

AGENDA

Meeting: SOUTHERN WILTSHIRE AREA BOARD
Place: Trafalgar School Downton, Breamore Road, Downton SP5 3HN
Date: Thursday 16 December 2010
Time: 7.00pm

Including the Parishes of Alderbury, Britford, Clarendon Park, Coombe Bissett, Downton, Firsdown, Grimstead, Landford, Laverstock, Ford and Old Sarum, Odstock, Pitton and Farley, Redlynch, West Dean, Whiteparish, Winterslow.

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Lisa Moore (Democratic Services Officer), on 01722 434560 or email lisa.moore@wiltshire.gov.uk

or Tom Bray (Southern Wiltshire Community Area Manager), Tel: 01722 434252 or (email) tom.bray@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

Wiltshire Councillors

Richard Britton - **(Chairman)**

Chris Devine

Julian Johnson

Ian McLennan

Leo Randall – **(Vice-Chairman)**

Alderbury and Whiteparish

Winterslow

Downton and Ebbles Valley

Laverstock, Ford and Old Sarum

Redlynch and Landford

Items to be considered	Time
<p>1. Welcome and Introductions</p> <p>2. Apologies</p> <p>3. Minutes (Pages 3 - 14) To approve and sign as a correct record the minutes of the previous meeting held on 14 October 2010 (copy attached).</p> <p>4. Declarations of Interest Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p> <p>5. Chairman's Announcements (Pages 15 - 16) To receive Chairman's Announcements including:</p> <ul style="list-style-type: none"> • Census 2011 – Local Perspectives <p>6. Current Consultations (Pages 17 - 22) To note the attached information on the following current consultations:</p> <ul style="list-style-type: none"> • Public Protection Enforcement Policy • Street Trading • Harmonisation of Dog Control Orders <p>For further information on all current consultations and to take part in the consultations above visit: http://consult.wiltshire.gov.uk/portal</p>	<p>7.00pm</p>
<p>7. Face to Face Customer Access to Council Services To receive a presentation including a short DVD on the Council's new proposals to provide face to face contact with customers. <i>Officer: Wayne Smith, Customer Services Operations Manager</i></p>	<p>7.05pm</p>
<p>8. R2 Funds (Pages 23 - 40) To receive information on R2 funding. <i>Officer: Steve Ibbetson, Technical Manager</i></p>	<p>7.20pm</p>

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| 9. | <p>Community Plan Update on Tasking Groups</p> <p>The Board will receive an update on the formation of the Tasking Groups since the last meeting, followed by a round table exercise to look at prioritising issues from the community plan.</p> <p><i>Officer: Tom Bray, Community Area Manager</i></p> | 7.40pm |
| 10. | <p>Community Area Transport Group Funding (Pages 41 - 42)</p> <p>To consider the report on the proposals for funding projects put to the Board by the Community Area Transport Group (CATG).</p> <p><i>Officer: Tom Bray, Community Area Manager</i></p> | 8.10pm |
| 11. | <p>Community Asset Transfer (Pages 43 - 72)</p> <p>The Area Board members will consider an application for the transfer of Landford Copse, which is land currently owned by Wiltshire Council.</p> <p><i>Officer: Tom Bray, Community Area Manager</i></p> <p>(report attached)</p> | 8.20pm |
| 12. | <p>Street Light Switching off/Dimming at Night across the Community Area (Pages 73 - 84)</p> <p>To approve the proposals for the reduction of street lighting across the community area.</p> <p>(report attached)</p> | 8.25pm |
| 13. | <p>Your Local Issues (Pages 85 - 86)</p> <p>To note the attached report detailing the progress of Local Issues in the Community Area.</p> <p><i>Officer: Tom Bray, Community Area Manager</i></p> | |
| 14. | <p>Community Area Grants (Pages 87 - 94)</p> <p>The Board will consider nine applications for funding from the Community Area Grant Scheme.</p> <p>(report attached)</p> <p><i>Officer: Tom Bray, Community Area Manager</i></p> | 8.30pm |
| 15. | <p>Evaluation and Close (Pages 95 - 96)</p> <p>A copy of the Forward Plan is attached for information.</p> | 9.00pm |

Future Meeting Dates

Thursday, 3 February 2011
7.00pm
Winterslow Village Hall

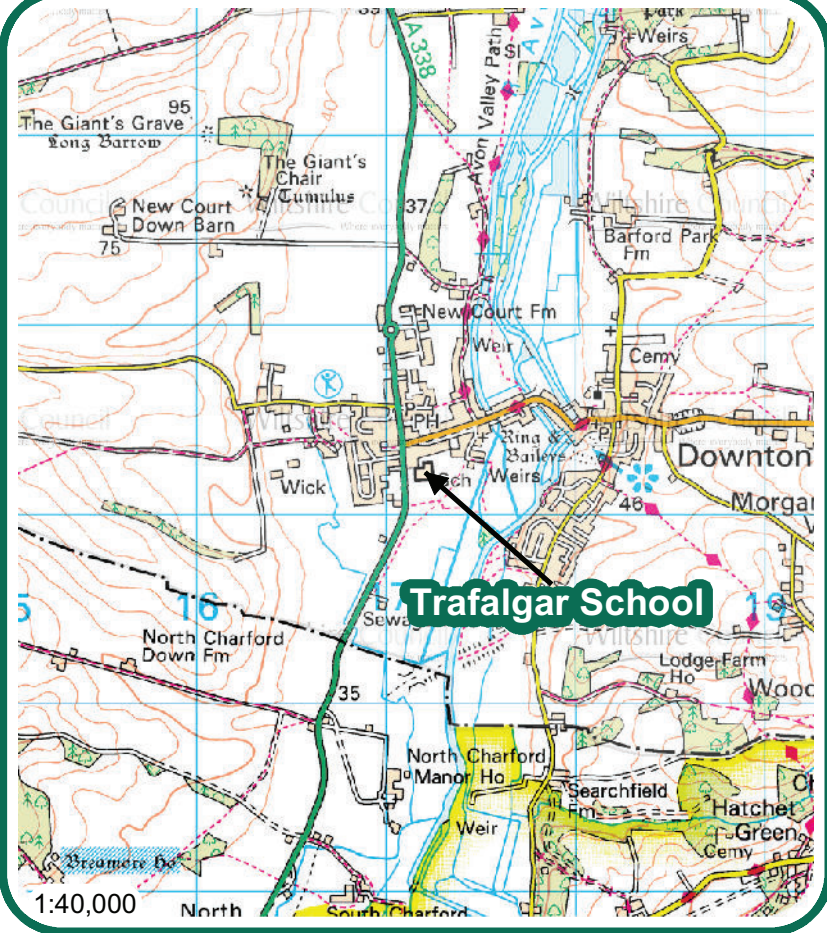
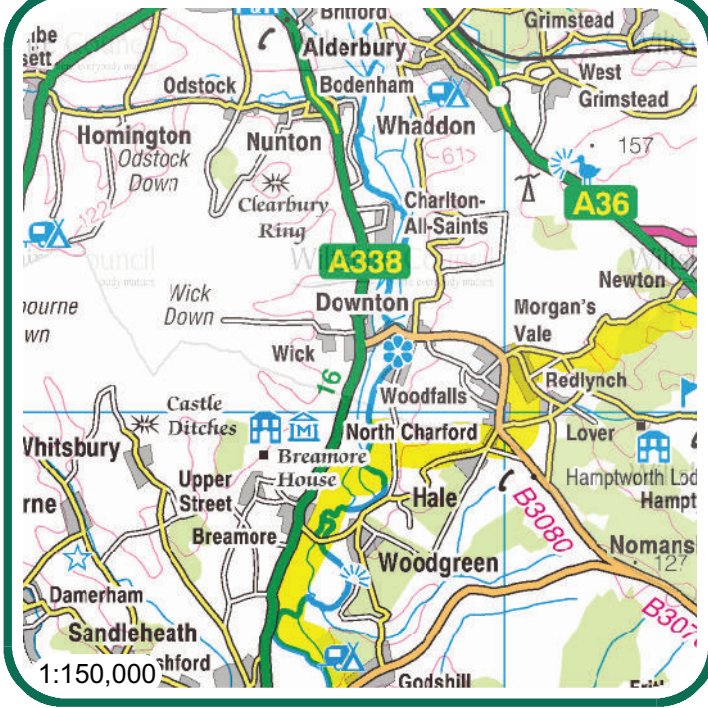
Thursday 7 April 2011
7.00pm
Morgan's Vale Village Hall

Thursday, 23 June 2011
7.00pm
Coombe Bissett Village Hall

Thursday, 25 August 2011
7.00pm
Alderbury Village Hall

Thursday, 6 October 2011
7.00pm
Pitton Village Hall

Thursday, 15 December 2011
7.00pm
Trafalgar School, Downton



Trafalgar School
Breamore Road
Downton
Wiltshire
SP5 3HN

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: SOUTHERN WILTSHIRE AREA BOARD
Place: Pitton Village Hall, Whitehill, Pitton SP5 1DJ
Date: 14 October 2010
Start Time: 7.00pm
Finish Time: 9.00pm

Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560

or (e-mail) lisa.moore@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Richard Britton (Chairman), Cllr Leo Randall (Vice Chairman), Cllr Ian McLennan, Cllr Christopher Devine and Cllr Julian Johnson

Cllr Dick Tonge, Cabinet Member for Highways and Transport
Cllr Stewart Wheeler, Cabinet Member for Leisure, Sport and Culture

Wiltshire Council Officers

Tom Bray, Community Area Manager (CAM)
Lisa Moore, Democratic Services Officer
Nick Darbyshire, Policy Officer
Robin Townsend, Head of Leisure

Town and Parish Councillors

Clarendon Park Parish Council – K Rodger
Downton Parish Council – S Barnhurst-Davis, J Brown, B Cornish, J Whitmarsh, N Wilson and R Yeates
Firsdown Parish Council – M Bishop, B Edgely and P James
Landford Parish Council – J Martin
Laverstock and Ford Parish Council – R Champion and V McLennan
Pitton and Farley Parish Council – G Lowndes, A Shaw and C Purves
West Dean Parish Council – H Urquhart
Whiteparish Parish Council – T King

Partners

Wiltshire Police – D Garvin

Wiltshire Fire and Rescue Service – M Franklin

Extended Services – E Procter

Wiltshire Libraries – H Glyde

Members of Public in Attendance: 7**Total in attendance: 41**

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>	<u>Action By</u>
1.	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Southern Wiltshire Area Board, and introduced Councillor Dick Tonge, Cabinet member for Highways and Transport.</p>	
2.	<p><u>Chairman's Announcements</u></p> <p>The Chairman urged people to read the attached information about the Intelligence Network as it was an important resource. Details were attached to the agenda.</p>	
3.	<p><u>Current Consultations</u></p> <p>The Chairman invited people to note the consultation papers attached to the agenda.</p> <p>In addition to the information attached to the agenda, the Chairman informed people that the Board had been invited to nominate two people from within the community area to take part in one of the three stakeholder workshops. Details of these were:</p> <ul style="list-style-type: none"> • Monday 1 November 2010 in Devizes • Tuesday 2 November 2010 in Salisbury • Wednesday 3 November 2010 in Trowbridge <p>Anyone interested in attending these workshops should contact the Community Area Manager, Tom Bray.</p>	
4.	<p><u>Apologies</u></p> <p>There were none.</p>	
5.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
6.	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 19 August 2010 were agreed a correct record and signed by the Chairman.</p>	

7.	<p><u>Living River Project</u></p> <p>This item was cancelled due to the unavailability of the speaker from Natural England.</p>	
8.	<p><u>Parish Steward Scheme</u></p> <p>Graeme Hay, Head of Service – Local Highways and Streetscene (south), showed a DVD on the Parish Steward Scheme followed by questions from the floor. Some of the questions and statements were:</p> <ul style="list-style-type: none"> • Some Parish Clerks were supportive of the scheme but had experienced difficulty in obtaining a report after a Parish Steward visit, detailing what work had and had not been carried out. <u>Answer:</u> One great strength of the scheme was that it would never stop evolving. The current system had been looked at and as a result a new report format had been produced and would soon be implemented. The report would be available to Parishes involved in the scheme on a monthly basis. • Some people felt that the DVD did not represent the reality of the work and role of the Parish Steward. <u>Answer:</u> The Council would soon be in touch with Parishes to arrange a time to visit them to discuss what they wanted from the scheme. Graeme also reminded the Parish Clerks that they were also welcome to contact the Stewards directly themselves to discuss possible tasks to be carried out. • People were aware that the Stewards were allocated work from central highways work streams and by Parish Councils. <u>Answer:</u> When a Steward had been working in a Parish for some time, they would become aware of what work needed to be carried out, as they would know the area. The Steward would then just get on and carry out these tasks off their own back. • There was some concern over the pothole situation which could worsen over the forthcoming winter. <u>Answer:</u> Graeme set out the Councils procedure and commitment to repairing potholes especially through the winter. • When the Parish submits tasks to be carried out by the Steward, some of those tasks are then passed on to other departments or officers to carry out. The Parish is then unsure of what tasks the Steward is left with, could a list detailing who is carrying out which task be provided for the Parish. <u>Answer:</u> The new report spoken about earlier would detail this information. It would include details of work carried out and work still to be completed and by whom. 	

	<p>The Chairman thanked Graeme Hay for coming and added that the more a Parish could liaise with their Parish Steward and the coordinator, the more they would get out of the scheme.</p> <p>The Parish Steward Scheme DVD was also available to view online at: http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwayaspavements/roadmaintenance/parishstewardsscheme.htm</p>	
9.	<p><u>Car Parking Strategy Feedback</u></p> <p>The Board received information from Councillor Dick Tonge, Cabinet member for Highways and Transport, on the outcome of the consultation process.</p> <p>The review had been carried out because prior to the formation of a unitary Council, the four districts had run their car parking in four different ways. As there were many issues to consider, the council had to look at the whole scheme to find a more rational approach.</p> <p>The consultation on Mouchel's report was open from 12 July to 3 September 2010, during that time 600 responses had been received. Some of the findings were:</p> <p>Residents' parking:</p> <ul style="list-style-type: none"> • Significant support for more pragmatic approach to residential parking in new housing developments • Overwhelming support for policy and process on residents' parking zones • Large majority support for policy on overspill parking in residential areas <p>Other policies and issues:</p> <ul style="list-style-type: none"> • Overwhelming majority supported the council's approach to parking enforcement • Small majority saw the kerb space hierarchy as reasonable • Large majority stated that council should continue to offer season tickets <p>Southern Wiltshire Responses</p> <ul style="list-style-type: none"> • 7 Total respondents • The latest park and ride was very close to us but there seems little point getting a car out just to park there especially as you could not lug all your shopping on with you • Downton had recently had the bus service substantially reduced and small villages within the parish such as Charlton All Saints had virtually no bus service at all. 	

