

# Minutes Book

**Tuesday 21 May 2019**

**Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN**



## Minutes of Cabinet and Committees

### February 2019 – May 2019

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## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 26 MARCH 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 Richard Gamble, Cllr Alan Hill, Cllr Ian Thorn, Cllr Graham Wright, Cllr Robert Yuill, Cllr Clare Cape, Cllr Gavin Grant, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Roy While, Cllr Peter Evans and Cllr Ruth Hopkinson

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#### 27 **Apologies**

There were no apologies.

#### 28 **Minutes of the previous meeting**

The minutes of the meeting held on 5 February 2019 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 5 February 2019.**

#### 29 **Declarations of Interest**

There were no declarations of interest.

#### 30 **Leader's announcements**

The Leader made an announcement about the development of proposals for special education provision in Wiltshire. A copy of the statement is attached as an appendix to these minutes.

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

1. Anne Henshaw, on behalf of the Campaign to Protect Rural England, asked a question about the Local Transport Plan 3 and if it would be reviewed at the same time as the review of the Core Strategy (Local Plan).

The Leader of the Council thanked Ms Henshaw for her question and explained that a written response would be provided in due course.

2. Colin Gale, on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC), read out a statement about key decisions made by the Council. He thanked Cllr Richard Clewer, the Director of Legal and Democratic Services and Senior Democratic Services Officer for meeting with him and providing a demonstration of the process undertaken to publish the Cabinet Forward Work Plan.

The Leader of the Council thanked Mr Gale for his statement and indicated that she was pleased that the matter had been resolved to his satisfaction.

## 32 **Wiltshire Local Plan Review Update**

Cllr Toby Sturgis presented the report which (i) detailed the outcome of consultations on the local plan review that took place in 2017; (ii) detailed the implications for plan making arising from revisions to the National Planning Policy Framework (NPPF); (iii) sought endorsement for preparation of the required statement of Common Ground with Swindon Borough Council to inform the matters to be addressed in a Joint Spatial Framework; and (iv) sought approval for a revised Wiltshire Local Development Scheme (LDS).

Cllr Sturgis explained that the report brought together the outcomes of the Autumn 2017 Wiltshire Local Plan Review consultation and amended Government policy now included in the revised NPPF. The NPPF recommended the next steps for the review of the Wiltshire Local Plan with a view to an adopted plan being in place by Summer 2021. The LDS is also updated to take into consideration progress with made and advanced neighbourhood plans as at January 2019, the timetable for the Wiltshire Housing Site Allocation Plan and the continued commitment to review minerals and waste plans.

The Cabinet noted that maintaining an up-to-date Local Plan in accordance with the NPPF would support Plan led growth across the county to support sustainable and resilient communities, safeguarding the authority from speculative and unplanned development.

In response to questions from Cllrs Mathew and Thorn about the recently agreed motions by Council on 26<sup>th</sup> February 2019 in relation to Climate Change,

the Leader confirmed that the process to consider the motions had commenced through the Overview and Scrutiny Management Committee and their request to the Environment Select Committee to consider establishing a Task Group to take the matter forward. Cllr Sturgis confirmed that the views and recommendations of the Task Group would be taken into account during the review of the Local Plan, that the Council had sufficient expertise and a knowledge base within the current Planning Team structures to take the climate change issue forward, and that in fact Wiltshire was one of the leading authorities incorporating climate change policies in its day to day activities. Cllr Sturgis also explained that the content of the motions referred to above, were already subject to National Policy, and a full public consultation would be undertaken on the Plan in due course.

In response to additional questions from Cllr Thorn about (i) the possibility of an A350 market area; (ii) the number of new homes to be provided up to 2036 and detailed in the Local Plan; (iii) the hierarchy of market towns and demand for new homes in specific areas; and (iv) outcomes of recent peer reviews about the delivery of new homes at larger strategic sites with associated infrastructure; The Leader, Cllr Whitehead and Cllr Sturgis commented that (i) the A350 was considered by the Local Enterprise Partnership as an economic corridor and due to its length, making the A350 a market area would become unmanageable, even though it was recognised that the two issues were linked; (ii) The Government were currently consulting on the methodology to be used to determine the required housing numbers for each Council, and this information would be available at a future meeting for the Cabinet to consider; (iii) consideration is given to a number of factors when determining the most appropriate sites for housing, including landscape, bio-diversity and employment, deliverability and viability issues.

#### **Resolved:**

- 1. To agree that the proposed Chippenham Housing Market Area, Salisbury Housing Market Area, Swindon Housing Market Area (Wiltshire part) and Trowbridge Housing Market Area (as amended), as set out in Appendix 1 to the report, are an appropriate basis for housing distribution within Wiltshire and should inform the development of a preferred strategy for the Local Plan.**
- 2. To endorse the preparation of a Statement of Common Ground with Swindon Borough Council to clarify the strategic cross boundary issues between the two authorities and the future role of the Joint Spatial Framework.**
- 3. To agree the revised Wiltshire Local Development Scheme at Appendix 2 to the report.**
- 4. To authorise the Director for Economic Development and Planning, in consultation with the Director of Legal and Democratic Services, Cabinet Member for 'Spatial Planning, Development Management and**

**Property’, to make minor amendments to the Local Development Scheme in the interests of clarity and accuracy before publishing it on the Council’s website.**

- 5. Delegates authority to the Director for Economic Development and Planning, in consultation with the Director of Legal and Democratic Services, Director of Finance and Procurement and Cabinet Members for ‘Spatial Planning, Development Management and Property’ and ‘Finance, Procurement, IT and Operational Assets’ to undertake subsequent reviews and updates to the LDS with any significant modifications being referred to Cabinet as appropriate.**

*Reason for Decision:*

*Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain a Local Development Scheme (LDS). The LDS sets out a rolling three year programme to deliver local planning documents. Delegated authority allows for future updates to the LDS to be undertaken in an efficient manner.*

*The revisions to the LDS and use of the Housing Market Areas will allow progress to continue to be made on maintaining an up-to-date Local Plan for Wiltshire in line with revised national policy.*

### **33 Licensing and support of Microsoft software for Wiltshire Council**

Cllr Philip Whitehead presented the report which sought approval to competitively procure software licences and related support services for Microsoft products through Crown Commercial Services (CCS) framework contract RM3733 - Technology Products 2, under Lot 2 which is for Packaged Software.

Cllr Whitehead explained that the Microsoft software used within the council underpins all the council’s ICT systems, and impacts on Wiltshire Police’s service delivery. It is relied upon for the council’s service delivery from back office support functions through to frontline services to the public and police, and in the future delivery of digital services to the public.

To use this software, the Council are required to license it under an Enterprise Agreement (EA) with Microsoft, who also provide supplier support. The current three-year agreement ends on 30<sup>th</sup> June 2019, although if the council committed to renew the agreement by 31<sup>st</sup> March 2019, savings of £366k would be secured on its renewal cost.

In response to questions from Cllr Hubbard, Chairman of the Digital Strategy & Implementation Task Group, about (i) the desire of Microsoft that all clients move to cloud based services and the number of Council systems currently migrated to the Cloud; (ii) forward planning taking into account previous advice from suppliers and how plans have been implemented. Cllr Whitehead reported that most local authorities were currently migrating to the Cloud and that



Wiltshire was as advanced as other local authorities in this process, which it was anticipated would take up to 3 years.

The Leader of the Council reported that the Council had recently appointed a new Interim Director: Digital Transformation and IT who would move the project along at a faster pace.

**Resolved:**

**To approve the procurement of a 3-year Enterprise Agreement and associated Premier Services Agreement for Microsoft licences and support services. That this be undertaken through a competitive call off from Lot 2 of the Crown Commercial Services RM3733 framework Technology Products 2, and that authority be delegated to the Interim Director for Digital Transformation and IT to approve the award of any resulting contract for the best value solution.**

**The new contract would run from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2022.**

*Reason for Decision:*

*Our existing Microsoft Enterprise Licence Contract with Bytes (the reseller) expires on 30<sup>th</sup> June 2019. If we do not have licences in place, we will have to cease using the software and essential public services will be significantly disrupted.*

34 **Service Devolution and Asset Transfer Package - Chippenham**

Cllr Richard Clewer presented a report recommending a final package of services and assets to transfer to Chippenham 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 and that all Section 106 monies held or due to Wiltshire Council relating to assets within the Chippenham Town boundary would be transferred to the Town Council.

In response to a question from Cllr Cape about the project meeting its planned timescales for the transfer on 1<sup>st</sup> June 2019, Cllr Clewer confirmed that this deadline was achievable, subject to no unforeseen issues arising.

In response to a question from Cllr Hopkinson about (i) the availability of a published timetable for all the forthcoming service devolution and asset transfer to towns; and (ii) capacity of the Council's legal team to undertake the additional work generated by the devolution of services and transfer of assets, Cllr Clewer confirmed that (i) a timetable had not been published for the remaining individual town transfers, however, he was anticipating releasing the next few waves shortly; (ii) additional staff had been appointed to the legal team to help with the process.

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

**Resolved:**

- 1) To approve the final list of services and assets listed in the report that will be transferred to Chippenham Town Council. 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) 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.**
- 3) 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 Chippenham Town Council.*

**35 Change to approved Service Devolution & Asset Transfer Package - Devizes' Market Place**

Cllr Richard Clewer presented a report seeking approval for a change to the agreed Service Devolution and Asset transfer Package for Devizes, originally considered and approved by Cabinet on 15<sup>th</sup> January 2019.

Cllr Clewer confirmed that the change to the agreed package only affected the Market Place in Devizes. He explained that following the package approval by Cabinet, further representations had been received from Devizes Town Council and residents of Devizes, including an e-petition containing 717 signatures. In light of the additional representations, officers developed four options contained in the report, considered by the Town Council and Area Board, with option 2, detailed below being the preferred option:

- Agree to Devizes Town Council's request to convert a proportion (c.50%) to community space with the remainder run by Wiltshire Council as a Pay & Display car park. Whilst the freehold of the market place will still transfer to Devizes Town Council as originally envisaged, a proportion will need to be leased back to Wiltshire Council on which a chargeable car park will be set up and run. It is believed that similar revenues of

c.£95k to Wiltshire Council will be achieved from a percentage Pay & Display on site, and the remaining amount from displaced parking.

Cllr Peter Evans confirmed that the Town Council supported the revised proposal for the Market Place.

Cllr Clewer and Cllr Whitehead thanked members of Devizes Town Council and the Town Councillors for their involvement in securing an agreed solution for the Market Place.

**Resolved: That the options detailed in the report be noted, including the preferred option 2, detailed above, and delegate the negotiation of the final agreement and its implementation to the Director Growth & Investment, in consultation with the 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.*

### 36 **Approach to Disposal of Assets and Property Acquisitions**

Cllr Philip Whitehead presented a report which (i) reviewed the process for the disposal of surplus assets to allow for the streamlining of the authority's processes and (ii) considered an option to expand the Council land and property holding.

Cllr Whitehead explained that the Council have set out a commercial agenda and have a desire to be more business-like in its dealings, principally to mitigate the increasing financial challenge on Council revenue budgets. The council already holds commercial and strategic land and property, producing revenue to the Council, one business-like approach would be to expand this and a clear policy framework is required to make prudent property acquisitions.

It was noted that the current approach is for Cabinet approval to be sought on every individual disposal, irrespective of their size or scale. The proposed approach is to have a robust officer process to test the options for Council assets and consider re-use for either corporate or financial needs. Cllr Whitehead referred to the flowchart at Appendix 1 to the report and explained that the flowchart represented how the process for the disposal of surplus assets would be managed, which would include the involvement of Cabinet and local members. Cllr Whitehead did concede that the flowchart was rather complex and may need further revisions agreed at a future Cabinet meeting.

The Cabinet heard from Cllr Thorn, Chairman of the Financial Planning Task Group. Cllr Thorn commented on the observations and recommendations of the Task Group, as detailed below, and confirmed that subject to the comments

being taken into account by the Cabinet, the Task Group supported the detail of the report:

- The need to clarify the final decision makers within the large membership of the Asset Gateway Group listed.
- Recognise the significant experience and expertise of the inhouse Assets team more.
- Be mindful of the council's reputation (and values) when setting parameters for who and what we will invest in.
- Clarify that the minimum 3% yield is after *all* costs rather than just borrowing costs.
- In considering opportunities be aware of shifting markets and growth areas.

In response to questions from Cllr Clewer, officers confirmed that sites of special value that were surplus to requirements could still be considered by the Cabinet.

**Resolved:**

- 1. To agree that in the future that Cabinet will receive an annual report on the overall disposal programme.**
- 2. To agree that a bi-annual update will be provided to Cabinet for noting and to consider additional sites declared surplus.**
- 3. To agree to maintain and enhance engagement with local elected members concerning proposed asset disposals.**
- 4. To endorse the process for decision making for disposals, as set out in Appendix One to the report.**
- 5. To agree that the financial threshold for pure commercial property acquisitions or commercial developments should achieve 3% or more after all costs, in line with the Capital Investment Strategy. Acquisitions for strategic land purchases or economic development purposes will be subject to other tests, as agreed by the Asset Gateway Group.**
- 6. To agree to negotiate the purchase of the investment, subject to further financial due diligence, as set out in the Part 2 paper and report back to Cabinet the outcome of negotiations. To delegate the decision to Corporate Director Growth, Place & Investment, in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets.**
- 7. To agree to delegate the decision to make commercial property acquisitions, subject to the threshold as set out in the Capital Investment Strategy, to the requirements of the Capital Investment**

**Strategy, to the Corporate Director Growth, Place & Investment, in consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets.**

- 8. To agree that strategic property acquisitions that do not meet the threshold will be reported back to Cabinet for consideration.**
- 9. To endorse the Approach to Asset Management, as set out in Appendix 2 of the report.**

*Reason for Decision:*

*To streamline the authority process associated with the disposal of surplus land and establish a forum for all operational needs to be considered as part of the asset review process. The process will include information being reported to Cabinet to inform of progress of the overall programme.*

*For the council to take a more commercial approach and address the challenges of revenue pressures facing the Council, one option is to explore the expansion of the property portfolio and the proposal is to allocate funds and create a policy framework for strategic property acquisitions.*

37 **Proposal to join a Flexible Dynamic Purchasing System (DPS) for Independent and Non-maintained Special Schools (ISS)**

Cllr Laura Mayes presented a report which sought approval to join a Dynamic Purchasing System (DPS) being led by Bristol City Council and enter into resulting agreements. This will support the commissioning of placements for children up the age of 16 with SEND, where needs cannot be met within local special schools.

Cllr Mayes explained that where a child or young person has special educational needs and/or disability (SEND) and their needs cannot be met within a mainstream or maintained special school, a placement in an independent or non-maintained provision may be required. For these independently provided placements, Wiltshire Council has been a partner in the West Sussex led Dynamic Purchasing System (DPS) which expired on 28 February 2019.

Wiltshire Council has engaged with a number of other Local Authorities to consider future shared procurement options in this area. Working in collaboration with other Local Authorities is considered beneficial for both the Market and Local Authority. The report identifies and proposes an appropriate partnership arrangement and DPS for Wiltshire council for the next five years for independent specialist schools.

In response to a question from Cllr Clewer about the monitoring of costs and attaining best value for money, Cllr Mayes confirmed that costs would be monitored, along with ensuring that the best outcomes are being achieved for

each individual child and that the provider is delivering the expected level of service.

**Resolved:**

- 1. To join the Dynamic Purchasing System arrangement (DPS), with Bristol City Council as the procurement lead on behalf of Wiltshire Council, to support the commissioning of placements from independent and non-maintained specialist provision for children with SEND aged up to the age of 16 years.**
- 2. To delegate authority for award of contract resulting from this tendering process to Terence Herbert, Corporate Director, in consultation with the Cabinet Member for Children, Education and Skills**

*Reason for Decision:*

*Working collaboratively with a range of local authorities which will assist with information sharing and enhanced provider engagement. This opportunity will also increase Wiltshire's leverage and assist in improved cost management.*

38 **Adoption of a new Performance Management and Risk Management Policy**

Cllr Philip Whitehead presented a report which introduced the new corporate Performance and Risk Management Policy that sets out an assurance framework including business planning, performance management and risk management.

Cllr Whitehead explained that the proposed new policy is a response to the findings and recommendations of a recent internal audit of performance and risk. It also formalised much of the current practice which has been developed since previous separate strategies were approved. The new policy sets out an assurance framework; including risk and linking to financial management, which through business planning, monitoring and management links all activity back to Wiltshire Council's strategic priorities as set out in the Business Plan.

The Cabinet heard from Cllr Thorn, Chairman of the Financial Planning Task Group. Cllr Thorn explained that the Task Group welcomed the new Policy, the closer connection between the Policy objectives and the Business Plan and were very encouraged about the new process.

In response to a question from Cllr Grant about the calculations used for the risk appetite element and whether it was an adequate level of scaling, Cllr Whitehead confirmed that he was willing to work with the Task Group in monitoring the risk appetite scores and would consider making amendments if they were necessary.

Cllr Britton, Chairman of the Audit Committee, referred to the Roles and Responsibilities detailed in the new Policy, in particular, he commented on the role of the Audit Committee in monitoring and reviewing the effective development and operation of performance and risk management, and receiving progress reports as required. Cllr Britton asked why, on this occasion the Audit Committee had not had an opportunity to consider the new Policy prior to it being considered by Cabinet. Cllr Whitehead apologised for this oversight and confirmed that he was willing to attend a future Audit Committee to discuss the new Policy and consider any comments arising from the discussions.

In response to a question from Cllr Clewer about the risk appetite scoring of calculations and in particular the risk of Pandemic Flu, which was a national issue, Cllr Whitehead explained that there were a number of risks outside of the Council's control, Pandemic Flu being one. He confirmed that the scoring calculation could be reviewed as the process develops.

**Resolved:**

- 1. To approve and adopt the new Performance and Risk Management Policy.**
- 2. To authorise the Director of Corporate Functions and Digital, in consultation with the Cabinet member for Finance, Procurement, ICT and Operational Assets the authority to approve amendments that do not make a material change to the policy.**
- 3. To authorise the Director of Corporate Functions and Digital and the Director of Finance the responsibility for the policy's implementation.**

*Reason for Decision:*

*Current strategies do not reflect practice which has been developed and improved in recent years. The new policy clarifies and codifies a corporate approach to performance and risk management that also meets the recommendations of the Corporate Peer Challenge and Internal Audit.*

**39 Performance Management and Risk Outturn Report: Q3 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, covering the period October to December 2018.

Cllr Whitehead thanked the Corporate Support Manager for the revised formatting of the report, which produced an easier to understand document.

In response to a question from Cllr Ian Grant about the reducing percentage of pupils attending good and outstanding secondary schools in Wiltshire, Cllr Mayes confirmed that there was a concern about this trend. Cllr Mayes reported

that the recently appointed Director of Education and Skills had been tasked with addressing the issues in this area. Cllr Mayes explained that the newly formed Wiltshire Education Standards Board had now met on three occasions to consider the issues further. She noted that early intervention and support for schools that displayed reducing standards was an important factor in raising standards, and this would be implemented, along with improvements to monitoring and internal systems.

The Leader of the Council reminded the Cabinet that the report referred to secondary schools in Wiltshire, she indicated that there were different challenges for all schools across the county, which could be impacted by reduced funding, school leadership teams and management of day to day school activities. It was imperative that the County had a highly skilled workforce. The Leader also commented on a number of London schools that had previously been failing but were now success stories.

Cllr Thomson referred to the opportunities for community engagement provided by Wiltshire Libraries. He noted that although the number of transactions detailed in the report had reduced over time, the number of visitors to Libraries were increasing steadily year on year.

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

- 1. Against the measures and activities ascribed against the Council's priorities.**
- 2. 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.*

#### 40 **SWLEP Governance Framework Update**

Cllr Pauline Church presented a report which provided an update on the changes to the governance arrangements to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) and seeking approval to implement the necessary changes required.

Cllr Church explained that the Government undertook a review of Local Enterprise Partnerships (LEPs) in 2018. One of the key recommendations to come out of this review was that LEPs should have a legal personality. Another recommendation from the review is that LEPs should have a secretariat



independent of local authorities and other organisations that is answerable to the LEP Board.

The SWLEP Board took the decision in September 2018 to establish the LEP as a company limited by guarantee with the objective of being fully incorporated by 1<sup>st</sup> April 2019. The SWLEP has since incorporated on 14 January 2019.

In response to questions from Cllr Thorn about (i) the Articles of Association; (ii) Representation on the Board; (iii) conflicts of interest; (iv) role of the Accountable Body; and (v) scrutiny function, Cllr Church and officers confirmed (i) that the issues with the Articles of Association have now been resolved; (ii) and (iii) the Leader of the Council would no longer be a member of the Accountable Body as her inclusion in the membership would generate a number of conflicts of interest. The Leader's position would be taken by the appropriate Cabinet member; (iv) the Local Authority would continue to receive funding from the Government, the Accountable Body would be responsible for proposing schemes and how the funding is allocated and the Council's Section 151 officer would be responsible for the oversight and monitoring of the proposals; (v) it is proposed that democratic accountability would change the current structures to form a Joint Scrutiny Task Group comprising four elected Councillors from each of the two Unitary Authorities to perform all overview and scrutiny functions on behalf of both the Councils and the SWLEP.

Cllr Hill explained that he had been involved in the scrutiny of the current LEP for the past three years and he confirmed that further discussions were taking place about the future scrutiny function and process.

Cllr Britton, Chairman of the Audit Committee, reminded the Cabinet that the Audit Committee had a responsibility for partnerships and there was a requirement to seek a separation between the work of the Audit Committee and the Task Group.

In response to questions from Cllr Wickham about (i) the vote of the current LEP towards the new structures; (ii) the TUPE of employees to the new structure; (iii) the membership of the new SWLEP Board; (iv) The quality and level of scrutiny going forward, Cllr Church confirmed that (i) the vote to move towards employing the new LEP structures was unanimous agreed by the LEP; (ii) officers are currently located at the LEP office environment although employed by Wiltshire Council; (iii) the Leaders of the two Authorities would no longer be members of the new SWLEP Board, their places would be taken by appropriate Cabinet Members; (iv) there were no plans to reduce the scrutiny role and this would be maintained at the highest level.

The Leader of the Council reported that she had had discussions with the LEP about their responsibility for any future redundancy payments for employee's subject to TUPE, and had received confirmation that this was in hand.

**Resolved:**

- 1. Confirm the continuing role of the Council as Accountable Body to the SWLEP to be exercised in accordance a revised SWLEP Governance Framework and Accountable Body Agreement to reflect new guidance from Central Government and the SWLEP's incorporation as a company limited by guarantee.**
- 2. Approve in principle the transfer of any assets pertaining to SWLEP activities to the new SWLEP Ltd company on terms to be agreed and set out in a Business Transfer Agreement.**
- 3. Approve in principle the transfer of SWLEP staff to the incorporated SWLEP under TUPE and the commencement of formal consultation with the Unions and affected staff. [This meets the objectives of the SWLEP Board; it is in line with Government objectives of LEPs having their own identity; and the staff identified already operate at arm's length from the Council.]**
- 4. To agree that the Cabinet Member for Economic Development, supported by the Corporate Director Growth, Investment and Place will represent the Council on the Board of Directors.**
- 5. To authorise the Corporate Director for Growth, Investment and Place, after consultation with the Cabinet Member for Economic Development and Salisbury Recovery, the Director of Finance and Procurement and the Director of Legal and Democracy to finalise the terms of the Accountable Body Agreement and Business Transfer Agreement, to execute these documents on behalf of the Council, and to take such other action as is necessary to protect the interests of the Council; and the Council in its role as Accountable Body; and secure the transfer of business and staff to the new company.**

*Reason for Decision:*

*The Swindon and Wiltshire Local Enterprise Partnership, as a result of guidance from central Government, took the decision in September to establish the LEP as a company limited by guarantee with the objective of being fully incorporated by 1st April 2019.*

*This change has implications for the Council in its role both as a partner of the SWLEP and as the Accountable Body for the SWLEP.*

*This includes updates to the formal agreements and documentation between the SWLEP and the Council, the requirement to transfer some assets and liabilities to the new SWLEP company and has potential implications for the employment status of staff employed to carry out SWLEP activity.*

*This report therefore requests Cabinet to approve in principle a set of actions relating to the transfer of responsibilities and to delegate authority to the*

*Corporate Director for Growth, Investment and Place after consultation with the relevant Cabinet Member, Director of Finance and Procurement and Director of Legal and Democracy, to implement the necessary changes and authorise the formal agreements required.*

41 **Urgent Items**

There were no urgent items.

42 **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 43 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.**

43 **Approach to Disposal of Assets and Property Acquisitions**

Cllr Philip Whitehead presented a report seeking approval to progress an investment in a commercial property. He responded to a number of questions about the proposed acquisition and confirmed that a further report on the issue would be considered at a future Cabinet meeting.

**Resolved:**

- 1. That the recommendations detailed in the report be agreed.**
- 2. That the Deputy Leader of the Liberal Democrat Group be included in the circulation of the final report.**
- 3. That an embargo be placed on the details of the acquisition, until information is available in the public domain.**

*Reason for Decision*

*To commit to the principle of commercial property acquisition of a commercial opportunity to improve the revenue position of the Council; and giving them authority to carry out further due diligence.*

(Duration of meeting: 9.30 am - 12.25 pm)

These decisions were published, earlier, on the 28<sup>th</sup> March 2019 and will come into force on 5<sup>th</sup> April 2019

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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## WILTSHIRE COUNCIL

### CABINET

26 March 2019

#### Item 4 - Leader's Announcements

##### Development of Proposals for Special Educational Provision in Wiltshire

I am taking this opportunity to update you on the current position regarding the Council's proposals for special educational provision in Wiltshire.

Yesterday evening the Council issued a press statement advising that Wiltshire Council is extending its consultation on transforming special school education.

A group of families had taken a case to court challenging the process which had been followed in the period leading up to the publication of statutory proposals in January 2019. On 15 March 2019 they were granted permission to take some aspects of their case forward to a hearing, which was scheduled to take place in April.

In order to promote good working relationships with families, prevent further delay and uncertainty, and to conserve public money and cost for both parties, the council has now agreed a new way forward with the parties concerned as a better alternative to court proceedings.

1. Wiltshire Council has agreed to withdraw the decision to approve a statutory notice about the closure of three special schools (Larkrise, Rowdeford and St Nicholas), and the related notice regarding the opening of a new special school in Rowdeford.
2. We will now treat all previous consultation and responses that took place between 9 January 2019 and 1 March 2019 as part of a pre-publication consultation. This means they are treated as part of an initial consultation on what proposals should be published for further consideration. This is a process with a number of steps, and the council is re-opening the first stage. The council will reach a decision about the next steps after the end of the extended consultation period.
3. We will open the consultation again today, 26<sup>th</sup> March, and close it on 6<sup>th</sup> May at 5 pm. We have extended the consultation longer than the 4 weeks agreed with the families as this does fall over the Easter holidays. As part of this consultation, all responses, including responses putting forward options that differ from the proposal

to close the three schools and open a single school in Rowdeford, will be fully considered.

4. If anyone has already responded (we had over 2,400 on-line responses and 100 emails) they do not have to resubmit as these will automatically be taken forward into the report for Cabinet. Any further comments or proposals can be sent to the email address that has been used throughout - [specialschools@wiltshire.gov.uk](mailto:specialschools@wiltshire.gov.uk).
5. Officers are planning to hold a further two consultation meetings, and these will be promoted on the Council and WPCC websites and through the schools.
6. A new decision on the steps to be taken should then be made by the Council's Cabinet this summer. A summer decision will mean that the timetable for future SEN provision will still be met.

## **CABINET**

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### **MINUTES OF THE CABINET MEETING HELD ON 30 APRIL 2019 AT COUNCIL CHAMBER - 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 Clare Cape, Cllr Anna Cuthbert, Cllr Gavin Grant, Cllr Russell Hawker, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Steve Oldrieve, Cllr Horace Prickett, Cllr John Smale, Cllr Ian Thorn, Cllr Christopher Williams, Cllr Graham Wright, Cllr Robert Yuill, Cllr Jonathon Seed and Cllr Brian Mathew

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#### **44 Apologies**

There were no apologies.

#### **45 Minutes of the previous meeting**

The minutes of the meeting held on 26 March 2019 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 26 March 2019.**

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

There were no declarations of interest.

#### **47 Leader's announcements**

The Leader of the Council reported that the Children's Centres Building Consultation report would be considered earlier in the meeting due to the public attendance for the agenda item.

48 **Public participation and Questions from Councillors**

1. Philip Salaman, Vice-Chair of Governors of Five Lanes VC Primary School, spoke in support of the proposals for the closure of the Potterne site of Five Lanes primary School with effect from 31 August 2019.

The Leader thanked Mr Salaman for his comments.

2. A question from Adrian Brabazon was received in relation to agenda item 7 – Wiltshire Local plan Review Update, and the housing figures for Options CH-A and CH-C detailed in appendix 4 of the report.

A response from the Cabinet Member for Spatial Planning, Development Management and Property had been provided to Mr Brabazon prior to the Cabinet meeting and published on the Council's website.

3. The Cabinet received statements and questions from Nadine Crook, Hebe Mitchell, Lydia Wiltshire, Delcey Orchard-Smith and Cllr Ian Cunningham (Mayor of Westbury) in relation to the proposals detailed at agenda item 11 – Children's Centre Buildings Consultation.

Responses from the Cabinet Member for Children, Education and Skills had been provided prior to the Cabinet meeting and published on the Council's website.

49 **Five Lanes VC Primary School - Proposed Discontinuance of the Potterne Site**

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills presented the report which provided information about the proposed closure of the Potterne Site of Five lanes Primary School.

Cllr Mayes explained that since 2006 the School has run Key Stage 1 classes at its Potterne site and Key Stage 2 classes at its Worton site. Following informal consultation, the Governors of the school published a statutory Notice in January 2019 proposing to close the Potterne site from August 2019, with all pupils being taught at the Worton site. The majority of those responding supported the closure. The Cabinet noted that, due to declining numbers of pupils, the number of classes had reduced to three across the two sites, with only one class at the Potterne site.

The Leader of the Council welcomed Philip Salaman, Vice-Chair of Governors of Five Lanes VC Primary School, who spoke in support of the proposals to close the Potterne site.

The Cabinet heard from Cllr Anna Cuthbert, local member for Bromham, Rowde and Potterne, in support of the closure. Cllr Cuthbert explained that Five Lanes Primary School provided outstanding care and learning for all the children at both sites, however the needs of the children would be better served at one site.



The desire of the younger children, currently at the Potterne site is to be with the older children at the Worton site, which amongst other things, would provide suitable play or sports areas for all the children. Cllr Cuthbert indicated that one of her children had attended Five Lanes Primary School and the other one was a current pupil.

**Resolved: That the proposal to discontinue (close) the Potterne site of Five Lanes Primary School with effect from 31 August 2019 be approved, with all pupils being educated at the Worton site from 1 September 2019.**

*Reason for Decision:*

*There is insufficient demand for places at Five Lanes Primary School to sustain two school sites. Surplus places on the Potterne site will be over 50% from September 2019 and the school faces a rising deficit budget if it continues to try and maintain two sites, making the school financially unsustainable.*

## 50 **Wiltshire Local Plan Review Update - Strategy Development**

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property, presented the report which (i) set out the next stage of plan making in the light of the changes to national policy and the outcome of consultations; and (ii) sought agreement for the appropriate scale of housing growth to be tested for Wiltshire and the alternative development strategies to be considered through the plan-making process to inform a preferred strategy.

Cllr Sturgis commented on the consultation undertaken in relation to the Local Plan to date and referred to the previous update report considered by Cabinet at their meeting on 26 March 2019. He also referred to the alternative development strategies for each housing market area that had been developed, as an example he highlighted the figures for Westbury and the high need for affordable housing in that area. The Cabinet noted that: the figures and strategies would be tested and this may lead to a hybrid development strategy being created; wider work is continuing on reviewing Core Strategy policies, which would include climate change issues and subject to testing for their compliance with the National Planning Policy Framework (NPPF).

The Cabinet noted that maintaining an up-to-date Local Plan in accordance with the NPPF would support Plan led growth across the county to support sustainable and resilient communities, safeguarding the authority from speculative and unplanned development.

The Cabinet received a statement from Adrian Brabazon about the housing numbers for Option CH-C. Cllr Sturgis reported that in light of the issues raised by Mr Brabazon, an addendum had been published to update and clarify some of the figures detailed in the original report.

In response to a question from Cllr Thorn about (i) the potential for the Government to impose a further increase in the housing numbers for Wiltshire,

and the timing and methodology for this; and (ii) the possibility of repeating the workshops undertaken during the autumn of 2018, for communities (parish councils and neighbourhood planning groups) on the options detailed in the report, Cllr Sturgis explained that (i) the critical part related to the response from the Government on changes to the formula and updated figures, this was not anticipated any time soon. However, once the process was at the submission stage, the figures were fixed for two years, and (ii) that the responses from the earlier consultation with Parish Councils were included in the report. The report highlighted that further consultation would take place similar to that undertaken in the autumn 2018.

In response to questions from Cllr Wickham, Cllr Clewer and the Leader of the Council in relation to a previous resolution of the Cabinet on 12 September 2017 (minute 117 – Wiltshire Local Plan Development Scheme Update) and 10 October 2017 (minute 130 – Wiltshire Core Strategy Review – Regulation 18 Consultation) about the Cabinet being satisfied that plans are in place to maintain a deliverable 5 year housing land supply in both Wiltshire Council and Swindon Borough Council areas before approving the plans, Cllr Sturgis confirmed that there was a duty to cooperate with Swindon Borough Council and agreed that Wiltshire Council land would be protected by ensuring there was a 5 year land supply as part of the plan making processes, and the resolution referred to above could be restated in the current resolution.

In response to an additional question from Cllr Wickham about the growth proposals for Westbury in relation to additional housing, the Hawkeridge Business Park and infrastructure, Cllr Sturgis commented that the main aim of the next stage of the process was to test strategies. He confirmed that there was a high need for affordable housing in Westbury and that any future proposals would not include reductions in employment land.

The Cabinet heard from Cllr Smale, Chairman of the Environment Select Committee. Cllr Smale confirmed that the Wiltshire Local Plan Review was already being heavily scrutinised through input with key stakeholders, and it was not pragmatic for the item to be added to the Select Committees Forward Work Programme.

**Resolved:**

- 1. Endorse a housing range of between 40,840 and 45,600 homes as the basis to test and then inform an appropriate local plan housing requirement for Wiltshire for the period 2016 to 2036.**
- 2. Agree that the alternative development strategies, as set out in Appendices 4 to 7, identified for the Chippenham Housing Market Area, Salisbury Housing Market Area, Swindon Housing Market Area (Wiltshire part) and Trowbridge Housing Market Area are an appropriate basis for further assessment for the purpose of testing the upper end of the proposed housing range and develop a preferred strategy for the plan.**

- 3. To reaffirm its commitment to joint working with Swindon Borough Council, however given the Council's responsibilities to support the interests of Wiltshire's communities, that Cabinet will need to be satisfied that plans are in place to maintain a deliverable 5 year housing land supply in both authority areas before approving the plans.**

*Reason for Decision:*

*To ensure that progress continues to be made on maintaining an up-to-date development plan for Wiltshire in line with revised national policy (NPPF, February 2019).*

*The NPPF requires local planning authorities to keep their Local Housing Need under review as new data becomes available and confirms that the local plan housing requirement is not set until the plan is submitted to the Secretary of State for Examination. It is therefore important to adopt a flexible approach to calculating the plan's housing requirement as part of the plan making process to respond to future data if necessary.*

## 51 **ICT and Digital Strategy**

Cllr Ian Blair-Pilling, Portfolio Holder for IT and Digitalisation, presented the report seeking approval for the Council's ICT and Digital Strategy to cover the period April 2019 to April 2022.

Cllr Blair-Pilling reported that Information Technology (IT) was fundamental to all the operations undertaken and services delivered by the Council. With technology constantly evolving, users expectations continue to change and appropriate investment in IT is required. The last ICT strategy was written to cover the period up to 2015. Since that time the infrastructure has become old, expensive to maintain and increasingly unfit for purpose, especially since the recent introduction of the Microsoft Digital Programme. He explained that the adoption of coherent ICT and Digital Strategy would ensure that the operational services in the Council are undertaken efficiently, through the provision of appropriate technology that is supportable and updated when needed, and users are assisted in making best use of it. The Cabinet noted that this approach would extend to users of Council services in the community.

Cllr Philip Whitehead referred to the addendum attached at supplement 2 to the Cabinet papers, detailing the costs associated with the ICT and Digital Strategy which had been refined since the publication of the main report. The addendum identified those budget elements already approved, and those seeking approval by Full Council.

The Cabinet heard from Cllr Graham Wright, Chair of the Overview and Scrutiny Management Committee. Cllr Wright reported that the Digital Strategy and Implementation Task Group raised concerns at their February meeting about the pace of work within ICT and the Task Group felt that the Strategy did not

adequately detail how the Council would achieve its ambitions. It was confirmed that this was now identified in the most recent version of the Strategy. Following a meeting with Senior Management it was agreed that the task Group would help the Programme Office to shape Policy in this area.

In response to a question from Cllr Thorn about the identification of savings against investments for each scheme, Cllr Whitehead explained that the decisions already taken by Cabinet detailed the savings to be made. and future schemes would identify savings to be made. Financial implications of future schemes would be considered by Cabinet at the appropriate time.

In response to a question from Cllr Jones MBE about the recent internal ICT survey not being made available for Councillors to complete, Cllr Whitehead apologised that the survey had not been available for Councillors and that arrangements would be made for this to take place.

