the Hampton Park Country Park shown on the illustrative masterplan (Savills, Job. No. WIPL350874 Drawing L002) be used for temporary or construction works.

**Reason:** To safeguard the natural habitat with particular reference to reptile conservation, in the context of an extension to the proposed Country Park.



**15) No development shall commence above ground level on site until a scheme of water efficiency measures (to include the water consumption of the development to no more than 110 litres per person per day) has been submitted to and approved in writing by the local planning authority. Before any of the dwellings are occupied, the approved measures shall be implemented in accordance with the approved scheme and thereafter retained.**

**Reason: In the interests of safeguarding the character of the River Avon SAC.**

**16) 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. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.**

**Reason: To prevent increased flood risk and safeguard public health**

**17) 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 occupied until surface water drainage has been constructed in accordance with the approved scheme.**

**Reason: To prevent increased flood risk and safeguard public health.**

**18) No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to, and approved in writing by the local planning authority. The Plan shall include details of the measures that will be taken to reduce and manage the emission of noise, vibration and dust during the construction of the development. It shall include details of:**

- (i) the movement of construction vehicles;**
  - (ii) the cutting or other processing of building materials on site;**
  - (iii) wheel washing facilities;**
  - (iv) the transportation and storage of plant, waste and building materials;**
  - (v) the recycling of waste materials (if any);**
  - (vi) the loading and unloading of equipment and materials;**
  - (vii) the location and use of generators and temporary site accommodation; pile driving;**
  - (viii) the parking of vehicles of site operatives and visitors;**
  - (ix) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;**
- The approved Construction Management Plan shall be adhered to throughout the construction period for the development.**

**19) Demolition or construction works shall take place only between 07:00 and 18:00 hours on Mondays to Fridays and between 08:00 and 13:00 hours on Saturdays, and shall not take place at any time on Sundays or on Bank or Public Holidays.**

**Reason: In the interests of safeguarding the living conditions of existing neighbouring occupiers.**

**20) No development shall commence until the Appellant has completed an assessment of ground gas at the site. Any remediation measures to the proposed development identified as a consequence of the investigation shall be approved in writing by the local planning authority and implemented in accordance with the agreed measures.**

**Reason: In the interests of public safety and amenity.**

345 **18/09164/VAR, 18/09004/VAR & 18/09012/VAR - Land North & North East, Matrons College Farm, Castle Lane, Whaddon, SP5 3EQ**

Public Participation

Mr Speer (Agent) spoke in support of the application

Senior Planning Officer, Warren Simmonds presented the application for a Variation of conditions 4 & 15 of 13/02543/OUT to remove the requirement for the use of a building as a proposed health centre, and 17/11704/REM - 28 dwellings and health centre, which had been approved in 2016.

It was noted that a Section 106 legal agreement was entered in to by the land owner to provide these things on the site.

Since the original applications were approved in 2016, quite extensive efforts had been made to find a user for the proposed health centre provision, with no avail.

It was recommended that the applications 18/09004/VAR and 18/09164/VAR be approved subject to the landowner entering into a modified Section 106 legal agreement to provide a one-off financial contribution of £200,000 to Wiltshire Council to be used for community project(s) in the Alderbury and Whaddon village area.

Attention was drawn to the late correspondence circulated at the meeting which detailed the updated proposal of a three-staged schedule of payments from the developer and the type of use for the funds.

Members had the opportunity to ask technical questions of the Officer, where it was clarified that this site differed from the Old Sarum site, in that the medical centre had not yet been built here, whereas at Old Sarum the build Doctors Surgery had been completed and laid empty for some time. The £200k set

aside to build the medical centre here could be transferred to the parish council for use on the village hall which was central to the village, unlike the land where the medical centre had been proposed.

Members of the public then had the opportunity to present their views as stated above.

The main points included that the owners had instructed extensive work be undertaken to try and identify potential users, however this had been fruitless. They had also been determined that there should be a benefit to the village, and therefore had supported the proposal to transfer the original £200k towards a facility elsewhere which would benefit the village more.

The Division Member, Cllr Richard Britton spoke noting that when this application had originally come to committee, he had felt it should be deferred until evidence showed that a medical centre could be provided, and here we are now being told the medical centre cannot be provided.

He was thankful to the land owner for continuing to support the village by allocating the £200k to a meaningful benefit for the village. The first tranche payment would allow work to get underway on the village hall.

He supported the proposal as it would enable work on the village hall, which was a benefit for the wider village community.

Cllr Britton moved the motion of approval in line with Officers recommendation. This was seconded by Cllr Hewitt.

A debate then followed, where the key issues raised included that the original proposal had been supported by a local doctor, the reality of a viable medical centre on the site had not come to fruition, fortunately, something good would come out of this.

The Committee then voted on the motion of approval in line with Officers recommendations, with delegated authority to the Head of Development Services in line with late correspondence.

### **Resolved**

**Members resolved to delegate authority to the Director of Economic Development & Planning for:**

**1. The variation of approved planning applications 13/02543/OUT and 17/11704/REM (the outline planning consent and reserved matters planning consent) to remove the requirement for the provision of an on-site local health centre (leaving the local health centre site undeveloped), subject to:**

**2. The modification of the existing Section 106 legal agreement to remove the requirement to provide the local health centre but instead to provide a financial contribution of £200,000 to Wiltshire Council (to be paid in three**

**increments as described), the financial contribution to be used for improvements to the Alderbury Village Hall and/or other community project(s) in the Alderbury and Whaddon village area(s).**

346 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 3.50 pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services,  
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## SOUTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 7 FEBRUARY 2019 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton (Vice-Chairman), Cllr Brian Dalton, Cllr Christopher Devine, Cllr Jose Green, Cllr Mike Hewitt, Cllr Sven Hocking, Cllr George Jeans, Cllr Ian McLennan and Cllr John Smale

**Also Present:**

Cllr Richard Clewer

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1 **Apologies**

There were none.

2 **Minutes of the Previous Meeting**

The minutes of the meeting held on 13 December 2018 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

3 **Declarations of Interest**

There were none.

4 **Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

5 **Public Participation**

The committee noted the rules on public participation.

6 **Planning Applications**

7 **18/10244/FUL - Kiln Close, Whaddon, SP5 3HE**

Public Participation

Nigel Lilley spoke in support of the application

Mr Cope (applicant) spoke in support of the application

Elaine Hartford spoke on behalf of Alderbury Parish Council

The Senior Planning Officer, Warren Simmonds presented the application which was for a new dwelling with integral garage for access.

The Officer drew attention to late correspondence which had been circulated at the meeting. This detailed a representation of objection from S Stephens.

There were no consultee or Highways objections apart from drainage, which could be overcome with conditions. The Parish Council had objected.

The application was recommended for approval with conditions.

The Members had the opportunity to ask technical questions of the Officer, where it was clarified that the distance from Kiln Close Road to the base of the embankment was approximately 7 to 8m. The blue line denoted the land in ownership of the applicant, and the red line was the development site, and curtilage if approved.

The proposals include cutting into the embankment to approximately the half way point. The exposed section would be supported by a retaining wall. The excavation only related to what was necessary for the proposed building, the remaining embankment either side of the property would remain.

If there was a covenant in place over building on the land, that would be a private civil matter, not a material planning consideration either way. The road was privately owned and the use of it was also be a private or civil matter.

Height of embankment, versus the building. I climbed on that yesterday, so any building above the embankment will be above the other houses – The ground level of the proposed house is similar to the other houses around it. Similar height above ground level to other similar houses.

An ecological report was carried out in October 2018, which recorded a single site, and it was not believed there would be any impact. No signs of badgers. Dormice survey recommended.

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

Alderbury Parish Council had objected to the application on the basis that the proposals were out-keeping and did not sit comfortably in the plot. The property would overlook those opposite. The site was shown at risk on Environment

Agency mapping. Kiln Close was private, maintained by residents and not suitable for heavy plant movement.

A covenant had been made in 2003 by the previous owner, that the land at the back of the 6 plots was only to be sold if all 6 agreed. The embankment was a haven for wildlife including the protected dormouse.

The Division Member Cllr Britton then spoke in objection of the application, noting that Kiln close was a small attractive development with modest sized properties. It was a pity that the covenant could not be taken into account. This was a narrow and thin plot and the proposals included an uncomfortable erosion of the bank. Quite out-keeping with the size of the other properties of area and abuts straight on to the road.

The brick retaining wall to the rear of the property must be a considerable wall in order to retain the embankment this would be in itself an alien feature. The sloping nature would continue either side of the property. This was shoe horning a large dwelling in to the plot.

Cllr Britton then moved the motion of refusal against Officer recommendation, on the grounds of overdevelopment, alien features of retaining wall, and visual impact. This was seconded by Cllr Devine.

A debate followed where they key issues raised included that the proposal would involve vast lorry movements to move the earth from the bank. It could be considered as overdevelopment, and would destroys the current streetscene.

There were other examples of similar developments in other areas, where it sat quite well. Kiln Close was a cul-de-sac, and the proposal was for one property only.

The end gable would butt right onto the road, right at the entrance to Kiln Close, which would be an overbearing element on the entrance on that close.

The Committee then voted on the motion of refusal.

### **Resolved**

**That application 18/10244/FUL be Refused for the following reason:**

**The proposed development would constitute an overdevelopment of the narrow, linear plot that, by reason of the necessary retaining wall(s) and excavations required, would introduce a conspicuous and alien feature into the site and would be out of keeping with the existing character of the surrounding area. In these respects the proposed development is considered discordant with the aims and objectives set out with Core Policy CP57 of the adopted Wiltshire Core Strategy.**

8 **18/10741/VAR - Caddens, Barbers Lane, Homington, SP5 4NG**

Public Participation

Stephen Gledhill spoke on behalf of Coombe Bissett Parish Council

The Planning Officer, Joe Richardson presented the application which was for the variation of condition 2 of planning permission 18/00525/VAR to allow for amended design including insertion of window to west elevation and additional rooflight to bedroom 5 (18/10741/VAR).

The site had an extensive planning history which had seen the building evolve.

It was noted that a site visit had taken place earlier in the day.

The recent planning appeal decision was attached to the report at appendix 1, in which the Inspector had allowed the garage roof to be linked to the house. It also mentions that it was appropriate that condition 2 of the planning condition should be treated as the starting point, with no need for the windows to be fixed shut, and questioned the Council's condition for obscure glazing.

There were no objections from Highways and no comments from the Conservation Officer.

The application was recommended for approval with conditions.

The Members had the opportunity to ask technical questions of the Officer, where he was asked how many retrospective applications the Council received were refused. The Officer did not have the answer to hand and would provide one to the Committee following the meeting.

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

Coombe Bissett Parish Council spoke in objection to the application. Asking the Committee to refuse the variation, due to the impact of the very large dwelling on the small patch of land and the loss of privacy.

He urged the Committee to take into context the history of the development and the previous refusals and the appeal decision.

The Parish Council felt that the unscrupulous developer had made a mockery of the planning system, noting that the development was now larger than the size of the original one refused. He asked that the development not be permitted to go ahead with film on the glass.

The Division Member Cllr Clewer then spoke on the application, noting that the previous decision could not be changed, however this variation asks for 2 further windows which restrict the privacy of neighbours further, and had caused strong feeling in the community. He argued that it would increase the amount of



overlooking, noting that retrospective planning applications were not helpful. Dealing with whether the neighbouring amenity is further damaged.

Cllr Hewitt then moved the motion of refusal against Officer recommendation, on the grounds of overlooking, with a condition for the windows to be properly obscured glass, and not film. Noting that the Committees original decision that this was far too big for the site was correct. This was seconded by Cllr Hocking.

A debate followed where they key issues raised included that the Planning Inspector had overturned previous refusals.

The site visit had been beneficial. The damage has been done with the volume of build on this site. There were a number of houses that were not much different to this one. Understanding for the local community's view, unfortunately they would have to live with it, as the Inspector had approved it.

To see out of the roof window, someone would need to stand on a raised platform. If the window was obscured, it could still be opened.

The Committee then voted on the motion of refusal. The motion was not carried.

Cllr Westmoreland then moved the motion of approval, this was seconded by Cllr McLennan.

The Committee then voted on the motion of approval.

**Resolved**

**That application 18/10741/VAR be Approved with conditions:**

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

**DWG No: 216083/01 Rev B Site Location Plan and Proposed Block Plan  
Date Received 29.11.18**

**DWG No: 216083/04 Rev F Proposed Ground Floor and First Floor Plan  
Date Received 29.11.18**

**DWG No: 216083/08 Rev A Proposed Second Floor Plan Date Received  
29.11.18**

**DWG No: 216083/06 Rev F Proposed Side Elevations and South Elevation  
Section Date Received 29.11.18**

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

**2. The development hereby permitted shall be demolished and all materials resulting from the demolition shall be removed within 56 days of**

the date of failure to meet any one of the requirements set out in i) – iii) below:

i) Within 2 months of the date of this decision the following details relating to the construction of the development hereby permitted shall have been submitted for the written approval of the Local Planning Authority:

- a. specification of the roofing materials;
- b. construction of a sample panel of the proposed brick, mortar colour and pointing finish (in Flemish Bond), which is to be left on site throughout the works as a reference panel;
- c. a section drawing of the brick string course to be added to the front elevation of the dwelling;
- d. a section drawing at a scale of 1:5 showing the profile and means of fitting of the rainwater goods;
- e. details of lintels, which shall be pre-fabricated gauged bricks 4 course deep;
- f. details of window cills on the front elevation which shall be constructed from Bath stone and stooled; and
- g. details of the render to be used on the external elevations, which shall be a soft render, and will not feature a bell mouth detail.

(ii) If within 5 months of the date of this decision the local planning authority refuse to approve the scheme or fail to give a decision within the prescribed period, an appeal shall have been made to, and accepted as validly made by, the Secretary of State.

(iii) If an appeal is made in pursuance of ii) above, that appeal shall have been finally determined and the submitted scheme shall have been approved by the Secretary of State.

**REASON:** The development shall be carried out in accordance with the details to be approved in accordance with the requirements of this condition.

In the event of a legal challenge to this decision, or to a decision made pursuant to the procedure set out in this condition, the operation of the time limits specified in this condition will be suspended until that legal challenge has been finally determined.

3. The additional rooflight within the eastern roofslope as shown in approved plan DWG No: 216083/08 Rev A Proposed Second Floor Plan Date Received 29.11.18 serving bedroom 5 shall retain the obscure glazing in perpetuity.

**REASON:** In the interests of residential amenity and privacy.

4. Prior to the first use of the rooms served by: the rooflight in the eastern elevation; the rearmost of the rooflights in the western elevation; and the first floor windows in the western elevation, as shown on drawings 216083/04E and 216083/06E, the previously mentioned windows shall be

fitted with obscure glazing and thereafter the obscure glazing shall be retained.

**REASON:** In the interests of residential amenity and privacy.

5. The garage hereby permitted shall not be used until the first five metres of the access, measured from the back edge of the carriageway, has been laid with a consolidated surfaced. The access shall be retained as such thereafter.

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

6. The garage hereby permitted shall not be used until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The access, turning area and parking spaces shall be retained for the purposes of parking and vehicle manoeuvring 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 garage hereby permitted shall not be converted to habitable accommodation.

**REASON:** To secure the retention of adequate parking provision and to limit the residential conversion of the garage space, in the interests of highway safety and amenity.

8. Works associated with the construction of the development hereby permitted shall only take place between the hours of 08:00 to 17:00 from Mondays to Fridays and between the hours of 08:00 to 13:00 and on Saturdays. No construction works associated with the development hereby permitted shall take place at any time on

Sundays and 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.

9 **18/11174/FUL - Former Lloyds Bank, Mere, BA12 6DP**

Public Participation

Dan Wilden spoke in support of the application

John Jordan spoke on behalf of the Parish Council

The Senior Planning Officer, Warren Simmonds presented the application which was for Conversion of existing bank to create three 1 bed and one 2 bed flats with parking.

The building was not listed; however, it was next to a listed building, and it was in a conservation area.

As part of the development, a modern rear extension would be removed and replaced with a low wall to improve visibility.

A small outbuilding adjacent to parking space number 5, had an external door. It was confirmed that the allocation of space number 5 would be tied to the ownership of the outbuilding.

No third party representations had been received and there were no objections from the Conservation Officer.

In respect of the marketing and disposal of the building, Cllr Jeans had informed the Officer that it was his belief that this had not been carried out correctly.

The former use of the building as a bank was A2 use. Rural facilities that benefit rural communities should be retained for community use, how relevant that was, is a matter for debate.

The application was recommended for approval with conditions.

The Members had the opportunity to ask technical questions of the Officer, where it was clarified that the development allowed for one parking space for the double one-bedroom apartments.

Whilst Officers had been made aware that a representation had been made to Cllr Jeans, no representation had been submitted to the Planning Authority. As such it would have to be treated as unsubstantiated.

During marketing of the Bank, there had been an amount of interest, however this had not been commercial. And only for residential. The marketing process had been carried out.

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

Mere Town Council spoke on the application, noting that Mere was not a large town and there were not many employment opportunities so people did have cars. These apartments were all double bedroom, it was likely that 5 parking

spaces would not be sufficient. The site was right in the centre of Mere, and the area was already completely burdened with vehicles. It would add to a big problem that was already present. If the bins were in the car park area it would cause issues on collection day. A development of just 2 apartments would have been better for this site.

The Division Member Cllr Jeans then spoke in objection of the application, noting that the applicant had stated that a marketing exercise was conducted. It states "Lloyds Bank in The Square, Mere closed for business on 24th September 2017.

A national agency, CBRE, were asked to market the site for the bank to dispose of it, and a brochure was circulated to more than 1000 agents and clients and also appeared online. This marketing process commenced on 25th September 2017. CBRE confirmed that they had an amount of interest but all from residential developers and none from commercial operators at al.

I question this when I am aware of a significant applicant regarding the Mere area, this being our local dentist who claimed he offered more than the guide price and in effect was not entertained by the selling agent. I know of another similar case where commercial activity was not welcome, however because of commercial sensitivity I cannot give the information in public and may be not at all.

I supplied details to the Planning Officer of our local dentist experience; the dentist had given me permission to air this in public today. Apparently, we as Wiltshire Council take the word of the applicant when a marketing exercise is conducted regarding commercial interest, unless someone challenges it. As explained, in my opinion it is difficult to challenge a commercial marketing exercise in public and indeed sometimes in a lesser public environment. However, I have brought this to your attention.

One of the 5 offered parking spaces is next to the out buildings access door, is this access door going to be in the control of the person who will have the adjacent parking space? If not, I cannot see how it can be a valid car parking space, because of the obstruction caused by the parked vehicle. The door to the shed is not shown on the plan, is it to be blocked and if so how will the building be accessed.

Smaller properties like these proposed, will have some trade vehicles brought home, and when a van is parked in the 1<sup>st</sup> car parking space, the visibility into a busy small road would be obstructed, and require a tight manoeuvre to exit. These vehicles will often be reversing out, where is the turning space?

When this building was a bank, customers or staff made little use of the buildings car park, which was now being considered for 5 parking spaces. Customers walked or used spaces in and around the Square freed up by residents going to work or going out. Mere already has around 50 properties that have no or insufficient parking and live near Mere Town Square. About 25 of these were flats some of whose residents had trade vehicles. The Old Ship

Hotel was also being developed, again with local knowledge I know more overspill will result.

Mere has little public transport and none to some local destinations. Vehicles are part of the rural seen in Mere, they are needed for work and everyday transport, for instance hospital appointments.

In the evenings North Street and nearby roads are almost impassable for parked vehicles, as explained some are trades vehicles, taking up much of the road. Parking has become so severely oversubscribed; Mere Town Council have set up a committee to look into the parking problems we have.

A resident has attended to represent those living in or near Mere Square and The Town Council Chairman. Wiltshire has gone against Highways recommendations before armed with local knowledge, I hope you will support me to refuse this and maybe at your discretion, question the marketing exercise.

Cllr Jeans then moved the motion of refusal against Officer recommendation, on the grounds of overdevelopment. This was seconded by Cllr Dalton.

A debate followed where they key issues raised included that there was no documented evidence to support the accusation that marketing was not carried out correctly.

The proposals were not for a new build, the development in the built environment was the same.

Highways had not registered any objections on parking grounds and the development met the current requirements on parking.

A similar building which had previously been a bank in Amesbury had sat empty for a long time. Buildings like these large banks did not transfer very well into a shop. The solution for the bank in Amesbury was a nightclub.

The view of the Town Council was recognised, that there were problems with parking, however the development included parking spaces for all of the apartments.

The Committee then voted on the motion of refusal. The motion was not carried.

Cllr Westmoreland moved motion of approval. This was seconded by Cllr Hewitt.

### **Resolved**

**That application 18/11174/FUL be Approved 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:**

**DRG No. 8980/200 dated November 2018, as submitted to the local planning authority on 23.11.18, and  
DRG No. 8980/201 dated November 2018, as submitted to the local planning authority on 23.11.18**

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

**3. Notwithstanding the approved drawings, no works shall commence with respect to the relevant details, until details of the following have been submitted to and approved in writing by the Local Planning Authority:**

**(i) Large scale (1:10) section details for the two new doors within the front south elevation**

**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**

**4. 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. No dwelling shall be first occupied 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**

**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 application contained insufficient information to enable this matter to be considered prior to granting planning permission**

**6. 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.

**7. 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, and the marked out. These areas shall be maintained for those purposes at all times thereafter.**

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

**8. No part of the development shall be first occupied until the existing outbuilding has been removed and new walling provided, and 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

10 **18/11534/FUL - 138 Winterslow Road, Porton, SP4 0JX**

Public Participation

Ben Diffey spoke in support of the application

Den Taylor spoke in support of the application

The Senior Planning Officer, Georgina Wright presented the application which was for Extension and renovation of 1950's chalet bungalow to form a family home (Resubmission of 18/08676/FUL). The application was recommended for refusal.

The proposed design was similar to the 2 storey neighbour on one side, but would be significantly larger in plan form, out of proportion and rendered, not brick.

There were no consultee objections.

The Members had the opportunity to ask technical questions of the Officer, where it was clarified that the difference in ridge height between the proposed development and the neighbouring property on the left was 0.25m.

The Officer explained that the application had been called to Committee as it had originally started in March 2017 with a pre-app, since then, it had been changed 5 times. These changes had altered the scheme significantly however,



not enough to recommend approval. She noted that the applicant required a large development, and felt it would be better for the current scheme to be considered by Committee and if not approved for a new scheme to be produced.

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

The main points raised included that the proposed development was not as large as some other properties along the road, with numbers 130 and 124 of similar styles.

The Division Member Cllr Hewitt then spoke in support of the application, noting that the former owner of the bungalow was an elderly single resident, and now the property did not meet the needs of the new owners who had a modern family.

The development would allow for a family home which would be of a far superior appearance to what was currently there. There were no objections from the Parish Council or anyone else, and parking is provided.

Cllr Hewitt then moved the motion of approval against Officer recommendation. This was seconded by Cllr John Smale.

A debate followed where the key issues raised included that the plot was narrow, however there were no objections from neighbouring properties.

The current bungalow was the only property which had not been developed. The extensions would leave very little of the existing house though so it was considered to be a replacement dwelling rather than extensions. Next door had set the precedent.

The development was large, however the plot was adequate enough for it. This house will accommodate people in later life as it is accessible throughout.

The Committee then voted on the motion of approval.

### **Resolved**

**That application 18/11534/FUL be Approved with conditions:**

- 1. WA1 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. WM13 The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Application Form & Certificate**

**Ref: OS Location Plan. Received – 29.11.2018**

**Ref: B3087 01c – Proposed Floor Plans & Elevations. Received – 29.11.2018**

**Ref: B3087 03a – Site Plan. Received – 29.11.2018**

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

- 3. WB1 No development shall commence above slab level 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: In the interests of visual amenity and the character and appearance of the area.**

- 4. WM1 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**

- 5. WC1 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:**

- finished levels and contours;**
- site sections showing how the development will sit on the site/rising ground**
- means of enclosure;**
- car park layouts;**
- other vehicle and pedestrian access and circulation areas;**
- 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.

6. **WC2** 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.

7. **WD20** 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.

8. **WE 1** 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 their curtilage.

**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.

9. **WE5** 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 window, dormer window or roof light, other than those shown on the approved plans, shall be inserted in the eastern or western elevations of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

10. **WE12** Before the development hereby permitted is first occupied the first floor windows in the eastern and western elevations (which are shown on Plan Ref B3087 01c to serve bathrooms/ensuites), shall be glazed with obscure glass only, to an obscurity level of no less than level 5 and the windows shall be maintained with obscure glazing in perpetuity.

**REASON:** In the interests of residential amenity and privacy.

11. **WE14** The flat roof area of the development hereby permitted shall not be used as a balcony, roof garden or similar amenity area.

**REASON:** In the interests of residential amenity and privacy.

12. No construction or demolition work involved in the development hereby approved shall take place on Sundays or Bank/Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.

**REASON:** In the interests of amenity

## 11 **Planning Appeals and Updates**

The committee received details of the appeal decisions as detailed in the agenda.

Mike Wilmott, Head of Development Management, gave an update on the Five-Year Land Supply.

## 12 **Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 5.50 pm)

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)

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## **WESTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 17 OCTOBER 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr Jonathon Seed (Vice-Chairman), Cllr Phil Alford, Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Edward Kirk, Cllr Stewart Palmen and Cllr Pip Ridout

#### **Also Present:**

Cllr Johnny Kidney

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#### **55 Apologies**

There were no apologies.

#### **56 Minutes of the Previous Meeting**

The minutes of the meeting held on 19 September 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 19 September 2018.**

#### **57 Declarations of Interest**

There were no declarations of interest.

#### **58 Chairman's Announcements**

It was noted that the microphones were not working.

The Chairman gave details of the exits to be used in the event of an emergency.

#### **59 Public Participation**

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.

60 **Planning Appeals and Updates**

The Planning Appeals Update Report for 7/09/2018 to 5/10/2018 was received.

**Resolved:**

**To note the Planning Appeals Update Report for 7/09/2018 to 5/10/2018.**

61 **Planning Applications**

The Committee considered the following applications:

**61a 8/04589/FUL - Unit 8 Atworth Business Park, Bath Road, Melksham**

Public Participation

John Polhill spoke in objection to the application

Maddy Palmer spoke in objection to the application

Helen Goodig spoke in objection to the application

Sandra Tuck, Agent, spoke in support of the application.

Tom Griffiths, Applicant, spoke in support of the application

Mike Wilmot, Head of Development Management, introduced the report which recommended approval be granted for an Extension to existing building (Use Class B8), extension to service road, landscaping and associated works.

Late representations had been received which referred to the original application, where the previous occupiers had applied for the extension and since then they had vacated the premises. Head of Development Management explained that the application presented by the owners was still acceptable.

Key issues included; the principle of development, design issues, the impact on the immediate area, impact on amenity, highway and access considerations and the section 106 agreement.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: The relevance of Core Policy 1, whether a market analysis had been carried out, details were sought on the neighbouring unit's planning permission for an extension; distance between the proposed turning area and the closest residential property,

In response to the questions it was noted that: the property size was not big enough to require an impact assessment; the neighbouring planning permission had been granted via delegated authority in 2017, although the extension had not yet been built and had until 2020 to be commenced.

Members of the public, as detailed above, had the opportunity to speak on the application.

Following the public forum, Members requested to ask further technical questions, which the Chairman accepted. Further details were sought on: whether a S106 was still active on the land which had been designated for recreational use and the planning history of the property.

In response, it was noted that: part of the application site was subject to a S106 agreement, which was made in 1994, which restricted the site to sports and recreational purposes. The Section 106 agreement made no provision for public use of the site for recreational purposes. In 2004 the Local Planning Inspector recommended modifying the plan by removal of the proposed designation as it served no useful purpose and there was a suitable public recreation facility close by. This had been accepted by the District Council. Subsequently, the District Council produced a Leisure and Recreation Development Plan in 2009 which set out existing sports and recreation facilities that would be protected. The application site was neither identified or included in that plan. For these reasons the S106 no longer served any useful purpose. It was also noted that not all of the planning history had been included In the report, only the planning history relevant to the application.

Local member, Councillor Alford, had to opportunity to speak on the application which included the following points: the local authority's responsibility to enforce the s106, details of how core policy 1 and core policy 34 was relevant to the application.

A motion to refuse planning application was moved by Cllr Philip Alford and seconded by Cllr Pip Ridout.

A debate followed and the key points included: no evidence of an economic need within the area and adverse impact on the residential property. At the end it was;

## **Resolved**

**To refuse planning permission for the following reasons:**

**1. The proposed development lies outside of the Limits of Development brought forward for Atworth from the West Wiltshire Local Plan and retained in the Wiltshire Core Strategy. The proposal therefore conflicts with polices CP1 and CP2 of the Wiltshire Core Strategy which do not permit development outside these limits, other than that permitted by other polices in the Wiltshire Core Strategy. Whilst these other polices include CP34, the proposal does not comply with the criteria set out in that policy, for the reasons set out in 2 below.**

**2. The proposed development does not comply with Core Policy 34. In particular, the extension is not considered essential to the wider strategic interest of the economic development of Wiltshire; and the construction**

**and use of the proposed road extension and turning head, coming so close to the adjacent residential property, will have an adverse impact on the amenity that residents of that property can reasonably expect to enjoy. The proposal is therefore not considered to be sustainable development.**

**61b 18/07478/FUL - The Clovers, Hartley Farm, Winsley, Bradford on Avon, Wiltshire, BA15 2JB**

Mike Wilmot, Head of Development Management, introduced the report which recommended approval be granted for regularisation of an area of extended hardstanding and proposed change of use of agricultural land to equestrian use (for private purposes) and the erection of a timber loose box/stable building. The application was a revised application, having been refused at the previous meeting.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on the utility connections on the land.

There were no members of the public registered to speak.

Local member Cllr Kidney, had to opportunity to speak on the application which included the following points: the special nature of the area – close to the AONB, within the Green Belt; the amount of local concern and the inappropriate scale of the application.

A motion to refuse planning permission was moved by Cllr Edward Kirk which was seconded by Cllr Ernie Clark.

At the end it was;

**Resolved**

**To refuse planning permission for the following reasons:**

**1. The proposed loose box/stable by reason of its size, bulk and siting in an isolated location detached from any permanent built form of development is found to be harmful to the Green Belt which would not preserve the openness of the Green Belt contrary to Paragraphs 144 and 145(b) of the 2018 National Planning Policy Framework. Furthermore, the proposed development would have a harmful impact on the special landscape area contrary to Saved Policy C3 and CP51 of the Wiltshire Core Strategy by virtue of introducing an isolated form of equestrian development in the open countryside which would conflict with saved Policy E10 of the West Wiltshire District Plan, 1st Alteration.**

**2. The proposal, which in part comprises an area of hardstanding extending to some 555 square metres and finished in loose stone material is considered disproportionate and unjustified for the purposes of**



keeping a small flock of sheep on the 0.88 hectare site and it represents harmful intentional unauthorised development which diminishes the openness of the greenbelt and falls foul of the Written Ministerial Statement released by the Government on 31 August 2015, published as a planning policy statement on green belt protection and intentional unauthorised development (thus making it a material planning consideration).

62 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.05 - 4.20 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail [jessica.croman@wiltshire.gov.uk](mailto:jessica.croman@wiltshire.gov.uk)

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## **WESTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 14 NOVEMBER 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr Jonathon Seed (Vice-Chairman), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Edward Kirk, Cllr Stewart Palmen, Cllr Pip Ridout, Cllr David Halik (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Johnny Kidney and Cllr Tony Jackson

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#### **63 Apologies**

Apologies for absence were received from:

Cllr Andrew Dais who was substituted by Cllr Roy While.