	<p>Questions and comments were then received, some of these were:</p> <ul style="list-style-type: none"> • Some people commented that the consultation process had been made to be as difficult as possible, so to discourage people from completing it. <u>Answer:</u> the consultation had to be detailed enough to provide all the factual information required and that someone had been appointed to look at the consistency of consultations. • One person commented that he had used the Peters Finger Park and Ride service the previous week and had been the only passenger on the bus to and from the city centre. <u>Answer:</u> The Park and Ride was a strategic investment for Salisbury. Originally there had been a plan for a bypass, but when that was turned down, Salisbury was asked for other options. The Park and Ride was one of the other options. In time there would be less parking spaces in the city centre, making Park and Ride more important. <p>Councillor Devine added that the rural communities had little choice if they wished to visit the city centre, as they had to use either the bus or car. What people wanted was to keep the charges as low as possible. He also noted that millions of pounds came out of parking charges, which helped to keep the council tax down, and that it was a balancing act that Wiltshire Council seemed to have got right at the moment.</p> <p>Councillor Tonge added that the consultation had to be detailed enough to provide all the factual information and that work would be undertaken to look at the consistency of all future consultations.</p> <p>A report would be produced and submitted to Cabinet on 14 December 2010, followed by:</p> <ul style="list-style-type: none"> • Jan-Mar 2011: Statutory procedures • Apr 2011: Implementation of changes 	
10.	<p><u>Provision of New Grit Bins</u></p> <p>The Board considered the report of the Community Area Manager on the allocation of five additional grit bins across the Community area. After discussion the Board members voted on the recommendation as set out in the report.</p> <p><u>Decision</u> The Board allocated one bin each to the parishes of Coombe</p>	Tom Bray

	<p>Bissett, Firsdown, Landford, Laverstock and Pitton & Farley.</p> <p>It was also announced that there was an option for Parishes to take delivery of a one tonne bag of salt; free of charge, providing it could be stored within the set criteria previously circulated. Community Area Manager, Tom Bray would circulate the criteria information again to Parishes by email.</p>	Tom Bray
11.	<p><u>Winterslow Parish Plan</u></p> <p>The Chairman informed the Board that as Wiltshire Council had no formal process for the adoption of Parish Plans, he had undertaken an informal audit of the document on behalf of the Board. The audit report had been attached to the agenda.</p> <p>The Chairman then recommended that the Board considered the endorsement of the Winterslow Parish Plan.</p> <p>After discussion the board voted.</p> <p><u>Decision:</u> The Southern Wiltshire Area Board endorsed the Winterslow Parish Plan and would ensure the document received appropriate circulation at County Hall, Trowbridge.</p>	Tom Bray
12.	<p><u>Release of R2 funds in Laverstock</u></p> <p>This item had been withdrawn from the agenda due to the total amount of funds available for R2 falling below the threshold of £30,000 which would require it to be considered at an Area Board. However, at the next Area Board the officer dealing with R2 would update the Board on the processes involved with R2 as there were many questions from Parish Councils prior to the Area Board meeting.</p>	R2 Officer
13.	<p><u>Southern Wiltshire Community Plan</u></p> <p>Tom Bray, Community Area Manager reminded the Board that in October 2009 a Community Plan Steering Group had been formed with the aim of producing a Parish Plan by December 2010. Since then the Plan had been produced and the group had met on several occasions to put the document through its paces.</p> <p>The next step would be to form five tasking groups to concentrate on crucial issues highlighted by the Plan. People were then asked to provide their details if interested in being part of one of the five tasking groups. The groups were:</p> <ul style="list-style-type: none"> • Transport 	

	<ul style="list-style-type: none"> • Crime and Community Protection • Rural Life and Environmental Issues • Economy • Community <p>People interested in joining a tasking group should contact Tom Bray, Community Area Manager.</p>	
14.	<p><u>Leisure Facilities Review</u></p> <p>Councillor Stuart Wheeler, Cabinet member for Leisure, Culture and Sport explained that the consultation was currently going out across Wiltshire to review Leisure Facilities, following the formation of Wiltshire Council. The Council had inherited twenty three leisure centres across the county, in varied levels of care and repair needs.</p> <p>To keep the leisure centres in the same condition that they were currently in would take £93 million over the next twenty five years. The Council would provide £117 million over the next twenty five years to carry out the proposals as detailed in the officer's report. The idea would be to create a high quality service with reduced risk to the council.</p> <p>Details of leisure facilities within the Southern Wiltshire community area were:</p> <ul style="list-style-type: none"> • Downton Leisure Centre was totally independent of Wiltshire Council. • The Brian Whitehead Sports Centre Association (BWSCA) received an annual revenue grant of £50K from Wiltshire Council. • The council had commissioned a report on the community trust options which may be of assistance to the BWSCA. • Due to the independent nature of the Sports Centre there were no proposals to provide further capital funds to improve the facility. • It was recognised that the annual revenue grant was not being considered as part of this report and would be considered later in the year. <p>People were then invited to ask questions, some of the comments were:</p> <ul style="list-style-type: none"> • In the event of Downton Leisure Centre closing, did 	

	<p>Wiltshire Council (WC) have a contingency plan to rescue it. <u>Answer:</u> Wiltshire Council were not aware of any immediate threat to Downton Leisure Centre.</p> <ul style="list-style-type: none"> • Clarification was sought about whether Downton Leisure Centre was one of the leisure centres to be refurbished as it was listed as such on the WC website. <u>Answer:</u> Downton Leisure Centre was not one of the centres in line for refurbishment and the incorrect information would be removed from the website immediately. •]The catchment area for Downton leisure Centre was considered to be quite vast, had WC considered cross boarder talks with neighbouring authorities. <u>Answer:</u> Councillor Wheeler informed the Board that he and Robin Townsend would consider the issue of cross boarder communications. Robin added that the Sports England model had taken into account other facilities situated over the surrounding boundaries. • The BWSC had been in financial difficulty for some time, could this be included as a consideration in the report for Cabinet. • There was support for the initiatives for improvements planned for Salisbury's Five Rivers Leisure Centre, in particular the climbing wall, which would benefit young people. However it was felt that Five Rivers was not user-friendly, with the swimming pool often taken up by special interest groups, and often not open for general swim. • Could a rural discount card for rural residents be produced. • Once the upgrading of facilities had taken place and WC had passed on the facilities to others to manage and maintain, there would be a huge financial responsibility for ongoing maintenance. Could the rules of how future R2 money could be used be changed to include using it for the maintenance of these leisure facilities. • As Downton Leisure Centre was currently independent, once the other sites had been released to public groups to manage, would all leisure facilities be on equal footing. <u>Answer:</u> Yes, but not in a one size fits all. WC would not encourage people to take over a facility if it was thought that they would fail. <p>Councillor Wheeler informed the Board that he would take all of the comments on board and would look at exactly how the facilities were managed. WC were currently looking at fees, charges and concessions, it was hoped that a new method for paying for facilities would be implemented from April 2011.</p> <p>Consultation started on 27 July 2010 and would end on 31 October 2010. There had been over 2,000 responses to date, all</p>	<p>Robin Townsend</p>
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	<p>of which would be collated into a report and submitted to Cabinet in December 2010.</p> <p>The spending proposals would be presented in the Cabinet Requirements document, which would need to be approved at the first meeting of the Full Council in 2011.</p>	
15.	<p><u>Your Local Issues</u></p> <p>Tom Bray, Community Area Manager reminded people that the system was available and was a good way of getting things done in their local community.</p> <p>Issues could be logged and tracked online at: https://forms.wiltshire.gov.uk/area_board/report_issue.php?area_board=Southern%20Wiltshire</p>	
16.	<p><u>Street Light Switching off/Dimming at Night across the Community Area</u></p> <p>The report of the Community Area Manager attached to the agenda, detailed the proposals from Firsdow and Landford Parish Councils to switch off street lighting between 24:00hrs and 05:30hrs at identified locations which had been consulted on locally and technically assessed by Highways.</p> <p>The Board considered the report and comments from the room, after which they voted on the endorsement as set out in the report.</p> <p><u>Decision:</u> The Southern Wiltshire Area Board endorsed the proposals from Firsdow and Landford Parish Councils as detailed in the report of the Community Area Manager.</p>	Tom Bray
17.	<p><u>Community Area Grants</u></p> <p>The Board considered two applications for funding from the Community Area Grant Scheme and one application to endorse an initiative for funding from the Performance Reward Grant Scheme. After discussion the Board members voted on each application.</p> <p><u>Decision:</u> The application from Coombe Bissett and Homington Village Hall Management Committee was deferred until the February 2011 meeting of the Board.</p>	Tom Bray

	<p><u>Reason</u> <i>The Board felt that as Coombe Bissett Parish Council had received funding for resurfacing of Shutts Lane, which benefitted the Village Hall, deferral until February 2011 would allow the Board to allocate remaining funds to other prospective applicants who may apply.</i></p> <p>However the Board did note their support for the project to provide insulation and double glazing to the village hall.</p> <p><u>Decision</u> The Southern Wiltshire Area Board supported the bid from Wiltshire Voices to go forward for consideration by the Performance Reward Grant Panel.</p>	Tom Bray
18.	<p><u>Evaluation and Close</u></p> <p>People were asked to use the voting handsets to evaluate the meeting.</p> <p>The Chairman thanked everyone for coming and closed the meeting.</p> <p>The next meeting of the Southern Wiltshire Area Board would be on Thursday 16 December, starting at 7.00pm in the Trafalgar School in Downton.</p>	

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Southern Wiltshire Area Board 16 December 2010

Item 02

Chairman's Announcements

Help tomorrow take shape – the 2011 Census

The 2011 Census is coming:

- The census has collected information about the population every ten years since 1801 (except in 1941). The next census in England and Wales is on 27th March 2011
- The 2011 Census will produce a high quality estimate of the population. It is a count of the people and households in England and Wales. The census is carried out by the Office for National Statistics (ONS) on behalf on Parliament
- Everyone is asked the same questions in order to take a snapshot of the population at one moment in time
- The census tells us how many people live where and the types of people they are, for example whether they are young, old, married, single, etc. This means decisions, like working out who needs facilities in the future, are focused on accurate, relevant details
- You can find out all general information about the census at www.census.gov.uk

The 2011 Census is vitally important for Wiltshire and its communities:

- Census data is used to ensure that all the required local facilities and services needed across Wiltshire can be accurately identified
- Central funding allocation for Wiltshire is heavily influenced by the census data – it is estimated that Wiltshire Council will potentially lose around £500 per person per year for 10 years for every person not counted

What Wiltshire Council and ONS would like local councils to do:

- Publicise and promote the 2011 Census in your community
- Use your expert local knowledge to let us know about potential areas that may be hard to count in your community such as travellers, communes, religious establishments, migrant workers for example
- Promote locally that there are around 250 Census jobs being created across Wiltshire in 2011 and, as well as getting paid, that this is a great opportunity for knowledgeable local people to be part of something that will benefit their community. You can find out more information and apply for all available jobs at www.censusjobs.co.uk.

Southern Wiltshire Area Board 16 December 2010

Current Consultations

Invitation to comment on proposed Dog Control Orders in Wiltshire

Dog Control Orders can be made by the Council regarding any land to which the public have a right of access:

1. Requiring the person in control to clean up after a dog has fouled;
2. Prohibiting Access by dogs;
3. Requiring dogs to be kept on leads;
4. Requiring dogs to be put on a lead when required by an authorised officer of the Council.
5. Restricting the number of dogs that can be in the control of one person on certain land.

In exercising its powers, the Authority is required to adopt a fair balance between the needs and aspirations of dog owners and non-dog owners. It is also essential that any orders should be capable of being enforced within reasonable resources.

Currently, there are a variety of inconsistent Orders covering the areas of the four predecessor Districts. It is intended to replace all existing Orders with one consistent set. The proposals are summarised in the table below:

Order	Proposal	Comments
Dog Fouling	Make generic County Wide order	Aim to cover most land.
Dog Exclusion	Make generic County wide order	Enclosed Children's play areas only plus land covered by existing orders
Dogs on Lead	No Generic Order	Confirm existing order, discourage further use.
Dogs on Lead on request of authorised officer	No Generic Order	Discourage use
Maximum number of dogs in control of one person	No Generic order	Discourage use

In order to help frame the proposals which will go to a formal consultation process comments on behalf of Area Boards, Council Members, Parish Councils and other interested bodies and individuals are being sought. The consultation paper, including full details of the proposal can be accessed at the following link, together with a questionnaire for making comments, by **7 February 2011**.

<http://www.wiltshire.gov.uk/council/consultations.htm>

Further information is available from:

Simon Cleaver, Pest Control and Dog Warden Service Manager

165 Bradley Road, Trowbridge, Wiltshire BA14 0RD

simon.cleaver@wiltshire.gov.uk

Southern Wiltshire Area Board 16 December 2010

Current Consultations

Public Protection Enforcement Policy

The Public Protection Service is reviewing its enforcement policy, and is seeking views from interested stakeholders.

The policy deals with the entire range of legislation administered by the Public Protection Service covering all environmental health and trading standards powers, as well as any relevant community safety and emergency planning laws.

The policy addresses the practical application of Public Protection enforcement procedures and aims to provide a fair and effective approach to any enforcement action taken by officers of the authority. It seeks that any enforcement action must be compliant with all relevant legislation and guidelines, and must be fair, clear, transparent, consistent and robust.

The draft enforcement policy is on the council's website.

<http://www.wiltshire.gov.uk/environmentandplanning/publicprotection/publicprotectionenforcementpolicy.htm>

Southern Wiltshire Area Board 16 December 2010

Item No.06

Chairman's Announcements

Advance notice of Area Board consultation on street trading

Wiltshire Council's Licensing Committee considered a report of the future of street trading at its meeting on 30 November 2010.

Currently there is no harmonised street trading policy for Wiltshire Council, this is due to the former District Councils choosing to control street trading in different ways:

- The North and West areas operate two different consent street trading schemes with different fee structures and different conditions.
- The East operates a prohibited street (trading) scheme for a limited number of streets in the town centres.
- There is no street trading scheme in the South area as Salisbury District Council did not adopt the powers in the 1982 Act.

The Licensing Committee agreed to introduce a new harmonised consent street trading scheme across the Wiltshire Council area. This will provide a flexible means of controlling street trading activity. There is scope for the fees charged for a street trading consent to cover the costs of administration and enforcement. It would also be possible for Wiltshire Council to generate income through the introduction of a new harmonised consent street trading scheme. A consent street trading scheme would allow greater scope for local decision making.

Council officers will produce a draft scheme to formally consult on with external stakeholders (area boards, street traders, members of the public, local businesses, town and parish councils, farmers markets organisation, chambers of commerce and MPs), and invite general comments and feedback. Survey/ focus groups will be used to ask specific questions on controversial aspects.

The intention is to launch this consultation with area boards in mid January.

John Carter, Head of Environmental Protection and Licensing
Tel: 01225 776655 ext 5590

WILTSHIRE COUNCIL

AGENDA ITEM NO. 08

SOUTHERN WILTSHIRE AREA BOARD
16 December 2010

**SECTION 106 DEVELOPER CONTRIBUTIONS
FOR OFF SITE INFRASTRUCTURE – KNOWN AS R2**

Executive Summary

The report outlines the circumstances in which section 106 developer contributions are taken, the types of contribution that may be available and some of the restrictions on how these contributions may be spent.

Proposal

Area Board to note the reports contents.

Reason for Proposal

The Area Board requested a briefing on Section 106 developer contributions.

IAN BROWN

Service Head, Amenities and Fleet

**SECTION 106 DEVELOPER CONTRIBUTIONS
FOR OFF SITE INFRASTRUCTURE – KNOWN AS R2**

Purpose of Report

The report outlines the circumstances in which section 106 developer contributions are taken, the types of contribution that may be available and some of the restrictions on how these contributions may be spent.

Background

Any development increases or creates new demand for infrastructure.

There is a general preference for developers to cater for this demand by providing the new infrastructure on the new development.

Planning Documents set the standards of infrastructure provision required.

It is not always practical for a developer to provide the new infrastructure on their development.

Section 106 of the Town and Country Planning Act 1990 allows the planning authority to take contributions from developers towards the provision of off site infrastructure not provided on the development.

There are a series of legal tests which can be summarised as follows:

- The demand for the infrastructure must have been created by the site
- The site must benefit directly from the new infrastructure
- The contribution must be relevant, proportional, reasonable and needed to make the development acceptable in planning terms.

Following negotiation and agreement between the developer, planners and infrastructure providers a legal agreement is prepared which is referred to as the Section 106 Agreement. The agreement sets out what the developer will contribute and what the Council will specifically spend the developer's contribution on. Also the Agreement may specify time scales and geographic limit for the provision of the new infrastructure.

The Council is required to keep a robust audit trail and the developer can at any future date request information on what the Council has spent their contribution on. If the Council is unable to demonstrate the contribution was correctly spent the developer could be entitled to reclaim their contribution.

Contributions generally cannot be spent on:

- Employing a person
- Funding a project team
- Maintenance (except where the infrastructure is purely used by the development)
- In contravention of the legal tests
- On infrastructure other than as set out in the Section 106

Main Considerations

1. Contributions are collected for a variety of infrastructure projects including Education, Highways, Health, Sport, Amenity Land, Children's Play, Art, Community Facilities etc
2. The Technical Section primarily administers the process of adopting Amenity Land and Children's Play from developers into either the ownership of Wiltshire Council or relevant Parish Council.
3. The provision of Amenity Land and Children's Play is covered by clause R2 of the Salisbury District Plan 2011. R2 requires all development to make provision for amenity land and children's play regardless of the size of the development.
4. Smaller developments usually cannot provide a meaningful provision on site and therefore make financial contributions for the provision of outdoor recreation facilities for youth/adult and another for children's play both to be provided within the locality/parish/village/parish/town/city or other specified location. It should be noted that distance restrictions may also apply to these funds limiting further their use within a Parish.
5. The contribution for these smaller developments is taken using a standard Section 106 Agreement with a set tariff based on the cost of providing the required area of land for adult/youth outdoor facilities and land for children's play for that size of development.
6. Generally Parish Councils when they are applying for R2 funds are requesting the contributions generated by these smaller developments and can only be expended on outdoor facilities for adult/youth or children's play.
7. For larger developments where the amenity land and children's play is provided on the development these facilities may then be adopted by Wiltshire Council or Parish Council and in this instance there may be a contribution from the developer for the future maintenance of the facilities to be adopted. This contribution or its remainder will be passed with the land to whoever takes ownership of the land.
8. As maintenance money is taken under the Local Plan clause R2 this has caused some confusion about the use of the offsite provision contributions from smaller sites described above.
9. Larger developments may also make off site contributions for Community Facilities and Sports Facilities which are also administered by the Technical Section. These contributions are taken under different Local Plan clauses R4 etc.

