

Minutes Book

14 July 2015

Council Chamber, County Hall, Trowbridge, BA14 8JN



Minutes of Cabinet and Committees

May - July 2015

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CABINET

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Monday, 11 May 2015.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Jon Hubbard, Cllr Alan MacRae, Cllr Richard Gamble, Cllr Fred Westmoreland, Cllr Jerry Kunkler and Cllr Sheila Parker

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

49 **Apologies**

There were no apologies.

50 **Declarations of Interest**

There were no declarations of interest.

51 **Leader's announcements**

There were no announcements.

52 **Public participation and Questions from Councillors**

The Chair invited any members of the public present to contribute to the debate under the item on the Community Infrastructure Levy.

53 **Community Infrastructure Levy (CIL)**

Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, presented the report which informed Cabinet of the Examiner's 'Report on the Examination of the Draft Wiltshire Council Community Infrastructure Levy Charging Schedule' and recommendation that the Charging Schedule be adopted, subject to modifications; as well as the proposed Regulation 123 List, Instalments Policy and Planning Obligations Supplementary Planning Document.

Issues highlighted in the course of the presentation and discussion included: the role of Scrutiny in advising on the rates to be included in the Charging Schedule; the role of s106 agreements that remained; and how the documents had been subject to public consultation; the modifications that had been suggested by the Examiner, and when the Charging Schedule would be reviewed.

The Leader suggested, in response to issues raised in the discussion, that an additional resolution be added to ensure that the issues arising from the report are adequately discussed with the relevant parish and town councils, as well as neighbourhood planning steering groups. A second additional resolution was also added relating to the timescale for review of the Charging Schedule.

Resolved

- (i) To note the content of the Examiner's report on the examination of the Wiltshire CIL Charging Schedule (Appendix 1); and accepts the modifications in the Appendix of the Examiner's Report, which the Examiner considers are necessary to improve clarity.**
- (ii) To recommend to Council that the Wiltshire CIL Charging Schedule proposed in Appendix 3, as amended as set out in (i) above together with the other proposed minor modifications identified in the interest of clarity (Appendix 2), be approved as the appropriate basis for charging CIL in Wiltshire.**
- (iii) To recommend to Council that it adopts the proposed Regulation 123 List at Appendix 5 and the Instalments Policy as set out in Appendix 6 alongside the Wiltshire CIL Charging Schedule in (ii).**
- (iv) To recommend to Council that it adopts the Planning Obligations Supplementary Planning Document as proposed in Appendix 8.**
- (v) That subject to approval of Council, to agree that the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and, the Associate Directors of Finance and Legal and Governance, will undertake the final stages associated with the**

formal adoption and implementation of CIL, including any minor textual changes to documents in the interest of clarity and accuracy.

- (vi) To recommend to Council that it agrees the proposed implementation date for CIL of Monday 18 May 2015.**
- (vii) That the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste develop a communication plan for parish and town councils, as well as representatives from neighbourhood planning steering groups, to help clarify their role in relation to CIL and the delivery of local infrastructure;**
- (viii) That the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste monitors the implementation of CIL to determine whether a review of the Charging Schedule is required. In any event, the need for review will be considered by Cabinet within two years of CIL's implementation in Wiltshire.**

Reason for Decision:

To enable the Council to charge CIL on new development and secure funding through this mechanism to help pay for infrastructure and support the delivery of sustainable development across Wiltshire. From 6 April 2015 the Council has been restricted in the amount of funding it can secure through pooled contributions from developments to pay for infrastructure.

54 Urgent Items

There were no urgent items.

(Duration of meeting: 10.00 - 11.07 am)

These decisions were published on the 20 May 2015 and will come into force on 29 May 2015


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CABINET

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN on Tuesday, 19 May 2015.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Jon Hubbard, Cllr Alan MacRae, Cllr Richard Gamble, Cllr Jerry Kunkler, Cllr Simon Killane, Cllr Alan Hill, Cllr Anna Cuthbert, Cllr David Jenkins, Cllr Gordon King, Cllr Bill Moss, Cllr John Noeken, Cllr Sheila Parker, Cllr Horace Prickett, Cllr John Walsh, Cllr Bridget Wayman and Cllr Jerry Wickham.

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

55 **Apologies**

Apologies were received from Councillor Stuart Wheeler.

56 **Minutes of the previous meeting**

The minutes of the meeting held on 21 April 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 21 April 2015.

57 **Declarations of Interest**

There were no declarations of interest.

58 **Leader's announcements**

The Leader welcomed Councillor Anna Cuthbert, newly elected to Wiltshire Council, and Claire, who is shadowing the Leader, as an apprentice having previously been a looked after child of the authority.

59 **Public participation and Questions from Councillors**

The Leader drew the meeting's attention to the question submitted by David Mannering and responses circulated with the agenda supplement.