Cllr Philip Alford who was substituted by Cllr David Halik.

#### **64 Minutes of the Previous Meeting**

The minutes of the meeting held on 17 October 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 17 October 2018.**

#### **65 Declarations of Interest**

There were no declarations of interest.

#### **66 Chairman's Announcements**

There were no Chairman's Announcements.

The Chairman gave details of the exits to be used in the event of an emergency.

67 **Public Participation**

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.

68 **Planning Appeals and Updates**

The Planning Appeals Update Report for 5/10/2018 and 2/11/2018 was received.

**Resolved:**

**To note the Planning Appeals Update Report for 5/10/2018 to 2/11/2018.**

69 **17/08216/FUL: Land North of 146, Upper Westwood BA15 2DE - Provision of two self-contained camping pods with parking, change of use of land to leisure / tourism (resubmission of 17/02852/FUL).**

Public Participation

Chris Baines spoke in objection to the application

Matt Pugh spoke in objection to the application

George Mumford spoke in objection to the application

Chris Beaver, Agent, spoke in support of the application.

John Bishop, Chair of Westwood Parish Council, spoke in objection to the application

Mathew Perks, Senior Planning Officer, introduced the report which recommended approval be granted for the provision of two self-contained camping pods with parking, change of use of land to leisure / tourism. This was a resubmission of 17/02852/FUL.

Key issues included; the principle of development, Landscape: Green Belt, Cotswolds AONB and Conservation Area, Impact on neighbour amenity; and Highways.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: whether the application proposal could be considered to be an exception as recreation related development, as defined by para 145 b) of the NPPF; and questioned the extent of the site, the proposed length and construction of the proposed access road to service the pods and the landscape impacts of the development.

The Officer, in response to the questions advised that; the development provided recreational facilities for visitors and tourists, and that the proposed new road access would be a removable framework known as grasscrete which would allow grass to grow the substrate and make the access road appear less conspicuous. It was accepted that the development site would allow for some long range visibility from public vantages gained across the valley at Turleigh and Winsley; and, the site would be open to views from the immediate

neighbouring property positioned 50m away from where the proposed pods would be sited.

Members of the public, as detailed above, had the opportunity to speak on the application.

In response to points raised during the public forum, the officer made reference to the points included in the report with regard to the assessment on impacts pursuant to: neighbours, nuisance, highways, landscape and visual impacts. It was also reported that whilst the pods would have a degree of permanence by virtue of being bolted in place, they would be low key structures measuring a few metres in height and would have limited impact.

The local member, Councillor Johnny Kidney, spoke in objection to the development noting that there had been a large number of objections raised by local residents and noted that the site was located within a highly protected landscape and close to the conservation area and was not secluded but open to views from across the valley and a neighbouring property – which would all be negatively impacted on so much so that the proposed development would conflict with the NPPF Greenbelt Policy, CP39, CP51, CP57 and CP58; and, there would be highway/access issues.

A motion was moved to hold a site visit by Councillor Jonathon Seed, which was seconded by Councillor Pip Ridout.

At the end of the debate it was;

### **Resolved**

**To defer making a decision until after a member site visit which was scheduled for 10 December 2018 at 1.15pm.**

70 **18/07286/FUL: Adjacent To 489a Semington Road Melksham SN12 6DR - Erection of 4 no. dwellings (resubmission of 17/04649/FUL)**

#### Public Participation

Martin Haffenden spoke in objection to the application

Dr Sawson Williams, Applicant, spoke in support of the application.

David Cox, Senior Planning Officer, introduced the report which recommended approval be granted, subject to conditions, for the erection of 4 dwellings. This was a resubmission of 17/04649/FUL.

Members were advised on the content of a late representation which had been received prior to the meeting; which in addition to setting out the neighbours' concerns, the submission included a request to consider restricting the construction hours on the site by way of a planning condition.

The key issues were identified as; the principle of development and appraising the appeal decision (which was appended to the committee report), to appraise

the amenity/living standards of future occupants, and the impacts on neighbouring amenity, as well as consider highway safety and parking and the overall impacts on the street scene,

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on the specification and effectiveness of the proposed solar tubes which were proposed for the middle properties.

Members of the public, as detailed above, had the opportunity to speak on the application.

The local member, Councillor Roy While, spoke on the application noting that the Parish Council had objected to the development and it was acknowledged that the previous application had been refused by officers, which was appealed and although dismissed, the planning inspector concluded that the development would not be out of keeping with the evolving character of the area (fully mindful of the recently approved 150 house development on land to the rear and other residential development approved along Semington Road), and it would not be inappropriate development if the amount of private amenity could be enhanced. As reported by officers and included within the officers report, it was accepted that the applicant had made material revisions to reduce the height and floor plan of the proposed terrace and to increase the size of the rear gardens and that officers now recommended approval of the application. It was also accepted that the inspector's conclusions on certain aspects of the proposal influenced the officer recommendation for this particular case.

A motion, to approve planning permission with a condition added to restrict construction hours, was moved by Councillor Jonathon Seed and was seconded by Councillor David Halik.

A debate followed where the following points were raised: issues about the terrace design including its roof and proposed parking provision.

At the end of the debate it was;

### **Resolved**

**To approve 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:**

Location Plan, Block Plan, Ground Floor Plan, First Floor Plan, Second Floor (attic) Plan, Front (south) Elevation Plan - all received 31 July 2018; 3D Photomontage comparisons, Solatube technical drawings and details, Street scene comparison plan (W/489a/Com) and Ridge and slab height comparison plan (2356/B/6 Rev A) - received 29 August 2018 and revised North and Rear Elevation Plans Rev A and Parking Plan - received 12 September 2018

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

- 3 No development above slab level shall commence on site until full details and samples of the stone walls and slate roof materials to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Thereafter, the 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 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.

- 5 No part of the development hereby permitted shall be occupied until the access, parking spaces and footpath 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 dwelling shall be first occupied until visibility splays have been fully demonstrated on an updated Block Plan, and that those splays shown on the approved plan have been cleared of any obstruction to visibility at and above a height of 900mm measured above the nearside carriageway level. Thereafter the visibility provision shall be maintained free of obstruction above 900mm in perpetuity.

**REASON: In the interests of highway**

- 7 No development above slab level shall commence on site until a scheme for the discharge of surface water (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.**

- 8 No development above slab level 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 :-**

- full details of any tree or hedgerow 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.**
- Details of bin muster points**

**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 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.

- 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, D and E shall take place on the dwellinghouse(s) hereby permitted or within their curtilage.

**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.

- 11 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 gable elevations and the rear elevation(s) above ground floor ceiling level of the development hereby permitted.

**REASON:** In the interests of residential amenity and privacy.

- 12 No 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.

**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).

**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.

A five minute comfort break was taken between 16:25pm and 16:30pm.

Councillor David Halik left the meeting at 16:25pm

71 **18/08115/FUL: 392 A Ham Green, Holt BA14 6PX - Demolition of conservatory and proposed rear extensions. Alterations to the front boundary treatments.**

Public Participation

John Palmer spoke in objection to the application

James Greenwell, Applicant, spoke in support of the application.

Bob Mizen, spoke on behalf of Holt Parish Council, in objection to the application

Kenny Green, Development Management Team Leader, introduced the report which recommended approval be granted for the demolition of a conservatory and proposed rear extensions and alterations to the front boundary treatments.

Members were informed that a late representation had been received, which had been circulated to committee members prior to the meeting, however the officer read out the concerns expressed by the concerned neighbour. The concerns comprised reference to overdevelopment, overbearing and loss of privacy impacts and loss of light to the neighbouring property and garden located to the east. The officer advised members that the unscaled sketched extension to the property in the form of an amended photograph could not be verified as being accurate, although the scaled plan measurements were clearly reported to the committee.

The committee was advised that Holt Parish Council, as part of their submitted objection, referenced Policy H18 which remains as being saved from the West Wiltshire District Plan, within in their representation, however, the committee members were advised that the Policy was not relevant to the development proposal since it related to ancillary domestic development and not new housing development. Members were also advised that the impacts of the development would be acceptable in planning terms and the development would not detrimentally affect the protected part of the village.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: the height of the railings and the light impacts on the neighbouring property.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member, Councillor Trevor Carbin, spoke on the application noting: the detrimental impact on the area of minimum change, overshadowing, detrimental impact on neighbours amenity, the change in character of the property and dynamic of the community, making reference to saved West Wiltshire District Plan – 1<sup>st</sup> Alteration policy H18, and adopted Wiltshire Core Strategy Core Policy 57 and Core Policy 58.

A motion to refuse the application was moved by Councillor Trevor Carbin and seconded by Councillor Ernie Clark.

A debate followed where the following points were made: that the railings would change the character of the property and be out of keeping in an area that is protected, that the development proposal conflicted with the neighbourhood plan and that the extensions would have a detrimental impact on neighbouring interests and would be in conflict with adopted and saved plan policy.

Before a vote was taken, the presenting planning officer provided his professional interpretation of saved policy H18 and advised the committee that the whilst saved Policy sets out a presumption against the construction of new housing development within the protected area of minimum change, it did not extend to other development that is not new housing development. In addition, the present legal officer, David Kerfoot, further advised Members that he shared the same opinion and advised that the policy clearly did not refer to the construction of ancillary buildings such as extensions, and consequently, the policy would not apply to this particular case.

Following the vote the motion was lost.

A motion, to delegate the approval of the application to officers subject to the removal of the railings and gate, was moved by Councillor Jonathon Seed and was seconded by Councillor Pip Ridout.

At the end of the debate it was;

**Resolved**

**To delegate the approval of the application to officers subject to the removal of the railing and gate.**

72

**Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 5.30 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail [jessica.croman@wiltshire.gov.uk](mailto:jessica.croman@wiltshire.gov.uk)

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## **WESTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 12 DECEMBER 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Christopher Newbury (Chairman), Cllr Jonathon Seed (Vice-Chairman), Cllr Phil Alford, Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Sarah Gibson, Cllr Stewart Palmen, Cllr Pip Ridout and Cllr David Halik (Substitute)

#### **Also Present:**

Cllr Johnny Kidney

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#### **73 Apologies**

Apologies for absence were received from:

Cllr Edward Kirk who was substituted by Cllr David Halik.

Cllr Phil Alford sent his apologies for the start of the meetings and arrived at 15:55.

#### **74 Minutes of the Previous Meeting**

The minutes of the meeting held on 14 November 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 14 November 2018.**

#### **75 Declarations of Interest**

There were no declarations of interest.

#### **76 Chairman's Announcements**

There were no Chairman's Announcements.

The Chairman gave details of the exits to be used in the event of an emergency.

77 **Public Participation**

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.

78 **Planning Appeals and Updates**

The Planning Appeals Update Report for 02/11/2018 and 30/11/2018 was received.

**Resolved:**

**To note the Planning Appeals Update Report for 02/11/2018 and 30/11/2018.**

79 **Appeals Report**

Noted as detailed in minute number 79.

80 **Planning Applications**

The Committee considered the following applications:

81 **17/08216/FUL Land North of 146, Upper Westwood BA15 2DE**

**Public Participation**

George Mumford spoke in objection to the application

Chris Baines spoke in objection to the application

James Crawford spoke in objection to the application

Chris Beaver, Agent, spoke in support of the application.

Tim Leader, on behalf of Westwood Parish Council, spoke in objection to the application

Matthew Perks, Senior Planning Officer, introduced the application, which had been deferred at the last meeting for a member site visit, which took place on Monday 10 December 2018. The committee was informed that since the last meeting, the application had been materially revised which comprised the deletion of one of the proposed pods along with a reduced red lined site boundary plan with enhanced landscape planting proposals, the committee was presented with an updated report and list of planning conditions. Officers recommended the application for one self-contained camping pod with parking and change of use of land to leisure / tourism use be approved, subject to conditions. The committee was advised that following receipt of the revisions, a fresh consultation was completed lasting 10 days. Members of the committee

were advised that late representations had been received which were circulated to members of the committee on the day.

Key issues included; The principle of development, impacts on the Green Belt, Cotswolds AONB and special landscape, the impacts on the Conservation Area and neighbouring amenity; and highways impacts.

Members of the Committee had the opportunity to ask technical questions of the officer. Additional clarity was sought on whether the development comprised inappropriate development in the green belt, an appraisal of relevant case law and appeal decisions; and, the impacts of the additional vehicle movements.

In addition to responding to the matters raised, officers advised that only the site area outlined in red would be subject to the proposed change of use.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member, Councillor Johnny Kidney, spoke in objection to the development highlighting the sensitive nature of the site, the damage the development would have on the openness of the Green Belt and that the development was considered contrary to the NPPF and Core Policies 39, 51, 57 and the Cotswold AONB Management Plan.

A motion to refuse the application was moved by Councillor Trevor Carbin, which was seconded by Councillor Ernie Clark.

A debate followed where the following points of clarification were answered by officers: the relevance of the Cotswold AONB Management Plan, the current use of the land and what permission the land benefitted from. There was also a discussion about the relevance of a recent decision to grant permission for a new car park at Dorothy House and the committee were informed of the very special circumstances that applied to that particular case. Members were advised to appraise and weigh up the merits of the application and not be influenced by the determination of a separate application which did not share the planning description and was not in the same settlement or immediate locality.

At the end of the debate it was;

### **Resolved**

**To refuse planning permission for the following reasons:**

**1. The proposal, without very special circumstances, would constitute as inappropriate development in the Green Belt that would be harmful to its openness and detrimental to the special landscape character and quality of the surrounding landscape contrary to the 2018 NPPF - in particular paragraphs 143, 145, 170 and 172; and, policies CP39 and CP51 of the Wiltshire Core Strategy and the Cotswold AONB Management Plan (2018).**

**2 . The proposed development would be detrimental to existing residential amenity by reason of increased noise, loss of privacy, general activity and vehicle movements contrary to CP57 of the Wiltshire Core Strategy.**

**Cllr Phil Alford entered the meeting at 15:55 and refrained from voting on the first application.**

82 **18/06893/FUL Former Health Clinic The Halve Trowbridge Wiltshire BA14 8SA**

Public Participation

Fiona Watson spoke in objection to the application

Steve Morris spoke in objection to the application

Darren Odell spoke in objection to the application

David Cox, Senior Planning Officer, introduced the report which recommended that approval be granted, subject to conditions for the proposed development of the former health clinic building comprising a new second floor with 7 apartments and enlargement of the ground floor to accommodate a dental practice (D1 use class) within unit 1, the relocation of unit 2 and reduce the floor area of unit 3 with a new 2 bedroom apartment being created within the existing first floor (above the relocated ground floor unit 2) and external works.

The committee was informed prior to the officer's slide presentation of a typographical error contained within the report. It was confirmed that the proposed 2 bed flat would be 43sq.m and not 53sq.m as reported.

The committee was also informed that three late representations had been received since the agenda publication, including a petition in support of the development submitted by the dental practice, which had 400 signatures. Members were however advised that the petition was handed in immediately before the start of committee proceedings and as a consequence, officers did not have the opportunity to review or confirm all the signatories. Members were however informed of the headline petition reasons for support.

The two other late representations raised objection against the application and it was noted that these had been circulated to members of the committee earlier in the week. The case officer as part of his presentation, referenced the objection letters and informed the committee that within one of representations illustrations and impacts were included which the case officer considered to be inaccurate and for the benefit of the committee, the officer clarified the scaled measured dimensions and separation distances.

Reference was also made to a light assessment and the application of a 25 degree rule which was explained with the benefit of slides in addition to the content included within the published report. The committee was advised that whilst officers accepted the additional storey would result in some overshadowing and loss of direct sunlight to residential properties on the other



side of the public carriageway, the development would not substantively fail the 25 degree test and that the impacts would not be severe enough to warrant a reason for refusal.

Members of the committee had the opportunity to ask technical questions of the officer with clarity being sought on: whether the application should have been submitted as an application for 14 flats by virtue of the proposed modifications to the consented first floor flats. Additional clarification was sought on the development being car free and the proposed arrangements for on-site car parking for the consented flats and D1 uses on the ground floor. The committee also sought clarity on whether the application was CP45 compliant and whether the proposed amenity space would be sufficient enough for the number of flats being proposed. Members also sought clarification on the enforceability of the recommended parking and travel management plan condition.

In response, the officers explained the extant nature of the 2013 consented scheme and advised the committee that it was not permissible to require the applicant to pay s106 financial contributions for a scheme of less than 10 units. The site's location close to the town centre (within walking distance) and close proximity to the Lovemead car park and good public transport links made it a highly sustainable site where a car free development (for the second floor flats) could be supported. Reference was also made to the 2017 strategic housing market assessment which identified the shortage and lack of one bed units and that the development was not considered to conflict with CP45. Although it was accepted that the proposed external amenity space was limited, officers argued that it would be sufficient as a communal provision and mindful that the town park was relatively close by, the objection raised on lack of amenity was not shared by officers. Members were advised of the reasons why officers sought to secure a switch in the on-site parking provision to avoid obstructions to the bin store and the necessity for the site and travel management plan. Members were advised that the site would require a degree of self-policing and mutual cooperation.

Members of the public, as detailed above, had the opportunity to speak on the application.

Following on from additional issues raised by members of the public, the officers advised the committee that if found to be present, asbestos had to be removed by licensed contractors and that a planning informative could be added to the recommendation if so desired by members. The request to restrict the use of flats was earmarked as being unreasonable and permitted development rights were explained in summary. The committee was advised that ring fencing CIL payments solely for road traffic calming and infrastructure works along the Halve could not be secured by way of a planning condition. The concern and request made to limit the construction hours was not recommended by officers, but if it was the will of committee it could be condition appropriately.

Local Member, Councillor Stewart Palmén, spoke to the application noting that whilst the local community and town council welcomed the re-development of

the site, the scheme was considered a missed opportunity and the applicant had failed to properly engage with the local community and had not presented a scheme that would secure a high quality mixed use of the existing building with additions. The proposed development was considered unacceptable and contrary to CP45 in light of the predominance of 1 bed units, CP57 conflicts by virtue of the lack of on-site parking, loss of light to neighbours and CP58 conflicts with conservation interests.

A motion to refuse the application was moved by Councillor Stewart Palmen and seconded by Councillor Sarah Gibson.

A debate followed and the key points were noted as: whether the size of the one bedroomed flats would satisfy government guidelines and the conservation impacts.

Following the vote the motion was lost.

A motion to defer the application for more information pursuant to the size of the proposed flats in relation to the guidelines was moved by Councillor Trevor Carbin and was seconded by Councillor Stewart Palmen.

Following the vote the motion was lost.

A motion was then moved to defer and delegate the approval of the application to the leading officer, subject to the development satisfying the minimum size standards was moved by Councillor Jonathon Seed which was seconded by Councillor David Halik. The motion was however caveated stressing that in the event of the applicant failing to engage with officers or satisfy the requirements, the application would need to be reported back to committee for member determination.

At the end of the debate it was;

### **Resolved**

**To defer and delegate the approval of the application to officers following direct liaison with the applicant to secure confirmation that the flats would satisfy the minimum size requirements.**

There was a five minute comfort break taken between 17:00 and 17:05.

Cllr David Halik left the meeting at 17:00

**82a 18/05384/FUL Land at Auckland Farm, Codford Warminster BA12  
0LZ**

### Public Participation

Tony Kernon, Agent, spoke in support of the application.

Tom Thornton, spoke on behalf of Codford Parish Council, in objection to the application

Steven Sims, Senior Planning Officer, introduced the report which recommended approval be granted for the Proposed detached farm workers dwelling with integral garage and vehicular access.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: the proximity to the nearest neighbour, the proximity to the AONB and to identify the proposed internal utility space.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member, Councillor Christopher Newbury, spoke on the application noting the difference of opinions of the AONB officer and agricultural consultant.

A motion to approve the officer's recommendation was moved by Councillor Jonathon Seed and seconded by Councillor Pip Ridout which was caveated to require condition 9 to be made amended to clarify and secure more robust boundary planting.

A debate followed during which time the committee was advised of the recommended occupancy condition, which in accordance with case law and established planning practices, the agricultural tie allows for retired farm workers, widows, widowers or any resident dependants.

At the end of the debate it was;

### **Resolved**

**To approve the application 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:**

**Amended site location plan scale 1:1250;**

**Amended proposed ground and first floor plans scale 1:50 dwg no. 02;**

**Amended proposed south and west elevation plan scale 1:50 dwg no. 03;**

**Amended proposed east and north elevation plan scale 1:50 dwg no. 04;**

**Amended block/street scene plan scale 1:250 dwg no. 05A;**

**Amended block plan scale 1:500 dwg no. 06A;**

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

**3** The occupation of the dwelling hereby approved shall be limited to a person solely or mainly working, or last working, in the locality in agriculture or in forestry, or a widow or widower of such a person, and to any resident dependants.

**REASON:** The site is in an area where residential development for purposes other than the essential needs of agriculture or forestry is not normally permitted 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.

**4** No development shall commence above ground floor slab level until 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.

**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** The existing single storey building on site shall be completely demolished with all material and debris being removed from the site prior to the construction of the dwellinghouse.

**REASON:** In the interests of amenity and protecting the rural character of the area.

**7** No development shall commence above ground floor slab level 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.

**8** No development shall commence above ground floor slab level until a scheme for the discharge of foul water from the site, including any required offsite capacity improvements to existing sewer system to provide capacity to serve the site, 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 development can be adequately drained.

**9** No development shall commence above ground floor slab level 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;
- finished levels and contours;
- means of enclosure;
- car park layouts;
- 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.

**NOTE:** The Elected Members of the WAPC resolved that the landscape planting scheme shall be robust and comprise substantive boundary planting.

**10** 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.

11

The development hereby approved 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.

12 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.

**INFORMATIVES:** 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/communityinfrastucturelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastucturelevy)

The applicant should contact Wessex Water to secure appropriate water connections

Councillor Sarah Gibson left the meeting at 17:45 and did not vote on the application.

83 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 6.00 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262, e-mail [jessica.croman@wiltshire.gov.uk](mailto:jessica.croman@wiltshire.gov.uk)

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## **AUDIT COMMITTEE**

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### **DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 14 NOVEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Richard Britton (Chairman), Cllr Stewart Dobson (Vice-Chairman), Cllr Peter Evans (Substitute - Part II), Cllr Gavin Grant, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Edward Kirk, Cllr Leo Randall, Cllr John Smale, Cllr Ian Thorn and Cllr John Walsh

#### **Also Present:**

Cllr Philip Witehead

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#### **41 Apologies**

Apologies were received from Cllr Andy Philips, who was substituted by Cllr Peter Evans.

#### **42 Minutes of the Previous Meeting**

##### **Resolved:**

**To confirm the minutes of the meeting held on 24 July 2018.**

#### **43 Declarations of Interests**

There were no declarations of interest.

#### **44 Chairman's Announcements**

The Chairman welcomed Becky Hellard to the meeting, who was the Interim Director of Finance and Procurement.

It was noted that a report on risk and performance, which was scheduled for the meeting, was not currently available, although it was in its final stages of being signed off. The report would be circulated to all Members as soon as possible and the Chairman would make a decision on whether a special meeting would be required.

Work on partnership governance had begun and a report would come to the committee in April 2019.

An idea was floated to invite risk owners to committee meetings where they could talk through the operational side of managing audits and to seek assurance that managers were confident managing the audits.

45 **Public Participation**

There were no members of the public present.

46 **Why Bother With Internal Audit?**

David Hill, SWAP, gave a presentation on why internal audits were important to the success of an organisation.

Key points of the presentation included:

- Recent examples of where internal audit made improvements in organisations;
- The importance of internal audit;
- The three lines of defence;
- The role and focus of audit committees;
- The evolving nature of internal audits as drivers for change;
- The annual planning process;
- Risk assessment planning;

The Chairman made note that it was important to ensure that SWAP were focusing their resources in the right areas and was keen to see a clear linkage between the audit reviews and the risk register, seeking assurances in areas other than finance.

The Chairman thanked SWAP for their presentations.

47 **External Audit Update**

The external auditors report was included in the agenda. A question was asked on the working relationship between external and internal auditors. The committee were advised that usually external and internal auditors set their plans together at the start of the financial year, with a triannual review to assess the reliability of the audits carried out.

48 **Internal Audit Activity Report - November 2018 Update**

The report to Committee updated on the progress of the Internal Audit in respect of delivering the 2018/19 Internal Audit and Counter-Fraud Plans,

managing response to audit recommendations and the Council's overall control environment.

SWAP highlighted that 57% of the audits were in progress or completed, this was slightly behind schedule, although further resources would be brought in to ensure the audits would be completed on time. There had been a vast improvement with management engagement, resulting in improvements with implementing overdue actions and recommendations. One audit had been given no assurance which related to a school, work was ongoing to implement the recommendations and finally there was an amendment to the internal audit plan which required approval..

The committee discussed the outstanding recommendations, it was noted that they related to one particular service area which was experiencing resource issues. Further discussion took place on whether there was a need to increase SWAP's input in school governance following a number of concerns of school governance.

SWAP advised that currently school governor's self-assessments and meeting minutes were reviewed and SWAP agreed to build into their reviews a mechanism of alert to flag up issues before they escalated and to assess any difference between primary/ secondary and religious/ non-religious schools.

Members also agreed to refer the issues to scrutiny.

**Resolved:**

**To approve the amendments to the internal audit plan for 2018/19.**

**To notify Scrutiny of the concerns raised during the meeting.**

49 **5 Year History of Reserves**

The Chairman introduced the item, referring to the report included with the agenda and welcomed the Interim Director of Finance and Procurement to give a short presentation on theory of reserves.

Following a general discussion, it was noted that Wiltshire Councils reserves were acceptable and the committee were reassured that the consistency of the reserves was positive.

50 **Forward Work Programme**

It was noted that the forward work plan would be updated and circulated to members.

51 **Date of Next Meeting**

The next meeting would take place on 6 February 2019.

52 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.55 am)

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## STANDARDS COMMITTEE

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### MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 23 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### **Present:**

Cllr Derek Brown OBE, Cllr Allison Bucknell, Cllr Ernie Clark, Cllr Peter Evans, Cllr Peter Fuller, Cllr Howard Greenman (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Bob Jones MBE, Cllr Paul Oatway QPM (Chairman), Cllr Fred Westmoreland, Cllr Stuart Wheeler, Mr Richard Baxter, Mr Philip Gill MBE and Mr Michael Lockhart

#### **Also Present:**

Miss Pam Turner and Cllr Christopher Newbury

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#### 1 **Apologies for Absence**

Apologies were received from Pam Turner.

#### 2 **Minutes**

The minutes of the meeting held on 26 September 2018 were presented for consideration and it was,

#### **Resolved:**

To approve and sign as a true and correct record.

#### 3 **Declarations of Interest**

There were no declarations.

#### 4 **Chairman's Announcements**

There were no announcements.

#### 5 **Public Participation**

A statement was received under Minute 9 from Mr Francis Morland.

#### 6 **Local Government and Social Care Ombudsman (LGSCO) Complaint - Update on action taken by the Council**

Claire Edgar, Director of Adult Social Care, Mental Health and Learning Disabilities, presented a report regarding actions undertaken by the Council following a report from the Local Government and Social Care Ombudsman

(LGSCO) in April 2018 which had found the Council at fault in a complaint regarding the provision of respite care and transport to a particular family. Cabinet had accepted the LGSCO's findings, recommendations and the actions to remedy the injustice set out in that report. At its meeting on 26 September 2018 the Standards Committee had received an initial update from Debbie Medlock, Interim Director of Adult Social Care, Mental Health and Learning Disabilities on how the Council was responding to the situation.

In accordance with the LGSCO's recommendations the Community Learning Disability Services teams had undertaken a review of the care and support needs of all service users potentially affected using the correct respite eligibility criteria. The Committee was informed that as a result 113 reviews had taken place, of which six received an increase in their allocation of respite, one a decrease, and the rest had remained at the same level. In response to queries it was stated that the changes in allocation were minor, by a few days additional or less respite offered, and so the total cost would be low.

Details were sought on the 'stop the clock' methodology that had been adopted to ensure practice is continually improved upon, and of the increased level of training and guidance to ensure responsibilities of the Council under relevant legislation were adhered to, as well as allowing for immediate reactions to urgent circumstances.

At the conclusion of discussion, it was,

**Resolved:**

**To note the further work undertaken by the Adult Social Care team in response to this matter.**

**7 Status Report on Code of Conduct Complaints**

Sukdave Ghuman, Public Law and Compliance Team Leader, presented the status report on Code of Conduct complaints. There had been 47 complaints received in the calendar year 2018, with a total of 8 referred for investigation, which was an increase on previous years. Details were provided of the number of cases opened and closed throughout the year, and of the types of complaints which had been received.

The Monitoring Officer, Ian Gibbons, added that owing to the number of investigations and because the complaints team was also responsible for handling corporate complaints, some investigations were needing to be undertaken by external providers, which had not been budgeted for. The Committee would be reported to if that trend continued, and the Chairman requested the level of pressure of the council's investigatory teams be noted.

The Committee discussed the report and presentation, seeking details of the cost of investigations, which could be several thousand pounds if done externally, and with considerable time pressures if done internally. The Committee also discussed the complaints process itself, noting it was robust

and extended compared to many other authorities, for example with many stages of review possible, and included valuable member involvement, but that some concerns had been raised as to the deadlines and timings of various stages of the process. It was requested that work be undertaken to look at each stage of the process to see that they were fit for purpose, and where delays occurred, and that the Constitution Focus Group review that information and make recommendations as appropriate.

It was also reported that the Committee for Standards in Public Life, to which the Council had submitted a response to a recent consultation, would be reporting its findings at the end of January 2019.

At the conclusion of discussion, it was,

**Resolved:**

**To note the status report on Code of Conduct complaints, and to request the Constitution Focus Group oversee a review of the procedures and make such recommendations as felt appropriate.**

**8 Code of Conduct Complaints Comparison Case Study**

Kieran Elliott, Senior Democratic Services Officer, presented a report detailing research and analysis of the level of code of conduct complaints received at other, similar local authorities, as requested by the Committee at its meeting on 26 September 2018.

It was explained that owing to the differing procedures, scale and reporting methods of the authorities direct comparison was not without difficulty, however a range of information had been obtained from that which was publicly available and which was sufficient to draw some preliminary conclusions.

The data indicated that the level of complaints within the Wiltshire Council area was not excessively high or low and that the ratio between unitary and parish councillor complaints was similar in many authorities. Most other authorities did not have as detailed a complaints procedure as Wiltshire with several stages of reviews of decision, and had different levels of emphasis on pre-screening of complaints and the focus on alternative resolution. As a result, many authorities had very few investigations, however there were still some which undertook more than in Wiltshire.

The Committee received the report, noting the conclusions that the Council was not out of keeping with other authorities, and thanked Mr Elliott for his work compiling the information.

At the conclusion of discussion, it was,

**Resolved:**

**To note the case study data and preliminary analysis set out in the report.**

## 9 **Recommendations of the Constitution Focus Group**

A report was presented by Kieran Elliott, Senior Democratic Services Officer, outlining recommendations from the Constitution Focus Group in relation to Protocol 1 (Member-Officer Relations) and Part 4 (Council Rules of Procedure). On the recommendation of the Standards Committee Full Council on 16 October 2018 had approved previous changes to both sections, noting that some additional proposed revisions would follow at a later date.