10. The use of contributions from larger sites is usually specific and only available for the facilities/projects named in the Section 106 Agreement.
11. These contributions are fewer in number and do not warrant their own administration system. Historically they have been administered using the same system as the R2 funds thereby adding to the confusion as to what R2 funds from small developments can be spent on.
12. Parish Councils may apply for funds from developments in their area by following the procedure on the form in annex A.
13. Community Groups can also apply for funds with the support of the Parish Council.
14. Parish Councils are strongly advised to check with the Technical Team as to the status of funds available and any restrictions that may apply to them.
15. Parish Councils are advised to seek the advice of the Technical Team before making applications. The wording will often make the difference between a project being acceptable within the terms of the section 106 agreement or not.
16. The Technical Team will visit Parish Councils to discuss funds and look at possible future projects.
17. Annex B contains further advice for Parish Councils.

Environmental Impact of the Proposal

18. Not applicable.

Equalities Impact of the Proposal

19. Not applicable.

Risk Assessment

20. Not applicable.

Financial Implications

21. The developers contributions are held in a ring fenced account and the release of the money will have no effect on the Councils revenue or capital budgets.

Legal Implications

22. Release of the developer contributions must comply with the legal tests and the terms of the Section 106 Agreement.

Options Considered

23. Not applicable.

Recommendation

The area board note the contents of the report.

IAN BROWN

Service Head, Amenities and Fleet

Report Author:

Steve Ibbetson

Technical Manager

(01380 734682)

Date of report: 8th September 2010

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices:

Annex A: Application form for R2 funds.

Annex B: Policy Notes for R2: Guidance Notes for Parish Councils

Guidelines and Application for S106 Contributions

1. For pre application discussions about a scheme or to arrange a site visit please contact:- Mr Colin Kennerson, Technical Team, Kennet House, Sgt Rogers Way, Devizes SN10 2ET
colin.kennerson@wiltshire.gov.uk , Tel No's 01380 734696 / 07624 310340
2. Completed applications together with the relevant quotes to be sent to: - Mr Colin Kennerson

The number of quotes required will depend on the cost of the project as detailed below

£ 0 - £200	No quotes or orders required
£201 - £10,000	2 informal quotes and an official order
£10,001 - £30,000	3 written quotes and an official order
£30,000 +	Formal competitive tendering is required

3. Community groups need to have the support of the Parish Council.
4. When confirmation of scheme approval is received the Parish Council then may place on order with their supplier, please be aware of any expiry dates that may be applicable.
5. Parish Council to send invoice on completion of work to Mr C Kennerson and then funds will be released following confirmation that the scheme has been installed.

Requests for money that have not followed the above application procedure may not be considered.

Developer Contribution Guidelines

Commuted sums – The payment reflects the number and size of the houses being provided and is paid to Wiltshire Council. The funds are controlled by a legal agreement (known as section 106) which clearly sets out that the funds are to be used for outdoor recreational purposes in the locality of the development and if unspent after a period of 5 years the funds can be returned to the developer. Funds belong to the developer and are fully auditable; to show they have been expended in accordance with S106 agreement

Funds are collected to specifically meet local needs to increase, enhance or create new outdoor recreation areas. Children's play areas are the frequently cited example, the following table sets out further examples of new or enhanced facilities that will probably be acceptable

Children	Youth	Adult
Swings and slides	Skateboard parks	Football pitch / goal posts
Activity centres	Basketball courts / hoops	Cricket pitches / score boards
Springer's	Rebound walls	Tennis courts / nets
Land purchase for recreational use	Fencing around recreation grounds and play areas	Improved access to increase use including disabled

The following are examples of what probably may not be allowed

Maintenance	Bus Stops	Extensions to Village Halls
Bins for Village Greens	General fencing - maintenance	Speed humps
Indoor recreation / Community	Repairs	Salaries
Project management	Tables and Chairs	

The Technical team would like to discuss with you any schemes before applications are made.

The Town / Parish council are responsible for the management and control of all tendering, ordering and supervision of installation of any scheme approved, all installed equipment will belong to the Parish / Town Council and they will be responsible for its maintenance.

Section 106 Contributions (Amenity & Play Facilities)

APPLICATION FORM

Parish Council:	
Contact details:	
Planning Application No (if known)	
Planning site details (if known)	

Scheme details:	
Site Location:	

Description	
How does this provide additional POS/ Amenity facilities	
Estimated Cost	

Wiltshire Council use only: Funds Distribution	Available Funds	Funds requested
Adult		
Child		

POLICY R2

Guidance notes for parish councils



What is policy R2?

In the mid 1990s, during the preparation of the Local Plan, the council found evidence clearly identifying a particular need for outdoor sport and recreation facilities, throughout the district. Therefore, an appropriate policy was formulated in the Plan to secure provision in connection with all new residential development through the proper legal channels (planning obligations via a Section 106 Agreement). The policy concerned is called R2 simply because the policy is the second in the Recreation chapter of the Local Plan.

In terms of scrutiny, the rationale behind the policy was closely examined in the Public Inquiry related to the previous 1996 version of the Local Plan, and in 1999/2000 a further examination concluded that the policy remained appropriate to include in the currently adopted plan.

Policy R2 states:

R2 New residential development will be required to make provision for recreational open space (comprising facilities for communal **outdoor** sport and children's play) in accordance with a standard of 2.43 hectares per 1000 population. Additional amenity open space (including landscaped areas, public gardens and roadside verges) will be sought as appropriate. Further details of the District Council's open space requirements are contained in Appendix IV.

The policy aims to secure outdoor recreation provision by either,

- a) **On Site Provision** – on sites with 10 or more dwellings, the developer will be expected to set aside appropriate space for outdoor play and equip it for the purpose. For most medium scale residential schemes, this normally enables a children's play area to be provided. On much larger residential schemes, multiple play areas and sports pitches should be provided to address the demands imposed by the new population. Developers providing recreational open space on site will also be expected to provide a calculated long-term maintenance sum, which will be made available to the parish council.
- b) **Commuted Payments** - Where development schemes of 1-9 units are proposed, it is accepted that it would be unreasonable and often impractical to provide even a small play area on site and so a commuted payment is taken instead. The payment made by a developer reflects the number and size of the houses being provided and is paid to the district council. The payments made are controlled by a legal agreement (known as a Section 106 agreement) which clearly sets out that the funds are only to be used for outdoor recreation purposes in the locality of the development site and that if unspent after a period of 5 years the funds can be returned.

How are the funds made up?

The quantity of funds collected is based on the cost of providing recreation facilities on a per household basis. The level of contributions to be made for an individual dwelling is reviewed annually and is increased in line with inflation (the calculation for 2006/2007 can be seen in appendix 1).

The basis of the policy, and the formula used to calculate the amount of contribution, recognises that there are different types of outdoor recreation need and that this can best be divided by age group. Thus, for the purposes of meeting these different needs funds are collected for two groups:

- Children - from birth to 12 years, and
- Youths and adults - anyone over 13 years.

Funds are collected in line with the differing recreation needs of these age groups, so spending should reflect the same requirements. For smaller parishes this requirement can be applied more flexibly, provided that, over a period of time, expenditure is balanced out to meet the recreation needs of both children and youths/adults. For example, in a case where a 'child' project requires the use of 'youth/adult' funds to proceed, the parish council would be required to demonstrate that a subsequent project would provide facilities aimed primarily at youth and adults.

Where parishes only have limited funds they are also encouraged, where possible, to work with neighbouring parishes in order to bring forward youth/adult recreation projects.

Where a proposed scheme has an ability to meet a recreation demand from all age groups, flexibility will be applied with regard to the release of funds related to each age group.

What sorts of schemes can the money be used for?

As the Local Plan policy states, R2 funds are collected to specifically meet local needs for **outdoor** sport and recreation. Children’s play areas are the most frequently cited examples, however the following table sets out examples of what R2 **could** be spent on:

Children	Youth	Adult
Swings and slides	Skateboard parks	Football pitches / goal posts
Activity centres	Basketball courts / hoops	Cricket pitches / score boards
Springers	Rebound walls	Tennis courts / nets
Fencing around recreation grounds and play facilities		
Land purchase for recreational uses		

This list is not exhaustive, and there are obviously overlaps between the youth and adult facilities. R2 money can also be used to upgrade existing facilities, for example improving the drainage of a football pitch, providing floodlighting, new play bark, safety surfacing etc.

The following schemes are examples of projects that R2 money generally **cannot** be spent on:

- Bus stops,
- Extensions to village halls,
- Speed humps,
- Bins for the village green,
- General fencing,
- Indoor table tennis tables,
- Picnic benches,
- Tables and chairs
- Footpaths (that have no clear recreational use), and
- Project managers.

Parishes are encouraged to discuss with the district council what is and is not acceptable. It should be noted that Salisbury District Council is investigating whether funds for other community infrastructure could be secured from development in the same way that R2 money is collected. If this is possible, it will require the need for new planning policies to be drawn up and consulted upon. The council will aim to keep parishes informed on the progress with this exercise.

Keeping up to date with your R2 money

It has always been the case that parish councils can request a balance of their R2 funds at any time, but the expiry of funds (leading to their return to the relevant developer) has highlighted the need for the issue of regular statements to keep parishes informed about the money they have available. In response, the fund monitoring system has now been developed to produce statements of funds, which the council will issue every April to coincide with the end of the financial year.

Parishes are still welcome to request additional statements as and when they need them to inform their decision-making.

Spending R2 money

The expenditure of R2 funds is dictated by the legal agreement signed up to by the developer. The agreements clearly state that funds should be used for outdoor recreational purposes. Salisbury District Council has been as flexible as it can be in interpreting this definition, but with increasing frequency, proposals with no outdoor or recreational bearing are being brought forward that are not compliant with the terms under which the funds were contributed.

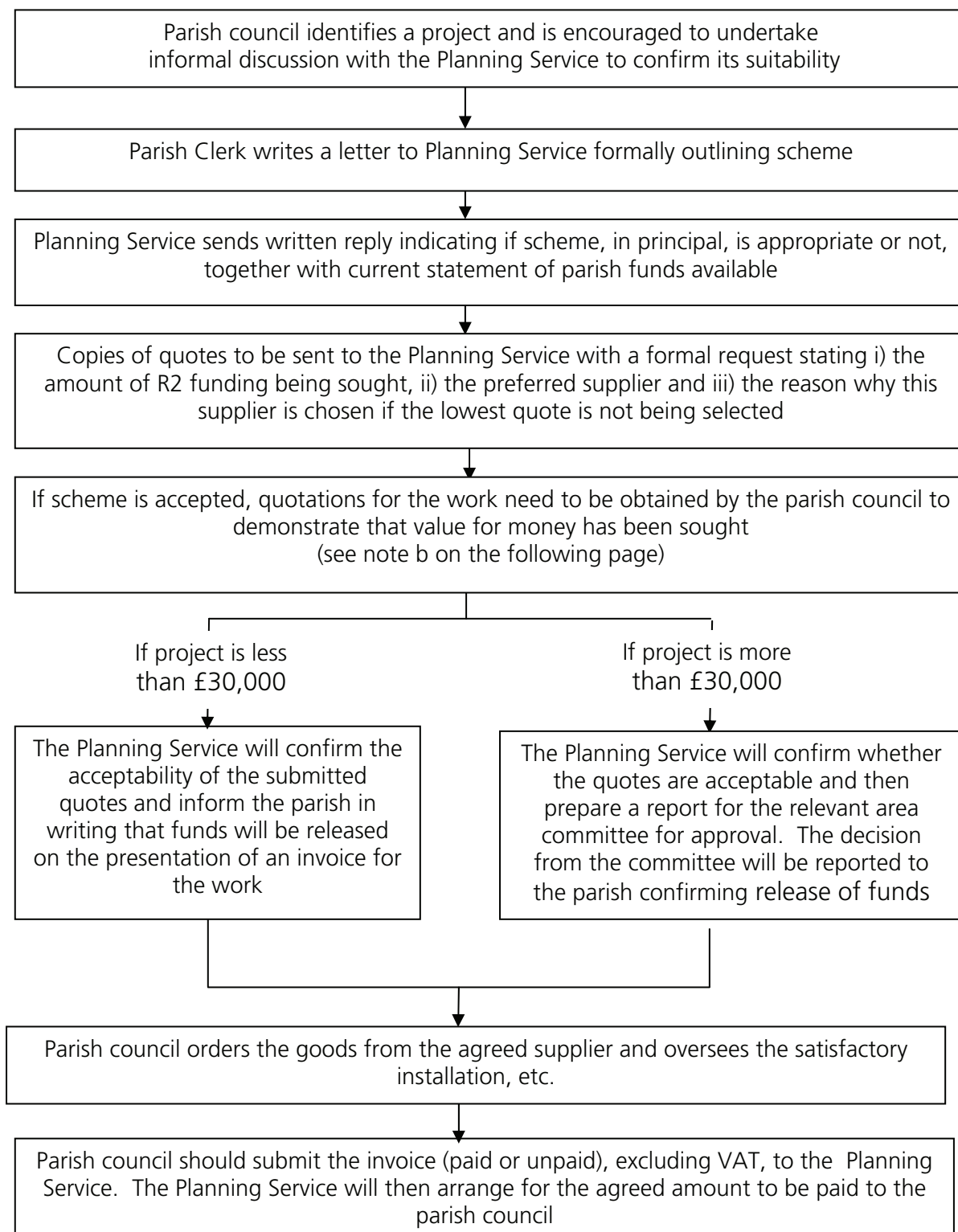
For the avoidance of doubt, R2 funds will not be released to parish councils for schemes that do not address ‘outdoor recreation’ needs in their locality.

In light of the statement above, parish councils are encouraged to undertake informal discussions with the Planning Service about any new proposals where R2 funds are likely to be used. Additionally, if there are any other queries about the process, parishes should ring or email to check before proceeding.

The diagram below outlines the process that parish councils should follow to seek the release of R2 funds. This guidance note does not introduce any new expectations on parish councils.

It is important that parishes follow the procedures set out above, in order to:

- a) ensure that all financial and audit requirements are met;
- b) enable parishes and officers of the council to be clear about the stages reached in each request;
- c) demonstrate to the contributing developer that their money has been spent in a considered way which is transparent and conforms with the provisions of the legal agreement.



Supplementary notes related to this process diagram are set out below.

Important supplementary notes regarding the release of funds:

- a) Requests for money that have not been preceded by the appropriate confirmation will not be considered. The number of quotes required will depend on the cost of the project. Details of this are summarised in the table below:

No quotes or orders required	£0 - £200
2 informal quotes and an official order	£200 - £10,000
3 written quotes and an official order	£10,000 - £30,000
Formal competitive tendering is required	Over £30,000

- b) The amount of funds requested for any particular scheme should exclude VAT, as parish councils should be able to claim this back. For small parishes where the reclamation of VAT is not possible, VAT can be included.
- c) Where a scheme is being promoted/pursued by an organisation other than the parish council it will be expected that the parish council confirm in writing its support for the scheme and the release of funds. This measure is designed to ensure that the parish council retains overall control of the expenditure of R2 funds.
- d) Salisbury District Council cannot authorise the release of expired money (money which has passed its 5 year limit) unless the order for the works/equipment was placed prior to the expiry date of the funds.

Given that statements of available R2 funds will now be provided on a regular basis, and also by ad hoc requests, it remains the responsibility of parishes to ensure that funds are spent ahead of their expiry.
- e) Where the total cost of a scheme exceeds the amount of R2 funds available, the parish council will be expected to demonstrate that the remainder of the project can be met from other sources before the district council will release the funds.
- f) Where a parish council has access to limited funds, or where certain funds need to be urgently spent ahead of an expiry date, phased recreation schemes will be considered where it can be demonstrated that parish have clearly considered how subsequent phases will be implemented and funded.
- g) It is recognised that some types of unusual equipment may have only one or two suppliers from which quotes can be obtained. In this situation, parishes should try to find a similar product to at least get some form of cost comparator. Where this is not possible, parishes should clearly state in their formal request that other quotes are not available.
- h) Where a scheme has ancillary costs (for example a parish orders some goal posts, but there is a labour cost for installation) submitted quotes need to cover all elements of work that exceed a cost of £200.