In supplement to his question, Mr Mannering reiterated his point that the state of the highways was extremely important to the public and welcomed plans increase in the spending on the roads. However, he was concerned that there was some evidence that the performance of the Council should improve. He felt, in particular, that unclassified roads needed more attention. Furthermore he stated that, as people were being encouraged to cycle more, unclassified roads needed more attention, as cyclists are more affected by road defects than cars and can cause seriously injured as he knows from personal experience within his family: the edges of the highway, which can be ignored, are the most important for cyclists.

The Leader responded that there had been massive disinvestment in the Highways structure, and a backlog built up. In addition, the condition of the highway had suffered following two winters when there was very bad weather. It was acknowledge that the Council was operating with a reduced overall budget, but had managed to invest more within Highways. Furthermore feedback from cycle race organisers had been positive about the condition of Wiltshire's roads.

Councillor Philip Whitehead, the Cabinet Member for Highways and Transport Member, exhorted members of the public to submit information about potholes through the Wiltshire Council app, as some third party websites did not gather enough information to address the issue.

So that the specific concerns raised could be better understood, the Leader requested that the Lead Member and officers to discuss the matter in more detail with Mr Mannering.

60 **Highways Asset Management Policy and Strategy**

 Councillor Philip Whitehead presented the report which provide dan update on progress of implementing the 'Local Highways Investment Fund 2014 – 2020', and asked Cabinet to adopt the Wiltshire Highways Asset Management Policy and Strategy.

In the course of the presentation and the discussion, the issues discussed included: the desire to take an asset management approach; how additional funding had been prioritised; the pattern of investment over the last decade and half; how local Community Area Boards input into prioritisation; how the role of Community Area Transport Groups can be clarified to ensure the expectations of the public are managed; and the relative prioritisation between major routes and other routes.

Resolved

- (i) To note the good progress on implementing the first year of the ‘Local Highways Investment Fund 2014 – 2020’, and welcome the involvement of the Area Boards in identifying local priorities;**
- (ii) To adopt the Wiltshire Asset Management Policy and Strategy, to help guide the delivery of asset management principles with regard to highway infrastructure.**
- (iii) To delegate authority to Philip Whitehead, Cabinet Member for Highways and Transport and Parvis Khansari, Associate Director for Highways and Transport to approve revisions of the Highways Asset Management Policy and Strategy and the emerging detailed plans.**

Reason for Decision:

The condition of the county’s roads is important to the public. This is demonstrated by the results of the Council’s People’s Voice and the National Highways and Transportation (NHT) surveys, which both indicate low levels of public satisfaction with road conditions. In the Council’s consultations on budget setting, expenditure on roads is the service where the public consistently wish to see more spent.

The highway network forms the Council’s largest asset, and it is important that it is maintained in the most cost-effective way in order to show value for money. This includes the use of asset management and whole life costing approaches to inform investment decisions.

The use of asset management principles has been applied for many years in Wiltshire to ensure appropriate investment with longer term planning. The adoption of the proposed policy and strategy will help formalise that process.

61 Wiltshire Council Child Sexual Exploitation (CSE) Action Plan

Councillor Laura Mayes presented the report which presented to Cabinet the Wiltshire Council Child Sexual Exploitation (CSE) Action Plan; and sought Cabinet’s approval of the plan and the proposed monitoring arrangements.

In the course of the presentation and the discussion, the issues discussed included: that the plan sets the responsibilities for different teams within the Council and with partners; how the lessons of CSE in other communities can be learnt; that Taxi Drivers will, when renewing their license, undertake CSE training; that a Scrutiny Task Group, the Executive and CLT be keeping an overview of the plan; and that a review be reported in 6 months.

In response to a issues raised by Councillor Jon Hubbard, Councillor Laura Mayes stated that she wished to work with Scrutiny partners to ensure that targets in the plan were clear and achievable.

In response to a issues raised by Councillor Dick Tonge and Councillor Jon Hubbard, Councillor Laura Mayes stated that the Wiltshire Safeguarding Children's Board was inspected by Ofsted; that, although the Board is independent the Chair's work is supervised and supported by Wiltshire Council.

In response to a issues raised by Councillor Jon Hubbard, the Leader stated that given the Council's successful track record in establishing scrutiny arrangements of external partners, she hoped that a similar approach could be taken with the Wiltshire Safeguarding Children's Board.

In response to a issues raised by Councillor Dick Tonge, Councillor Laura Mayes stated that the was an expectation that police constabularies would work together, and that some central government funding had been identified to address cross-border issues.

Resolved

- (i) To approve the Wiltshire Council Child Sexual Exploitation (CSE) Action Plan attached as appendix 1; and**
- (ii) That plan is owned and monitored by Cabinet and the Corporate Leadership Team.**

Reason for Decision:

To ensure children and young people are protected and supported.

To ensure the Council is discharging its responsibilities related to the prevention, disruption and prosecution of CSE.