The proposal in relation to Protocol 1 was an appendix setting out in further practical detail the rights of access of members to confidential or exempt information, and how they could request access and demonstrate their need to know the specified information. The proposal in relation to Part 4 were amendments to the provisions relating to substitution on committees, in particular to clarify that it was the responsibility of the member who was to be substituted to arrange such a substitution, and inform the proper officer in writing. A guidance note had been prepared to assist the interpretation of the relevant proposed provisions within the constitution.

Mr Francis Morland made a statement in relation to the proposals, relating to statutory rules on proportionality on committees, and he considered that the proposed guidance was not compliant with those rules. The Monitoring Officer, Ian Gibbons, in reply stated that he did not accept this was the case and that the proportionality arrangements were abided by. During wider discussion with the Committee regarding the nature of the substitution arrangements generally, which were common in many authorities, it was stated that those common arrangements had not been subject to legal challenge and were regarded as reasonable procedures to adopt.

The Committee discussed the proposals from the Focus Group, and considered that the proposed changes and guidance note would be helpful additions to clarify the rights of members and procedural requirements respectively, and noted the inclusion of urgency provisions in the event a member, for an exception reason, was unable to inform the proper officer in writing.

Therefore, at the conclusion of discussion, it was,

### **Resolved:**

**To recommend that Council approve the changes to Protocol 1 and Part 4 of the Constitution as set out in the report.**

## 10 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 3.00 pm)

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## **HEALTH AND WELLBEING BOARD**

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### **MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 17 OCTOBER 2018 AT COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Co-Chair), Dr Richard Sandford-Hill (Co-Chair), Dr Toby Davies, Dr Andrew Girdher, Nikki Luffingham, Cllr Laura Mayes, Cllr Jerry Wickham, Linda Prosser, Kier Pritchard and James Scott

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#### **63 Chairman's Welcome, Introduction and Announcements**

The Chair welcomed all to the meeting.

#### **64 Apologies for Absence**

Apologies were received from Catrinel Wright, Nerissa Vaughan, Angus McPherson, Terence Herbert, Christine Blanshard, Andy Hyett, Cllr Ben Anderson and Cllr Ian Thorn.

#### **65 Minutes**

The minutes of the previous meeting held on 12 July 2018, previously circulated, were considered.

#### **Resolved:**

**To approve the minutes as correct.**

#### **66 Declarations of Interest**

There were no declarations of interest.

#### **67 Public Participation**

There were no questions from the public.

#### **68 Chairman's Announcement**

Dr Richard Sandford-Hill drew the meeting's attention to the following information as set out in the agenda:

The All Party Parliamentary Group on Arts and Health and Wellbeing recently wrote to Health and Wellbeing Boards to highlight the findings of its recent inquiry published here:

[http://www.artshealthandwellbeing.org.uk/appginquiry/Publications/Creative\\_Health\\_The\\_Short\\_Report.pdf](http://www.artshealthandwellbeing.org.uk/appginquiry/Publications/Creative_Health_The_Short_Report.pdf)

The report includes a recommendation that: We recommend that, at board or strategic level, in NHS England, Public Health England and each clinical commissioning group, NHS trust, local authority and health and wellbeing board, an individual is designated to take responsibility for the pursuit of institutional policy for arts, health and wellbeing. Accordingly board members are requested to highlight a board member from their organisation to [Meril.Morgan@wiltshire.gov.uk](mailto:Meril.Morgan@wiltshire.gov.uk), Arts Lead for Wiltshire Council. The Cabinet Lead for Wiltshire Council is Cllr Richard Clewer. This will enable closer working on arts and health to take place including where appropriate collaboration on funding applications and relevant events. The report also highlights the value of arts through social prescribing, the importance of consideration within Sustainability and Transformation Partnerships and Healthwatch Wiltshire advocating for arts within health and care programmes. Acute hospitals serving Wiltshire already have some provision for arts in places, alongside a number of care homes and GP surgeries.

#### 69 **Wiltshire Safeguarding Children's Board Annual Report**

Mark Gurrey presented a report on the areas highlighted in the Wiltshire Safeguarding Children's Board's (WSCB) annual report 2017/18 and early thoughts on future working relations following the removal of a statutory basis for the board in 2019.

Matters raised during the presentation and discussion included: the timescale for implementation of the proposed arrangements; a desire to narrow the gap between the work of the board and the day-to-day life of children; the importance of continuing to value the WSBC's key principles that were in place prior to the removal of its statutory basis; the opportunity to work collaboratively with practitioners and safeguarded children alike to explore the realities of its work.

In answer to a question from the Board, it was noted that both internal and external partners have been much more explicit about their performance than had previously been the case and the proposed arrangements, for example in Serious Case Reviews, would enable the WSCB to extract and apply the lessons learned much more quickly.

#### **Resolved:**

- 1. To note the progress to date.**
- 2. To consider the early thoughts on future working arrangements following the removal of the statutory basis for the board in 2019.**

70 **Family and Children's Transformation Programme**

Theresa Leavy presented a report assessing progress against the Families and Children's Transformation Programme's (FACT) objectives to date.

Matters raised during the presentation and discussion included: improvement to the case management system; the timescale in which this would be rolled out to partners; the establishment of an early support hub that will work alongside the MASH service; the High Frequencies Contact Project and its emphasis on service integration at a community level; a desire to focus on attachment and a singular approach to this regarding Best Start in Life.

In response to an issue raised by the Chairman, it was noted that an output framework had been developed which will measure the experience of those who have been through the programme and provide it with a benchmark for success.

In answer to a question from the Board, it was noted that the programme had tried to avoid rigid categorisation of services or issues but assured the board that exploitation of all kinds was at the forefront of its mind.

**Resolved:**

1. **To note the progress to date.**
2. **To update progress in 6 months' time.**

71 **CAMHS Local Transformation Plan**

Ted Wilson presented the outline of the Local Transformation Plan for Child and Adolescent Mental Health Services in Wiltshire.

Matters raised during the presentation and discussion included: interaction with children and young people to gauge the success of the programme; an emphasis from children and young people on the need for early intervention and access to services; the recommissioning of services from a tier based to a more holistic approach; the development of a wellbeing team embedded in schools and colleges; the improvement of the transition of people from CAMHS to adult services; working alongside B&NES in establishing a mental health support team and reducing referral time.

It was noted that more complete hard and soft metrics need to be put in place to measure the success of the Plan, and that the board would want to see this implemented and brought before them at a later date.

In response to an issue raised by the Board, it was recognised that more work needs to be done to promote what already exists through schools, in particular Kooth online counselling.

**Resolved:**

1. To note the progress to date.
2. To endorse the expanded plan for the Programme.
3. To request a performance framework be developed and brought to the Board for consideration.

72 **Winter Preparedness**

Jo Cullen presented a report regarding the winter preparations underway in the health services, public health and social care.

Matters raised during the presentation and discussion included: working with partners to come together as a system to see what is driving demand in services; the specific feedback received including trusted assessment, choice policy and a clinically led external panel in regards to all long stay patients; Wiltshire LDB priorities in supporting reducing days Length of Stay (LOS) , in reducing Delayed Transfers of Care (DTC) and ambulance handovers and in supporting 7-day working; the success of both the Wiltshire Primary Care Plan and Out of Hours and 111; flu vaccinations for children and over 65s; publicising the availability of flu jabs; the protocols and policy around outbreaks and the Communication Strategy in place.

In answer to a question from the Board, it was noted that the biggest risk this winter is to carers and workforces in general, although there have been discussions in relation to ways that they can be encouraged to be vaccinated against flu.

**Resolved:**

**To note the progress to date.**

73 **Adult Social Care Transformation Programme**

It was decided by the Chairman to consider the Adult Social Care Transformation Programme report before that of the Better Care Plan to allow for a better flow at the meeting.

Emma Legg and Helen Jones presented a report assessing progress against the programme's objectives.

Matters raised during the presentation and discussion included: the redesign of services so that they are focused on advice, early intervention, reablement and signposting; an online referral system to be used by both colleagues and partners; the development of a multi agency safeguarding hub for adults; following the Swindon model in developing a new in-house enablement service; improving the programme's brokerage function; strengthening the partnership

with VCS and micro-enterprises; the new H2LAH alliance; commissioning block Domiciliary Care providers in the south to add capacity over the winter months.

In answer to an issue raised by the Board, it was noted that work is underway to produce a Domiciliary Care capacity map to be broken down by area and hours needed vs hours available from providers.

In response to an issue raised by the Board, it was noted that the programme's approach needs to be more focuses on the support that care leavers get throughout their lives and not just until they leave children's services.

**Resolved:**

1. To note the progress to date.
2. To note the initial scoping of Phase 2.

74 **Better Care Plan**

Carlton Brand presented a report assessing progress on the implementation of the Better Care Plan schemes and a snapshot of the latest performance information (including DTOC).

Matters raised during the presentation and discussion included: DTOC delayed days trends through and past 2018/19; the strengthening of the Home First model as new service models are commissioned throughout 2018/19; a new Wiltshire Health and Social Care framework; a single overarching strategy to provide more effective prevention, health and social care outcomes; strengthening Strategic Commissioning across the system; unifying and developing whole system governance; developing an integrated workforce strategy; implementing digital opportunities and information sharing.

**Resolved:**

1. To note the progress to date.
2. To note the performance levels contained in the Integration and Better Care Fun dashboard.

75 **CQC System Review and Action Plan**

Carlton Brand presented a report assessing progress in delivering the action plan developed in response to the CQC system review of health and wellbeing in Wiltshire.

Matters raised during the presentation and discussion included: the incorporation of the high impact model for delayed transfers of care and initiatives surrounding length of stay into the action plan structure; a new Wiltshire Health and Social Care framework; a single overarching strategy to provide more effective prevention, health and social care outcomes;

strengthening Strategic Commissioning across the system; unifying and developing whole system governance; developing an integrated workforce strategy; implementing digital opportunities and information sharing.

**Resolved:**

1. **To note the progress to date.**
2. **To note and comment on the content of the programme delivery plan.**

76 **Acute Mental Health Services**

Ted Wilson, Nicola Hazel and Linda Prosser gave an update on the performance on s136 detentions the Adult Mental Health Transformation plans in BSW.

Matters raised during the presentation and discussion included: the Crisis Care Concordat; the Control Room Triage; the context of and centralisation plans for the East Place of Safety Pilot; the Wiltshire Resident's Place of Calm and the collaborative bid that is being submitted through the Department of Health; the #makesomeonewelcome movement and the Tidworth Men's Shed; plans for the future of the BSW Mental Health Transformation including adapting of programme structure and realigning resources.

In answer to an issue raised by the Board, it was noted that the means of conveyance should be a collaborative effort between police and ambulance services, although this is not the reality due to operational issues.

It was noted that the police would like to be more engaged with the Adult Mental Health Transformation plans going forward, and that discussions regarding this would take place at a later date.

**Resolved:**

**To note the progress to date.**

77 **Date of Next Meeting**

To note that the next meeting is due to be held on Friday 14 December 2018, starting at 2.30pm.

78 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 12.35 pm)

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# BSW STP Mental Health Strategic Transformation

**Bath and North East Somerset, Swindon and Wiltshire (BSW)  
Sustainability and Transformation Partnership (STP)**

# Strategic Drivers

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## National

- *Five Year Forward View for Mental Health*
- *Transforming Care Programme*
- *Stepping Forward*
- New Care Models
- Integrated Care Systems development

## STP

- Focus on prevention and early access
- Providing more community based models, close to home
- Reducing inpatient admissions
- Increasing quality of care and outcomes
- BSW and BNSSG Mental Health transformation
- Mental health workforce plan
- Demographics

## AWP

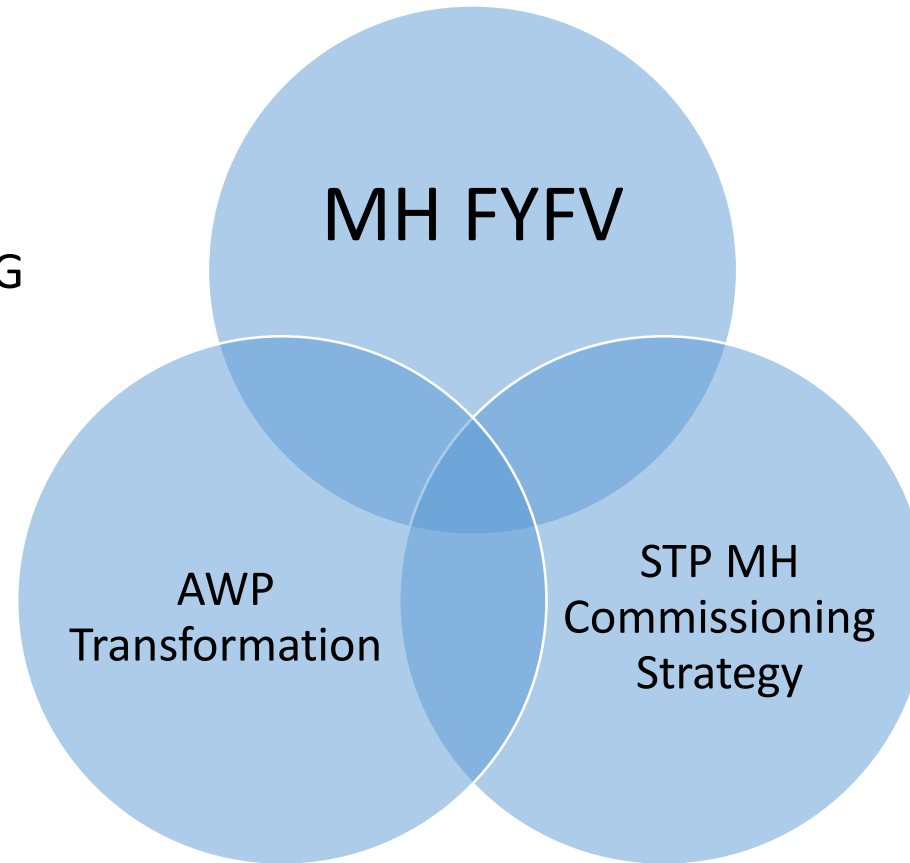
- Clinical Strategy: Community care close to home; Inpatient campus/ no standalone wards (max 18 beds)
- Increased demand and acuity
- Recruitment and retention of staff
- Effective deployment of staff
- Estate not fit for purpose
- Financial sustainability of core and new mental health services



# BSW Mental Health Transformation – Case for Change

Need to consider:

- Interdependencies with BNSSG
- Specialist Commissioning
- Banes MH Strategy



# BSW Case for Change

- Enhanced community service with additional investment (ACU established in Swindon; PCLS roll out commenced; Perinatal Community Service)
- Consolidation of inpatient beds for enhanced therapeutic offer
- Re-location from poor estate to purpose built estate and to respond to referral patterns and future demand
- Opportunity for integration of physical and mental health (e.g. older adults; co-location opportunities)
- Consolidation of inpatient services complex, no 'natural' BSW solution, likely to represent 'significant' service change

# BSW Mental Health Transformation – CCGs commitment

## **We are committed to ensuring that the people of BSW can:**

- Access the services and support they need
- Have a choice over how they receive services and support
- Have control over the services and support they receive
- Expect the commissioning and delivery of those services to be integrated
- Demand that commissioners seek to improve and develop services in line with best practice and need
- Be involved in planning and delivering treatment and support
- Have the opportunity to influence how services are commissioned and provided

# Clinical Models and Operational Redesign

Transformation plan	Impact
Develop a standardised model for <b>Primary Care Liaison Services (PCLS)</b>	Improved interface between AWP and primary care, with better signposting to other support services for service users and referring clinicians, clear standards for access to mental health services and brief interventions
Creation of new <b>Acute Community Units (ACU)</b> to enable more service users to be treated closer to home	Providing an alternative to hospital admission, enabling more service users to be supported in the community
Providing a centralised <b>Bed Management Hub</b> for all inpatient services	Admission to the most appropriate setting when required, resulting in reduced transfers and shorter lengths of stay for service users, supporting a continued reduction in out of Trust placements
Deploy <b>standardised care packages and interventions</b> at stages of the care pathway for selected diagnoses	Consistent, seamless care delivering better outcomes for service users
<b>Standardising inpatient care</b> and offering <b>inpatient services</b> in fit for purpose, campus environments	Service users have the right length of stay for their needs, shorter admissions and improved experience

Page 4

# BSW STP Mental Health Commissioning Strategy

- Promote MH&WB;
- Access to support and treatment;
- Access to accommodation and housing support;
- Promote recovery;
- Support for employment;
- Promote community-based provision;
- Ensure integrated MH services

# #MAKE SOME NE WELCOME

## .The story so far

- Started life as a twitter campaign and a way to engage local groups to encourage them to be inclusive
- Has signed up over 80 groups in Wiltshire
- Works with these groups to identify ways in which they can engage with people in their community
- Asks groups to nominate a 'buddy'
- Mainstream groups incredibly willing to be inclusive





# Group Work: Tidworth Men's shed

- Man with PTSD and history of Alcohol misuse
  - Unable to maintain fence, dog taken away
  - 'Men's Shed' rebuilt fence, neighbour paid
  - Man got his dog back and given up alcohol.
- 'It appears that as soon as he realised that there were people on his side he was able to take the next step.'

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# Process - BSW MH Transformation

- Adapt programme structure and re-align resources
- Modelling and Metrics
- Analysis and Impact Assessment
- Commissioning Strategy and Plan
- Business Case – Options Appraisal and Benefits Realisation
- Stakeholder Engagement & Public Consultation

STP  
Mental Health  
Workstream

High level  
Commissioning Timeline

AWP Milestones

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Thrive

LGI – Nov 18

Programme Management	➡	September - October	
Modelling/Metrics data analysis	➡	October-November	SOC
Commissioning Strategy And Plan	➡	November-January 19	
AWP Case for Change	➡	November-January 19	
Business Case	➡	February-April 19	OBC
Clinical Senate Gateway 1	➡	May-July 19	
Clinical Senate Gateway 2	➡	August-October 19	
Public Consultation	➡	November-January 20	FBC

## *Next Steps*

- Further analysis underway:
  - Modelling to evaluate number and type of beds required
  - Value for money and affordability
  - Interdependency between BNSSG and BSW
  - Transport impact
- Agree criteria against which to assess options
- Scoring of options

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## HEALTH AND WELLBEING BOARD

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### MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 14 DECEMBER 2018 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Co-Chair), Dr Richard Sandford-Hill (Co-Chair), Dr Toby Davies, Angus Macpherson, Tracy Daszkiewicz and Cllr Ben Anderson

#### **Also Present:**

ACC Craig Holden and Leighton Day

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#### 79 **Chairman's Welcome, Introduction and Announcements**

The Chair drew the meeting's attention to the allocation of £15,978,000 from central government to Wiltshire CCG for the Trowbridge Integrated Care Centre. The money would support dedicated staff through the redevelopment and modernisation of buildings and allow for the launch of additional services.

#### 80 **Apologies for Absence**

Apologies were received from Cllr Jerry Wickham, Dr Andrew Girdher, Dr Carlton Brand, Dr Catrinel Wright, Dr Gareth Bryant, James Scott, Christine Blanshard, Andy Hyett and Terence Herbert.

Nerissa Vaughan was substituted by Leighton Day and CC Kier Pritchard was substituted by ACC Craig Holden.

#### 81 **Minutes**

The minutes of the previous meeting held on 17<sup>th</sup> October 2018, previously circulated, were considered.

#### **Resolved**

**To approve the meeting as correct.**

#### 82 **Declarations of Interest**

There were no declarations of interest.



83 **Public Participation**

There were no questions from the public.

84 **Winter Pressures**

Jo Cullen gave a presentation on the progress being made in tackling winter pressures across the health services in Wiltshire.

Matters raised during the presentation and discussion included: whole system engagement in the process; the timescale and success of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> submissions; risk assessments of the winter plans of system providers; the use of weekly South System Senior Decision Makers meeting/calls; an overview of current Salisbury Foundation Trust (SFT), Bath Royal United Hospital (RUH) and Swindon Great Western Hospital (GWH) performance; the Bath and North East Somerset, Swindon and Wiltshire (BSW) 111 Festive Activity Forecast; the South Western Ambulance Service (SWAST) predictions in regards to Wiltshire activity; ambulance activity and conveyance; ensuring paramedics have direct access to Clinical Assessment Service (CAS); primary care plans and in particular working with GPs; Wiltshire Council ASC Winter Funding; the South Wiltshire Community Review and Emergency Care Intensive Support Team (ECIST) support and flu preparations and in particular vaccination uptake, the Communications Plan and workforce availability and sickness.

In answer to a question from the Chair, it was noted that GWH was more prepared than previous years and extensive work had been done to mitigate the risks associated with the festive period. It was agreed that more work needs to be done across the Board to engage the public in what it can do to help reduce demand in the winter months.

It was noted that work was being done at GWH to dedicate pharmacists to particular wards. In communities, the challenge lies in making sure pharmacies are open in the evenings during the holidays and work was being done to mitigate this.

In response to a question from the Board, it was noted that demand in mental health services typically reduces over the holiday period and increases in the early weeks of January. It was also noted that work was being done in regards to bed configuration and out of areas, and that Medvivo are to look at how the mental health pathway operates and how services can be better integrated.

**Resolved**

**To note the progress to date.**

85 **Date of Next Meeting**

The next meeting is due to be held on Thursday 7<sup>th</sup> February 2019 at 9.30am.



86 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30 - 3.30 pm)

The Officer who has produced these minutes is Craig Player, of Democratic & Members' Services, direct line 01225 713191, e-mail [craig.player@wiltshire.gov.uk](mailto:craig.player@wiltshire.gov.uk)

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

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**Wiltshire**  
Clinical Commissioning Group

# WILTSHIRE SUSTAINABILITY (WINTER) PLANNING

## HWB

### 14<sup>th</sup> December 2018

*'The right healthcare for you, with you, near you.'*



**1<sup>st</sup> submission (06.07.18)**

- Builds upon lessons learnt within BSW from best practice and from winter 2017- 2018
- Evaluates winter resilience schemes from the 2017-2018 with recommendations
- Builds on the delivery and potential of Integrated Urgent Care as commenced May 2018
- Incorporates the on-going work on reducing length of stays in hospital and will build on the demand and capacity analysis across STP
- Confirm the 5 priorities through LDB
- Wiltshire data and narrative input into BaNES and Swindon system plans

**2<sup>nd</sup> submission (31.08.18)**

- Following feedback from NHSE review (08.08.18)
- Review against KLOEs
- LOS improvement plan – actions and dashboard (for sign off LDB 16.08.18)

**3<sup>rd</sup> submission (05.10.18)**

- BSW rep at Regional Winter Event – 6<sup>th</sup> September
- NHSE feedback 14<sup>th</sup> September / Review against Pauline Phillips Preparation for Winter letter 7<sup>th</sup> September
- Reviewed at LDB 18<sup>th</sup> September
- Separate returns to NHS on winter planning: primary care, digital and quality / patient safety
- Taken to WCCG Governing Body in public and PCCC - 25<sup>th</sup> September
- CCG deep dive to understand what is driving demand across systems by postcode, diagnosis, referral and age
- Review of Demand and Capacity modelling for the South (as part of STP work)
- IA service commenced – 1<sup>st</sup> October
- Weekly Expert Panel commenced - 3<sup>rd</sup> October

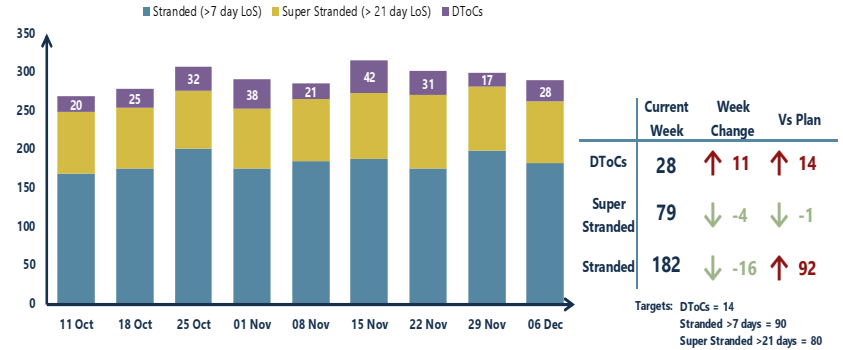
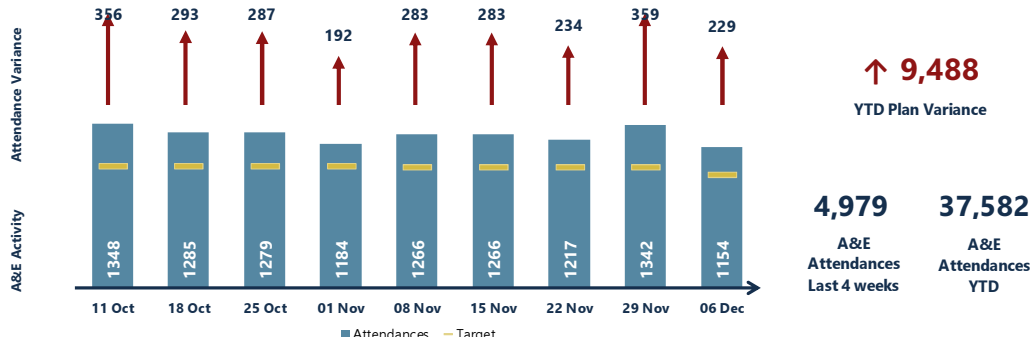
**4<sup>th</sup> Iteration of Winter Plan for Wilts LDB (20.11.18)**

- Q2 IAF BSW Focus on Winter – 9<sup>th</sup> October
- LDB focus on Risk Summit – 16<sup>th</sup> October to refine the Risk Register
- Winter Plan on Wiltshire Health and Wellbeing Board – 17<sup>th</sup> October
- Escalation Training (NHSE) – 13<sup>th</sup> November - cancelled
- SWAST winter workshop – 13<sup>th</sup> November
- **ECIST Community Review – 27/28 November**
- **Winter Plan – JCB (28.11.18), WCCG GB in Public ( 27.11.18) and HWB (14.12.18)**

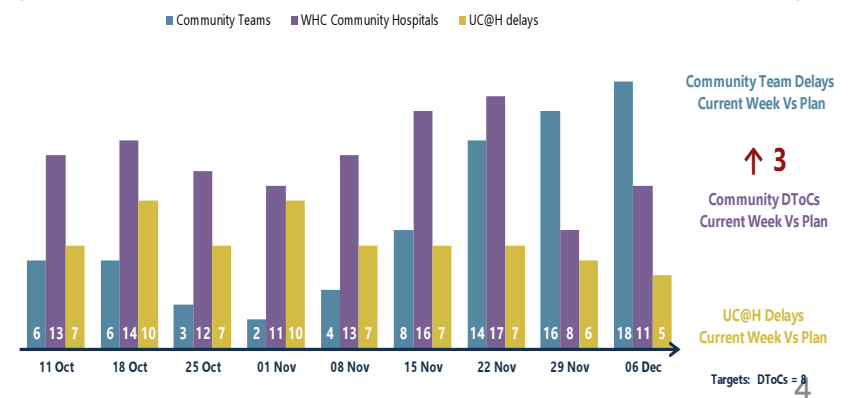
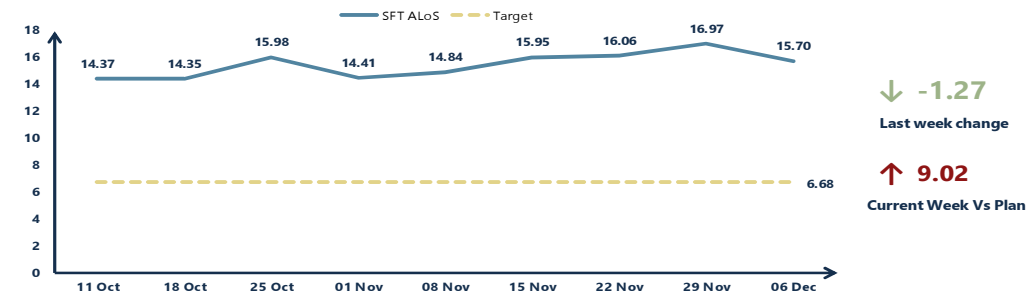
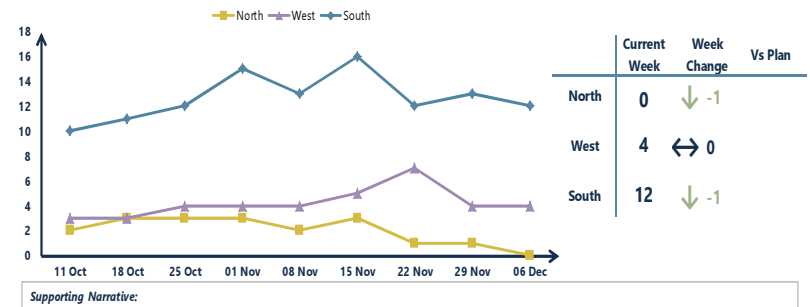
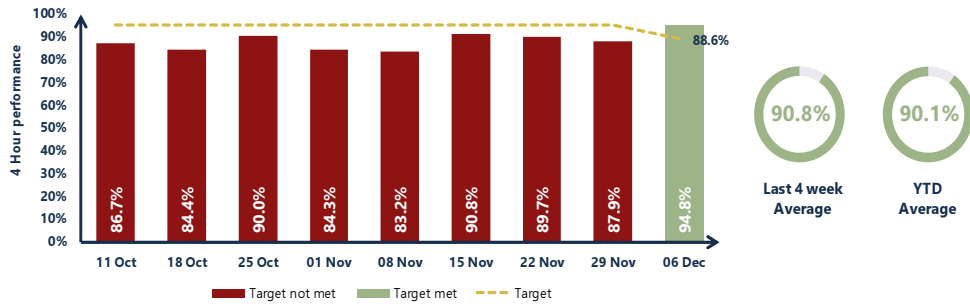
# ALL SYSTEM WINTER PLANS

- System provider winter plans and escalation action cards reviewed and internally signed off at A&E Local Delivery Board (16.10.18)
- Weekly South System Senior Decision Makers meeting/call
- South System Action Plan in place – weekly tracker
- Actions from Expert Panel (see later)
- Winter assurance document submitted NHSE (23.11.18)
- Input and review of BaNES/RUH and Swindon/GWH plans
- Review at LDB of key focus areas