Contacts

Salisbury District Council has an officer who deals with the handling of R2 moneys and provides advice to Parish Councils. Accordingly, in the first instance, Parish Councillors, Clerks and other individuals should contact:

Sarah Wright

Development Services Supervisor
Development Services
61, Wyndham Road
Salisbury
SP1 3AH
email: DevelopmentControl@salisbury.gov.uk
Telephone: 01722 434753
Fax: 01722 434520

APPENDIX 1: TABLE SHOWING THE WAY IN WHICH 'CHILD' AND 'YOUTH/ADULT' FUNDS ARE CALCULATED

Calculator for contributions:	
1 bedroom = 2 adults	
2 bedrooms = 2 adults & 1 child	
3 bedrooms = 2 adults & 2 children	
4+ bedrooms = 3 adults & 2 children	

Fee per youth/adult	£369.87	Fee per child	£421.64
Administration charge is 5% of the total R2 fee			

No. of bedrooms	Total Adult R2 fee available for Parishes to spend	Total Child R2 fee available for Parishes to spend	Total R2 fee available for Parishes to spend	Admin charge	Total R2 fee including admin charge
1 bedroom (2 adults)	£739.74		£739.74	£36.99	£776.73
2 bedrooms (2 adults & 1 child)	£739.74	£421.64	£1,161.38	£58.07	£1,219.45
3 bedrooms (2 adults & 2 children)	£739.74	£843.28	£1,583.02	£79.15	£1,662.17
4+ bedrooms (3 adults & 2 children)	£1,109.61	£843.28	£1,952.89	£97.64	£2,050.53

Example Calculation for a three bedroom house:
 2 (adults) x 369.87 £739.74
 2 (children) x £421.64 £843.28
 Total R2 available for Parishes £1,583.02
 Admin charge (5% of R2 fee) £79.15
 Total R2 fee £1,662.17



Salisbury District Council
Planning Office, 61 Wyndham Road,
Salisbury, Wiltshire SP1 3AH.

tel: 01722 434753

fax: 01722 434520

email: developmentcontrol@salisbury.gov.uk

web: www.salisbury.gov.uk



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PURN: 0618/01

WILTSHIRE COUNCIL

AGENDA ITEM NO. 10

SOUTHERN WILTSHIRE AREA BOARD
DATE 16 DECEMBER 2010

REPORT ON COMMUNITY AREA TRANSPORT GROUP OUTCOMES

RATIFICATION OF PROPOSALS FROM THE GROUP

Summary

This report deals with the outcomes of the Southern Wiltshire Community Area Transport Group (CATG) which was held on 11 November 2010 at the Old sarum Community Room.

Background

The CATG were presented with various transport issues and scheme. There is a Local Transport Plan list of local schemes held by Highways which originates from request from parishes and a list of area board issues which had emerged over the life of the area board on the online issues system. The aim of this meeting was to identify suitable schemes which could realised by the money delegated to the Area Board from the Local Transport Plan allocation. The total available to the area board is £13,676. It is envisaged that this group will develop to look at prioritising transport issues in the community area, meeting on a 6 monthly basis.

Although this meeting got off to a slow start, the process proves to be a very comprehensive way of dealing with requests for transport schemes. It requires parish councils and the community to engage with the group and officers in order to identify issues in their areas and work on ways to resolve them. It is recognised that the amount of money available is relatively small when looking at larger schemes but the process helps us work through the necessary transport issues at hand and prioritise the most important.

Proposal

The Board is asked to ratify the selections made by the CATG. The group were asked to prioritise 3 schemes. The following 3 schemes were selected (this is not in any particular order):

- Middleton Road, Middle Winterslow – Pedestrian crossing near Young's Paddock
- The Ridge, Woodfalls – Pedestrian crossing and possible footway improvements
- Laverstock Schools – Accessibility improvements and measures to ease congestion such as the footway to the nearby Park & Ride site

The rationale that the group applied was based on the likelihood that the scheme could be achieved as each scheme would require relatively small amounts of funding to complete the entire project.

Tom Gardner, Senior Highways Technician, will now undertake feasibility work on the three schemes and undertake any necessary surveys, the cost of which will be drawn down from the boards LTP discretionary highways allocation. The remaining money will be used to design any feasible/viable schemes. It is highly unlikely that any schemes will be able to be implemented this year. Tom will provide feedback to the CATG on progress, and may need further decisions on which way to proceed if there are options to choose.

Reasons For Proposal

This proposal supports and implements the setting up of a CATG for Southern Wiltshire and prioritises the spending of the board's allocation of £13,676.

Recommendation

To approve the selections made by the CATG and monitor the officer's progress with regard to the schemes.

Tom Bray
Southern Wiltshire Community Area Manager

WILTSHIRE COUNCIL

AGENDA ITEM NO. 11

SOUTHERN WILTSHIRE AREA BOARD
16 DECEMBER 2011

COMMUNITY ASSET TRANSFER

Land at Lyndhurst Road, Landford, 1 acre of woodland

Executive Summary

This report deals with an application for the transfer of land at Lyndhurst Road, Landford, 1 acre of woodland to be transferred to Landford Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Landford Parish Council for the transfer of land located at Lyndhurst Road, Landford, 0.5 acres of woodland. The applicants' proposal is set out at Appendix 1

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer subject to the safety work identified in the report dated 26th March 2010 being completed by Landford Parish Council before the facility is opened to the public.

Tom Bray
Southern Wiltshire Community Area Manager

SOUTHERN WILTSHIRE AREA BOARD
DATE 16 DECEMBER 2010

COMMUNITY ASSET TRANSFER

Land at Lyndhurst Road, Landford, 1 acre of woodland

Purpose of Report

1. The Area Board is asked to consider an application submitted by Landford Parish Council for the transfer of land located at Lyndhurst Road, Landford, one acre of woodland (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 1.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from Landford Parish Council is attached at Appendix 1 and relates to the transfer of land at Lyndhurst Road, Landford, 1 acre of woodland for community recreation. The design plan attached to the application does not include the private access road from Lyndhurst Road. However, for the purposes of clarification, if approved, the whole of the area edged red on the plan (to be circulated) will be transferred to Landford Parish Council.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the

Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Randall, the local member, has been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 The access track is subject to rights in favour of the owners of the adjoining houses.
 - 9.2 Part of the land is subject to restrictions on use contained in a 1958 conveyance. No copy of the conveyance is available. Landford Parish Council may require the Council to pay for a defective title indemnity insurance policy to provide financial protection in respect of the matters contained in the missing conveyance.
 - 9.3 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.4 The land has no value other than as amenity land and Landford Parish Council will take over the maintenance of the area. Therefore, financial implications are limited to the maintenance cost previously incurred by Wiltshire Council being transferred to Landford Parish Council.

Main issues for consideration by the Area Board

10. Landford Parish Council has commissioned a report on the trees within the area. This report, dated 26th March 2010, identified safety works to some trees. These will need to be completed by Landford Parish Council (as set out in the application) before the area is opened to the public.

Recommendation

11. To approve the transfer subject to the safety work identified in the report dated 26th March 2010 being completed by Landford Parish Council before the facility is opened to the public.

Tom Bray, Southern Wiltshire Community Area Manager and
John Price, Senior Estates Officer

Form CAT01

Community asset transfer: application

Your details

Your Organisation	Landford Parish Council
Contact name	Jane Wright
Position held	Parish Clerk
Address	The Parish Office PO Box 297 Romsey
Postcode	SO51 6WR
Telephone	01794 322822
Email	clerk@landford.org.uk

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

Lyndhurst Road, Landford, SP5 2AJ
approx 0.5 acres
to be accessed from Lyndhurst Road and from the Recreation Ground (which the PC owns and manages).

Summary of proposal

Why do you want the asset and how will this benefit the local community?

It is currently neglected scrub woodland which contributes nothing to the village.
The PC wishes to make it available to the residents.
The PC wishes it to be available to children for nature studies.
It will provide an alternative access (foot only) to the Recreation

Community use

Please explain how the asset will be used
(Please refer to questions 5-8 in the checklist - CAT02)

A path will be constructed which will link Lyndhurst Road to the Recreation Ground.
The asset will simply be an area of woodland within the village to which the public will have access (like the New Forest but nearer).
The wild element will be maintained providing:
a tranquil area for a pleasant walk

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

It is already established with a wide variety of flora and fauna - see Ecology report.
It is in the centre of the village and so is readily accessible for many residents by foot.
It neither has nor needs any utility supplies.

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised

(Please refer to questions 9-14 in the checklist - CAT02)

224 of respondents to the Landford Community Plan questionnaire asked that some green space area be provided. (2008- 2013).
50 people attended a Consultation Workshop (May 2010) on the way forward for the copse; children from the village school provided drawings of their ideas.
10 immediate neighbours met with the Chairman and Clerk of the Parish

Legal issues

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(Please refer to questions 15-18 in the checklist - CAT02)*

The land will be properly conveyed. The only covenant is a personal one with Wiltshire County Council and so will expire on transfer.
The path will be a "permissive path".
Planning consent is not required.
An initial Tree Safety Survey has been completed (see attached). The trees will be inspected each year and the path will be inspected

Financial matters

How will you fund running costs and maintenance? Are you willing to pay for the asset? *(Please refer to questions 19-23 in the checklist - CAT02)*

The NFNPA is giving support, in kind and via grants for the initial costs. If this is insufficient other grants will be sought.
Maintenance will be funded from the precept. No running costs will be incurred.
The PC understands that the cost is to be nominal and thus offers £1.

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?

(Please refer to questions 24-27 in the checklist - CAT02)

The PC already manages and maintains the Recreation Ground with its associated trees and hedges. This land abuts the Recreation Ground and its management will be an extension of that for the Rec Grd. The PC has a Recreation Working Group and two members from the Environment Action Group of the Landford Community Partnership will join the Group.

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print):

Jane Wright

Date:

19-09-2010

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe? <i>Will be by the time it is open</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Legal

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Your application must explain how you will deal with risks and liabilities</i>

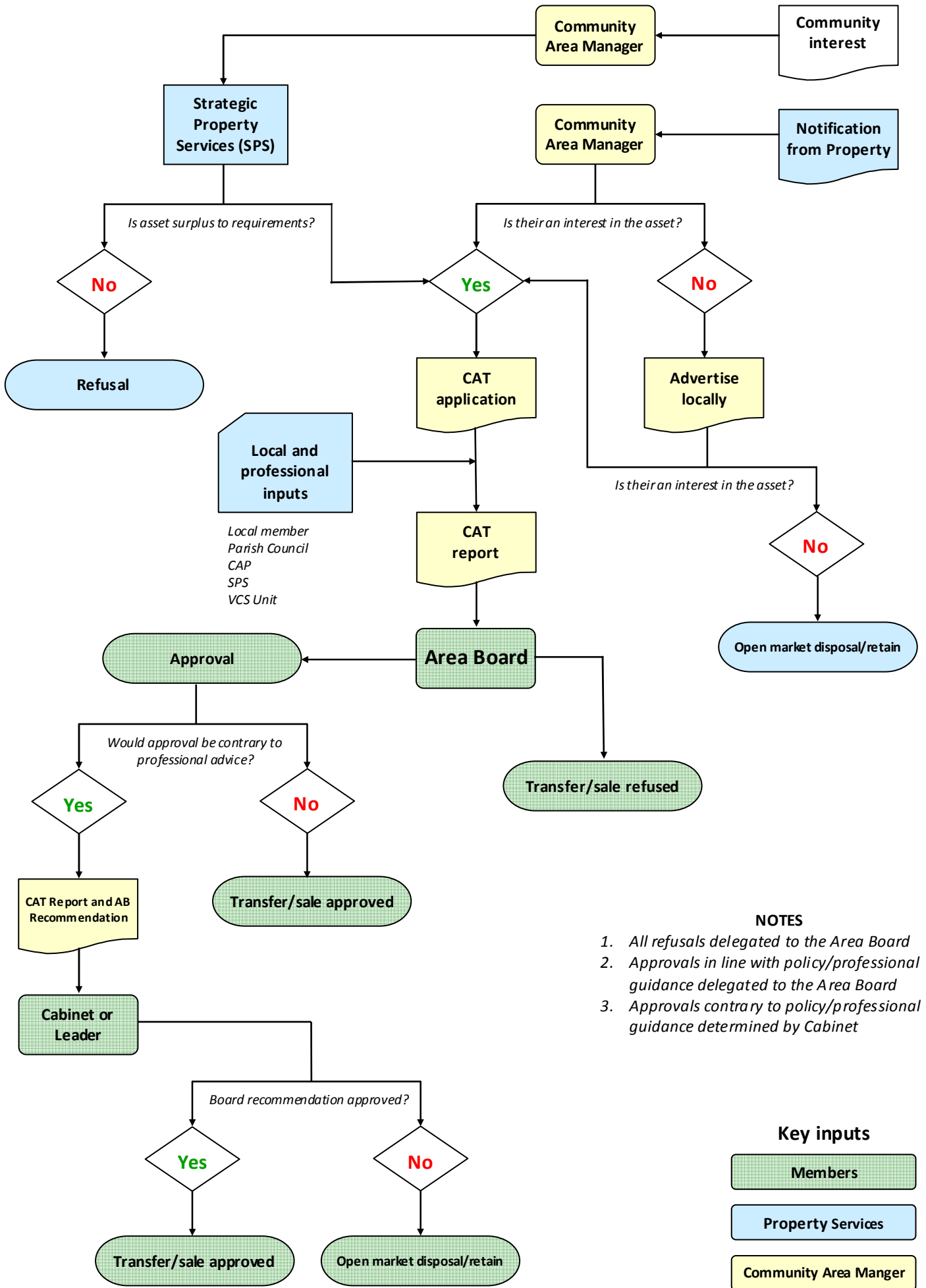
Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
20. Can you meet all capital maintenance costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
21. Can you meet all day-to-day running costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
22. Will you use the asset to generate income?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
24. Do you have any contingency funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>
25. Are you prepared to pay for the asset ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out your offer</i>

Management

Question	Yes	No	Note
26. Will you manage the asset?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
27. Will a management committee be set up?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
28. Will users of the asset be involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>

Community Asset Transfer



NOTES

1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs

- Members
- Property Services
- Community Area Manger

Maybush Copse Consultation Workshop Report



**Landford Village Hall
14 May 2010**

Maybush Copse Consultation Workshop

50 people attended the workshop that took place at Landford Village Hall on 14th May, to discuss the future of Maybush Copse. During the evening the community members were asked to voice their concerns and collate their ideas as to how the woodland should be shaped. All of the ideas that were put forward have been considered, and those that were felt feasible are detailed below:

Who is the copse for?

The woodland is for all members of the community and will include areas of interest for all ages and abilities. Dogs will be welcome if kept on a lead and owners are expected to pick up after their dog and use the bins provided.

What will the copse look like?

Development of the copse is expected to evolve over several years as species become established and volunteers become enthused! The end result should be a sustainable natural woodland habitat with native species, areas of inaccessible scrub and minimal impact access routes with sympathetic opportunities for learning and enjoyment.

Who will maintain the copse?

The copse will be owned and maintained by the Parish Council. However, it is envisaged that much of the remedial improvements will be carried out by volunteers within the community and the establishment of a Friends of Group would be encouraged.

Environmental improvements

The following are the agreed requirements that were presented during the consultation workshop as demonstrated on the proposed site plan:

- Introduce mixed native hedge to residential boundaries
- Native planting throughout all areas
- Encourage wild scrub areas – with focus on 2 ‘no-go’ zones
- Relocate recreation ground entrance and re-establish hedge
- Willow arch made from felled trees at recreation ground entrance – combined with native honeysuckle / dog rose
- Programme of control of invasive species
- Limited management approach
- Where possible re-use waste materials e.g. logs, willow on site or within community
- Introduce a pond / bog area in existing wet area

Access and educational improvements

The following initial ideas are those put forward at the recent workshop and can be seen on the proposed site plan:

- Path to pass through central area of copse and extend to include informal education area
- Road entrance to retain existing vehicular gate in addition to publicly accessible gate

- Path to be constructed from natural materials and include boardwalk section alongside pond
- Assess options to board over existing footings if too costly to remove
- Seating to be installed in informal education area
- Install habitat boxes – birds, owls, bat, insects, hedgehogs etc
- Native species introduced could be part of a sensory trail e.g. comfrey, honeysuckle
- Install brass rubbing / sculptures to depict wildlife / species in area
- Interpretation boards to be installed at both entrances
- Dog bins to be installed at entrances
- Bird feeders near seating area – could be made by school / volunteers

Tree Survey Works

The table below summarises the immediate tree remedial work needed and suggests that some of this work could be carried out by a small team of volunteers to minimise costs!

Tree No	Species	Comments	Work Recommendations	Who
483	Willow	Leaning	Fell	Vols
484	Willow		Fell	Vols
485	Birch	Leaning towards adjacent property	Fell	TS
486	Willow		Fell	Vols
487	Willow		Fell	Vols
488	Willow		Removal of decayed stem	Vols
489	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm	TS
490	Sycamore	Remains of tree house noted within canopy	Crown raised to 3m above ground level	TS
491	Willow		Removal of stem	Vols
492	Willow	Structural failure	Fell	Vols
493	Willow			Vols
494	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm	TS
495	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm	TS

Vols = volunteers

TS = Tree Surgeon

Funding of projects

Below is the latest funding bulletin which gives information of both internal and external grants schemes. Whilst there are various grants available to fund the type of projects listed below are a couple of examples related to this scheme:

- NFNPA Small Grant Scheme – funds access improvements, path surfacing, gateways, boardwalks
- NFLMS Grants – funds materials, equipment for land management

The **Small Grant Scheme**, funded jointly by the New Forest National Park Authority and Hampshire County Council, aims to help improve local countryside access and information in the New Forest National Park. The Small Grants Scheme is available to parish and town councils and land owners with ideas for projects that will improve access to, or information about, the local countryside. In addition, any organisation or group may apply to produce publicity materials.

