

MINUTES

Meeting: ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD
Place: Cricklade Town Hall, High St, Cricklade SN6 6AE
Date: 22 May 2013
Start Time: 6.30pm
Finish Time: 8.03pm

Please direct any enquiries on these minutes to:

Alexa Smith, direct line 01249 706610 or e-mail alexa.smith@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Allison Bucknell, Cllr Mary Champion, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Bob Jones MBE and Cllr Jacqui Lay

Wiltshire Council Officers

Penny Bell, Community Area Manager

Alexa Smith, Democratic Services Officer

Dave Ashdown, Technical Support Officer

Steve Cross - Client Area Manager

Matt Perrott - Highways & Streetscene Community Coordinator (Royal Wootton Bassett and Cricklade)

Town and Parish Clerks/Councillors

Cricklade Town Council – Rod Case, Mark Clarke, John Coole, Angela Jensen, C Rogers-Jones and Ruth Szybiak

Royal Wootton Bassett Town Council – Johnathan Bourne, Sue Doyle, Linda Frost and Michael Leighfield

Broad Town Parish Council – Veronica Stubbings

Lydiard Millicent Parish Council – J Bennett and Tim Blackmore

Lyneham and Bradenstoke Parish Council – Deborah Bourne

Purton Parish Council – Geoff Greenaway and Ray Thomas

Partners

Wiltshire Police – Inspector Mark Thompson

Wiltshire Fire and Rescue Service – Mike Franklin

Total in attendance: 52

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Election of Chairman</u></p> <p>The Democratic Services Officer sought nominations for the position of Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p><u>Decision</u> Councillor Allison Bucknell was elected Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p>Councillor Bucknell in the Chair.</p>
2	<p><u>Election of Vice Chairman</u></p> <p>The Chairman sought nominations for the position of Vice Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p> <p><u>Decision</u> Councillor Mollie Groom was elected Vice Chairman of the Royal Wootton Bassett and Cricklade Area Board for the 2013/14 forthcoming year.</p>
3	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Royal Wootton Bassett & Cricklade Area Board and noted it was great to see some new faces at the meeting. The Chairman thanked the previous councillors for all their time and effort over the last four years and the current councillors and officers introduced themselves. Councillor Bucknell explained that sheets were available at the meeting for those present to add their thoughts on the area board for its development in the future and to leave any questions they would like to be answered.</p>
4	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Graham Blunden and Tim Webb (Lyneham and Bradenstoke Parish Council).</p>
5	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meetings held on 23 January and 27 February 2013</p>

	<p>were approved as a correct record and signed by the Chairman.</p> <p>Councillor Lay clarified that the toolkit regarding dog fouling, as discussed under agenda item 8iii, had not been produced by the dog fouling task group group but by Wiltshire Council Public Protection Team.</p>
6	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
7	<p><u>Wiltshire - The Wider Picture</u></p> <p>The Chairman provided information about the topics below, as in the agenda pack.</p> <ul style="list-style-type: none"> i. Wiltshire Local Transport Plan 2011-2026 – There was the opportunity to make comments on a further four sub-documents of the Wiltshire Local Transport Plan 2011-2016; car parking strategy, freight strategy, public transport strategy and road safety strategy. Please see the consultation portal on the Wiltshire Council website. ii. Royal Wootton Bassett and Cricklade towns and villages trail leaflet – Charlotte Rogers-Jones was the new Town Clerk for Cricklade Town Council. Leaflets had been circulated at the meeting regarding the trail which covered the surrounding local parishes. The guide had been produced by VisitWiltshire with the support of the Royal Wootton Bassett and Cricklade Area Board. There was also a website with the opportunity to showcase local events taking place and attractions, please see the following link for more information: visitwiltshire.co.uk. iii. Revised multi-agency thresholds for safeguarding children - a review of guidance on safeguarding thresholds had been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People’s Trust. Working in close collaboration with partner agencies Wiltshire Council had taken the opportunity to consider how to make integrated working and early intervention more effective to improve outcomes for children and young people. The revised document could be found at www.wiltshirepathways.org and views were very welcome and could be sent to pathways@wiltshire.gov.uk.
8	<p><u>Local Highways and Streetscene Service</u></p> <p>Steve Cross gave an update on the changes to the local highway and streetscene service. The staffing structure had been changed to reflect the new highway and streetscene contract, which commenced on 1 June 2013. The new contract would be for one provider to take the place of the five previous providers. There would be a community team to find and fix issues and one point of contact for town and parish councils. He introduced Matt Perrott, the</p>