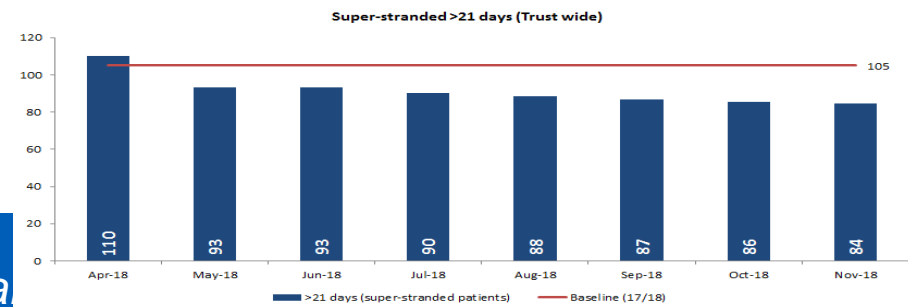
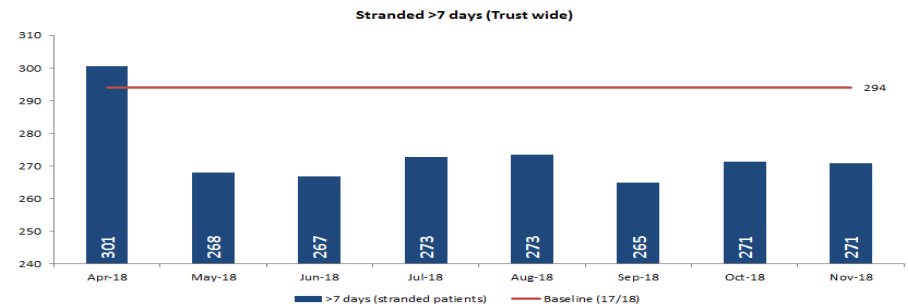
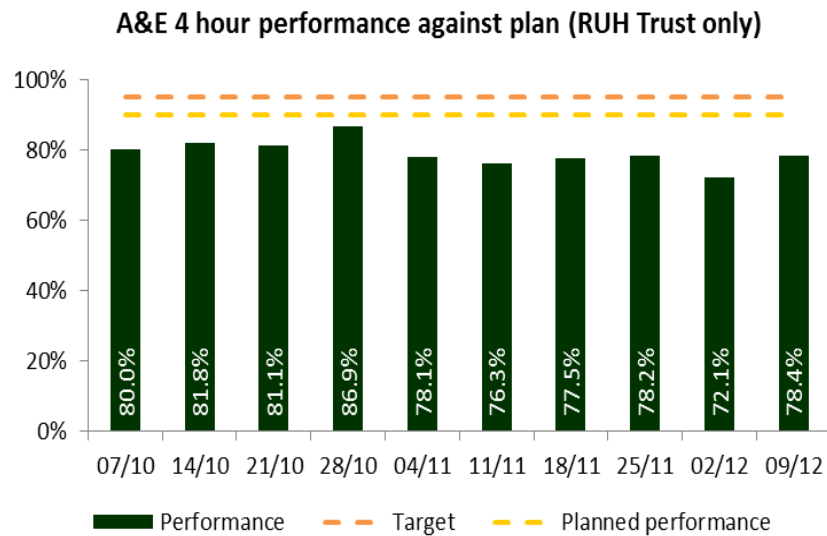
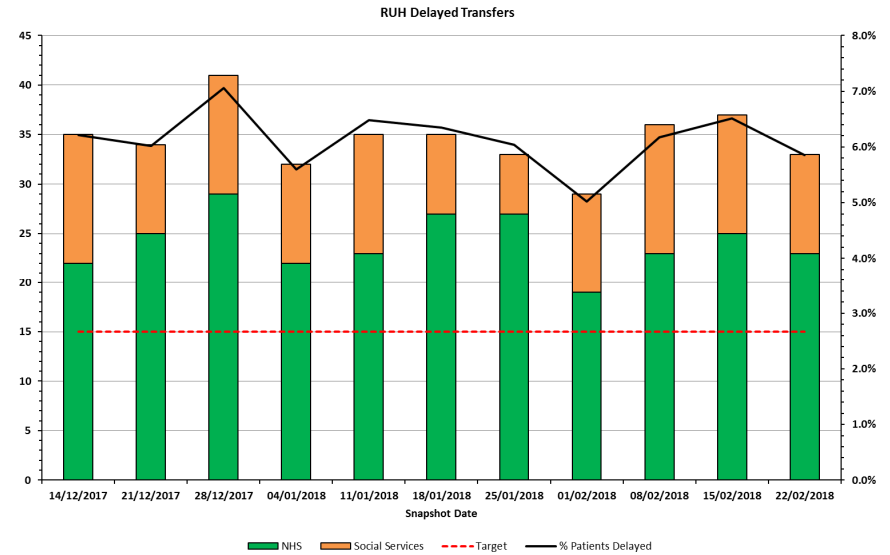
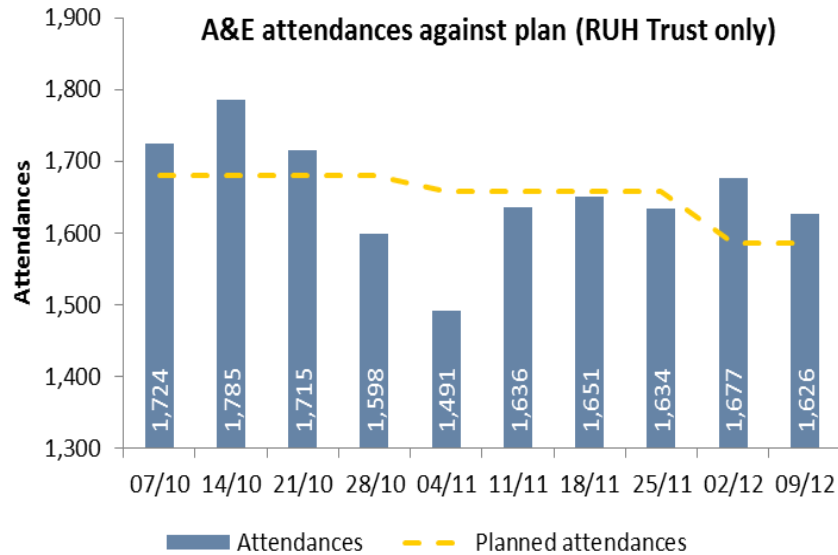
# Current performance - SFT



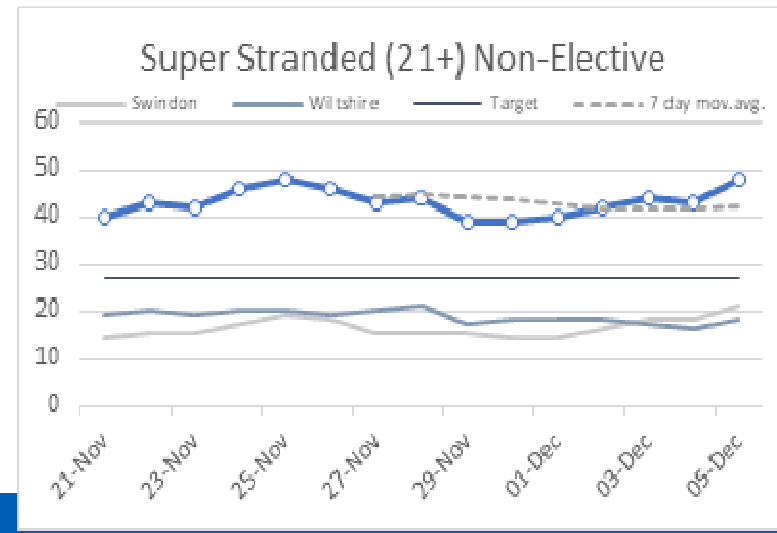
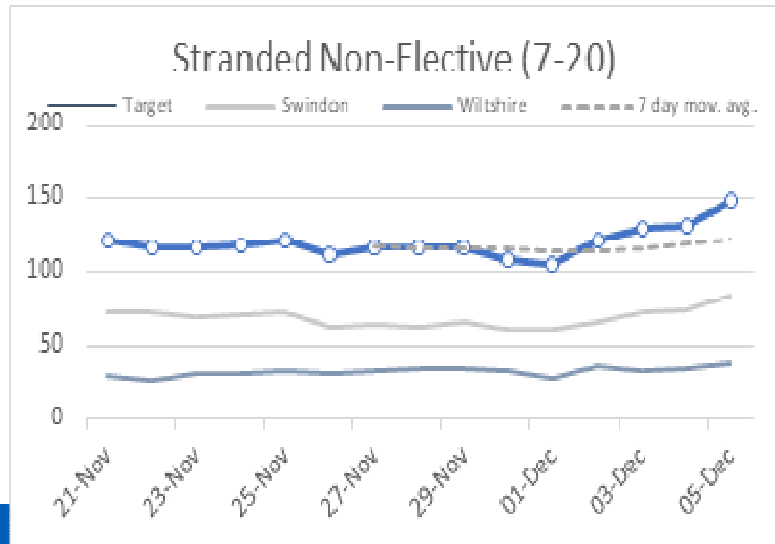
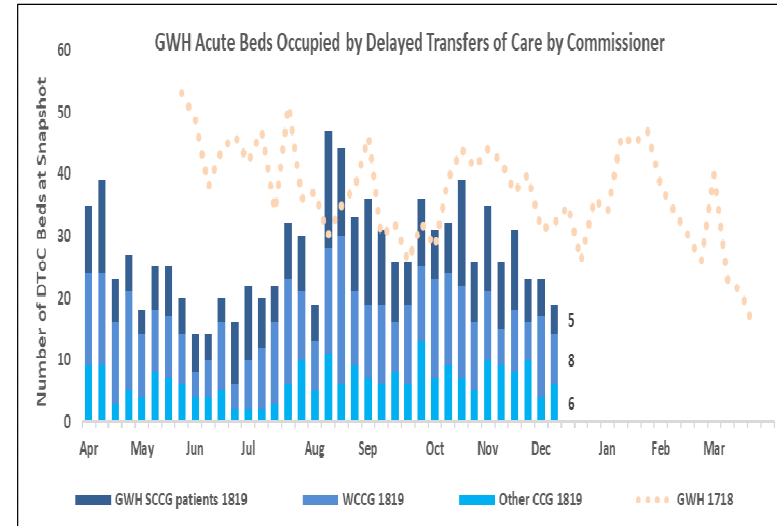
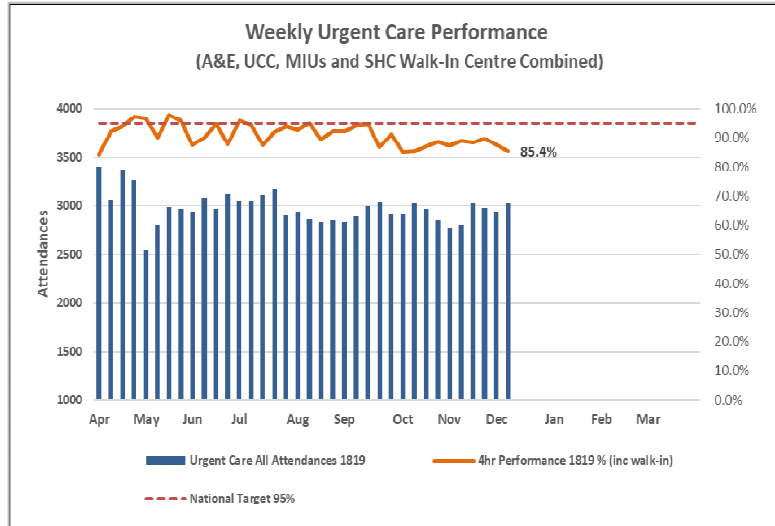
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# RUH current performance



# Swindon Current Performance

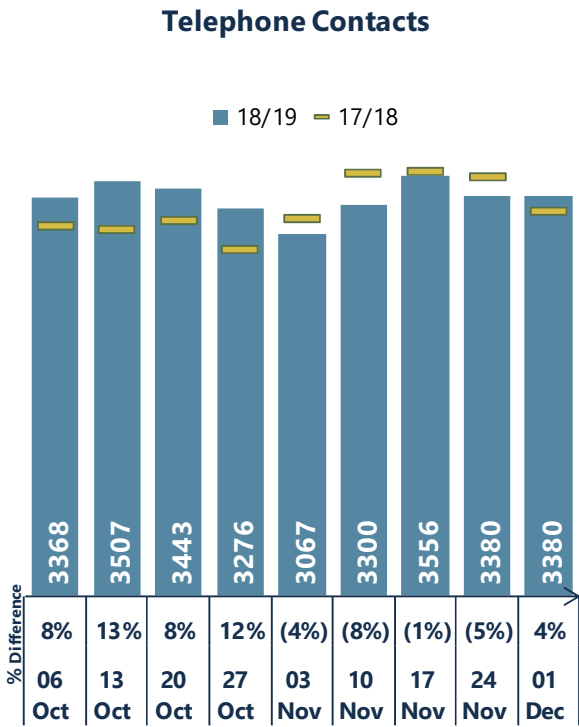


*'The right healthcare for you, with you, near you.'*

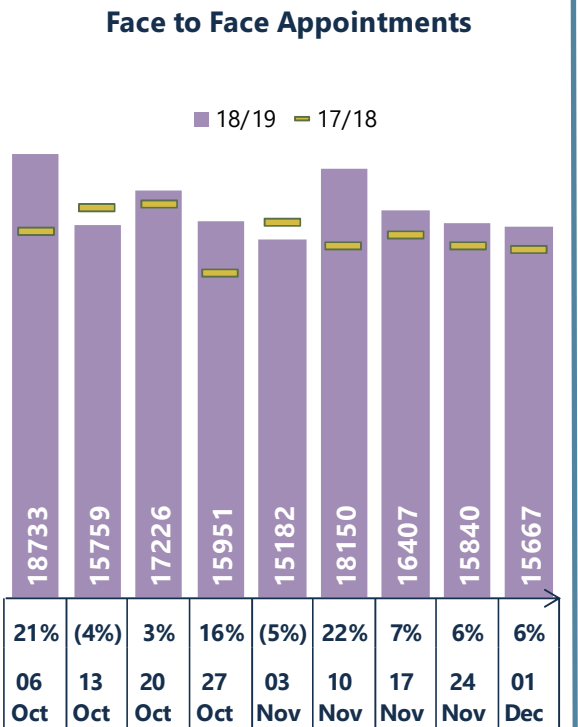


# Primary Care (GP Practice) Activity

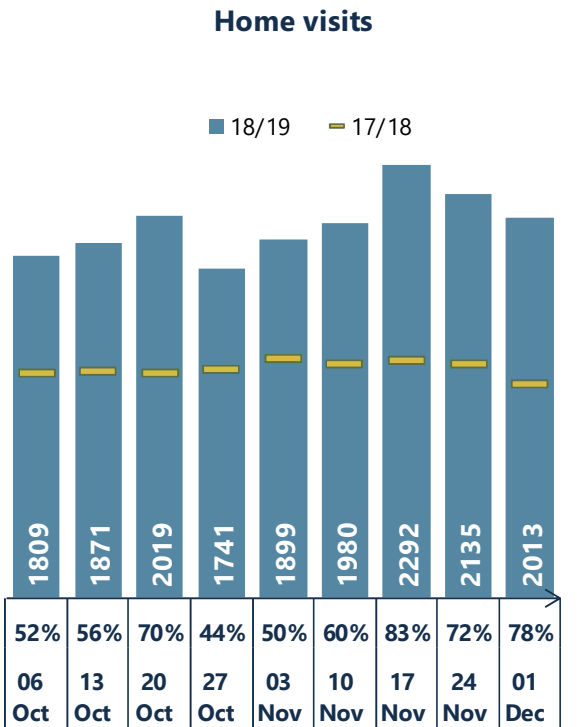
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YTD % Difference: **3%**



YTD % Difference: **6%**



YTD % Difference: **54%**



**Wiltshire**  
Clinical Commissioning Group

# Provider Winter Plans

## Festive Period Focus

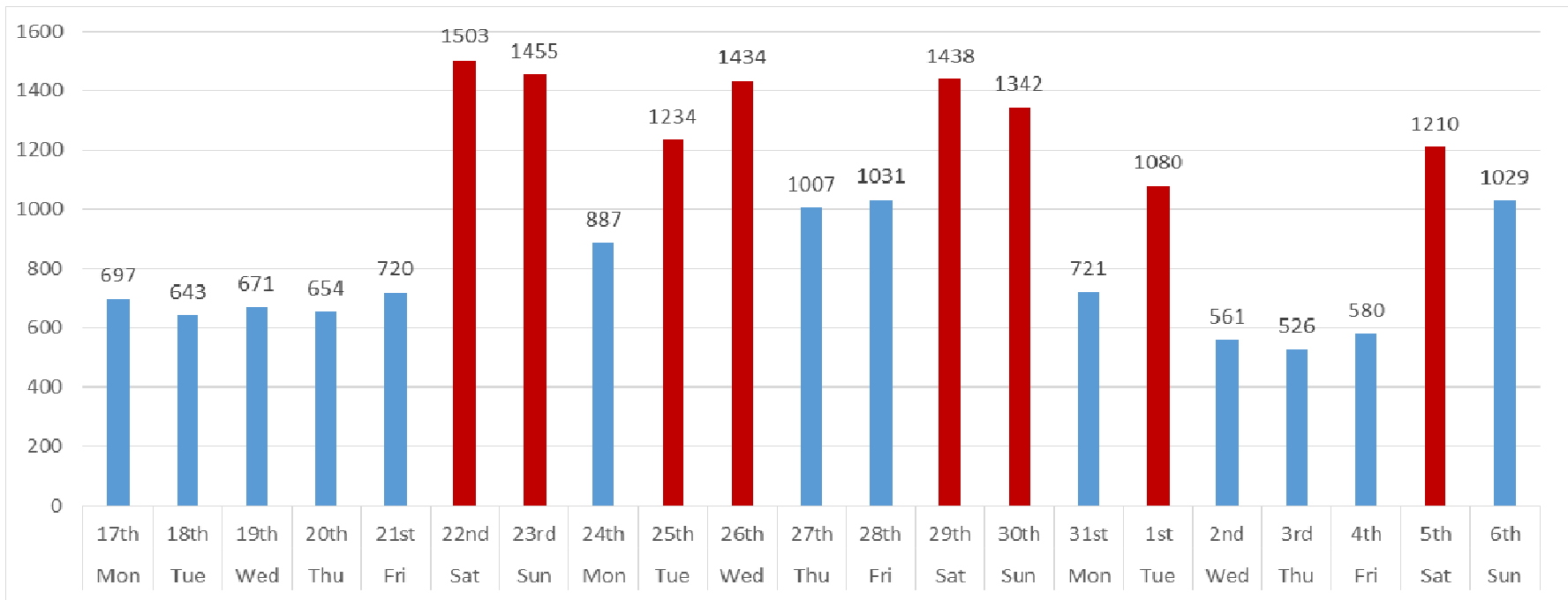
Page 12

*'The right healthcare for you, with you, near you.'*



# BSW 111 FESTIVE ACTIVITY FORECAST

- Demand forecasts have been updated utilising last years activity (previous provider) and the demand profile experienced over the last 6 months.
- The graph below shows the forecasted volume of calls per day to 111 over the Christmas and New Year period (not including HCP direct calls to the CAS).
- Days where peak demand is expected correlate with those forecasted by SWASFT.
- One of the challenges is the pattern of the Bank Holiday days and the impact on public behaviour. For example, we have not had this pattern (with a 'normal' working day between the weekend and Christmas Day / Boxing Day) since 2007 therefore forecasting how that will impact activity is very difficult. Many expect it to be treated like a five day Bank Holiday which is why the 24<sup>th</sup> prediction is much higher than other weekdays.



# BSW 111 FESTIVE ACTIVITY FORECAST

The below heat map shows the forecasted demand profile of 111 calls per hour. This is again based on arrival patterns within existing services.

111 BSW CALL FORECAST

	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	1st	2nd	3rd	4th	5th	6th
00:00	21	24	23	24	30	22	29	26	16	19	37	43	21	27	21	14	19	20	24	18	20
01:00	17	13	16	16	16	20	20	21	16	19	24	23	20	18	17	14	14	13	13	16	14
02:00	17	13	12	13	14	17	17	21	8	9	21	20	16	16	17	7	10	11	11	14	12
03:00	14	13	12	12	12	14	16	18	12	14	19	17	13	15	14	11	10	10	10	11	11
04:00	11	8	13	13	10	16	14	14	15	17	19	15	16	13	11	13	11	10	8	13	10
05:00	13	10	10	12	8	14	15	16	9	10	19	11	14	14	13	8	9	10	6	12	11
06:00	20	15	18	15	16	26	24	25	26	31	23	22	25	23	21	23	15	12	13	21	17
07:00	23	25	27	23	22	50	47	30	31	35	35	32	47	44	24	27	23	18	18	40	33
08:00	33	21	22	22	25	96	83	42	91	106	34	36	92	77	34	80	19	18	20	78	59
09:00	26	19	21	20	18	120	105	33	141	163	30	25	115	97	27	123	18	16	14	97	75
10:00	22	19	17	19	20	119	112	28	141	163	29	29	114	103	23	123	15	15	16	96	79
11:00	21	18	21	17	18	110	114	27	106	123	26	26	105	106	22	93	18	14	15	88	81
12:00	22	16	18	17	20	93	97	29	98	114	26	28	89	90	23	86	15	14	16	75	69
13:00	22	15	23	18	19	85	87	28	71	82	28	28	81	80	23	62	20	15	15	68	61
14:00	20	18	26	18	22	82	78	25	69	80	27	32	79	72	20	61	21	14	18	66	55
15:00	18	16	20	19	24	75	73	23	48	55	30	34	72	68	19	42	17	16	19	61	52
16:00	22	19	23	19	21	76	76	29	57	66	30	30	73	70	23	50	19	15	17	62	54
17:00	36	38	36	30	35	74	72	46	51	59	47	51	71	66	37	45	30	24	29	60	51
18:00	70	72	75	66	86	75	86	88	45	53	101	124	72	79	72	40	63	53	70	60	61
19:00	65	68	59	67	77	87	79	82	43	50	104	110	84	73	67	37	50	54	62	70	56
20:00	63	55	61	66	72	85	68	80	36	42	101	103	82	63	65	31	51	53	58	69	48
21:00	54	57	48	55	56	60	62	69	43	50	85	80	57	57	56	37	40	44	45	48	44
22:00	40	37	42	42	43	54	50	51	37	43	65	62	51	46	41	32	35	34	35	43	35
23:00	28	35	27	29	35	31	31	36	25	29	45	49	30	28	29	22	23	23	28	25	22
Total	697	643	671	654	720	1503	1455	887	1234	1434	1007	1031	1438	1342	721	1080	561	526	580	1210	1029

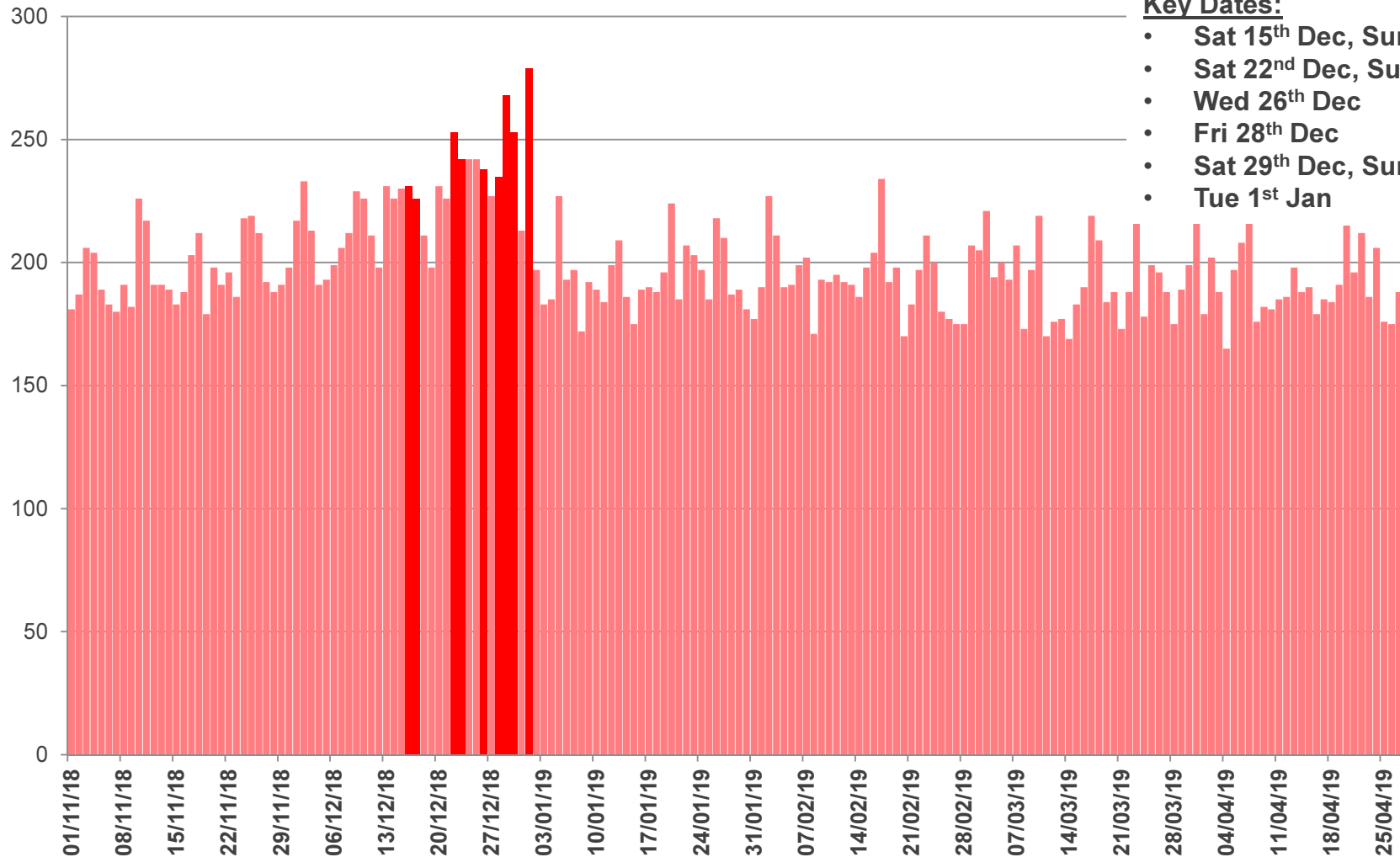
# Predicted SWAST

# Wiltshire Activity Forecast 2018/19



**Key Dates:**

- Sat 15<sup>th</sup> Dec, Sun 16<sup>th</sup> Dec
- Sat 22<sup>nd</sup> Dec, Sun 23<sup>rd</sup> Dec
- Wed 26<sup>th</sup> Dec
- Fri 28<sup>th</sup> Dec
- Sat 29<sup>th</sup> Dec, Sun 30<sup>th</sup> Dec
- Tue 1<sup>st</sup> Jan

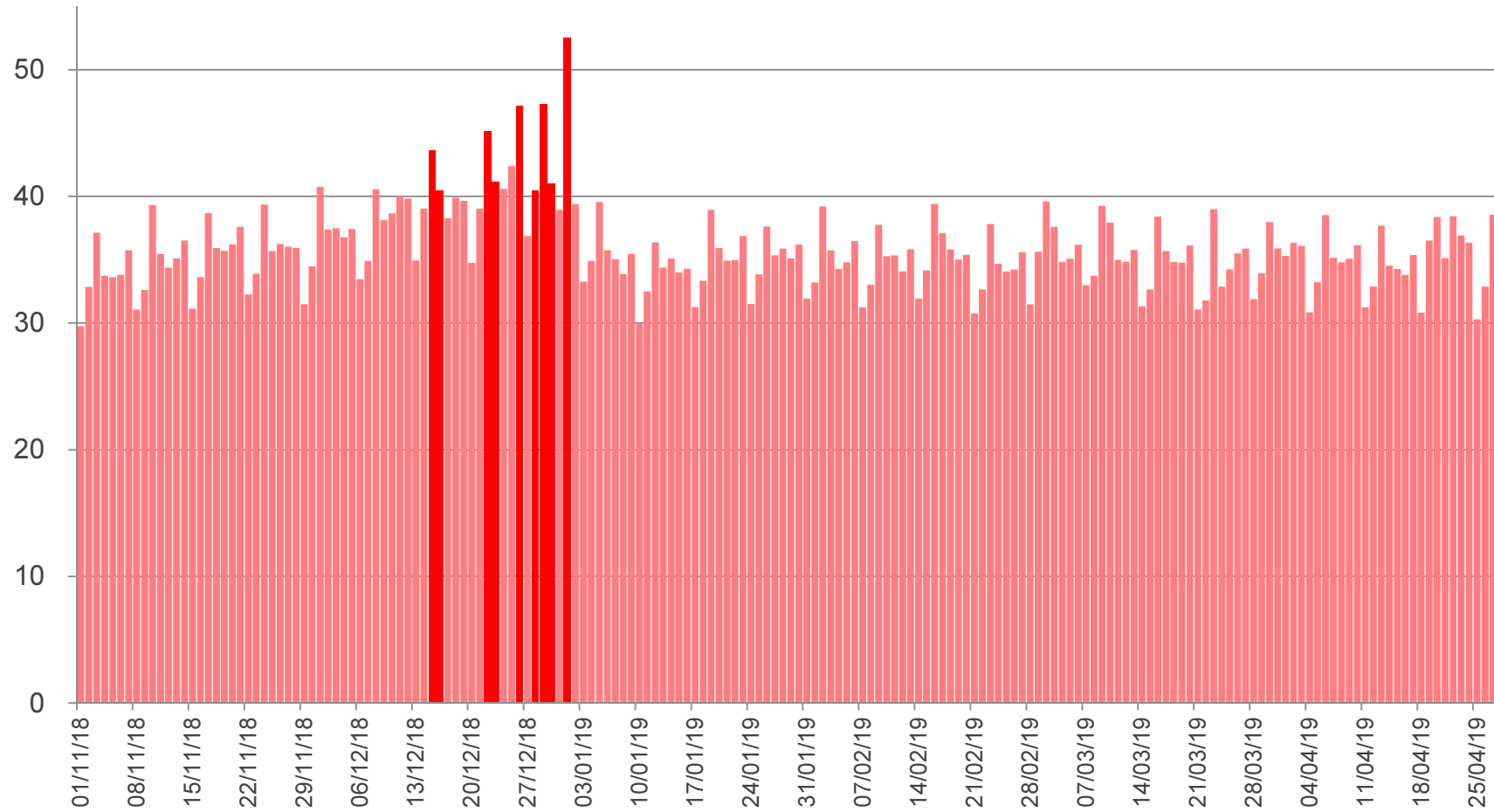


# Predicted SWAST ED Conveyance



Forecasted SWAST ED Conveyance to SFT

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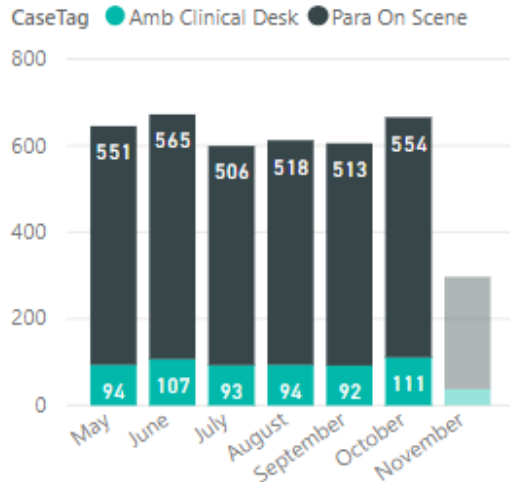
# AMBULANCE ACTIVITY & CONVEYANCE

Medvivo & SWAST have commenced two key work streams in terms of the BSW Integrated Urgent Care Service (including 111) and the Ambulance Service:

1. Ensure Paramedics make full use of their direct access to the Clinical Assessment Service (CAS) 24/7 in order to work together to avoid conveyance / admission where appropriate. Update on next slides.
2. Further reduce the number of referrals from 111 to the Ambulance Service. Awaiting a risk profile for Cat 2 calls from Medical Director SWAST to generate a list of suggested Cat 2 Dx codes that could be held at 111 for clinical review along with a defined time period within which that review must take place. Once this is available it will be presented to the IUC Clinical Governance Group for sign off (4<sup>th</sup> December 2018).