Grants are available for up to 75% of the total project cost, up to a maximum grant of £7,500. Projects that are eligible for funding include path resurfacing and drainage, replacement of stiles with kissing gates, installation of benches, provision of a countryside access map board and the production of countryside access leaflets.

For more information about the scheme, please contact the Countryside Access Officer on 01590 646669 or email access.forum@newforestnpa.gov.uk

The **New Forest land Advice Service** can offer small grants of up to £2000 for restoration of hedgerows, restoration and creation of species rich meadows, eye sore removal, removal of non-native species, removal of invasive species. For more information contact 01590 646696 or email julie.stubbs@nflandadvice.org.uk

Awards for All is a lottery grants programme aimed at local communities. It awards grants of between £300 and £10,000 for projects which improve communities and the lives of people within them. The application process is simple and straightforward and applications can be made all-year-round. Any not-for-profit group, parish council or school can apply and you will be given a decision about whether or not you have been successful within six weeks.

For an application telephone 0845 4102030 or visit www.awardsforall.org.uk

The **Heritage Lottery Fund – young roots** - will provide funding of between £3,000 and £25,000 for projects which involve 13-25 year olds in finding out about their heritage, developing skills, building confidence or working with others in their local community. Applications can be made all year round from any partnership of organisations. Decisions on fully completed applications are given within 10 weeks.

For an application form telephone 020-75916000 or visit www.hlf.org.uk/HowToApply/programmes/Pages/youngroots.aspx

The Esmee Fairbairn Foundation supports charitable activities in a number of areas including cultural life, education and learning, the natural environment and enabling people who are disadvantaged to participate more fully in society. At present, the Foundation has four specialist areas of interest; Biodiversity, Food, Museum and Heritage Collections and New Approaches to Learning.

There is no maximum grant but the average grant provided is in the region of £44,000.

For further information visit www.esmeefairbairn.org.uk

The It's Your Community Conservation Foundation and O2 will provide grants of between £100 and £1,000 for local community projects which involve young people. The funding will support a wide range of projects such as cleaning up a youth centre or bus shelter, providing activity materials, developing websites, providing sports equipment, or improving green spaces.

For information and an application form visit www.itsyourcommunity.co.uk

The Veolia Environmental Trust will fund community and environmental projects under the landfill tax credit scheme. You can apply for funding if your project comes under one of the following categories:

- projects that involve reclaiming land, the use of which has been prevented by some previous activity.
- projects that reduce or prevent pollution on land.
- projects that provide or maintain public amenities or parks.
- delivery of biodiversity conservation for UK species habitats.
- projects to restore or repair buildings for religious worship, or of architectural or historical interest.

Projects must be within five miles of a site operated by Veolia Environmental Services. The average grant award is between £25,000 and £40,000.

For an application form or advice telephone 01902-794677, e-mail info@veoliatrust.org or visit their website www.veoliatrust.org

The **Central Church Fund** supports projects within parishes wanting to involve greater outreach into the community, for instance; employing a youth worker or renovating an old church hall for use as a community centre. The fund will support both capital and revenue projects, as well as some preliminary costs such as feasibility studies or professional fees. The maximum grant available is £10,000 although they are often much smaller. Grants can be awarded on a one-off basis or phased over a number of years.

For further information visit www.centralchurchfund.org.uk/applying.html

The **Ernest Cook Trust** gives grants to registered charities, schools and not-for-profit organisations wishing to encourage young people's interest either in the countryside and the environment or the arts (in the broadest sense) or aiming to raise levels of literacy and numeracy. Since the ECT is a land-based Trust, work which encourages or ensures the continuation of rural skills and crafts is of particular interest to the Trustees. All applications are expected to link in with either the National Curriculum or with recognised qualifications.

A large grants programme for awards of over £4,000 and a small grants programme for awards of under £4,000 operate throughout the year.

For further information telephone 01285-712492, e-mail grants@ernestcooktrust.org.uk or visit www.ernestcooktrust.org.uk

The **Community Spaces Big Lottery** scheme provides support for community groups to create or improve their local community spaces such as parks, informal sports areas, nature reserves, village greens, churchyards and village ponds. The scheme will provide grants of up to £49,999 (larger grants are no longer available) on a rolling basis until 2011.

For further information and the application form, telephone 0845-3671671 or visit www.community-spaces.org.uk

The **Sustainable Development Fund** is a grant scheme to encourage sustainable ways of enjoying and living within the New Forest National Park (living in a way which has a positive effect on the environmental, economic and community wellbeing of the New Forest). At present the fund is seeking to support projects that address the challenges we face from climate change.

To be eligible for the fund, your project must demonstrate that it will promote or support sustainable living in the New Forest and will further at least one of the National Park purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the Park; and
- To promote opportunities for the understanding and enjoyment of the Park's special qualities by the public.

Applications are welcomed from individuals, businesses, organisations and community groups from the public, private and voluntary sector. The main grants programme can finance up to 75% of your project costs, although some restrictions may apply, particularly if you are a business. The Sustainable Development Fund also has a small grants scheme providing grants of up to £500 for projects which deliver the same aims as the main programme. The small grants scheme will provide 100% project funding up to the £500 limit and has a straightforward application process with a quicker turnaround.

For further information, contact the Sustainable Development Fund Officer on 01590 646664, email claire.qingell@newforestnpa.gov.uk or visit the website at www.newforestnpa.gov.uk

New Forest District Council offer a range of leisure grants for community projects and activities.

For details of the grants visit www.newforest.gov.uk and explore the area under Leisure / Funding.

The **B&Q One Planet Living Grants®** offer between £50 and £250 of B&Q materials to schools, community groups and charitable organisations for long-term sustainable projects. Projects must support at least one of the following themes; save energy, conserve nature, grow your own, support local culture and heritage. The project must be within a 20-mile radius of a B and Q store.

Contact your local B and Q store to discuss an application.

The **Tesco Charity Trust Community Awards Scheme** provides one-off donations of between £500 and £4,000. The funding we give goes towards providing practical benefits, such as equipment and resources for projects that directly benefit children, the elderly and adults and children with disabilities, living in the local communities around our stores in the UK.

Projects previously supported include; playground equipment in schools and local communities, sensory garden projects, outdoor classrooms, breakfast and after school clubs, holiday play-schemes, specialist equipment for disabled people and day trips and social trips for elderly or disabled people.

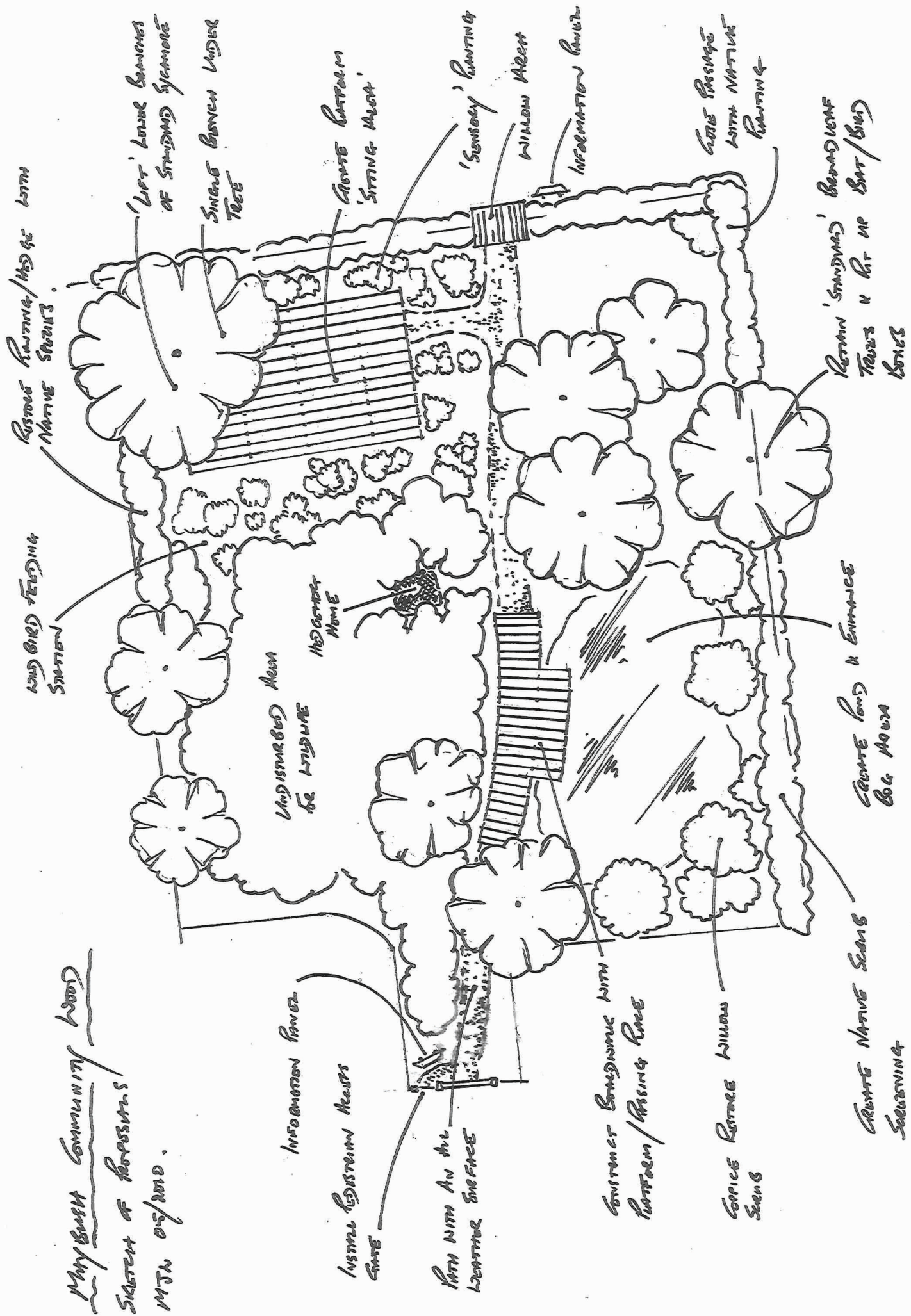
For further information visit www.tescocharitytrustcommunityawards-applications.co.uk

The **Co-operative Community Fund** will provide grants of between £100 and £2,000 for community, voluntary or self-help groups to run projects that meet the following:

- Carry out positive work in the community
- Address a community issue
- Provide a good long-term benefit to the community
- Support co-operative values and principles
- Ideally be innovative in its approach

For further information visit <http://www.co-operative.coop/ethicsinaction/communities/fundsandfoundations/>

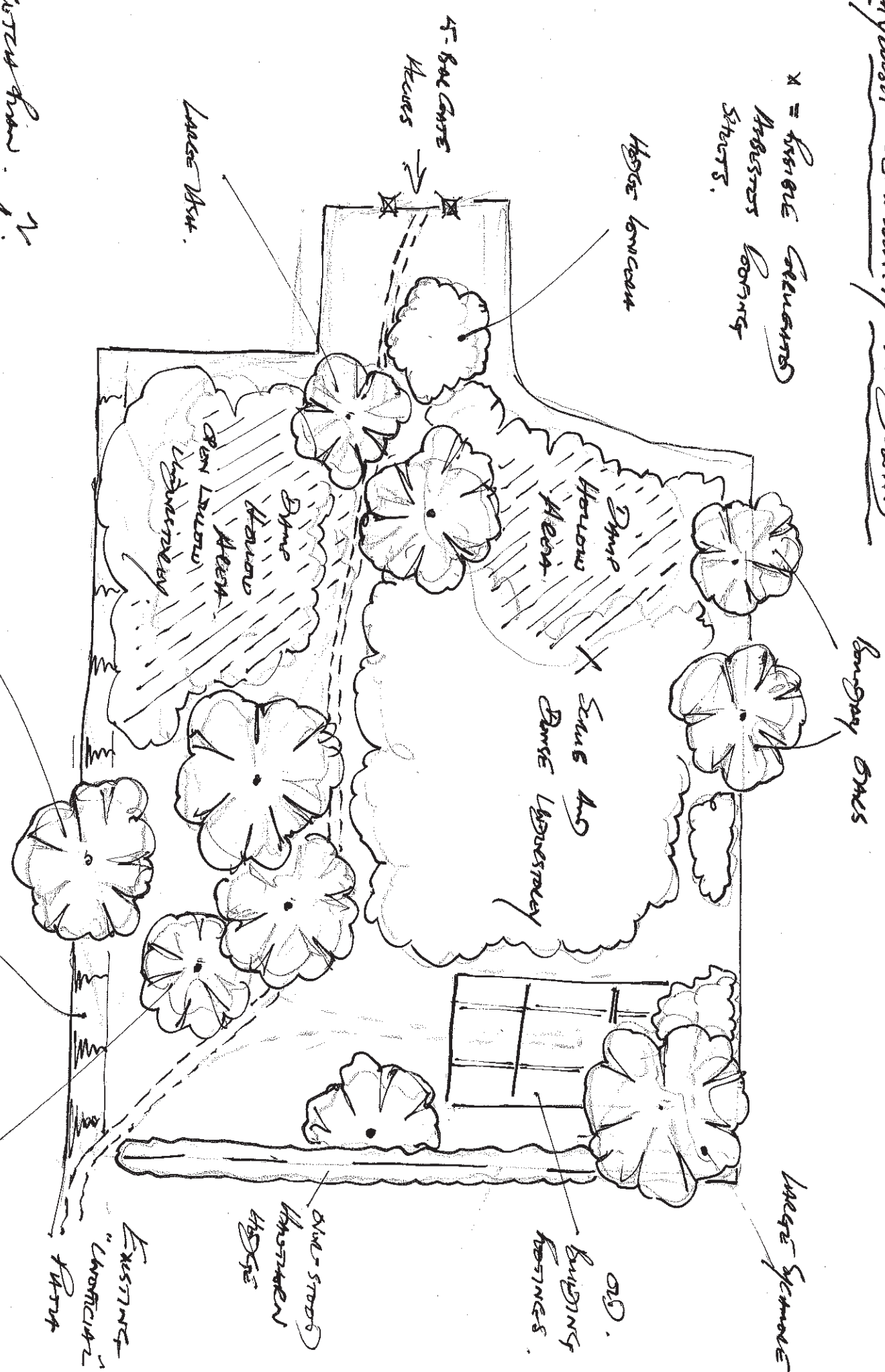
My Bush Community Wood
 Street of Resources
 MJA 05/2010.



MyBUSH Community Landscape

X = FERTILE SOILS
 PROPOSED
 BEDS.

Sketch by
 MSH
 5/4/2012



Report on Tree Issues

Maybush Copse, Lynhurst Road, Landford

Prepared by

Phillip Brophy HNDArb MArborA CEnv MICFor

Date: 26 March 2010

Ref: 10088-Condition-PB

1 INTRODUCTION

- 1.1 **Instruction:** I am instructed by Landford Parish Council to inspect the significant trees at Maybush Copse, Lyndhurst Road, Landford, and to provide an arboricultural report on their condition with appropriate management recommendations.
- 1.2 **Qualifications and experience:** This report is based on my site observations and the provided information, interpreted in the context of my experience. I have experience and qualifications in arboriculture, and list a summary in Appendix 1.
- 1.3 **Ecological constraints:** The Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way Act 2000, provides statutory protection to birds, bats and other species that inhabit trees. These could impose significant constraints on the use and timing of access to the site in addition to any of the tree matters considered in this report. These issues are beyond my area of expertise and you must seek advice from an ecologist to check if any such constraints apply to this site.
- 1.4 **Tree preservation order (TPO) or conservation area protection:** I have not confirmed whether the trees on this site are covered by a tree preservation order or located in a conservation area. You must check this if you intend carrying out any works before a formal planning consent is issued. If there is any statutory protection, it will be necessary to consult with the council before any works other than certain exemptions can be carried out.

2 SITE VISIT, OBSERVATIONS AND RECOMMENDATIONS

- 2.1 **Site visit:** I visited the site on 23 March 2010. All my observations were from ground level without detailed investigations and I estimated all dimensions unless otherwise indicated. I did not have access to trees on other private properties and have confined observations of them to what was visible from within the property. The weather at the time of inspection was dull and drizzling, with average visibility.
- 2.2 **Brief site description:** Maybush Copse is located within the village of Landford within the New Forest National Park. It is located on the eastern side of Lyndhurst Road and is bordered on its eastern boundary by Landford recreation ground. Its northern and southern boundaries lie adjacent to private residential properties. The site consists of a small area of predominately deciduous woodland through which run several

undefined and informal pathways. The surrounding topography is relatively flat and the site is not considered to be particularly exposed.