Cllr Blair-Pilling thanked the Interim Director, Digital Transformation & IT for his contributions in the preparation of the Strategy.

**Resolved: To recommend Full Council**

- 1. To approve the ICT & Digital Strategy, which covers the period April 2019 to April 2022.**
- 2. Approve an additional capital budget for Applications and Key IT of £11.100m for the period 2019/2020 to 2023/2024.**

*Reason for Decision:*

*The council has not had an ICT strategy since 2015, and it is vital that it has one to allow:*

- Proper planning of ICT investments to meet the council's strategic and operational needs*
- An understanding of key trends in technology of relevance to the council*
- An understanding of best practice in the sector*
- A clear view of current ICT provision, and its shortcomings*
- A definition of appropriate governance in the ICT & Digital area*
- The creation of an achievable vision for future ICT and Digital capabilities*
- A 'roadmap' of improvement activities to realise the vision*
- Quantification of the investments that will be required in the coming years to realise the strategy.*

52 **Procurement Plan 2019-20**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, presented the report which provided information about planned procurements in the financial year 2019/20 and seeking authority for named Directors to award the resulting contracts.

Cllr Whitehead explained that the report identified the contracts within the Procurement Plan for the year 2019-20 that are mainly limited to contracts considered Key Decisions. They are also considered low risk operational re-procurements of existing works, services or supplies contracts but fall in to the Key Decision category because of their value.

The Cabinet heard from Cllr Ian Thorn, Chairman of the Financial Planning Task Group. Cllr Thorn thanked the Director of Finance and Procurement for the recent briefing on the Procurement Plan and expressed support for the report.

**Resolved:**

- 1. To approve the planned contract awards for the financial year 2019-20 as detailed in appendix A to the report.**
- 2. To delegate authority for each contract to the alongside named Director to authorise officers to do all those things necessary to conduct a proper process, finalise the documentation, and execute the resulting contracts following consultation with the relevant Cabinet Member, plus, Director of Legal Services and Director of Finance.**

*Reason for Decision:*

*The reason for this report is to inform Cabinet of the Procurement Plan for the financial year 2019/20 and by providing this consolidated information in advance. This approach for the procurements listed will support the wider objective of being an efficient and effective council.*

**53 Extension of Streetscene and Amenity Contract**

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste, presented the report seeking approval to extend the novated idVerde Grounds and Streetscene Maintenance Services contract from 30 November 2020 to 30 November 2022.

Cllr Wayman explained that the request to extend the contract to 2022 was due to a significant financial risk to the Council if a new contract was to be awarded in 2020, due to the unknown implications resulting from the Council's new Asset Transfer and Service Delegation Programme.

The Cabinet heard from Cllr John Smale, Chairman of the Environment Select Committee. Cllr Smale reported that the Select Committee had considered the proposed Key Performance Indicators (KPI's) for the proposed extended contract at their meeting on 12 March 2019. The Select Committee supported the proposed KPI's and requested that the colour scheme for the KPI's could be aligned with Wiltshire Council colours and listed in numerical form.

In response to a question from Cllr Ruth Hopkinson about the idVerde contract and asset transfers to town and parish councils, Cllr Wayman confirmed that the proposal did not tie the town or parish council into the proposed contract extension.

**Resolved: That the extension of the idVerde novated subcontract to 30 November 2022 be approved.**

*Reason for Decision:*

*Extending the current idVerde sub-contract to 30 November 2022 will mitigate the financial risk that tendering a new Street Cleansing and Grounds Maintenance Contract in 2020 would create due to the unknown changes in: volumes, processes and requirements caused by the Service Delegation Programme which will run until January 2022.*

#### 54 **Children's Centre Buildings Consultation**

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills, presented the report which outlined proposals to move Children's Centre Services from buildings to community venues.

Cllr Mayes reported that Children's Centre Services are a vital resource for parents with very young children, they provide a one stop service of advice and support. Due to the rurality of Wiltshire it is not easy for all parents to access services in a building in a particular area of a community. It is more important to offer services in the places that are accessible to families and to ensure that the delivery of outreach services in the home to those who are most in need is available. Children's centre services are an important part of the early help offer in Wiltshire and they must be aligned with all partner services to ensure that there is a joined up streamlined service for families.

Cllr Mayes, in confirming the proposals for consideration by the Cabinet and in light of the statements and questions received from concerned parents, indicated that there was an additional proposal in relation to the Westbury Children's Centre, as detailed below:

'To delay the Westbury Children's Centre closure until September 2019 to allow advantage to be taken of Wiltshire Council's transfer of Old Westbury Youth Centre, Edenvale Road to the Westbury Community Project Trust (WCPT). Children Centre services can be run from this building when it is ready. Should the transfer not take place, then the services will be run from alternative venues in the town.'

The Cabinet noted that the report comments on the consultation and responses to consider the proposal to extend the activities of Children's Centres into more community venues. This would achieve savings and further develop the outreach work of Children's Centres, bringing services closer to families.

The Leader invited statements and questions as detailed below:

Nadine Crook read out a statement and asked for detailed evidence to show how, through the proposals put forward in Westbury, it will be meeting its statutory duties under the Childcare Act 2006. Ms Crook also presented a petition to Cllr Mayes in support of the retention of Westbury Children's Centre.

Lydia Wiltshire read out statements from herself and Hebe Mitchell and asked (i) if there were only 4 families in Westbury who receive outreach support that meet the intervention level or are targeting methods not finding other families; and (ii) the methods used to advertise the services that Westbury Children's Centre provides and the improvements needed to improve advertising in the future.

Delcey Orchard-Smith read out a statement and asked about the privacy required for people using the Centre and the need for a neutral location for the services run from the Centre.

Cllr Ian Cunningham (Mayor of Westbury) read out a statement and asked if the Cabinet agreed that deprivation, rather than specific need for services, should be the main factor for the receipt of support.

The Leader thanked the parents and Mayor of Westbury for their comments, questions and valuable contributions towards the debate on the Children's Centres and highlighting the concerns of residents in Westbury.

The Cabinet heard from Cllr Bob Jones MBE and Cllr Russell Hawker, members of the Rapid Scrutiny Exercise on the Children's Centres Consultation which took place on 15 April 2019. It was noted that the Rapid Scrutiny Exercise considered the results of the consultation, the proposed closures, plans for alternative venues and produced seven recommendations for consideration by the Cabinet Member for Children, Education and Skills. Cllr Hawker, member for Westbury West, asked for a plan for the continuation of early years help in Westbury, setting out the times and days that the Service would be available. He further commented that the Westbury Area Board would be monitoring the situation closely.

The Cabinet also heard from Cllr King, member for Westbury East, who expressed great pride in hearing the comments from the public. He welcomed the additional proposal, detailed above, but that his preference would be for the proposals to be withdrawn and reviewed. Recent vandalism at the Old Westbury Youth Centre would delay any proposal to use the Centre as it would need considerable investment to bring it up to standard and be ready to open in September 2019.

The Cabinet also received a number of comments from Cllr Thorn. Cllr Hopkinson, the Leader of the Council, Cllr Kunkler, Cllr Jackson, Cllr Cuthbert, Cllr Mathew about the following:

- The challenge to find alternative venues that provide a safe and private environment.
- Adoption of the rapid Scrutiny Exercise recommendations.
- The advantages and disadvantages of access and engagement with communities via the internet.
- The purpose of the Centres and the move towards the provision of targeted services.
- The ability to provide support for families in crisis through for drop-in facilities.
- Identification of the people needing to be signposted to the services.
- Provision and cost of public transport can be an inhibitor for people to use the Centres.
- Finance is a driver for the closure of Centres.
- Evidence confirms that alternative solutions need to be found to target those in need of the service.
- The challenge in Westbury to reach those in need.
- Consideration of how the service can be delivered to every family.
- Potential to use leisure centres as drop-in centres.
- The need for detailed plans in relation to staffing and opening times and days of the Centres.
- Alternative venues need to have a degree of privacy.
- Improved marketing of the services available.
- Potential for discussions with Westbury Town Council to ascertain their willingness to take over the Westbury Children's Centre building.
- No suitable premises for the Children's Centre to relocate to in Cricklade and the proposed use of the Library would not be appropriate.

In addition to the responses published in relation to the public questions, Cllr Mayes made the following comments:

- That the Council will continue to provide services that meet the Childcare Act 2016, through the delivery of appropriate services which parents will have advice and assistance on how to access.
- The future plan is to dovetail services with Health Visitors more effectively so that all targeted families are aware of the Children's Centres services offer.
- All Children's Centre services are advertised on social media and through e-mail to parents. They are also promoted to maternity services, Health Visitors, nurseries and pre-schools.
- Venues and locations of Centres will be appropriate for the specific requirements of families. There is no intention to make families feel uncomfortable. Other venues are currently being considered to make the service as friendly and accessible as possible.
- The proposals are for the new Centres facilities to be more local, to encourage accessibility for families.
- The recommendations from the rapid Scrutiny Exercise can be accommodated and appropriate action taken.



- The Early Support Hub offer help and advice to families that need specific help.
- Westbury Town Council are involved in the community project at the Old Youth Centre.

Cllr Mayes agreed to amend the additional proposal detailed above to take into account the comments about the potential use and need for refurbishment of the Old Westbury Youth Centre following the recent damage inflicted on the fabric of the building, and to review the venue for the Children's Centre in Cricklade.

**Resolved:**

- 1. To reduce the number of children's centre buildings by six and focus the work in the community, using space in libraries, leisure and health and well-being centres where possible and practical.**
- 2. To work closely with maternal health and community child care providers to support the choice of future community venues and keep and expand the scope of services to families in the most deprived areas of Wiltshire.**
- 3. To work closely with families to utilise social media and community networks to raise the profile of available provision.**
- 4. To delay the Westbury Children's Centre building closure until the autumn of 2019 to allow advantage to be taken of Wiltshire Council's transfer of Old Westbury Youth Centre, Edenvale Road to the Westbury Community Project Trust (WCPT). Children Centre services can be run from this building when it is ready. Should the transfer not take place, then the services will be run from alternative venues in the town.**
- 5. To review the venue to be used for the Children's Centre services in Cricklade, and in the event that there are any issues arising from this recommendation and the recommendation at (4) above, that the matters be referred back to a future Cabinet meeting.**

*Reason for Decision:*

*Children's centre services provide an important role in offering early help to families with young children. It is vital that this resource is maintained and spread wider into rural communities, particularly those in the most deprived areas. Reducing to 12 buildings will mean that finances can be concentrated on front line staff in priority geographical areas and work directly with families*

55 **Staff Engagement Survey Results 2018**

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism, presented the report which provided an overview of the

results of the 2018 staff engagement survey, including a summary of the key themes from the survey results and an assessment of the results against the four “enablers” contained within the adopted engagement model. The report also contained the agreed corporate priorities following the results of the staff survey 2018.

Cllr Clewer was pleased to report that the staff engagement index score (which measures the extent that staff feel emotionally connected with their organisation i.e. that staff believe in the organisation’s goals and priorities and therefore care about doing the best job they can), had risen from 58% in 2016 to 70% in 2018.

The Cabinet noted that there were a number of issues in connection with ICT, in particular the intranet, and staff engagement would be key to the development of any revisions to the current format.

In response to a question from Cllr Clare Cape about recruitment and retention Cllr Clewer reported that the Staffing Policy Committee would be the most appropriate forum to consider issues of recruitment and retention of staff.

In response to a question from Cllr Ian Thorn about the visibility of Senior Management, Cllr Clewer reported that the figures from previous years indicated that staff considered improvements were needed in this area, and he was pleased to report that there had been a significant improvement in this area between 2016 – 30% positive response and 2018 – 76% positive response. It was suggested that the rise in positive responses were the result of changes within the Senior Management team over the last two years and a challenge from Cabinet to be more visible to staff.

**Resolved: To note the report.**

*Reason for Decision:*

*To update Cabinet on the results of the 2018 staff engagement survey and to highlight the agreed corporate priorities for corporate and service action planning.*

## 56 **Wiltshire Council's Housing Board Annual Report**

Cllr Richard Clewer, Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism, presented the report which provided an update of the Council’s Housing Board activities between December 2017 and November 2018, in compliance with its Terms of Reference to provide an update to Cabinet.

Cllr Clewer explained that throughout the period of the Annual report, the Board had 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 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).

In response to a question from Cllr Jonathan Seed about the Chairmanship of the Housing Board and whether it was in accordance with the Governance review. Cllr Clewer reported that when the Housing Board was originally established, it was envisaged that the Cabinet Member or Portfolio Holder would take on the role of Chair. Currently, Cllr Clewer, as Cabinet Member was Chair. Cllr Clewer indicated that he would check the current arrangements were in accordance with the recommendations of the Governance review.

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

*Reason for Decision:*

*Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.*

57 **Transfer of ownership of 2No Gypsy, Roma and Traveller Sites, together with the Transit site at Odstock**

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property, presented a report recommending the transfer of ownership of the two council-owned gypsy and traveller sites that remain undeveloped at Dairy House Bridge, Oak Tree Field and the transit site adjacent to Oak tree Field (Odstock transit site) to enable them to receive the much needed investment to remain in use as Gypsy, Roma and traveller (GRT) sites.

Cllr Sturgis reported that the Council owned a number of permanent gypsy and traveller sites and one transit site. Of these sites, those detailed above required investment to enable them to continue in use to provide gypsy and traveller accommodation.

The Cabinet noted that resident engagement continued throughout the marketing process, with the key concerns and issues raised by residents being addressed.

**Resolved:**

- 1. That Bidder B is selected as preferred purchaser of the Dairy House Bridge, the Oak Tree Field site and the Odstock transit site.**
- 2. To transfer the Dairy House Bridge, the Oak Tree Field site and the Odstock transit site to Bidder B, on the terms of the bid received.**

- 3. The Director of Housing & Commercial, in consultation with the Director of Legal and Democratic Services, be authorised to complete the necessary legal documentation for the transfer.**

*Reason for Decision:*

*Dairy House Bridge site, Oak Tree Field site and the Odstock transit site are in need of substantial investment. Transfer of ownership of the sites to a new owner will enable this investment to ensure the sites are able to remain in use as gypsy and traveller sites within Wiltshire.*

**58 Urgent Items**

There were no urgent items.

**59 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 60 and 61 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.**

**60 Transfer of ownership of 2No Gypsy, Roma and Traveller Sites, together with the Transit site at Odstock**

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property, presented a report recommending the transfer of ownership of the two council-owned gypsy and traveller sites that remain undeveloped at Dairy House Bridge, Oak Tree Field and the transit site adjacent to Oak tree Field (Odstock transit site) to enable them to receive the needed investment to remain in use as Gypsy, Roma and traveller (GRT) sites.

**Resolved: That the recommendation in the report referring to the preferred bidder for the purchase of Dairy House Bridge site and the Oak tree Field site and the transit site at Odstock be agreed.**

*Reason for Decision:*

*Dairy House Bridge site, Oak Tree Field site and the Odstock transit site are in need of substantial investment. Transfer of ownership of the sites to a new owner will enable this investment to ensure the sites are able to remain in use as gypsy and traveller sites within Wiltshire.*

61 **Ashton Park - Housing Infrastructure Fund**

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property, presented a report seeking approval to enter into a contract with Homes England, consideration of the terms the Council is prepared to agree to secure the housing infrastructure funds for the Ashton park development.

**Resolved:**

- 1. To agree that the Council enters into a contract with Homes England to access £8.784m Housing Infrastructure Fund offered through the Marginal Viability Programme for the Ashton park development.**
- 2. Agree to delegate authority to the Corporate Director for Growth, Investment and Place in consultation with the Cabinet Member for Spatial Planning, Development Management and Property and Cabinet Member Finance, Procurement, IT and Operational Assets to undertake detailed contract negotiations to secure funding including those relating to meeting the conditions presented by Homes England associated with the drawdown of funding.**

*Reason for Decision:*

*Homes England have indicated that they are willing to provide £ 8.784m of Housing Infrastructure Fund but require a number of conditions to be met by the 30 April to secure the offer of funding. This report recommends entering into a contract with Homes England to secure the offer of funding.*

(Duration of meeting: 9.30 am - 12.30 pm)

These decisions were published, earlier, on the 2 May 2019 and will come into force on 10 May 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 19 MARCH 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Gordon King, Cllr Pip Ridout, Cllr John Smale, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman), Cllr Clare Cape (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Tony Jackson, Cllr Brian Mathew, Cllr Nick Murry and Cllr Philip Whitehead

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### **17 Apologies**

Apologies were received from Councillors Howard Greenman and Jon Hubbard.

Councillor Hubbard was substituted by Councillor Clare Cape. Councillor Greenman was substituted by Councillor Roy While.

It was also noted that as a result of changes made at Full Council on 26 February 2019 Councillor Matthew Dean had been removed from the Committee and Councillor John Smale was added to the Committee.

On behalf of the Committee the Chairman expressed thanks to Councillor Dean for his work on the Committee and as Chairman of the Environment Select Committee.

### **18 Minutes of Previous Meetings**

The minutes of the ordinary meeting held on 20 November 2018 and the extraordinary meetings held on 31 January 2019 and 12 February 2019 were presented for consideration, and it was,

#### **Resolved:**

**To approve and sign the minutes as true and correct records.**

## 19 **Declarations of Interest**

There were no declarations.

## 20 **Chairman's Announcements**

Through the Chairman the Committee was provided an update on the number of Cabinet decisions which had received input from overview and scrutiny input, the number of recommendations developed by the committees and task groups, and the number of positive responses to those recommendations from the Executive, as follows:

- So far in the 2018-19 municipal year, 68% of Cabinet decisions have received some form of OS input. This compares with 50% over the previous year.
- OS has submitted 66 recommendations to the Executive and partners.
- 89% of the responses from the Executive to OS recommendations have been positive.
- 82% of eligible councillors have participated in OS in some form.
- There have been 0 call-ins

## 21 **Public Participation**

A series of questions from Mr Bill Jarvis had been submitted for the meeting and received written responses as detailed in Agenda Supplement 2.

Mr Jarvis then made a statement to the Committee, congratulating Full Council on its approved motion declaring a climate emergency as made on 26 February 2019, but emphasising the scrutiny and others in the council needed to take immediate action to implement a programme of work in response.

## 22 **Notices of Motion from Full Council**

On 26 February 2019 Full Council debated and approved two Notices of Motion relating to climate change, both of which required involvement from Overview and Scrutiny. In accordance with the constitution the Overview and Scrutiny Management Committee was to be responsible for considering the referral of any motion from Full Council and coordinating the work programme of the select committees accordingly.

The first approved motion was titled 'Acknowledging a climate emergency and proposing a way forward' and included an intention to seek to make Wiltshire carbon neutral by 2030 as well as a request for a task group to develop recommendations and a plan to achieve this along with a carbon/renewables audit.

The second approved motion was titled 'Environment and Global Warming' and asked the Leader of the Council to consider establishing a Cabinet Member or



Portfolio Holder with responsibility for environmental issues to work with Overview and Scrutiny to report to Council on such matters as energy use, carbon generation and other matters. Full details on both motions were provided in the agenda.

The Committee discussed the referred motions, noting there was an expectation that actions be undertaken quickly in response and that such a response needed to be wide ranging across the council. There was agreement that the Environment Select Committee be asked to form a task group to carry the matter forward and agree parameters with Cabinet on how to progress the work and report to Full Council.

At the conclusion of discussion, it was,

**Resolved:**

**As requested by Full Council, the Management Committee asks the Environment Select Committee to:**

- a) form a task group to develop recommendations and a plan to achieve making the county of Wiltshire carbon neutral by 2030 along with undertaking a carbon / renewables audit; and**
- b) agree parameters with the relevant Cabinet Member or Portfolio Holder that represent the council impact on the environment and can be accurately reported to council on a regular basis, to potentially include those measures suggested in the motion to Full Council.**

23 **Outcomes of Overview and Scrutiny Workshop - Gathering and Using Evidence**

The Overview and Scrutiny Management Committee has a responsibility to ensure that those councillors undertaking overview and scrutiny 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. This was to include regular workshops with themes chosen by councillors.

A report was received regarding the workshop held on 28 February 2019 on 'gathering and using evidence'. The Chairman of each Overview and Scrutiny Committee discussed potential actions to arise from the discussions of the workshop on 12 March 2019.

The Committee discussed the proposed actions, noting in particular the intention to revise the rapid scrutiny protocol, as the use of rapid scrutiny exercises to undertake exploratory work including gathering initial evidence to determine if a task group was appropriate, had developed from when the protocol had been drafted.

At the conclusion of discussion, it was,

**Resolved:**

- 1) **To note the discussion points and outcomes of the OS councillor workshop held on 28 February 2019.**
- 2) **To agree the actions listed in the table under paragraph 6 to address the development areas identified, with the Chairman and Vice-chairman to bring detailed proposals back for discussion where appropriate.**

24 **Forward Work Programme**

The Committee received the forward work programmes of each select committee along with any additional updates from the Chairman or Vice-Chairman of each committee.

Details were provided on recent work on children missing education and elective home education, children's centres, residential engagement, maternity transformation, intermediate care beds, peer challenges and more.

**Resolved:**

To approve the forward work programmes.

25 **Management Committee Task Groups**

Written reports were received from each task group which had been set up by the Management Committee as detailed in the agenda papers. It was noted that the Communications with Councillors Task Group would undertake its first meeting on 25 March 2019.

In relation to the Digital Strategy Task Group it was reported from the Chairman that there was a concern the Task Group was not adding as much value as it could, in part because of a lack of information or information provided at a very late stage or short notice. The Cabinet Member and Portfolio Holder were in attendance.

In relation to the Financial Planning Task Group the Cabinet Member for Finance made a statement in relation to the position of the Chairman of the Task Group and his dual role as Chairman and Leader of the Liberal Democrat Group.

In relation to the Military Civilian Integration Task Group it was noted there was difficulty identifying where the group could add value between the responsibilities of others such as the Leader, and also that although there was the National Armed Forces Day coming up later in the year, it was important

that the work of military and civilian integration was not just focused on big events but a continual process.

In relation to the Swindon and Wiltshire Local Enterprise Partnership Task Group there had been delays in an exercise to scrutinise the Chippenham Station Hub project because of a lack of availability from Network Rail and other partners, but a new meeting had been arranged and further reports would follow when available.

A verbal update was provided on the work of the Public Consultations Task Group which had met the day before, noting the importance of clarifying legally required consultations from engagement exercises and surveys, and how each must or should be carried out, and who could authorise them. It was requested, and agreed, that senior officers provide information to the Tasks Group on the new Business Intelligence Hub which was intended to oversee any such consultations in future.

It was also noted that the Third-Party Advertising Task Group was proposed to be subsumed within a new Commercialisation Task Group which would have a broader focus, and that this would need to take account of work with Financial Planning and Traded Services to avoid duplication of work.

At the conclusion of discussion, it was,

**Resolved:**

- 1. To note the update on OS task group activity provided.**
- 2. To note the membership of the Communications with Councillors Task Group as:**
  - Cllr Graham Wright**
  - Cllr Ruth Hopkinson**
  - Cllr Gavin Grant**
  - Cllr Allison Bucknell**
  - Cllr Trevor Carbin**
  - Cllr Jose Green**
- 3. To note the membership of the Public Consultations Task Group as:**
  - Cllr Gavin Grant**
  - Cllr Ruth Hopkinson**
  - Cllr Jim Lynch**
  - Cllr Pip Ridout**
  - Cllr Fred Westmoreland**
  - Cllr Stuart Wheeler**
- 4. To establish the Commercialism Task Group with the following terms of reference, and with its membership to be determined by the Chairman and Vice-chairman:**

- a) To support implementation of the council's commercialism agenda, by considering and making recommendations regarding,
- Developing existing income streams
  - Developing new commercial opportunities, either through existing assets or developing or acquiring new ones
  - Councillor and officer expertise in this area
  - The experiences of other local authorities
  - Legal and commercial issues
  - The ethos, values and reputation of the council when considering opportunities.
- b) To liaise with the Financial Planning and Traded Services task groups to ensure the broad financial context is considered.

5. To disband the Third-Party Advertising Task Group, with its remit now covered by the Commercialism Task Group proposed above.

26 **Date of Next Meeting**

The date of the next meeting was confirmed as 4 June 2019.

27 **Urgent Items**

There were no urgent items.

However, the Chairman wished to place on record the thanks of the Committee to the work of the Scrutiny and Democratic Services teams for their support of all the scrutiny function across a very busy period.

(Duration of meeting: 2.00 - 3.05 pm)

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## **CHILDREN'S SELECT COMMITTEE**

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**MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 5 MARCH 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Jon Hubbard (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, Cllr Roy While, Dr Mike Thompson, Miss Sarah Busby, John Hawkins, Cllr Trevor Carbin (Substitute), Cllr James Sheppard (Substitute) and Ms Jen Jones

**Also Present:**

Cllr Laura Mayes and Cllr Philip Whalley

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17 **Apologies**

Apologies for absence were received from:-

Cllr Mary Douglas, who was substituted by Cllr James Sheppard.  
Cllr Hayley Illman, who was substituted by Cllr Trevor Carbin.

18 **Minutes of the Previous Meeting**

**Resolved:**

**To confirm and sign the minutes of the previous meeting held on 8 January 2019.**

19 **Declarations of Interest**

There were no declarations of interest made at the meeting.

20 **Chairman's Announcements**

The Chairman made the following announcements:-

**a) Cabinet items**

For information on 5 February Cabinet considered the following items

**School Capital Programme 2019-2024**

## **School Admissions Policies 2020/21**

On 26 March Cabinet was due to consider the following items:

### **Proposal to join a Flexible Dynamic Purchasing System (DPS) for Independent and Non-maintained Special Schools (ISS)**

Scrutiny engagement – due to the relation with their work, the SEND School Provision Task Group would receive a briefing on this prior to the Cabinet meeting.

### **Children's Centre Buildings Consultation**

Scrutiny engagement – topic is included on this agenda.

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

*To be confirmed from 28 February workshop*

## **21 Public Participation**

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

## **22 Update from Youth Representative**

The Chairman welcomed Charlie Sweetman and Heather Newton who were attending this meeting to present their report which provided a summary of activities of the Wiltshire Assembly of Youth (WAY), Youth Safeguarding Board ((YSB) and the Children in Care Council (CiCC) during the period December 2018 to January 2019.

The Committee was informed that members of the WAY, YSB and CiCC were committed to the proposal for a refreshed identity which would bring them together under one brand - the Wiltshire Youth Union. Work was being taken forward with the branding team to work with young people to create the brand re-launch in Summer 2019.

Members of the Wiltshire Youth Union and CiCC took part in a council-generated online survey throughout January 2019. This was facilitated to ascertain their views and opinions on a set of three questions posed by the Schools & Youth Liaison Supervisor at Police headquarters in Devizes as part of a 'sextortion' consultation. The questions were as follows:-

- What would be the best form of communication from the Police regarding child sexual exploitation and how to help prevent it?
- What age range should be targeted?
- What would you want highlighted the most?

The youth feedback from this survey had been captured in their November 18 to April 2019 'You Said, We Did' report.

It was pointed out that Child Sexual Exploitation Awareness Day was taking place on 18 March 2019.

Members were pleased to note that following on from his attendance at the last meeting of this Committee, Joel Mutagayika, Member of the Youth Parliament for Wiltshire East had been interviewed by the Wiltshire Times, the Wiltshire Gazette & Herald and by the Council's Communications Team. Joel had spoken passionately about why he became a MYP and sent out a positive message to other young people to do likewise.

**Resolved:**

- (1) To thank Charlie Sweetman and Heather Newton for their presentation.**
- (2) To note the contents of the report.**

23 **Children Missing Education and Elective Home Education Datasets**

Consideration was given to a report by the Director, Families & Children's Services which provided an update relating to the current position in Wiltshire of those children who were classified as Children Missing Education (CME).

It was explained that the report referred to those children and young people who were missing, i.e. their family or their individual whereabouts being unknown. Generally this was in respect of children who had moved out of Wiltshire, their destination was not known and they did not appear to be on the roll of another school in England.

Members welcomed the report and were pleased to note that, despite the difficulties involved in identifying these children, there had been a reduction in children missing education from 130 in 2017 to 80 as at 14 February 2019, as a result of more vigorous checking and working with partners, including Police and health staff. However, it was appreciated that there were more children that should be included in this category including children from travelling communities, numbers of which were unknown. It was also noted that children were likely to be moving into Wiltshire but were not registered.

The Committee also received a report which provided an overview of the current situation in Wiltshire relating to Elective Home Education. It was noted that a parent/carer could elect to home educate their child at any stage of a child's education. Should this option be taken at the earliest pre-school stage then that child would not be registered on any school roll. However, if the option was taken at a later stage, schools were required to notify the Local Authority and remove the child's name from the school roll. The Local Authority held a register of all children who were known to be home educated, which was overseen by the Education Welfare Service.

The number of young people known to be electively home educated had been steadily increasing from 385 in the academic year 2015-2016 to 619 in 2017-2018. The numbers home educated in the current academic year so far had reached 596. Work was currently being carried out to ascertain the reasons for this increase, bearing in mind that parents/carers had every right to home educate their child. Sometimes the reason was poor school performance and this was being investigated. It was also noted that work was being undertaken to ensure that the standard of home education was good; in most cases the standard was fine.

Reference was made to the needs of children with special educational needs and it was noted that some parents/carers considered that they did not receive sufficient support from mainstream schools.

After further discussion,

**Resolved:**

1. **To note the information and data provided on Children Missing Education in Wiltshire.**
2. **To note the information and data provided on Elective Home Education in Wiltshire.**
3. **To receive the correct figures on Children Missing Education for the following, and to circulate with the minutes of the meeting:**
  - **Gender Breakdown**
  - **Ethnicity Breakdown**
4. **To add Children Accessing Alternative Educational Provision to the committee's forward work programme as a future pre-meeting information briefing in autumn 2019.**
5. **To receive further data and analysis in 12 months on children with SEND receiving Elective Home Education.**

24 **Family and Children's Transformation (FACT) Update**

The Committee received a report by the Director, Family & Children's Services which provided an update on progress of the Families and Children's Transformation (FACT) programme.

The report outlined the programme of achievements for 2018 and also the work plan for 2019. Members were informed that the new workstreams for 2019 were:-

- A good education for all
- Getting the best start in life
- Delivering Multi Professional Support at the earliest point.



- A whole life approach for children and adults with additional needs
- Core skills and a single approach to how we support families

It was noted that the conclusions were missing from para. 42 of the report and officers undertook to provide them for the Committee.

After some further discussion,

**Resolved:**

1. **To note the update on the Families and Children’s Transformation programme.**
2. **To circulate the report conclusions with the minutes of the committee meeting.**
3. **To receive a report in 12 months on the impact of the programme on the outcomes for young people in Wiltshire.**

**(Note:** Subsequent to the meeting the conclusions were provided and for ease of reference are set out below as follows:-

Many of the developments from last year are now in the go live delivery stage and impact and benefit realisation work is underway and will be reported in the next round. This will be in the structure of a balanced scorecard for each historic and new workstream

- What was the baseline (what were we looking to improve upon)
- Investment received time and people resources from the council and other partners and efficiencies or cashable savings achieved
- Report on the success criteria for each workstream – localised wherever possible
- How were families involved and the outcomes of their feedback)

25 **Children's Centre Buildings Consultation**

A report by the Director of Commissioning was received which set out why the Council was proposing moving children’s centre services from buildings to community venues and the related consultation process it was undertaking. This subject was due to be brought to Cabinet on 30 April 2019 and Members were asked to provide comments on the report prior to the Cabinet decision.

The Director explained that the Council was facing reduced funding and, to meet the budget gap in 2019-20, services had been reviewed to identify whether they could be delivered more efficiently. In reviewing children’s centres, the Council had considered what savings could be made without having a significant impact on frontline services. Based on the successful use of wider

community venues for children's centre services rather than tie money up in the running costs of buildings,

it was being proposed that the number of buildings be reduced by six and more services be delivered in the community where they were needed and where the families could easily access them. This was a development of the work that was already taking place and followed discussions at contract meetings with providers about how efficiencies could be made with the least impact on services for the most disadvantaged families. Saving money on buildings meant that delivery of staff would be retained and able to work with families. The centres that would be de-commissioned were in the less deprived areas and had very little service delivery taking place in the buildings. It was anticipated that these changes would achieve savings of £250,000 in 2019-20.

The Committee noted that 10 consultation events had taken place in different parts of Wiltshire and all had been very positive. It was ascertained that parents were very keen that the services be maintained but not necessarily in the current children's centre buildings. By way of example, it was pointed out that the Longfield Community Centre in Trowbridge was well used rather than the Longfield Children's Centre.

After further discussion,

**Resolved:**

**To establish a rapid scrutiny exercise on the Children's Centre Buildings Consultation to examine the results of the consultation, the proposed closures and plans for alternative provision, and investigate the potential scope for further scrutiny.**

26 **Educational Outcomes for Disadvantaged Learners**

The Committee considered a report by the Director, Education & Skills which provided an overview of the performance of Disadvantaged Learners at the end of each key stage comparing outcomes in Wiltshire with national figures and comparing outcomes in Wiltshire with national figures and also with other local authorities. The report provided an overview of strategic school improvement activity carried out by the School Effectiveness Team.

During discussion, the Chairman suggested that a rapid scrutiny exercise be undertaken to ascertain if the establishment of a Task Group might be productive. Members also considered that there was a need for greater publicity for the courses which were available from the Local Authority. Members welcomed the establishment of a rapid scrutiny exercise and

**Resolved:**

1. **To note the data on the attainment and progress of pupils eligible for the pupil premium in Wiltshire.**

2. **To establish a rapid scrutiny exercise to meet with officers and investigate the potential for the development of a full terms of reference for an Educational Outcomes for Disadvantaged Learners Task Group.**

27 **Interim Report of the SEND School Provision Task Group**

Consideration was given to a further report from the SEND School Provision Task Group. The report followed the Cabinet decision in May 2018 to enter a pre-consultation stage on three options for the future provision of SEND education in Wiltshire. Since the end of this pre-consultation the Task Group began evidence gathering regarding the Wiltshire vision for SEND school provision.

After some discussion,

**Resolved:**

**To endorse the conclusions and recommendations of the interim report of the SEND School Provision Task Group and refer them to the Cabinet Member for Children, Education and Skills for response to the next Children's Select Committee meeting.**

28 **School Ofsted Judgements**

The Committee received a report by the Director, Education & Skills which included information regarding the most recent Ofsted inspection reports from December 2018 to mid-February 2019. It provided an ongoing view of the effectiveness of schools as seen by Ofsted inspection.

It was noted that six inspections had been carried out since the last report. They were all maintained schools which had retained a 'good' grading. The inspections were all short one-day inspections.

**Resolved:**

**To note the update on Ofsted Inspection from 6 December 2018 to 13 February 2019.**

29 **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 December 2018 to February 2019., as follows:-

- Ofsted 2017/18 Annual Report
- National funding formula tables for schools, early years and high needs: 2019 to 2020
- Childcare and early years survey of parents:2018
- Life-saving skills in school
- Consultation on out-of-school settings
- Introduction of T Levels
- Academies Update
- Transport to education and training for people aged 16 to 18
- SEND provision capital funding for pupils with EHC plans
- Autism strategy
- Review of Children in Need – Interim findings
- Safeguarding children affected by parental alcohol and drug use
- Consultation on draft handbooks launched

**Resolved:**

**To note the update provided.**

30 **Task Group and Board Representative Updates**

The Committee received an update on the activities of the Traded Services for Schools Task Group.

**Resolved:**

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

31 **Forward Work Programme**

The Committee received the relevant items from the Overview & Scrutiny Forward Work Programme, together with the latest version of the strategy for the Children, Education & Skills Directorate.

**Resolved:**

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

32 **Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of this Committee was due to be held on Wednesday 15 May 2019 at County Hall, Trowbridge, starting at 10.30am.**

33 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 1.25 pm)

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## **ENVIRONMENT SELECT COMMITTEE**

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**MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 12 MARCH 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Derek Brown OBE, Cllr Clare Cape, Cllr Peter Evans, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Nick Murry, Cllr Steve Oldrieve, Cllr Brian Mathew (Substitute) and Cllr John Smale (Chairman)

**Also Present:**

Cllr Alan Hill, Cllr Sven Hocking, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Graham Wright

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**17 Membership Changes**

The Committee were informed that, at its meeting on 26 February 2019, Council removed Cllr Matthew Dean from the membership of this Committee and added Cllr John Smale to its membership.

**Resolved: To note the membership change.**

**18 Election of Chairman**

Nominations were sought for the position of Chairman for the municipal year 2018/19. Cllr Derek Brown OBE, seconded by Cllr Peter Evans, moved that Cllr John Smale be elected as Chairman.

The Committee paid tribute to Cllr Matthew Dean, former Chairman of the Committee and thanked him for the contributions made during his time as a member of the Committee.

On there being no other nominations, it was

**Resolved:**

**To elect Cllr John Smale as chairman of the Environment Select Committee for the municipal year 2018/19.**

19 **Apologies**

Apologies for absence were received from Cllr Bob Jones MBE, Vice-Chairman and Cllr Tom Rounds.

In addition, Cllr Richard Gamble, Portfolio Holder for Heritage, Arts and Tourism asked for his apologies to be recorded.

Cllr Bob Jones MBE was substituted by Cllr Brian Mathew.

20 **Minutes of the Previous Meeting**

The minutes of the meeting held on 8 January 2019 were approved as an accurate record.

21 **Declarations of Interest**

There were no declarations of interest.