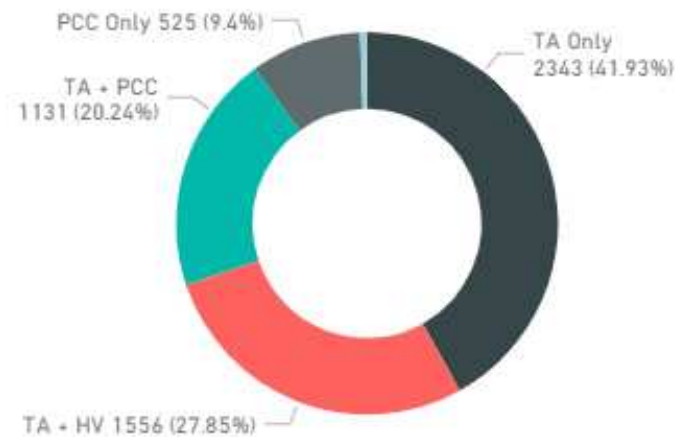
# AMBULANCE CAS REFERRALS

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- All healthcare professionals have direct access to the Clinical Assessment Service (CAS) via a dedicated number. Paramedics are able to request a call back from a clinician within the CAS (to them or the patient) e.g. to discuss admission avoidance or to directly book a face to face appointment for a patient at one of the BSW Primary Care Centres.
- The graph on the left shows the number of calls to the BSW IUC CAS from the Ambulance Service. Medvivo has seen a small in uplift in referrals since SWAST circulated updated communications encouraging the use of the line. Designs for a sticker to be put in Ambulances with the contact details on have been submitted to SWAST to give a further prompt to crews.

- The diagram on the right measures the clinical input provided by the IUC Service for the referrals received directly into the CAS from the Ambulance Service. On average;
- 42% receive a telephone consultation only
- 20% receive a telephone consultation followed by a face to face assessment at an OOH primary care centre
- 9% are directly bookended into a face to face assessment at an OOH primary care centre
- 28% receive a telephone consultation followed by a home visit
- This type of data, combined with activity profiles will be utilised to support resource planning moving forwards.





# AMBULANCE CAS REFERRAL OUTCOMES

The table below shows the outcomes of cases for patients referred by the Ambulance Service via the direct line.

Outcome	May		June		July		August		September		October		6 Month Total	
No follow up - call again as needed	314	49%	285	42%	252	42%	286	47%	255	42%	282	42%	1674	41%
OGP follow up	192	30%	205	31%	168	28%	180	29%	201	33%	223	34%	1169	29%
Referred to Secondary Care (SC)	57	9%	98	15%	66	11%	60	10%	79	13%	75	11%	435	11%
Information Only	49	8%	49	7%	71	12%	47	8%	42	7%	49	7%	307	7%
Referred to Emergency Services	7	1%	8	1%	15	3%	15	2%	13	2%	14	2%	72	2%
Referred to / advised to attend community service	16	2%	11	2%	15	3%	9	1%	10	2%	8	1%	69	2%
Failed Encounter / DNA	9	1%	13	2%	6	1%	11	2%	5	1%	13	2%	57	1%
Referred to Mental Health Service	0	0%	2	0%	4	1%	1	0%	0	0%	1	0%	8	0%
Referred to Palliative Care Service	1	0%	0	0%	1	0%	2	0%	0	0%	0	0%	4	0%
Referred for Community Bed Admission	0	0%	1	0%	1	0%	1	0%	0	0%	0	0%	3	0%
<b>Grand Total</b>	<b>645</b>		<b>672</b>		<b>599</b>		<b>612</b>		<b>605</b>		<b>665</b>		<b>4095</b>	
<b>Non-conveyance Supported</b>	523	81%	504	75%	441	74%	479	78%	466	77%	514	77%	2927	71%

It demonstrates excellent outcomes in terms of supporting non-conveyance / admission avoidance.

41% of cases were closed with no follow up required and 71% were either closed with no follow up or referred to a primary care or a community service.

Information only cases are those where a Paramedic calls to provide an update that may support any future patient contacts or to ask for information to be passed to the patient's own GP.

All cases closed following a failed encounter undergo a risk assessment by a member of the Clinical Team. For medium or high risk cases this includes contacting allied services such as local hospitals and if required arranging a welfare visit.

# AMBULANCE CAS REFERRAL OUTCOMES

Some primary outcomes can then be further split by a secondary outcome such as speciality and a tertiary outcome such as location as per the below tables

Referred to Secondary Care (SC)	May	June	July	August	September	October	6 Month Total	6 Month %
ED	36	58	42	40	42	43	261	60%
Medics	7	15	14	8	18	16	78	18%
Paeds	9	12	7	2	11	8	49	11%
Surgeons	3	9	3	6	7	5	33	8%
Other Speciality	0	3	0	0	1	0	4	1%
ENT	0	0	0	3	0	0	3	1%
Gynae	1	0	0	0	0	2	3	1%
Obstetrics	1	0	0	0	0	1	2	0%
Ophthalmology	0	1	0	0	0	0	1	0%
Urology	0	0	0	1	0	0	1	0%
<b>Total</b>	<b>57</b>	<b>98</b>	<b>66</b>	<b>60</b>	<b>79</b>	<b>75</b>	<b>435</b>	<b>100%</b>

This data provides useful information in order to identify opportunities to improve patient pathways such as increasing the number of referrals direct to specialities where possible to prevent presentation at ED.

Referred to Secondary Care (SC)	May	June	July	August	September	October	6 Month Total	6 Month %
Royal United Hospital	18	36	30	27	36	29	176	40%
Great Western Hospital	17	28	18	16	22	23	124	29%
Salisbury Foundation Trust	19	29	15	14	20	20	117	27%
Other	3	5	3	3	1	3	18	4%
<b>Total</b>	<b>57</b>	<b>98</b>	<b>66</b>	<b>60</b>	<b>79</b>	<b>75</b>	<b>435</b>	<b>100%</b>

Salisbury Foundation Trust	May	June	July	August	September	October	6 Month Total	6 Month %
ED	10	14	5	8	7	10	54	46%
Medics	2	8	4	3	6	5	28	24%
Paeds	5	4	5	1	1	4	20	17%
Surgeons	1	1	1	1	6	1	11	9%
ENT				1			1	1%
Gynae	1						1	1%
Ophthalmology		1					1	1%
Other Speciality		1					1	1%
<b>Total</b>	<b>19</b>	<b>29</b>	<b>15</b>	<b>14</b>	<b>20</b>	<b>20</b>	<b>117</b>	<b>100%</b>

# PRIMARY CARE PLANS

- Guidance to all practices for repeat medication requests to avoid patients running out of medication
- Local primary care initiatives to support residential and nursing homes to reduce avoidable attendances and admissions



<p>ALL meds requested are on a 28 day repeat cycle and are not CDs or “when required” items</p>	<p>Patients on a 56 day cycle Or if any med given from acute, CDs, “when required” meds</p>
<p>Increase to 56 days, issue and then revert to 28 Patient must understand this is an exception, we are not permanently increasing their Rx All painkillers, especially those that are <i>Codeine</i> based (e.g. <i>Zapain</i>), to be treated as “when required” items. However, consider <i>Diazepam</i> and <i>Zopiclone</i> to be treated as CDs <i>Methotrexate, Azathioprine, Sulfasalazine, Leflunomide &amp; Lithium</i> to be queried with pharmacist before issuing extra</p>	<ul style="list-style-type: none"> <li>• Advise patient when they are due next and explain that we’ll exceptionally accept requests 14 days in advance due to Christmas to ensure they get their Rx on time</li> <li>• If a “when required” item is given regularly (e.g. paracetamol, Epimax), check with pharmacist if can be increased to cover 28 extra days</li> <li>• All acutes to be referred to pharmacists as per usual procedure, pharmacist may decide to increase supply to cover Xmas holiday</li> </ul>

- Plans in place to support patients with long-term conditions and high-risk groups, including monitoring illness patterns in the local community and weather changes that may affect patient cohorts;
- Practices are clear on their Business Continuity Plans covering the risks, impacts and associated plans for managing disruptive incidents such as staff sickness and absence, and adverse weather, and loss of essential services.

## Posts

# Primary Care Additional Capacity

Locality	Area	Core Hours (08:00-18:30)	Extended Hours	Improved Access
North	Chippenham	100%	100%	100%
North	East Kennet	100%	100%	100%
North	Calne	100%	100%	100%
North	North Wilts	100%	100%	100%
South	Sarum North	100%	In discussion	In discussion
South	Sarum South	100%	In discussion	In discussion
South	Sarum West	100%	100%	100%
West	West Wiltshire	100%	100%	100%
Bank Holidays and County-wide provision				

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*'The right healthcare for you, with you, near you.'*

# Salisbury Walk in Centre Service

## Walk in Service

- Moved to Millstream 1<sup>st</sup> October 2018 to provide more space
- Mon- Fri 18:30-22:00 and 08:00-20:00 Weekends and Bank Holiday
- Open through out Winter including Christmas and New Year
- Operate 2<sup>nd</sup> and 3<sup>rd</sup> on-call rota to increase clinical capacity if unexpected demand

## Kids Health 1<sup>st</sup> Clinic

- Booked appointments for Children 17 and under
- Open Monday to Friday, Boxing Day and New Years Day
- Book through 111 or GP practice



The poster features the 'Kids Health First' logo at the top right, with a blue cross icon. The main text is in white and yellow on a blue background. It asks 'Is your child unwell?' and provides booking information for a same-day GP appointment. The location is listed as Salisbury Walk in Health Centre, Avon Approach, Salisbury, SP1 3SL. It also states the service is open to all children under 17 and can be referred by their doctors' practice. At the bottom, it says 'CALL 111 or 01722 331191' and includes a circular inset image of a young girl being examined by a healthcare professional.

**Kids HEALTH first.**  
At Salisbury Walk in Health Centre NHS

**Is your child unwell?**

Book a same day appointment to see a GP:  
**18:30 to 22:00 Monday to Friday**

Salisbury Walk in Health Centre,  
Avon Approach,  
Salisbury,  
SP1 3SL

**SERVICE OPEN TO ALL CHILDREN UNDER 17**  
*Patients can also be referred by their Doctors' Practice*

**CALL 111**  
or 01722 331191

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# CURRENT AND ADDITIONAL OUT OF HOSPITAL CAPACITY

# Wiltshire Council ASC Winter Funding

For Wiltshire, the allocation of the adult social care winter pressure grant is £1.8m. This funding has specific grant conditions with an aim to reducing delayed transfers of care and cannot be used for recurring expenditure. The initiatives the government have announced to date are:

- home care packages to speed up patients move out of hospital
- re-ablement packages, which support workers to help patients carry out everyday tasks and regain mobility and confidence
- home adaptations, including new facilities for personal care, such as adapting a shower room if a patient has limited movement

Wiltshire Council Proposals:

## 1. Prevention

- There are currently in excess of 100 social care clients in the community waiting for care packages.
- A proportion of the grant commissioning additional market capacity as well as additional re-ablement capacity to prevent these people being admitted to hospital.

## 2. Hospital Flow and Discharge

- The remainder of the grant on improving hospital flow and social care discharges from acute settings. This will be allocated based on the proportion of the social care DTOC numbers over the last three months:

ASC Delayed days	3 Month Average
GWH	12%
RUH	15%
SFT	42%
AWP	7%
Community Hospitals	22%
Other	2%
Total	100%

	SERVICE	RESOURCE	DATE IN PLACE	FUNDING
<b>WILTSHIRE WIDE</b> Pop 492,763 (Sept 18)	Community Hospital beds (Chippenham, Warminster and Savernake)	88 beds	Existing	WHC CONTRACT
	Intermediate Care	65 beds	Existing	BCF
	HomeFirst / HomeFirst+	85,500 hours	Mob timeline	BCF
	Urgent Care @ Home	Baseline provision approx. 65 POC/mth	Existing	BCF
	HTLAH Alliance	Baseline provision is c18,000 hours per week. New HTLAH Alliance has added 10 new providers to Wiltshire who will be building new capacity.	1 <sup>st</sup> Nov	WC current contracts
	County wide - Peripatetic Social Work Team	Locum Social Workers (x 4 countywide)	26 <sup>th</sup> Nov	ASC winter
	Peripatetic Social Work Team manager	X 1 Specialist manager	1 <sup>st</sup> Dec	ASC winter
	HTLAH block contracts for additional winter capacity for dom care and Reablement	Tender closed (23.11.18)	14 Dec	WC
<b>SOUTH/SFT</b> 31% of pop 36% of activity to SFT	Step down Social Care D2A 3 - Bartlett House, x1 - Avonbourne Care Centre, x1 - Willowcroft x1 - Buckland Court	6 beds OSJ	1 <sup>st</sup> Oct	ASC winter
	Age UK Home From Hospital Services	VCS support for discharge reviewed and scope expanded	15 <sup>th</sup> Oct	ASC and CCG
	Dementia Nursing beds – Longbridge Deverill	2 beds (countywide resource)	1 <sup>st</sup> Nov	ASC winter
<b>NORTH EAST/GWH</b> 36% of pop 26% of activity to GWH	Step down Social Care D2A (Athelstan House)	4 OSJ	1 <sup>ST</sup> Nov	ASC winter
	Dementia Nursing beds – Brunel Hse	2 beds (countywide resource)	Tbc	ASC winter
	Step down beds (mitigation HF recruitment) Bassett House	6	From 17 <sup>th</sup> Dec	BCF (HF envelope)
	Additional beds on Ailesbury	4	21 <sup>st</sup> Jan 19	CCG
<b>WEST/ RUH</b> 8% pop 33% of activity	Step down Social Care D2A (Hungerford House)	4	1 <sup>st</sup> Nov	ASC winter
	Dementia Nursing beds Trowbridge Oaks	2 beds (countywide resource)	1 <sup>st</sup> Nov	ASC winter



# SOUTH WILTSHIRE COMMUNITY REVIEW – ECIST SUPPORT

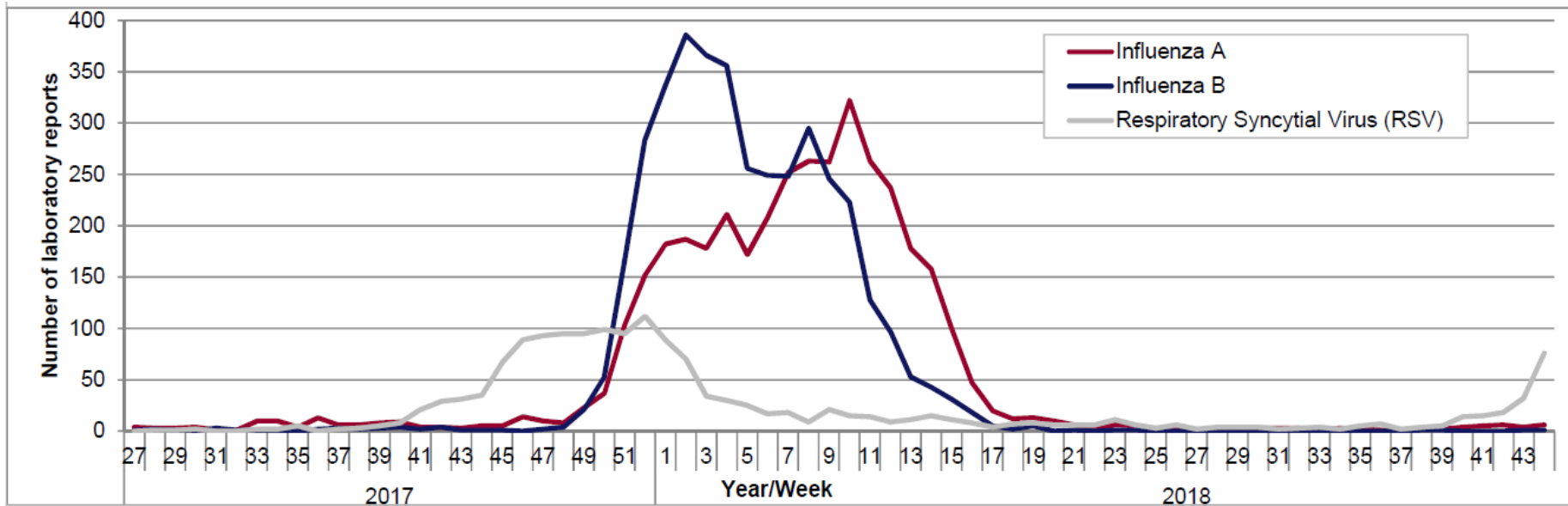
- 27/28 November
- Align to learning from Expert Panel
- Review of process through the Integrated Discharge Team.
- Review of site and operational reporting
- Review of referral process and pathways
- Review of community teams case management and transfer of cases.

# FLU UPDATE

As of week ending 16/11/2018 influenza rates are the same as the same time period last year. The rate of Respiratory Syncytial Virus (RSV) is less than the same time period last year, but is rapidly increasing.

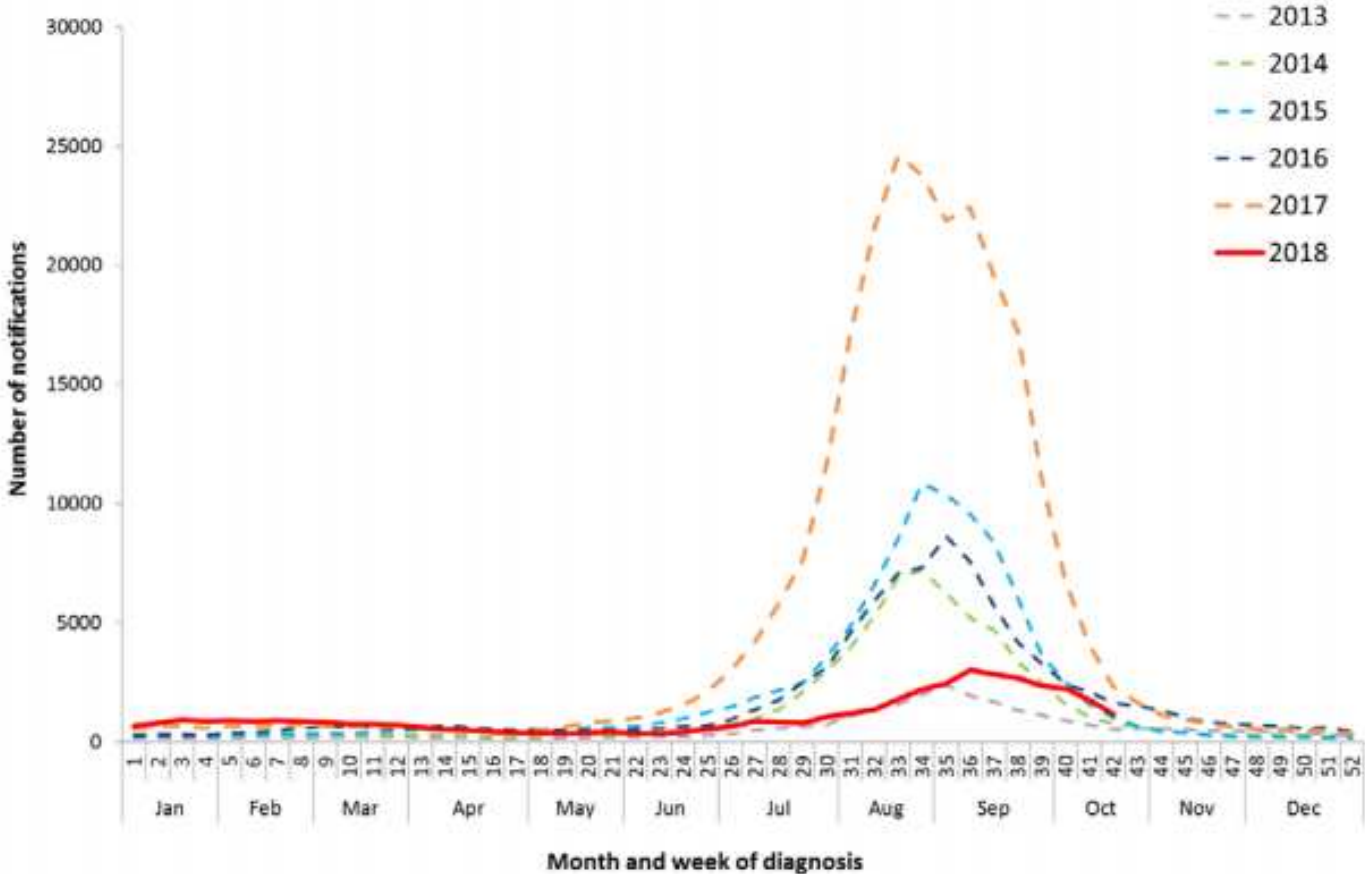
Outbreaks across Wiltshire have been limited to 3, all 3 were reported in care homes, 1 was confirmed RSV, 1 confirmed Chest infections and final one is currently awaiting the results of swabs taken. Admission to secondary care due to influenza remain low at this point in time. The below graph illustrates the confirmed laboratory influenza rates.

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*'The right healthcare for you, with you, near you.'*

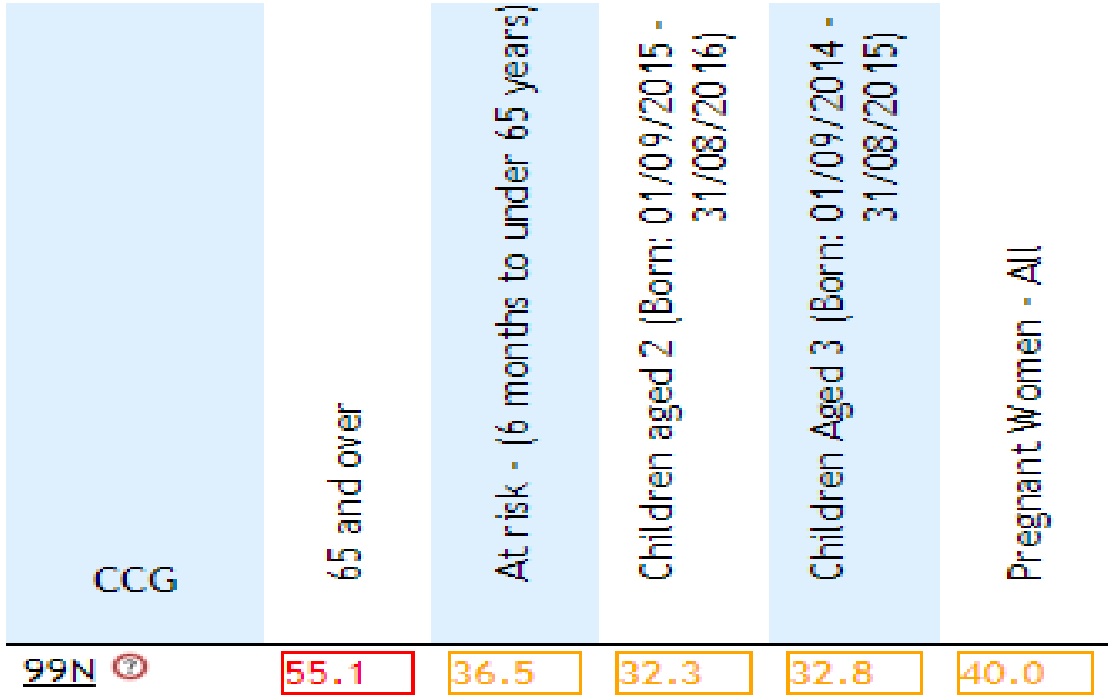
The below graph represents the Australian (southern hemisphere) influenza season for 2018. The red line shows the current confirmed laboratory influenza rate. The northern hemisphere mirrors the southern hemisphere for influenza and the predictions for influenza season appears to be that of a significantly lower circulation in comparison to 2017/18.



# Flu Vaccine uptake rates

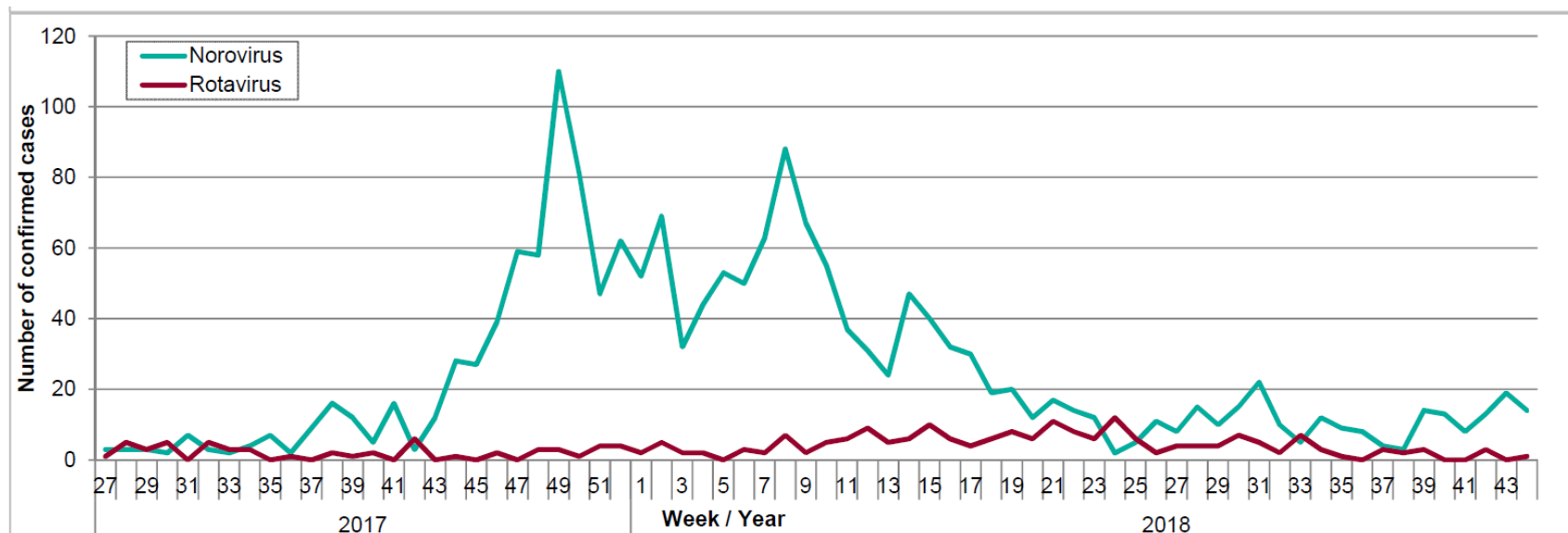
- The below table indicates the current vaccine uptake rates for Wiltshire
- This year has been challenging due to the staggered delivery for the aTIV vaccine for the over 65 age group
- It is anticipated that following the final delivery last week these uptake rates should increase

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# IP&C

- Currently across the whole health economy we are experiencing increased rates of Norovirus and Gastrointestinal outbreaks
- The below graph illustrates the current rates across the south west
- Wiltshire have so far had 17 outbreaks, 5 in education settings, 1 in hospital setting and 11 in care homes
- WCCG in collaboration with Wiltshire council, PHE and NHE held a workshop for care home staff aimed at the prevention and management of infectious outbreaks



# COMMUNICATIONS PLAN

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**NHS**

**Don't wait until you feel worse, ask us first.**

You can help us help you if you start to feel unwell with a winter illness. Even if it's just a cough or cold, speak to your pharmacist before it gets more serious.

**HELP US HELP YOU**  
STAY WELL THIS WINTER

nhs.uk/staywell

Prameet Shah  
Pharmacist

**NHS**  
Public Health England

**Do you have?**

- heart disease
- kidney disease
- liver disease
- diabetes
- COPD (e.g. bronchitis or emphysema)

Flu can be serious and lead to hospitalisation. Speak to your GP surgery or pharmacy today about getting a flu jab. It's free because you need it.

**HELP US HELP YOU**  
STAY WELL THIS WINTER

nhs.uk/flu vaccine

Cheryl Sowell  
Registered Nurse

**NHS**

**Think you need medical help right now? Call 111**

You can help us help you get the right medical attention urgently. Our fully trained advisors are available 24 hours a day and can put you straight through to healthcare professionals.

**HELP US HELP YOU**  
KNOW WHAT TO DO

Heidi Nielsen,  
Nurse

**NHS**

**We're here to help you stay well this winter**

Some important information from the NHS to help you stay well this winter.

**HELP US HELP YOU**  
STAY WELL THIS WINTER

nhs.uk/staywell

Richard Pile, GP



# Around the clock healthcare this autumn

Having access to the many healthcare services in Wiltshire can make it confusing to know where to go for the right advice and treatment.

Because it's confusing people very often go straight to a hospital or to their GP, regardless of their healthcare requirement. However more often than not, advice and treatment can be sought from a wide range of options without the need to go for a visit to A&E or your GP surgery.

Being responsible for our own health and making the right decision about the type of advice and treatment we need, means we're actively helping to ease the strain on a pressurised NHS and freeing up precious time for our doctors and healthcare professionals, allowing them to focus on those people who need their services the most.



### NHS Choices

- UK's biggest website: [www.nhs.uk](http://www.nhs.uk)
- Wiltshire advice available at: [www.yourcareyoursupportwiltshire.org.uk](http://www.yourcareyoursupportwiltshire.org.uk)

✓ Advice on how to stay well during the autumn    ✓ Tips on treating a number of minor ailments

### Pharmacy

- Medicine experts who can provide advice on common ailments
- See your pharmacist at the first sign of illness
- Many pharmacies can be found in supermarkets

✓ Cold    ✓ Sinusitis    ✓ Aches and pains    ✓ Alcohol advice  
 ✓ Flu    ✓ Sore throats    ✓ Skin rashes    ✓ Stop smoking advice

### GP

- Most GP surgery services are available Mon - Fri: 8am - 6.30pm
- Deal with a range of health problems and also run clinics and carry out simple operations

✓ Coughs that have lasted three weeks or more  
 ✓ Frequent and severe migraines  
 ✓ New moles appearing or existing moles changing shape, size or colour  
 ✓ Conditions that can't be treated with over the counter medication or advice from a Pharmacist

### GP out of hours

- Available for when you can't wait to speak to your GP Practice the next day
- Available 6.30pm - 8am and all day at weekends and bank holidays
- Call NHS 111 to access this service

### A&E

- Provides emergency care for people who have a life-threatening illness or injury
- Available 24 hours a day, 365 days a year
- Only use an A&E service in very serious or life-threatening situations

✓ Stroke    ✓ Severe bleeding    ✓ Choking  
 ✓ Persistent, severe chest pain    ✓ Severe burns or scalds    ✓ Heart attack  
 ✓ Breathing difficulties    ✓ Fits that do not stop    ✓ Severe head injury

### NHS 111

- Dial 111, a free non-emergency phone service
- Available 24 hours a day, 365 days a year
- Trained call handlers to help you

✓ Medical help and advice that is not an emergency  
 ✓ Advice about which NHS service to use  
 ✓ Information and support about what to do next

### Walk-in centre

- Treats non life-threatening minor illness and injuries
- Run by clinicians who will see you on a first come, first served basis. You don't need to book an appointment
- Salisbury Walk-in Health Centre, Avon Approach, SP1 3SL. The centre is open:  
 Mon - Fri: 6.30pm - 10pm  
 Sat - Sun and bank holidays: 8am - 8pm

✓ Ear infection    ✓ Rashes  
 ✓ Burns and strains    ✓ Cuts and bruises  
 ✓ Stomach upsets    ✓ Emergency contraception

### Minor injuries unit

- Treats non life-threatening minor injuries
- Run by nurses who will see you on a first come, first served basis. You don't need to book an appointment
- MiUs are in the community hospitals at:
  - Chippenham, Rowden Hill, SN15 2AJ
  - Trowbridge, Adcroft Street, BA14 8PH
- Both services are open 7am - 11pm

✓ Cuts and grazes    ✓ Minor chest injuries  
 ✓ Wound infections    ✓ Sprains and strains  
 ✓ Minor burns and scalds    ✓ Splinters  
 ✓ Minor eye injuries    ✓ Simple fractures  
 ✓ Minor head injuries    ✓ Dislocations  
 ✓ Minor back injuries

[www.wiltshireccg.nhs.uk](http://www.wiltshireccg.nhs.uk)

#RightPlaceRightTime

Themed weeks which will see coordinated press, social media and website activity and tie in with PHE/NHSE comms grid and schedule for winter and flu.