2.3 **Location and general observations of relevant trees:** I have illustrated the approximate locations of trees which were considered to require works beyond what would be considered normal management on plan BT1, which is included as Appendix 2. A uniquely numbered oval metal tag was affixed to each of these trees in order to aid their future identification and location. Plan BT1 is for illustrative purposes only and no measurements should be taken from it. I visually inspected these trees and recorded my brief observations along with work recommendations in the schedule included as Appendix 3.

2.4 **Work recommendations**

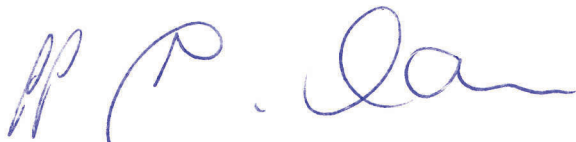
2.4.1 **Summary:** The specific works are set out in the last column of the tree schedule included as Appendix 3. The common requirement for all trees is to establish acceptable levels of risk and to enhance their contribution to local amenity. This is primarily through crown cleaning and lifting to 4m above the site but, in some instances, I propose further works above these basic requirements to address particular safety problems. Work is only listed in the tree schedule if it is more than this basic standard.

2.4.2 **Reporting during work operations:** The inspection of all these trees has been from accessible access points at ground level and only defects visible from the ground will have been identified. Any defects discovered by the contractor during the process of carrying out the work recommendations that affect the structural integrity of the tree should be reported to the supervising officer. Modification to the schedule of works may be required as a result of these reports. The contractor should be specifically instructed on this point.

2.4.3 **Implementation of works:** I advise that the work is carried out by a contractor from the local authority list and preferably one approved by the Arboricultural Association. All tree works should be carried out to BS 3998 *Recommendations for Tree Work* as modified by more recent research. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Their Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website www.trees.org.uk.

3 OTHER CONSIDERATIONS

- 3.1 **Trees subject to statutory controls:** If these trees are covered by a tree preservation order or located in a conservation area, it will be necessary to consult the local authority before any pruning works other than certain exemptions can be carried out. The works specified above are necessary for reasonable management and should be acceptable to the local authority. However, they may take an alternative point of view and have the option to refuse consent.

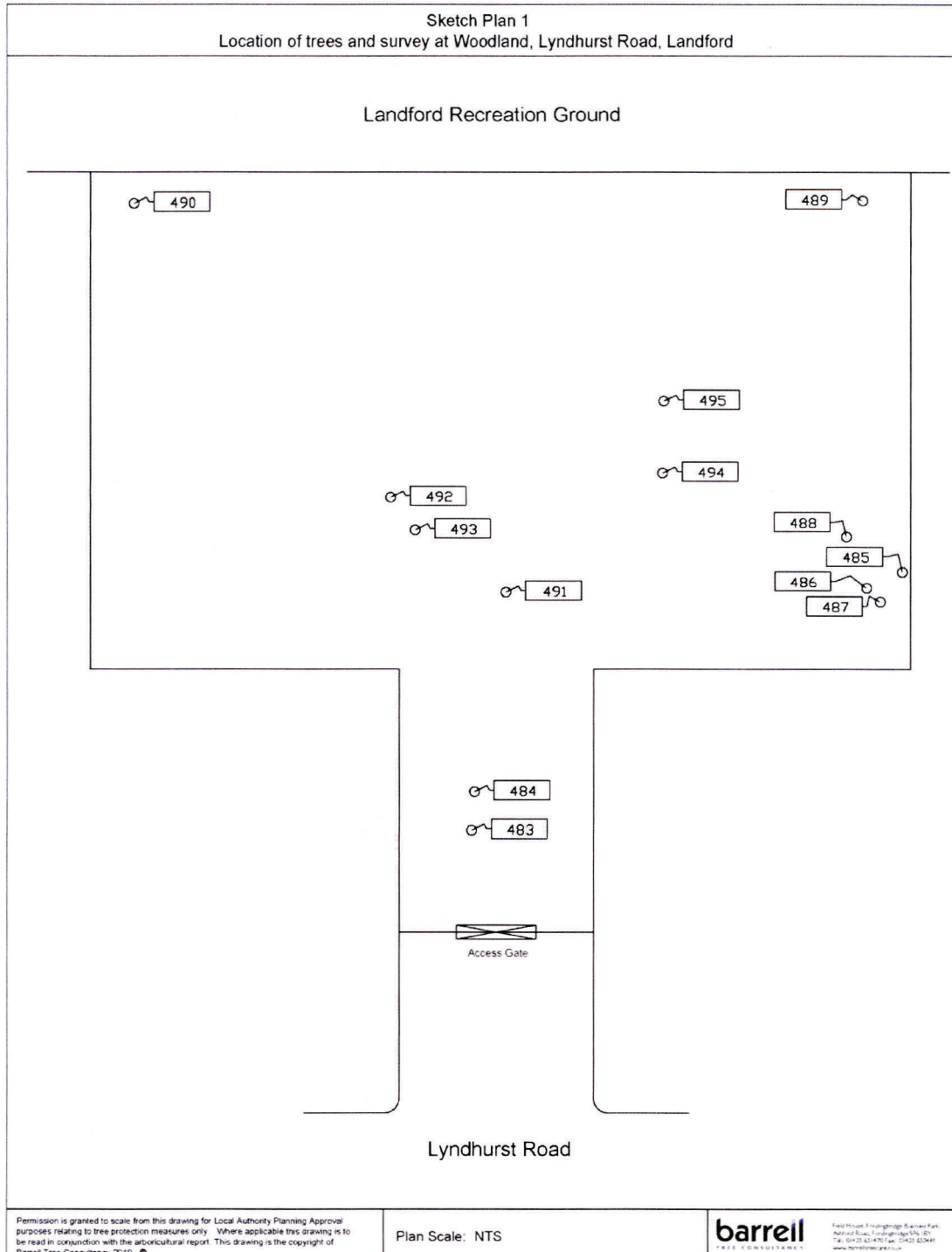


Phillip Brophy HND Arb MA Arbor A CEnv MICFor

Appendix 1: Brief qualifications and experience of Phil Brophy

- 1 **Qualifications:** I am a Chartered Forester and a Chartered Environmentalist and hold the Higher National Diploma in Arboriculture obtained from the University of Central Lancashire, hosted by Myerscough Agricultural College.
- 2 **Career experience:** I have been working in arboriculture since 1993. My first post was as an arborist with the FA Bartlett Tree Expert Co in the USA, undertaken as work experience in a placement year whilst studying. On completion of my qualification, I joined Southern Tree Surgeons, a national arboricultural contracting company. My first experience of public sector arboriculture was at Leicester City Council in 1997 as tree inspector for the Highway Authority. In this post, I played a key role in the establishment of a citywide policy for sustainable tree management. In 1999, I moved to Stratford-upon-Avon District Council as assistant arboricultural officer working within a specialist heritage and design team. In that post, I gained valuable experience in the administration of tree related statutory controls against the backdrop of a rural landscape with a myriad of social economic pressures. In 2001, I took the post of senior arboriculturist for Cherwell District Council where I was responsible for the management of the council tree stock as well as ensuring the provision of a high standard of technical advice to other departments and the general public. In August 2003, I relocated to New Forest District Council as an Arboricultural Officer where my duties were primarily focused upon urban design and commercial development within what is a unique area of the British Isles, a large area of which is now a designated National Park. In 2006, I joined Barrell Treecare as a practice consultant bringing my public sector planning expertise to the private sector.
- 3 **Continuing professional development:** I ensure that I keep professionally current through subscription to the Arboricultural Advisory and Information Service and by regular attendance at seminars and conferences.

Appendix 2: Plan BT1 illustrating tree protection and management proposals



Appendix 3: Schedule of work recommendations

Tree No	Species	Comments	Work Recommendations
483	Willow	Leaning	Fell
484	Willow		Fell
485	Birch	Leaning towards adjacent property	Fell
486	Willow		Fell
487	Willow		Fell
488	Willow		Removal of decayed stem
489	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm
490	Sycamore	Remains of tree house noted within canopy	Remove remains of tree house. Crown raise to 3m above ground level. Sever ivy.
491	Willow		Removal of stem
492	Willow	Structural failure	Fell
493	Willow		
494	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm
495	Oak	Deadwood noted throughout canopy	Removal of all deadwood where diameter exceeds 50mm

Explanatory Notes

- **Botanical tree names:**

Oak : *Quercus robur*
 Sycamore : *Acer pseudoplatanus*
 Willow sp : *Salix* sp

- **Site limitations:** Where there is restricted access to the base of a tree, its attributes are assessed from the nearest point of access. Climbing inspections are not carried out during a walkover tree survey and, if heavy ivy is present, tree condition is assessed from what can be seen from the ground. A separate note is recorded if further investigation may be required to clarify its status.
- **Species:** Species identification is based on visual observations. Where there is some doubt over tree identity, sp is noted after the genus name to indicate that the species cannot be reliably identified at the time of the survey. Where there is more than one species in a group, only the most frequent are noted and not all the species present may be listed.
- **Notes:** Only relevant features relating to physiological or structural condition and low branches that may help clarify the categorisation are recorded. If there are no notes, then the presumption should be that no relevant features were observed.
- **Management recommendations:** The inspection of all trees was of a preliminary nature and only defects visible from the ground have been identified. Each individual tree may not have been inspected closely because of access difficulties and only defects visible from the inspection point have been identified. The following points should be noted before carrying out any works:
 1. **Reporting during work operations:** In the context of the preliminary nature of the tree inspection, any defects that may affect tree safety discovered by the contractor when carrying out the work recommendations should be reported to the supervising officer.

Appendix 3: Schedule of work recommendations

Modification to the schedule of works may be required because of these reports. The contractor should be specifically instructed on this point.

2. **Implementation of works:** All tree works should be carried out to BS 3998 *Recommendations for Tree Work* as modified by more recent research. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Their Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website www.trees.org.uk.
3. **Statutory wildlife obligations:** The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 provides statutory protection to birds, bats and other species that inhabit trees. All tree work operations are covered by these provisions and advice from an ecologist must be obtained before undertaking any works that might constitute an offence.

WILTSHIRE COUNCIL

AGENDA ITEM NO. 12

SOUTHERN WILTSHIRE AREA BOARD
DATE 16 DECEMBER 2010

REDUCING UNNECESSARY STREETLIGHTING

PROPOSALS FROM ALDERBURY PC, COOMBE BISSETT PC, AND DOWNTON PC

Summary

This report deals with the application to switch off street lighting between 24:00hr and 05:30hrs at identified locations which have been consulted upon locally and technically assessed by Highways.

Proposal

The Area Board is asked to consider proposals submitted by Alderbury, Coombe Bissett and Downton Parish Councils to switch off street lighting between 24:00hr and 05:30hrs at identified locations which have been consulted upon locally and technically assessed by Highways.

Progress report

I have recently written to parish councils again to update them that there will be extra money available to parishes still interested in turning off street lighting at night in their parish. This money has been made available as take up in other areas was low. If you are still interested please consider this issue at your next available parish council meeting. We require the parish council to confirm roughly which roads in their parish they would like to see lights switched off at night. We also encourage parishes to consult with the residents affected. If you are interested please get in contact with me as soon as possible.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Reducing Unnecessary Lighting Project whereby the Southern Wiltshire Area Board were allocated £5000 to distribute throughout the community area where there was interest.

Recommendation

To approve the assessed proposals totalling 7 streetlights in Alderbury and 49 in Downton. Of the 4 submitted by Coombe Bissett Parish Council none are eligible to be switched off as they are not owned by the local authority. Assessments and maps at appendix 1.

Tom Bray

Southern Wiltshire Community Area Manager

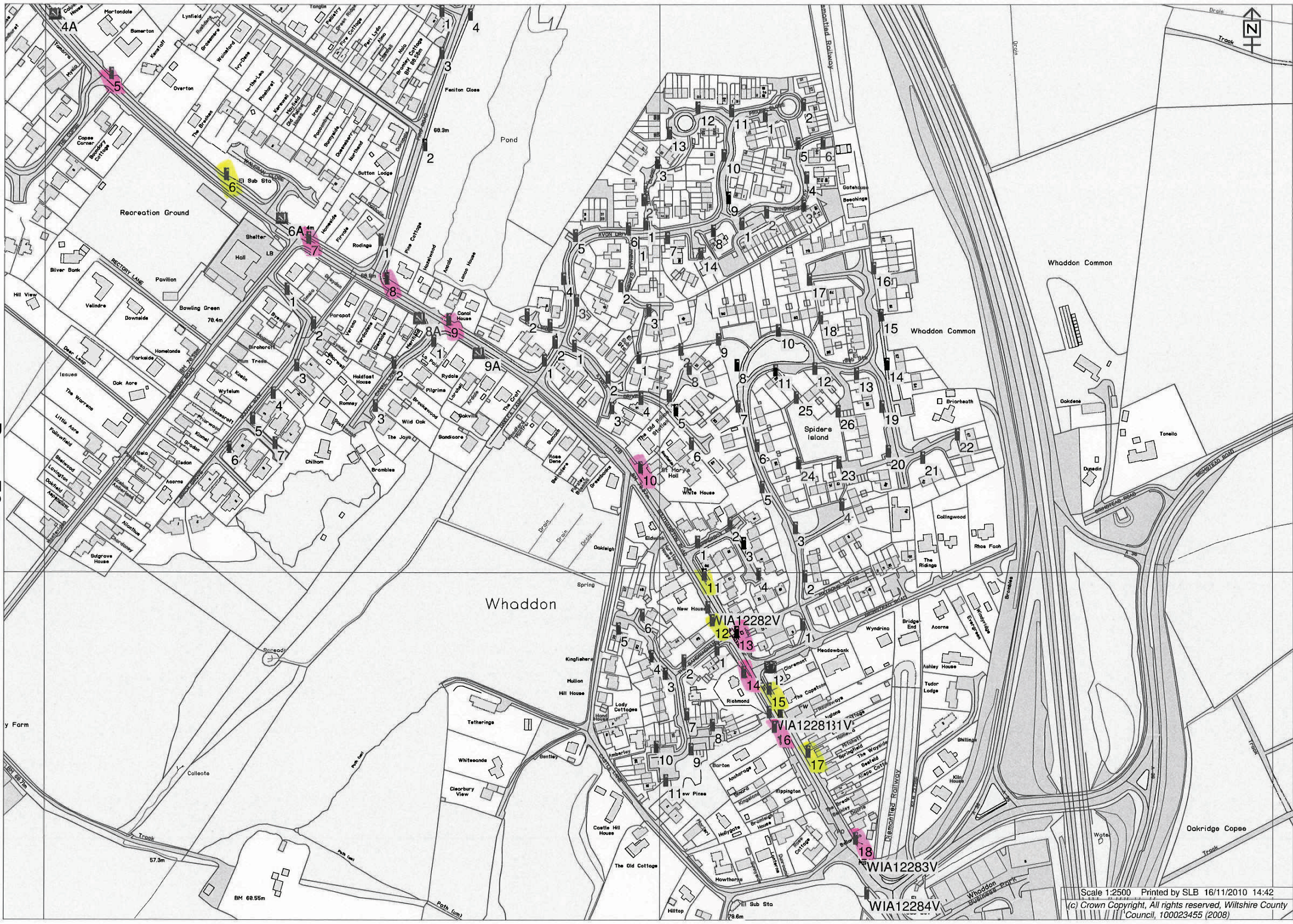


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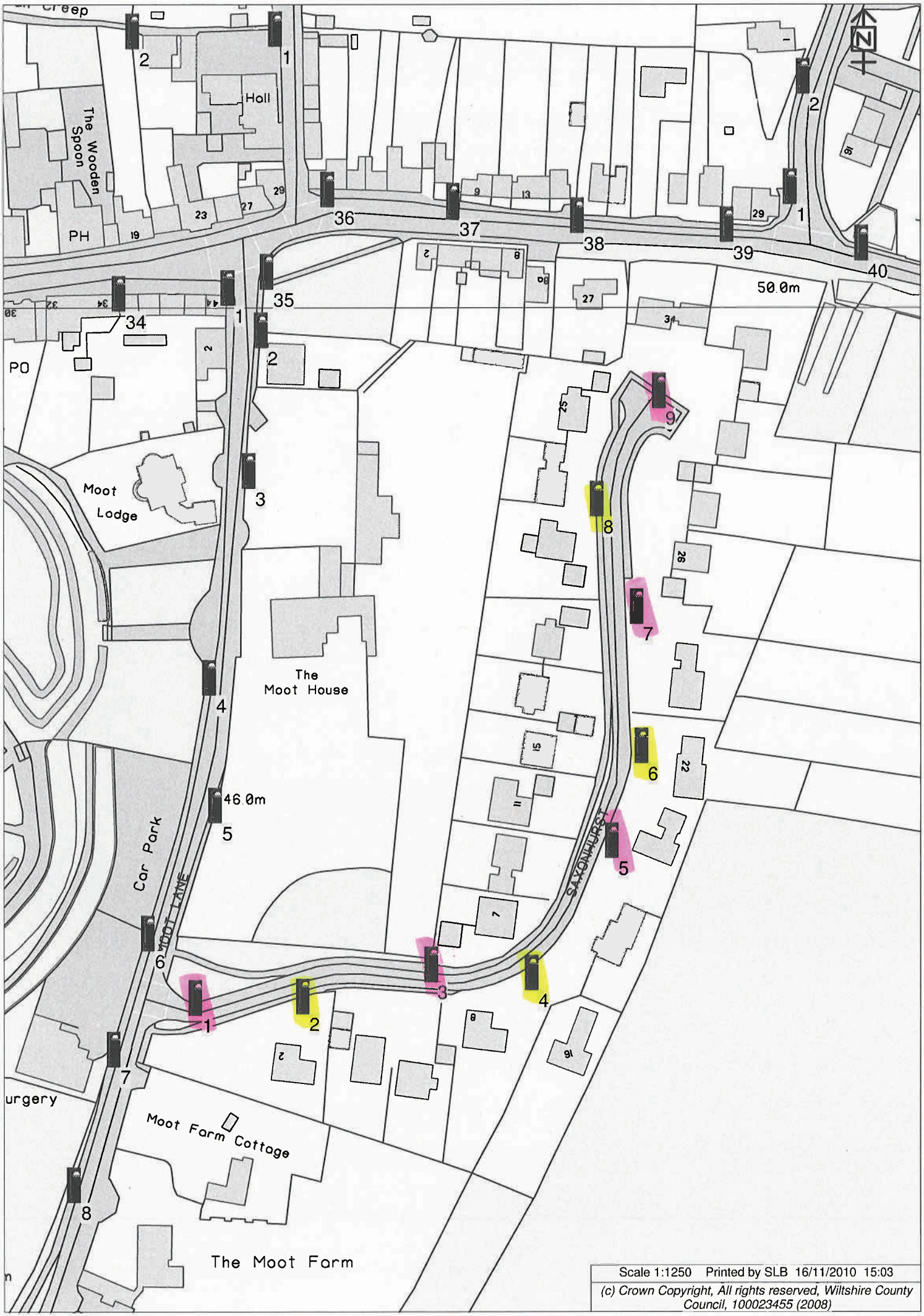
Alderbury