To acknowledge that this is a corporate responsibility and involve the whole of the Council

62 Mental Health and Wellbeing Strategy and Implementation Plan

Councillor Keith Humphries presented the report which briefed members on the results of the consultation process for the Joint Mental Health and Wellbeing

Strategy; sought Cabinet's views on the draft implementation plan and approval for delegation of authority to the MH JCB to continue development of the implementation plan; and outlined plans to establish a multi-agency steering group to monitor progress against the strategies aims.

In the course of the presentation and the discussion, the issues discussed included: that one in four people will experience mental health problems at some time; that people are not comfortable talking about mental health issues; that the consultation period had been extended to increase response; that a multi-agency steering group, accountable to the Joint-Commissioning Board, would oversee implementation; how preventative work can be prioritised; how people can be supported in their own communities;

In response to a question from Councillor Gordon King, Councillor Keith Humphries and Maggie Rae clarified that, once further work had been done to identify priorities with partners, the outcomes in the action plan would be agreed.

Councillor John Noeken, on behalf of the Chair of the Health Select Committee, presented the views of the Select Committee who had welcomed the production of the Strategy

Resolved

- (i) To note the information about consultation responses and approve the final strategy for adoption**
- (ii) To review the draft implementation plan (Appendix 2) and delegate responsibility to the Mental Health Joint Commissioning Board (JCB) to approve developments and additions to deliver on the strategy**
- (iii) To approve the establishment of a multi-agency delivery group whose primary role will be the ongoing monitoring of progress against the strategy.**
- (iv) To note that the Mental Health Joint Commissioning Board will monitor the progress of the Implementation Plan.**
- (v) To agree to receive an update report , to include further information on the action plan, n six months.**

Reason for decision:

To update Cabinet on the results of the consultation process and provide the final strategy for approval.

To seek Cabinet views on the draft implementation plan and approval for responsibility to be delegated to the Mental Health JCB to develop the plans for implementation in order to ensure delivery of the strategy.

To outline plans for ongoing monitoring of progress on the strategy.

63 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 - 11.43 am)


These decisions were published on the 29 May 2015 and will come into force on 8 June 2015.
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CABINET

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 16 June 2015.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Jon Hubbard, Cllr Richard Gamble, Cllr Simon Killane, Cllr Glenis Ansell, Cllr Bob Jones MBE, Cllr Magnus Macdonald, Cllr Bill Moss, Cllr Sheila Parker, Cllr Horace Prickett, Cllr Bridget Wayman and Cllr Jerry Wickham

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

64 Apologies

Apologies were received from Councillor Stuart Wheeler.

65 Minutes of the previous meetings

The minutes of the meetings held on 11 May and 19 May 2015 were presented.

Resolved:

To approve as correct records and sign the minutes of the meetings held on 11 May and 19 May 2015.

66 Minutes - Capital Assets Committee

The minutes of the meeting held on 19 May 2015 were presented.

Resolved:

To note the minutes of the meeting of the Cabinet Capital Assets Committee held on the 19 May 2015.

67 Declarations of Interest

There were no declarations of interest.

68 Leader's announcements

The Leader made the following announcements:

(A) Magna Carta Celebrations

The Leader made reference to the national and local celebrations to commemorate the 800th anniversary of the signing of the Magna Carta. In particular, she was pleased to see thousands of people enjoy the celebrations in Salisbury where every Community Area of the County took part in the proceedings. She expressed her thanks to the officers and Councillors who had worked hard to make the event a success.

(B) Special Meeting of Cabinet

The Leader announced that a special meeting of Cabinet would be convened to meet at 9am on 9 July 2015 to consider the Chippenham Sites DPD and Draft Statement of Community Involvement. This meeting would be taking place at the Monkton Park Offices in Chippenham. The issues would then be considered by a meeting of Council on 14 July. Members would be invited to attend a briefing on 2 July.

69 Public participation and Questions from Councillors

The Leader drew the meeting's attention to the questions received from Marilyn Mackay and Iris Thompson. The questions and responses were included in an updated Agenda Supplement published prior to the meeting.

Councillor Philip Whitehead stated, in response to a supplementary question from Mrs Thompson, that Dyson had commissioned a highways consultant, who had not been involved in the design of the scheme, and that the Council had commissioned their own consultant to look at the issue.

The Leader asked that Mrs Thompson be sent a copy of the consultant's reports that were in the public domain. She also encouraged Mrs Thompson to keep in contact with Cllr Whitehead on the issue.

70 **Update on Q4 / year end outturns reported as part of the Citizens' Dashboard and refined strategic risk register**

Councillor Dick Tonge presented a report which provided an update on outturns against the measures and activities compiled and reported through the council's website in the [Citizens' Dashboard](#), as well as the refined strategic risk register.

The Leader commended the Lead Member and officers for their hard work, and made reference to the improvements highlighted in the report.

In the course of the presentation and the discussion, the issues discussed included: that there had been a reduction in claims for Job Seekers Allowance; that youth unemployment was lower; the impact of investment in economic development; and how local actions were identified in relation to nationally identified risks.