Themed weeks would be led by an STP-wide press release and related activity.

Week commencing	Theme
8 October	NHS 111
22 October	SWTW - flu
12 November	Self-care week
3 December	GP Extended hours
24 December	Stay well at Christmas, where to get help over holidays
2 January	Focus on post-Christmas reactive comms
21 January	Cancelled appointments, winter theme
11 February	NHS Pharmacy

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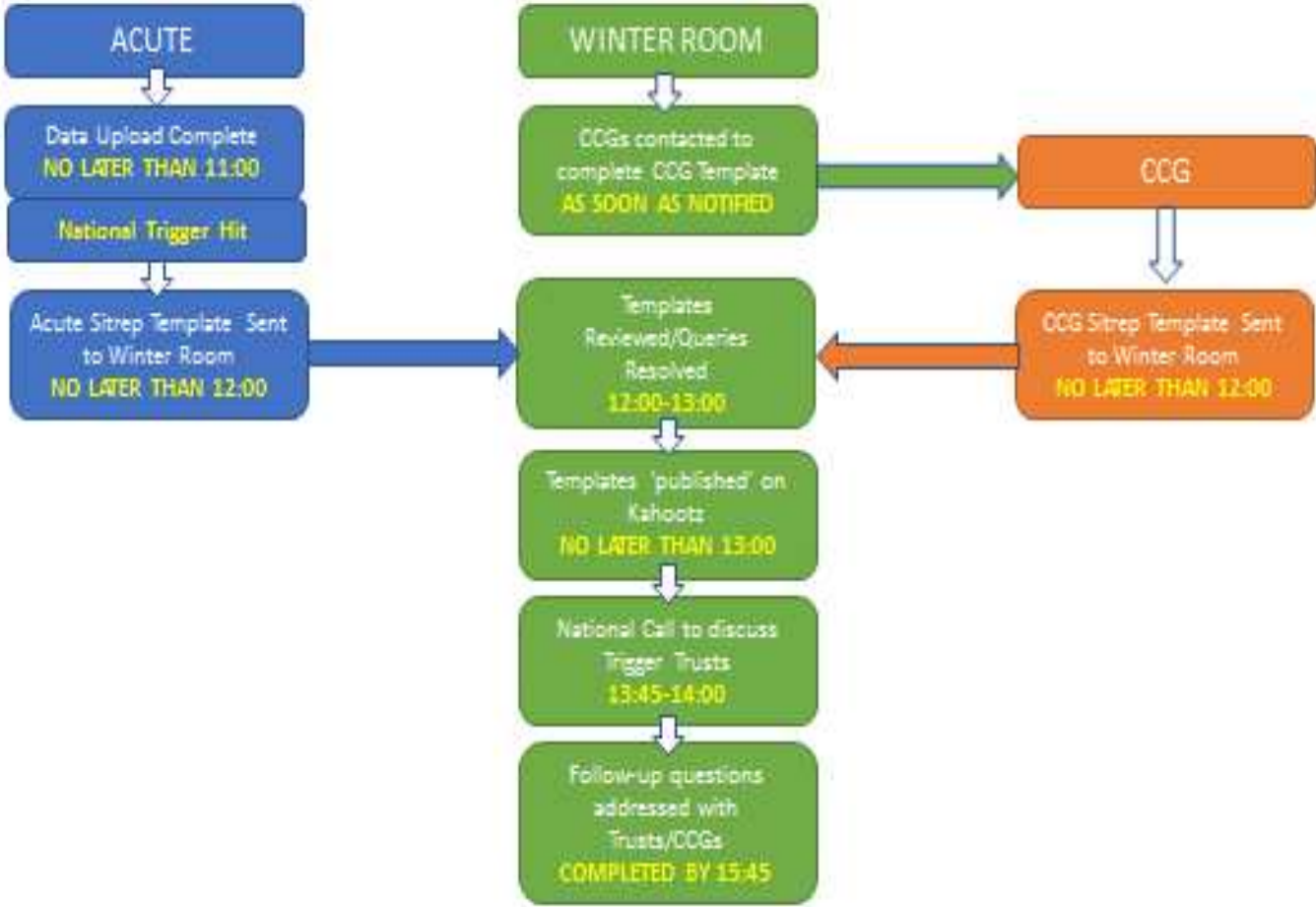
*'The right healthcare for you, with you, near you.'*



# RISKS

- Current levels of demand and performance
- Workforce – availability and sickness
- System collation of risks from plans and presentations
- Demand and capacity modelling outputs
- Assurance on sufficient domiciliary capacity
- Key areas of anticipated unprecedented demand
- Learning from ECIST review
- Risks from discussion at LDB
- NHSE winter operating model – daily reporting 27<sup>th</sup> November (threshold for SFT <85%) and from 3<sup>rd</sup> December = 7 days

# SW WINTER ROOM DAILY ROUTINE



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## **LOCAL PENSION BOARD**

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**DRAFT MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON 11 OCTOBER 2018 AT KENNET ROOM, COUNTY HALL, TROWBRIDGE, BA14 8JN.**

**Present:**

David Bowater, Sarah Holbrook, Mike Pankiewicz, Howard Pearce (Chairman) and Barry Reed

**Also Present:**

Cllr Tony Deane, Cllr Gordon King and Cllr Philip Whitehead

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**51 Welcome**

The Chairman welcomed those present to the meeting.

**52 Apologies**

Apologies for absence had been received from Cllr Britton.

**53 Minutes**

**Resolved:**

**To confirm the minutes of the meeting held on 12th July 2018.**

**To note updates on the action tracker and that this document had been reviewed by the Chairman.**

**54 Declarations of Interest**

There were no declarations of interest.

**55 Chairman's Announcements**

There were no Chairman's Announcements.

**56 Public Participation and Councillors Questions**

There were no public questions or statements.

**57 Minutes and Key Decisions of the Wiltshire Pension Fund Committee**

The Board considered the key decisions of the Wiltshire Pension Fund Committee meeting held on 20<sup>th</sup> September 2018 and noted the Chairman of the Board had an action to review the Annual Report before publication.

**Resolved:**

**To note the key decisions of the Wiltshire Pension Fund Committee.**

**58 National LGPS Survey Results**

The Board was presented with a summary of the results of a national survey by Hymans-Robertson on the confidence of Pension Committee and Boards in fund decision making. The Wiltshire results had just been received and would be digested by officers following the meeting and circulated to Committee and Board members.

Confidence levels were high across the country, in particular in the investments side of decision making. Confidence in administration decision making was lower, but still high. Understanding of Fund Accounting and Auditing had the lowest level of confidence. Officers confirmed they would use Wiltshire's survey responses to develop suitable training. It was noted that for 2019 there would be three new CIPFA guidance documents on fund annual reporting, administration/KPI reporting, and accounting for asset pooling costs/savings. These would assist the preparation of the 2018/19 annual report and audited annual accounts.

**Resolved:**

**To note the LGPS Confidence Assessment results and LPB training needs on new annual reporting, accounting, and auditing requirements.**

**59 Training Item: Fund Delegations and Controls**

A report by the Head of Pensions Administration and Relations concerning the interaction of relevant committees and delegations to officers was presented. It was noted some responsibilities were set out in the Wiltshire Council Constitution, where the role of the Committee, Sub Committee and officers were defined. The s151 officer was then able to further delegate responsibilities to other officers. Officers considered the responsibility for making high level strategic decisions were clear, however the line between officer and committee responsibility on other decisions could vary according to circumstance, therefore a formal record of this would be useful.

The Interim Investment Manager advised the governance framework would be strengthened as a result of more decision making being done within Brunel

since the company was FCA regulated. The Board considered possible duplication between decisions at both Board at Committee, and the Chairman confirmed the Board's role was to review the Administering Authority policies and decisions rather than to make them. An update on the appointment of a permanent S151 officer was provided.

**Resolved:**

**To request the development of a formal record of Brunel, Committee and officer delegations in respect of:**

- a) clarifying where different responsibilities should sit;**
- b) the flow of communications between the various parties; and**
- c) the level of decision making assigned to each party**

#### 60 **External Audit report**

The Interim Investment Manager updated on the external audit exercise and explained the auditor had been happy with the accounts. It was explained the end of year accounts for 2017-18 had been challenging due to moving custodian and having data on two systems. For 2018/19 the accounts were also expected to be challenging due to the Fund having new auditors, and there also being new accounting requirements.

Following questions, it was confirmed Brunel was to be audited separately and the Fund would work with Brunel to ensure all elements of the Fund's accounts were covered as its assets moved over into the pool. The Board considered anything it would like to be factored in to the internal audit and the Chairman requested it be checked that the Fund had met previous internal audit recommendations.

**Resolved:**

**To note the attached Final Audit Report and the verbal update on the appointment of the Fund's external auditor.**

**To note the anticipated complications for the 2018/19 audit.**

**To request officers discuss with the internal auditors about specific requirements for 2018/19 and the checking of compliance with previous audit recommendations.**

#### 61 **Review of Fund Procurement Processes**

The Fund Governance and Performance Manager presented on current procurement and contract management for the appointment of external advisors and other key contracts. It was explained the Fund had over 40 contracts to manage and at present the Fund was reviewing all procured services driven by

3 overarching requirements: a) existing services which were approaching the end of their contractual term, b) ensuring compliance with GDPR, c) reviewing the procured services being offered to ensure that the scope of service was consistent with the Fund's needs, particularly in respect of software capability. Officers advised the current process was to investigate the re-tendering of contracts six months before they became due for renewal.

Members of the Board, and the Chairman of the Wiltshire Pension Fund Committee expressed an interest in understanding the largest contracts the Fund had in place and suggested attention should be placed on these. It was also suggested the Fund could benchmark its contract costs with other Funds. In response to questions it was confirmed the decision to use SAP as the payroll system for paying pensioners and dependants was chosen by Payroll and not the Fund although ultimately the Fund was responsible for the service.

**Resolved:**

**To note the update and self-assessment undertaken by officers, and to recommend further details on key contract costs be presented to the Wiltshire Pension Fund Committee.**

**62 Update on GMP Reconciliation Process**

A report from the Governance and Performance Manager on GMP reconciliations was available for the Board to consider. The Fund Governance and Performance Manager updated the Fund was moving towards the end of stage two and was close to reconciliation, with most GMP liabilities having been agreed with HMRC.

The Board discussed the issue of overpayments when the GMP would be lower than HMRC or where no GMP was recorded on the member record and it was understood officers would form a policy on this following further discussions with other Funds and at a national level. Officers advised they would report back to Committee on final national agreements on the implications of the rectification of the GMP values with pensions in payment.

**Resolved:**

**To note the Fund's approach to the GMP project and progress to date.**

**63 GAD Section 13 Review**

An executive summary of the recently reviewed report by GAD was available to the Board. The report was a requirement on GAD to review the way actuarial valuations were undertaken. There were currently variances between actuaries and funds, however there had been no concerns flagged for Wiltshire. The GAD report gave some recommendations to the Scheme Advisory Board, however these were not expected to be implemented ahead of the next valuation due to

the number of bodies that would have to consider the recommendations. It was highlighted that actuarial firms had some concerns around the recommendations.

**Resolved:**

**To note the GAD report and actuarial response.**

64 **Presentation by the Pension Regulator on its role in relation to the LGPS**

Stephen Rowntree gave a training session on the role of the Pensions Regulator to regulate compliance with the governance and administration requirements in the Public Service Pensions Act 2013, to educate on requirements and enforce them. The Regulator's Code of Practice 14 set out the governance and administration policies funds should be compliant with. The Annual Survey indicated the progress in the LGPS had slowed in the last year, it was highlighted a third of all funds did not hold 4 Board meetings per year, this indicated governance issues.

The role of the LPB was discussed and it was stressed the Board had a duty to assist the scheme manager to secure compliance with legislation, guidance and regulations. The legal requirements on Board members were also detailed, in particular the requirement to report breaches depending on the issue, scale and outcome. An example of a breach by employers in a fund was presented.

The regulatory powers of the Regulator were presented alongside examples of it using its powers more robustly. Current challenges for schemes were considered: 2018 scheme return requirements, GDPR, Pensions Dashboard, cyber resilience. Following questions from the Board it was confirmed the Regulator was working to strengthen governance and administration to ensure consistency for members across the LGPS. The Regulator could not establish where Wiltshire sat nationally in survey results due to it being an anonymous survey, however the Fund could compare the national results against their submission. The Pensions Dashboard was discussed, alongside what the fund should realistically aim for in data quality. It was confirmed the Regulator expected a fund to take all reasonable steps to ensure accurate data and acknowledged 100% accuracy for all data all of the time was not feasible and 95% was a more realistic aim.

**Resolved:**

**To thank Stephen Rowntree for the informative presentation and to request an update on tPR progress in 12 months time.**

**65 Review of Annual Benefit Statements process 2018**

Officers provided an update on the Annual Benefit Statement exercise, in summary the majority of statements had been released on time, with only those members for which the Fund did not have the correct address or outstanding data issues being held back. The Board heard that officers were working to improve data accuracy to assist the exercise the following year, including the use of new software.

In response to questions it was confirmed that the Fund was currently testing a self-service facility for accessing benefit information, and this would be gradually rolled out. It was agreed that, moving forward, benchmarking against other funds would be useful. Officers advised they logged and categorised queries the Fund received in response to Annual Benefit Statement to identify any themes.

**Resolved:**

**To note the outcome of the Annual Benefit Statement exercise and achievement of the deadline.**

**To request information be provided to the next Board meeting on those employers whose end of year ABS data was repeatedly late, lacking, or incorrect over the last 3 years.**

**66 Scheme Legal, Regulatory and Fund update**

The Head of Pensions Administration and Relations advised there was no further information from Government on the status of the Public Sector Exit Cap. The Board also heard it was not yet clear how material quadrennial cost caps would be to the Fund. Members discussed the Pensions Dashboard project and this was still in very early development. With regard to the Scheme Advisory Board 'Separation Project', this was being consulted on and the general consensus from most funds was that a greater degree of separation between a fund management and administering authority could be beneficial, however in general conflicts of interests amongst Council officers and elected Committee members were thought to be well-managed.

**Resolved:**

**To note the Scheme, Legal, Regulatory and Fund update, and the completion of certain reviews.**

**To request the addition of the DWP, CIPFA, TPR, and Pensions Ombudsman guidance to future updates.**



## 67 Risk Register Update

The Board was presented with the Fund's current Risk Register; there had been no change to the risk categories or levels since the last meeting; one red risk remained: PEN020: Pooling of LGPS assets. In light of the presentation from the Pensions Regulator earlier in the meeting, members considered whether cyber security should be added to the risk register. Cllr Philip Whitehead reassured the Board that Wiltshire's IT security had been substantially upgraded in recent months. It was noted that external auditors should also be checking cyber security and recommended officers regularly review risks and add them to the register as appropriate.

### **Resolved:**

**To note the Risk Register and request officers regularly review cyber security and add this to the register if appropriate.**

## 68 Administration Key Performance Indicators

The Head of Pensions Administration and Relations presented the Fund's administration KPIs for review, it was noted the Fund was also developing its reporting capability to provide splits between employer and Fund performance and comparisons against statutory disclosure timelines and the Fund's administration strategy.

On Benefits Administration KPIs, Q1 2018/19 had seen a downward trend with the total number of completed cases falling, the biggest reductions over the quarter were deferred and refund cases. However, the quarter also saw an increase in benefit estimates completed. It was noted that the reduction in performance was due a legacy of vacant posts and more junior members of staff in roles, as the team was now fully staffed.

The Board noted the staffing issues the Fund had recently struggled with and praised the effort the team was putting into improving performance and drilling into more detail on performance measures.

### **Resolved:**

**To note the Fund's performance against Key Performance Indicators.**

## 69 How did the Board do?

Members discussed a recent CIPFA training event on LGPS Fundamentals had been useful for Board members. The Governance and Performance Manager updated on the promotion that had been undertaken for the vacant employer representative position on the Board and that officers were considering widening the application criteria to the whole employer group. It was suggested the Board approach large Multi Academy Trusts for a representative.

**Resolved:**

**To request the Chairman approach Multi-Academy Trusts for an Employer Member Representative.**

**70 Urgent items**

There were no urgent items.

**71 Date of next meeting and Forward Plan**

The next meeting of the Board was to be held on 24 January 2019. The Board noted the Chairman would review the Forward Work Plan ahead of future meetings.

**72 Exclusion of the Public**

**Resolved:**

**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 72-75 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.**

**73 Brunel Pension Partnership update**

The interim Investment Manager gave a verbal update on the progress of Brunel Pension Partnership.

**Resolved:**

**To note the update on the progress of Brunel Pension Partnership.**

**74 Minutes and Key Decisions of the Wiltshire Pension Fund Committee, Investment Sub-Committee and Brunel Oversight Board**

**Resolved:**

**To note confidential minutes from the Committee, Investment Sub-Committee and Brunel Oversight Board.**

**75 Minutes**

**Resolved:**

**To confirm the minutes of the meeting held on 12<sup>th</sup> July 2018.**

(Duration of meeting: 10.30 am - 1.00 pm)

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

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## LOCAL PENSION BOARD

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### MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON 24 JANUARY 2019 AT WEST WILTS COMMITTEE ROOM, COUNTY HALL, BA14 8JN.

#### Present:

Cllr Richard Britton, Sarah Holbrook, Mike Pankiewicz, Howard Pearce (Chairman) and Barry Reed

#### Also Present:

Cllr Tony Deane and Cllr Tom Rounds

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#### 1 Welcome

The Chairman welcomed all to the meeting including the Associate Director for Finance & Procurement, Chair and members of Wiltshire Pension Fund Committee, officers from pensions team and a representative of the press.

#### 2 Apologies

Apologies were received from David Bowater.

#### 3 Minutes and action tracking

Officers reported that the action log had been edited and subject to revision due to considerations arising from ongoing internal review.

The following actions were subject to update.

Action 12.10 That the fund pays for its audit was confirmed.

Action 12.15 The planned review of Investment Strategy Statement and Strategic Asset Allocation will be conducted over the coming months. Factors arising from Environmental Social Governance concerns will be addressed throughout this process of planned review.

Action 13.2 - LPB Chairman's review of the Fund's Annual Report was classed as completed

Action 13.5 – Further details on the key contract costs be presented to the Wiltshire Pension Fund Committee was classed as completed

Action 13.9 - The Chairman to approach Multi-Academy Trusts for an Employer Member Representative was classed as completed

**Resolved:**

**The minutes from the previous Local Pension Board held on 11 October 2018 were confirmed.**

**Action 7.15 Revise parameters of benchmarking to base this work upon outputs that have been developed as standard metrics across similar funds and that are practical and affordable.**

**Action 8.7 The details of this action would be amended to note that the Fund will use the new Annual Report format produced by CIPFA as a means to identify the most meaningful and useful KPIs which can be compared across Funds. Due to methodological complications, metrics on costs-per-process would not be actioned. The recommendation to measure performance against statutory timeframes would remain. This basket of KPIs would be shared across Board and Committee.**

**4 Declarations of Interest**

There were no declaration of interests.

**5 Chairman's Announcements**

The Chair announced that members of the Board and an Officer had attended the LPGS Governance Conference in Bristol 17 and 18 January 2019. Horizon scanning at the conference covered anticipated case law, the introduction of four year valuation cycle, the pensions dashboard and member training.

**6 Public Participation and Councillors Questions**

There were no public questions or statements.

**7 Minutes and Key Decisions of the Wiltshire Pension Fund Committee**

The Board considered the key decisions of the Wiltshire Pension Fund Committee meeting held on 12 December 2018 and noted the emergence of a new way of working between Board and Committee.

The Associate Director for Finance & Procurement, outlined ongoing discussion on how the benefits of each governing body could be fully realised so as to drive the pension fund forward through a more holistic approach to governance. The relationship between Board and Committee was emphasised as being iterative and two-way.

The Chair emphasised that the Board is not a decision-making body and that its primary focus was in supporting the Committee through advising on compliance.

Tony Deane, Chair of Wiltshire Pension Fund Committee, highlighted how the Hymans Robertson survey of members had surfaced duplication between Board and Committee that could be streamlined through better co-ordination.

Richard Britten requested that it be noted he was listed as being present as an elected member when he is not present in that capacity.

**Resolved:**

**The Board noted the minutes of the previous Wiltshire Pension Fund Committee held on 12 December 2018.**

**8 Training Item: Introduction of new software and use of new online services**

Officers talked through three new online services; Member Self-Service, Docmail, and iConnect. Member Self-Service allows members to manage key aspects of their account. Docmail improves member communications by enabling more efficient mailshot operations. iConnect allows data exchange between employers and the administering authority.

These changes should make for greater efficiency and could reduce costs. 100% take up of services by members was held to be an unrealistic aim whilst 30-40% take up of Member Self-Service would deliver significant cost savings. Implementation of these software applications were recognised as significant pieces of work and in some cases would take three to five years to complete.

**Resolved:**

**The Board noted the impact of the new services detailed in the report.**

**The Chair requested that an update be brought to Board and Committee in 12 months to allow assessment of efficiencies and cost-reductions derived from these services.**

**9 Governance Effectiveness Review**

Officers talked through the completed Hymans Robertson 'Effectiveness Review' highlighting the concerns and the room for improvement that it had evidenced. A discussion on priorities emphasised the inter-relation of the

aspects addressed by the review, but training was highlighted as being of pre-eminence.

Following discussion on the cost of the review, it was suggested that the review be repeated at regular intervals.

**Resolved:**

**The Board noted the value of the Effectiveness Review and agreed with proposal for officers to address the recommendations stated in the report.**

10 **LPB self-assessment against its achievement of its core functions 2015-2018**

Officers talked through a report that indicated the Local Pension Board to be achieving up to 75% of its core functions. Areas of development were to be included in a future programme of work. The impact of ongoing technological change was illustrated with reference to iConnect. iConnect granted more control over data exchange with employers and therefore would extend the range of functions that can be improved by the administration team.

The Chair suggested that the annual or quarterly iteration of core functions be reviewed to ensure a balance between operations and strategy within capacity limitations. Given the increasing quantity of guidance to local pension funds, ensuring that there is a well-understood, efficient and effective working relationship between Board and Committee is all the more necessary.

**Resolved:**

**The Board noted the self-assessment.**

**The Board recommended that the frequency of assessment against core functions be better balanced with capacity within the team to conduct this self-assessment.**

11 **LPB Training policy and plan for 2019-2020**

Officers talked through a tabled report that outlined a programme of training for the next three years.

The Chair thanked the team and expressed support for the whole document that enabled both Board and Committee to respond appropriately to the increasing demands of regulation and guidance. The value of shared training for Board and Committee was highlighted as well as the need for specific training targeted at either Board and Committee.

Cllr Tony Deane, Chair of Wiltshire Pension Fund Committee, raised concerns that training requirements do not become impediments to recruiting elected members to pensions roles. The need to make pensions an attractive area to



engage in for elected members was emphasised and the contribution that Democratic Services could make was noted.

Annual self-assessments would continue, a formal MiFID II competence review would take place whilst any overarching training review would move to a four-year cycle to align with committee appointments and to allow early identification of training needs.

**Resolved:**

**The Board noted the Training Policy and Plan.**

**The Training Policy and Plan would be made available to Board and Committee members.**

**The Investment Manager would coordinate the annual MiFID II competence arrangements.**

12 **LPB Budget 2019-2020**

Officers discussed the Local Pension Board budget report for 2019-20. The report forecast a £5,000 underspend in 2018-19. The detail of expenditure figures was questioned by Barry Reed. The Chair noted that anticipated expenditure on consultancy was unlikely to be spent within the year. The Chair indicated that provision should be maintained in relation to governance advice particularly concerning CIPFA benchmarking requirements

**Resolved:**

**The Board agreed the draft Local Pension Budget and recommended to the Pension Fund Committee that it was included in the Fund's Administration budget for 2019-20.**

13 **Scheme, Legal, Regulatory and Fund update**

Officers talked through a report that detailed anticipated regulatory changes and indicated the perceived risk of that change to Wiltshire Pension Fund. Whilst delays with HM Treasury and CIPFA projects were noted, the increased activity of The Pensions Regulator was highlighted. Fair Deal, dashboard project and cost-cap mechanism were all discussed in terms of progress to date as was their risk categorisation using the RAG schema as 'amber'.

The CIPFA guidance on production of the Annual Report was not deemed to have raised any issues. Production of the Annual Report was being scheduled to tie-in with closure of Annual Accounts at end of July 2019.

The Chair noted attendance of The Pensions Regulator at the previous Board meeting and asked that an invitation to attend in future be made.

The Chair sought clarification on a response to the consultation on pooling. Officers detailed workshops and outlined a planned collective response from the funds being pooled by Brunel Pension Partnership as a response to this consultation.

The Chair highlighted the 'McCloud case' that is currently subject to appeal and the potential ramifications of the case was discussed in broad terms.

**Resolved:**

**The Board noted the report on legal and regulatory issues.**

**The Fund Governance & Performance Manager would liaise with the Regulator concerning the content of their presentation to the Local Pension Board.**

14 **Risk Register**

Officers reported that the risk register remains unchanged. A discussion of how to present inherent risk (the risk associated with an event) and residual risk (the risk associated with an event when mitigating action is taken into account) and its categorisation as either red, amber, green in keeping with a standard use of RAG schema followed. A discussion of targets and the extent of local control was held.

The Chair suggested that stating the extent of local control could be helpful whilst Richard Britton suggested stating the acceptance of risk or the extent to which it can be tolerated may be helpful.

Officers agreed that the risk registers targets could make the relationship of control and mitigating activity to risk clearer.

**Resolved:**

**The Board noted the attached Risk Register and the measures being taken to mitigate risks.**

**The review of the Risk Register would be used as a vehicle to clarify the distinct roles of Board and Committee in respect to the shared issue of risk management.**

**Officers would look into adopting a revised template for the risk register which uses inherent and residual risk as proposed by the Associate Director for Finance and Procurement.**

15 **Administration Key Performance Indicators**

Officers talked through a report on administration KPIs and two appendices that show the results of different reporting methods. The second method splits KPIs by Fund Administration and Employers.

Once presentational considerations have been addressed, this work was intended to build on an evidence-based approach to increasing employer engagement. Increasing employer engagement by improving communications through letters and forms needs to be balanced with the growing regulatory requirements required of those communications.

The Chair noted the difficulty of data management and reporting and thanked the team for their approach of continuous improvement in this area.

**Resolved:**

**The Board noted the Fund's performance against its KPIs and the proposed changes to future methodologies used to produce and report on KPIs to the Board.**

16 **How did the Board do?**

The Chair led a discussion of how effective the board was in conducting its business.

17 **Urgent items**

There were no urgent items.

18 **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 19-21 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 & 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.**

19 **Brunel Pension Partnership update**

**Resolved:**

**The Board noted the verbal update on Brunel Pensions Partnership.**

20 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub-Committee**

**Resolved:**

**The minutes of the Wiltshire Pension Fund Committee were noted and approved.**

21 **Local Pension Board Minutes**

**Resolved:**

**The minutes of the Local Pension Board were noted and approved.**

22 **Date of next meeting and Forward Plan**

The Chair reminded all that the Forward Plan needs to link into the overall business plan. Tony Deane, Chair of Wiltshire Pension Fund Committee, noted that the Committee would give this linkage expression through its co-ordinated work-plan.

The date of the next meeting was set for 23 May 2019 10.30 am.

(Duration of meeting: 10.00 am - 12.12 pm)

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## **WILTSHIRE PENSION FUND COMMITTEE**

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**MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 12 DECEMBER 2018 AT ROOM CR1, SWINDON BOROUGH COUNCIL OFFICES, EUCLID STREET, SN1 2JH.**

**Present:**

Cllr Tony Deane (Chairman), Cllr Gordon King, Cllr Christopher Newbury and Cllr Roy While (Vice-Chairman)

**Also Present:**

Cllr Richard Britton, Stuart Dark, Mr Jim Edney, Mrs Diane Hall, Mike Pankiewicz, Howard Pearce and Barry Reed

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**69 Chairman's Announcements**

The Chair outlined the purpose of the committee as being to manage payments and balance the assets and liabilities of Wiltshire Pension Fund. Regular reporting on performance trends across a set of key performance indicators was said to be necessary for the committee to meet this purpose. Cllr Gordon King lent his support to the Chairs request for quarterly reporting to enable management of performance over time in a transparent way.

Officers stated that current reporting against basic metrics was bi-annual and would be quarterly in future. Future input from the committee on the nature and presentation of key performance indicators was requested.

**Resolution:**

**The reporting on basic metrics would be quarterly and the identification of key performance indicators would be developed by the committee.**

**70 Apologies for Absence**

Apologies were received from Cllr Tom Rounds and Cllr Philip Whitehead.

**71 Declarations of Interest**

There were no Declarations of Interest.

**72 Minutes**

**Resolved:**

**To confirm the Part 1 minutes of the meeting held on 20 September 2018.**

73 **Public Participation**

There were no members of the public present.

74 **Minutes and Key Decisions of the Local Pensions Board**

The minutes from the Local Pension Board meeting held on 11 October 2018 were considered.

**Resolved:**

**To note the minutes of the Local Pension Board meeting.**

75 **Pension Fund Risk Register**

Officers talked to the fund's Risk Register that identified, described, quantified and allocated identified risk to a named Officer. The only item on the Register highlighted as being of higher (red) risk was the pooling of assets through Brunel Partnership. The Investment Manager would talk to this issue in detail under her update on Brunel Pension Partnership, Agenda Item 16.

**Resolution:**

**The Committee noted the report.**

76 **Scheme, Legal, Regulatory and Fund Update**

Officers talked to a paper that identified emerging regulatory issues and used a red, amber, green schema of higher, medium, lower risk to show the risk associated with each issue. Issues of GMP Indexation, Cost Caps, Pensions Dashboard, Annual Report and Academies' Review were discussed in terms of metrics and costs.

Metrics designed to allow comparison of one fund to another were discussed in terms of definitions and standardisation, the pressures of ensuring positive presentation and the fundamental variability in the size of funds being compared. It was concluded that meaningful metrics need to be defined according to the specific purposes of Wiltshire Pension Fund.

Clarity about ongoing regulatory change and its corresponding impact on costs of were discussed in the wider context of the risk associated with non-compliance. It was concluded that where future cost-pressures could be identified, their impact was more germane to future valuation than to current administrative costs.

The Chair summarised the discussion as being about risk emerging from regulatory change and its likely cost, alongside complexity of data and its value in managing the fund.

**Resolution:**

**The committee noted the report.**

77 **LPB Code of Conduct Policy**

The Chair outlined an enquiry made about the Members Interest form. The enquiry had recognised the legal obligations addressed by the form, but had queried the amount of information it placed in the public domain. Legal services had devised a two-part form that distinguished between information under Part 1 that was in the public domain and Part 2 that was restricted to the Administering Authority.

**Resolved**

**To approve the updated Code of Conduct and Conflict of Interest Policy Guidelines for the Local Pension Board, including the attached form for registering Members interests.**

78 **Review of other Funds' Committee arrangements:**

Jim Edney, Independent Pension Fund Advisor, gave a verbal update on desk-research into how pension boards and pension committees define their roles and work together. Despite overlap between boards and committees, there appears to be no established best practice in reducing duplication and optimising the relationship between the two meetings. Common areas that boards lead on were communications and the monitoring of fund administration, whilst some committees provided boards with regular 'assurance reports' that are designed to avoid duplication.