22 **Chairman's Announcements**

The Chairman referred to a request at the previous meeting from Cllr Lay to discuss with Cllr Wayman, Cabinet Member for Highways, Transport and Waste, and Cllr Sturgis, Cabinet Member for Spatial Planning, Development Management and Property about the landscaping of trees on new estates.

In the absence of the former Chairman, the Vice-Chairman cancelled the 4 March 2019 briefing meeting and asked for the Briefing Note to be circulated as all agreed that no further Scrutiny action was necessary.

Cllr Lay, in responding to the Briefing Note, asked that the trees sourced for new estates should be from British grown stock, and not imported from outside the UK, which could potentially increase the risk of disease spreading to other indigenous trees. It was noted that the trees procured for the recent tree planting ceremonies by Area Boards to commemorate WWI, were from the Woodland Trust, who provided British grown trees.

The Chairman thanked the Committee for their comments and asked for Members to raise the matter further if anything substantial emerged at a later date.

23 **Public Participation**

There was no public participation.

24 **HIAMS: Streetworks**

The Committee considered the report of the Director of Highways and Transport which reviewed how the new Highways Infrastructure Asset Management System (HIAMS) had impacted Wiltshire Council's Street Works Service.



Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste introduced the report and explained that the vision behind HIAMS is to bring all asset information onto one digital platform and utilise highly visual and mobile, map based tools to better manage and co-ordinate operational and strategic activities across the service. It also provided a full complement of asset analysis tools to enable the Authority to improve its understanding of the condition of its highways and associated assets and make better investment decisions.

The Cabinet Member for Highways, Transport and Waste, the Director for Highways and Transport and the Highways Asset Manager responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- The reasons for Wiltshire Council entering a full tender procedure to procure a modern Highway Infrastructure Asset Management System with Oxfordshire County Council.
- Ensuring that traffic disruption from road works is kept to a minimum. A definition of minimum and what this looks like on Wiltshire roads.
- Support provided for use of mobile devices operating HIAMS by Council staff, in the event of technical problems with software.
- Notification of closed roads and works being undertaken by utility companies to the blue light services and Councillors.
- Monitoring improvements to operational and strategic activities across the service.
- The impact of HIAMS in the transfer of assets to town and parish councils.
- Potential initiatives for the use of common trunking for all utilities using the road network.
- Repairs to the highways and monitoring by HIAMS.

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

**Resolved: That the Committee**

- 1. Recognises the progress made by the highways service to modernise and improve the digital tools and processes in use through the rollout of HIAMS, and the associated improvement in the efficiency and management of Wiltshire's roads and highway assets.**
- 2. Supports the use of mobile technology to improve operational efficiency, workload management and reduced environmental impact.**

3. **Requests a report on the next stage of the HIAMS implementation with regard to highways inspections and the benefits of the HIAMS mobile working capability later this year.**
4. **To return to the Committee at the end of 2019, with a demonstration of how the highway inspection mechanism of HIAMS will operate.**

## 25 **Key Performance Indicators: Streetscene**

The Committee considered the report of the of the Director of Highways and Transport which provided the draft Key Performance Indicators (KPIs) for inclusion in the proposed extension of the Amenity and Streetscene contract from June 2020 to November 2022.

Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste introduced the report and explained that the current Streetscene Service is undertaken by Idverde whose contract expires in June 2020. An extension to the contract is currently under consideration to December 2022, which would allow for new KPIs to be introduced. It was acknowledged that KPIs are an excellent way to measure delivery of a service and focus improvements in desired outcomes, although they can also distort the services delivered by focusing on KPI figures at the expense of other activities. The report indicated that a suite of KPIs are proposed to capture measurable outcomes of the contractor's performance and the perceived service levels from the local community.

The Cabinet Member for Highways, Transport and Waste, Director for Highways and Transport and the Head of Local Highways, Streetscene and Parking Services responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- Savings achieved by the Service Delegation Programme and how Lottery Funding could help with the continuation of services transferred.
- Exploration of satisfaction surveys being conducted on the new Dynamics system (replacing MyWiltshire).
- The frequency of litter picking on main roads and the move to a reactive service.
- Variations across the county in the collection of litter from main roads.
- The standardisation of colour coding for the reporting of performance measures.
- Markets under the control of the Council.
- Support for the public scoring of contract performance and monitoring between town and parish councils.
- The boundaries in towns centres for road and pavement sweeping and the impact of parking regulations where double yellow lines are no longer visible due to detritus.

- The responsibility for maintaining football and cricket pitches.

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

**Resolved:**

- 1. The Environment Select Committee notes the proposed KPIs detailed at Appendix B of the report.**
- 2. That the KPI colour scheme be amended from red, green and gold to the standard Council KPI colour indicators and that they are listed in numerical form.**

26 **Executive Response to the Waste Contracts Task Group**

The Committee considered the report of the Cabinet Member for Highways, Transport and Waste which provided a response to the final report of the Waste Contracts Task Group.

Cllr Bridget Wayman, Cabinet member for Highways, Transport and Waste introduced the report and responded to each of the Task Group's five recommendations in turn.

The Cabinet Member for Highways, Transport and Waste and the Director for Waste and Environment responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- The lack of key performance indicators for the collection of fly tipping evidence.
- Installing CCTV at known fly tipping areas.
- Possibility of integrating Dynamics with HIAMS for the reporting of fly tipping
- The number of fly tipping prosecutions.

The Committee then heard from Cllr Sven Hocking, Chairman of the Waste Contracts Task Group, who generally welcomed the comments from the Cabinet member, although he indicated that the Task Group recommended the use of fixed penalty notices in the place of warning letters. Cllr Hocking also referred to an example of fly tipping in Salisbury and asked if the matter could be investigated further, as well as a date to be provided to the Committee for when the proposed Waste Contracts Task Group could be reconvened.

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

**Resolved:**

- 1. 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**
- 2. The Environment Select Committee to note the update provided by the Cabinet Member for Highways, Transport and Waste in the 'Executive Response'.**
- 3. A response to be provided at 23 April meeting on Cllr Hocking's fly-tipping example from Salisbury and the volume of fly-tipping prosecutions in the past year**

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

The Committee received an update from Cllr Graham Wright on recent activity of the Homelessness Strategy Task Group, in particular the meetings held on 15<sup>th</sup> January 2019 and 19 February 2019. In addition, the Committee were asked to endorse a change to the membership of the Task Group.

**Resolved: To note the update.**

**28 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 Committee's work scheduled for the forthcoming April 2019 meeting.

As the Executive Director for Growth, Investment and Place, Alistair Cunningham, updated the Committee that the ECO Board had been disbanded, it was proposed that the ECO Board item for April instead include information on work that had been undertaken in the past year.

**Resolved:**

- 1. To note the Forward Work Programme.**
- 2. To agree that the ECO Board item for 23 April 2019 include information on work that had been undertaken by the Board in the past year.**

29 **Urgent Items**

There were no urgent items.

30 **Date of Next Meeting**

The date of the next meeting was confirmed as 23<sup>rd</sup> April 2019.

(Duration of meeting: 10.30 am - 12.20 pm)

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## **ENVIRONMENT SELECT COMMITTEE**

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**MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 23 APRIL 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Bob Jones MBE (Vice-Chairman), Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Peter Fuller, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Jacqui Lay, Cllr Ian McLennan, Cllr Nick Murry, Cllr Steve Oldrieve, Cllr Tom Rounds, Cllr Brian Mathew (Substitute) and Cllr John Smale (Chairman)

**Also Present:**

Cllr Robert Yuill, Cllr Ben Anderson, Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Darren Henry, Cllr Ashley O'Neill, Cllr Baroness Scott of Bybrook OBE, Cllr Philip Whitehead, Cllr Jerry Wickham and Cllr Graham Wright

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31 **Apologies**

Apologies for absence were received from Cllr Clare Cape.

Cllr Cape was substituted by Cllr Brian Mathew.

32 **Minutes of the Previous Meeting**

The minutes of the meeting held on 12 March 2019 were approved as an accurate record, subject to the inclusion of the following wording at minute 27:

- Cllr Oldrieve asked if recent evidence from Denmark on Housing First would be included in the Homelessness Strategy's Task Group's work. As Chairman of the Task Group, Cllr Wright confirmed that this would be included in the Task Group's work.

33 **Declarations of Interest**

There were no declarations of interest.

34 **Chairman's Announcements**

The Committee received the following Chairman's announcements:

## 1. Killed and Seriously Injured Incidences

The announcement provided an update on the killed and seriously injured incidences, following consideration of the Highways Annual Review of Service at the Environment Select Committee on 6 November 2018.

The Director for Highways and Environment responded to questions about motorbike and cyclist accident statistics. He confirmed that the figures relied upon information provided by Wiltshire Police, and the majority of accidents were the result of human error.

## 2. Public Transport Review Update

The announcement provided an update on the Public Transport Review. The Committee noted that the Department of Transport decided to conduct a consultation on Section 19 and 22 permits for not-for-profit passenger transport, and following this, new guidance was published by the Government on 15 March 2019.

The Head of Passenger Transport explained that a Judicial Review was currently taking place about the definition of 'non-commercial' within the Government guidance and in the interim period, whilst a decision is being considered, the Council would continue to issue permits.

### **Resolved:**

1. That the Director for Highways and Environment provide further statistical information in relation to the motorbike and cyclist accidents to a future meeting of the Committee.
2. That the Head of Passenger Transport provide a statement from the Council outlining the latest position of the Public transport review, and that a full update be considered by the Committee at its meeting to be held on 18 June 2019.

## 35 **Public Participation**

There was no public participation.

## 36 **Award of the New Highways Term Consultancy Contract**

The Committee received an update report on the current position regarding the award of a new Highways Term Consultancy Contract.

The Committee were informed that the current contract, which provides technical support and assistance to the Council for the provision of essential



highway and related services, comes to an end on 30 November 2019. The update identified how the tender process and evaluation would be undertaken.

It was noted that the tender evaluation and moderation process was expected to be complete in June 2019, with a report being considered by Cabinet on 11 June 2019. An update on the outcome of the tender assessment process would also be provided to this Committee once the assessment is complete.

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste and Director of Highways and Environment responded to questions about the quality of work undertaken during the current contract and the importance of reporting issues to the Council.

**Resolved: To receive an update on the outcome of the tender assessment process at the next meeting of the Committee on 18 June 2019.**

37 **Waste Management**

The Committee considered the report of the Director of Waste and Environment which provided information about the actions taken in response to fly tipping during 2018/19 and addresses other issues arising from the Executive Response to the final report of the Waste Contracts Task Group provided by the Cabinet Member for Highways, Transport and Waste.

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

- The number of enforcement reports investigated compared to the number of prosecutions.
- The number of fixed penalty notices issued.
- The possibility of seizing vehicles used by fly-tippers.
- The use of covert and overt surveillance and the regulation of covert surveillance under the Regulation of Investigatory Powers Act 2000.
- The number of fly-tipping prosecutions to be included in the Town and Parish Council's Newsletter.

The Cabinet member for Highways, Transport and Waste reported that the number of tipping incidents reported between April 2018 and March 2019 had reduced by about 10% compared to the previous year. The Cabinet member confirmed that the Council would prosecute where evidence is available.

**Resolved: To endorse the work that Waste are doing using covert surveillance to address the issue of fly-tipping in Wiltshire.**

38 **Air Quality Strategy**

The Committee considered the report of the Director of Public Health and Public Protection seeking the views of the Committee on the draft Air Quality Strategy prior to public consultation and subsequent consideration by Cabinet.

Cllr Ben Anderson, Portfolio holder for Public Health and Public Protection introduced the report and explained that local authorities had a duty to monitor air quality within their areas having regard to national air quality objectives and standards and report this information to the Department for Environment, Food and Rural Affairs annually. The existing Wiltshire Air Quality Strategy needs to be refreshed as it was originally published in 2011. He explained that Wiltshire enjoyed good air quality in the vast majority of its towns and villages. However, there were currently eight Air Quality Management Areas in Wiltshire where traffic related pollution levels exceeded national standards. The areas included Bradford on Avon, Calne, Devizes, Marlborough, Salisbury (3) and Westbury.

The Committee noted that it was generally difficult to achieve improvements in air quality as they rely on individuals, businesses and communities changing their travel behaviour. Given this, the strategy recognised that improving areas of poor air quality can only be achieved by working collaboratively across the council, and with local communities and other relevant organisations and agencies.

Cllr Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection, and Cllr Ben Anderson, Portfolio Holder for Public Health and Public Protection responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- Concern about the increase in Air Quality Management Areas from 4 to 8 over the last few years and the need to implement plans to see improvements in the air quality in those areas.
- Details about local community action plans not specified in the Strategy document.
- It was recognised that poor air quality across Wiltshire was due to standing traffic in towns.
- The need for the Air Quality Strategy outcomes to be connected to the Transport Strategy.
- Encourage the measurement and consideration of particulates below 2.5 in the Strategy.
- The connection between the Air Quality Strategy and other Council Strategies.
- Discussions required at a local level and encourage input from communities in measuring air quality to make it easier for the Council to respond.
- Encourage lobbying for additional funds and monitoring of air quality in appropriate areas.
- Lack of financial support from the Government to reduce the impact of diesel vehicles and accelerate the move to cleaner transport.
- Difficulties of measuring down to 2.5microns to be included in the Strategy.

Cllr Oldrieve, seconded by Cllr Murry, moved that the Cabinet Member for Adult Social Care, Public Health and Public Protection and Portfolio Holder for Public Health and Public Protection to review the Strategy before submitting it to the Cabinet for approval and for the Strategy to include a response to Wiltshire's air quality on a risk basis, as well as how the Council would specifically tackle the 8 Air Quality Management Areas. The move was not supported by the majority of the Committee.

Cllr Anderson confirmed that he would take into account a number of comments made by the Committee and incorporate them in the Strategy where appropriate.

**Resolved:**

- 1. Notes the draft strategy.**
- 2. Agrees for the comments from the Committee to be incorporated in to the draft document, as detailed below:**
  - a. Monitoring of air quality by communities.**
  - b. To highlight in the Air Quality Strategy the links to other Council Strategies.**
  - c. Focus more on monitoring of air quality**
- 3. Approves the strategy being considered by the Health and Wellbeing Board prior to approval by Cabinet.**

39 **ECO Board: Annual Update**

The Committee considered the report of the Executive Director, Growth, Investment and Place which provided an annual update of the ECO Board on their progress and future plans. The report also included detail on actions taken by the Board over the past 12 months, as requested by the Committee at their meeting on 12 March 2019.

Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property introduced the report and explained that local authorities had a range of responsibilities relating to climate change, and required a framework for discharging these responsibilities in the form of a strategy. Wiltshire Council was a signatory of the Climate Local Initiative, which committed the council to continually identify ways of saving money on energy bills, reduce carbon emissions, reduce flood risks and managing the impacts of extreme weather. The Council has developed an Energy Change and Opportunity (ECO) Strategy, which sets out the Council's ambition to reduce its carbon emissions and lead the county's low carbon transition and prepare for climate change. The ECO Board was charged with overseeing the delivery of the ECO Strategy and approve and monitor the delivery of the Action Plans listed in the report.

The Committee noted that the Council has produced a Core Strategy for the county which identified addressing climate change as a key strategic objective and detailed a number of policies to be delivered. Cllr Sturgis reported that a majority of Action Plans had met their targets and actions as originally set out. However, some Action Plans approved by the ECO Board are being reviewed periodically by the lead service directorates as part of their implementation.

Cllr Sturgis responded to a number of issues and comments from the Committee. In particular, the following issues and comments were raised:

- The recycling and composting rate and the ambition to set a new target.
- Future meetings of the ECO Board, in light of the establishment of a Climate Change Task Group.
- Encouraging communities to increase recycling and reduce the amount of waste created.

**Resolved: To endorse the continuance of the ECO Board until the Climate Change Task Group commences.**

40 **Referral from Full Council and OS Management Committee: Notices of Motion on Climate Change, the Environment and Global Warming**

The Committee considered the report of the Lead Scrutiny Officer which (i) Presented two Notices of Motion passed by Full Council on 28 February 2019 that reference involvement from Overview and Scrutiny (OS); (ii) Invited the Environment Select Committee to establish a task group to undertake the work outlined in the report, as requested by OS Management Committee on 26 March 2019; and (iii) Presented information to support councillors' consideration of how the actions set out in the motions could be addressed, set out in Appendix 1 of the report.

The Committee heard from (i) Cllr Wright, Chair of the OS Management Committee, who reported that the OS Management Committee were overwhelmingly in support of the issue being considered by a Task Group of the Environment Select Committee; (ii) Cllr Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, who spoke to his motion that was agreed by Full Council in February 2019; and (iii) Cllr Toby Sturgis, Cabinet Member for Spatial Planning, Development Management and Property, who reported that climate change policies were already included in the Wiltshire Core Strategy 2006-2026. He reminded the Committee that any new proposals arising from the work of the Task Group relating to Spatial Planning and Development Management would need to be evidence based and financially viable, as the proposals would be examined by the Planning Inspector. Cllr Sturgis confirmed that he would be pleased to offer any advice and respond to questions and comments from the Task Group.

The Committee noted that the current Director for Waste and Environment would provide the lead and support the Task Group in its development of

recommendations and plan to achieve the pledge referred to in the motions to Full Council along with the undertaking of a carbon/renewables audit.

The Committee commented on a number of issues that the Task Group would need to consider, including the following:

- Advice from the Council's Monitoring Officer and Section 151 Officer on the scope and framework that the Task Group can work within.
- Realistic expectations required by the public in relation to (i) what the Council can do versus what the public can do; (ii) The Council working in partnership to become carbon neutral; (iii) the organisations to be involved to enable Wiltshire to become carbon neutral.
- The production of a set of definitions by the Task Group to be included in the Terms of Reference, for example carbon neutral, county of Wiltshire.
- Setting out what the Task Group want to achieve for Wiltshire.
- The definition of County of Wiltshire i.e. council owned buildings, and the areas that the Council can influence, e.g. planning, farming (gaining carbon neutrality).
- The need for the Task Group to work in accordance with the Council's Constitution.

**Resolved:**

- 1. As requested by Full Council and Overview and Scrutiny Management Committee, to establish a task group to:**
  - a) develop recommendations and a plan to achieve making the county of Wiltshire carbon neutral by 2030 along with undertaking a carbon / renewables audit;**
  - b) agree parameters with the relevant Cabinet Member or Portfolio Holder that represent the council impact on the environment and can be accurately reported to council on a regular basis, to potentially include those measures suggested in the motion to Full Council;**
  - c) for the Task Group to consider information collected from the Rapid Scrutiny: Plastic Waste in Wiltshire's roads; and**
  - d) and for all comments from today's debate to be considered by the Task Group**
- 2. Task Group to devise draft terms of reference, to be brought back to the Environment Select Committee on 18<sup>th</sup> June for endorsement.**
- 3. For the Environment Select Committee Chairman and Vice-Chairman to determine the final task group membership.**

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

The Committee received the following updates:

- Homelessness Strategy Task Group - Cllr Graham Wright, Chairman of the Task Group, provided an update on recent activity of the Task Group, in particular the meeting held on 11 March 2019. In addition, the Committee were asked to endorse a change to the membership of the Task Group and seek a member from Salisbury who would be willing to serve on the Task Group.
- Late-Night Taxi Fares Task Group – Cllrs Brown, McLennan and Peter Evans provided updates on the work of the Task Group. It was noted that following this Committee’s consideration of the task Groups final report, the Licensing Committee also considered the final report at their meeting held on 11 March 2019. The Committee noted that the Licensing Committee agreed to set up a Working Group to consider the taxi tariffs across Wiltshire. The Scrutiny Lead Officer explained that the Group would be seeking further information on taxi tariffs in addition to the work already carried out by the Task Group.

#### **Resolved:**

1. **To note the updates.**
2. **To endorse the stepping-down of Cllr John Walsh and Cllr Matthew Dean from the Homelessness Strategy Task Group, and the Group continuing to operate with six members, as follows:**
  - **Cllr David Halik**
  - **Cllr Deborah Halik**
  - **Cllr Gordon King**
  - **Cllr Pip Ridout**
  - **Cllr Tom Rounds**
  - **Cllr Graham Wright**
3. **To seek a member from Salisbury to serve on the Homelessness Task Group.**

#### 42 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 Committee’s work scheduled for the forthcoming meeting on 18 June 2019.

The Chairman confirmed that an update from the Climate Change Task Group would be received at the meeting to be held on 18 June 2019. This update would be received under the standard agenda item of ‘Updates from task groups and representatives on programme boards’.

**Resolved: To note the Forward Work Programme.**

43 **Urgent Items**

There were no urgent items.

44 **Date of Next Meeting**

The date of the next meeting was confirmed as 18 June 2019.

(Duration of meeting: 10.30 am - 12.40 pm)

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## HEALTH SELECT COMMITTEE

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**DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 5 MARCH 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Gordon King (Vice-Chairman), Cllr Clare Cape, Cllr Mary Champion, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Deborah Halik, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Tom Rounds, Cllr Fred Westmoreland and Cllr Graham Wright

**Also Present:**

Cllr Jerry Wickham

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**1 Membership Changes, Election of Chairman & Apologies**

**Membership Changes**

Jim Brewster, Democratic Services Officer, asked the Committee to note the following changes to membership of Health Select Committee; Cllr Chuck Berry leaves, Cllr Tom Rounds joins and Cllr Mike Hewitt joins as a substitute.

**Election of Chairman**

Jim Brewster, Democratic Services Officer, called for nominations to the position of Chair of Health Select Committee for the remainder of the municipal year 2019-20.

Cllr Graham Wright proposed Cllr Howard Greenman to be appointed Chair of Health Select Committee, Cllr Pip Ridout seconded the proposal.

There being no other valid nominations, Cllr Howard Greenman was duly announced as Chair of Health Select Committee for the remainder of the municipal year 2019-20.

**Apologies**

Apologies were received from Cllr Christine Crisp.

## 2 **Minutes of the Previous Meeting**

### **Resolution**

**The minutes of the meeting held on 18 December 2018 were approved.**

## 3 **Declarations of Interest**

There were no declarations of interest.

## 4 **Chairman's Announcements**

### **Care Quality Commission's (CQC) Action Plan**

The Chair announced an update on the CQC's Action Plan that was presented to Health and Wellbeing Board on 7 February 2019.

The report and delivery plan was a response to the CQC's Local Systems Review that seeks to improve the experiences of people engaging with health and social care services.

The Chair noted the strength and breadth of progress represented by the report.

### **Overview and Scrutiny workshop - Effective Scrutiny meetings**

The Chair announced that members had benefitted from the delivery of the workshop, 'Effective Overview and Scrutiny meetings', held in October.

### **Quality Accounts**

The Chair announced that annual requests from partners to review their Quality Accounts were to be expected shortly. The Committee would be asked to consider how best to manage these requests when reviewing its forward work plan.

### **Local Government and Social Care Ombudsman update**

The Chair brought the Committee's attention to the latest update on the Local Government and Social Care Ombudsman Report that had been taken to Standards Committee on 23 January 2019.

### **Public Health - Annual Report**

The Chair announced that the 2018-19 Annual Report of Public Health would be a video instead of a written report. The video would be shared with the Committee when it was available.

## 5 **Public Participation**

There were no members of the public present.

## 6 **Adult Social Care - Quarterly scorecard**

It was anticipated that the use of the scorecards would be key to engendering a stronger, evidence-based performance culture.

The committee was informed that work was taking place on identifying key metrics that gave an overall perspective on service outputs and inputs.

The aim was to develop a set of metrics that drive the business plan and inform practice to the level of individual appraisals, thereby enabling portfolio holders and directors to execute their responsibility to hold services to account. The metrics used would be refined on an ongoing basis.

The discussion noted the value of the scorecard's metrics, presentation and legibility.

Members of the committee sought, and were offered reassurance that consideration would be given to using at least two data-points for each metric to ensure context and/or relevant comparison and that triangulation and benchmarking would be undertaken where possible.

Overall the committee welcomed a process that clarified the value of, and distinction between, performance measures about outputs and managerial metrics about inputs but raised concern over the work required to report on 50 key performance indicators.

Reassurance was offered, and it was explained that Adult Social Care produced over 400 metrics and that this set of 50 was an initial assessment of the most significant key performance indicators.

### **Resolved**

**To consider the Key Performance Indicators and Adult Social Care Quality Scorecard at a pre-committee briefing (likely to be 25 June 2019).**

**To invite the Cabinet member to consider the following with regards to the scorecards:**

- a. using more than 2 data points to inform the scorecards (to highlight trends);**
- b. including national comparison on monitoring figures;**
- c. showing the “strategic weight” of the Key Performance**

**Indicators (how do they link with the council's business plan and / or priorities)**

- d. reviewing the KPIs themselves on a regular basis, such as every 6 months**

**7 Places of safety - update**

Lucy Baker, assured the Committee that the current pilot would continue whilst its impact was being evaluated. The report was due to be released towards the end of April and would be brought to committee when available.

**Resolved**

**That, at the earliest opportunity (pending release by NHS England), the committee receives the analysis of the feedback on the impact the temporary closure was having on the populations of Swindon and Wiltshire and individuals using the service.**

**8 Maternity Transformation Plan - update**

Lucy Baker, updated the Committee on the consultation on Maternity Transformation Plan, which had received 1,700 responses. This was a higher number of responses than anticipated and, whilst good news, meant that the University of Bath, which had been commissioned to analyse the results, now required more time to do so. These results would then be presented to a panel of clinicians (not previously involved with the consultation or proposal) who would make recommendations.

Cllrs congratulated all those involved on a successful consultation and commended the efforts made to increase public engagement.

**Resolved**

**To consider the outcome of the public consultation and the findings of the panel of clinicians on the Maternity Transformation Plan at the meeting on 25 June 2019.**

**9 Proposed Relocation of the Royal National Hospital for Rheumatic Diseases' Bath Centre**

Sarah MacLennan introduced the briefing note that had been circulated with the agenda.

The committee noted national news coverage of complex pain services, the unfortunately low response rate to the consultation and highlighted local issues of parking and access at the proposed building.

## **Resolved**

**To note the briefing on the proposed Relocation of the Royal National Hospital for Rheumatic Diseases' Bath Centre.**

**To receive an update (as a chairman's announcement) to confirm when the service does move to the Combe Park site.**

### **10 Children and Adolescent Mental Health Services task group**

The committee considered the executive response included with the agenda as well as the comments made by the Children's Select Committee.

It was noted that recommendation 2.b had been rejected and, although the reasons for this were understood, the committee sought reassurance, which was given, that the outcome of the research on good practice for transitions would be brought back to the committee when available.

The committee was informed of a positive development since the report had been published as the national planning guidance (10 year plan for health) had now been published and required pathways for all 16 to 25 year olds to be in place by 2023, which meant that Oxford Health (providing Child and Adolescent Mental Health Service in Wiltshire) and Avon and Wiltshire Mental Health Partnership (providing Mental Health support for adults in Wiltshire) would now be working closer together. The council and CCG were already working on this and hoping to co-produce the pathway during 2020 and were hoping to be able to present on this towards the end of 2020.

## **Resolved**

**To note the comments and resolutions from the Children's Select Committee meeting on 8 January 2018.**

**To note the executive response to the Final Report – Part One of the CAMHS Task Group.**

**To welcome further updates from the CAMHS task group when it resumes its work from September 2019.**

**To receive the joint report (CCG and Wiltshire Council) on Mental Health as soon as available, it was currently anticipated to be presented to the Health and Wellbeing Board in June / July 2019.**

### **11 Executive response - Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing - report**

The committee was reminded of the rapid scrutiny exercise which had taken place at the Cabinet Member's request as the meeting patterns for Cabinet and

Health Select Committee meant that it could not be considered by Health Select Committee before a decision was required from Cabinet.

The value of both the outcomes and the process of rapid scrutiny exercises were emphasised for situations like this, although every effort would be made to bring information to committee ahead of Cabinet's decisions.

### **Resolved**

**To note the executive response.**

**To be provided 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 at the earliest opportunity.**

**To receive, through the Chairman and Vice-Chairman, brief factual updates, limited to confirming when key milestones have been reached, as anything else would fall outside the normal procurement process, for the following:**

- a. Timely and effective customer, families, professionals and provider consultation (co-production)**
- b. Accommodation review to be completed**
- c. Co-production to develop service specifications for each service – replacing existing specifications, many of which are outdated and no longer fit for purpose.**
- d. Reviewing of funding models that are both appropriate and affordable for Wiltshire Council to ensure a sustainable provider market.**

### **12 Executive response - Rapid Scrutiny Exercise: Extension of Intermediate Care Bed Service contracts for 2019-2020 - report**

As per the previous item in these minutes, the committee was reminded of the reasons for this rapid scrutiny exercise.

### **Resolved**

**To note the executive response.**

**To receive the outcome of the review of Intermediate Care Bed Service at the earliest opportunity.**

### 13 **Task Group and Programme Boards Representatives Updates**

Cllr Jerry Wickham updated the Committee on Phase 2 of the Adult Social Care transformation programme that addressed learning disability and mental health. Confidence that work was moving the right direction was expressed, whilst it was recognised that more time was necessary to ensure the same rigour and discipline in programme management as had been applied to Phase 1.

### 14 **Forward Work Programme**

Following on from the chairman's announcement earlier in the meeting, the committee considered how it wished to deal with Quality Accounts this year.

Members of the committee fed-back from the workshop on gathering evidence they had attended on 28 February and invited the committee to review when and how it considered its forward work programme to ensure doing so generated a dynamic approach to the Committee's work.

Members of the committee also raised their concern about the length of time since the committee had received information from the South Wiltshire Ambulance Service Trust with regards to response time in rural areas and the current estate review being undertaken by the trust (which was likely to result in the closure of some local ambulance stations).

Following these discussions, it was

#### **Resolved**

**To include the Forward Work Programme much earlier on the agenda (then refer to it throughout the meeting as consideration is given to items, information or reports being presented to future meetings).**

**That a small group of members of the Health Select Committee would meet to consider the Quality Accounts. Their findings would be circulated to the committee prior to the responses being sent to the relevant bodies. Cllr Gordon King, Cllr Clare Cape, Cllr Fred Westmoreland and Diane Gooch volunteered to undertake this work.**

**To invite SWAST to present to the HSC on 30 April on the following:**

- a. **Progress to date and planned activities in the Trust's estate review – including outcomes of the 2015/16 audit focusing on impact on Wiltshire, including Amesbury ambulance station.**
- b. **Update on service delivery in terms of performance, projects and activity (last received in September 2017), including work planned for 2019/20**

**c. Response times, especially in rural areas**

**15 Date of Next Meeting**

To confirm the date of the next meeting as Tuesday 30 April 2019, starting at 2.30pm.

**16 Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 3.20 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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## LICENSING COMMITTEE

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**DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 11 MARCH 2019 AT WEST WILTSHIRE ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Trevor Carbin, Cllr Sue Evans, Cllr Jose Green (Vice-Chairman), Cllr Mike Hewitt, Cllr Peter Hutton (Chairman), Cllr George Jeans, Cllr Leo Randall, Cllr Pip Ridout, Cllr John Smale, Cllr Ian Thorn and Cllr Peter Evans (Substitute)

**Also Present:**

Carla Adkins (Public Protection Officer – Licensing), Julie Anderson-Hill (Head of Service – Culture and Operational Change), John Carter (Head of Service – Public Protection), Michael Dooley (Litigation Team Leader), Linda Holland (Licensing Manager), Sarah Marshall (Senior Solicitor), and Lisa Pullin (Democratic Services Officer)

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**1 Apologies**

Apologies were received from Cllrs Allison Bucknell, Graham Payne and Jerry Wickham and from Tracy Daszkiewicz (Director – Public Health and Protection).

Cllr Peter Evans was substituting for Cllr Allison Bucknell.

**2 Minutes**

The minutes of the meetings held on 3 and 26 September 2018 were presented to the Committee.

**Resolved:**

**That the minutes of the meetings held on 3 and 26 September 2018 be approved and signed as a correct record.**

**3 Chairman's Announcements**

The Chairman, Councillor Peter Hutton made the following announcement:

In January 2019, a meeting was held with the lead Licensing Officers and forthcoming items for consideration by Committee were discussed. It was agreed that if a planned Committee meeting was expected to be light or there

was no decision making business, the meeting slot would be used to provide a training session for Members. It was planned that there would be a training session in place of/following (as appropriate) the next meeting on 3 June 2019.

#### 4 **Declarations of Interest**

There were no declarations of interest.

#### 5 **Public Participation**

No questions had been submitted to the Committee from the public prior to the meeting.

Amanda Newbery (Chair of the Salisbury Purple Flag) was present and reported that she was interested to hear the discussions on Agenda items 7 (Statement of Licensing Policy) and 8 (Consideration of the report of the Late-Night Taxi Fares Task Group).

Amanda felt that the revised Statement of Licensing Policy was very good, and she would look forward to participating in the consultation when this was available.

Amanda reported that she is part of the Economic and Regeneration Team in Salisbury working on the High Street bid to get young people using the night time economy in Salisbury and that taxis are the life blood for young people due to the rural areas. She was present today to try to understand the rationale behind decisions being made.

Robert Logue was also present at the meeting to observe. He is a member of Salisbury PubWatch and was interested in the discussions on the review of taxi tariffs.

Julia Hiystek (Local Democracy reporter) was present from the Wiltshire Times/Gazette & Herald.

#### 6 **Minutes of the Licensing Sub Committees**

##### **Northern Area**

05/10/18      Application for a Variation of a Premises Licence – Whitehall Garden Centre, Corsham Road, Lacock

22/10/18      Review of a Premises Licence, Royal Sports Bar and Cue Club, Ivy Road Industrial Estate, Ivy Road, Chippenham

### **Eastern Area**

12/12/18 Application for a Premises Licence, The George Narrowboat, Devizes Wharf

### **Southern Area**

14/05/18 Application for a Premises Licence – Chalke Valley History Festival, Church Bottom, Broad Chalke, Salisbury

10/09/18 Application for a Variation of a Premises Licence - The Bank Cocktail Lounge & Events, 18 High Street, Amesbury

### **Appeal against a Refusal of a Street Trading Consent**

23/01/19 Appeal against a refusal for a Street Trading Consent for a Kebab Van in George Lane Car Park, Marlborough

### **Resolved:**

**That the Minutes of the meeting detailed above be approved and signed as correct records by the Chairman.**

## **7 Statement of Licensing Policy - Update**

Linda Holland (Licensing Manager) referred to the report circulated with the Agenda which gave the Committee background information concerning the new proposed Statement of Licensing Policy and requested approval for Officers to commence a full consultation on the proposed Policy. Linda highlighted the following:

- In order for the Licensing Authority to discharge its licensing functions it is required to draw up a Statement of Licensing Policy under the Licensing Act. This Policy is to be reviewed every five years and be the subject of a full consultation process. The last Policy was approved in 2014 and if approved today, an extensive 12-week public consultation would commence on the amended Policy;
- There had been a number of legislative changes since the publication of the last Policy which included:
  - i) April 2017 – The Immigration Act 2016 made substantial changes to the Licensing Act 2003. In summary these were to introduce a “Right to Work” test for applications; provide enforcement powers to the Home Office Immigration Team and to include them as a Responsible Authority. This has been added to the Crime and Disorder Licensing objective.

- ii) April 2015 – The Legislative Reform (Entertainment Licensing) Order 2014 made substantial changes to the Licensing Act 2003 which removed the requirement for many forms of entertainment to be licensed under the Licensing Act 2003.
- The new sections and updates to the Policy were detailed in the summary of changes on page 133 of the Agenda;
- A number of processes had also been updated, including the inclusion of Public Health as a Responsible Authority;
- Wiltshire seems to attract lots of festivals and events and the proposed Policy seeks to set the scene of what is expected of existing and new licence holders in Wiltshire; and
- Members were asked to approve the draft Policy, give agreement to start the consultation process with a view to a finalised Policy being brought back to the Committee in September 2019 which would then go to Council in October for final ratification.

The Chairman thanked Officers for the preparation of the Policy and reported that he felt it was a proactive and engaging document.

The following questions were asked by the Licensing Committee Members:

Q Are the military, PubWatch and the Chippenham and Salisbury BID included as part of the consultation?

A This is a public consultation open to all and the Licensing Team will look to engage with all. The draft Policy will go to PubWatch meetings and on the Council's website.

Q Some constituents feel that the Licensing Policy and the Council's Obesity Strategy conflict each other – are Public Health consulted on applications?

A We must judge applications on how they meet the Licensing Objectives, although Linda Holland had recently met with Public Health colleagues to discuss the issue as under the Licensing Act 2003 and current guidance we cannot refuse a licence because someone is selling unhealthy food such as 'burgers'. We cannot differentiate between a café or a public house – we can only consider whether or not it meets the four licensing objectives. It may be possible to put something into the Policy as an advisory in relation to fast food outlets but detailed legal advice could be taken on this as it does not fit in with the licensing objectives and aims. Once legal advice is taken this could be reported back to Members.

Q Are the drinking establishments (Officer's mess etc) "behind the wire" at military bases monitored?

A Anything "behind the wire" is not licensable by the Licensing Authority. The Authority is looking at the possible impacts of the Army Rebasing in the area.

Q Is there any help from the military to help with the impact of the Army Rebasing on the night time economy in the area.

A We are aware that resourcing is an issue for many agencies. This would be a discussion needed by those higher up in the chain.

**Resolved:**

**That the Licensing Committee:**

- 1. Requests Officers to carry out a 12-week consultation process on the proposed Statement of Licensing Policy 2019-2024.**
- 2. Note that at its meeting in September 2019, the Committee will be required to consider commending for approval the finalised statement of Licensing Policy to Full Council.**

## **8 Consideration of the Report of the Late Night Taxi Fares Task Group**

The Chairman referred to the final report of the late-night Taxi Fares Task Group (set up by Environment Select Committee) which had been circulated with the Agenda.