	<p>new community coordinator, and Malcolm Beaven, the highways and streetscene engineer for the Royal Wootton Bassett and Cricklade community area and for one other community area.</p> <p>This was followed by the opportunity to ask questions. Invitations had been sent to town and parish councils inviting them to a community event on 5 June 2013 at 6.00pm at the Monkton Park office. It was noted the grass cutting operations team were changing with the new contract and the intention was to pick up litter before the grass verges were cut.</p>
9	<p><u>Area Board Funding 2013/14</u></p> <p>Penny Bell, the Community Area Manager explained there had been some changes to the Community Area Grant Scheme for 2013/14. There was up to £5,000 available for community projects linked to local priorities. Main changes to the scheme were that up to £500 for projects required no match funding, up to 50% of total projects where they exceed £500 required match funding, all applications would now be submitted online and funding was available for capital projects only.</p> <p>The Community Area Manager described the difference between capital and revenue projects and this was followed by a short exercise regarding whether a project was a capital or revenue one.</p> <p>The area board councillors were then asked to consider the following applications made to the Community Area Grant Scheme 2013/14:</p> <p><u>Decision</u> Royal Wootton Bassett Rugby Club were awarded £4,750 towards the creation of a footpath around the sports ground, conditional upon the balance of funding being in place.</p> <p><u>Reason</u> <i>The application met the Community Area Grant criteria 2013/14 and the application demonstrated a link to the Northern Community Area Plan 2005-2015 and to the Wiltshire Council and area board priorities to create a legacy of the 2012 Olympic and Paralympics Games.</i></p> <p><u>Decision</u> An amendment to the Purton Institute and Village Hall Charity grant was noted in that the group had been unable to replace the four windows concerned due to conservation issues.</p>
10	<p><u>Appointments to Outside Bodies and Working Groups</u></p> <p><u>Decision</u> The appointments to outside bodies would be as below for 2013/14:</p>

**C&DCA (Cricklade Leisure Centre) – Councillor Jones
Community & RAF Fairford Liaison Group – Councillor Jones
Neighbourhood Planning Forum – Councillor Groom
Royal Wootton Bassett Youth Advisory Group – Councillor Champion
Purton and Cricklade Youth Advisory Group – Councillor Lay
Lyneham Steering Group – Councillor Bucknell**

Decision

The appointments to the Community Area Transport Group (CATG) would be as below for 2013/14:

**Area board councillors x 6
Nominated parish and town council representatives x 13
Adrian Hampton, Spencer Drinkwater, Steve Hind, Malcolm Beaven, Matt Perrott – Wiltshire Council Highways Team Officers (non-voting)
Penny Bell, Community Area Manager (non-voting).**

Decision

The terms of reference for CATG were agreed, as included in the agenda pack.

Decision

The appointments to the Royal Wootton Bassett Shadow Community Operations Board (SCOB) would be as below for 2013/14:

**Rachel Goff (Wiltshire Council officer - transformation)
Councillor Hurst - area board councillor
Town/parish council representative
Education and young people representative
Wider community representative
User and community group representatives x 3**

Decision

The terms of reference for the Royal Wootton Bassett SCOB were agreed, as included in the agenda pack.