The Chair requested a meeting of Chairs and Officers in January 2019 to define the respective roles of the board and the committee and to discuss the working relationship between the two.

**Resolution:**

**That a meeting be called to advance how board and committee clarify roles and working relationship.**

79 **Training Review**

Officers described how the Training Review was informed by three surveys conducted by Hymans-Robertson giving insight into National Confidence, Knowledge and Effectiveness of committees and boards. This enabled the development of a training strategy for all committee members. At this stage, results were being shared as headline results that indicate the value of targeting

training on; actuarial methods, procurement, investment, administration and governance.

The Chair thanked everyone for completing the surveys, expressed confidence in the exercise as giving a good representation of the committee's knowledge and skill and noted the committee's dependence on its various advisors.

**Resolution:**

**To note the reports on Committee knowledge, understanding and effectiveness and that a training programme was to be developed in response to survey outcomes.**

80 **Date of Next Meeting**

The date of the next meeting of Wiltshire Pension Fund Committee was to be held on 14 March 2019 10.30 am.

81 **Urgent Items**

There were no Urgent Items.

82 **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 83-88 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 & 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.**

83 **Review of key contract costs**

**Resolution:**

**The frequency of future reports on key contracts and whether this report was best dealt with by board or committee would be decided at Wiltshire Pension Board meeting January 24 2019.**

84 **Brunel Pension Partnership update**

**Resolution:**

**The committee noted the update**

85 **Investment Quarterly Progress Report**



**Resolution:**

**The committee noted the report.**

86 **Minutes and Key Decisions of the Investment Sub Committee**

**Resolved:**

**To note the minutes and key decisions of the Investment Sub Committee.**

87 **Minutes**

**Resolution:**

**The committee approved the Part 2 (confidential) minutes of the meeting held on 20 September 2018.**

88 **Investment Strategy, Employer Investment Strategies and Triennial Valuation training**

Hymans-Robertson talked to their slides on the 2019 valuation of Wiltshire Pension Fund as a training exercise designed to develop the committee's knowledge of the valuation process. The training covered the role of the actuary, data analytics, funding objectives, target basis, assumptions, future trends, prudence expressed as contribution levels and investment strategies.

(Duration of meeting: 10.30 am - 12.50 pm)

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## WILTSHIRE POLICE AND CRIME PANEL

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 27 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Mamie Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Sue Evans (Substitute), Cllr Ross Henning, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr John Smale and Cllr Caryl Sydney-Smith

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Clive Barker - OPPC  
Ryan Hartley – OPCC  
Prof Allan Johns – OPCC

Kevin Fielding – Wiltshire Council

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#### **57 Apologies for Absence**

Apologies were received from Cllr Peter Hutton (Cllr Sue Evan subbing)

#### **58 Minutes and matters arising**

##### **Decision:**

- **The minutes of the meetings held on the 14 June and 1 August 2018 were agreed as a correct record and signed by the Chairman.**

#### **59 Declarations of interest**

Anna Richardson declared an interest as she was a former Special Constable with an ongoing compensation claim against Wiltshire Police.

## 60 **Chairman's Announcements**

### Appointment of Co-opted Independent Members

Co-opted Independent Members of the Wiltshire Police and Crime Panel were appointed for a four year term, the term for the previous two co-opted members came to an end over the summer of 2018 and a fresh appointment process was undertaken.

### **Decision**

- **That the Police and Crime Panel agrees with the recruitment panel recommends that Anna Richardson and Mamie Beasant be appointed Independent Co-opted Members of the Panel for a 4 year term.**

It was noted that Wiltshire Police would be interviewing candidates for the post of Chief Constable. Interviews would take place on Monday 26 November. It was planned that the PCP would hold a Confirmation Hearing some five days later.

## 61 **Public Participation**

There was no public participation.

## 62 **PCC Annual Report**

The PCP were asked to approve the draft version of the PCC Annual Report 2017-18.

The report (contained in the agenda pack), outlined annual financial information and aspects of the Commissioner's statutory functions.

It identifies the highlights of the year, areas to improve, progress against his plan and future challenges and opportunities.

The Chairman advised that he felt the document was an attractive document to read – a step forward – and he was pleased to see that most of his suggestions on the draft had been adopted in this final version.

It was felt that the report should perhaps flag up some of the Force's successes, such as the benefits of the sales of property confiscated from criminals.

The report was noted and recommended for publication.

## 63 **Quarterly data (Q1)**

The Commissioner outlined a report setting out his quarterly performance data – Quarter One 2018-19 (1 April to 30 June 2018) contained in the agenda pack.

Points made included:

- That there were 10,916 crimes recorded during quarter one and 43,646 in the 12 months to June 2018.
- This represented an increase of 1,112 recorded crimes (2.6 per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to June 2018 is 60.9 crimes. This was below the most similar group (MSG) average of 69.5 crimes per 1,000 population and was statistically lower than peers
- That Wiltshire had the 2nd lowest homicide rate and 3rd lowest most serious violence rate in the country.
- That Wiltshire was lower than average with respect to robbery, knife and gun crime, ranked 20th, 17th and 18th respectively.
- That the recent Salisbury and Amesbury incidents had cost Wiltshire Police some 10m, some funding would be received from Central Government to offset this. The commissioner was pursuing this matter.

Members asked if the Hate Crime spike referred to in the report was Brexit related and what were Wiltshire Police's plans for the possible loss of the European crime database after Brexit. The Commissioner advised that conversations were happening at operational level re these issues.

The Chairman advised that he found the section "General confidence in the Police" confusing. Kieran Kilgallen advised that more information would be provided by the OPPC to clarify this section.

The Chairman thanked the OPPC for the report.

## 64 **Deep dive into Priority 1**

Deep Dive section on Police and Crime Priorities - Priority 1 - Prevent Crime and keep people safe.

The Commissioner outlined the report, which was contained in the agenda pack.

Points made included:

- That the take up of Community Messaging had been slower than anticipated.
- That some 350 Special Constables was now the resourced level. The force would continue to recruit and replace as specials went on to become regular officers.

Cllr Jonathon Seed raised the question, as to why the Commissioner had attended only a small number of Wiltshire Council Area Boards. The Commissioner advised that a Deputy Commissioner had now been appointed to help with his workload and increase the OPCC presence at Area Boards etc.

Cllr Junab Ali made the point that he felt the Commissioner had made the effort to have a presence in Swindon and other areas.

The Chairman thanked the Commissioner for the report.

## 65 **Budget Monitoring report/PCC Risk Register/Complaints Report**

Budget Monitoring Report

- The report was noted.

PCC Risk Register

- After discussion the report was noted.

Complaints Report

- The report was noted.

It was felt that the report could be more readable and useful to panel members if it wasn't filled with redactions. The Chairman hoped that a way could be found to make future report more readable to the panel members.

The Community Policing Team Resource Framework report was noted.

The Chairman advised that this would be the subject of a detailed paper and discussion at the December meeting.

- The report was noted.

The Chairman thanked Clive Barker and Prof Allan Johns for their reports.

**66 Member questions**

The report was noted.

**67 Forward Work Plan**

The Forward Work Plan was noted.

**68 Future meeting dates**

- The next meeting of the Police and Crime Panel will be on 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 am - 1.00 pm)

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## WILTSHIRE POLICE AND CRIME PANEL

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 DECEMBER 2018 AT SWINDON BOROUGH COUNCIL OFFICES, EUCLID ST, SWINDON SN1 2J.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Ross Henning, Cllr Brian Mathew, Cllr Tom Rounds, Anna Richardson, Cllr Jonathon Seed, Cllr John Smale and Cllr Caryl Sydney-Smith

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – Chief Executive, OPCC  
Ryan Hartley – OPCC  
Chris McMullin – OPCC

Kevin Fielding – Wiltshire Council

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#### **77 Apologies for Absence**

Apologies were received from Cllr Peter Hutton.

#### **78 Minutes and matters arising**

##### **Decision:**

- **The minutes of the meeting held on Thursday 27 September 2018 were agreed as a correct record and signed by the Chairman.**

#### **79 Declarations of interest**

There were no declarations of interest.

## 80 **Chairman's Announcements**

That as part of their communications strategy the OPCC would be circulating to panel members an email re Equality & Diversity and any groups that fall into these categories in due course.

## 81 **Public Participation**

There was none.

## 82 **Report from the Commissioner regarding police funding following his meeting with the Home Office**

The Commissioner gave a brief verbal report regarding police funding following his meeting with the Home Office.

Points made included:

- That the Commissioner continued to press the case in Whitehall for fairer funding for Wiltshire police
- That the Commissioner was disappointed that Nick Hurd MP – minister for policing has yet to meet him to discuss Wiltshire policing.
- That Local MPs had not been supportive of the Commissioner, not wanting to lobby the house due to their junior minister roles within the current government.

The Chairman thanked the Commissioner for his update.

It was agreed that the Chairman would draft a letter to local MPs urging them to back fairer funding for Wiltshire Police.

## 83 **Quarterly data (Q2)- Risk / Performance**

The Commissioner outlined a report setting out his quarterly performance data – Quarter Two 2018-19 (1 July to 30 September 2018) contained in the agenda pack.

Points made included:

- There were 11,123 crimes recorded during quarter two and 43,070 in the 12 months to September 2018.

- This represented a reduction of 536 recorded crimes (1.2 per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to September 2018 is 60.1 crimes. This is below the most similar group (MSG) average of 70.1 crimes per 1,000 population and is statistically lower than peers.
- Police recorded crime had increased nationally by 10.3 per cent in the 12 months to June 2018 and 5.4 per cent regionally.
- That Wiltshire had the third lowest rate of serious violence in the country.

It was agreed that more information would be included in future reports re Killed and seriously injured (KSI) collisions which occurred on Wiltshire's A roads.

## **Deep dive into Priority 2**

Priority 2 – Protect the most vulnerable in society

The Commissioner outlined the report, which was contained in the agenda pack.

The panel were encouraged by the changes Wiltshire Police had made to its mental health provision.

The Chairman thanked the Commissioner for the report.

## **PCC Risk Register**

- After discussion the report was noted.

The Chairman thanked the OPPC for the report.

## **84 Community Policing Team Resource Framework**

Chris McMullen outlined the report.

The report provided an overview of the current resource framework for monitoring Community Policing Teams (CPTs) deployability, and also how resources were managed to ensure an effective deployment across the County.

Points made included:

- The CPT model was rolled-out across Wiltshire Police in 2016. The new model brought neighbourhood policing, response teams and local crime investigators into a single team for a more effective approach to community policing. It meant that there was a wider pool of officers and police staff available to attend incidents and improve communication between teams and departments.
- That recruitment within Wiltshire Police and the OPCC was planned to minimise disruption and allow for the flexibility to best meet the budget. Due to the unpredictability of leavers, and the volumes of intakes, as much flexibility was needed to bring in additional intakes, or reduce intakes where required.
- The Force managed resources through the Resource Management Panel (RMP) which had the purpose to oversee and agree both the business principles and the posting decisions for Police Officers at the ranks of Constable, Sergeant, Inspector and Chief Inspector.
- That Wiltshire Police had a Strategic Workforce Planning Board which met every other month, and managed the alignment of skills against demand.

The Chairman thanked Chris McMullen for the report, which he felt was a very useful document.

## 85 **Exiting Tri-Force: An update from the Chief Executive**

Kieran Kilgallen – Chief Executive, OPCC gave a brief verbal update on the Wiltshire police force plans in response to the exit by Avon & Somerset from the Tri-Force arrangement.

Points made included:

- That the first Board meeting would take place on the 6 December, and would look at transitional arrangements.
- That Wiltshire would continue to utilise the Black Rock training centre.
- That the major crime investigations team would continue.

The Chairman thanked Kieran Kilgallen for his update.

**86 Member questions**

The report was noted.

**87 Forward Work Plan**

The Forward Work Plan was noted.

**88 Future meeting dates**

Future meeting dates were:

- Thursday 17 January 2019 – City Hall, Salisbury
- Thursday 7 February 2019 – Monkton Park, Chippenham
- Thursday 28 March 2019 – Corn Exchange, Devizes
- Thursday 6 June 2019 – County Hall, Trowbridge
- Thursday 5 September 2019 – City Hall, Salisbury
- Thursday 19 December 2019 - Swindon Borough Council Offices

(Duration of meeting: 10.00 am - 12.00 pm)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services, direct line 01249 706612, or e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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## WILTSHIRE POLICE AND CRIME PANEL

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 17 JANUARY 2019 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

#### **Present:**

Cllr Abdul Amin, Cllr Alan Bishop, Cllr Richard Britton, Cllr Ross Henning, Cllr Peter Hutton, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds, Cllr Jonathon Seed and Cllr Caryl Sydney-Smith

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Clive Barker – OPCC

Kevin Fielding – Wiltshire Council

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#### **1 Apologies for Absence**

Apologies were received from: Cllr Junab Ali – Swindon Borough Council, Maime Beasant – Co-opted Independent member and Cllr John Smale – Wiltshire Council.

#### **2 Declarations of interest**

There were no declarations of interest.

#### **3 Chairman's Announcements**

There were no Chairman's Announcements.

#### **4 Public Participation**

There was no public participation.

## 5 PCC Budget 2019/20 and MTFS

The Commissioner introduced his draft budget settlement 2019-20 and outlined how he was consulting on two options:

- Option A: An increase of £24 per band D property; and
- Option B: No increase

He reported that:

- In November 2018, the initial Medium Term Financial Strategy (MTFS) was produced and reviewed at my Monitoring Board. The MTFS looked at the estimated financial position of the PCC over the next 4 years and the impact this had on my ability to commission services.
- On the 13 December 2018 the provisional settlement was received. This was different than originally forecast. It allowed PCCs to increase their precept by up to £24 per Band D property and provides a 2.1% increase in the main central grants. The Government had listened to the concerns raised by the Commissioner, by this Panel and by many other PCCs. With these changes a revised MTFS had been drafted and was included as an appendix to this report.

Clive Barker, Chief Financial Officer, explained the detail of the budget proposals and the Medium Term Financial Strategy and answered questions.

The chairman thanked Clive Barker for a comprehensive and professional paper and presentation.

Following further discussion of the Commissioner's proposals a vote on the proposed police precept for the year 2019-20 was taken.

### Decision

- **That the Wiltshire Police and Crime Panel supported the Commissioner's approach to the consultation on the two options and, in principle supported Option A – To increase council tax by £24 per annum (13.2%)**

The Chairman thanked the Commissioner for his report.

## 6 Review of Performance Monitoring Process

The CPT resourcing report which the Panel receives with the Quarterly Performance Monitoring Report was intended to provide the Panel with a way of monitoring the continuity of CPT resources. However, confusion over the way



deployability was calculated together with presentational shortcomings meant that this was still a work in progress.

## 7 **Equality and Diversity**

It was agreed that a report would come to the next meeting.

## 8 **Member Questions**

Cllr Jonathon Seed raised the following question:

*Salisbury City Council Application for Community Safety Accreditation Scheme powers*

*Salisbury City Council contracts two “stewards” from a Company called “Venture Security” to provide a level of support to the public, City Council and police around anti-social behaviour, street drinking and aggressive begging while generally keeping watch over the “estate” and City Centre. They work closely with Wiltshire Council Housing and Rough Sleeping teams and keep a day to day eye on the health and well-being of some of the city less fortunate.*

*To assist further in their duties and to provide more support to the police SCC have been asking for Community Safety Accreditation Scheme powers (CSAS) for a considerable time, and while all concerned have said this would be a very positive step forward*

*I would like to ask the Commissioner to look into when or if Salisbury CSAS powers will be signed off.*

## 9 **Forward Work Plan**

The Forward Work Plan was noted.

## 10 **Future meeting dates**

Future meeting dates were:

- Thursday 7 February 2019 – Monkton Park, Chippenham
- Thursday 28 March 2019 – Corn Exchange, Devizes
- Thursday 6 June 2019 – County Hall, Trowbridge
- Thursday 5 September 2019 – City Hall, Salisbury
- Thursday 19 December 2019 - Swindon Borough Council Offices

(Duration of meeting: 10.00 - 11.05 am)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services, direct line 01249 706612 or, e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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## WILTSHIRE POLICE AND CRIME PANEL

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**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING  
HELD ON 30 NOVEMBER 2018 AT DEVIZES TOWN HALL, ST.JOHN'S STREET,  
DEVIZES, SN10 1BN.**

**Present:**

Cllr Abdul Amin, Maime Beasant, Cllr Richard Britton, Cllr Ross Henning,  
Cllr Peter Hutton, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds,  
Cllr Jonathon Seed and Cllr John Smale

**Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kier Pritchard - Acting Chief Constable  
Kieran Kilgallen – Chief Executive, OPCC  
Geoff Pears - Independent Panel Member

Carlton Brand – Corporate Director, Wiltshire Council  
Kevin Fielding – Democratic Services Officer, Wiltshire Council

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**69 Apologies for Absence**

Apologies were received from Cllr Junab Ali – Swindon Borough Council, Cllr Alan Bishop - Swindon Borough Council and Cllr Caryl Sydney-Smith - Swindon Borough Council.

**70 Declarations of interest**

There were no declarations of interest.

**71 Chairman's Announcements**

That members of the press and public would be asked to leave the meeting when the panel made its deliberation.

**72 Public Participation**

There was no public participation.

**73 Selection Process**

Angus Macpherson – Police & Crime Commissioner advised that a robust selection process had been carried out with two good quality candidates.

Geoff Pears – Independent member of the Selection Panel outlined the selection process to the panel members.

A copy of a report prepared by Geoff Pears – Independent member of the Selection Panel had been circulated to all Wiltshire Police & Crime Panel members along with other papers, including the preferred candidate's CV and statement of confirmation.

The preferred candidate - Mr Kier Pritchard gave short presentation on Wiltshire Policing.

**74 Review of the proposed appointment**

The panel were given the opportunity to question Mr Pritchard on a range of topics.

The Chairman made the point that the Confirmation Hearing panel members were not being asked to re-run the selection panel interview, but to reassure themselves that the selection process had been robust and that the applicant's suitability and competency for the role had been adequately proven by the Selection Panel, and that the PCP could properly endorse the Selection panel's recommendation that Mr Pritchard should be appointed Chief Constable of Wiltshire Police.

**75 Exclusion of the Press and Public**

The Police & Crime Commissioner, members of the OPCC and members of the press and public in attendance were asked to leave the room so that the panel could deliberate its decision.

**76 Decision**

At the Confirmation Hearing Mr Pritchard satisfied the panel with his responses to a wide range of questions put to him by the panel members.

The panel were pleased to endorse the Selection Panel's recommendation that Mr Pritchard be appointed Chief Constable of Wiltshire Police.

(Duration of meeting: 10.30 am - 1.45 pm)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services, direct line 01249 706612, or e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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## **ELECTORAL REVIEW COMMITTEE**

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### **MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 8 OCTOBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Richard Clewer (Chairman), Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jonathon Seed (Vice-Chairman), Cllr Stuart Wheeler and Cllr Ruth Hopkinson (Substitute)

#### **Also Present:**

Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Pauline Church, Cllr Matthew Dean, Cllr Sven Hocking and Cllr Jerry Wickham

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#### **51 Apologies**

Apologies were received from Councillors Gavin Grant and Graham Wright.

Councillor Grant was substituted by Councillor Ruth Hopkinson.

#### **52 Declarations of Interest**

There were no declarations.

#### **53 Chairman's Announcements**

There were no announcements.

#### **54 Public Participation**

A statement was received from Mr Francis Morland. He noted the principles applied to develop division proposals and queried why the Warminster area included further proposed divisions with an urban/rural split, which was not sought in the principles. It was explained that representations from local members had indicated in that particular instance such a split was an appropriate solution.

Mr Morland also noted the division proposals combined the entirety of Heywood Parish within a single division, and asked that the Local Government Boundary Commission for England be requested to de-ward the parish as a result, as it

had only been warded since at present the parish was split across two unitary divisions.

## 55 **Electoral Review Update - Stage One Submission**

The Chairman updated the Committee on developments with the Electoral Review since the meeting held on 2 October 2018, at which the Committee had approved the draft division proposals with the exception of the divisions comprising Melksham Area Board, where further work was requested. The Committee had also noted that urban division lines were indicative and that further adjustments would follow in many areas.

In relation to Salisbury specific changes were outlined in the Bemerton Heath area, to retain as much of the older established part of the community as possible within a single division, and other adjustments were also detailed including retaining the church of St Paul's within the area formerly covered by the St Paul's division.

The Committee then discussed at length the draft division proposals which included the Bishopdown area, now wholly within Laverstock Parish, within a division assigned to the Southern Area Board. Members representing Salisbury divisions in attendance remained strongly of the view that the area was a clear urban extension of the city, and that ideally the area should be included within a city based division. It was noted by the Committee that such a decision would have significant implications for the proposals across the Southern region as a whole, and was felt not to pay due attention to the Community Governance Review decision in 2016 which had moved the area wholly into Laverstock Parish.

It was raised that the proposed Laverstock division comprising the areas of Bishopdown, Longhedge and Old Sarum, could be included within the Salisbury Area Board, without compromising the integrity of the parish by formally including any part of it with a part of the city parish. However, it was noted that this would mean the parish was still divided between two area boards, which was strongly opposed by some members.

After debate the Committee agreed to note that which divisions were included in which area board was a decision for Full Council, and could be analysed fully once the draft recommendations of the Local Government Boundary Commission for England (LGBCE) were known.

The Committee then discussed revised proposals for the Melksham area. It was explained that further meetings had been held with local members and some parish council representatives. It had been noted that the initial proposals to divide the Bowerhill area of Melksham Without had been strongly resisted as inappropriate on a community basis. As the town of Melksham itself was too large to contain 3 divisions, and too small for 4 divisions, and because the parish of Melksham Without was also required to be divided, it was proposed instead to join an area of north Melksham with the areas of Whitley, Shaw and Beanacre with which there was close connection, and create three other town



divisions. Broughton Gifford would then be included in a division containing the southern section of Melksham Without not containing Bowerhill, and the remaining parishes. It was acknowledged this was not an ideal solution due to the geography of Broughton Gifford, but on balance was considered more appropriate than dividing Bowerhill into three divisions.

The Committee discussed the proposals, and it was agreed that although not a perfect solution, they represented the best set of proposals for the area that had been received to date.

During other discussion it was confirmed that only nominal names would be sent to the LGBCE with the proposal, and that Full Council would consider finalised names once the draft recommendations were known.

At the conclusion of discussion, it was,

**Resolved:**

**To approve the draft submission for recommendation to Full Council, including the revisions to the Salisbury and Melksham area proposals, and subject to further amendments to minor movements inside the defined urban areas to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Committee;**

56 **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 of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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## **ELECTORAL REVIEW COMMITTEE**

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**MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 18 DECEMBER 2018 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Clare Cape, Cllr Richard Clewer (Chairman), Cllr Gavin Grant, Cllr Ian McLennan, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jonathon Seed (Vice-Chairman), Cllr Stuart Wheeler and Cllr Graham Wright

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**57 Apologies**

There were no apologies.

**58 Minutes**

The minutes of the meetings held on 2 October and 8 October 2018 were presented for consideration and it was,

**Resolved:**

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

**59 Declarations**

There were no declarations.

**60 Chairman's Announcements**

There were no announcements.

**61 Public Participation**

There were no questions or statements submitted.

**62 Polling District and Polling Place Review**

The Chairman introduced the item, and a presentation was received from Maggie Mulhall, Electoral Services, setting out the key elements and definitions of the Polling District and Place Review. The Chairman noted that the process would be technical and officer led.

Points raised included: the review was due by 31 January 2020, the review was only concerned with current boundaries as these were operational up to 2021, a

Polling District was a geographic space within an electoral area, a Polling Place was a building that housed polling stations, a Polling Station was where voting took place, not all Polling Districts had Polling Stations, the purpose of the Polling District and Place Review was to make voting facilities reasonably practical and ensured they were Disability Discrimination Act compliant, and that the initial stage of the review was to run to May 2019 whilst the formal stage was to run to December 2019.

The Committee then discussed the forthcoming review, noting that one purpose of the Polling District and Place Review was to ensure compliance with Disability Discrimination legislation and a strong emphasis upon compliance was a distinguishing aspect of the next review. Conducting Polling District and Place Reviews following elections to Council was described as best practice by the Returning Officer.

The debate moved on to address practical questions of how the process could be streamlined, what information would be gathered and what the nature of consultation would be in this context.

Officers clarified that the formal stage that was to run to December 2019 ought to be less onerous than the initial stage that was to run to May 2019 and that these two separate processes were both required by statute.

The information sought from the consultation would be feedback from identified stakeholders. Key stakeholders would have an interest in access and disability and would have local knowledge of accessibility and how it is perceived locally. Stakeholders identified at this early stage were; Area Boards, disability groups and local political groupings.

The consultation would use the Authority's communications function and the consultation website, but would also be more loosely structured to capture local knowledge of individuals, potential venues, locations, access and transport. Site visits could form part of the information gathering exercise. The Committee was reminded that representations to the review would need to have a transparent audit trail.

Local knowledge was agreed to be critical to ensuring an acceptable balance of accessibility with travel requirements. It was stated that anomalies such as voters being required to travel past one polling station to vote at another would be minimised.

The engagement of Area Boards was felt to be key and Area Board Chairs would be encouraged to make the Polling District and Place Review subject of a Chairman's Announcement at their next meeting. A Councillor's Briefing Note would be written and circulated to all elected members. Community Engagement Managers would be canvassed on potential stakeholders to consult, and parish clerks would be provided with all relevant information.

It was also strongly emphasised that the Polling District and Place Review had no connection or relationship to the ongoing Electoral Review.

**Resolved:**

**The Committee approved being Officer-led in conducting the Polling District and Polling Place review.**

**The Committee noted the two stages of the polling district and polling place review; preliminary and formal reviews.**

**The Committee considered the approach to be taken for the preliminary and formal reviews.**

**The Committee determined the indicative timetable for the review.**

**63 Electoral Review**

An additional item was agreed for the Chairman to update the Committee on the Electoral Review. Following receipt of the council's submission representatives of the Local Government Boundary Commission for England (LGBCE) had visited the area and were due to report on their findings on 5 February 2019.

The naming of divisions was identified as outstanding work for the Electoral Committee from the Electoral Review. Once draft recommendations from the LGBCE had been published the deadline for further submissions would be 5 April 2019.

A workshop for the Committee had been arranged for 7 February 2019 with a public meeting on 12 February 2019. These dates would allow recommendations from Committee on how to respond to draft recommendations to be taken to Council on 26 February 2019.

Should division names or other matters not be resolved at Council on 26 February 2019, it was stated this would necessitate an extraordinary Council meeting to ensure the deadline for submission was met.

**Resolved:**

**To approve the approach and timetable for the naming of divisions.**

**64 Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.55 pm)

The Officer who has produced these minutes is Jim Brewster of Democratic Services, direct line 01225 718242, e-mail [jim.brewster@wiltshire.gov.uk](mailto:jim.brewster@wiltshire.gov.uk)

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## Polling district and polling place review

## Background

- Council must undertake review between 1 October 2018 and 31 January 2020
- On **current** boundaries to facilitate by elections through until May 2021
- Preliminary stage
- Formal review stage



- Polling District
  - geographical subdivision of an electoral area
- Polling Place
  - Building or area in which polling stations are selected by the Returning Officer (RO)

- Polling station
  - area/room where the process of voting takes place



The purpose of a review is ensure that **all electors have reasonably practicable facilities for voting** and that **polling places are reasonably accessible to electors who are disabled.**

- Preliminary stage (January to May 2019)
  - Undertake a survey of polling stations
  - Assess the suitability of the polling districts considering future electorates
  - Identify anomalies

## Formal Review stage (June to December 2019)

- Publish notice of review
- Publish ARO representations
- Consultation period begins
- Committee to consider draft recommendations
- Council to consider recommendations
- Alterations to polling districts

## How can you help at this stage?

- Let us know if there are any issues with your polling station, place or district
- Contact the Electoral Services Team

[electionvenues@Wiltshire.gov.uk](mailto:electionvenues@Wiltshire.gov.uk)

# Any Questions?

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## STAFFING POLICY COMMITTEE

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### MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 15 NOVEMBER 2018 AT NORTH WILTSHIRE ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

#### Present:

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Mike Hewitt, Cllr Ricky Rogers, Cllr John Smale, Cllr Hayley Illman, Cllr Peter Evans (Substitute) and Cllr Bob Jones MBE (Substitute)

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#### 47 Apologies for absence

Apologies for absence were received from:-

Cllr Richard Clewer  
Cllr David Jenkins, who was substituted by Cllr Bob Jones MBE  
Cllr Baroness Jane Scott OBE, who was substituted by Cllr Peter Evans

Cllr Jerry Wickham, who was due to attend for Item No. 6 – Proposed Smokefree Wiltshire Council Sites

#### 48 Minutes of Previous Meeting

**Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 6 September 2018.**

#### 49 Declarations of Interest

There were no declarations of interest made at the meeting.

#### 50 Chairman's Announcements

There were no Chairman's announcements.

#### 51 Public Participation

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

## 52 **Proposed smokefree Wiltshire Council sites**

The Committee considered a report by the Director of Public Health which set out details of a proposal by the Corporate Leadership Team that all Wiltshire Council work sites should be smokefree from March 2019.

It was explained that from January 2019 NHS sites across Wiltshire would become smokefree and this would bring a fresh opportunity for Wiltshire Council to consider engagement with the smokefree site agenda.

Members noted that smokefree would mean a total abstinence from smoking tobacco by all employees/contractors/tenants on any council site including carparks, workplace and work vehicle. There would also be a commitment to deter non-employees from smoking tobacco whilst on any council site. It was intended that sites would be prioritised to include those that had the higher levels of employee footfall. These would include the three main hubs at County Hall, Monkton Park and Bourne Hill followed by all campus sites, leisure centres and libraries.

It was pointed out that smoking in almost all enclosed public places, including work vehicles, had been prohibited by law since 1 July 2007, the aim of the legislation being to protect workers from the harmful effects of second hand smoke and also offer the potential to influence smoking behaviour. Members were informed that there would be support and help offered to smokers to be smokefree through the promotion of smoking cessation services, including the provision of training.

Whilst Members supported the general principle of no smoking there was some concern expressed at the feasibility of introducing no smoking in council car parks and other areas which it would be difficult to police. Furthermore, thought would need to be given to the problem of dissuading members of the public from smoking in these areas.

The officers present addressed the concerns raised by councillors and provided assurance that the concerns would be addressed as part of the comprehensive communications and engagement plan in place to drive this programme of work forward.

### **Resolved:**

**To approve the proposal for Wiltshire Council sites to go smoke-free, which would include:**

- a. The removal of the council smoking policy (including supporting the removal of smoking breaks for staff during work time)**
- b. The revision of the council vaping policy to allow vaping onsite away from public view.**

- c. **The support for all council sites to go smokefree starting as a rolling programme in March 2019, beginning with the three hubs (phase 1): Monkton Park (Chippenham), County Hall (Trowbridge) and Bourne Hill (Salisbury) including carparks. Phase 2 would follow this for all campus sites, leisure centres and libraries to go smokefree if not already done so. The aspirational time line for this is to have the majority of council sites smokefree by the end of financial year 2019-20.**

### 53 **Staff Survey 2018**

The Committee received a report by the Director, Human Resources & Organisational Development which set out proposed arrangements for the 2018 Staff Engagement Survey.

The Staff Survey, which was held every two years, was a valuable tool in recognising staff voice and provided an opportunity to measure the effectiveness of the action plans generated following the previous survey. It also enabled the identification of any new issues or opportunities which could help shape revised priorities for both corporate and service area plans.