Cllr Jerry Wickham, the Cabinet Member for Adult Social Care, Public Health and Public Protection was not able to be present at the meeting as intended, but wished for a statement to be read out on his behalf and this is below:

*"The issue before you this morning is that in 2014 this authority introduced a new policy and practices associated with the licensing of taxis. This included the harmonisation of tariffs. Since being the Cabinet Member having responsibility for this area, I have fairly routinely been contacted by representatives from Salisbury's night time economy seeking a review of these policies. I had consistently refused to entertain any review stating that the circumstances had not radically changed. However, after the Salisbury incident and especially the recovery phase, I was asked to reconsider my decision which I agreed to do. Accordingly, I then invited the Environment Select Committee to instigate a review and this they subsequently undertook by way of a Task Group under the chairmanship of Cllr Graham Payne.*

*The findings of this task group are summarised in the report before you all and you will note that there are five recommendations. Essentially, the first two*

*relate to the issues of the tariffs and the remainder linked to driver qualifications, CCTV in vehicles and the number of vehicles with disabled facilities vehicles. I very much welcome these findings and wish to again offer my thanks to Cllr Payne and his Councillor colleagues as well as all the witnesses that provided evidence to the task group.*

*In terms of moving forward, in the last few weeks central Government has indicated that it has a number of new proposals coming down the line leading to legislative changes. To therefore instigate too much work, especially over driver qualifications and suitability as well as CCTV, would be premature and at this time, I do not know the full extent of the proposed changes and what further impact they might make.*

*Accordingly, I am proposing that for the present time, we should pause on undertaking too much further work albeit in your capacity Mr Chairman you might wish to continue looking at the tariff issue. On that basis, I understand that you might wish to consider, through the Licensing Committee, a further detailed examination of the tariffs by instigating your own Working Group to enable a county wide appreciation to be factored into this discussion. Should you wish to do so, I know that officers and myself would be only too pleased to assist this group through its work. You will also appreciate that I will look very carefully at your findings moving forward and would welcome any such approach.”*

Julie Anderson-Hill (Head of Service, Culture and Operational Change) reported that the Department for Transport were currently carrying out consultation to seek views on proposed statutory guidance to Hackney Carriage and Private Hire Vehicles (PHV) licensing authorities on how to use their licensing powers to protect children and vulnerable adults. This consultation closes on 22 April 2019 and the authority would be submitting a response by that date. As indicated by Cllr Wickham this was likely to lead to legislative changes, so it was proposed that the Council’s identified work on this area be put on hold which would enable time to carry out a holistic view of all the policies surrounding fit and proper persons, Hackney Carriage and Private Hire Licensing, accessible taxis, training and use of CCTV.

The Chairman proposed that a working group be set up by the Licensing Committee to sit under the Licensing Committee in order to carry on looking at the tariff rates across all of Wiltshire in the meantime as it would ultimately be the Licensing Committee that would need to make a recommendation on any proposed changes.

The Licensing Committee Members asked the following questions:

Q How long would it take for this Working Group to reach its conclusion?

A We would hope that this would be as soon as possible. We don't want it to drift on. Recommendations need to be thorough. It may be possible to hold fewer long meetings than more and shorter meetings.

Q How will we do a better job than the Late-Night Taxi Fares Task Group?

A The Licensing Committee need to take ownership of this work now and will be committing to finding a way forward as soon as possible.

A Councillor present at the meeting who was also a member of the Task Group reported that they found conflicting evidence between what changes those in Salisbury and other areas in the county wanted.

The Chairman accepted that this was a complex issue but wished to thank the members of the Environment Select Committee and the Task Group, but felt it was now time for the Licensing Committee to take this on and move it forward.

The importance of balancing what the public users want, and the commerciality of the trade needed to be considered and it was agreed that the Terms of Reference would need to clearly state the objectives of the Working Group.

Another Member suggested that consideration should be given to all areas in Wiltshire as there are also other military areas.

The Democratic Services Officer reported that she would investigate how many Members would be required to form the Working Group and would contact Members following the meeting to make arrangements for the Working Group to be set up.

**Resolved:**

**That the Licensing Committee agree to set up a Working Group of up to 6 Councillors to consider the Taxi Tariffs across Wiltshire.**

9 **Briefing Note - The Animal Welfare (Licensing Of Animals) (England) Regulations 2018**

Linda Holland (Licensing Manager) referred to the Briefing Note on the Animal Welfare (Licensing of Animals) (England) Regulations 2018 that was circulated with the Agenda. Linda highlighted the following:

- The changes in legislation had had a significant impact on the Council's animal licencing regime and the smooth implementation of the new regulations could not have taken place without the hard work and flexibility of the whole Licensing Team who were strongly supported by the dog wardens who assisted with inspections;

- The DEFRA guidance introduced to assist with the interpretation of the legislation had already been changed significantly and it had even been the case that during inspections, those being inspected had produced documentation from DEFRA referring to changes that been made that had not been communicated to the Local Authority;
- Four licensing seminars took place in October 2018 with over 200 members of the animal licensed trade using the opportunity to learn about the implementation and potential impact of the new regulations;
- Under the old licensing legislations (prior to December 2018) there were 269 licences. Over 190 have been re-licensed (some of these are now combined licences). It is pleasing to note that many these establishments received a 5 star – 3-year licence. There were only a few who received a 1/2-star rating and a 1-year licence. Those establishments will receive unannounced inspections going forward;
- To date, five establishments have had their applications refused, with two of these now having been re-inspected and licences granted. There had been no legal challenge to the new processes and no appeals against the decisions made. The Authority now have more powers under the legislation and can suspend or downgrade a rating if standards are not continuing to be met;

The Licensing Committee members asked the following questions:

Q Have you considered putting on a review style seminar to the trade to gauge opinion on how things are going?

A I am not sure what that would offer to the trade, but we may consider it if there are further changes introduced.

Q Do you receive intelligence/tip offs on establishments/breeders that may be unlicensed?

A We do follow up on any intelligence received; we proactively seek them and make them aware of the legislation. We have contacted about a dozen establishments that we were aware of and these have come forward and are now in the licensing process.

Q I assume there are a limited number of establishments/breeders that are outside of the licensing scope that DEFRA wanted to pick up within this legislation?

A We educate the public on puppy buying and encourage those wishing to buy a puppy to look at the list of registered dog breeders on the public register on our website. Vets may also make us aware of breeders that we can check.



A dog can have up to 3 litters before they come into the regime as a dog breeder.

Q Do we share information with our neighbouring authorities and highlight any known problem establishments?

A Yes, we liaise regularly with other Local Authorities to share information. Linda would be attending the regional dog warden / animal licensing meeting next week to share best practice and work with neighbouring authorities to address concerns and queries.

Q Have you received any feedback on the fees increase?

A We feel that the fees are considered to be comparable to the work require as those who now have a 3-year licence will be paying less than they were each time for their 1-year licences.

Q Why have the riding schools not yet been rated?

A There was not the deadline for riding schools to be inspected by 31 December 2018 as it was with the other establishments. These will be going through the new requirements as their current licences expire.

Q We you able to get vets on board to help with inspections?

A We wrote to 30 vets and received no offers to assist us. We do now have one vet to help with inspections. Visits have taken more time than anticipated.

Q Are animal breeders expected to “vet” the prospective owners?

A There is no legislative requirement on them, although they are deemed to be suitable if they are purchasing from a reputable breeder and it’s for the breeder to decide who to sell to.

The Licensing Committee wished to congratulate and thank Linda Holland and her Team for their excellent work in the implementation of this legislation.

**Resolved:**

**That the Licensing Committee note the update and support the work of the Licensing Team in implementing and enforcing the new regulations.**

## 10 Update on the Licensing Service

Linda Holland (Licensing Manager) referred to the update on the Licensing Service which had been circulated with the Agenda. Linda highlighted the following:

- It was intended that a training session for Members would be held in place of/following the next meeting on 3 June 2019 on TENS and large event applications;
- Wiltshire is a popular venue for festivals and other large-scale events – the prevention of harm is a key element when planning an event and Licensing Officers are involve in considerable pre-event work to guide organisers to manage their own event to lessen the impact on the local community and emergency services;
- Some events are supported through the Event Safety Advisory Group (ESAG) which is a forum where the organisers of events meet with the responsible authorities including the emergency services to discuss details of the event and any potential issues. More ESAG meetings are planned to date than were held for the whole of last year;
- We have been working together with Swindon Licensing and Wiltshire Police to promote the “Ask for Angela” campaign which was launched in October 2018;
- In April 2017 the Home Office Immigration department became a Responsibility Authority under the Licensing Act and we have carried out two joint visits to premises where it was suspected that illegal workers were present; and
- A large number of applications for licences continue to be received with over 2000 TEN applications. To date in 2019, no Licensing Sub Committee hearings had been required.

John Carter (Head of Service – Public Protection) reported that the Public Protection Service had a restructure at the end of 2018 and seven Heads of Service were reduced to three. Linda and her team now come under John.

The Chairman thanked Officers for their work, noting their increased workload in recent months with the Animal Licensing legislation changes. He was pleased to note that the Licensing and Public Health Teams are now an integrated service.

The Licensing Committee Members asked the following questions:

Q Are you responsible for licensing of Swindon premises?

A No.

Q Have there been any appeals to the Magistrates Court to challenge any of the decisions made by the Licensing Sub Committee in the last year?

A No.

Q The ESAG is a great tool, how many are usually held per year?

A Last year there were 15 ESAG meetings held but while a high profile and useful group, they can only advise on events (i.e. they cannot stop events being held) as they are considered to be a guidance tool.

Linda Holland asked if Members still found the weekly list of applications that she circulated to be useful? Members confirmed that they did. Linda advised Members would be notified of any applications in their Ward and if they had any queries about applications in their ward or other areas they should contact the relevant Licensing Officer.

Linda Holland agreed to send out details to Members about the "Ask for Angela" Scheme.

**Resolved:**

**That the Licensing Committee note the update and that Members continue their support of the "Ask for Angela" initiative to assist a person at a time of vulnerability.**

11 **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 June 2019  
2 September 2019  
2 December 2019  
2 March 2020.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.40 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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## **NORTHERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 6 MARCH 2019 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Christine Crisp, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Bob Jones MBE (Substitute), Cllr Jacqui Lay (Substitute) and Cllr Philip Whalley (Substitute)

#### **Also Present:**

Cllr John Thomson

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#### **10 Apologies**

Apologies were received from Cllr Chuck Berry, Cllr Brian Matthew and Cllr Ashley O'Neill.

Cllr Chuck Berry was substituted by Cllr Jacqui Lay, Cllr Brian Matthew was substituted by Cllr Bob Jones and Cllr Ashley O'Neill was substituted by Phillip Whalley.

#### **11 Minutes of the Previous Meeting**

The minutes of the meeting held on 30<sup>th</sup> January 2019 were presented.

#### **Resolved:**

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

#### **12 Declarations of Interest**

Cllr Gavin Grant declared an interest in agenda item nos. 7a and 7b (member of Malmesbury Town Team). He declared he would participate in the debate and vote for each item with an open mind.

Cllr Toby Sturgis and Cllr Chris Hurst declared an interest in agenda item no. 7b (both have an account with A.C Nurden Ltd). Both declared they would participate in the debate and vote for each item with an open mind.

13 **Chairman's Announcements**

There were no Chairman's announcements.

14 **Public Participation**

The Committee noted the rules on public participation.

15 **Planning Appeals and Updates**

The Committee noted the contents of the appeals update.

16 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of applications 18.02180.FUL and 18.06980.FUL as listed in the agenda pack.

The Committee considered the following applications:

17 **18.02180.FUL - Land East of the A429, Malmesbury Bypass, Malmesbury**

Public participation

Richard Morison, on behalf of the Cooperative Group, spoke in objection to the application.

Nicola Earl, local resident, spoke in objection to the application.

Susan McGill, local resident, spoke in objection to the application.

Glen Stidever, the applicant, spoke in support to the application.

Nigel Roberts, the landowner, spoke in support to the application.

Daniel Wheelwright, the agent, spoke in support to the application.

Cllr John Gundry, Malmesbury Town Council, spoke in objection to the application.

Cllr Roger Budgen, Chairman of St Paul Without Parish, spoke in objection to the application.

The Planning Officer, Lee Burman, introduced a report which recommended refusal of planning permission, for Erection of a New Lidl Store and Associated Works Including Car Parking and Landscaping on Land East of the A429, Malmesbury, Wiltshire.

Key issues highlighted included: principle of development; retail impact and the sequential test; impact on the character, appearance and visual amenity of the

locality including trees; impact to heritage assets including the conservation area for the town and archaeology; highways impact and parking; drainage & flood risk; impact on ecology; noise and S106 matters.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: Highways access, improvements to cycle and pedestrian access and the lack of a light control system for pedestrian crossing.

Members of the public then had the opportunity to address the Committee, as detailed above. The representations of St Paul Malmesbury Without Parish and Malmesbury Town Councils, as detailed in the report, were also noted.

Cllr John Thomson, Division Member for Sherston, spoke regarding the application with the main points focusing on the development of greenfield sites; the location of the proposal; the desire for a discount retail store; the landscaping of the site; highways issues and the need to preserve the countryside.

Cllr Gavin Grant, Division Member for Malmesbury, spoke regarding the application with the main points focusing on the historical importance of the Malmesbury area; the unique character of the locality; the public concern for the proposal; the risk of taking urban development into the open countryside and the location of the proposal.

The Planning Officer addressed some of the issues raised by the public and local members with the main points focusing on: noise harm; heritage assets; that the application must not be considered in isolation and that planning policy has undergone significant change since similar applications were previously brought to Committee for determination in 2012 and that other material circumstances and considerations have changed significantly in the intervening period including major residential development toward the north of the town.

At the start of the debate the Chairman moved the officer's recommendation, seconded by Cllr Peter Hutton, to refuse planning permission as detailed in the report.

During the debate the main points raised were: the character and history of the locality; the importance of maintaining the functionality of the bypass; breaching the physical boundary between town and agricultural land; the Neighbourhood Plan; highways concerns and the location of the proposal.

## **Resolved**

**That planning permission is refused in accordance with the Officer Recommendation and as set out below.**

**1. The proposed development in the location identified would conflict with the development strategy of the development plan as defined by policies CP1, CP2 and CP13 of the Wiltshire Core Strategy (Jan 2015) and thereby conflict with paragraphs 2, 12 and 47 of the NPPF (Feb 2019).**

2. The proposed development would result in harm to the character, appearance and visual amenity of the locality through the urbanisation of the landscape contrary to Wiltshire Core Strategy Policies CP51 and CP57 (i, ii, & iv); Policy 13 as informed by aims and objectives tasks 8.1, 8.4 & 8.5 and Vol II (Design Guide) Malmesbury Neighbourhood Plan (Made Feb 2015); and NPPF para 170(b) (Feb 2019), while the proposed location of development precludes future viable agricultural use/s for adjoining farmland to the west and south, which would not represent an efficient use of land contrary to WCS, CP57 (vi).

3. The proposed development would result in less than substantial harm to a designated heritage asset (Setting of the Malmesbury Conservation Area) which is not outweighed by the public benefits of development. The proposals thereby conflict with Wiltshire Core Strategy CP57 (i & iv) and CP58; Malmesbury Neighbourhood Plan Policy 13 as informed by aims and objectives tasks 6.1, 8.1, 8.4 & 8.5 and Vol II (Design Guide); 192, 193, 196, 197 and 200 in the NPPF (Feb 2019), Historic England's The Setting of Heritage Assets Good Practice Advice in Planning: Note 3 (2nd Ed Dec 2017) and the BS7913.

18 **18.06980.FUL - Land At Malmesbury Garden Centre, Crudwell Road, Malmesbury**

Public participation

Richard Morison, on behalf of the Cooperative Group, spoke in objection to the application.

Daniel Wheelwright, the agent for 18.02180.FUL, spoke in objection to the application.

Barbara Bowman, local resident, spoke in support to the application.

Simon Glover, the applicant, spoke in support to the application.

Barry Lingard, local resident, spoke in support to the application.

Dan Templeton, the agent, spoke in support to the application.

Cllr Roger Budgen, Chairman of St Paul Without Parish Council, spoke in objection to the application.

Cllr John Gundry, Malmesbury Town Council, spoke in objection to the the application.

The Planning Officer, Lee Burman, introduced a report which recommended granting planning permission, subject to conditions and the completion of a section 106 planning obligation within 6 months of the date of the meeting, for Full Approval for the Demolition of Existing Buildings and the Erection of a



Class A1 Foodstore (1,782 sq m Gross Internal Floor Area) with Associated Access, Car Parking and Landscaping; and Outline Approval for a Replacement Garden Centre and/or Class B1/B2/B8 Employment Uses. Conditions as revised in late items.

Key issues highlighted included: principle of development; retail impact and the sequential test; impact on the character, appearance and visual amenity of the locality including trees; impact on heritage assets including archaeology; highways impact and parking; drainage & flood risk; impact on ecology; noise & residential amenity and section 106 matters.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: landscaping improvements; roadside screening and tree planting.

Members of the public then had the opportunity to address the Committee, as detailed above. The representations of St Paul Malmesbury Without Parish and Malmesbury Town Councils, as detailed in the report, were also noted.

Cllr John Thomson, Division Member for Sherston, spoke regarding the application with the main points focusing possible employment opportunities; the desire to develop the site in question; the low level of objections to the proposal; the development of brownfield sites and highways and traffic issues.

Cllr Gavin Grant, Division Member, spoke regarding the application with the main points focusing on the desire for a discount retail store; the need to ensure a garden centre will remain on the site; possible employment opportunities; highways issues; the desire for the proposal to enhance the retail experience across the Malmesbury area and the need for the applicant to take local needs into consideration and engage with those that live in the vicinity.

The Planning Officer addressed some of the issues raised by the public and local members with the main points focusing on: the robustness and appropriateness of the assessments undertaken; that there is scope for voluntary contribution to S106 from the applicant; pedestrian access; highways issues and the impact to residential amenity.

At the start of the debate the Chairman moved the recommendation of the officers, seconded by Cllr Howard Greenman, to grant planning permission as detailed in the report.

During the debate the main points raised were: possible employment opportunities; the potential for voluntary contribution to S106 from the applicant; a possible speed limit reduction; the traffic flow arrangements; possible adverse effects of noise; drainage issues and concerns over the vitality of Malmesbury town centre.

## **Resolved**

**That planning permission is approved in accordance with the Officer Recommendation subject to the conditions as amended in the late items and set out below; and delegation of authority to the Corporate Director Growth, Investment, & Places in consultation with the Chairman to consider submissions from the Malmesbury Town Team, to be made within two months of the date of the Committee meeting, setting out the need and basis for S106 financial contributions toward enhancing town centre vitality and viability. Submissions to include projects toward which funds would be dedicated. The case officer to prepare a report to the Committee Chairman and the Corporate Director as to the adequacy of submissions and compliance with relevant regulations, policies and guidance.**

### **Outline**

**1. The development hereby permitted shall be begun either before the expiration of three years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.**

**REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

**2. No development shall commence on site until details of the following matters (in respect of which approval is expressly reserved) have been submitted to, and approved in writing by, the Local Planning Authority:**

- (a) The scale of the development;**
- (b) The layout of the development;**
- (c) The external appearance of the development;**
- (d) The landscaping of the site;**

**The development shall be carried out in accordance with the approved details.**

**REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.**

**3. An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.**

**REASON:** To comply with the provisions of Section 92 of the Town and Country Planning Act 1990.

**4. No part of the development shall be first brought into use until all the existing buildings on site have been permanently demolished and all of the demolition materials and debris resulting there from has been removed from the site.**

**REASON:** In the interests of the character and appearance of the area [and neighbouring amenities].

**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:-**

- location and current canopy spread of all existing trees and hedgerows on the land;
- full details of any to be retained, together with measures for their protection in the course of development;
- a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- car park layouts;
- other vehicle and pedestrian access and circulation areas;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. refuse and other storage units, signs, lighting etc);
- tree(s), of a size and species and in a location to be agreed in writing with the Local Planning Authority, shall be planted in accordance with BS3936 (Parts 1 and 4), BS4043 and BS4428

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

**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. 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 above damp course level 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.

**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.

9. 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.

10. The permitted replacement Garden Centre shall be on a like for like basis involving the same total of indoor floorspace as referenced on the

application form (84.2 sq m), Polytunnels as permitted (254.6 m sq m) and outdoor retail floorspace as existing; with any cafe/restaurant also limited to the floorspace identified in the application form (97 sq m); and with the same mix and range of goods sold at present.

**REASON:** In the interests of the vitality and viability of the Town Centre.

**FULL**

10. 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.

11. The development hereby permitted shall not, at any time, be subdivided into a larger number of units and the net sales area shall be limited to 1,315sq m with no less than 80% of the sales area being used for convenience goods sales; and No more than 20% of the sales area being used for comparison goods sales.

**REASON:** To enable the Local Planning Authority to consider individually whether planning permission should be granted for additional units on the site and in the interests of the vitality and viability of the town centre.

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), the site shall be used solely for purposes within Class A1 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.

13. No development above ground floor 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.

14. 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 for the detailed part of submission for the Aldi store including the storm system being sized to take flows from the outline part of the application with assigned discharges for each of the future sites limiting total flow from whole site to 29.3 l/s, has been submitted to and approved in writing by the Local Planning Authority.

**REASON:** To ensure that the development site as a whole can be adequately drained

15. The Aldi store part of 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

16. 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; 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.

17. The development hereby permitted shall not be brought into use until details of recycling facilities (including location and range of facilities) have been submitted to and approved in writing by the Local Planning Authority, and; the approved recycling facilities have been completed and made available for use in accordance with the approved details. The approved recycling storage shall thereafter be maintained in accordance with the approved details.

**REASON:** In the interests of public health and safety.

18. There shall be no customers/members of the public on the site outside the hours of (22:00pm) and (08:00am) from Mondays to Saturdays nor (17:00pm) to (10:00am) Sundays and Bank 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.

19. 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.

20. The development hereby approved shall not be brought into first operation until the Draft Travel Plan Entiran 27 July 2018 has been submitted in Final form to and approved in writing by the Local Planning Authority. The Travel Plan shall include full 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.

**REASON:** In the interests of road safety and reducing vehicular traffic to the development.

21. The development hereby permitted shall not be brought into use until a scheme to restrict shopping trolleys leaving the site has been submitted to and approved by the Local Planning Authority and; the approved scheme has been brought into operation. The approved scheme shall thereafter be maintained in operation in accordance with the approved details.

**REASON:** In the interests of the character, appearance and amenities of the area.

22. 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 7, Classes (a) (c) & (d) shall take place on the building or within the curtilage of the building subject of this permission.

**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.

#### **OUTLINE AND FULL**

23. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Design and Access Statements Rev E  
160389 1501 P5  
160389-1500-P4  
SK202 REV A

**SK203 REVA  
Received 01/02/2019**

**10632-0050 REV D  
Drainage Strategy Craddy's  
Received 08/02/2019**

**160389 1601 P1  
160389 1403 P7  
Topographical Survey  
SK203 Swept Path analysis  
160389 1400 P6  
Tree Protection Plan  
Archaeological Evaluation  
Landscape Addendum  
Ecological Addendum  
11593/PO9  
11593/PO8  
Received 21/12/2018**

**160389 1402 P2  
160389 1401 P3  
B2340-MJA-P105-4756-B  
160389 - 1100 P4  
Received 27/07/2018**

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

**24. No part of the development shall be first brought into use until all the existing buildings on site have been permanently demolished and all of the demolition materials and debris resulting there from has been removed from the site.**

**REASON: In the interests of the character and appearance of the area [and neighbouring amenities].**

**25. No intrusive groundworks shall commence within the site area indicated as Areas ABCD on plan ref 160389 1403 P7 until:**

**a. A written programme of archaeological investigation, which should include on-site work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and**

**b. The approved programme of archaeological work has been carried out in accordance with the approved details.**

**REASON: To enable the recording of any matters of archaeological interest.**



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

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

**27. 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**
- 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 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.**

**28. Prior to the commencement of any works on site, including site clearance, vegetation clearance, ground works, demolition and boundary treatment works, an Ecological Mitigation and Enhancement Strategy (EMES) shall be submitted to the local planning authority for approval in writing. This shall include the results of further survey of any boundary trees identified as having moderate or high suitability for roosting bats within and/or bordering both the full and outline areas of the application site. It shall also include, and be informed by, the results of a dedicated reptile survey of the whole hybrid application site and an updated badger survey; the results of the latter may need to be submitted to the LPA as an addendum if the EMES has already been submitted and approved by the**

LPA prior to the badger survey being undertaken. The surveys must be conducted by suitably experienced and qualified professional ecological consultants. Any mitigation and compensation necessary as a result of the findings of the aforementioned further surveys must also be presented in the EMES and/or addendum. Specific details of all ecological avoidance, mitigation and compensation measures as well as ecological enhancements shall be clearly detailed within the EMES as well as being shown on a corresponding site plan. In addition to the wildflower, hedgerow and tree planting, ecological enhancement shall also include but not be limited to, the provision of nesting features for birds and roosting features for bats which should be installed on buildings and/or suitable trees. The development shall be carried out in strict accordance with the approved strategy.

**REASON:** To ensure compliance with the Conservation of Habitats and Species Regulations 2017, the Wildlife and Countryside Act 1981 (as amended) and Section 41 of the NERC Act (2006); and to ensure full details of all ecological avoidance, mitigation and compensation measures as well as ecological enhancements, are provided and implemented in accordance with Paragraph 118 of the NPPF, Section 40 of the NERC Act (2006) and CP50 of the Wiltshire Core Strategy (Adopted January 2015) given that insufficient details were submitted prior to determination of the planning application.

29. Prior to the commencement of any works on site, including ground works, demolition, site clearance, vegetation clearance and boundary treatment works, a Landscape and Ecology Management Plan (LEMP) shall be submitted to the local planning authority for approval. The LEMP shall provide details of the proposed maintenance and management of the site; and details and corresponding plans of landscape planting. The development site shall be managed and maintained in accordance with the measures set out in the approved LEMP in perpetuity unless otherwise agreed in writing with the local planning authority.

**REASON:** To ensure the appropriate maintenance and management of habitats that provides a function for biodiversity.

30. Prior to the commencement of development works on site, a lighting strategy for biodiversity and site lighting plan that has been prepared with input by, and/or has been reviewed and verified by, the commissioned ecological consultancy shall be submitted to the local planning authority for approval in writing. The strategy shall illustrate the location, height and specification of proposed luminaires, together with a lux plot/lighting contour plan and details of mitigating fixtures to be used such as cowls, louvres or baffles. All lighting shall be installed in accordance with the approved lighting strategy and no other external lighting shall be installed without prior written consent from the local planning authority.

**REASON:** To minimise light spillage onto boundary habitats and features, sensitive areas for protected and priority species and adjacent habitats,

and to maintain dark corridors for wildlife, particularly commuting and foraging bats, and due to insufficient details having been submitted prior to the determination of the planning application as the submitted Proposed External Lighting & Luxplot plan (Drawing no. B2340-MJA-P105-4756-B, 6 July 2018) covers only the Aldi store site (full application area).

31. Prior to the commencement of development works on site, including ground works, demolition, site clearance, vegetation clearance and boundary treatment works, an AIA and Tree Protection Plan for the area of the application site subject to the outline aspect of the application shall be submitted to the local planning authority for approval in writing. Thereafter development shall be carried out in strict accordance with the approved AIA and Tree Protection Plan.

**REASON:** To ensure appropriate retention and protection of trees at the site, and on account of the information submitted to the Council to date, namely the AIA and Tree Protection Plan (Bosky Trees, 31st October 2018), having only covered the full application area and not the outline application area.

32. The full and outline aspects of the development shall be undertaken in strict accordance with the recommendations and measures stipulated in Section 4 and 5 of the Preliminary Ecological Appraisal (Tyler Grange, 18 May), R03c\_Ecology Addendum to Address Consultation Response (Tyler Grange), the Habitat Features Plan (11593/PO8), the Landscape and Ecology Strategy Plan (11593/PO9) and AIA and Tree Protection Plan (Bosky Trees, 31st October 2018). The development shall be carried out with liaison with, and supervision by, a suitably qualified and competent ecological consultant where applicable. The development shall also be carried out in strict accordance with the pending EMES, CEMP, LEMP, lighting strategy for biodiversity and AIA and Tree Protection Plan (the latter is with respect of the outline aspect of the application) once submitted to, and approved in writing by the local planning authority.

**REASON:** To ensure appropriate and adequate protection and mitigation for ecological receptors including protected and priority species and habitats is implemented in accordance with the NPPF and CP50 of the Wiltshire Core Strategy (Adopted January 2015), and to ensure compliance with the Conservation of Habitats and Species Regulations 2017, the Wildlife and Countryside Act 1981 (as amended) and Section 41 of the NERC Act (2006).

33. The development hereby approved shall not commence until a Construction and Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include details of the following relevant measures:

a) An introduction consisting of construction phase environmental management plan, definitions and abbreviations and project description and location;

- b) A description of management responsibilities;**
- c) A description of the construction programme;**
- d) Site working hours and a named person for residents to contact;**
- e) Detailed Site logistics arrangements;**
- f) Details regarding parking, deliveries, and storage;**
- g) Details regarding dust mitigation;**
- h). Details of the duration of identified works that may affect amenity and measures to mitigate the impact of construction on the amenity of the area and safety of the highway network; and**
- i) Communication procedures with the LPA and local community regarding key construction issues – newsletters, fliers etc.**
- j) Identification of biodiversity protection zones/buffer zones and tree root protection zones/areas;**
- k) The location and timing of works that need to be scheduled and undertaken in such a way as to avoid/reduce potential harm to ecological receptors;**
- l) Details of the times pre-construction and during construction when specialist ecologists need to be present on site to supervise specific elements of the works and details of the responsibilities of the ecologist/ ecological clerk of works (ECoW);and**
- m) Location and types of protective fences, exclusion barriers and warning signs to be installed for the site clearance and construction periods.**
- n) Pollution prevention measures**

**Development shall be carried out in full accordance with the approved CEMP. There shall be no burning on site at any time. Hours of construction shall be limited to 0730 to 1800hrs Monday to Friday, 0730 to 1300hrs Saturdays and no working on Sundays or Bank Holidays; with any ‘one off’ departures from this being agreed with the LPA prior to works commencing.**

**REASON: To protect local; amenity from adverse effects of noise, dust and odour**

**34. Prior to occupation a lighting scheme must be submitted for the approval of the Local Planning Authority in accordance with the Institute of Lighting Professional’s Guidance notes for the reduction of obstructive light. The scheme must be designed by a suitably qualified person in accordance with the recommendations for environmental zone E2 in the ILP document “Guidance Notes for the Reduction of Obtrusive Light GN01:2011.**

**35. Before commencement of operation of the approved lighting scheme the applicant shall appoint a suitably qualified member of the institute of lighting professionals (ILP) to validate that the lighting scheme as installed conforms to the recommendations for environmental zone E2 in the ILP document “Guidance Notes for the Reduction of Obtrusive Light GN01:2011**

**REASON: To protect local amenity from adverse effects of light**

**36. Prior to the commencement of building works above ground of the relevant part of the development, full details of any internal and external plant equipment and trunking, including building services plant, ventilation and filtration equipment and commercial kitchen exhaust ducting / ventilation, shall be submitted to and approved in writing by the Local Planning Authority. All flues, ducting and other equipment shall be installed in accordance with the approved details prior to the use commencing on site and shall thereafter be maintained in accordance with the manufacturer's instructions.**

**REASON: To protect local; amenity from adverse effects of noise**

**37. Prior to first use of the development hereby permitted 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**

**38. Hours of operation of any store must be limited to 0800 to 2200hrs and deliveries limited to 0700 to 2300 hrs Monday to Friday. Deliveries shall be limited to 0700 to 1300hrs on Saturdays and Sundays/Bank Holidays. Hours of operation on Sundays and Bank Holidays should be no more than 1000 to 1600hrs.**

**REASON: To protect local; amenity from adverse effects of noise**

**39. The development shall be carried out as specified in the approved Arboricultural Impact Assessment & Tree Protection Plan prepared by BOSKYTREES Arboricultural Consultancy dated 31st October 2018 and shall be supervised by an arboricultural consultant, if required.**

**REASON: To prevent trees on site from being damaged during construction works.**

**40. If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until a remediation strategy detailing how this contamination will be dealt with has been submitted to and approved in writing by the**

**Local Planning Authority. The remediation strategy shall be implemented as approved.**

**REASON: To prevent pollution of controlled waters.**

**INFORMATIVES:**

**1. 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**

**2. 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.**

**3. 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.**

**4. 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.**

**5. 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.**

**6. The applicant should note that the costs of carrying out a programme of archaeological investigation will fall to the applicant or their successors in title. The Local Planning Authority cannot be held responsible for any costs incurred.**

**7. 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.

8. This permission does not permit the display of any advertisements which require consent under the Town and Country Planning (Control of Advertisements) (England) Regulations, 2007 or under any Regulation revoking and re-enacting or amending those Regulations, including any such advertisements shown on the submitted plans.

9. 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].

10. 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.

11. The further approval of the Local Planning Authority in respect of those matters reserved by condition(s) [INSERT] of outline planning permission dated [INSERT] is required before development commences.

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 6.00 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

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## NORTHERN AREA PLANNING COMMITTEE ADDITIONAL INFORMATION

06<sup>th</sup> March 2019

This is information that has been received since the committee report was written. This could include additional comments or representation, new information relating to the site, changes to plans etc.

### **7a 18.02180.FUL Land East of the A429 Malmesbury - Lidl**

#### Late Representations

**a)** 3 further representations from members of the public have been submitted expressing support for the proposals.

**b)** The Malmesbury Town Team has made a submission identifying that it does not support either of the proposals on the agenda due to the impact to the Town Centre. The Town Team also raises concerns as to the officer report recommendation and conclusions in respect of S106 contributions. Supporting information is provided as to the project work of the Town Team in hand and proposed and the benefits that the Town Team considers these will achieve.

#### Officer Response

The additional information and covering statement have been reviewed but it is considered that the officer recommendation as is set out in the report including as it relates to S106 matters remains appropriate. The additional information, whilst helpful, indicates that there is no robust methodology for assessing requirements, relating those in scale and kind to the impact of development, project work to be undertaken and the mitigation effects of the actions undertaken. It remains pertinent that no significant harm as result of development is identified by the Council's retail advisors such that consent ought to be refused on this basis and the Town Team also make clear that their work and the projects identified are at least in part aimed at mitigating the impacts to the town centre of changing retail trends being experienced by town centres nationally.

**c)** The applicant team has made further submissions to the case officer and members of the committee identifying a number of matters within the officer report which they consider are factually incorrect or inaccurate. Additionally a further "rebuttal" statement in respect of the assessed impact to heritage assets is submitted.

#### Officer Response

The case officer and senior conservation officer have reviewed the submissions and conclude that the recommendation remains appropriate and is unaltered by the submissions. In general terms many of the issues identified and statements made in this further submission are matters of judgement and opinion which differ from that of officers rather than factual inaccuracies or incorrect assessment. Additionally many of the comments contained in the submissions restate previous submissions made by the applicant team, which it is asserted have not been considered or taken into account. Officers can confirm as is set out in the report that all submissions made by the applicant team have been considered in full. It is however acknowledged that the following clarification is required:-

Section 10 para 2. The applicant team assert the reference to the site being the least sequentially preferable is incorrect and contradicts previous elements of the report.

Officer comment – this is a misinterpretation and misreading of the report taking a single sentence out of context. The reference here is to the sequential test in general terms with out of centre locations being the least sequentially preferable. If the paragraph is read as whole this is clear to the reader but for absolute clarity it is confirmed that this particular sentence is a generic comment re: the sequential test and out of centre locations and not a comparative assessment with the Malmesbury garden centre site.

## **7b 18.06980.FUL Land at Malmesbury Garden Centre – Mixed Use including Aldi**

### Late Representations

**a)** 5 further representations from members of the public have been submitted expressing support for the proposals.

**b)** The Malmesbury Town Team has made a submission identifying that it does not support either of the proposals on the agenda due to the impact to the Town Centre. The Town Team also raises concerns as to the officer report recommendation and conclusions in respect of S106 contributions. Supporting information is provided as to the project work of the Town Team in hand and proposed and the benefits that the Town Team considers these will achieve.

### Officer Response

The additional information and covering statement have been reviewed but it is considered that the officer recommendation as is set out in the report including as it relates to S106 matters remains appropriate. The additional information, whilst helpful, indicates that there is no robust methodology for assessing requirements, relating those in scale and kind to the impact of development, project work to be undertaken and the mitigation effects of the actions undertaken. It remains pertinent that no significant harm as result of development is identified by the Council's retail advisors such that consent ought to be refused on this basis and the Town Team also make clear that their work and the projects identified are at least in part aimed at mitigating the impacts to the town centre of changing retail trends being experienced by town centres nationally.

**c)** The applicant team has made further submissions to officers following publication of the Committee report. A number of comments have been made on points of clarification and corrections including in relation to recommended conditions.

### Officer response

Officers have reviewed the submission and do not consider that the recommendation as set out in the report requires amendment or is affected by the submissions made. The following clarifications, corrections and amendments are considered necessary and appropriate:-

#### **Correction:-**

Conclusion, Para 2 sentence 3 refers to Aldi and this should refer to Lidl.

#### **Clarification:-**

Proposed highways measures will be secured through a S278 Agreement under the Highways Act 1980.

#### **Amendments:-**

The recommended conditions should be amended as follows:-

8. No development above damp course level 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.

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.