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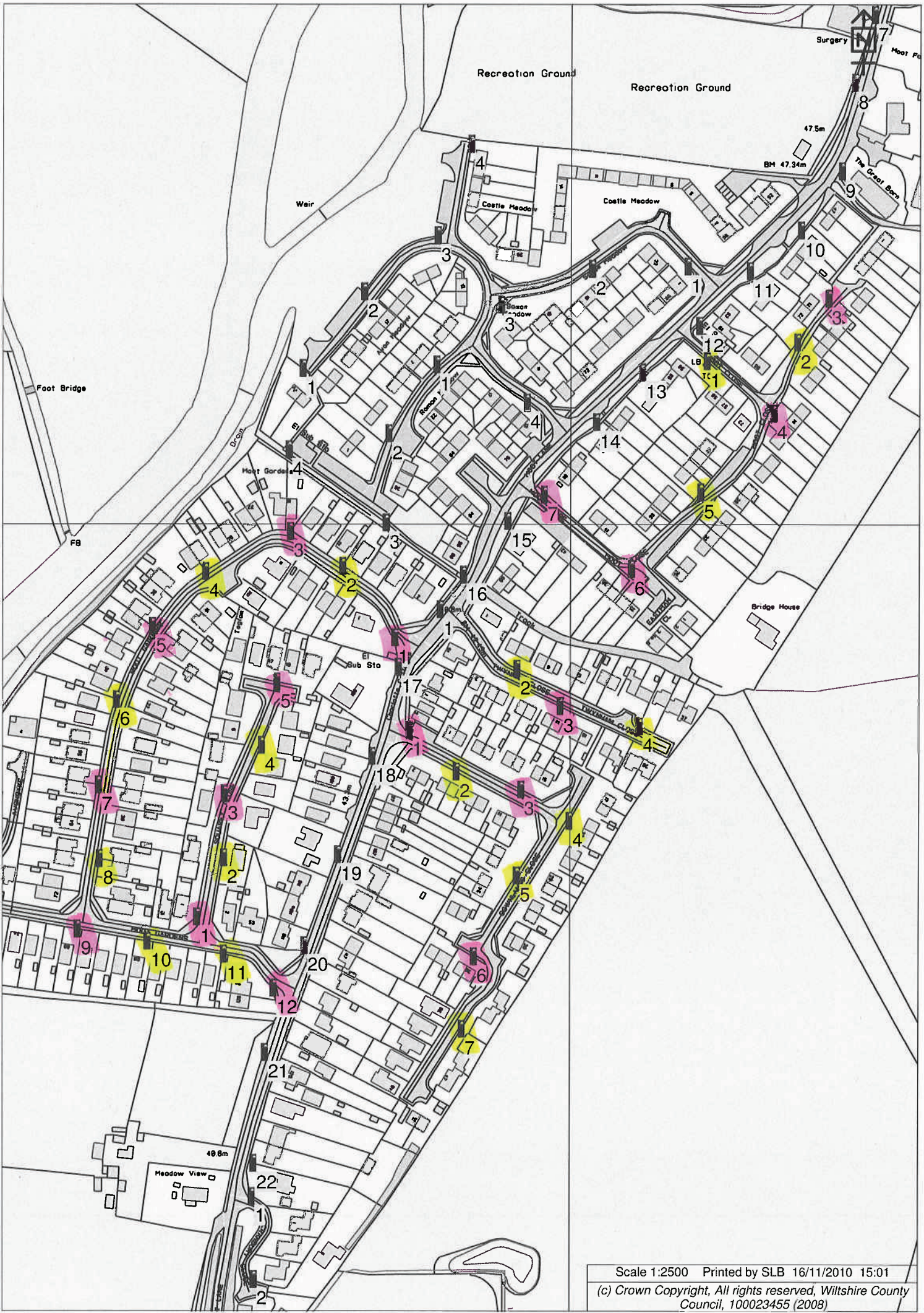
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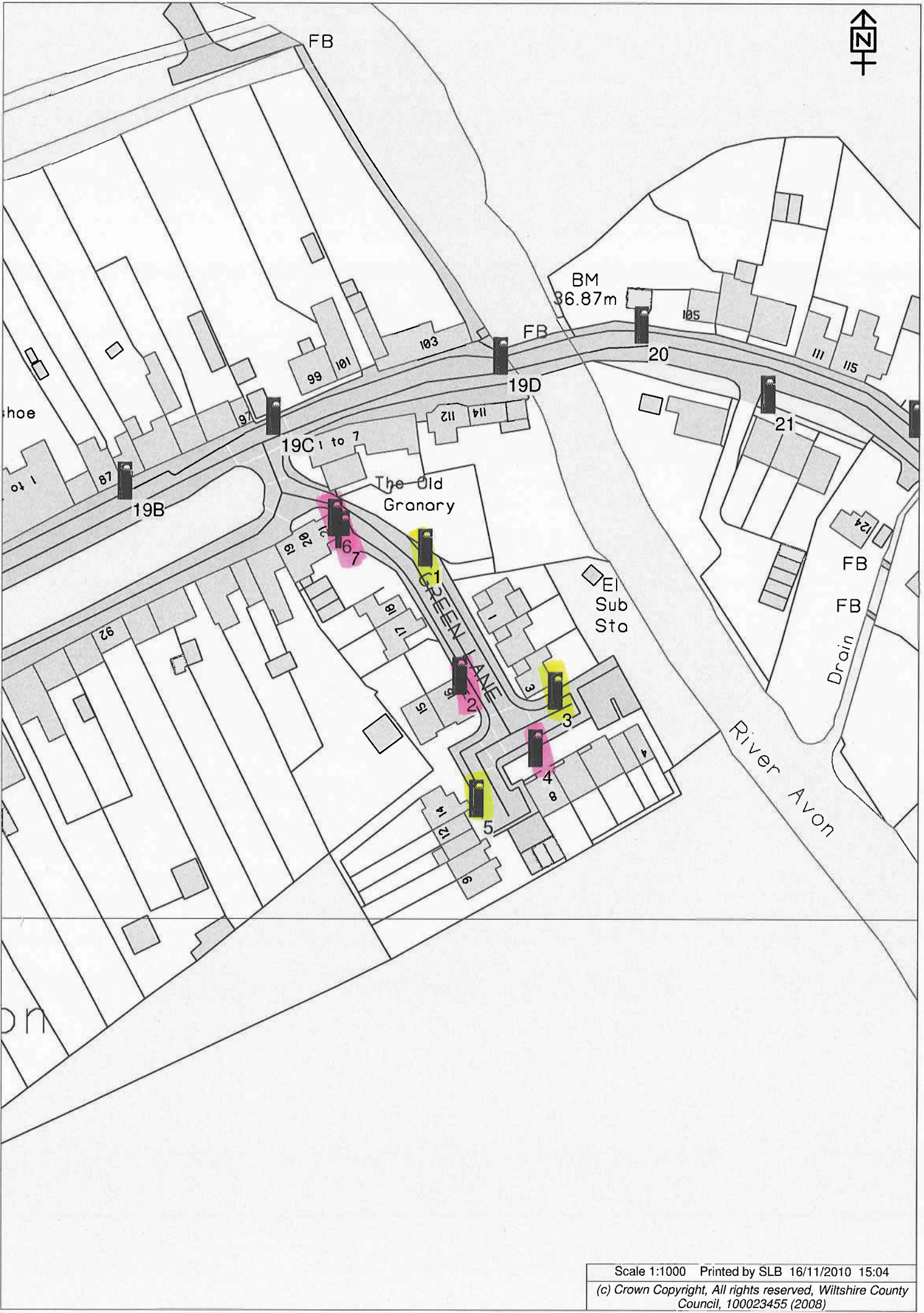




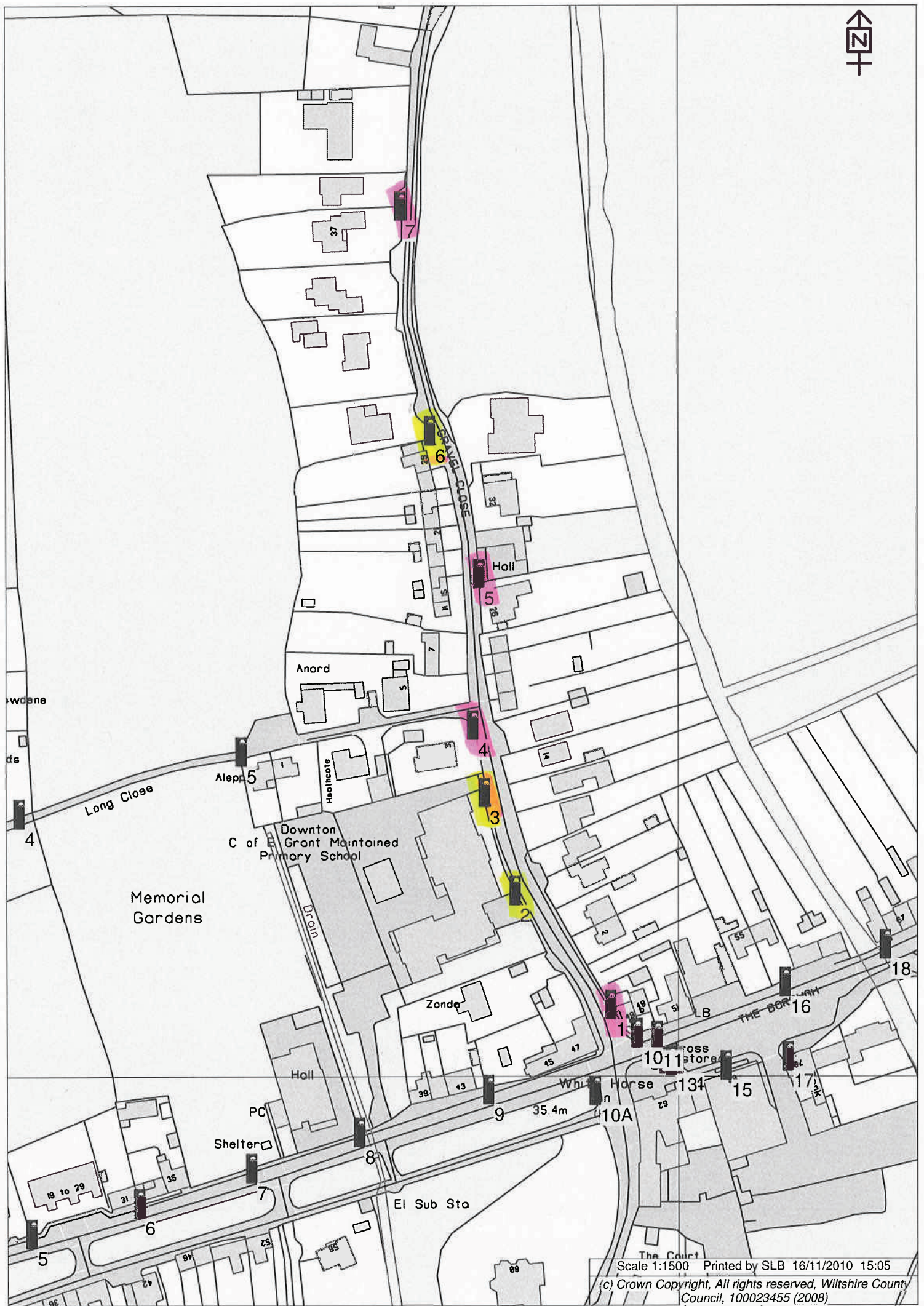
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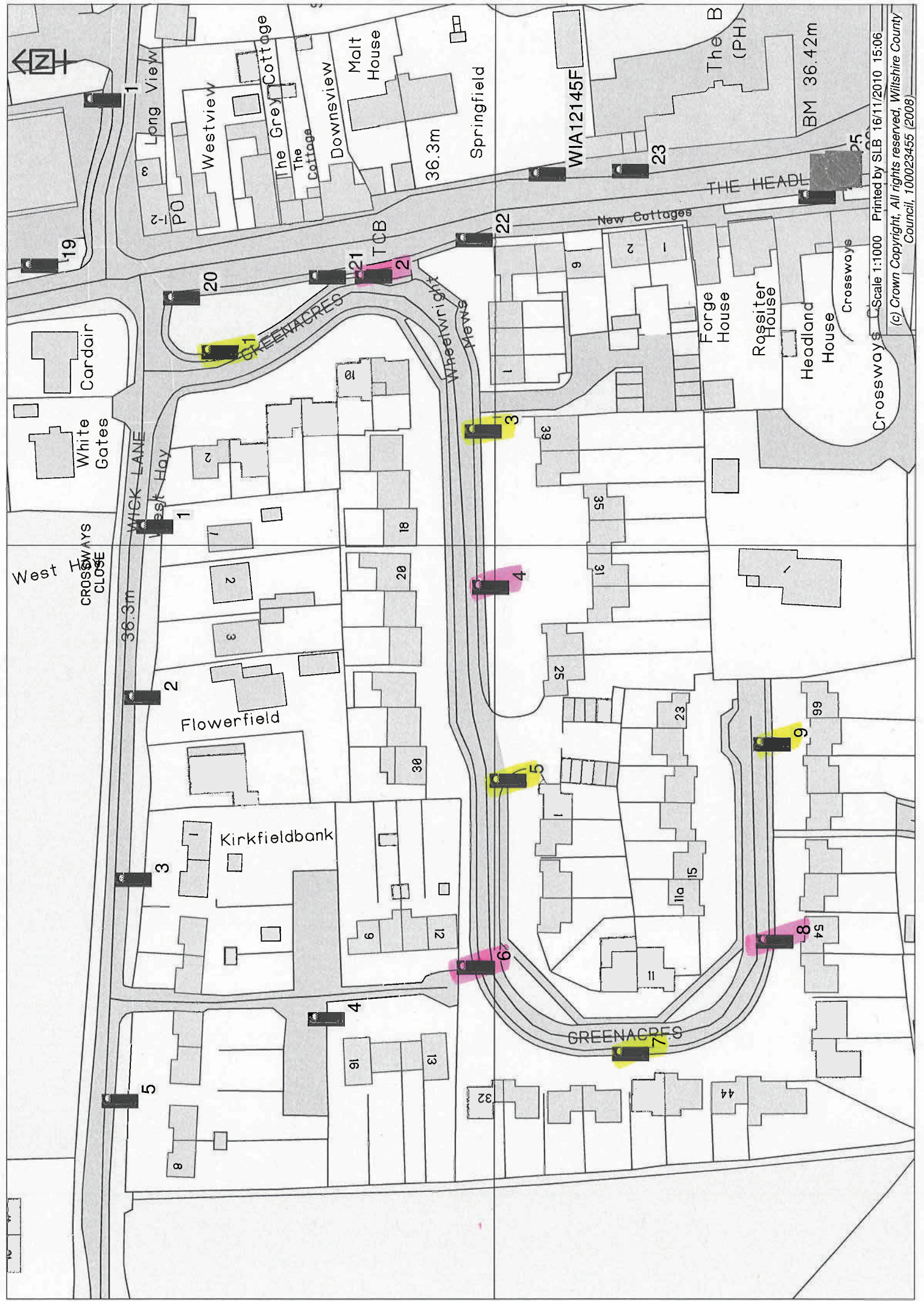
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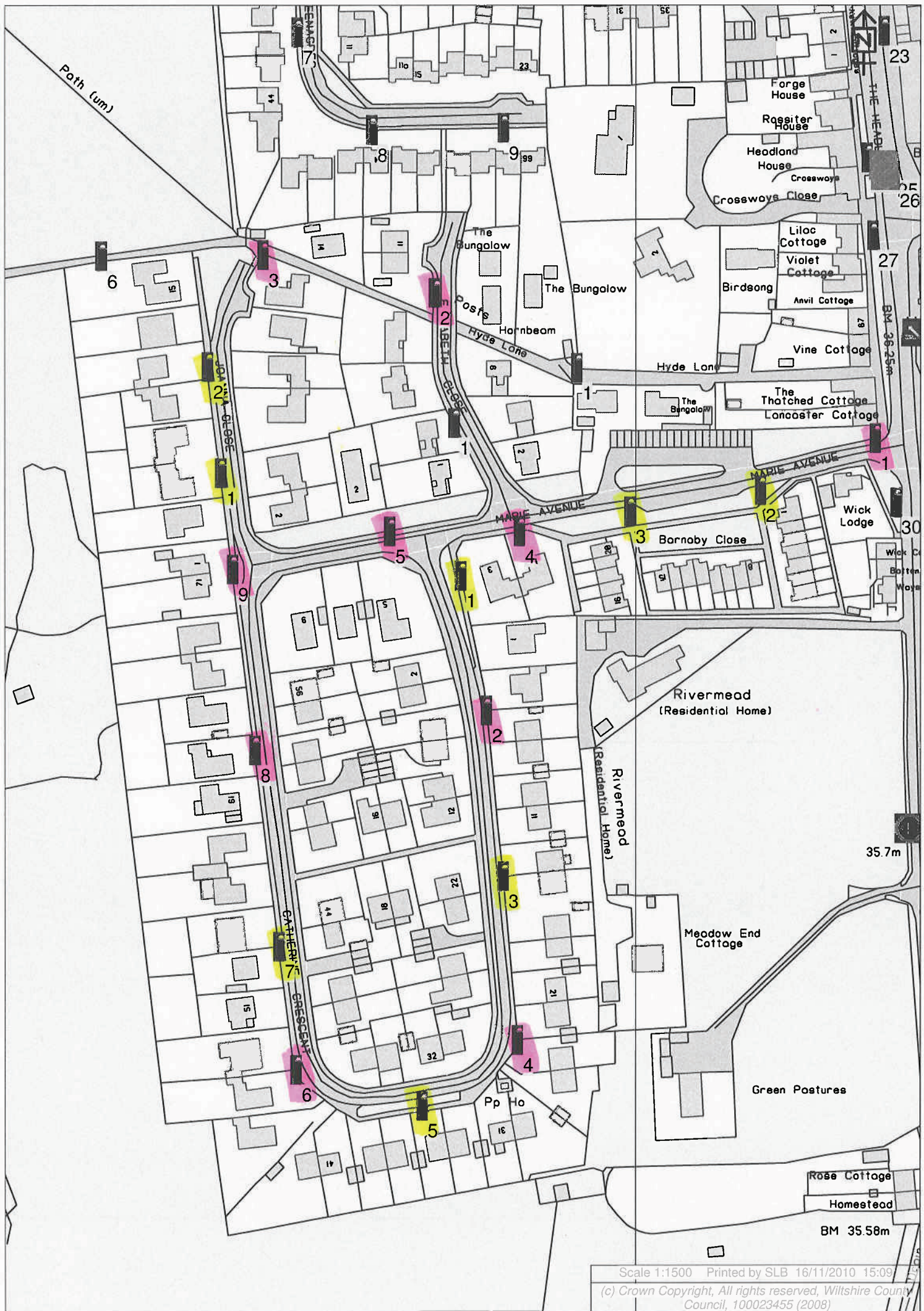