Based on the outcomes of the 2016 Staff Survey, four corporate priorities were agreed and communicated to all managers. They were:-

- Learning and Development
- Visibility of Senior Management
- Corporate Communications
- Resources

It was noted that the 2017-27 People Strategy introduced an increased focus on developing and measuring staff engagement and its associated benefits as a key priority. Consequently, the Staff Survey was planned to run from Monday 10 December 2018 until Sunday 6 January 2019 to coincide with the completion of the staff engagement forums. These would include a brief review of the four corporate priorities from the 2016 survey and updates on action taken towards these. Staff would be encouraged to complete the new survey.

During discussion, Members referred to the 65.7% response rate from staff which was achieved from the 2016 survey and enquired if it might be possible to improve upon this with the new survey. It was reported that waste employees no longer formed part of the Council's workforce and they traditionally had not been particularly forthcoming in completing these surveys. There would be increased publicity to draw attention to the 2018 Survey and hard copies would be made available for all staff who did not have access to a laptop.

**Resolved:**

- (1) To confirm support for carrying out a Staff Survey in 2018, as set out in the report.**
- (2) To note that a report setting out the results of the survey would be presented to the Committee at its meeting on 6 March 2019.**

54 **Quarterly Workforce Report: July to September 2018**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 30 September 2018.

It was noted that the number of disciplinary cases for the quarter had more than doubled which, although of concern, was as a result of some complex casework. Leisure Operations, Learning Disabilities Provider Services and Streetscene South saw increases from the previous quarter but HR Advisory Services were aware of these cases and were providing ongoing support to these services. They were continuing to put on disciplinary workshops with managers to ensure they had the tools to effectively manage disciplinary cases.

There had been a large reduction in the number of agency staff being used this quarter as a result of the Waste Collection teams being TUPE'd out in August 2018. However, the cost of agency staff had increased during the quarter by £244,000 due to an increase in more costly agency staff, especially in the social work field and also project managers.

The voluntary turnover rate of staff under the age of 25 had seen an increase of 2.4% to 5.4% but this was slightly less than the same quarter in 2017 which was 6.1%. This was largely as a result of staff in this age range leaving Leisure Operations due to the school summer holiday period ending.

The 2016 staff survey highlighted Learning & Development Opportunities as a corporate policy. As a result, the Corporate Leadership Team (CLT) had identified this as a corporate priority, leading to the creation of a statement of intent to review the Council's learning and development offer and help staff to develop a 'your career is your asset' mindset, where staff take responsibility for their own learning and development, supported by their manager. This had been included in the People Strategy 2017-2027 which focused on three key priorities, one of which was workforce development and retention.

During discussion, it was noted that whilst the Council's performance against their apprenticeship target, currently at 112, was good there was however a shortfall of a significant number of apprenticeships in schools, largely due to apprenticeship standards not being available yet. The release of the social worker degree apprenticeship was eagerly awaited and it was hoped that this would help recruit and retain social workers.

**Resolved:**

**To note the Quarterly Workforce report.**

55 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Wednesday 9 January 2019, starting at 10.30am at County Hall, Trowbridge.**

56 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 11.30 am - 12.45 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)

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## STAFFING POLICY COMMITTEE

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**DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 9 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Allison Bucknell (Chairman), Cllr Tony Jackson (Vice-Chairman), Cllr Richard Clewer, Cllr Mike Hewitt, Cllr Ricky Rogers, Cllr David Halik (Substitute) and Cllr Tony Trotman (Substitute)

**Also Present:**

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**1 Apologies for absence**

Apologies for absence were received from:-

Cllr David Jenkins

Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman

Cllr John Smale who was substituted by Cllr David Halik

**2 Minutes of Previous Meeting**

**Resolved:**

**To confirm and sign as correct record the minutes of the previous meeting held on 15 November 2018.**

**3 Declarations of Interest**

There were no declarations of interest made at the meeting.

**4 Chairman's Announcements**

There were no Chairman's announcements.

**5 Public Participation**

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

## 6 **Pay Policy Statement**

The Committee received a report setting out an updated Pay Policy Statement for the financial year 2019/2020 for approval, prior to agreement by Council and publication on the Council's website.

It was reported that under Chapter 8 of the Localism Act 2011 every local authority must prepare a pay policy statement for every financial year. Wiltshire Council originally published its pay policy statement in February 2012 and the updated policy was now required to be published on the Council's website by 1 April 2019.

The policy had been updated to include a revised introduction providing an update on the Council's progress with apprenticeships as well as an overview of a new pay and grading model following agreement on a new national pay spine which had been subject to a collective agreement with the recognised trade unions and which would be implemented on 1 April 2019. Other updates included:-

- An amendment to cap annual pay awards for HAY graded staff in line with the NJC pay award unless market pay data identified a significant drift or where there were difficulties in the recruitment and retention of staff in these grades.
- A change to the redeployment procedure to allow redeployment to roles that were two grades different where there were exceptional circumstances and where there was a national shortage of knowledge, skills and experience in a particular role.
- An update on the total number of council employees and the latest pay ratios.

The Committee discussed the updated policy and in particular was pleased to note the Council's progress with apprenticeships.

**Resolved:**

**To approve the draft policy to be presented at Full Council on 26 February 2019.**

## 7 **Implementation of a new Pay Award & New Grading Model on 1 April 2019**

Consideration was given to a report by the Director, Human Resources & Organisational Development which set out details of the new pay and grading model for the Council that had been agreed following local negotiation with the recognised trade unions and which also took into account the 2019 National Joint Council (NJC) pay award which would be effective from 1 April 2019.



It was noted that a two year pay deal had been agreed by the national employers and the trade unions in 2018. This included a 2% increase for April 2018 and for 2019 for most workers (i.e. those paid over £19,430 per annum). There were larger increases agreed below this pay point to account for the changes to the living wage. The deal also included the introduction of a new national pay spine in April 2019.

The Director explained that the Council had been negotiating with the trade unions to agree the implementation of a new pay and grading model, full details of which were included in the report. This had required consideration to be given to the impact of the new national pay spine on existing grades and incremental progression.

During discussion, Members enquired if the market supplement policy would be continued. The Director explained that supplements would be reviewed on an annual basis and would continue to be applied to roles where there were difficulties in recruiting and retaining and the criteria for the payment of a market supplement was met.

**Resolved:**

**To note that the implementation of the pay award and a new pay and grading model for NJC staff had been agreed following negotiation with the recognised trade union and would be implemented on 1 April 2019.**

8 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee was due to be held on Wednesday 6 March 2019, starting at 10.30am at County Hall, Trowbridge.**

9 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 - 10.55 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)

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**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**Minutes of the  
Dorset & Wiltshire Fire and Rescue Authority held  
at 10:00 hours on Friday 28 September 2018 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer (CFO), Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Director of Service Support, Assistant Chief Fire Officer (ACFO) John Aldridge; Director of Community Safety, ACFO Jim Mahoney; Director of Service Improvement, ACFO Mick Stead; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Strategic Planning & Corporate Assurance, Mrs Jill McCrae

Guest: Mr Steve Mason (Real World HR)

**18/38 Welcome**

18/38.1 The Chairman opened the meeting and welcomed attendees, including Cllr Brian Mattock to his first meeting.

**18/39 Apologies**

18/39.1 Apologies were received from Cllr Garry Perkins (Vice Chairman); Cllr Kevin Brookes; Cllr Beverley Dunlop; Deputy Chief Fire Officer (DCFO), Derek James.

**18/40 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**

*Initials* \_\_\_\_\_

18/40.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures from Members, however Chief Fire Officer (CFO) Ben Ansell advised that he was a trustee of the SafeWise charity and wished to declare this for item 18/50 later in this meeting.

**18/41 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on Wednesday 6 June 2018**

18/41.1 The Chairman asked Members to review and approve the minutes from the previous meeting.

18/41.2 CFO Ansell advised Members that the first part of the inspection to be carried out by Her Majesty's Inspectorate of Constabularies and Fire & Rescue Services (HMICFRS) would commence on 8 October with a number of discovery meetings and briefing sessions with staff. This would then be followed by our Strategic Briefing to the HMICFRS team on 7 November, with the formal inspection taking place from 19 - 23 November.

18/41.3 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**

**18/42 Minutes of the Finance & Governance meeting on 31 July 2018 and a verbal update from the 20 September meeting**

18/42.1 The Chairman of the Finance & Governance meeting on 31 July 2018, Cllr Bob Jones, provided a verbal update from the meeting held on the 20 September 2018, confirming that the annual Statement of Assurance had been approved and highlighted the discussion at the meeting regarding Member Development.

18/42.2 Cllr Jones went on to advise Members that he had spoken with the Director of People, Ms Jenny Long, regarding e-learning packages available to Members.

18/42.3 Members discussed Member Development and the Chairman commented that there was a need to provide this due to the complexities of the Service and the legal framework within which the Authority operated. He advised that a paper on Member Development would be brought to the Authority meeting in December 2018.

18/42.4 **Resolved: Members noted the draft minutes of the Finance & Governance meeting of the 31 July 2018 and the verbal update from 20 September 2018.**

*Initials* \_\_\_\_\_

**18/43 Corporate video – We are DWFire**

- 18/43.1 CFO Ansell introduced the corporate video – We are DWFire - which outlined the many and varied activities undertaken by the Service in its prevention, protection, resilience and emergency response roles. CFO Ansell confirmed that the work to produce this video was completed by the Services internal media team.
- 18/43.2 CFO Ansell invited Members to comment on the broad range of activities undertaken. Members agreed that the 'We are DWFire' messages "reflected the brilliant and talented people who work daily to provide this incredible range of services".

**18/44 Finance Principles**

- 18/44.1 The Director of Finance & Treasurer, Mr Phil Chow, introduced the paper setting out the financial assumptions and principles in preparation for establishing the next iteration of the Medium Term Finance Plan (MTFP) and budget for 2019-20, which will be presented at the meeting of the Dorset & Wiltshire Fire and Rescue Authority (the Authority) in February 2019.
- 18/44.2 Mr Chow advised Members that the financial principles and assumptions were broadly a continuation of previous years financial planning assumptions, however of the ten presented, three had changed.
- 18/44.3 Principle three regarding taxbase estimates established an increase in the assumption from 1% to assume a prudent 1.5% increase each year for planning purposes, as increases in the last three years have been around 1.8% per annum.
- 18/44.4 Principle six was a new principle, to suggest that Members lobby Government for the Authority to have freedoms and flexibilities for council tax increases of 3% or £5 whichever is the greater, without the need to hold a referendum. Members agreed to a revised principle that 'the Authority supports lobbying Government to have freedoms and flexibilities for council tax increases of 3% or £5 whichever is the greater, without the need to hold a referendum'.
- 18/44.5 Principle ten was a revision of the Authority's current policy to maintain general balances at £2.5m. Mr Chow explained, following a review and as a result of recent national discussions regarding the levels of general reserves within the Fire Sector, a principle is proposed to maintain general balances at £2.5m or 5%, whichever is the greater, and to transfer excesses above this amount each year to the transformational reserve.

*Initials* \_\_\_\_\_

- 18/44.6 The Chairman advised Members that a letter and briefing note had been prepared for sending to Members of Parliament (MP) within the Authority's areas and other key stakeholders in Government, regarding our financial position, a copy of which would be distributed to Members in due course.
- 18/44.7 CFO Ansell reminded Members of discussions the National Fire Chiefs Council (NFCC) had with the Minister for Fire & Policing, Rt Hon Nick Hurd MP, who at the time was 'not convinced' that fire and rescue services had yet made a convincing and compelling case for freedoms and flexibilities in setting council tax. CFO Ansell added that since that time he had been invited to discuss the matter with the Minister, which led to a productive conversation. The CFO also noted that the NFCC was also asking for £5 on behalf of all English fire authorities.
- 18/44.8 In response to a Member's question CFO Ansell confirmed that the Service was already operating with on-call firefighters crewing at 80% of appliances.
- 18/44.9 Members agreed that this Authority should lobby government to obtain the freedom and flexibility for a council tax increase of £5 per annum without the need for a future referendum; and all Members were encouraged to take every opportunity to lobby in support of this.
- 18/44.10 **RESOLVED: Members endorsed and approved the revised financial planning assumptions and principles to be applied when establishing the MTFP and setting the budget precept levels for 2019-20.**
- 18/44.11 **ACTION: CFO Ansell to provide Members with copies of the letter and the briefing note once completed and sent to MPs.**
- 18/45 Annual Report**
- 18/45.1 Assistant Chief Fire Officer (ACFO), Mick Stead, introduced the report stating that this was second annual report for the Dorset & Wiltshire Fire and Rescue Service (the Service) and covered the period 2017-18. He added that the report was aligned to the priorities set out in the Community Safety Plan and reflects the headline performance for the year in question, as presented to the Authority in June 2018.
- 18/45.2 ACFO Stead confirmed that the report included a position statement regarding the progress the Service had made in embedding equality, diversity and inclusion, which was a requirement of the Equalities Act 2010. He further confirmed that it also included the position relating to the progress that had been made in introducing apprenticeships into the Service.
- 18/45.3 CFO Ansell explained that the format had previously been very well received by constituent authorities, members of the public and staff. In particular case studies had received very favourable feedback.

*Initials* \_\_\_\_\_

- 18/45.4 CFO Ansell took Members to fire related deaths and confirmed that HM Coroner had sadly ruled on seven fire deaths adding that three others were awaiting a ruling and advised that the Annual Report would be updated to reflect this prior to publication.
- 18/45.5 ACFO Stead confirmed that, once agreed, the report would be available on the website along with the approved Statement of Assurance and Annual Accounts.
- 18/45.6 Members noted their contentment with the style and method of the Annual Report.
- 18/45.7 **RESOLVED: Members considered and approved the Annual report as set out in Appendix A.**

**18/46 Senior Management restructure**

- 18/46.1 CFO Ansell reminded Members that the MTFP set out the need to make £1.2 million savings in 2019-20, with further savings requirements in future years. He added that this paper outlined the robust plans in place to realise the required savings.
- 18/46.2 CFO Ansell outlined the proposed changes to the responsibilities of the role of Deputy Chief Fire Officer (DCFO) to realise £95.5k of savings within the Strategic Leadership Team (SLT). CFO Ansell added that the proposed changes to the responsibilities of the DCFO required the Authority's approval.
- 18/46.3 CFO Ansell confirmed that the Service continued to respond to the financial challenges outlined in our MTFP while maintaining a robust strategic capacity and expertise that enabled a seamless transition at a time of complex change. CFO Ansell added that the proposed SLT restructure provided considerable savings at senior management level.
- 18/46.4 CFO Ansell, with the Chairman's agreement, invited the Director of People, Ms Jenny Long, and Mr Steve Mason (Real World HR), to the table to be available to respond to Members' queries.
- 18/46.5 CFO Ansell took Members to the report which outlined the detail of the opportunities for savings by not replacing the retiring ACFO but highlighted the need to maintain strategic operational command at Gold Level (Level 4). The CFO confirmed that, following an acquisition phase, the DCFO had demonstrated competence and confidence in this area. This process had culminated in a rigorous assessment, undertaken by an external assessor, which had been successfully completed by the DCFO.

*Initials* \_\_\_\_\_

- 18/46.6 Members discussed the proposals outlined in the report and signified their approval.
- 18/46.7 **RESOLVED: Members agreed to the Deputy Chief Fire Officer assuming additional responsibilities and receiving a commensurate uplift in pay to align with that set by other fire & rescue services in England.**
- 18/47 Members' Podcast**
- 18/47.1 The CFO introduced the reflective Members podcast, highlighting the activities which had taken place between June and September. The podcast can be accessed via this link: <https://youtu.be/SCGpVPlivnQ>
- 18/47.2 CFO Ansell thanked the Head of Information Management and Communications, Mrs Vikki Shearing, and her team for the production of the podcast. He added that he had received a letter from the Prime Minister praising the Service and its personnel who were involved in the aftermath of the Salisbury nerve agent incident and which was now framed and on display in reception at Service Headquarters.
- 18/48 To consider passing the following resolution:**
- 18/48.1 In accordance with Section 100A (1, 2 & 3) 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 1, 2 & 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.
- 18/48.2 **RESOLVED: To close the meeting to the press and public.**
- 18/49 Date of Next Meeting**
- 18/49.1 The Chairman confirmed the date of the next Authority meeting as Thursday 13 December 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

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## Part 2

### **18/50 Skills for Life (formerly Safety Centre) update**

- 18/50.1 Members considered the declaration of interest made by CFO Ansell at 18/40.1 above, taking advice from the Clerk & Monitoring Officer. They were satisfied that the CFO remain present for the paper.
- 18/50.2 CFO Ansell introduced the paper and the Director of Service Support, ACFO John Aldridge, took Members through the report.
- 18/50.3 Members discussed the options before them.
- 18/50.4 **RESOLVED: Members agreed that a paper be returned to the Authority meeting on 13 December.**

### **18/51 Senior Management Restructure and future role of Treasurer**

- 18/51.1 Mr Steve Mason (Real World HR), entered the room to be available to advise Members in their deliberations; all officers not required for this item and both Director of Finance and Treasurer, Mr Phil Chow and Head of Financial Services, Mr Ian Cotter left the meeting.
- 18/51.2 Members discussed principles within the report.
- 18/51.3 Members unanimously supported the proposals.
- 18/51.4 **RESOLVED: Members approved recommendations 1 and 2 of the report.**

Meeting closed: 11:55am

*Signed:* \_\_\_\_\_

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**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**Minutes of the  
Dorset & Wiltshire Fire and Rescue Authority held  
at 10:00 hours on Thursday 13 December 2018 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr Peter Hutton; Cllr Bob Jones; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Pip Ridout; Cllr Ann Stribley.

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Service Support, ACFO John Aldridge; Director of Service Support, Temporary Assistant Chief Fire Officer (T/ACFO) Byron Standen; Director of Service Improvement, ACFO Mick Stead; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention and Protection, Area Manager Seth Why; Senior Communications Officer, Ms Emily Cheeseman

Observer: Ms Julia Hijstek, Wiltshire Herald & Gazette

**18/52 Welcome**

18/52.1 The Chairman opened the meeting and welcomed attendees.

**18/53 Apologies**

18/53.1 Apologies were received from Cllr Ernie Clark, Cllr Rebecca Knox, Cllr Garry Perkins, Cllr Byron Quayle, Cllr Vikki Slade, ACFO Jim Mahoney, Mrs Jill McCrae.

*Initials* \_\_\_\_\_

**18/54 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**

18/54.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures from Members and a number of disclosures from Officers.

18/54.2 CFO Ben Ansell advised Members that the Clerk & Monitoring Officer, Mr Jonathan Mair, had advised that all members of the Firefighters Pension Schemes with an interest in item 18/61 should absent themselves from that part of the meeting.

18/54.3 CFO Ansell declared his interest in item 18/67 as a trustee of the SafeWise charity.

**18/55 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 28 September 2018.**

18/55.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/55.2 The Chairman invited the Treasurer, Mr Phil Chow, to update the meeting on the fire precept in the Minutes at item 18/44.11. The Treasurer advised that there has been a delay in the fire finance settlement announcement due to Ministers dealing with Brexit matters. However, the finance settlement was expected to be announced shortly.

18/55.3 The Chairman advised Members that he had received some responses from MPs following his letter on behalf of the Authority.

18/55.4 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**

**18/56 Receive minutes of the Finance & Governance Committee on 20 September 2018 and a verbal update from 7 December 2018**

18/56.1 The Chairman of the Finance & Governance Committee advised that he had nothing of note to add with exception item 18/34.2 which was a clean bill of health from the Auditors.

18/56.2 **RESOLVED: Members noted the draft minutes of the Finance & Governance meeting of the 28 September 2018 and the verbal update from 7 December 2018.**

*Initials* \_\_\_\_\_

**18/57 Service Performance Review (six-month summary)**

- 18/57.1 CFO Ansell reminded Members that the Authority carried out scrutiny of Service performance quarterly. Priorities 1, 2 and 3 were scrutinised by the four Local Performance and Scrutiny (LPS) Committees and priorities 4 and 5 were scrutinised by the Finance & Governance Committee.
- 18/57.2 CFO Ansell advised Members that Appendix A to this report provided a consolidated and comprehensive summary of performance at a priority level. It focused on progress against corporate targets and some key performance indicators. He added that the report does not duplicate the detail that was scrutinised by the other Committees mentioned above. CFO Ansell also confirmed that the report covered the first six months of the 2018-19 corporate planning year.
- 18/57.3 CFO Ansell advised that whilst not explicit in the narrative provided within the report, the focus of our performance management was driven by, and aligned to, our strategic risk register.
- 18/57.4 CFO Ansell took Members through the presentation to illustrate the performance of the Service by the priorities. CFO Ansell reported that in the first six months there had been no formally recorded fire deaths, and that there were two further incidents awaiting HM Coroner's judgement.
- 18/57.5 CFO Ansell confirmed to Members that the Service was progressing towards its target of 100% of safe & well checks being carried out on high risk vulnerable people by 2020; and that there had been an increase in demand for attendance at incidents within that same time period.
- 18/57.6 Members were pleased to hear of the improving figures for retention and recruitment of on-call firefighters and CFO Ansell added that there was, however, more work to do to build on this position.
- 18/57.7 On behalf of the Committee the Chairman thanked the Senior Health and Safety Advisor, Mr John Lincoln, and his team for their hard work in achieving BSI (British Standards Institution) 18001 accreditation. CFO Ansell added his thanks to all staff for their achievement and advised Members that the Service was one of three fire and rescue services which had achieved a 'Certificate of Compliance' across its entire Service.
- 18/57.8 CFO Ansell confirmed to Members that across the Service a number of areas were improving in line with expectations, including work to deliver a more diverse workforce. He also outlined that the Service was slightly above the Cleveland average for absence management; confirmed that operational apprentices within the Service had been offered full time posts; and that development pathways for both operational and corporate staff were now clearly defined.

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18/57.9 CFO Ansell summarised the year by reminding Members that there had been a number of significant events, including two major incidents linked to the nerve agent attack and two severe weather events which were all outlined within the report.

18/57.10 **RESOLVED: Members noted the Service Performance Review (six month summary).**

### **18/58 Local Performance & Scrutiny verbal feedback**

18/58.1 The Chairman introduced this item and invited the Chairs of the four Local Performance & Scrutiny Committees (LPS) to comment.

18/58.2 Cllr Paul Oatway, gave a summary of the last Wiltshire LPS Committee meeting and actions from the priorities which were ongoing business matters.

18/58.3 Cllr Ann Stribley gave a summary of the Bournemouth and Poole LPS Committee meeting and voiced a plea that Members ensure they attend meetings and understand their responsibilities, and that any lack of attendance should be addressed by group leaders.

18/58.4 Cllr Kevin Brookes provided a summary of the Dorset LPS Committee meeting confirming that he was pleased and satisfied with information provided by officers to the meetings. Members had discussed recruitment and the on-call pay model and requested a timescale for implementation.

18/58.5 CFO Ansell updated Members on the position of on-call pay, advising that the Finance & Governance Committee were overseeing this. CFO Ansell added that it was anticipated that an agreement on the matter would be reached by March 2019.

18/58.6 In Cllr Perkins absence, Cllr Brian Mattock summarised the Swindon LPS November meeting adding that the press had been present, resulting in positive press highlighting a good news story.

### **18/59 Revised Capital Programme**

18/59.1 The Head of Financial Services, Mr Ian Cotter, introduced the report advising Members that the capital programme was regularly monitored and reviewed during the year by the Finance & Governance Committee. He added that the paper set out how the programme would be amended to take account of project progress in year, as well as savings being delivered.

18/59.2 Mr Cotter confirmed to Members that overall the 2018-19 Capital Programme would reduce to a forecast level of £8.306m. This would be financed through a mix of internal funding from grants and reserves, supplemented by an estimated new borrowing requirement of £3.893m.

Initials \_\_\_\_\_

18/59.3 Mr Cotter added that the paper also sought Members' approval to agree revised Prudential Indicators for 2018-19 in line with the revised capital programme.

Members were content with the report.

18/59.4 **RESOLVED: Members noted the changes required and reported in Section 2 of the report and approved the Revised Capital Programme 2018-19 at £8.306m.**

18/59.5 **RESOLVED: Members approved the revised prudential indicators 2018-19.**

### **18/60 Treasury Management Mid-Year Report 2018-19**

18/60.1 The Head of Financial Services, Mr Ian Cotter, reminded Members that at the meeting of the Authority on 9 February 2018, they received and approved the Treasury Management Strategy Statement and Prudential Indicators for 2018-19. Mr Cotter advised this report updated Members on the Treasury Management performance for the six months to 30 September 2018.

18/60.2 Mr Cotter confirmed to Members that there were no instances of non-compliance with the Authority's Treasury Management Policy Statement and Practices. He further confirmed that no new borrowing had been undertaken in 2018-19, and that the cash flow position was being closely monitored.

18/60.3 Mr Cotter confirmed to Members that this Authority had not undertaken any new borrowings since Combination; and confirmed the position in relation to private finance initiative and grant allocation.

18/60.4 **RESOLVED: Members noted the treasury management position as at 30 September 2018.**

### **18/61 Firefighters' Pension Scheme – Voluntary Scheme Pays**

18/61.1 Uniformed Members of the Firefighters Pension Schemes left the room as recommended by the Clerk & Monitoring Officer.

18/61.2 The Clerk & Monitoring Officer, Mr Jonathan Mair, took Members through the report which set out a recommendation to introduce a Voluntary Scheme Pays arrangement for the Firefighter Pension Schemes in order to supplement or sit alongside the existing Mandatory Scheme.

18/61.3 Mr Mair outlined the approach taken to the taxation of the growth in the value of a pension scheme member's pension pot and the availability and operation of the "Scheme Pays" option. He explained that there were instances where the tax charge arising from an increase in the value of an individual's pension pot would be beyond their ability to pay.

*Initials* \_\_\_\_\_

- 18/61.4 Mr Mair advised that the “Scheme Pays” option enabled the tax charge to be paid by the pension Scheme Administrator on a Scheme member’s behalf. The tax charge would then be recovered over time by the Scheme Administrator through a reduction in the pension paid to the scheme member. Changes to the Firefighters Pension Schemes meant that there were instances where scheme members could not access the mandatory Scheme Pays option. A voluntary Scheme Pays option would remedy this.
- 18/61.5 Mr Mair confirmed to Members that the LGA had sought external legal advice for fire and rescue authorities generally and the recommendation to introduce voluntary scheme pays arrangements was advised to be lawful. He further confirmed that this was also thought to be in line with future changes likely to be made to the legislative framework relating to firefighters’ pay and pensions.
- 18/61.6 The Chairman reminded Members that the Service was not being asked to do anything out of line with many authorities and that there was no cost to the Authority.
- 18/61.7 **RESOLVED: Members agreed a voluntary Scheme Pays arrangement be introduced for the payment of pension Annual Allowance tax liabilities but applicable only in one (or both) of the circumstances set out in paragraph three (3.6) of the report.**
- 18/61.8 **RESOLVED: Members agreed that this policy be applied retrospectively to any individual affected by the tax liabilities change (2015–16 onwards).**
- 18/62 Integrated Risk Management Plan strategic principles**
- 18/62.1 The Director of Service Improvement, ACFO Mick Stead, reminded Members that at the meeting of the Policy and Resources Committee on the 19 May 2016, former Members approved the integrated risk management programme. This included agreeing the principles that would underpin and shape the work being undertaken through the Communities Programme.
- 18/62.2 ACFO Stead advised Members that the revised principles would allow Officers to look at more innovative solutions to risk management and a wider scope for potential Service changes to deliver savings against financial projections contained within the Medium-Term Finance Plan.
- 18/62.3 ACFO Stead assured Members that any significant proposals to change Service delivery that would affect the public would be brought back to them for consideration before any wider stakeholder engagement was undertaken. Members agreed the programme would make the best use of opportunities available to them.

Initials \_\_\_\_\_



- 18/62.4 Members discussed the request sought by CFO Ansell on Members' opinion to minor changes which would help deliver partnership approaches without the need to be constrained unnecessarily under IRMP principle 1. He advised that this did not relate to a statutory requirement to respond, would be cost neutral and would support the need to respond more swiftly to partnership requests under the proposed memorandum of understanding (MOU). He added that all costs being discussed would be covered by financial regulations and not be detrimental to the Service.
- 18/62.5 The Chairman summarised the concerns raised and asked Members to agree to defer the matter, pending Audit opinion, until the next meeting of the Finance and Governance Committee in March 2019.
- 18/62.6 **RESOLVED: Members deferred the revised principles, that would shape workstreams within the Communities Programme to the next meeting of the Finance and Governance Committee.**
- 18/62.7 **ACTION: The Director of Service Improvement to submit a revised paper to the next meeting of the Finance and Governance Committee.**

### **18/63 Member Development**

- 18/63.1 The Chairman introduced DCFO Derek James acting on behalf of the Head of Strategic Planning and Corporate Assurance, Mrs Jill McCrae. DCFO James took Members through the report which outlined the current Member development arrangements agreed during the meeting on 6 June 2018.
- 18/63.2 DCFO James advised Members that the report provided an update on those arrangements and confirmation of the ongoing and strengthened access to development opportunities. DCFO James highlighted the Principles of Good Governance included at Appendix A to the report.
- 18/63.3 The Chairman acknowledged the importance of Member development since the Authority had reduced in numbers. Members discussed the paper and consequences on the Authority, as a whole, if attendance was not forthcoming. Members agreed a report to group leaders would be provided and attendance discussed if necessary, as with non-attendance at meetings.
- 18/63.4 The Clerk & Monitoring Officer, Mr Jonathan Mair, agreed that using a structured approach would strengthen the Authority and that the reduced numbers meant that a strong structured approach to attendance at Committees and development opportunities is important. It was agreed that a report to group leaders should be compiled in April.
- 18/63.5 **RESOLVED: Members reviewed and noted the current and future Member development arrangements and opportunities.**

Initials \_\_\_\_\_

18/63.6 **ACTION: A report be provided by the Head of Strategic Planning & Corporate Assurance to group leaders about take-up of Member development opportunities.**

**18/64 Members Podcast**

18/64.1 CFO Ansell introduced the Member podcast which was well received.

**18/65 To consider passing the following resolution:**

18/65.1 In accordance with Section 100A (3) 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 and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

18/65.2 **RESOLVED: Members closed the meeting to the press and public.**

**18/66 Date of Next Meeting**

18/66.1 The Chairman confirmed the date of the next Authority meeting as Tuesday 12 February 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

**18/67 Skills for Life Centre update**

18/67.1 Members considered the declaration of interest made by CFO Ansell at 18/54.3 above, taking advice from the Clerk & Monitoring Officer. Members were satisfied that CFO Ansell should remain present for the paper.

18/67.2 With the Chairman's permission CFO Ansell invited the Director of Service Support, ACFO John Aldridge; Skills for Life Centre Project Lead, GM Bryan Morris; and Road Safety Manager, Mr Ian Hopkins to join the table.

18/67.3 Cllr Peter Hutton (Members' Skills for Life Working Group Chairman) introduced the paper, its appendix and the addendum tabled, and outlined the options within the addendum. Cllr Hutton advised Members that Partners were every positive about the Skills for Life Centre.

18/67.4 Members discussed the options before them and agreed a number of actions be by CFO Ansell.

Initials \_\_\_\_\_

18/67.5     **RESOLVED: Members agreed all three recommendations on the addendum.**

Meeting closed at: 12:20hrs

*Signed:* \_\_\_\_\_

*Initials* \_\_\_\_\_

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