14. 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 for the detailed part of submission for the Aldi store including the storm system being sized to take flows from the outline part of the application with assigned discharges for each of the future sites limiting total flow from whole site to 29.3 l/s, has been submitted to and approved in writing by the Local Planning Authority.

REASON: To ensure that the development site as a whole can be adequately drained

23. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Design and Access Statements Rev E  
160389 1501 P5  
160389-1500-P4  
SK202 REV A  
SK203 REVA  
Received 01/02/2019

10632-0050 REV D  
Drainage Strategy Craddy's  
Received 08/02/2019

160389 1601 P1  
160389 1403 P7  
Topographical Survey  
SK203 Swept Path analysis  
160389 1400 P6  
Tree Protection Plan  
Archaeological Evaluation  
Landscape Addendum  
Ecological Addendum  
11593/PO9  
11593/PO8  
Received 21/12/2018

160389 1402 P2  
160389 1401 P3  
B2340-MJA-P105-4756-B  
160389 - 1100 P4  
Received 27/07/2018

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

37. Prior to first use of the development hereby permitted 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

## NORTHERN AREA PLANNING COMMITTEE

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**MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 27 MARCH 2019 AT COUNCIL CHAMBER - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

**Present:**

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice-Chairman), Cllr Christine Crisp, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Brian Mathew, Cllr Ashley O'Neill and Cllr Jacqui Lay (Substitute)

**Also Present:**

Cllr Allison Bucknell

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20 **Apologies**

Apologies were received from Cllr Chuck Berry.

Cllr Chuck Berry was substituted by Cllr Jacqui Lay.

21 **Minutes of the Previous Meeting**

The minutes of the meeting held on 6<sup>th</sup> March 2019 were presented.

**Resolved:**

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

22 **Declarations of Interest**

There were no declarations of interest.

23 **Chairman's Announcements**

The Chairman noted that it was Richard Sewell's last Northern Area Planning Committee meeting and thanked him for his hard work for the committee.

24 **Public Participation**

The Committee noted the rules on public participation.

25 **Planning Appeals and Updates**

There were no planning appeals or other updates.

26 **THE WILTSHIRE COUNCIL PARISH OF ROYAL WOOTTON BASSETT No. 10 (PART) AND No. 111 (PART) DIVERSION ORDER AND DEFINITIVE MAP AND STATEMENT ORDER 2018**

Public participation

David Mannering, local resident, spoke in objection to the application.

Peter Gallagher, local resident, spoke in support to the application.

The Rights of Way Officer, Sally Madgwick, introduced a report which recommended that the Wiltshire Council Parish of Royal Wootton Bassett No. 10 (PART) and No. 111 (PART) Diversion Order and Definitive Map and Statement 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 with a modification to the Order to correct the year of sealing to read “2018” at the end of the Order.

Key details highlighted included: that Wiltshire Council had made an Order under Section 119 of the Highways Act 1980 diverting two public footpaths over land at Woodshaw Meadows on the south eastern slopes of Brynard’s Hill, Royal Wootton Bassett; that the Order was made pursuant to an application made by Wainhomes (South West) Holdings Ltd and that one objection had been made to the Order.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: why the order has been brought before the committee; what the objection to the order was and how the diversion and associated costs would be met.

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

Cllr Chris Hurst, Division Member, spoke regarding the application with the main point focusing on similar developments in the locality and their effect on footpaths.

The Rights of Way Officer addressed some of the issues raised by the public and local members with the main point focusing on the alternative footpath route.

At the start of the debate a proposal was moved by Cllr Chris Hurst, seconded by Cllr Gavin Grant to forward the Order to the Secretary of State for Environment, Food and Rural Affairs, with a recommendation from Wiltshire Council that the Order be confirmed with a modification to the Order to correct

the year of sealing to read “2018” at the end of the Order as detailed in the report.

### **Resolved**

**That the Wiltshire Council Parish of Royal Wootton Bassett No. 10 (PART) and No. 111 (Part) Diversion Order and Definitive Map and Statement 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 with a modification to the Order to correct the year of sealing to read “2018” at the end of the Order.**

### 27 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of application 18/07128/FUL & 18/07246/LBC as listed in the agenda pack.

The Committee considered the following applications:

### 28 **18/07128/FUL & 18/07246/LBC - Manor Farm, The Street, Grittleton**

Public participation

Peter McGarrick, local resident, spoke in objection to the application.

Mark Judge, local resident, spoke in objection to the application.

Julian Brunt, the applicant, spoke in support to the application.

Simon Chambers, the agent, spoke in support to the application.

Cllr Johnny Walker, Grittleton Parish Council, spoke in support to the application.

The Planning Officer, Richard Sewell, introduced a report which recommended granting planning permission, subject to conditions, for the conversion of existing agricultural buildings to form 8 new dwellings and erection of 6 new dwellings and associated access, engineering and landscaping works.

Key issues highlighted included: principle of development; impact on heritage assets; design, scale, materials and layout of proposed new dwellings; residential amenity; impact on ecology; impact on highways and impact on drainage.

There were no technical questions.

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

Cllr Toby Sturgis, on behalf of the Division Member, spoke regarding the application with the main points focusing on: the relocation of the farm; the size of the new build; the footprint of the new build; the changes made from the previous application and the considerable support for the application in the village.

At the start of the debate a proposal was moved by Cllr Toby Sturgis, seconded by Cllr Howard Greenman to grant planning permission for 18/07128/FUL subject to additional conditions.

A second proposal was moved by Cllr Peter Hutton, seconded by Cllr Gavin Grant to grant planning permission for 18/07246/LBC as detailed in the report.

During the debate the main points raised were: the relocation of the farm; the balance of jobs, services, facilities and homes in the local area; the sustainability of the village; the desire for development within the village; the accumulate impact of the construction of the properties; the appropriateness of the farm's location and the impact on local amenity.

### **Resolved**

**Contrary to the Officer recommendation, that planning permission is approved for the following reason:**

**Taking account of the nature of the site as one not fit for modern agricultural purposes, the proposal would constitute infill development in accordance with Policy CP2 (i), (ii) and (iii) of the Wiltshire Core Strategy.**

**And subject to the following conditions:**

### **18/07128/FUL**

#### **3 YR COMMENCEMENT**

**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.**

#### **APPROVED PLANS**

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

**Location Plan 16.1367/00 Rev B received 26.08.18**

**Typical Glazing Detail as Proposed 16.1367/28 received 26.08.18**

**Area B/ Building 1 Elevations as Proposed 16.1367/19 Rev B received 04.02.19**

**Area B/ Building 1 Plans as Proposed 16.1367/15 Rev B received 04.02.19**

**Area B/ Building 2 & 3 Elevations as Proposed 16.1367/20 Rev B received 04.02.19**



Area B/ Building 2 & 3 Plans as Proposed 16.1367/16 Rev B received  
04.02.19  
Area B/ Building 4 & 5 Elevations as Proposed 16.1367/21 Rev B received  
04.02.19  
Area B/ Building 4 & 5 Plans as Proposed 16.1367/17 Rev B received  
04.02.19  
Area B/ Building 6 Elevations as Proposed 16.1367/22 Rev B received  
04.02.19  
Area B/ Building 6 Plans as Proposed 16.1367/18 Rev B received 04.02.19  
Area B/ Building 7 & 8 Elevations as Proposed 16.1367/14 Rev B received  
04.02.19  
Area B/ Building 7 & 8 Plans as Proposed 16.1367/12 Rev B received  
04.02.19  
New Barns as Proposed 16.1367/48 Rev A received 04.02.19  
Dutch Barn as Proposed 16.1367/49 Rev A received 04.02.19  
Site Plan as Proposed 16.1367/24 Rev G received 04.02.19

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

#### **REMOVAL OF AGRICULTURAL BUILDINGS AND RESTORATION OF AGRICULTURAL LAND**

No part of the development hereby approved shall be first occupied until the existing agricultural buildings as shown in dotted red outline on the Proposed Site Plan 16.1367/24 received 04.02.19 have been demolished and removed from site entirely and the land to the north of the proposal site restored to agricultural pasture land

**REASON:** In the interest of interests of the character and appearance of the area and residential amenity

#### **BOUNDARY WALL STONEMWORK**

The natural stonework to be used externally on the proposed boundary wall forming the western vehicle access to the development shall match that of the existing wall in terms of type, colour, size, dressing and bedding of stone, coursing, type of pointing and mortar mix.

**REASON:** In the interests of visual amenity and the character and appearance of the area.

#### **CONSOLIDATED ACCESS**

The development hereby permitted shall not be first brought into use until the first five metres of the access(s), 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.

#### **PARKING AND TURNING SPACES**

No part of the development hereby permitted shall be brought into use until the access(s), 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.

#### **VISIBILITY SPLAYS**

No part of the development shall be 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 0.9m 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

#### **PD REMOVAL FOR ALTERATIONS AND EXTENSIONS**

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

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

#### **PD REMOVAL FOR MEANS OF ENCLOSURE**

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:** To safeguard the character and appearance of the area.

#### **CONSTRUCTION METHOD STATEMENT**

No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:

- a) the parking of vehicles of site operatives and visitors;
- b) loading and unloading of plant and materials;
- c) storage of plant and materials used in constructing the development;
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
- e) wheel washing facilities;

f) measures to control the emission of dust and dirt during construction;  
g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and  
h) measures for the protection of the natural environment.  
i) hours of construction, including deliveries;  
has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

**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.

#### **HARD+SOFT LANDSCAPING**

No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:-

- location and current canopy spread of all existing trees and hedgerows on the land;
- full details of any to be retained, together with measures for their protection in the course of development;
- a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
- finished levels and contours;
- means of enclosure;
- car park layouts;
- other vehicle and pedestrian access and circulation areas;
- all hard and soft surfacing materials;

**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.

#### **HARD+SOFT LANDSCAPING IMPLEMENTATION**

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.

#### **FOUL DRAINAGE**

No development shall commence on site until a detailed scheme for the discharge of foul water from the site, including all relevant permissions and consents, 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

#### **SURFACE WATER DRAINAGE**

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

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

#### **ECOLOGY**

All development shall be carried out in accordance with the submitted Bat Survey Report (TP Ecology, 2016). All bat roost mitigation features shall be installed in accordance with the details set out in that report and shown on the approved plans, and shall be retained as such unless agreed in writing by the Local Planning Authority.

**REASON:** To ensure appropriate and adequate protection and mitigation for ecological receptors including protected and priority species is implemented in accordance with the NPPF and CP50 of the Wiltshire Core Strategy (Adopted January 2015), and to ensure compliance with the Conservation of Habitats and Species Regulations 2017, the Wildlife and Countryside Act 1981 (as amended) and Section 40 of the NERC Act (2006).

#### **EXTERNAL LIGHTING STRATEGY**

Prior to commencement of development, a Lighting Strategy shall be submitted to and approved in writing by the Local Planning Authority. The

approved Lighting Strategy will include details of all proposed external lighting including luminaires, heights and positions of fittings, direction and other features, e.g. cowls, louvres or baffles, and a lux plot showing light levels resulting from the proposed lighting. All external lighting shall be installed in accordance with the details set out in the Lighting Strategy, and shall be maintained thereafter in accordance with the approved Lighting Strategy.

**REASON:** To minimise light spill and illumination of habitats utilised by protected species, including bats and barn owl, and to maintain dark foraging and commuting areas and corridors; and to ensure compliance with Core Policy 50 of the Wiltshire Core Strategy.

**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).

**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 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 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:**

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.

**18/07246/LBC**

**3 YR COMMENCEMENT**

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.

**STONEMWORK**

The natural stonework to be used externally on the proposed development shall match that of the existing building in terms of type, colour, size, dressing and bedding of stone, coursing, type of pointing and mortar mix.

**REASON:** In the interests of visual amenity and the character and appearance of the area.

**ADDITIONAL DETAILS**

Notwithstanding the approved drawings, no works shall commence until details of the following have been submitted to and approved in writing by the Local Planning Authority:

- (a) Large scale details of all external joinery including metal-framed glazing (1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, sills and lintels;
- (b) Large scale details of all internal joinery (1:5 elevation, 1:2 section);
- (c) Full details of proposed rooflights, which shall be set in plane with the roof covering;
- (d) Full details of external flues, background and mechanical ventilation, soil/vent pipes and their exits to the open air;
- (e) Full details of proposed meter and alarm boxes;
- (f) Large scale details of proposed eaves and verges (1:5 section);

- (g) Full details of proposed internal service routes;
- (h) A full schedule and specification of repairs including:
- (i) a structural engineer's report setting out the nature of, and suggested remedial work to, structural defects
- (j) proposed timber and damp proof treatment
- (k) proposed method of cleaning/paint removal from historic fabric
- (l) a full schedule of internal finishes to walls, ceilings and floors
- (m) Full details of external decoration to render, joinery and metalwork; and
- (n) Full details and samples of external materials.

The works shall be carried out in accordance with the approved details.

**REASON:** In the interests of preserving the character and appearance of the listed building and its setting.

#### **APPROVED PLANS**

The works hereby permitted shall be carried out in accordance with the following approved plans:

Location Plan 16.1367/00 Rev B received 26.08.18

Typical Glazing Detail as Proposed 16.1367/28 received 26.08.18

Area B/ Building 1 Elevations as Proposed 16.1367/19 Rev B received 04.02.19

Area B/ Building 1 Plans as Proposed 16.1367/15 Rev B received 04.02.19

Area B/ Building 2 & 3 Elevations as Proposed 16.1367/20 Rev B received 04.02.19

Area B/ Building 2 & 3 Plans as Proposed 16.1367/16 Rev B received 04.02.19

Area B/ Building 4 & 5 Elevations as Proposed 16.1367/21 Rev B received 04.02.19

Area B/ Building 4 & 5 Plans as Proposed 16.1367/17 Rev B received 04.02.19

Area B/ Building 6 Elevations as Proposed 16.1367/22 Rev B received 04.02.19

Area B/ Building 6 Plans as Proposed 16.1367/18 Rev B received 04.02.19

Area B/ Building 7 & 8 Elevations as Proposed 16.1367/14 Rev B received 04.02.19

Area B/ Building 7 & 8 Plans as Proposed 16.1367/12 Rev B received 04.02.19

New Barns as Proposed 16.1367/48 Rev A received 04.02.19

Dutch Barn as Proposed 16.1367/49 Rev A received 04.02.19

Site Plan as Proposed 16.1367/24 Rev G received 04.02.19

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

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

29 **18/10662/FUL - Trotting Horse, Bushton, Royal Wootton Bassett**

It was agreed that this item would be considered after item 8c to enable both Grittleton applications to be heard together.

Public participation

Ian Tucker, the applicant, spoke in support to the application.

Malcolm Barber, the agent, spoke in support to the application.

Marian Kent, local resident, spoke in support to the application.

Peter Gantlett, Chairman of Clyffe Pypard Parish Council, spoke in support to the application.

The Planning Officer, Simon Smith, introduced a report which recommended granting planning permission, subject to conditions, for the change of use of the former public house to create one dwelling.

Key issues highlighted included: the principle of development; loss of the public house; the impact of the proposal on the character and appearance of the application site and the surrounding rural landscape; the impact of the proposal on the amenities of surrounding residential properties and the impact of the development on highway safety.

Members of the Committee then had the opportunity to ask technical questions of the officer which focused on: the removal of permitted development rights; the existing holiday chalet accommodation and stable and the marketing of the property.

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

Cllr Allison Bucknell, Division Member, spoke regarding the application with the main points focusing on: the lack of resident engagement with the application; the Clyffe Pypard Community Plan; the marketing of the property; the efforts of the applicants to make the public house viable; the appearance and character of the property and the removal of permitted development rights.

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 additional conditions.

During the debate the main points raised were: the marketing of the property; the viability of the public house remaining open; the importance of retaining rural community assets and the lack of interest in the leasing or purchasing of the property as it is.



**Resolved**

**That planning permission is approved subject to the conditions set out within the Officer report together with additional conditions:**

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

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

**2 The development hereby permitted shall be carried out in accordance with the following approved plans: Location Plan (Drawing Number 1222/04), Proposed Ground Floor Plan (Drawing Number 1222/11) and Proposed First Floor Plan (Drawing Number 1222/12) dated 12 November 2018 and Proposed Site Plan (Drawing Number 1222/15) dated 9 January 2019.**

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

**3 Notwithstanding Class C3 of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended)(or any order which revokes and re-enacts that Order with or without modification), the chalet accommodation within the curtilage of the dwelling hereby granted planning permission shall be used to provide holiday accommodation only, which shall not be occupied as permanent, unrestricted accommodation or as a primary place of residence. An up to date register of names and main home addresses of all occupiers shall be maintained and shall be made available at all reasonable times to the Local Planning Authority.**

**REASON: This site is in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit permanent residential accommodation.**

**4 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.

**ADDITIONAL RECOMMENDATIONS AS FOLLOWS:**

**5** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order revoking or re-enacting or amending this Orders with or without modification) there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted unless planning permission has been specifically granted following receipt of a planning application by the local planning authority.

**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** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order revoking or re-enacting or amending this Orders with or without modification) no garages, sheds, greenhouses and other ancillary domestic outbuildings shall be erected anywhere on the site on the approved plans unless planning permission has been specifically granted following receipt of a planning application by the local planning authority.

**REASON:** To safeguard the character and appearance of the area.

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

**INFORMATIVE TO APPLICANT:**

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

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

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

**INFORMATIVE TO APPLICANT:**

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

30 **18/11700/FUL - Land East of Foscoote, Grittleton**

Public participation

John Wilding, local resident, spoke in objection to the application.

Timothy Major, local resident, spoke in objection to the application.

Ros Tate, on behalf of the applicant, spoke in support to the application.

Cllr Johnny Walker, Grittleton Parish Council, spoke in objection to the application.

The Planning Officer, Rose Fox, introduced a report which recommended granting planning permission, subject to conditions, for the conversion of an agricultural building to form a single dwelling house, associated curtilage and access driveway.

Key issues highlighted included: principle of development; impact on the character and appearance of the area (AONB)/design; impact on setting of conservation area; highways and parking; drainage; residential amenity and ecology.

There were no technical questions.

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

Cllr Toby Sturgis, on behalf of Division Member, spoke regarding the application with the main point focusing on the impact of the development on highway safety.

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.

During the debate the main points raised were: the impact of the development on highway safety and the appearance of the proposed development.

**Resolved**

**That planning permission is approved subject to the conditions set out within the Officer report:**

**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 11/12/18:**

**Site Location Plan (KCC2667/01 11/18/rm, Dated: Nov 2018);**

**Block Plan (KCC2667/02 11/18/rm, Dated: Nov 2018);**

**Proposed Elevations and Floor Plan (KCC2667/03 11/18/rm, Dated: Nov 2018); and**

**Existing Elevations and Floor Plan (KCC2667/04 11/18/rm, Dated: Nov 2018).**

**Plan as received by the LPA 06/03/19:**

**Landscaping Plan (KCC2667/07A 03/19cb, Dated: March 2019).**

**And materials in accordance with details specified on the application form and Supporting Statement (Dated: December 2018).**

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

**3 No development shall commence on site until a detailed scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority.**

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

**4 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**

**5 No development shall commence on site until a detailed 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.**

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

**6** 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

**7** Former agricultural use of the site/building may have given rise to potential sources of land contamination e.g. asbestos within the structure. As it is now intended to use the site for residential purposes a statement/letter must be provided which confirms the historical uses of the site/building and how development works will address any potential for land contamination which may exist. The strategy must be agreed in writing by the Local Planning Authority and fully implemented prior to the occupation of the dwelling.

**REASON:** To ensure that land contamination can be dealt with adequately prior to the residential use of the site

**8** No paint or visible 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 prior to the development being first occupied.

**REASON:** In the interests of visual amenity and the character and appearance of the area (AONB)

**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 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.

**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.

**INFORMATIVE TO APPLICANT:**

The applicant would be advised to contact the area office for a vehicle crossover license with details of the proposed access arrangement. The proposal includes alteration to the public highway, 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.

**INFORMATIVE TO APPLICANT:**

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

**INFORMATIVE TO APPLICANT:**

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

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

**INFORMATIVE TO APPLICANT:**

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

**INFORMATIVE TO APPLICANT:**

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

**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).**

31 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 5.30 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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## NORTHERN AREA PLANNING COMMITTEE MEETING 27.03.19

### LATE OBSERVATIONS

Item 8a: 18/07128/FUL + 18/07246/LBC Manor Farm, The Street, Grittleton SN14 6AN

For the avoidance of doubt, the Grittleton Parish Council comments of 02/10/18 have been repeated below, verbatim:

*Grittleton Parish Council [GPC] has considered the revised applications for Manor Farm 18/07128/FUL and 18/07246/LBC. As part of these considerations, we ask Wiltshire Council [WC] to note that:*

*a] GPC has refrained from commenting upon the financial viability analysis detailed by the applicant on the assumption that this will be assessed and verified by suitably qualified and experienced personnel. We have further assumed that this financial assessment will warrant a development of this nature despite it being contrary to the Core Strategy. Should WC's assessment of this conclude that the size of the development, and in particular the number of new builds, is not justified, GPC's preference would be to reduce new builds C1-C4*

*b] Whilst GPC cannot consider detailed 'engineering' matters such as drainage and highways issues, we should like to draw WC's attention to the natural hazard that exists at the crossroads adjacent to the main access to the development. There have been numerous accidents at this spot and any development must not exacerbate the problem.*

*c] GPC notes the complexity of these plans and would like the opportunity to comment on any material amendments made.*

*With regards to the above, on balance, GPC would like to support the application subject to the following:*

*a] A restrictive covenant is placed on the land to the north of the rear wall of C1-C4, that it is returned to an agricultural field and all farmyard detritus be removed, and furthermore no development may take place on this land in the future. The applicant has given assurances he would be happy with this arrangement.*

*b] That, as part of the detailed deliberations, full consideration is given to optimising the design and siting of units D1-D2 to minimise the impact on neighbouring properties. We believe the applicant is working to resolve this issue.*

For clarification in respect of the Council's Highways Officer comments, whilst they are now satisfied with the proposed parking provision and refuse vehicle swept path analysis, they do maintain their objections to the level of visibility proposed for this development in relation to the use of the existing access points despite the proposed widening of the western access to The Street.

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## **EASTERN AREA PLANNING COMMITTEE**

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**MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 28 MARCH 2019 AT WESSEX ROOM, CORN EXCHANGE, MARKET PLACE, DEVIZES SN10 1HS.**

**Present:**

Cllr Mark Connolly (Chairman), Cllr Paul Oatway QPM (Vice-Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr James Sheppard and Cllr Jerry Kunkler (Substitute)

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16. **Apologies**

Apologies were received from Cllr Ian Blair-Pilling who was substituted by Cllr Jerry Knuckler.

Apologies were also received from Cllr Richard Gamble.

17. **Minutes of the Previous Meeting**

The minutes of the meeting held on 31 January 2019 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 31 January 2019.**

18. **Declarations of Interest**

There were no declarations of interest.

19. **Chairman's Announcements**

There were no announcements from the Chair.

20. **Public Participation**

As there were no members of the public registered to speak the Chairman did not note the rules on public participation.

21. **Items**

The following item was considered.

22. **Wildlife and Countryside Act 1981 - The Town and Country Planning Act 1990 Section 257 - The Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018**

There was no public participation.

Craig Harlow, Assistant Rights of Way Warden, introduced a report which recommended that The Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018, be abandoned and withdrawn from consideration by the Secretary of State for Environment, Food and Rural Affairs (SoSEFRA) as the Order no longer meets the legal tests for confirmation.

The Order was to divert public footpath 30 over land at Salisbury Road, Marlborough. The footpath required diverting in conjunction with planning applications 15/02026/OUT and 17/03219/REM.

The application would have diverted 65 metres of path to a new route with an approximate length of 75 metres. The Order was to be diverted so that it would not pass through parking bays and a private garden. As planning permission had been granted by Wiltshire Council it was therefore necessary to divert the public footpath to enable the permitted development to proceed. An Order was made to divert the path and for the diversion to be recorded in the definitive map and statement. This was duly advertised and 6 objections were received.

Last year on 1 November, the Order was considered at a meeting of the Eastern Area Planning Committee and members resolved to forward the Order to SoSEFRA with a recommendation to confirm the Order without modification.

On 30 November 2018 the applicant submitted an application for a non-material amendment (NMA) for the development site which would allow the footpath to remain on its current alignment and not require a diversion. This was approved on 14 December 2018.

The applicant confirmed on 16 January 2019 to officers that they wished to withdraw the Marlborough 30 Diversion Order from consideration as footpath MARL30 was capable of remaining on its current alignment. Hence the recommendation to EAPC that the Order be abandoned.

Cllr Nick Fogg MBE proposed that “The Wiltshire Council Marlborough 30 Diversion and Definitive Map and Statement Modification Order 2018” be withdrawn from consideration by the Secretary of State for Environment, Food and Rural Affairs and the Order be abandoned. This proposal was seconded by Cllr Stewart Dobson.

Cllr Stewart Dobson stated that a request had been made by the local council to change the mix of housing in the applicants development, which they agreed to. However this meant that the footpath needed to be diverted. He had been concerned on hearing that the applicant wished the footpath to stay on its current alignment that the new mix of housing was being abandoned. However, Cllr Dobson was reassured that this was not the case and that the applicant had redesigned the parking bays and gardens to accommodate the current alignment.

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 withdrawn from consideration by the Secretary of State for Environment, Food and Rural Affairs and the Order be abandoned.**

23. **Urgent items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.10 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 4 APRIL 2019 AT ALAMEIN SUITE, CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

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, Cllr John Smale and Cllr Robert Yuill (Substitute)

**Also Present:**

Cllr Tony Deane

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13 **Apologies**

Apologies were received from:

- Cllr Fred Westmoreland
- Cllr Leo Randall – who was substituted by Cllr Robert Yuill

14 **Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 7 February 2019 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes.**

15 **Declarations of Interest**

There were none.

16 **Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

17 **Public Participation**

The committee noted the rules on public participation.

18 **Planning Appeals and Updates**

The Committee received details of the appeal decisions as detailed in the agenda.

**Resolved:**

**To note the Appeals report for the period of 25/01/19 – 22/03/19.**

The Chairman provided an update on Nighwood Farm. An Enforcement Notice had been issued at the start of the week requiring the asbestos bunds to be removed within the next four months.

19 **Planning Applications**

20 **18/03678/FUL - 4a & 4b, The Crescent, Hill View Road, Salisbury, SP1 1HY**

Public Participation

Ros Liddington spoke in objection to the application

Timothy Pennell spoke in objection to the application

The Senior Planning Officer Tim Pizzey, presented the application which was for reversion of 4A and 4B The Crescent, to a single dwelling including side/rear extension with parking. The application was recommended for approval with conditions, as set out in the report.

Late correspondence was circulated at the meeting, which included a report clarification and photos provided by a third party.

It was explained that the site had a reasonable amount of planning history as detailed in the report.

The proposal was to revert two flats back into one dwelling, with an extension. The original application had included a car port; however this had since been removed, and now substituted with two car parking spaces.

There was a bank along the boundary with a row of trees, and around the extension it was proposed that there would be a retaining wall.

There would be one single entrance door to the front, with the extension on the side of the dwelling. There was already accommodation in the roof.

The previous scheme that was dismissed on appeal included a larger extension, with a path close to the boundary, and involved an additional of a flat, with the rear extension deeper and wider than was now proposed. That scheme was dismissed on appeal on the grounds of impact on the conservation area.

On the rear of the property, there was currently a flat roofed extension which would be retained and incorporated into the proposed extension.

The proposal included removing some more of the bank to make way for the side extension, with some trees identified in the arboricultural report to be felled, some to be pruned back and some new planting.



There was reference in the most recent appeal decision of the importance of the trees. There were no TPO's on the trees but they had been identified as contributing to the conservation area.

The appeal decisions are a material planning consideration; the main consideration was the impact on the conservation area.

The Members had the opportunity to ask technical questions of the Officer, where it was clarified that there was a condition which required the details of the tree species proposed for re-planting. The Officers would work with the Tree Officer to seek clarification on what types of trees would be required. The following points came out of that questioning:

- The whole area was of archaeological interest, due to the potential for Palaeolithic remains, known to be in the area.
- The Arboriculture report would cover aspects of avoiding nesting season during construction.
- If this application was approved, the applicant would be able to submit further applications to increase the development. All applications are considered on their own merits, however unless something materially changed it was likely to have same decision.

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

The main points raised included:

- the alleged damage caused by previous removal of some trees, and the subsequent negative effect on the remaining sycamore trees following the removal of part of the bank the concern that the removal of the proposed trees and bank would result in the removal of the natural screening between the Girls School and these houses.
- The digger used previously had allegedly damaged a piece of archaeology.
- Areas of the scheme had insufficient information for the Committee to consider at this point.
- The Salisbury City Council had rejected this application, since that time there had been 3 rapid plan revisions.
- Concerns of multiple occupation and associated vehicle movements. The movement of construction vehicles and the times of work.

The Division Member Cllr Sven Hocking then spoke in objection to the application, noting that :

- the current application was pretty close to the previous proposal. It was already cramped at the top of the road and would become more so and the level of upheaval to local residents due to there being no room for construction vehicles to turn.
- There would be a change of character to the area and the proposal for tree planting would be difficult as there would be little bank left to do any planting on.
- There had been a long history of applications on this site, all centred around getting another building on the end of the terrace.
- There was a covenant in place which was a legal document to restrict any more building on the site.

Cllr Sven Hocking then moved the motion of refusal against Officer recommendation on the grounds of overdevelopment, parking impact on neighbours and impact on a conservation area. This was seconded by Cllr Hewitt.

Cllr Hocking also requested that the Conservation Officer attend the site to advise on the re-instatement of the trees.

A debate followed where the key points raised included that the proposed development was in a conservation area, and Members raised the following issues:

- The associated vehicle movements in the restricted lane would be a disruption to the other residents.
- The trees, once damaged could not be repaired.
- The covenant was irrelevant, and not a planning consideration, as it was a civil matter.
- The upheaval would be a temporary matter, and the vehicular movement of works vehicles could be addressed by restrictions on hours.
- The trees had some protection by virtue of being in a conservation area. The applicant could apply to remove trees for development.
- If approved, the submitted scheme identified works to remove some trees and in effect an approval of this scheme would be granting permission for those trees to be removed. The bank has no separate protection status.

- Condition 11 gave protection against the dwelling becoming a multiple occupancy. The property as one dwelling was considered to be of an adequate size for a large family, without an extension.

The Committee then voted on the motion of Refusal.

**Resolved:**

**That application 18/03678/FUL be refused, against Officer's recommendation, for the following reason:**

1. **The proposed development by virtue of the size and cramped siting of the proposed extensions and retaining wall and the resultant adverse impact on the bank and trees of importance along the eastern site boundary, would be harmful to the character and appearance of this attractive part of the Milford Hill Conservation Area. Furthermore, notwithstanding the changes made to the previous proposal, it is considered that the proposed development would not adequately overcome the Inspector's reasons for dismissing the most recent appeal in respect of application 16/01910/FUL (APP/Y3940/W/17/3174421). The proposal would therefore be contrary to Core Policies 57 and 58 of the Wiltshire Core Strategy and aims of the NPPF.**
2. **The proposed development, by reason of its location at the top of a narrow private driveway, with limited parking for motorised vehicles and servicing, would provide insufficient parking and turning space for future occupiers and visitors of the site, likely to result in obstruction and inconvenience for users of the narrow congested private road leading to the site and associated disruption and disturbance during construction. As such the proposal would result in unacceptable harm to the residential amenity of the occupiers of neighbouring properties and would be contrary to Core Policy 57 and 64 of the Wiltshire Core Strategy.**

Note: The Committee also requested immediate remedial action be taken to reinstate the bank and trees that has been removed without permission. The Planning Officer would liaise with the Enforcement Officer to progress this request.

21 **19/00441/FUL - Pythouse Farm, Tisbury, SP3 6PA**

Public Participation

Richard Hickman spoke in objection to the application  
Trudy Austreng spoke on behalf of Tisbury Parish Council

The Senior Planning Officer Warren Simmonds, presented the application which was for the erection of an agricultural building to house poultry. The application was recommended for approval with conditions, as set out in the report.

The proposed building would be 46 x 12m and approx. 3m high, with a 4.4m overall height of ridge.

The proposed juniper green colour was sympathetic to the surroundings, and the building included ventilation fans.

The building would house organic free-range chickens. The applicant was a provider to a major supermarket chain.

There was a requirement for the chickens to have a large area of outside space to qualify for free range.

There were other existing buildings on the site which also housed chickens. The new building would be sited so far to the north to maximise the distance between the existing unrelated dwellings in either direction.

Views of the building would be mitigated by other hedgerow and buildings. The proposed building was of relatively low height and not considered to have a detrimental impact on surrounding landscape. It was approximately 360 meters away from the nearest residential dwelling and there were no odour concerns.

The 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 detailed above.

The main points raised included the visibility of the proposed building in the open countryside in an AONB, and raised the following points:

- The raised position of the chosen site, as opposed to the suggested preferred option of positioning the new building between the existing farm buildings.
- The duration it would take for planting to grow up to form cover.
- The use of the proposed service road, instead of an opening along the lane.

Trudy Austreng spoke in objection, on behalf of West Tisbury PC. She noted that the Officer had not mentioned the letter submitted by the AONB which stated their concern about the siting of the chicken house in this location and suggested that it be placed in between the farm buildings. She also raised the following points:

- The chosen location was in the skyline and not appropriate in an AONB. There were also concerns raised about the close proximity to the lane.
- Some current issues relating to an existing shed had not yet been addressed, and it was felt that this second chicken shed was also going to be a problem.

- Local knowledge was that it was along a narrow lane and large vehicle movement would cause an issue.

The Parish Council noted that a precedent would be set for large scale rural agriculture in an area of AONB. They wished for it to be positioned away from residential dwellings but not on the skyline.

The Division Member Cllr Tony Deane then spoke noting that he had called this application in because the Parish Council had wished it to be. There had been two parish debates, the second one he had attended. He had also received letters of objection from residents.

The main objections were the location being on the crest of the hill, and the existing building reflected the light and looked oppressive in the area.

We have read about the organic egg production and the restrictions of space. But it is in an AONB. This was the fourth of three other similar buildings. The prevailing wind went through the plantation across the site. It was intrusive in the AONB especially if it was built in a similar way as the others, we are told they will be using camouflage colours.

Cllr Devine then moved the motion of approval in line with Officer recommendation. This was seconded by Cllr Hewitt

A debate followed where the key points raised included that the site was not at the top of a hill but it was on high land. Environmental Health had no objections.

The proposed site was in front of a wooded area to reduce visual impact.

In the countryside we look across and see farm buildings, it is expected. The condition relating to external lighting needed to be clear.

The only planning issue was whether it affected the AONB.

With regards to the roof, it would be difficult to put a grass roof on it, but they could use a non-reflected paint.

The Committee then voted on the motion of approval in line with Officer recommendation.

**Resolved:**

**That application 19/00441/FUL be Approved in line with Officer Recommendation, with the following conditions:**

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

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

2. The development hereby permitted shall be carried out in accordance with the following approved plans:

Drawing number 19002 02 Revision B dated 14.01.19, as deposited with the local planning authority on 22.01.19, and Drawing number 19002 03 dated 10.01.19, as deposited with the local planning authority on 22.01.19.

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

3. 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. Any external lighting scheme shall be designed so as to meet the criteria for Environmental Zone E1 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 amenity and the character of the surrounding landscape

4. No development shall commence on site above ground level until details of the materials and colours/external treatments to be used on the external surfaces of the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

**REASON:** In the interests of visual amenity and the character and appearance of the surrounding landscape.

**Informative:** The external finish(es) of the building should be non-reflective.

22 **19/00386/FUL - 12 Woodville Road, Salisbury, SP1 3JQ**

Public Participation

Marzia Parodi spoke in objection to the application  
James Murphy spoke in objection to the application  
Mrs Reed (applicant) spoke in support of the application  
John Barber spoke on behalf of Salisbury City Council

The Planning Officer James Repper, presented the application which was for a two-storey side extension. The application was recommended for approval with

conditions, as set out in the report. He showed a variety of slides, and highlighted the following points:

- The proposal included the removal of a side window and move that to the rear of the extension.
- The objections received included a claim of reduction in sunlight to the neighbouring property and as a result an adverse effect on it.
- There were other similar extensions on neighbouring properties. The extension would facilitate a bedroom and en-suite
- There was currently a boundary dispute, Surveyors were involved and reports had been produced to state who owned the boundary.
- Property number 14 had an extension of a similar in size, with the proposed being slightly narrower.

The Members had the opportunity to ask technical questions of the Officer, where it was clarified that it was not possible to show where the shadow of the proposed extension would fall in the neighbouring rear garden, as it would be dependent on several factors which were changeable with time of day, and whether it was summer or winter. However, slides were shown of existing overshadowing caused by the existing dwelling.

Members of the public then had the opportunity to present their views as detailed above. The main points included:

- that the neighbouring property number 14 already had the extension up to the boundary when that house was purchased. If number 12 had a similar extension, there would not be enough of a gap between the two and as such would not be enough to distinguish the two properties as semidetached.
- The properties were set out in a staggered style and sat at different heights, with number 12 higher than number 14. An extension of this size would subject the rear garden of number 14 to additional shadow.
- New developments should provide a high standard of amenity. The neighbours property sat higher and further back from number 14, and it was felt that those factors had not been taken in to consideration.
- The applicants had lived in the property for a number of years and had a detailed knowledge of the area.
- There were other extensions of varying sizes and styles in the area, and the design had followed planning criteria closely. The proposed extension at 2.5m wide, was smaller than others nearby and that of the next-door neighbour at number 14.