Councillor Glenis Ansell, in her capacity as Chair of the Financial Planning Task Group, stated that they had been kept informed of the developments in the performance management framework and that they would be considering this, including links to the business plan, in more detail at the future meetings.

Carolyn Godfrey (Corporate Director) stated, in response to a question from Councillor Jon Hubbard, that significant resources had been allocated to the task of tracking and engaging with children not in employment, education or training (NEETs) and that, with a focus on early intervention, the situation should improve.

The Leader stated, in response to a statement from Councillor Jon Hubbard, that she agreed that the Council should have ambitious targets and high expectations for looked after children when they leave care, and that the Council continued to offer opportunities to this group of young people. In addition, she agreed that the Cabinet should formally ask the Chair of the Corporate Parenting Board to report back to a future Cabinet meeting on how this ambition was being addressed.

Councillor Keith Humphries made reference to the improvements to the time taken to transfer someone from hospital, and the Leader commented that the team of officers had worked hard to address this issue, a fact recognised by the Council's clinical partners.

Resolved

- a) To note the updates and outturns against the measures and activities ascribed against the council's key outcomes;**
- b) To the note updates and outturns to the strategic risk register; and**

- c) To ask the Chair of the Corporate Parenting Board to report back to the Cabinet on how Care Leavers are supported.**

Reasons for Decision:

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

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

71 Revenue Outturns 2014/2015

Councillor Dick Tonge presented a report which advised the Cabinet of the (unaudited) General Revenue Fund and Housing Revenue Account outturn positions for financial year 2014/2015. Attention was drawn to the underspend of £0.278 million and a small overspend of £0.056 million (GRF and HRA respectively); and that this was an improvement from the forecast position at period 9, and in line with the projections of the Section 151 Officer. In the case of the HRA this reflected additional works and would be funded from the reserves.

Resolved

- 1. To note the report showing an outturn for the General Revenue Fund and HRA, subject to external audit, of an underspend of £0.278 million and a small overspend of £0.056 million (GRF and HRA respectively).**
- 2. To note the appropriate transfers to General Revenue Fund and Earmarked reserves at set out in Sections 24-29 of this report, and use of the HRA reserves.**

Reason for Decision:

That Cabinet approve the final revenue outturns for 2014/2015.

72 Capital Monitoring Outturn 2014/2015

Councillor Dick Tonge presented the report which informed Cabinet of the final outturn position of the 2014/2015 Capital Programme, including highlighting budget changes, and focuses on major variations in budget.

Councillor Glenis Ansell, in her capacity as Chair of the Financial Planning Task Group, stated that they would be considering budget monitoring reports in more detail with a view to considering what issues should be taken forward on their workplan. She gave a summary of the work undertaken by the group and commended the actions taken place to reschedule some capital payments that had resulted in revenue savings.

The Leader thanked Councillor Ansell and the Task Group for their contribution to budget monitoring.

Resolved

- a) **To note the budget movements undertaken to the capital programme (shown in Appendices A and B) and the final outturn position of the Capital Programme in appendix A 2014/2015;**
- b) **To note the total reprogramming of £29.030 million 2014/2015 and 2015/2016;**
- c) **That, in light of the level of capital reprogramming year on year, a review of the whole capital programme 2015/2016 be carried out to be completed by September 2015.**

Reason for Decision:

To inform Cabinet of the position of the 2014/2015 capital programme as at Outturn (31 March 2015), including highlighting any budget changes.

73 Annual Report on Treasury Management 2014-15

Councillor Dick Tonge presented the Annual Report on Treasury Management 2014-15. In doing so, he commended the hard work of the Finance Team in bringing all the information together and for addressing the issues outlined in the report.

Resolved

- a) **To note the prudential Indicators, Treasury Indicators and other treasury management strategies set for 2014-15 against actual positions resulting from actions within the year as detailed in Appendix A; and**
- b) **To note the investments during the year in the context of the Annual Investment Strategy as detailed in Appendix B.**

74 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 - 11.05 am)

These decisions were published on the 23 June 2015 and will come into force on 1 July 2015


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CABINET CAPITAL ASSETS COMMITTEE

DRAFT MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 19 May 2015.

Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Also in Attendance:	Cllr Jonathon Seed and Cllr Richard Clewer

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

49 Apologies and Substitutions

There were no apologies.

50 Minutes of the previous meeting

The minutes of the previous meeting, held on the 11 November 2014, were presented.

Resolved

To approve as a correct record and sign the minutes of the meeting held on 11 November 2014.

51 Leader's Announcements

There were no announcements.

52 Declarations of interest

There were no declarations of interest.

53 Public Participation and Questions from Councillors

There were no questions.

54 Council House Building Project - Westbury Extra Care

Councillor Jonathan Seed, Cabinet Member for Housing Leisure, Libraries and Flooding, presented the report which recommended that Cabinet agree to provide funding to support the remodelling of a sheltered scheme in Westbury for the provision of accessible, fit for purpose accommodation for older people in the community and to ensure the building can accommodate the provision of an extra care service that could offer an alternative to residential care.