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Report to	Southern Wiltshire Area Board
Title of Report	Community Issues Update– Area Board Meeting 16 December 2010

Purpose of Report

To update the board on the issues in progress since the last meeting in October 2010.

1. Overview of the issues received on the online system:

Issues in progress -

ID	Category	Location	Summary of Issue
1109	Communities	Nunton	Community Payback Nunton Church
1112	Communities	Pitton	Community Payback Pitton Flood Defence
402	Highways	A338	Speeding on A338 between Downton and Bodenham
584	Highways	Pitton	Water run-off into garden in Pitton
741	Highways	Clarendon	Crossing of A36 at Clarendon/Petersfinger
911	Highways	Ford	Drainage in Ford
912	Highways	Winterslow	Access problem on footpath in Winterslow
968	Highways	Hamptworth	Speed limit reduction on Hamptworth Road
1125	Highways	Downton	Speeding through and jumping lights on Lode Hill
1131	Highways	Laverstock	State of Queen Manor road in Laverstock
1238	Highways	Downton	Speeding on the Barford Lane & Witherington Road
1338	Highways	Grimstead	pot-holes and road break up in Grimstead
404	Transport	Laverstock	School traffic problems in Laverstock
827	Youth	Old Sarum	Transport to Bluz & Zuz

2. Updates for the above issues:

Full details on the issues are available online at www.wiltshire.gov.uk/southernwiltshireareaboard, and then click on issue tracking. If you would like to be sent hard copies of the issues and updates contact Tom Bray on tom.bray@wiltshire.gov.uk or 01722 434252. **To report an issue go to www.wiltshire.gov.uk/southernwiltshireareaboard and click on “report an issue in your community now”.**

Tom Bray, Community Area Manager
 01722 434252
tom.bray@wiltshire.gov.uk

Report to	Southern Wiltshire Area Board
Date of Meeting	16 December 2010
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider 9 applications seeking 20010/11 Community Area Grant Funding (total £23,935):

1. Coombe Bissett & Homington Village Hall Management Committee, Insulation and Glazing of Village Hall, £4,471
2. Farley Coronation Playing Fields – Redevelopment of playing area - £5,000
3. Memorial Ground Trust, Whiteparish – Soft surfacing for play ground - £2,909
4. Shine in the Community – Vehicle – £3,500
5. River Bourne Community Farm – Increasing community access to farm – £2,455
6. Alderbury Youth Club – Equipment – £750
7. Old Sarum Youth Club – Equipment – £167
8. Pitton and Farley Parish Council – Bus shelter in Farley – £1,500
9. Alderbury & Whaddon Local History Research Group – New publication – £3,000

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Area Board Grants Guidance officers are required to provide recommendations in their report, however, the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.3. We can signpost groups to the Charities Information Bureau (CIB) for support to seek funding from elsewhere. CIB work on behalf of Wiltshire Council to support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.4. Funding applications will be considered at every Area Board meeting.
- 1.5. Southern Wiltshire Area Board has been allocated a 2010/2011 budget of £41,087 for community grants, community partnership core funding and councillor led initiatives. The carry forward from the 2009/2010 budget is £628. This leaves a total budget of £41,715 for the 2010/2011 budget. The amount spent so far this year is £22,326 leaving £18,761 up to March 2011.
- 1.6. A decision has been made that in 2010/2011 and thereafter paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.7. The 2010/2011 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 20010/11• Southern Area Community Plan 2004 – 09• Southern Wiltshire Community Plan 2010 - 2015
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2010/11 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. There will be at least 4 more rounds of funding during 2010/11, including this meeting. If there are funds left after this meeting then the remaining funding will be allocated;

- 3 February 2011

The deadline for submitting applications to the Community Area Manager is about 4 weeks prior to the meeting. For the actual date see:

www.wiltshire.gov.uk/southernwiltshireareaboard

3. Environmental & Community Implications

Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Southern Wiltshire Area Board. Grant applications totalling **£23,751** have been received for this meeting.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

8. Grants

Ref	Applicant	Project proposal	Funding requested
SW025/10	Coombe Bissett & Homington Village Hall Management Committee	Insulation and Glazing of Village Hall	£4,471

8.1.1. Officer recommendation: Part Approval (£2,236)

8.1.2. Application meets grant criteria 2010/11

8.1.3. Application does not demonstrate a direct link to the Community Plan 2004 – 09 or 2010 - 15, although it does improve the service available at the village hall.

8.1.4. This project is to insulate the village hall roof and complete the double glazing. It will improve the village hall making it more insulated and therefore reduce heating bills for its users and also benefit the environment.

Matters to consider:

- That the Board has already awarded funding to Coombe Bissett Parish Council at its August meeting (£4,711) for the resurfacing of Shutts Lane which was to benefit those accessing the village hall.
- How much community benefit will this project deliver?

8.1.5. If the Board does not fund this project the Parish Council will continue to fundraise.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Farley Coronation Playing Fields	Redevelopment of play area	£5,000

8.1.6. Officer recommendation: Part Approval (£2,500)

8.1.7. Application meets grant criteria 2010/11

8.1.8. Application demonstrates a link to the Community Plan 2004 – 09 and 2010 – 15.

8.1.9. This project is to complete an extensive redevelopment of the play area in Farley. The final phase is to install equipment for adults. This project was identified and included through the parish plan process which shows its community support. Als the fact that so much fund raising has taken place shows the village's commitment to the project.

Matters to consider:

- That considering the large number of grants being applied for in this tranche members could reduce the amount of funding awarded.

8.1.10. If the Board does not fund this project the committee will continue to fundraise.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Memorial Ground Trust, Whiteparish	Soft surfacing for play area	£2,909

8.1.11. **Officer recommendation: Approval**

8.1.12. Application meets grant criteria 2010/11

8.1.13. Application demonstrates a direct link to the Community Plan 2004 – 09 and 2010 – 15 as it improves facilities for children and young people.

8.1.14. This project is to install soft surfacing at the play area at the Memorial Ground. This project has been initiated due the Health and Safety appraisal recommending that the surface be upgraded.

Matters to consider:

- That the Memorial Ground Trust received £1000 community grant funding last year. Awarding to the same organisation in consecutive years or even in the same year is not against our policy.

8.1.15. If the Board does not fund this project the Trust would have to continue to fundraise. The applicant states that the play area could be closed until the funding is found.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Shine in the Community	Vehicle to transport equipment	£3,500

8.1.16. **Officer recommendation: Approval**

8.1.17. Application meets grant criteria 2010/11

8.1.18. Application demonstrates a direct link to the Community Plan 2004 – 09 and 2010 – 15 (in particular issues 28 and 69).

8.1.19. 'Shine Out' provides a range of 'after school' and holiday play activities for children in disadvantaged areas of South Wiltshire (Lode Hill, Partridge Way, Odstock and Friary). Activities include outdoor games, imaginative play, board games, building, art +crafts, food activities, a library (to take books home) and computers for homework. The board worked with 'Shine', looking at the viability of a "community bus" for Southern Wiltshire. This proved to be extremely expensive and this project looks to overcome that by using existing community facilities but transporting all the equipment in a smaller van. Shine's community bus is expensive to run and due to

high maintenance costs it will no longer be used.

Matters to consider:

- Although Shine's operations predominantly take place in the Southern Wiltshire Community Area some activities take place in the Salisbury area. However, the benefit to the disadvantaged communities in Southern Wiltshire is the important factor.

8.1.20. If the Board does not fund this project the organisation will continue to fundraise.

Ref	Applicant	Project proposal	Funding requested
SW025/10	River Bourne Community Farm	Increasing community access to farm	£2,455

8.1.21. **Officer recommendation: Approval**

8.1.22. Application meets grant criteria 2010/11

8.1.23. Application demonstrates a direct link to the Community Plan 2010 – 15 as it improves community facilities, opportunities for volunteering and the community farm was supported in the new plan.

8.1.24. This project includes the enhancement of the farmyard - improving the security and aspect of the farm, increasing community access to the farm, particularly in respect to the disabled via walkways and car-parking. This improved access will help disabled people to use the facilities and improve the place as a community venue.

Matters to consider:

- That the Board has funded the fencing at the Community farm last year. This amount was £2,300. Awarding to the same organisation in consecutive years or even in the same year is not against our policy.

8.1.25. If the Board does not fund this project the organisation will continue to fundraise.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Alderbury Youth Club	Equipment for youth club	£750

8.1.26. **Officer recommendation: Approval subject to venue confirmation.**

8.1.27. Application meets grant criteria 2010/11

8.1.28. Application demonstrates a direct link to the Community Plan 2004 – 09 and 2010 - 15, through improved facilities for young people.

8.1.29. This project is for the Alderbury Youth Group which runs on Monday evenings. They have been using the Urbie but now have too many members for it to be used during the winter so we are currently looking for premises to use. This bid is for equipment to use once a premises has been secured. The benefit of this project is that the equipment will be held by the youth development coordinator to be used at all youth nights across the community area, not just benefiting one parish.

Matters to consider:

- That the premises has yet to be secured for the Alderbury youth club however this was also the case of other youth clubs which applied previously.

8.1.30. If the Board does not fund this project there will be less equipment available.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Old Sarum Youth Club	Table tennis table for youth club and residents	£166.63

8.1.31. **Officer recommendation: Approval**

8.1.32. Application meets grant criteria 2010/11

8.1.33. Application demonstrates a direct link to the Community Plan 2004 – 09 and 2010 - 15, through improved facilities for young people.

8.1.34. This project is to provide a table tennis table at Old Sarum Community Room for the residents to use. This was identified by the young people at the youth club at Old Sarum. It has wider appeal to the residents in general. It will also help the charity who runs the room to raise some revenue for private hire.

8.1.35. If the Board does not fund this project the community room charity will look to fundraise to provide this facility.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Pitton and Farley Parish Council	New Bus Shelter in Farley	£1,500

8.1.36. **Officer recommendation: Approve in principle but allocate from 2011/12 budget**

8.1.37. Application meets grant criteria 2010/11

8.1.38. Application does not demonstrate a direct link to the Community Plan 2004 – 09, although it does improve the service available in the village.

8.1.39. This project is to provide a bus shelter in Farley. This has been something the community has wanted for some time and would serve the bus users in the village.

Matters to consider:

- That as the matched funding of the parish council is going to be drawn down from the 2011 precept the board can wait until April 2011 to release the money.

8.1.40. If the Board does not fund this project the Parish Council will continue to fundraise.

Ref	Applicant	Project proposal	Funding requested
SW025/10	Alderbury and Whaddon Local History Research Group	New publication of local history book	£3,000

8.1.41. **Officer recommendation: Approval**

8.1.42. Application meets grant criteria 2010/11

8.1.43. Application demonstrates a link to the Community Plan 2004 – 09 and 2010 -15 in that the plan encourages and promotes initiatives which improve the understanding of local history.

8.1.44. This project is to edit and update the Village History Book. As a voluntary group their main objective is to provide the local community with information on the history & heritage of their area in a comprehensive and logical way. Every section of the community is involved in the fact & information gathering process & will benefit from the detailed knowledge provided. They organised a local history event that attracted 300-400 people.

Matters to consider:

- That the project generates income through book sales but at a relatively slow rate. This therefore means they can invest in new projects in the future.

8.1.45. If the Board does not fund this project they will continue to fundraise.

Report Author	Tom Bray, Community Area Manager Tel: 01722 434252 E-mail: tom.bray@wiltshire.gov.uk
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SOUTHERN WILTSHIRE AREA BOARD - Forward Plan 2010/11

Item No. 15

Please note: this is a working document which is subject to change due to availability of relevant Officers/Partners and relevant time scales.

Date	Cabinet Member Attending	Location	Area Board Agenda Main Items and Chairman's Announcements
3 February 2011	Cllr John Thomson	Winterslow Village Hall	<ul style="list-style-type: none"> • Feedback from the Leisure Facilities Review • Consultation on the proposed Spending Cuts for the Police Authority • Consultation on Waste Disposal Sites over the next 15/20 years • Results of the Community Flooding Exercise • Matters Arising <p>Standard items including Partner and / or Parish Council Updates, Local Issues and Community Area Grants.</p>
7 April 2011	TBA	Morgans Vale Village Hall	<ul style="list-style-type: none"> • Matters Arising <p>Standard items including Partner and / or Parish Council Updates, Local Issues and Community Area Grants.</p>
23 Jun 2011	TBA	Coombe Bissett Village Hall	<ul style="list-style-type: none"> • Matters Arising <p>Standard items including Partner and / or Parish Council Updates, Local Issues and Community Area Grants.</p>

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 Democratic services officer: Lisa Moore (lisa.moore@wiltshire.gov.uk)
 Service director: Tracy Carter (tracy.carter@wiltshire.gov.uk)