- The property was in the corner of a cul-de-sac only used by residents and those turning. The existing adequate parking of 2 spaces would remain.

Salisbury City Council (SCC) representative, John Barber spoke in objection to the application, noting that SCC had refused the application on grounds of scale and overdevelopment, and indicated the following:

- The proposal was up against a building line so it had been rejected. It was felt that the proposal would change the character of number 14 and would create a considerable shadow at the rear of the neighbouring property.
- There would be no access for the neighbour to access their guttering between the two extensions, and would produce the visual effect of a terrace.
- The development would change the parking, as they propose to park a car on the front garden. The existing front porch was constructed from the wrong material, SCC would not have approved that either.
- SCC felt that the proposal was not complimentary to the local community.

The Division Member Cllr Derek Brown was unable to attend the meeting.

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 points raised included that:

- loss of sunlight did not constitute a planning refusal. There was nothing to say that as one neighbour had their extension first, that meant the other neighbour could not have one, because the two would be next to each other.
- The height could be considered over bearing and because of the layout of the staggered houses, there would be some over shadowing.
- Both properties were orientated east west, so light would be restricted by the houses themselves.
- The proposal would have an effect on the street scene and create the appearance of a terrace.

The Committee then voted on the motion of Approval.



**Resolved:**

**That application 19/00389/FUL be Approved in line with Officer recommendation with the following conditions:**

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

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

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

**Application Form & Certificate Received 20<sup>th</sup> January 2019  
Revised Proposed Elevations Rev A Received 20<sup>th</sup> March 2019  
Revised Proposed Floorplans Rev A Received 21<sup>th</sup> March 2019  
Location & Block Plans Received 20<sup>th</sup> January 2019  
Revised Proposed Parking Plan Rev A Received 20<sup>th</sup> March 2019**

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

- 3. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

**REASON: In the interests of visual amenity and the character and appearance of the area.**

- 4. WE12 OBSCURE GLAZING**

**Before the development hereby permitted is first brought into use the window in the Western elevation (serving the En-Suite) shall be glazed with obscure glass and be top opening only. The window shall be maintained as such in perpetuity.**

**REASON: In the interests of residential amenity and privacy.**

## **23 Urgent Items**

There were no urgent items

(Duration of meeting: 3.00 - 5.10 pm)

The Officer who has produced these minutes is Lisa Moore of Democratic Services,  
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## WESTERN AREA PLANNING COMMITTEE

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### MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 6 MARCH 2019 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Christopher Newbury (Chairman), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Edward Kirk, Cllr Stewart Palmen and Cllr Roy While (Substitute)

#### Also Present:

Cllr Tony Jackson

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#### 1 Apologies

Apologies for absence were received from:

Cllr Jonathon Seed

Cllr Pip Ridout who was substituted by Cllr Roy While

#### 2 Minutes of the Previous Meeting

The minutes of the meeting held on 12 December 2018 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 12 December 2018.**

#### 3 Declarations of Interest

Cllr Ernie Clark, relating to item 8, clarified his involvement, noting that he was not one of the organisers of the application but had responded to the applicants as a member of the public. He had not pre-determined his thoughts on the application and would approach with an open mind.

Cllr Clark referred to section 25 of the Localism Act 2011, noting that he had potentially given a prior indication of a view on the application. However a prior indication did not amount to pre-determination or bias but a pre-disposition. Reference was made to section 25(2) highlighting that, it was clear that a

decision maker should not be taken to have had a closed mind when making a decision, because the decision maker had indicated a view they had taken, or may take, in relation to a matter and the matter was relevant to the decision.

Cllr Edward Kirk declared an interest in item 8 and excluded himself from the debate and voting.

#### 4 **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.

#### 5 **Public Participation**

A late question had been received from Cllr Trevor Carbin which read:

*Have any comments been received from town and parish councils about the recent changes to the weekly lists of applications and decisions?*

An officers response had been prepared which read:

*With the change in format of weekly lists, we have received 14 positive comments and 13 negative comments.*

*Of the negative comments, 4 were from Parishes (West Tisbury, Wilsford Cum Lake, Buttermere and Alediston) but these were more comments and questions than complaints.*

*Of the positive comments, 6 were from Parishes (Nettleton, Quidhampton, Steeple Ashton, Hullavington, Atworth, and Cllr Bucknell representing Lyneham).*

Cllr Carbin had the opportunity to respond and it was noted that Holt PC were not happy with the change as it inconvenient for parishes.

Following this the Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

#### 6 **Planning Appeals and Updates**

##### Public Participation

Francis Morland spoke on the appeals report

The Planning Appeals Update Report for 30/11/2018 and 22/02/2019 was received.

The Area Team Leader, in response to points and criticisms raised during the public forum, noted the criticisms levelled at the Council and the planning

inspectorate and advised that the asserted failings pursuant to publishing and sharing relevant documents timeously for the cited planning enforcement appeal, would be passed on to the relevant officers to investigate. In response to a separate appeal, and the criticisms levelled at the Council and planning inspector for not pursuing the concerns of the Parish Council, the officer advised that it was for the appointed inspector to determine what weight to afford to the representations provided by consultees and third parties.

Cllr Ernie Clark then asked the officer how long appeals generally take and there was a brief discussion about the timescales for different appeals. The elected members were also briefly informed of the recent Rosewell Report.

**Resolved:**

**To note the Planning Appeals Update Report for 30/11/2018 and 22/02/2019.**

**7 Planning Applications**

Steve Sims, Senior Planning Officer, introduced the report, which had been recommended for approval, subject to conditions, for a renewal of temporary planning permission for a single mobile at Holt Pre School.

Key issues included; Impact upon the Character and Appearance of the Area; Impact upon the Living Conditions of Neighbouring Residents and Highway Issues.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: Why the application kept returning for temporary planning permission rather than permanent permission and whether the occupiers were a private company or part of the school.

The Officer, in response to the questions noted that; although it was not best practice to continually return for temporary planning permission, it was acceptable; and that he was unaware whether the nursery operated as a private entity or as part of the school.

There were no members of the public registered to speak on the application.

Local Member, Cllr Carbin moved the officers recommendation with an additional informative, following advice provided by the area team leader, to encourage the applicant to plan for a more permanent solution prior to 2024. The motion was seconded by Cllr Andrew Davis.

At the end of the debate it was;

**RESOLVED**

**To approve temporary planning permission subject to the following conditions:**

1. The development hereby permitted shall be carried out in accordance with the following approved plans: Location plan scale 1:1250; Plans and elevations scale 1:100 dwg no. 1237/59 Rev O.

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

2. The pre-school classroom is hereby approved on a temporary basis and shall be removed from the site and the land restored to grass on or before 6 March 2024.

**REASON:** To define the terms of the planning permission.

**Planning Informative:**

1. The pre-school nursery and the local authority pre-school coordinator are duly encouraged to take notice of the registered third party concern relative to noise levels pursuant to the use of the lane by children; and, to ensure there is appropriate supervision of children to quell noise levels mindful of the proximity to neighbouring residential properties and to safeguard privacy and amenities.

2. This consent represents a second renewal of planning permission for the temporary structure; and, in the interests of good planning; the applicant is strongly encouraged to plan for a more permanent solution prior to 2024. Should an additional renewal application be lodged prior to 2024 to retain the mobile classroom, any such application should be supported by substantive evidence setting the steps that have been taken to deliver a permanent development and a justification explaining why a subsequent renewal is necessary and appropriate.

8 **Application to Register Land as a Town or Village Green - Church Field, Hilperton**

Public Participation

Dave Powell, Agent, spoke in objection to the application

Elizabeth Pike spoke in objection to the application

Heidi Hart spoke in support of the application

Nicola Walker Westwood spoke in support of the application

Graham Kehily spoke in support of the application

Marylyn Timms, Clerk to Hilperton Parish Council, spoke on behalf of the Parish Council

Sally Madgwick, Definitive Map & Highways Records Team Leader for Rights of Way and & Countryside, introduced the report which sought approval to appoint an independent Inspector to hold a non-statutory Public Inquiry and provide an advisory report for the Western Area Planning Committee on the application to register land as a town or village green at Church Field, Hilperton.

Members of the Committee had the opportunity to ask technical questions of the officer, of which there were none.

Members of the public, as detailed above, had the opportunity to speak on the application.

Local Member, Cllr Ernie Clark, spoke on the application, noting that a public inquiry would be the best way forward. Following this Cllr Ernie Clark moved the officers recommendation, which was seconded by Cllr Stewart Palmen.

At the end of the debate it was;

### **RESOLVED**

**The Committee agreed for Wiltshire Council to appoint an independent Inspector to hold a non-statutory Public Inquiry and provide an advisory report for the Western Area Planning Committee on the application to register land as a town or village green at Church Field, Hilperton.**

### 9 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.05 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 3 APRIL 2019 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Christopher Newbury (Chairman), Cllr Phil Alford, Cllr Andrew Davis, Cllr Peter Fuller, Cllr Edward Kirk, Cllr Stewart Palmen and Cllr Pip Ridout

#### Also Present:

Cllr Tony Jackson

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#### 10 Apologies

Apologies for absence were received from:

Cllr Jonathon Seed who was substituted by Cllr Jerry Wickham

Cllr Trevor Carbin who was substituted by Cllr Gordon King

Cllr Ernie Clark

#### 11 Minutes of the Previous Meeting

The minutes of the meeting held on 6 March 2019 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 6 March 2019.**

#### 12 Declarations of Interest

There were no declarations of interest.

#### 13 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.

14 **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.

15 **Planning Appeals and Updates**

Public Participation

Francis Morland

The Planning Appeals Update Report for 22/02/2019 and 22/03/2019 was received.

The Area Team Leader, responded to the criticisms raised during the public participation by apologising on behalf of the planning service for the lack of a response given to the aforementioned member of the public following a request he made at the previous meeting on 6 March pursuant to gaining public access to planning enforcement appeal documentation on the Council's public portal. As reported within the minutes for the 6 March meeting, the matter had been deferred to the planning enforcement team leader and technical support manager to resolve and on hearing that there remained a lack of access to what are public records, the officer apologised and reported again that he would escalate the matter.

Details were sought on two appeals which had been allowed with one having an award of costs made against the authority.

The Area Team Leader, in response, provided a summary of the appeal decisions and the committee was informed that the planning service had not received the relevant costs submission from the appellant.

**Resolved:**

**To note the Planning Appeals Update Report for 22/02/2019 and 22/03/2019.**

**That the Committee supported urgent consideration of a legal challenge to the Inspector's decision at Common Hill, Steeple Ashton (application 18/02867/VAR).**

16 **Planning Applications**

The Committee considered the following applications:

17 **18-11871-FUL - Oxford House, 12 The Butts, Bratton**

Public Participation

Steven Curtis spoke in objection to the application

Maurice Johnston spoke in objection to the application  
Mr S Ellinger (applicant) spoke in support of the application

The Senior Planning Officer introduced the report which recommended approving the application subject to planning conditions. Members heard that the planning application was a material variation to 18/08346/FUL, that sought consent to construct a replacement dwelling (following the demolition of Oxford House) and to erect three new dwellings with associated landscaping. The principal revision set out within the reported application affected the development of plot 3 which benefitted from extant permission for one house and garaging; and for this to be materially revised to accommodate two properties as a semi-detached building of the same height and broadly comparable width and length as that which benefitted from planning permission.

Key issues included; The scale of the development; the visual impacts on the surrounding area; the relationships with adjoining properties; and, the design of the proposed development relating to the bulk, height and general appearance.

Members of the Committee had the opportunity to ask technical questions of the officer. Details were sought on: whether a decision would have an impact on a current pending appeal which related to a different four house scheme; questions were also asked about the exact size of the semi-detached building to be provided on plots 3 and 4; and confirmation was sought on the increase in hardstanding areas and tree planting.

The Area Team Leader, in response advised Members that the current appeal had reached an advanced stage, the deadline for statements to be made to the Inspectorate had passed; and officers were expecting decision from the planning inspector shortly. To answer the detailed questions about how the proposed development compared with the previous consented scheme, the area team leader left the chamber to access and measure the documented plans for the previous scheme (leaving the case officer to answer member questions on landscaping and areas of hardstanding and ecology matters).

On his return to the Chamber, the area team leader provided confirmation on scaled plan measurement differences between what was now proposed and what benefitted from planning permission.

It was also confirmed that the proposed development would result in an increased area of hardstanding to accommodate additional parking space for plot 3 and that amendments had been made to the tree planting proposals.

Members of the public, as detailed above, had the opportunity to speak on the application.

Following the public forum, Members requested further clarification on: the potential overlooking impacts and the scale of the development.

In response, Members were advised that there would be an 18 metre separation between the houses on plots 3 and 4 and the neighbouring property

to the north which officers considered to be acceptable. To the east, the neighbouring property would not be detrimentally affected and it was confirmed that the proposed window on the eastern gable would be an obscured glazed bathroom window, which would minimise neighbouring impacts.

Cllr Jerry Wickham, as the Division Member, spoke in objection to the development with the key concerns relating to overdevelopment of the site, with particular concern being raised about two four bedroom houses being provided to replace the consented 5-bed house and argued that there would be a consequential impact on the quality of the development. A conflict with Core Policy 57 in terms of design was also raised as well as Core Policy 64 in terms of residential parking standards, additional traffic generation and no communal visitor car parking provision being accommodated on site. Concerns were also raised about Core Policy 50 on ecology and protected species arguing that the proposed increased area of hardstanding would impact on the protected slow worms that were known to be currently on site and the scheme would compromise the mitigation arrangements. It was also observed that the Parish Council had objected to the development.

A motion, to refuse the planning application based on Core Policies 50, 57 and 64, was moved by Councillor Jerry Wickham and seconded by Councillor Pip Ridout.

In response to the motion, the area team leader advised the committee against refusing the application on highway concerns or lack of communal parking provision. Members were advised that the highways officer had not objected and that the site location was within the established village limits accessed off a lane that served numerous properties and that a refusal based on a conflict with CP64 would be very difficult to defend on appeal. Members were also reminded of the provisions set out within paragraph 109 of the NPPF - which was read out aloud, which inter alia would require the authority to demonstrate harm to justify a highways based refusal.

The area team leader also advised against refusing the application on ecology grounds on the basis that the application had been subject to an ecology appraisal to which the Council's ecologist did not object to and that the application would be subject to safeguards set out within an updated ecological mitigation report dated December 2018.

Members were also advised that the design of the application was considered acceptable and Members were reminded of the current planning permission and officers argued that the material amendments would not result in harm of planning policy conflicts.

Responding to a question posed by the Chairman, the area team leader advised that if the application was refused following the reasons set out by the motion it would be difficult to defend and there may be a risk of having costs awarded against the authority.

Following this advice, the motion to refuse planning permission was amended, to refer only to Core Policies 50 and 57 which was seconded by Councillor Pip Ridout.

Following the vote the motion was lost.

A motion to move the officer's recommendation, with an additional condition on landscaping along the eastern boundary of the site and to secure the exact location of the reptile log pile and hibernaculum was moved by Cllr Peter Fuller and seconded by Cllr Stuart Palmen.

Following 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:**

**Amended proposed block plan dwg no. AH2017/29 Sheet 1 of 7**

**Plot 1 proposed plans and elevations dwg no. AH2017/29 Sheet 2 of 7**

**Plot 2 proposed plans and elevations dwg no. AH2017/29 Sheet 3 of 7**

**Plot 3 and 4 proposed elevations and street scene dwg no. AH2017/29 Sheet 4 of 7**

**Plot 3 and 4 proposed plans dwg no. AH2017/29 Sheet 5 of 7**

**Amended garage plans and elevations dwg no. AH2017/29 Sheet 6 of 7**

**Existing block plan dwg no. AH2017/29 Sheet 7 of 7**

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

**3 Notwithstanding the terms set by condition 2 above, the final position of the reptile log pile and hibernaculum located in the northern part of the site as illustrated on plan drawing AH2017/29 Sheet 1 of 7 dated 6 February 2019 shall be agreed in writing with the local planning authority prior to the occupation of plots 3 and 4.**

**REASON: In the interests of ensuring that there is appropriate level of site management and minimised conflict between the future traffic movements and residential use of the site and the need to safeguard and support the slow worm reptile habitat.**

**4** No development hereby approved shall progress beyond slab level until the exact details and samples of the materials to be used for all 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/or the matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

**5** No development hereby approved shall progress beyond 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:** 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 Conservation Area.

**6** No development hereby approved shall progress beyond 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;
- additional landscape planting along the site's eastern boundary between plot 4 and No. 4 Reeves Piece;
- means of enclosure;
- car park layouts;
- all hard and soft surfacing materials;
- minor artefacts and structures (e.g. refuse and other storage units etc).

**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.

**7 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner. All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of ten 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/ecological features.**

**8 No development hereby approved shall progress beyond slab level until a scheme for the discharge of surface water from the site (including surface water from the accesses/driveways), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be first occupied until surface water drainage to serve that part of the development 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 hereby approved shall progress beyond 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 to serve that part of the development 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.**

**10** No dwelling hereby approved shall be first occupied until the access, turning area, visibility splays, parking spaces and garaging to serve each dwelling has 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** 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.

**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 garages, sheds, greenhouses and other ancillary domestic outbuildings shall be erected on the site.

**REASON:** To define the terms of the planning permission and to safeguard the character and appearance of the conservation area and the wider setting of heritage assets.

**13** The proposed development shall be undertaken in strict accordance with the Ecological Appraisal and Reptile Mitigation and Compensation Report dated 18 December 2018 by ABR Ecology Ltd. The development shall be carried out with liaison with, and supervision by a suitably qualified, licensed and competent ecological consultant. The compensatory bat roosts, reptile habitats, and ecological enhancements including for nesting birds, shall be retained as available for use by bats, reptiles and nesting birds for the lifetime of the development.

**REASON:** To ensure appropriate mitigation, compensation and enhancement for protected species; and compliance with The Conservation of Habitats and Species Regulations 2017, the National Planning Policy Framework, the NERC Act 2006 and Core Policy 50 of the Wiltshire Core Strategy (adopted January 2015).

**INFORMATIVES:**

**1.** The Council offices no longer have the facility to receive material samples. Material samples required by planning condition, must be made available to the appointed planning officer at a mutually convenient time to site as part of any formal discharge of planning condition process.

**2.** The applicant is advised that the development hereby approved may represent chargeable development under the Community



**Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. If the development is determined to be liable for CIL, a Liability Notice will be issued notifying you of the amount of CIL payment due. If an Additional Information Form has not already been submitted, please submit it now so that we can determine the CIL liability. In addition, you may be able to claim exemption or relief, in which case, please submit the relevant form so that we can determine your eligibility. The CIL Commencement Notice and Assumption of Liability must be submitted to Wiltshire Council prior to commencement of development. Should development commence prior to the CIL Liability Notice being issued by the local planning authority, any CIL exemption or relief will not apply and full payment will be required in full and with immediate effect. Should you require further information or to download the CIL forms please refer to the Council's Website: [www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastucturelevy](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastucturelevy)**

**18 Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.50 pm)

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## AUDIT COMMITTEE

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**DRAFT MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 6 FEBRUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Richard Britton (Chairman), Cllr Gavin Grant, Cllr Mike Hewitt, Cllr Edward Kirk, Cllr Tony Jackson, Cllr Andy Phillips, Cllr Leo Randall, Cllr John Smale, Cllr Ian Thorn and Cllr John Walsh

**Also Present:**

Cllr Philip Whitehead

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1 **Apologies**

Apologies were received from Cllr Stuart Dobson.

2 **Minutes of the Previous Meeting**

Resolved:

To confirm the minutes of the meeting held on 14 November 2018.

3 **Declarations of Interests**

There were no declarations of interest.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Public Participation**

There were no members of the public present.

6 **External Auditors**

**Understanding the Key Steps in the Conduct of an External Audit**

Ian Howse, Deloitte, gave an overview of how an audit would be carried out highlighting the key steps involved.

A question was asked on the likeliness of identifying fraud against the level of materiality.

It was noted that a higher amount of testing would be carried out dependant on the level of materiality and compared to testing low risk areas of the accounts.

### **Audit Plan**

Ian Howse referred to the report included in the agenda pack and noted that a hand over meeting had taken place between Deloitte and KPMG where they had an opportunity to examine KPMG's files of work carried out at Wiltshire Council. Deloitte had met with officers, examined much of the work already and identified areas of risk.

### **Working with SWAP**

It was noted that Deloitte and SWAP had been in communication, although according to ISO 600, Deloitte were unable to direct the work of the internal auditors or to rely on it. That said, Deloitte still had an interest in the work carried out by SWAP.

Cllrs Jackson and Walsh arrived at 10:20am.

## **7 Approach to Internal Audit Plan 2019/20**

Ian Withers, SWAP, introduced the report which was included in the agenda pack. It was noted that the audit plan would be available in April and that for 2019/20 SWAP were updating the risk assessment for each individual audit entity which would produce the first draft of the Internal Audit Plan for 2019/20. SWAP were assessing the vulnerability by scoring each audit entity in terms of impact and likelihood against a number of risk factors. SWAP's approach to the internal audit plan would involve assurance mapping, taking into consideration the three lines of defence model to determine the extent of audit coverage and work in order to direct resources appropriately, secure greater management buy-in to the control environment and to ensure Internal Audit was recognised as adding value.

Comments were made on the scoring mechanism for the healthy organisation report and a more nuanced scoring approach was requested.

## **8 Q3 Internal Audit Report**

Ian Withers, SWAP, introduced the report. It was noted that a reasonable amount of work on the plan had been completed. Resourcing issues within SWAP had been resolved with only one remaining vacancy.

Some changes had been made to the plan which were outlined in the report, which needed the approval of the committee.

A request was made, that within future reports, priority one actions were complimented with commentary.

Resolved

To approve the changes to the Internal Audit Plan.

9 **Update: Anti-Fraud and Corruption Policy**

Ian Withers, SWAP, informed the committee that the national government had recently produced new anti-fraud and corruption standards. SWAP attended a meeting to determine how the new standards would impact the local strategy, the anti-fraud and corruption policy would be presented at the April meeting.

10 **Risk and Performance Management**

Robin Townsend, Director of Corporate Functions & Digital, introduced the paper included with the agenda.

Performance management was currently being reviewed at a strategic level to coincide with the digital programme, looking at how it could be enhanced. The current risk and performance management approach was robust but the aim of reviewing the processes was to evolve them into being more proactive using live data rather than reactive based on historical data. This meant that risk registers throughout the organisation would require updating.

11 **Finance Department Risk Register**

Becky Hellard, Director of Finance & Procurement, gave a presentation on how the organisation approached the risk register, using the risk register from her department as an example of how risk was calculated, how risks were prioritised and how mitigation plans were put in place.

12 **Finance Director Recruitment Update**

Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, notified the committee that market testing had been carried out which identified that the market was very quiet with a limited number of candidates. Marketing testing and monitoring would continue with an expectation that the market would pick up in March/ April.

13 **Forward Work Programme**

To include the following on the forward work plan:

- SWAP international standards assessment – July
- Anti-Fraud and Corruption Policy – April
- Risk and Performance Report - April

14 **Date of Next Meeting**

The next meeting of the Audit Committee would take place on the 17 April 2019.

15 **Urgent Items**

There were no urgent items.

(Duration of meeting: 12.00 pm - 11.50 am)

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 17 APRIL 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Richard Britton (Chairman), Cllr Gavin Grant, Cllr Edward Kirk, Cllr Tony Jackson and Cllr John Walsh

**Also Present:**

Cllr Whitehead

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16 **Apologies**

Apologies were received from Cllrs Stuart Dobson, Ian Thorn, Mike Hewitt, Leo Randall and Andy Phillips.

17 **Minutes of the Previous Meeting**

**Decision**

**To approve the minutes of the meeting held on 6 February 2019.**

18 **Declarations of Interests**

There were no declarations of interest.

19 **Chairman's Announcements**

The Chairman welcomed Charlotte Wilson, SWAP, to the meeting.

The Chairman noted that the Chairman's briefing did not take place as intended and that communication would take place with officers before the next meeting.

20 **Public Participation**

There were no public in attendance or any questions received.

21 **Q4 IA Update and Year End Summary**

David Hill, SWAP, introduced the report informing the committee that SWAP had identified a significant risk, in this case an action plan had been agreed and monitoring of the implementation would continue; in other cases a no assurance and partial assurance had been identified, action plans were also in place and SWAP would continue to monitor their progress.

It was also noted that there were a number of outstanding recommendations which SWAP had been chasing with mixed response. A full list of the outstanding recommendations would be brought to the next meeting.

In response to questions SWAP informed the meeting that; SWAP were happy with their performance throughout the year; discussions were taking place on whether the 5 day reporting process should be increased to 10 days which was more realistic; some of the 18/19 projects would roll over into 19/20, those projects would be completed within the 18/19 budget and liaised with the S151 officer.

22 **Draft Internal Audit Plan**

The Draft Internal Audit Plan was briefly discussed. In response to questions asked, SWAP noted that they were currently carrying out a self-assessment against the Public Sector Internal Audit Standards. There is a requirement to undertake an assessment every five years to ensure conformance to these Standards, SWAP undertake a review every three years. Their next step would be to appoint an external assessor and the results would be available in November 2019.

23 **Report on 2018/19 Close Down and External Audit Plan Update**

Deloitte explained that there was a detailed close down plan and that all was on course to be completed in accordance with the statutory deadlines.

It was noted that the draft Annual Governance Statement would be brought to an extraordinary Audit Committee in June.

24 **Risk and Performance Policy Report**

Cllr Whitehead introduced the item noting that the report had already been agreed by Cabinet. Implementation of the policy was briefly discussed and the Chairman explained that it was the Audit Committees responsibility to have oversight of the policy's implementation and would like to see an update at the November committee meeting.

There was a discussion of the scoring of the organisation's reputational risk and its potential financial consequences and it was agreed to lower the risk level to 12.



At the end it was;

## **Resolved**

**To recommend that the reputational score level be lowered to 12.**

### 25 **Accounting Policies**

Becky Hellard, Interim Director of Finance and Procurement, introduced the item noting that two significant changes in accounting policies had taken place. Both changes related to the IFRS code of practice, which was the guidance used to create the statement of accounts.

As a response to questions asked it was noted that: All costs associated with asset disposal were fully accounted for; Community Infrastructure Levy (CIL) payments were issues on a six monthly basis, drew down within the same year and officers worked closely with the CIL team to understand the financial position and encouraged members to work with the local parishes to utilise the funds.

There had never been a call to use the general reserves, although an accounting technique was used to balance the statement of accounts, which involved using ear marked reserves and then repaying them at the start of the new financial year.

Deloitte confirmed that the Council was unable to separate the pension accounts from the councils accounts.

### 26 **Governance of Partnership Working**

Ian Gibbons, Director , Legal, Electoral & Registration Services & Monitoring Officer, introduced the report which proposed a framework for governing the council's partnership arrangements. The framework had a risk based approach which aligned with business priorities.

The Chairman welcomed the report.

It was noted that the recommendation should be reworded to 'To ask the Standards Committee to'.

### 27 **Draft Annual Governance Statement**

David Hill, SWAP, referred to the presentation slides included with the agenda and explained the new approach being taken to prepare the Annual Governance Statement. The approach involved reviewing the Local Code of Corporate Governance quarterly.

28 **Local Code of Corporate Governance**

It was noted that the revised draft suggested that quarterly reviews of the Local Code of Governance should take place and a member of the Audit Committee was invited to join. The Chairman agreed to email all of the committee members after the meeting due to some members being absent.

29 **Anti-Fraud, Theft and Bribery & Anti-Money Laundering**

Becky Hellard, Interim Director Finance & Procurement, presented the revised policies and strategy, noting that detailed action plans would be presented at the next meeting.

29 **Anti-Fraud, Theft and Bribery Policy**

A question was raised on the recognition and reward for whistle blowers and it was noted that mandatory training took place during employee inductions and the annual governance statement reviewed its effectiveness, more of a concern was the challenge of creating an organisational culture where employees were more aware of each other. It was also noted that, the Council had access to third party records as it was written into standard contract arrangements.

29 **Anti-Fraud, Theft and Bribery Strategy 2019-2022**

The Chairman thanked officers for the revised strategy and suggested some word changes.

29 **Anti-Money Laundering Policy**

The Chairman requested that the definition of money laundering be brought forward so it would be earlier in the policy.

30 **Finance Director Recruitment Update**

There was no update.

31 **Forward Work Programme**

The forward work plan would be updated and circulated.

32 **Date of Next Meeting**

The next meeting would be an extraordinary meeting to review a draft of the Annual Governance Statement and would be confirmed as soon as possible.

33 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 12.30 pm)

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## **STANDARDS COMMITTEE**

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### **MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 1 MAY 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 Howard Greenman (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Paul Oatway QPM (Chairman), Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Gordon King (Substitute) and Mr Michael Lockhart

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#### **11 Apologies**

Apologies were received from Councillors Peter Fuller and Bob Jones, Mr Phillip Gill, Mr Richard Baxter and Miss Pam Turner.

Councillor Jones was substituted by Councillor Gordon King.

#### **12 Minutes**

The minutes of the meeting held on 23 January 2019 were presented for consideration and it was,

#### **Resolved:**

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

#### **13 Declarations of Interest**

There were no declarations.

#### **14 Chairman's Announcements**

There were no announcements.

#### **15 Public Participation**

There were no questions or statements submitted.

#### **16 Status Report on Complaints**

Sukdave Ghuman, Team Leader Public Law and Compliance, presented a report on the status of existing code of conduct complaints. Details were provided of the number of complaints received, the nature of the complaints and the outcomes of any assessments concluded.

The Committee discussed the report, noting a number of complaints dismissed due to having been submitted out of time, and instances of past complaints which had taken a long time to resolve. The Committee noted the ongoing review of the procedure to be discussed at Minute Item 19.

**Resolved:**

**To note the update.**

17 **Committee on Standards in Public Life**

A report from the Monitoring Officer summarising the report of the Committee on Standards in Public Life regarding its review of Local Government Ethical Standards was presented. The report had followed a consultation in 2018, to which the Standards Committee had delegated preparation of a response, which was attached to the agenda papers.

The Committee on Standards in Public Life had reached a number of conclusions including that the introduction of an updated model Code of Conduct would aid clarity and consistency, that towns and parishes should be required to adopt the Code of their principal authority, and that existing sanctions for breaches were insufficient, recommending that the ability to suspend members be reintroduced.

The Standards Committee noted the conclusions of the Committee on Standards in Public Life, in particular that many of its recommendations would require the introduction of primary legislation, and therefore would not be implemented for some time even if adopted by central government. Therefore, they focused on the list of best practice recommendations compiled by the Committee on Standards in Public Life, which it had recommended all local authorities adopt where they were not already operating in such a fashion.

The Committee considered that with provisions regarding bullying and harassment included in the guidance to the Code of Conduct as an example of behaviour which might not uphold high standards of conduct, there was not a need to amend the Code. It was also noted that the assessment criteria in Wiltshire already prohibited trivial or malicious allegations by any persons, and a public interest test, though actually enforcing cooperation with any standards assessment or investigation as recommended was not achievable, though was very much encouraged and usually undertaken.

The Committee noted that it was currently reviewing the arrangements for dealing with Code of Conduct complaints, and that this was felt to be more effective than the best practice recommendation that the Code itself was reviewed each year, including public consultation. It was felt a review in advance of the next election was more appropriate than committing to annual reviews which would not result in a great deal of amendment.

The Committee felt that the Code and arrangements were available on the website as recommended, although work would continue on making it as prominent and easy to access as possible. In relation to gifts and hospitality it was noted that there was not a requirement to declare gifts under the Wiltshire code, but that any such declarations were updated as they were made.

It was considered that with three independent persons who were consulted at each stage of the process the arrangements in Wiltshire easily met the best practice recommendations. In relation to publication of decision notices it was noted there was a balance between being open and transparent and which details should be considered private, and this would be considered in the ongoing review of the process.

Concerns were expressed at recommendations regarding complaints regarding member conduct toward a parish council clerk, given the limited resources and part time nature of the role, and the lack of ability for the principal authority to encourage such changes as proposed.

The Committee agreed that there were adequate procedures in place regarding conflicts of interest and updating political groups.

In discussing the best practice recommendations as fully detailed in the agenda papers, the Committee agreed that any changes to practice or procedure should be recommended by the Constitution Focus Group taking into account the views expressed above.

**Resolved:**

**For the Constitution Focus Group to consider the report and make such recommendations as felt appropriate.**

18 **Recommendations from the Constitution Focus Group**

A report was received from the Monitoring Officer outlining proposed changes to the Constitution as recommended by the Constitution Focus Group.

Part 10 of the Constitution was in relation to procurement and contract regulations. This had been updated to further simplify the regulations and clarify processes to be followed including the correction of now out of date information and the responsibilities of roles within the Council. The Focus Group had considered the changes appropriate and necessary, and the Committee was content to recommend the proposals for adoption by Full Council.

Protocol 8 was in relation to partnership working, but after review was recommended to be removed as it was not fit for purpose, sitting outside and at odds with the council's present commercial policy and approach. The Audit Committee was in agreement with the approach of removing the document, to be replaced by a partnership working framework to be adopted by Cabinet, which was felt to be a more appropriate level for the framework to be approved.

Protocol 10, which would become Protocol 9 after the partnership protocol was removed, related to the Code of Corporate Governance. The document had not been reviewed since 2010, and a revised version had been prepared to reflect Chartered Institute of Public Finance and Accountancy guidance. Both the Constitution Focus Group and Audit Committee had agreed the new protocol.

At the conclusion of discussion, it was,

**Resolved:**

**To recommend Council approve the revised Part 10 and Protocol 10 of the Constitution and remove Protocol 8 of the Constitution.**

19 **Review of Protocol 12 of the Constitution**

At its meeting on 23 January 2019 the Standards Committee requested the Constitution Focus Group to oversee a review of the procedures relating to code of conduct complaints in response to concerns expressed to the Committee regarding the timeliness of dealing with complaints under the process. This also followed a review of the processes adopted by other local authorities in handling of code of conduct complaints. The arrangements operated by Wiltshire Council were last reviewed in February 2017.

The Constitution Focus Group discussed the arrangements and associated documentation at its meetings on 20 March 2019 and 10 April 2019. The Chairman and Vice-Chairman of the Standards Committee also discussed the arrangements at a meeting with officers and the Council's Independent Persons on 12 March 2019.

The Constitution Focus Group had considered and was proposing a new arrangement for assessment of complaints wherein the Monitoring Officer would prepare a recommendation for determination by an Assessment Sub-Committee. This would enhance the role of elected members by ensuring involvement in all complaints, not merely those requested for review after determination by the Monitoring Officer. Accordingly, there would be no need for ad-hoc review sub-committees as these had been included in the process to provide member involvement.

The Focus Group considered this approach in addition to enhancing the role of elected members, would be administratively simpler with regularly scheduled meetings known to all members, eliminating delays caused by availability constraints of members and officers.

The Committee discussed the proposals, seeking information on how the assessment sub-committee would be constituted, and whether the need to prepare recommendations to the assessment sub-committee would increase pressure on resources. The Committee considered that the proposals did appear to streamline the process and requested full details for determination at its next meeting.



**Resolved:**

To note the update and receive further details at the next meeting.

20 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 10.45 am)

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## HEALTH AND WELLBEING BOARD

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### MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 7 FEBRUARY 2019 AT KENNET COMMITTEE ROOM, COUNTY HALL.

#### Present:

Cllr Baroness Scott of Bybrook OBE (Co-Chair), Dr Richard Sandford-Hill (Co-Chair), Cllr Laura Mayes, Cllr Jerry Wickham, Cllr Ben Anderson, Hazle, Terence Herbert, Dr Carlton Brand, Linda Prosser and Kier Pritchard

#### Also Present:

Ian Jeary

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#### 1 Chairman's Welcome

The Chair welcomed all to the meeting.

#### 2 Apologies for Absence

Apologies were received from Cara Charles-Barks, Angus Macpherson, Dr Andrew Girdher, Tony Fox, Nick Marsden, Nerissa Vaughan, Andy Hyett, Dr Catrinel Wright, Dr Toby Davies, James Scott and Cllr Ian Thorn.

#### 3 Minutes

The minutes of the previous meeting held on 14<sup>th</sup> December 2018, previously circulated, were considered.

#### Resolved

**To approve the minutes as correct.**

#### 4 Declarations of Interest

There were no declarations of interest.

#### 5 Public Participation

There were no questions from the public.

## **6 Chairman's Announcements**

The Chairman drew the meeting's attention to the following information as set out in the agenda pack:

A reminder to everyone that the Transforming Maternity Services together public consultation closes on 24 February, so just over two weeks left to provide feedback on the proposals. You can provide your feedback by going to the website: [www.transformingmaternity.org.uk](http://www.transformingmaternity.org.uk) or by a hard copy which is available from Wiltshire CCG comms team or Wiltshire Council comms team.

A Health Overview and Scrutiny Joint Committee carried out a rapid scrutiny of the consultation process before the consultation started on 12 November, and an update will be taken to the March Wiltshire Health Select Committee. We expect independent analysis by Bath University to be finalised by the end of April, and depending on the outcome of the consultation, that transformational work can begin in the summer of 2019.

The Chairman also drew the meeting's attention to an update paper on the Trowbridge Integrated Care Centre presented at the meeting and included in the minutes.

## **7 Wiltshire Safeguarding Children's Board**

It was agreed to consider this item as the last item to enable the presenter to attend.

Mark Gurrey presented a report on future working arrangements for safeguarding vulnerable people given the removal of the statutory basis for local safeguarding children's boards.