Issues discussed included: How extra-care housing provided a viable alternative to residential care; the additional services available to the wider community through the scheme; that the Area Board had been made aware of the scheme; that the scheme was in a remodelled building which had placed some constraints on the design; that there is some accommodation available for guests; and that the Council will retain all the allocation rights for the scheme.

Resolved

To delegate authority to the Associate Director for Adult Care Commissioning and Housing in consultation with the Cabinet Member for Housing (excluding strategic housing), Libraries, Leisure and Flooding to authorise the commitment of grant funding of £625,000 to support the delivery of the project and to sign a funding agreement on behalf of the Council.

Reason for Decision:

The Westbury scheme will provide good quality, fit for purpose, accessible accommodation for older people with an assessed care need, thus ensuring that they are able to live independently for as long as possible. The scheme will offer an alternative to residential care and will be able to deliver the extra care services outlined in the Older People's Accommodation Development Strategy.

Through the development of the site, the Council would benefit from the provision of remodelled housing to meet the needs of the growing older Population in Westbury. Additionally, this development would improve choice and control for older people with an assessed care need and provide a vital community resource, through the refurbished communal areas. Work is being undertaken to determine how these communal areas can be used to offer services to residents and local people in the future.

This development will protect some of the most vulnerable older people by reducing the likelihood of falls and hospital admissions whilst ensuring independence is maintained and also meets a number of the outcomes in the Business Plan.

55 Urgent items

There were no urgent items.

(Duration of meeting: 2.00 - 2.07 pm)

These decisions were published on the 19 May 2015 and will come into force on 27 May 2015

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 19 MAY 2015 AT WEST WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr John Noeken, Cllr Jeff Osborn, Cllr Ian Thorn (Substitute), Cllr John Walsh, Cllr Bridget Wayman, Cllr Philip Whalley (Substitute), Cllr Chuck Berry and Cllr Howard Greenman

41 **Election of Chairman 2015/16**

Resolved:

To appoint Councillor Simon Killane as Chairman of the Overview and Scrutiny Management Committee for the forthcoming year.

42 **Election of Vice-Chairman 2015/16**

Resolved:

To appoint Councillor Alan Hill as Vice-Chairman of the Overview and Scrutiny Management Committee for the forthcoming year.

43 **Membership and Apologies**

It was confirmed that following the meeting of Council on 12 May 2015 there had been the following changes to membership of the Committee:

Councillor Pip Ridout was removed as a full member.

Councillors Peter Edge, Ian Thorn and Phillip Whalley were removed as full members and appointed as substitute members.

Councillors Glenis Ansell, Chuck Berry and Howard Greenman were removed as substitute members and added as full members.

Councillor Steve Oldrieve was added as a full member.

Councillor James Sheppard was added as a substitute member.

For the current meeting, apologies were received from Councillors Glenis Ansell and Christine Crisp.

Councillor Ansell was substituted by Councillor Ian Thorn.

Councillor Crisp was substituted by Councillor Phillip Whalley.

44 Minutes of the Previous Meeting

The minutes of the meeting held on 3 March 2015 were presented for consideration, and in relation to Minute 35 - Forward Work Programme - it was requested the briefing note on Child Sexual Exploitation (CSE) concerns should be created and circulated without further delay.

Resolved:

To approve and sign as a true and correct record the minutes of the meeting held on 3 March 2015.

45 Declarations of Interest

There were no declarations.

46 Chairman's Announcements

- 1) It was stated that a report and agenda item on the rollout of Broadband across the county would be provided at the 7 July meeting of the Committee, the earliest meeting date where a representative from BT could be in attendance to address members' concerns.
- 2) A written and verbal update on the Centre for Public Scrutiny's (CfPS) Good Scrutiny Awards 2014/15 was presented, with the work of the Positive Leisure Time Activities Task Group submitted for consideration. Councillor Hubbard, as Chairman of the Children's Select Committee, welcomed the important work of the Task Group had been recognised and so chosen as Wiltshire's entry, in particular noting the involvement of young people representatives in the work of the Task Group.

47 Public Participation

There were no questions or statements submitted.

48 Forward Work Programme

An update was provided on the Paperless project. It was stated that the council was considering a wider remit for the project focusing on overall information management. Therefore, further work on the project and through the involvement of the scrutiny representative on the project board, would be delayed while the new framework was created.

Updates from Chairs/Vice-Chairs

Children's Select Committee

Meetings with relevant Executive Members and Associate Directors to identify potential topics that would benefit from Scrutiny involvement had been arranged.

The Peer Challenge review on Looked After Children had resulted in some feedback about lack of understanding of Wiltshire's current arrangements regarding corporate parenting and scrutiny, and this was being discussed with the Executive to identify solutions. The annual report of the Corporate Parenting Panel as well as a 6 month update would now also be received by the Children's Select Committee.