Decision

The appointments to the Cricklade Shadow Community Operations Board (SCOB) would be as below for 2013/14:

**Rachel Goff (Wiltshire Council officer - transformation)
Councillor Jones - area board councillor
Town/parish council representative
Education and young people representative
Wider community representative
User and community group representatives x 3**

	<p><u>Decision</u> The terms of reference for the Cricklade SCOB were agreed, as included in the agenda pack.</p> <p><u>Decision</u> The appointments to the dog fouling task group would be as below for 2013/14:</p> <p>Area board representative and task group lead - Councillor Jacqui Lay Town/parish council representatives.</p>
11	<p><u>Spotlight on Parishes and Partners</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Parish and Town Councils A short update on the elections was provided. Broad Town Parish Council reported they had a new Chairman in Stuart Hinson. Cricklade Town Council reported that five councillors had stood down and he thanked them for their excellent work for the community. There was a new Chairman and Vice Chairman and one vacancy remained. There had not been an election in Latton. There had not been an election in Lydiard Millicent and Tim Blackmore was the new Chairman. Lydiard Tregoze Parish Council had a co-opted new member. Lyneham and Bradenstoke Parish Council had held a contested election and had six new members and a new Chairman. There had not been an election in Purton however there was a new Chairman and Vice Chairman. Tockenham Parish Council had one new member and were yet to hold their first meeting. Royal Wootton Bassett Town Council had six new councillors and a new Mayor, Linda Frost. ii. Wiltshire Police The written update was noted. Inspector Martin Thompson introduced himself and highlighted there had been a spate of thefts of heating oil. Enquiries were ongoing and advice on improving the security of oil tanks was available from the Wiltshire Police website. iii. Wiltshire Fire and Rescue Service The written update was noted. Mike Franklin explained a new combined fire authority would consider the Integrated Risk Management Plan, which would be circulated in due course. Mike stated the service had were meeting rooms which were available for the community to hire, free of charge. If you would be interested in using the rooms, please contact Mike at mike.franklin@wiltfire.gov.uk. iv. Military Civilian Integration Partnership The written update was noted. Attention was drawn to the planning

	<p>application for the Defence Technical Training Centre at Lyneham due to be submitted at the end of May 2013. A meeting was being convened for interested parties and for people to make comment.</p> <p>v. Health Services The written update was noted.</p> <p>vi. Neighbourhood Planning Working Group Councillor Groom reported that lots of activity had been taking place in the parishes and that consultations regarding the neighbourhood plans would be starting soon.</p> <p>vii. Community Groups Eighteen months ago Jenner Hall had first been awarded funding from the Royal Wootton Bassett and Cricklade Area Board for a new roof. They had since received further funding this year and were to hold an event to celebrate the facility being completed on 24 May 2013. The area board were thanked for their support.</p> <p>viii. Housing Associations Officers from GreenSquare introduced themselves and explained they were keen to network and to work with the area board to address any issues relating to their fair number of homes in the community area.</p>
12	<p><u>Task Group Reports and Decisions</u></p> <p>Updates were received as follows:</p> <p>i. Community Area Transport Group The group would next convene in July.</p> <p>ii. Cricklade Shadow Community Operations Board</p> <p>iii. The board had nothing to add to the written update provided.</p> <p>iv. Royal Wootton Bassett Shadow Community Operations Board</p> <p>v. The board reported they had a new Chairman in Michael Leighfield.</p> <p>vi. Dog Fouling Task Group</p> <p>vii. Councillor Lay noted that suggestions to improve the issue of dog fouling would be sent to town and parish councils. Information would then be collated and brought back to the area board. There had been several successful prosecutions reported recently in the press and new representatives had been appointed to the task group from Cricklade and Royal Wootton Bassett.</p>
13	<p><u>Evaluation and Networking Opportunity</u></p>

	<p>The Chairman thanked everyone for attending the meeting. The next meeting of the Royal Wootton Bassett & Cricklade Area Board would be held on 24 July 2013 at Lyneham Primary School.</p>
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