Matters raised during the presentation and discussion included: that the new arrangements are designed to offer the chance to work more effectively and with joint purpose with a wider agenda. The Safeguarding Vulnerable People Partnership (SVPP) Plan sets out how it will work with relevant agencies including schools, colleges and educational providers; quality, impact and independent scrutiny; child safeguarding practice reviews; workforce development and funding and support.

It was noted that discussions are ongoing about funding support for the SVPP and that as the plan is based on an equal partnership between Wiltshire Council, the NHS and Wiltshire Police, a rebalancing of financial arrangements will be necessary.

Independent scrutiny will be sourced in order to meet specific purposes and needs. It will not rely on one individual and scrutiny methods will be sourced to meet the need. The SVPP will help to hold other partnerships to account for delivery.

In response to an issue raised by the Board, it was noted that the membership of the SVVP had not yet been finalised. While Board membership is likely to be small, all membership possibilities would be considered alongside appropriate political oversight arrangements.

It was noted that the SVPP wanted to engage with parents, young people, carers and service users to make better uses of their experience on the system so that they can they help change future arrangements.

### **Resolved**

- 1. To note the progress to date.**
- 2. To provide an update on the development of the Safeguarding Vulnerable People Partnership forward agenda at the next meeting.**

## **8 Better Care Plan 2019**

Helen Jones and Jeremy Hooper gave an update on the performance and progress of the Better Care Plan (BCP) and the review of the impact of funding streams in the BCP.

Matters raised during the presentation and discussion included: non-elective admissions; delayed transfer of care; Permanent Admissions to Care; changes to the service and the data collection process Wiltshire Health and Care HomeFirst; Immediate Care Beds; Urgent Care at Home; Community Hospital beds; the revised Help to Live at Home Alliance; the latest performance of the local schemes delivered through the BCF and the work underway to rationalise reporting and review each funding stream.

It was noted that there was still a lot of pressure in the system and that work is underway to align BCF funding to achieve maximum impact and to ensure there were efficiencies at every point of intervention.

In response to an issue raised by the Board, it was noted that patients must continue to be placed in the best environments for their needs.

### **Resolved**

- 1) To note the performance levels contained in the Integration and Better Care Dashboard.**
- 2) Note the progress being made to further improve our whole system governance and leadership for Wiltshire residents.**
- 3) Note the intention to review the impact of each funding stream within BCF.**
- 4) To approve the proposal to delegate authority for technical quarterly returns to the Director of Commissioning (Wiltshire Council), and the**

**Director of Commissioning (Clinical Commissioning Group) who will approve on behalf of the Health and Wellbeing Board.**

9 **Winter Pressures**

Emma Legg, Helen Jones and Ted Wilson gave a verbal update and presentation on the progress being made in tackling winter pressures.

Matters raised during the presentation and discussion included: the Help to Live at Home Alliance; block contracts for additional winter capacity for domiciliary care and reablement; Step Down Social Care and a purchasing plan under development; the expansion of Age UK Home from Hospital Services; the HomeFirst Integrated Reablement Pathway and HomeFirst Plus Recruitment Phasing.

In answer to a question from the Board, it was noted that efforts were being made to secure key worker accommodation, especially in the south of the county.

A copy of the presentation is included in the minutes.

**Resolved**

**To note the progress to date.**

10 **CQC System Review and Action Plan**

Carlton Brand presented a report on the progress being made 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 hard work and effort already being made by staff and partners to improve care and support for Wiltshire residents and the 16 areas of improvement as highlighted in the report.

In answer to a question from the Board, it was noted that delayed transfers of care had been a key area of improvement in the past, and while improvements have been made in this area, the system acknowledges where it is in terms of ranking and continues to look for ways to improve.

It was noted that more support from providers and organisations, as well as the third or voluntary sector, was needed in order to make system improvements. The importance of involving patients' views in the improvement process was also noted.

## **Resolved**

**To note the progress taken to respond to the CQC review.**

### 11 **Wiltshire Workforce**

Linda Prosser presented a report on the new workforce strategy for health and social care in Wiltshire.

Matters raised during the presentation and discussion included: the need to ensure that high quality, evidence based workforce transformation activity is planned and implemented to support the delivery of the care and clinical models for Wiltshire; the emphasis placed on partnership working – aligning challenges, ambitions, resources and identifying enablers; the desire to ensure health and social care in Wiltshire is a fulfilling and rewarding place to work and train and ensuring all staff resource is deployed and used as effectively and efficiently as possible.

In answer to a question from the Board, it was noted that effort would be made to ensure that cross-referencing of the collaborative work being done with B&NES and Swindon through the Sustainability and Transformation Partnership (STP) was more explicit.

In response to an issue raised by the Board, it was noted that there needed to be more of a holistic view of why people would want to work in Wiltshire, with reference to blockages in housing availability across the county.

## **Resolved**

- 1) **To note the progress to date.**
- 2) **To review the proposed objectives and approach to the development of the Wiltshire workforce strategy.**

### 12 **NHS Preparations for Army Basing**

Linda Prosser presented a report outlining the NHS preparations for Army Basing in 2019-20.

Matters raised during the presentation and discussion included: that the local health community was continuing to work closely with the Army to ensure health services for the current military personnel and their families; the impact the increase in civilian patients might have on local services; primary and secondary care considerations and the impact on community services.

In answer to a question from the Board, it was noted that workarounds were already being implemented to ensure the notes of patients go into NHS holding blocks.

In response to an issue raised by the Board, it was noted that there needed to be a more specific plan for the immediate transfer of care, especially in the case of maternity services.

### **Resolved**

**To note the progress to date.**

#### 13 **HealthWatch Wiltshire Campervan and Comments Tour**

Stacey Plumb presented a report on the recent HealthWatch campervan and comments tour.

Matters raised during the presentation and discussion included: overall, there were more positive comments than negative ones; most of those spoken to wanted to talk about their local GP; waiting times to see GPs were highlighted as a concern; comments about hospital staff attitude and approach were positive; comments about social care were mixed and experiences of using them seemed inconsistent; accessing mental health services was reported to be an issue; collaboration with the GP Alliance to look at the improved access service and to hear patient views; prioritising mental health as an area of work going forward and working with Wiltshire Council's new adult social care advice and contact team. The long-term plan and expectation is that mental health services are invested in and improved year on year, especially in regard to counselling, early intervention, and community engagement.

it was noted that a new provider had taken over the service since the Campervan and Comments Tour and this had led to a delay in providing feedback to the Board.

In response to an issue raised by the Chairman it was noted that comments must be differentiated from general satisfaction in service areas. In some areas the comments were not precise enough, and this raises difficulties in using this data to find areas of improvement (e.g. social care – do comments relate to private providers or council services?).

It was noted more work could be done to ensure the priorities of Healthwatch aligned with that of commissioners where appropriate and it would be helpful if there could be further engagement on Healthwatch's work plans for the coming year (whilst respecting Healthwatch Wiltshire's responsibilities as an independent organisation).

### **Resolved**

- 1) **To note the engagement that took place during the tour.**
- 2) **To note the key messages from the Campervan and Comments tour report.**



- 3) **To confirm its commitment to listening to the voice of local people to influence commissioning and service provision.**

14 **Sexual Health and Blood Borne Virus Strategy Update**

Vicky Lofts gave an update on progress with the implementation of the Sexual Health and Blood Borne Virus Strategy.

Matters raised during the presentation and discussion included: that to be successful the strategy must rely on a partnership approach between commissioners and providers and wider partner organisations and that underpinning the strategy was an implementation plan split into three strategic priorities: prevention and diagnoses and treatment.

In answer to a question from the Board, it was noted that the strategy was where it was expected to be in regard to fulfilling its objectives, and was working hard to stick to its ambitious targets.

**Resolved**

1. **To note the Sexual Health and Blood Borne Virus strategy implementation update.**
2. **To update the Board of its progress in the future.**

15 **Date of Next Meeting**

The Chairman drew the meetings attention to the appointment of Tracy Cox as shared Accountable Officer from 1 March and thanked Interim Accountable Officer Linda Prosser for all her hard work for Wiltshire.

It was also noted that the NHS Long Term Plan had been released and can be viewed via <https://www.longtermplan.nhs.uk/>.

The next meeting is due to be held on 21<sup>st</sup> March 2019 at 10.00am.

16 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30am-11.15am)

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**Wiltshire Council**

**Health and Wellbeing Board**

**7 February 2019**

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**Subject: Trowbridge Integrated Care Centre**

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**Executive Summary**

I. Update paper on the Trowbridge Integrated Care Centre

**Proposal(s)**

It is recommended that the Board:

- i) Notes the content of the paper

**Presenter name: Linda Prosser**  
**Title: Interim Accountable Officer**  
**Organisation: Wiltshire CCG**

**Subject: Trowbridge Integrated Care Centre**

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**1.0 Purpose of Report**

- 1.1 The purpose of this paper is to update the Health and Wellbeing Board on the Trowbridge Integrated Care Centre (Trowbridge ICC) project.

**2.0 Background**

- 2.1 In December 2018 it was announced that the Trowbridge ICC project had been allocated funding following the submission of a STP capital bid earlier that year.
- 2.2 Trowbridge and the surrounding area has a growing population, health care capacity issues, a shortage of primary care accommodation and a community hospital that is no longer fit for purpose. Health and social care services are provided from a number of different facilities. Wiltshire CCG, and its partner organisations, have identified investment in the new ICC as a vital component of its strategies to transform the delivery of primary care and urgent care for the local population.
- 2.3 The scheme involves a collaboration between Wiltshire CCG, the Lovemead Group Practice, Trowbridge Health Centre, Wiltshire Health and Care, Great Western Hospitals NHS Foundation Trust, Royal United Hospitals Bath NHS Foundation Trust, Avon & Wiltshire Mental Health Partnership NHS Trust, NHS Property Services Ltd and Wiltshire Council.
- 2.4 The project aims to address several key local and national service issues, including population growth in the Trowbridge locality of circa 20% by 2026 (Swindon & Wiltshire Strategic Housing Market Assessment, Wiltshire Council and Swindon Borough Council, 2017), including growth through new housing development, an ageing population with significant growth in the over 65s, general growth in service demand, urgent care and illness services, lack of primary care capacity and poor quality existing estate including the community hospital which is no longer fit for purpose. It aligns with national NHS strategies including the NHS Long Term Plan, the GP Forward view and responds to the STP's key priorities relating to primary care, proactive care and infrastructure in particular.
- 2.5 The ICC will support the development of integrated models of care, centred around the patient, in a community setting. This means providing an expanded range of primary care services available to all communities, shifting care closer to patients' homes, delivering care efficiently through networks of practitioners working together and integrating services across the health, social care and voluntary sector spectrum. The proposal is for

a new build to accommodate both primary care same day and urgent access services which will release space in the surgeries involved, to address the overall accommodation shortfall, as well as accommodate more secondary care services to be provided in the community. The new building will facilitate seven-day working supported by extended GP hours and will house GP Out of Hours service.

- 2.6 The key benefits to patients include a single point of access for out of hospital urgent care services, enhanced extended hours services provision, an expanded range of health care services provided locally and a significant increase in primary care capacity in the locality. Patients, carers and staff will also benefit from the provision of facilities suitable for modern healthcare that meet current standards and provide a significantly enhanced environment.
- 2.7 Anticipated STP-wide benefits include reductions in A & E attendances, reductions in non-elective admissions and improvements in performance against urgent care targets. The new development would also avoid circa £3.1m in the STP's backlog maintenance liability and generate a capital receipt of circa £1.8m from the disposal of the Trowbridge Community Hospital site.
- 2.8 The key service needs underpinning the Trowbridge ICC are the provision of additional primary care capacity to support 20% population growth, development of a "same-day primary care access" service and integration of this service with a urgent treatment, community health, mental health and acute outreach services.

### **3.0 Delivering the STP's clinical strategies**

- 3.1 The STP's key priorities are to: create locality based integrated teams supporting primary care; shift the focus of care from treatment to prevention and proactive care; develop an efficient infrastructure to support new care models; establish a flexible and collaborative approach to workforce; and enable better collaboration between acute providers. Wiltshire CCG is implementing a new Care Model focussed on delivering care in the most appropriate setting; the development of the Trowbridge ICC is a priority initiative to achieve this objective.
- 3.2 The development of the Trowbridge ICC will enable the integration of primary care, community health, mental health and acute outreach team, support the development of services targeted at proactive care and facilitate a flexible approach to workforce, e.g. through GPs, primary care nurses, nurse practitioners and other health professionals collaborating to deliver out of hospital urgent care services for the local community. By establishing same-day primary care access service at the Trowbridge ICC will benefit the wider health economy through reducing growth in A & E attendances, which in turn will also lead to a reduction in planned care referrals. The development of the new facility will also provide capacity for more services to be delivered out of hospital, thus releasing pressure on acute services, and will enable increased provision of mental health services.

## **4.0 Alignment and engagement with stakeholders**

4.1 All stakeholders (i.e. commissioners, providers and partner organisations, e.g. Wiltshire Council) have been actively engaged in the development of the project to date, e.g. through membership of the Project Board. All parties confirmed their support of the Project Initiation Document (PID) which was approved by NHS England in 2017. The project is a key One Public Estate scheme for Wiltshire. The stakeholders are continuing to work together on the development of the Outline Business Case, which will set out the key assumptions/constraints in terms of scope of service, activity, capacity, operational principles and legal/financial issues. At this stage, no major issues/concerns relating to alignment of stakeholders have been identified.

## **5.0 How the scheme will transform care**

5.1 The Trowbridge ICC scheme will transform care for patient by providing a single point of access for out of hospital urgent care services, enhancing extended hours services provision and expanding the range of urgent care services provided locally - more patients will receive a resolution at first point of access and their treatment will be delivered by the most appropriate professional to meet their needs.

5.2 The ICC scheme will also enhance access to core and enhanced primary care services for the growing local population, through increasing extended hours provision, reducing waiting times for routine appointments and significantly broadening the range of health and well-being services that can be provided – this transformation reflects the STP's key priorities to support the sustainability of primary care, redesign the initial access points for urgent care and shift the focus of care from treatment to prevention and proactive care.

## **6.0 Capital funding**

6.1 Wiltshire CCG received written confirmation of c£16m STP capital funding (subject to business case approval) for the Trowbridge ICC in December 2018. The total scheme value of £19.8m is supported through an Estates and Technology Transformation Fund (ETTF) award of c£3.8m.

6.2 The ETTF part of the funding envelope was allocated to the scheme following an earlier successful bid. The CCG await confirmation of continuation of the ETTF award following the STP capital announcement in December 2018. If ETTF funding was not available there would be a likely impact on the size of the building and in-turn the range of services delivered from the new facility.

## **7.0 Current project status**

7.1 The Trowbridge ICC project started in a meaningful way in 2017. This was triggered by the announcement of ETTF funding for the project, which resulted in the establishment of the Project Board and the appointment of professional advisors to support the delivery of the project.

- 7.2 The project has an approved PID (Project Initiation Document), which was approved by NHS England in November 2017. STP capital correspondence has confirmed that the STP capital bid acts as an approved SOC. Work has started on the Outline Business Case (OBC).
- 7.3 The project has been paused since the submission of the STP capital bid in July 2018 to avoid the potential of abortive works whilst waiting for the capital bid decision. Now the project has been successful in being allocated capital, the project is being ramped back up and targeting an Autumn/Winter 2019 OBC.

## **8.0 Delivery route**

- 8.1 As part of the funding announcement, the scheme has been instructed to consider 2 main delivery options. RHIC (Regional Health Infrastructure Companies) which is a PPP, as well as publicly funded options.
- 8.2 RHIC doesn't yet exist as a delivery route as the RHIC business case is yet to be approved by the Treasury. It is expected that if the RHIC business case is approved the subsequent RHIC procurement will take a further 12 months. Therefore the earliest it is anticipated RHIC will be available to the Trowbridge ICC project is spring 2020.
- 8.3 The uncertainty around the delivery route is one of a number of areas of clarification that will be resolved through the development of the business case.

## **9.0 Maternity**

- 9.1 The STP capital bid for the Trowbridge ICC allowed for a 'lift and shift' of the maternity services currently delivered at Trowbridge Hospital. The project will take account of the maternity services review once concluded.

## **10.0 Mental Health**

- 10.1 The project has always made an allowance for mental health provision and at the time of the STP capital bid was mainly taking account of primary care mental health services. The project is now being considered for a wider range of mental health outpatient services. This scale of the potential mental health services are yet to be fully understood, but could impact on the size and in turn capital cost of the building.

## **11.0 Resourcing**

- 11.1 Wiltshire CCG currently has a small team of employees and consultants working on estates projects. A resource plan is being developed to ensure that the Trowbridge ICC and the other projects have the right team in place to successfully deliver these important projects.

## **12.0 Next steps**

- 12.1 The immediate next steps for the Trowbridge ICC are:

- Adequate resourcing including CCG professional team appointment;
- Re-establish the project board following the pause of the project since July 2018;
- Project governance refresh;
- Gain information on the detail behind the STP capital funding announcement;
- Confirmation from NHSE about ETTF funding element of the project;
- Refresh work on services and activity;
- Site options appraisal refresh;
- Re-fresh the project programme.

**Presenter name: Linda Prosser**  
**Title: Interim Accountable Officer**  
**Organisation: Wiltshire CCG**

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Report Authors:  
Simon Yeo, Estates Advisor, Wiltshire CCG



# Health and Wellbeing Board

7 February 2019

## Winter Pressures

Helen Jones, Emma Legg and Ted Wilson

# Winter Pressures Update

Helen Jones

Emma Legg

Ted Wilson



**Wiltshire**

***Clinical Commissioning Group***

	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	New HTLAH Alliance has added 10 new providers to Wiltshire who will be building new capacity. As this is a dynamic framework providers will be able to get on the framework at any time if they reach quality standards	In place	WC current contracts
	County wide - Peripatetic Social Work Team	Locum Social Workers (x 4 countywide) and 1 x specialist manager	In place	ASC winter
	Trial of SW in ED	RUH and SFT	In place	
	HTLAH block contracts for additional winter capacity for dom care and Reablement	First City Nursing 300 Reablement hours (South) Aginicare 400 domiciliary care hours in North and South-delay in south due to accommodation	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

## Home first Integrated Reablement Pathway

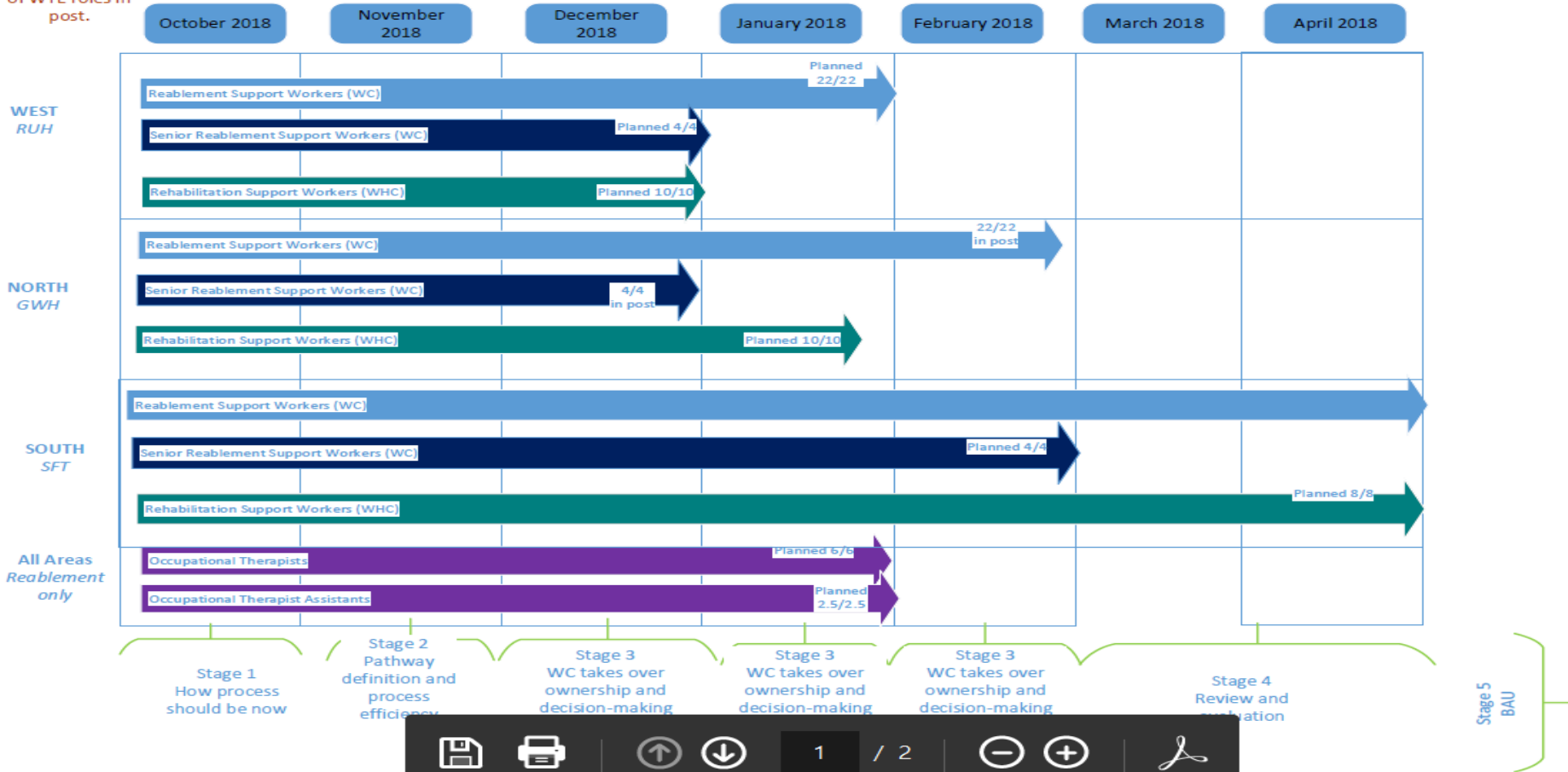
- Single discharge route and process for pathway 1
- Therapy led
- Original modelling suggest 50 discharges each week across three acutes

RUH	SFT	GWH	Other	Total
16	12	10	12	50

- Official launch in West Locality on 21<sup>st</sup> January
- Significant recruitment required and ongoing
- Collaborative approach requiring cultural shift throughout organisations

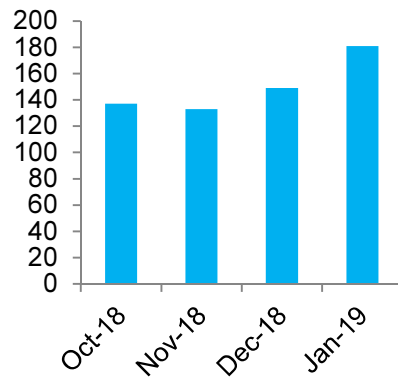
NOTE: Figures reflect number of WTE roles in post.

### HomeFirst Plus Recruitment Phasing Targets met as of 10<sup>th</sup> January 2018



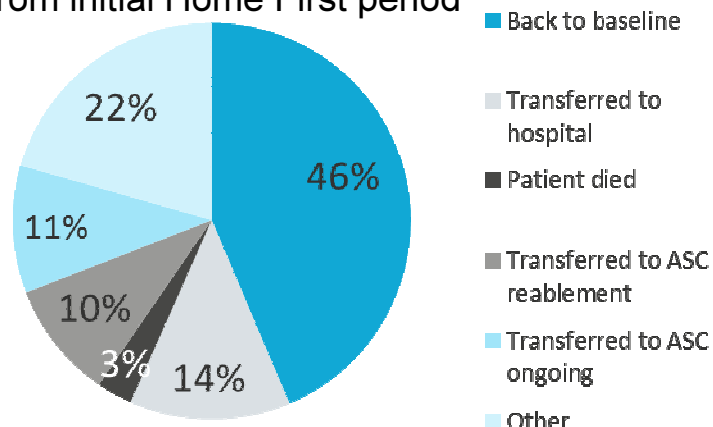
# Home First +

Number of patients starting Home First pathway each month continuing to climb – achieved 90% of modelled capacity

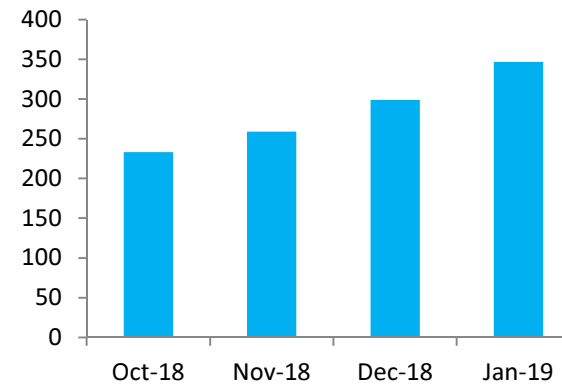


Note – c19% of patients were not related to a discharge but admission avoidance.

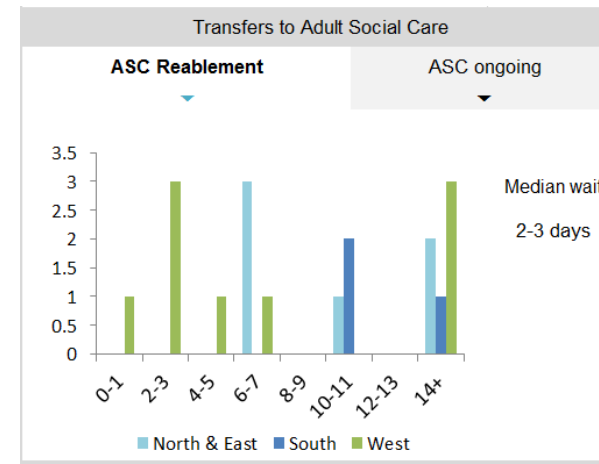
Majority not requiring follow on capacity from initial Home First period



Number of individuals supported in month also rising



In period before full pathway roll out, handovers still taking time



## **Recommendation**

- **Note the progress to date**



## HEALTH AND WELLBEING BOARD

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### MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 21 MARCH 2019 AT KENNET ROOM, COUNTY HALL.

#### **Present:**

Dr Richard Sandford-Hill (Co-Chair), Cllr Laura Mayes, Cllr Gordon King, Cllr Ben Anderson, Hazle, Tracy Daszkiewicz, Terence Herbert, Dr Carlton Brand, Linda Prosser, Kier Pritchard and James Scott

#### **Also Present:**

Emma Leatherbarrow, Stacey Plumb, Glyn Moody and Andy Hyett.

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#### 17 **Chairman's Welcome**

The Chairman welcomed all to the meeting.

#### 18 **Membership Changes**

The Chairman announced one changed to the membership of the Health and Wellbeing Board as agreed at the last meeting of the Council:

Cllr Ian Thorn was replaced by Cllr Gordon King.

#### 19 **Apologies for Absence**

Apologies were received from Nerissa Vaughan, Cllr Baroness Scott of Bybrook OBE and Dr Andrew Girdher.

Rob Jefferson was represented by Emma Leatherbarrow, Ian Jeary was represented by Glyn Moody and Cara Charles-Barks was represented by Andy Hyett.

#### 20 **Minutes**

The minutes of the previous meeting held on 7<sup>th</sup> February 2019, previously circulated, were considered.

#### **Resolved**

**To approve the minutes as correct.**

21 **Declarations of Interest**

There were no declarations of interest.

22 **Public Participation**

There were no questions from the public.

23 **Chairman's Announcements**

The Chairman drew the meeting's attention to the following information as set out in the agenda pack:

1) Homelessness Prevention Strategy

"Three months of formal consultation on Wiltshire Council's homelessness prevention strategy will commence shortly."

"The consultation seeks your views on five suggested priorities for the strategy, which are:

- To reduce rough sleeping
- To identify and prevent homelessness at the earliest possible stage
- To ensure services are designed to prevent homelessness and support those who are homeless.
- To ensure those who are threatened with homelessness or who are homeless can secure and keep a suitable home.
- To maintain effective strategic direction and partnership working

Each priority is supported by actions to enable the priorities to be achieved For further information on the homeless strategy please contact Nicole Smith, Head of Operational Housing [Nicole.smith@wiltshire.gov.uk](mailto:Nicole.smith@wiltshire.gov.uk)"

2) Wiltshire's Safeguarding Vulnerable People Partnership

"The Safeguarding Vulnerable People Partnership met for the second time on 18 February. The group discussed development of a forward plan, systemwide quality assurance, Serious Case Reviews and their replacements, and the multi-agency approach to tackling County Lines and wider exploitation of vulnerable children and adults."

"Following the meeting, a draft Child Exploitation and Missing Children Strategy for 2019-2021 has been published at [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)."

"Future meetings will retain a focus on County Lines, continue to develop the forward plan to include an exploration of the implications of the army rebasing

programme, on a local response to the national safeguarding pressures research and develop our working principles and practices.”

## 24 **Family and Children's Transformation Programme**

It was agreed that this item would be considered after item 9 to enable the presenter to attend.

Theresa Leavy presented a report on the progress made by the multi-agency Family and Children's Transformation (FACT) programme.

Matters raised during the presentation and discussion included: implementation of a new Case Management System; the development of a partnership performance and outcomes framework (including a balanced scorecard and the ability to track individual outcomes over time); the Early Support Hub; the Diagnostic Referral Tool (DART); Early Support Roadshows; the introduction of the Family Keyworker within the Support & Safeguarding Service; Integrated Multi-Professional Early Support; a partnership approach to supporting young people to live in their families and communities and Making Every Contact Count (MECC) training.

In response to an issue raised by the Board it was noted that the programme seeks a culture change around expectations and aspirations and this involves working with a range of different partners.

It was further noted that the programme needs to continue to engage with the voluntary sector to intervene earlier within communities and make every contact count.

It was noted that the B&NES, Swindon and Wiltshire Mental Health Transformation Board is working collaboratively with Child and Adolescent Mental Health Services (CAMHS) and the FACT programme.

### **Resolved**

- 1) To note the achievements of 2018**
- 2) To agree the programme outline for 2019**

## 25 **Winter Pressures**

Jo Cullen and Emma Legg gave a presentation on the latest performance information (including delayed transfers of care).

Matters raised during the presentation and discussion included: delayed transfers of care; NHS 111 call activity and outcomes; SWAST activity and outcomes; more detailed care home data being available; the Home First

pathway; primary care data; the schemes funded over the winter period; improvements in domiciliary care; flu and illness preparations and South West system data.

In response to an issue raised by the Board it was noted that the impact of South Western Ambulance Service (SWAST) not reaching their targets was felt in other services and as such there is a need for SWAST data to be shared with these services.

It was also noted that the partnership with Medvivo is a work in progress and it is important to not only understand the data provided but to apply it appropriately.

It was noted that due the complexity of the system the targets and trajectories that services have provided cannot always be guaranteed.

## **Resolved**

### **To note the latest performance information.**

#### **26 Health and Social Care Strategies**

The Chairman drew the Board's attention to items 10a and 10b of the agenda:

#### **27 NHS Longterm Plan**

Linda Prosser gave an update on the NHS Long Term Plan (LTP) and the implications for the Sustainability and Transformation Partnership and Wiltshire; the CCG Operational Plan for 2019/20; and developments in primary care, estates and joint commissioning.

Matters raised during discussion included: the appointment of a single management team across the three CCGs of B&NES, Swindon and Wiltshire; the progress made in preparing to implement the LTP expectations for primary and community services; the new GP contract and the changes to incentives aligned to the delivery of the LTP; continuing to develop Integrated Care Systems (ICS); commissioners working through ICSs to make shared decisions with providers and using a single CCG for each ICS area.

In answer to a question from the Board it was noted that the CCG were working with Patient Participation Groups (PPGs) and within its communications team to engage people across all platforms. It was also noted that there was scope for the CCG to work across Area Boards to engage Wiltshire residents.

## **Resolved**

**To note the developments being undertaken across the BSW STP and Wiltshire to prepare for Integrated Care Systems and the LTP expectations.**

### **28 Joint Health and Wellbeing Strategy**

Tracey Daszkiewicz presented a report on the Joint Health and Wellbeing Strategy for consultation in this context.

Matters raised during the presentation and discussion included: the four key areas being prevention, tackling inequalities, localisation and integration; the purpose of the strategy; the development of the strategy and the case for change, achieving change and measuring change.

It was noted that once the strategy is approved there will be a mapping of the partnerships that arise from the Joint Health and Wellbeing Strategy and that this will be fed back the Board in due time.

## **Resolved**

**To approve the draft JHWS at Appendix 1 for public consultation.**

### **29 Healthwatch Wiltshire Business Plan 2019/20**

Stacey Plumb presented a report on the Healthwatch Wiltshire business priorities for 2019/20.

Matters raised during the presentation and discussion included: ensuring people who use health and care services can influence the way they are delivered; the priorities for 2019/20 as decided by the Local Leadership Board and the need to develop a workplan on these priorities following conversations with commissioners and providers.

In answer to a question from the Board it was noted that the organisation will look at challenges in GP care and dentistry but this also needs to be tackled on a national and cross-service basis.

## **Resolved**

- 1) To note the priority areas for the forthcoming year.**
- 2) To agree to work closely with Healthwatch Wiltshire to ensure the contribution to health and care services in Wiltshire delivers a positive impact for local people.**

## 30 **Wiltshire Safeguarding Adults Board**

Richard Crompton presented a report on the findings of the recent safeguarding adult reviews and to summarise Wiltshire Safeguarding Adults Board (WSAB) activity in 2018 and plans for 2019.

Matters raised during the presentation and discussion included: the outcome of two Safeguarding Adults Reviews (SAR); the multi-agency recommendations that arose from the reviews; broader learning from the statutory reviews and the WSAB Three-Year Strategy.

In response to an issue raised by the Chairman it was noted there has since been a restructure in how the Wiltshire Council team in Adult C's case audit and administer patients' payments.

It was noted that the complexity of each issue is clear and that there was difficulty in differentiating the face of the issue from the background of the issue and there is a need to learn from this.

In response to an issue raised by the Board it was noted that to learn from these situations the recommendations will now be filtered through individual agencies and services and via the WSAB itself. The SAB will undertake quality assurance work as part of an annual auditing process to ensure that protocols are implemented; with their use tested and recorded.

It was also noted that there is potential for further formal collaboration between blue light services around similar issues and that there needs to be appropriate means of ongoing liaison at a high level for these discussions.

### **Resolved**

- 1) To note the outcome of the 2018 Safeguarding Adults Reviews relating to Adult C and Adult D.**
- 2) To ensure that this learning has an impact on the work of its member agencies.**
- 3) To ask the WSAB to provided it with reassurance that changes have been and will be added as a result of these reviews.**
- 4) To commit the necessary partnership resources to ensure that action plan can be delivered effectively.**
- 5) To acknowledge the aims of the WSAB's strategic plan for 2019-21 and continues to support the work of the Board to safeguard vulnerable adults in Wiltshire.**

31 **Date of Next Meeting**

The next meeting will take place at County Hall, Trowbridge on Thursday 23<sup>rd</sup> May 2019 at 9.00am.

32 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 am - 11.50 am)

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 PENSION FUND COMMITTEE

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**MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 14 MARCH 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Cllr George Jeans, Cllr Gordon King, Cllr Christopher Newbury and Cllr Roy While (Vice-Chairman)

**Also Present:**

Cllr Richard Britton, Mr Jim Edney, Mrs Diane Hall, Mr Mike Pankiewicz and Mr Howard Pearce

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**1 Apologies for Absence**

There were no apologies.

**2 Chairman's Announcements**

The Chair announced that George Jeans joined the committee and that Tom Rounds had left the committee.

Chris Moore was welcomed as an observer pending his appointment as employer representative on the committee.

The Chair announced that Jim Edney had decided to relinquish his role after 9 years as Independent Governance Adviser to the Fund. The Chair and the Committee thanked him for his valued service.

**3 Wiltshire Pension Fund Committee Minutes Part 1**

**Resolved**

**The minutes of the meeting held on 12 December 2018 were approved.**

**4 Declarations of Interest**

There were no declarations of interest.

**5 Public Participation**

There were no members of the public present.

**6 Minutes and Key Decisions of the Investment Sub-Committee**

**Resolved**

**The minutes of the Investment Sub-Committee from the meeting held on 21 February 2019 were approved.**

**7 Minutes and Key Decisions of the Local Pensions Board**

**Resolved**

**The minutes of the Local Pension Board held on 24 January 2019 were noted.**

**8 Scheme, Legal, Regulatory and Fund Update**

Officers talked through a report that updated the Committee on legal and regulatory issues.

Reform to public sector exit payments continued to be delayed. The Pensions Regulator (tPR) was very active, but currently focused on funds other than Wiltshire Pension Fund. The Fair Deal consultation released by MHCLG's aims was explained as being a step in the right direction but concerns still existed if the approach would be effective; officers will respond to the consultation. The cost cap mechanism had been stalled whilst the McCloud case was concluded. Wiltshire Pension fund enjoyed the highest level of compliance required by the Financial Reporting Council, and officers will review practice and report to Committee to maintain that status. CIPFA guidance remained unpublished.

The discussion addressed communications from tPR, the need for active scanning of tPR's work and priorities. The Committee gave assurances to officers that scrutiny beyond the 'light-touch' could be subject to representation to tPR from the Committee.

**Resolved**

**The Committee noted the report.**

**9 Pension Fund Risk Register**

Officers talked through the latest Risk Register, there were no changes since the last meeting. Officers plan to reformat the risk register to bring it in line with the latest corporate approach and to make it easier to understand how mitigating actions have affected the risk assessment.

**Resolved**

**The Committee noted the report.**

10 **Key Performance Indicators**

Officers talked through a report on key performance indicators (KPI).