Environment Select Committee

It was stated that the work of the Highways and Streetscene Contract (Balfour Beatty) Task Group was ongoing, with a session to be held in June to highlight the key issues and any extant concerns. The council's Gypsy and Traveller Plan would be examined later in the year, and work was underway for the joint task group on Public Transport.

It was also noted that the actions arising from the Adoptable Estates Task Group had not been implemented, and this would need to be chased and tracked in future.

Health Select Committee

The final report of the Transfer to Care Task Group would soon be received, along with the final report of the Help to Live at Home Task Group. The Better Care Plan Task Group had been established on 5 May, and future work would include Obesity and Child Poverty Task Group with the Children's Select Committee, and the Avon and Wiltshire Mental Health Partnership Task Group, which had been delayed as a result of elections across many of the 5 councils involved.

It was also noted that there had been a disappointing lack of response from the Clinical Commissioning Group following the positive recommendations of the Continence Task Group.

The Management Committee requested their appreciation for the work of the Chairman and Vice-Chairman of the Health Select Committee be noted, as they would be standing down from those positions.

During general discussion, the Committee raised the matter of the council's Housing Allocations policy and a number of concerns raised, and it was noted a previous task group and subsequent decision had specified a review of the policy would occur, and it was requested that an update be provided to the Environment Select Committee, who would determine whether further action from scrutiny was required.

49 Management Committee Task Group Updates

The written updates were noted, with the following additions.

- 1) Financial Planning Task Group
The Committee welcomed that the Chairman of the Task Group was now also a member of the Management Committee.

The Committee requested progress in the changes to the Procurement service be monitored closely, and a further more detailed general written update be circulated to the Committee.

2) Local Enterprise Partnership (LEP) Task Group

In addition to the written update, it was noted that LEPs were being instructed by government to be more transparent in their operations, and to that end the Swindon and Wiltshire LEP Board meetings would in future be held in public. Any implications for any scrutiny arrangements would be considered as matters developed.

3) Military Civilian Integration Partnership Task Group

It was confirmed members were still waiting on necessary information before further meetings were arranged.

50 **Scrutiny Engagement in Campus Governance**

The Committee was informed that due to a clash of meeting, Councillor John Thomson, Cabinet Member for Communities, Campuses, Area Boards and Broadband, would not be present to provide an update on the Campus Programme and possible Scrutiny engagement with the area of Campus Governance, and so the item would be deferred until the 8 July meeting.

The Committee wished its disappointment at the absence of the Cabinet Member to be noted, especially given the several significant issues impacting Campuses, but agreed to defer the item pending receipt of a written update on the current situation for campuses and hubs and preliminary issues and potential lines of scrutiny engagement in particular regarding campus governance.

Resolved:

To defer full consideration of this item until the 7 July meeting of the Committee; and,

That the Committee be provided with a written update within a few weeks from the Cabinet Member.

51 **Local Government Association (LGA) Peer Challenge - Feedback and Action Plan**

Jason Teal, Head of Corporate Support (Performance, Risk and Scrutiny), presented an update on the LGA Peer Challenge that took place on 10 and 11 March 2015 to assess the relationships, structures and value of the council's Overview and Scrutiny service and the potential response to the conclusions of the Peer review team as detailed in the agenda. It was noted that there had been a lot of positive comments from the Peer review team, but that an action plan had been prepared to address some of the concerns and issues that had been raised.

A key suggested action would be further work on the tracking of actions arising from committees and task groups, to ensure recommendations accepted were appropriately followed up and were being effectively implemented where appropriate.

The Committee then used the issues arising from the Peer Challenge as a starting point for considering other areas of the service where it might be possible to make additional improvements and address other concerns. These included the issue of public engagement including how to involve Area Boards, the longstanding relationship between the Health and Wellbeing Board and the Health Select Committee, of the role of Scrutiny members on Project Boards, and whether the Management Committee should continue to have as much of a direct scrutiny function as currently or whether there should be a greater focus purely on managing the function.

At the conclusion of debate, it was,

Resolved:

That officers produce proposals developing an action tracking mechanism for issues considered by Scrutiny Committees and Task Groups, as well as additional suggestions for the issues raised above.

52 Overview and Scrutiny Annual Report 2014/15

The Annual Report of Overview and Scrutiny for 2014/15 was presented, as previously reviewed at Council on 12 May 2015.

The Committee thanked all scrutiny officers for their support in the past year and endorsed the report's contents for wider publicity.

53 Overview and Scrutiny Member Remuneration 2014/15

On 4 March 2014 the Committee considered the views of the Independent Remuneration Panel on Members Allowances in respect of Overview and Scrutiny, and proposals were presented by the Chairman and Vice-Chairman for a scheme to reflect those views on 20 April 2014. The Committee was now being asked to note the payments authorised by the Chairman for the year 2014/15 in accordance with that approved scheme.

In presenting the report the Chairman noted one amendment to the report papers, with the inclusion of the Highways and Streetscene (BBLP) Contract Task Group, to reflect those situations where a task group which was not a standing task group, but whose work continued over the course of more than one year, would still be eligible for remuneration, rather than restricting to only those Task Groups which had concluded their work.

The Committee were pleased with the high level of member engagement with scrutiny generally and also requested an update toward the end of the year to discuss fund allocation again.

Resolved:

To note the allocation of the fund for 2014/15, as amended in the appendix to the minutes, and to review the position ahead of next year's allocation.

54 Overview and Scrutiny Learning and Development Update Report

On 6 January 2015 the Management Committee considered proposals for implementation of a 4 year programme for development of scrutiny skills for councillors, and deferred a decision pending the approval of the council's budget. On 3 March the Committee noted that the overall budget for Learning and Development of councillors had been reduced from £40,000 to £10,000, to cover all development not just scrutiny development, and requested renewed proposals in response to the change, following further consultations with the Councillor Development Group (CDG) and the consultants preparing proposals for the council.

The Head of Corporate Support (Performance, Risk and Scrutiny) presented amended proposals to reflect the changes in budget, which had been approved by the CDG, to achieve as much of the principles of a 4 year programme within the monetary framework available.

Resolved:

To approve:

- i) In principle, the concept of a 4-year (election to election) OS learning and development programme for non-executive councillors, subject to annual evaluation and budget availability by the CDG and the Management Committee; and,**
- ii) The proposed specific content and costs for year 3 (2015/16) of the programme as outlined in the appendix of the report, subject to the revision highlighted in paragraph 5 and the granting of procurement exemption.**

55 Centre for Public Scrutiny (CfPS) Annual Conference 2015

The Committee was informed two places had been booked for members to attend the two day Centre for Public Scrutiny (CfPS) Annual Conference 2015 on 2-3 June 2015 in London.

It was agreed the Chairman and Vice-Chairman would determine who would attend on Wiltshire's behalf, depending on member availability and interest.

56 Date of Next Meeting

The date of the next meeting was confirmed as 7 July 2015.

57 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30 - 4.00 pm)

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

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Scrutiny Members Allowance Report 2014/15

Activity	Reporting Committee	Chair	£ share
20mph Task Group	Environment	Peter Edge	£692
Adoptable Estates Task Group	Environment	Tony Deane	£692
Car Parking Review Task Group	Environment	Mark Packard	£692
Early Help Strategy Task Group	Children's	Jon Hubbard	£692
Financial Planning Task Group	Management	Glenis Ansell	£1,500
Review of AWP/Dementia Services Task Group	Health	John Noeken	£692
Safeguarding Children and Young People	Children's	Jon Hubbard	£692
Schools and the Local Authority Task Group	Children's	Philip Whalley	£692
Special Educational Needs (SEND) Task Group	Children's	Rev Alice Kemp (co-opted member)	£692
Transfer to Care Task Group	Health	Pip Ridout	£692
Waste Task Group	Environment	Jose Green	£692
Highways and Streetscene (BBLP) Contract Task Group	Environment	Jeff Osborn	£692
Wiltshire Online Project Board		George Jeans	£692
Parking Review Project Board		John Walsh	£692
Select Committee	Role	Councillor	Share
Children's	Vice Chair	Jacqui Lay	£1,500
Environment	Vice Chair	Bridget Wayman	£1,500
Health	Vice Chair	John Noeken	£1,500

There was no Rapid Scrutiny activity during the period.

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CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 2 JUNE 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Melody Thompson (Substitute), Cllr Jon Hubbard (Chairman), Cllr Jacqui Lay (Vice Chairman), Dr M Thompson, Rev Alice Kemp, Mr J Hawkins, Cllr Sue Evans, Cllr Pat Aves, Cllr Mary Douglas, Cllr Chris Hurst, Cllr Mary Champion, Cllr Bill Moss, Cllr Helen Osborn, Cllr Ricky Rogers, Cllr Philip Whalley, Miss Sarah Busby, Miss Tracy Cornelius, Cllr James Sheppard and Shahrokni

Also Present:

Cllr Alan MacRae, Cllr Laura Mayes, Cllr Richard Gamble and Cllr Peter Edge

31 Election of Chairman

Resolved:

To elect Cllr Jon Hubbard as Chairman for the ensuing year.

Cllr Hubbard in the Chair

32 Election of Vice-Chairman

Resolved:

To elect Cllr Jacqui Lay as Vice-Chairman for the ensuing year.

33 Apologies

Apologies for absence were received from Cllr Simon Jacobs (who was substituted by Cllr Melody Thompson) and Miss Chloe Lintern, the newly appointed Children's & Young People's representative.