The value of KPIs in identifying issues and clarifying paths to improved performance was discussed. Officers stated that KPIs indicate a snapshot of current performance whilst actions aimed at improved performance were detailed in further reports, for example, the Data Improvement Plan.

The Chair of the Local Pensions Board stated his concerns were about deadlines and workloads and emphasised that he was assured by the direction of travel towards compliance with statutory guidelines.

The Chair re-iterated the desire to manage backlogs within available resources to minimise costs and noted the work of the pensions team to reduce the occurrence of backlogs in the longer term.

**Resolved**

**The Committee noted the report.**

11 **AVC Training and Options**

Richard Bullen, Fund Governance & Performance Manager, introduced the provision of options for members to make Advanced Voluntary Contributions (AVC). The only open scheme for new members was the Prudential, the others being Equitable Life, Clerical Medical and NPI/Pheonix. A key update was the proposed buy-out of Equitable Life by Reliance Life and its parent company, the Life Company Consolidation Group, that may result in a capital distribution payment for members, subject to court rulings expected at the end of 2019.

A discussion also took place on the Fund's review arrangements for its AVC service providers and the impact of Wiltshire Council's AVC Wise campaign on officer resources, which were agreed to be currently sufficient.

The extent to which AVC options should be promoted was also considered and it was concluded that emphasis should be placed on ensuring no advice is provided, but ensuring that Scheme members are aware of the whole benefit structure offered by the Fund.

**Resolved**

**To continue to delegate management of AVC options for members to officers and for officers to report to committee by exception.**

12 **Additional Voluntary Contributions (AVCs) New Fund Proposals**

Officers talked through a report that detailed the work done in increasing the offer to members seeking to make Advanced Voluntary Contributions (AVC). A number of funds were identified as vehicles for widening the choice available to members.

### **Resolved**

**To approve the additions to funds to AVC fund choices as recommended by officers.**

**To approve the four new Lifestyle options and to adopt the cash options strategy for members who wish to take a tax free lump sum on retirement and the retirement options strategy.**

**To approve the retirement options Lifestyle strategy as the default option into which existing Lifestyle funds will be transferred on 22nd July.**

### 13 **Data Improvement Plan**

Officers talked through the report on Data Improvement that seeks to enhance the quality of data. The plan focused on tightening internal operations and improving reconciliation with external data sources, with the key intentions of enabling the Fund to operate more efficiently, ensuring members data is accurate and fulfilling the requirements laid down by the Pension Regulator. Two recently purchased software applications, i-Connect and member-self-service (MSS) were two initiatives that would assist in improving data quality over time.

The Chair of the Local Pensions Board suggested that the fund's understanding of its data quality would be improved by the process of its data being interrogated as part of the actuarial valuation and subsequent updating. Metrics on data queries arising from the valuation & MSS changes by members should therefore be recorded.

The Chair thanked officers for their work in clarifying where the fund stands in respect of data quality and the work done to date to create a direction of travel.

### **Resolved**

**To approve the report noting the comments of The Chair of the Local Pensions Board and to bring a report back to Committee in 12 months time.**

### 14 **Business Plan**

Officers talked through the Business Plan that set out a vision and actions for Year 1 (2019).

The business plan was welcomed by the Committee. Officers were asked to highlight the importance of training implicit in the plan to ensure that developing

people was understood as being central to organisational health over the longer term.

### **Resolved**

**To approve the business plan subject to any further comments provided by Committee members following circulation.**

#### 15 **Administration Budget 2019/2020**

The budget, which indicates an overall rise of 7.1%, was talked through by officers. The value of legal support, procurement issues and sur-charge costs were all discussed.

Diane Hall stated that the rise in recharges from Central Finance appeared disproportionate and questioned the method of arriving at the new figure.

### **Resolved**

**To approve the budget subject to the Chair obtaining clarification from the Section 151 Officer on how the rise in recharges was arrived at.**

#### 16 **Clarification of governance roles**

The Independent Adviser, Jim Edney, welcomed developments on governance and clarification of the relationship of Board to Committee as being what was required by the fund.

### **Resolved**

**The Committee noted the report.**

#### 17 **Committee's requests to the Board**

The committee made no specific requests for support or research of the Board.

#### 18 **Date of Next Meeting**

The next meeting of the pensions committee will be on 18 July 2109.

#### 19 **Urgent Items**

There were no urgent items.

#### 20 **Exclusion of the Public**

**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 21-27 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.

21 **Triennial Valuation 2019**

Assumption on scaled withdrawals

**Resolved**

**To increase the default assumption by 40% for full-time males and 40% and 50% respectively for full-time and part-time females respectively and adopt the default assumption for part-time males.**

Assumption on death in service

**Resolved**

**To adopt the default assumption for death in service for both males and females.**

Assumption on salary scale

**Resolved**

**To adopt the default salary scale for both males and females.**

Assumption Ill Health

**Resolved**

**To adopt the default assumption for males and part-time females and apply scaling of 120% for full-time females.**

**To adopt the default assumption for tier 2 ill health retirements.**

Assumptions on demographics

**Resolved**

**To adopt Hymans Robertson's demographic assumptions.**

Assumptions on salary growth

**Resolved**

**To use the more prudent scenario 2 (RPI less 0.6%) and review at the next valuation.**

Establishing a level of prudence and its impact on the discount rate

**Resolved**

**To maintain the status quo in the level of prudence (two thirds probability of achieving returns) subject to final confirmation once the new investment strategy has been confirmed at the next meeting.**

**22 Brunel Pension Partnership update**

The Investment Manager gave a verbal update on Brunel pensions Partnership.

**23 Investment Quarterly Progress Report**

**Resolved**

**The committee approved the decision of Investment Sub-Committee to invest in listed infrastructure through with Magellan's Global Select Infrastructure Fund.**

**24 Investments - Listed Infrastructure Recommendation**

**Resolved**

**The committee approved the decision of Investment Sub-Committee to invest in listed infrastructure through with Magellan's Global Select Infrastructure Fund.**

**25 Part 2 Minutes and Key Decisions of the Investment Sub Committee**

**Resolved**

**The part 2 minutes of the Investment Sub Committee held on 21 February 2019 were approved.**

**26 Local pension Board Minutes Part 2**

**Resolved**

**The part 2 minutes of the Local Pension Board held on 24 January 2019 were noted.**

**27 Wiltshire Pension Fund Committee Minutes Part 2**

**Resolved**

**The minutes of the meeting held on 12 December 2018 were approved.**

(Duration of meeting: 10.30 am - 2.00 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 7 FEBRUARY 2019 AT COMMITTEE ROOM A - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, 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 John Smale

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Naji Darwish – OPCC  
Clive Barker – OPCC

Kevin Fielding – Wiltshire Council

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#### **11 Apologies for Absence**

Apologies were received from Cllr Caryl Sydney-Smith – Swindon Borough Council.

#### **12 Declarations of interest**

Cllr Peter Hutton – Wiltshire Council – Member of Dorset & Wiltshire Fire Authority.

Cllr Abdul Ali – Swindon Borough Council – Member of Dorset & Wiltshire Fire Authority.

#### **13 Chairman's Announcements**

There were no Chairman's Announcements.

## 14 **Public Participation**

There was no public participation.

## 15 **Formal consideration of PCC Precept proposal**

The Commissioner explained that in January 2019 he had presented to the Panel a paper which showed that the Government has made decisions surrounding both local and central funding which had a significant impact on the funding options available to him.

The paper that the OPCC had provided in January concluded with the Commissioner suggesting that a £24 increase in the Police part of the Band D Precept (a 13% increase) was appropriate. This would result in the Band D police part of the precept rising from £182.27 to £206.27 in 2019-20.

Clive Barker gave a brief overview of the MTFS report.

The Chairman thanked Clive Barker for the content of the MTFS report.

The Panel requested that the minutes noted that the consultation results had shown a good response from Wiltshire residents, but a lack of responses from Swindon residents, and that minority groups hadn't appeared to have had much engagement from the OPCC.

The Police and Crime Panel were given the opportunity to discuss the Commissioner's proposals, after which a vote on the Police and Crime Commissioner's proposed Council Tax precept for the year 2019-20 was taken.

### **Decision**

- **That the Panel supports the Commissioner's decision to set a precept of £53.743m.**
- **That this would require council tax to be set on all property bands based on £206.27 for a Band D property, and would represent a £24 (13%) increase on the 2018-19 level.**

The Chairman thanked the Commissioner for his report.

Cllr Brain Mathew had raised three points listed below which the Chairman agreed would be listed in the minutes.

- Cognisant of the 89 responses that concerned affordability, and the fact that Wiltshire receives less than almost any other authority the committee requests that efforts continue to obtain a fairer settlement from Central Government.

- That having heard complaints in the recent past about the response times of both the emergency 999 and 101 phone service that response is maintained to at least the current level and if it is shown to drop the proposed cuts in staff numbers to this area should be reconsidered.
- That despite the need allocate 14 officers in order to take Firearms back in-house, the remainder of the extra officers being funded by the precept increase should go to enlarge the resources available to the CPTs.

**16 Future meeting dates**

- 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 - 10.35 am)

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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 28 MARCH 2019 AT THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Richard Britton, Cllr Peter Evans (Substitute), Cllr Sue Evans (Substitute), Cllr Ross Henning, Cllr Peter Hutton, Cllr Nick Murry, Anna Richardson, Cllr Jonathon Seed and Cllr Caryl Sydney-Smith

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC

Kevin Fielding – Wiltshire Council

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#### **17 Apologies for Absence**

Apologies were received from Cllr Alan Bishop – Swindon Borough Council, Cllr Tom Rounds – Wiltshire Council (Sub: Cllr Sue Evans) and Cllr John Smale – Wiltshire Council (Sub: Cllr Peter Evans).

#### **18 Minutes and matters arising**

##### **Decision:**

- **The minutes of the meetings held on Thursday 17 January and Thursday 7 February 2019 were confirmed as the correct records.**

#### **19 Declarations of interest**

There were no declarations of interest.

## 20 **Chairman's Announcements**

The Chairman advised that Cllr Brian Mathew – Wiltshire Council had been replaced due to a change in the political make up of Wiltshire Council by Cllr Nick Murry.

The Chairman thanked Cllr Brian Mathew for his valuable contribution to the work of the Panel.

## 21 **Public Participation**

There was no public participation.

## 22 **Quarterly data (Q3)- Risk / Performance / Finance / Complaints**

The Commissioner presented his report setting out the quarterly performance data – Quarter Three 2018-19 (1 October to 31 December 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 was 60.1 crimes. This was below the most similar group (MSG) average of 70.1 crimes per 1,000 population and was statistically lower than peers.
- That in the 12 months to September 2018, 39 forces had seen an increase in their recorded crime volume compared to the previous year. Wiltshire was one of only four forces to report a reduction.

The Panel requested an update on the Public Opinion Survey.

It was agreed that an update on the Public Opinion Survey would be brought to the June 2019 PCP meeting.

The Panel noted the rise in Cyber Crime and the downward trend on Anti-Social Behaviour related crime, although it did feel that Anti-Social Behaviour related crime was increasing.

The Panel requested that the OPCC made available Hate Crime outcome statistics for panel members.

The Chairman requested that an analysis of all types of crime was made available for panel members.

It was agreed that the OPCC would provide Cllr Jonathon Seed with statistics re “What percentage of burglary victims received a visit from a police officer”.

That the Panel were pleased with the upbeat trend in the Restorative Justice statistics.

### **Deep dive into Priority 3**

#### **Priority 3 – Protect the most vulnerable in society**

The Commissioner outlined the report, which was contained in the agenda pack.

The panel were encouraged by the report.  
The Chairman thanked the Commissioner for the report.

#### **PCC Risk Register**

- After discussion the report was noted.

The Chairman thanked the OPCC for the report.

### **84 Community Policing Team Resource Framework**

Kieran Kilgallen 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.

A discussion followed, Cllr Jonathon Seed querying the accuracy of the Deployability statistics set out in the report. It was agreed that the OPCC would re-look at these statistics and come back to Cllr Jonathon Seed and Cllr Richard Britton with a revised table that both OPCC and PCP could agree with.

It was agreed that a report re Community Policing Resource Management Overview (sickness) would be brought to the June 2019 meeting.

The Chairman thanked Kieran Kilgallen for the report.

23 **Victim Support Service (Horizon) update**

The update was noted.

24 **Diversity and Inclusion Strategy**

Kieran Kilgallen outlined the report that was contained in the agenda pack.

It noted that Wiltshire Police would be holding a workshop on Thursday 4 April to look at all aspects of the report.

It was noted that any PCP feedback would be welcome and would be fed into the process.

The point was raised that there were a good deal more ethnic groups in Swindon that Wiltshire Police needed to tap into.

The Chairman requested that panel members thought about any groups that should be included in the process and make recommendations to OPCC accordingly.

The Chairman thanked Kieran Kilgallen for the report.

25 **Member questions**

The members questions report included in the agenda pack was noted.

Cllr Jonathon Seed asked a supplementary question re the **Salisbury City Council Application for Community Safety Accreditation Scheme powers** question that he raised at the 5 February meeting.

***“What was the time frame for the vetting process that Hampshire Police were carrying out”.***

It was agreed that the OPCC would follow up this question with Hampshire Police.

Cllr Jonathon Seed also asked what was the OPCC time frame for answering questions raised by panel members. The Commissioner responded, that the OPCC tried to answer panel questions as soon as possible.

The chairman noted that the PCC-PCP Protocol which had been drawn up in 2012 did not include a timescale for PCC responses to requests for information.



He felt that the Protocol should be reviewed and undertook to circulate copies to members with a request for any suggested changes.

## 26 **Forward Work Plan**

The Forward Work Plan was noted with the additions of:

- **Public Opinion Survey update - 6 June 2019 meeting**
- **Wiltshire Police Officer Sickness update - 6 June 2019 meeting**

## 27 **Future meeting dates**

- 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 - 12.25 pm)

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## ELECTORAL REVIEW COMMITTEE

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### MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 28 FEBRUARY 2019 AT WEST WILTSHIRE ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### Present:

Cllr Ian Blair-Pilling, Cllr Clare Cape, Cllr Richard Clewer (Chairman),  
Cllr Gavin Grant, Cllr Ian McLennan, Cllr Jonathon Seed (Vice-Chairman),  
Cllr Stuart Wheeler and Cllr Graham Wright

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#### 1 Apologies

Apologies were received from Councillors Christopher Newbury and Ashley O'Neill.

#### 2 Minutes of the Previous Meeting

The minutes of the meeting held on 18 December 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

There were no statements or questions submitted.

#### 6 Electoral Review Update

On 5 February 2019 the Local Government Boundary Commission for England ("The Commission") had published its draft recommendations for a pattern of divisions for the Wiltshire Council area, along with suggested names for those divisions, taking into account the Council's submissions and all other representations they had received.

Following informal discussion with the Committee shortly after the recommendations had been published, and the circulation of a briefing note to all councillors and towns and parish councils, the Chairman had arranged for some workshop sessions for local members in areas of particular concern where the Commission's recommendations diverged significantly from the Council's proposals. All Committee members received an open invitation to attend those sessions.

The Chairman reported on the outcomes of the discussions with local members, and the Committee discussed each area of divergence and agreed the approach they felt should be taken in those instances. It was emphasised that simply restating an initial submission in the absence of new or much stronger evidence would not be persuasive to the Commission, and the Committee additionally considered that where it felt changes proposed by the Commission were in keeping with the statutory criteria of the review, in the absence of local community objection it would usually recommend not objecting to the proposals.

It was agreed that the Commission's proposals in Malmesbury, which included the historic centre of the town within the proposed Sherston division, should be objected to with a slight revision to the Council's initial proposed division of the town included with the Council's next submission. It was noted that the Commission's proposals in relation to the Lyneham and Tidworth divisions were similar to options that the Committee had considered before settling on its submission proposals, and it was therefore minded to recommend that Council did not object to the Commission's proposals. While the proposals for the Calne area had not been previously considered the Committee was informed local members had no objections and it was agreed to raise no objection the proposals. Minor changes to division lines in Trowbridge Drynham to include the business park, between Bradford on Avon North and South and around areas in Chippenham and Marlborough were also recommended to receive no objection.

In relation to the Corsham area while there were concerns about the proposals within the town after careful consideration of relevant factors and arguments, the Committee agreed to recommend no objection be made, noting that that Commission had raised the possibility of imposing a two member division on the area. The Committee continued to strongly feel that no two member divisions should be created. However, the Committee did recommend objections be made to the boundary between Chippenham Lowden and Rowden and Corsham Without, as the proposed line extended far beyond the new development on the edge of the town and unnecessarily and inappropriately divided the parish of Lacock and created an urban rural split that did not reflect a cohesive community approach.

The Commission's proposals in Warminster had resulted in one very geographically large division, and following discussion with local members it was recommended some parishes within it be included within another division in the area, along with some minor changes within the town division lines. Proposals in relation to Till and Nadder and East Knoyle divisions were recommended to be accepted in the absence of local objection.

It was agreed objections should be made in relation to proposals in Westbury, which had combined the parish of Dilton Marsh with a town division, and the north of Westbury within the proposed Ethandune division, rather than an entirely rural division. Subject to potentially some minor changes within the town division lines, it was agreed to broadly argue to maintain the Council's initial proposal with appropriate supporting evidence.

The Commission's proposals in most of Salisbury city were accepted with a minor change in Bemerton, and correction in Harnham to retain the line as the Council had proposed around new development, along with a new section around the Harnham slope. However, it was strongly considered that the Commission's proposals in relation to the east of the city and Laverstock and Ford parish did not align with the statutory criteria, arbitrarily dividing the parish into three divisions. It was accepted the parish of Odstock did not fit well with the Council's proposed Laverstock division, but the Committee recommended the rest of the initial proposal be reargued, as it was felt there was strong evidence that the Commission had not properly considered relating to community identity and effective and convenient local government.

In relation to the Melksham area discussions had also been held with parish representatives, and given the principles the Council had set out in relation to new edge of urban development being included with urban divisions, and the lack of flexibility given the electoral equality of the various divisions, it was agreed to resubmit the initial proposals with appropriate supporting evidence.

At the conclusion of discussion it was noted that the Committee would consider a draft submission at its next meeting and the Council would consider that submission at an extraordinary meeting on 25 March 2019, with the consultation deadline running until 15 April 2019. Members were encouraged to spread the word on the consultation and for anyone with a view to respond to the Commission.

**Resolved:**

**To consider a draft submission at the meeting on 11 March 2019.**

7 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.35 - 4.15 pm)

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## **ELECTORAL REVIEW COMMITTEE**

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**MINUTES OF THE ELECTORAL REVIEW COMMITTEE MEETING HELD ON 11 MARCH 2019 AT SALISBURY ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

**Present:**

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

**Also Present:**

Cllr Pat Aves

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**8 Apologies**

Apologies were received from Councillor Ian Blair-Pilling.

**9 Minutes of the Previous Meeting**

Minutes of the meeting held on 28 February 2019 were presented for consideration, and it was,

**Resolved:**

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

**10 Declarations of Interest**

There were no declarations.

**11 Chairman's Announcements**

There were no announcements.

**12 Public Participation**

A statement was received from Mr Francis Morland that as he had set out in communication to the Committee and the Local Government Boundary Commission for England he had serious concerns that the electorate projections used to the review were seriously flawed.

**13 Electoral Review Update**

The Chairman updated the Committee on work that had been undertaken since the last meeting including identifying all minor mapping issues that would need to be raised with the Local Government Boundary Commission for England, for

instance where they had accepted the Council's proposals but shown a slightly different line on the map, or not aligned with parish boundaries.

The Committee then considered the draft submission to be debated at Full Council on 25 March 2019, and confirmed the approach that should be recommended for each division. It was agreed that in the absence of local objection to accept the proposals for Devizes, although there were some concerns about the size of the divisions given lack of development in the northern area. For the Southwick division it was agreed to propose a line that ran around the back of houses rather than the Woodmarsh and Westbury road, to avoid the Trowbridge division extending into the village proper of North Bradley. Other areas discussed included retaining the original proposals of the Council for Westbury and accepting the proposals of the Commission in Corsham town.

The Committee also received a list of recommended names for each division and discussed them further, noting a consistent and broad set of principles had been used to develop them. It was then agreed to circulate an updated list to all committee members with the final decision on what to propose to council delegated to the Director of Legal and Democratic Services.

At the conclusion of discussion, it was,

**Resolved:**

**To recommend that Council approves the draft response to the Local Government Boundary Commission for England as set out in the agenda papers, subject to any necessary consequential changes and any supporting evidence, with the final wording of the response to be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee.**

**That the proposed names of divisions to be recommended to Council be delegated to the Director of Legal and Democratic Services after consultation with the Chairman of the Electoral Review Committee and circulation of the updated list to the Committee.**

14 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.00 - 1.50 pm)

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## STAFFING POLICY COMMITTEE

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**DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 MARCH 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 Ian Thorn (Substitute) and Cllr Tony Trotman (Substitute)

**Also Present:**

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10 **Apologies for absence**

Apologies for absence were received from:-

Cllr Hayley Illman, who was substituted by Cllr Ian Thorn  
Cllr David Jenkins  
Cllr Ricky Rogers  
Cllr Baroness Scott of Bybrook OBE, who was substituted by Cllr Tony Trotman  
Cllr John Smale

11 **Minutes of Previous Meeting**

**Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 9 January 2019.**

12 **Declarations of Interest**

There were no declarations of interest made at the meeting.

13 **Chairman's Announcements**

The Chairman made the following announcements:-

- **National Apprenticeship Week** National Apprenticeship Week 2019 was taking place during this week from 4 to 8 March 2019.

This annual celebration of apprenticeships brought the whole apprenticeship community together to celebrate the impact of apprenticeships on individuals, employers and the economy.

- **No Smoking Policy** The Committee was reminded that the revised policy was being brought into operation with effect from 13 March 2019. From that date Wiltshire Council premises and grounds would be smoke-free.
- **Staff Survey Update** It was reported that 63.3% of staff had responded to the Staff Survey and a detailed report would be presented to the next meeting.

#### 14 **Public Participation**

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

#### 15 **Diversity and Inclusion Monitoring Report**

The Committee received a report by the Director, Human Resources & Organisational Development which presented the updated annual Equality and Diversity Employment Monitoring Report. It was noted that the Council was required to produce this information annually as part of the Public Sector Equality Duty (PSED) in line with the Equality Act 2010.

In March 2018 Wiltshire Council published its Equality and Diversity Employment Monitoring Report 2016/17 on the Wiltshire Council website.

The Council was required to publish the updated Diversity and Inclusion Employment Monitoring Report 2017/18 by 31 March 2019. The report previously contained some gender pay gap information in line with the requirements of the PSED but this information was now contained in a separate report to be considered later in the meeting.

During discussion, Members noted that there were five main categories included under the Disability heading, namely:-

- Disability % by headcount
- Disability by impairment
- Disability by full-time/part-time
- Disability by age
- Disability by length of service

It was explained that further detailed information could now be obtained and staff had the ability to tick more than one box.

Members were pleased to note that some e-learning was going to be made available on harassment and bullying.

**Resolved:**

**To note the contents of the report.**

16 **Gender and Pay Gap Report**

The Committee considered a report by the Director, Human Resources & Organisational Management which set out gender pay gap data which was required to be published on behalf of Wiltshire Council.

It was explained that gender pay gap reporting came into effect from April 2017 and required organisations with 250 or more employees to publish and report specific figures about their gender pay gap - the difference between the average earnings of men and women, expressed relative to men's earnings.

These obligations had been introduced alongside the public-sector equality duty's (PSED) existing publishing requirements for public bodies where some gender pay information had previously been published as part of the annual equality and diversity workforce statutory monitoring report.

It was noted that more male staff were taking advantage of flexible working practices but generally not shared parental leave which could be shared with their partners.

After further discussion,

**Resolved:**

**To note the contents of the gender pay gap report and the obligations placed on the Council with regards to the publication of gender pay gap data.**

17 **Quarterly Workforce Report: October to December 2018**

The Committee received a workforce report, excluding fire, police and school staff, for the quarter ended 31 December 2018.

It was noted that the recent transfer of waste collection staff under TUPE (Transfer of Undertakings (Protection of Employment) Regulations) had resulted in an agency spend reduction of £60,000. The waste collection teams had previously been heavily reliant on agency workers to meet the demands on the service. However, it was pointed out that an increased use of agency workers in other areas, including children's social care and IT, had offset some of this reduction.

Members noted that almost 1 in 4 new starters this quarter was in the under- 25 age group. Increasing employment opportunities for those aged under 25 was acknowledged in the Council's current People Strategy. The current rate of 6.9% of staff in this age group was the highest proportion of under 25s at the Council for the last three years. An investigation would take place as to whether this was due to the work undertaken to enhance the Council's social media presence and attraction initiatives.

**Resolved:**

**To note the Quarterly Workforce report.**

18 **Date of Next Meeting**

**Resolved:**

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

19 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 - 11.30 am)

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**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**DRAFT Minutes of the  
Dorset & Wiltshire Fire and Rescue Authority held  
at 10:00 hours on Tuesday 12 February 2019 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

These are draft minutes prepared by officers to be approved by  
the Authority at their next meeting.

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Brian Mattock; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Vikki Slade; 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, Temporary Assistant Chief Fire Officer (T/ACFO) Byron Standen; 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; Head of Information and Communications, Mrs Vikki Shearing

**19/01 Welcome**

19/01.1 The Chairman opened the meeting and welcomed attendees.

**19/02 Apologies**

19/02.1 Apologies were received from Cllr Christopher Newbury and Cllr Beverley Dunlop.

Initials \_\_\_\_\_

**19/03 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**

19/03.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. Cllr Amin and Cllr Hutton declared an interest as Members of the Wiltshire & Swindon Police and Crime Panels. The Clerk & Monitoring Officer advised that this was not a disclosable pecuniary interest for the purposes of this meeting.

**19/04 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 13 December 2018.**

19/04.1 The Chairman asked Members to review and approve the minutes from the last meeting.

19/04.2 Responding to the Chairman's enquiry for any comments relating to the minutes of 13 December, CFO Ben Ansell reiterated his pride in the Service's achievement of the British Standards Institution (BSI)18001 accreditation, noting that to his knowledge just three other fire and rescue services had received the 'Certificate of Compliance'.

19/04.3 Members showed their appreciation of the accolade bestowed upon the Service.

19/04.4 CFO Ansell confirmed to Members that the Director of Service Improvement, ACFO Mick Stead, would be taking the revised Integrated Risk Management Plan Strategic Principles to the next Finance & Governance meeting on the 7 March.

19/04.5 The Head of and Strategic Planning and Corporate Assurance, Mrs Jill McCrae confirmed that details of Member development opportunities and attendance would be provided to Group Leaders towards the end of the Authority year.

19/04.6 The Chairman confirmed the number of Members who had attended the recent Local Government Association (LGA) Member Development opportunities and encouraged all Members to attend any Member Development events as they arise.

19/04.7 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**

**19/05 Receive the draft Minutes of the Finance & Governance Committee meeting on 7 December 2018.**

19/05.1 Chairman of Finance & Governance advised no further comments to be made and, there being no questions, Members moved to the resolution.

Initials \_\_\_\_\_

19/05.2 **RESOLVED: Members noted the draft minutes of the Finance & Governance meeting of the 7 December 2018.**

**19/06 Budget 2019-20 and Precept Implications**

19/06.1 The Director of Finance and Treasurer, Mr Phil Chow, introduced the report which sets out the revenue and capital budget requirements for 2019-20, based on the financial principles agreed by Members in September 2018. He added that despite efforts to lobby for a £5 de-minimis increase in the fire precept, the Final Local Government Finance Settlement (Final Settlement) only allowed a 2.99% increase for fire authorities for the coming year. This resulted in a Band D Fire Precept of £74.87, an increase of only £2.17 (or 4p per week).

19/06.2 Mr Chow confirmed that based on the Final Settlement (our overall level of Government funding) the Settlement Funding Assessment showed a decrease of £467k or 3.2% compared to 2018-19. This was in line with expectations but remained one of the highest funding reductions for combined fire authorities.

19/06.3 Mr Chow added that the report included provisional sums in respect of business rates income however, as at the time of writing this report final confirmation of amounts had not been received from the billing authorities. He added that any adjustment to the final figures will be made through general balances shown in Section 2 of the report.

19/06.4 Mr Chow advised Members that the revenue budget requirement for 2019-20 was £55.845m as set out in Section 3 of the report and the capital programme totals £8.404m.

19/06.5 Members were concerned about the recent media reports regarding John Dennis Coachbuilders (JDC) going into receivership. T/ACFO Standen advised Members that the Service had received confirmation that any technical support requirements would be fulfilled.

19/06.6 Members asked about the burden imposed following Government Actuary's Department (GAD) notifications in relation to future employer pension contributions and wondered if there was any indication of costs falling to the Authority. CFO Ansell responded that conversations were taking place between the National Fire Chiefs Council (NFCC) and Government Ministers about this. The Chairman confirmed with Members that they were still content that he continued to lobby Government about future fire precept and de-minimis levels. Members confirmed their agreement adding that the Authority regrets the inability of Government to apply the £5 de-minimis precept increase.

19/06.7 **RESOLVED: Members approved the revenue budget of £55.845m and capital budget of £8.404m for 2019-20.**

*Initials* \_\_\_\_\_

19/06.8 **RESOLVED: Members approved the basic amount of Band D Fire Precept for the Dorset & Wiltshire Fire and Rescue Authority at £74.87**

19/06.9 **RESOLVED: Members authorised the Treasurer to issue precept notices on the Bournemouth, Christchurch and Poole Council, Dorset Council, Wiltshire Council and Swindon Council**

19/06.10 **RESOLVED: Members approved the Medium Term Finance Plan 2019-20 to 2022-23**

**19/07 Treasury Management Strategy 2019-20**

19/07.1 The Head of Financial Services, Mr Ian Cotter, confirmed to Members that his report incorporated the Treasury Management Strategy, Prudential Indicators, Minimum Revenue Provision Policy and Capital Strategy for 2019-20.

19/07.2 Mr Cotter reminded Members that under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice, the Authority was required to publish a Treasury Management Strategy each year. Adding that the strategy supported the provision of all services and functions by the management of the Authority's cash flow, debt and investments operations, and effectively controls the associated risks, and the pursuit of optimum performance consistent with those risks. He added that the Authority must balance the risks with due regard to security, liquidity and investment yield.

19/07.3 Mr Cotter also reminded Members that the CIPFA Prudential Code, aligned to the CIPFA TM Code of Practice, also highlights particular aspects of the planning of capital expenditure and funding. The Prudential Code requires the publication and monitoring of certain Prudential Indicators which informed Members of the scope and impact of capital spend and the treasury management activities of the Authority.

19/07.4 Mr Cotter added that aligned to the capital programme and the Treasury Management Strategy was the annual Minimum Revenue Provision Policy Statement. This was the Authority's policy on setting aside revenue funds each year as provision for the repayment of debt. Section 3 of the report included the statement for 2019-20.

19/07.5 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) as outlined in Appendix A.**

19/07.6 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators as outlined in Appendix B.**

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19/07.7 **RESOLVED: Members approved the Capital Strategy 2019-20 as outlined in Appendix C.**

19/07.8 **RESOLVED: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11 of the report.**

**19/08 HMICFRS**

19/08.1 The Chief Fire Officer, Ben Ansell introduced this paper which updated the Authority on the current inspection process being undertaken by Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) across all fire and rescue services (FRS) in England.

19/08.2 CFO Ansell advised Members that it covered the background and methodology of the inspection process and details the findings and outcomes of the Tranche 1 inspections.

19/08.3 CFO Ansell added that it provided Members with an update on the early findings and progress of Tranche 2 inspections and the next steps for HMICFRS.

19/08.4 All reports for Tranche 2 are anticipated for the end of June; CFO Ansell added that there was good engagement between the Service and the Inspectors. Cllr Jones reminded Members that HMICFRS inspectors attended an Authority meeting earlier in the year.

19/08.5 CFO Ansell advised that the Service was considering a LGA peer review later in the year to review the Governance arrangements. A paper would be tabled to the Authority at its June meeting.

19/08.5 **RESOLVED: Members noted the content of the report.**

**19/09 Revised Corporate Targets for 2019-20**

19/09.1 The Director of Service Improvement, ACFO Mick Stead, introduced the paper and highlighted the Community Safety Plan (CSP) 2018-22 which sets out the Authority's corporate targets. ACFO Stead added that the intention was to undertake a full review of the CSP in the Autumn of 2019 in readiness for February 2020.

19/09.2 ACFO Stead advised that the timing of this was aligned to the planned announcement of the next Comprehensive Spending Review (CSR). It was therefore considered prudent to review our existing corporate targets to provide better clarification up until 2020 and ensure they continued to drive forward Service improvement.

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- 19/09.3 Members requested that the corporate target for increasing diversity in the operational workforce wording should be amended to “We will seek to ensure that at least 20% of recruitment into our operational workforce is from under-represented groups...”.
- 19/09.4 Following Members’ consideration, the Director of People, Ms Jenny Long, confirmed that she was happy that the corporate target for sickness absence be amended to read: “For sickness absence to be lower than average ...” to ensure it was aspirational.
- 19/09.5 Members discussed realistic aims of the corporate target for response times and Members discussed the value of numbers being more beneficial than percentages. CFO Ansell confirmed that changes requested by Members would be implemented and advised that the Service would be further developing its approach to attendance times for CSP 2020. The key focus being to ensure that we have the right people in the right place at the right time.
- 19/09.6 **RESOLVED: Members approved the revised corporate targets and changes as outlined in 19/09.3; 19/09.4 and 19/09.5 above.**

## **19/10 National Armed Forces Day 2019**

- 19/10.1 The Director of Community Safety provided an update for information on the Armed Forces Day National Event which was successfully bid for and secured by Wiltshire Council. This prestigious event is to be held in Salisbury over the weekend of 28-30 June 2019. ACFO Mahoney added that this was a significant event with a number of ‘run – up events’ with family events, parades and displays taking place. Hudson’s Field was the venue for most events with a parade taking place in the city centre and on 29 June and on 30 June there would be a veterans and youth event. It is anticipated that 40,000 members of the public will attend each day, with the parade attracting up to 100,000 visitors.
- 19/10.3 ACFO Mahoney advised Members that the Service will be supporting from both a safety management point of view and will also be participating in the event. CFO Ansell added that approximately 25% of the British Army, along with both Royal Navy and Royal Air Force personnel are based in our Service area, across both Wiltshire and Dorset.

## **19/11 Draft Pay Policy Statement 2019-20**

- 19/11.1 The Director of People, Ms Jenny Long, reminded Members that the Localism Act 2011 places an annual requirement on all fire and rescue authorities to produce and publish a statement setting out their policies on the remuneration of their chief officers and lowest paid employees. This paper fulfilled this requirement.

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19/11.2 Ms Long advised Members that the ratio between the Chief Fire Officer and the lowest paid employee was 8.65. In relation to the Chief Fire Officer and those employed on Grey Book terms and conditions the ratio was 4.13 and the ratio between the Chief Fire Officer and those employed on Green Book terms and conditions the ratio was 5.97.

19/11.3 There being no questions and comments Members were moved to the resolution.

19/11.4 **RESOLVED: Members approved the Pay Policy Statement for the financial year 2019-20**

## **19/12 Gender Pay Gap Report 2018**

19/12.1 Ms Long reminded Members that The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. These regulations impose a legal obligation for employers with 250 or more employees, to publish gender pay gap details by 30 March each year and to highlight the difference in gross pay and bonus payments made to female, as compared with male, employees. Ms Long added that this was the second year of publication and again our pay gap was below the national average.

19/12.2 Ms Long advised Members that the Service has clear, national negotiated pay structures in place which ensures equal pay for both men and women across the roles throughout the organisation, and therefore in this regard the Service does not have an equal pay issue. However, it was recognised that, like all fire and rescue services, the Service has an imbalance of male and female staff in some of the different occupational staff groups and at different role levels. This was therefore the main reason for the gender pay gap.

19/12.3 Ms Long added that as part of our Service Delivery Plan and the corporate target agreed by the Authority the Service had plans in place to address the gender pay gap.

18/12.4 Members noted the risk associated with the comparison graphs on page nine of the report (Appendix A) which did not include all fire and rescue services due to the variety of governance arrangements in place. CFO Ansell advised Members that this situation had also been noted by the NFCC.

19/12.5 **RESOLVED: Members approved and endorsed the contents of this report.**

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**19/13            Members Podcast**

- 19/13.1        The podcast updated Members on the activities undertaken by the Service since the last podcast in December. The podcast included the former Olympic swimmer, Ms Sharron Davies and her promotion of on-call firefighter opportunities. A number of projects and events were also promoted, these included: Survive the Drive and the Prince's Trust Team. The podcast can be found here: [https://youtu.be/sQuThjd\\_apE](https://youtu.be/sQuThjd_apE)
  
- 19/13.2        The Chairman thanked the Director of Service Improvement, ACFO Mick Stead and Director of Finance, Phil Chow for their hard work and support to the Authority since the combination as they are both due to retire soon.
  
- 196/13.3      Cllr Stribley advised Members that Bournemouth, Christchurch & Poole (BCP) and Dorset would be holding local elections on 2 May, following the recent Local Government Review for Dorset, and hoped to see Authority colleagues again after that date.
  
- 19/13.4        Cllr Pip Ridout tendered her apologies for the annual meeting of the Authority taking place on 6 June 2019.

**19/14            Date of Next Meeting**

- 19/14.1        The Chairman confirmed the date of the next Authority meeting as Thursday 6 June 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Meeting closed at 11:15hrs

*Signed:* \_\_\_\_\_

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