34 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 14 April 2015, subject to the following two amendments:-

- (a) Minute No. 20 – Executive Response to the Final Report of the Schools and the Local Authority Task Group**

Last paragraph before the resolutions, first sentence to read:

“Cllr Whalley stated that members of the Task Group were disappointed that the Executive did not support the *identification* of an officer at associate director level who had overall responsibility for the Council’s relationship with schools and all the services provided for them.”

- (b) Minute No. 26 – Task Group Update
Child Sexual Exploitation (CSE) Task Group**

Last sentence to read:

“There were still five primary schools which had not signed up and it was noted that the appropriate local Members would be asked by Carolyn Godfrey, Corporate Director to pursue this and encourage the remaining schools to participate.”

35 Declarations of Interest

There were no declarations of interest made at the meeting.

36 Chairman's Announcements

The Chairman welcomed Cllr James Sheppard, Cllr Melody Thompson (a substitute member) and Miss Cathy Shahrokni (Further Education Representative) on their first attendance at a meeting of this Committee and hoped that they would find the work interesting and rewarding.

37 Public Participation

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

38 Final Report of the Children's Centres Task Group

Consideration was given to a report which presented the conclusions and recommendations of the Children’s Centres Task Group.

Cllr Mary Douglas, Chairman of the Task Group introduced the report and explained that the Council commissioned Children’s Centres via voluntary organisations. Three national charities, namely 4Children, Spurgeons and

Barnado's and one local charity, called The RISE Trust, received funding from the Council to provide 30 centres where all of the services in Wiltshire were provided, i.e. services which were created for local families with the help of local communities. It was noted that the current budget for paying these providers was £4.1 million per annum.

These services had been commissioned for an initial period of three years with an option of a two year extension, which had been taken up. The total five year contract period was due to end on 31 March 2016. Cllr Douglas reminded the Committee that this Task Group, set up on 27 January 2015, had the following terms of reference:

- Contribute to the Council's re-commissioning process by considering what the new children's centres contracts should include to achieve maximum impact and value for money.
- Start work as soon as possible, with the aim of bringing a final report to Committee in June.
- Consider the results of the stakeholder consultation event held on 23 January in Devizes.

In view of the tight timescale, it was acknowledged that some data was not available or became available late, which had presented a challenge in the production of the report. The Committee noted that work on drawing up contracts would need to start by September 2015 in order to secure new contracts before the current ones ceased on 31 March 2016.

The Task Group had visited Children's Centres across the County and had received testimonies and written evidence from lead officers; it also examined evidence from national bodies.

The Task Group concluded that the Children's Centres performed a vital role and were an essential part of the early intervention process, which had overall been proven to be highly effective. This was based on the testimonies of officers, visits conducted by Members and research papers.

It had become apparent that the current length of contract was not conducive to facilitating the building of relationships, reputation and trust with vulnerable families and the wider community and that a longer contract would improve this. The quality of relationships built with the community was vital to increasing awareness of domestic abuse, encourage parents to attend evidence based, transformative parenting courses, such as Webster Stratton and Triple P and to sustain strong partnership working. The Task Group therefore was recommending that longer contracts be used to promote stability and continuity within the service, with the addition of break clauses and regular reviews.

Cllr Douglas explained that the Task Group made no specific recommendation regarding the number of providers but were suggesting that, when evaluating the optimum number of providers, the following be considered:

- Cost effectiveness
- Ability to forge quality relationships and develop partnership working across the geographical area
- Ability to integrate with other early help and early years services
- Balance efficiencies of scale and the quality of local provision
- Any boundaries for provision should be outcomes focussed

The Committee appreciated that each community had differing needs and therefore it would not be possible to introduce a uniform system throughout the County. During discussion it was acknowledged that although suitable good accommodation was important, the building of relationships with families based on trust had been paramount and was still being further developed.

Resolved:

- 1. To endorse the Final Report of the Children's Centres Task Group and refer it to the Cabinet Member for response.**
- 2. Thank the task group and Senior Scrutiny Officer for their hard work.**

39 Executive Response to the Final Report of the Early Help Strategy Task Group

The Committee received the response of Cllr Laura Mayes, Cabinet Member for Children's Services to the final report of the Early Help Strategy Task Group.

The Committee was reminded that the Task Group had been established in June 2014 to look into how the Committee would monitor delivery of the Early Help Strategy 2013-17 and if it was achieving its objectives. It was originally planned to bring back recommendations to Committee in October 2014 but the Task Group discussed its future role at a meeting in September 2014 and confirmed the following additions:

- Scoping how the Select Committee would conduct the ongoing scrutiny of the Strategy, including the format and frequency of updates to be received.
- Identify which elements of the data set should be given more emphasis, key indicators and areas of focus.
- Evaluate how outcomes were to be measured and how to identify weaker areas.

- Establish how the Select Committee would refer elements that required more attention or expertise to the appropriate forum, i.e. a Task Group.
- Define the data set that the Select Committee should look at on a regular basis and the measures in these areas.

The Task Group was reconvened in January 2015 to review if the data set in its current state of development was a suitable mechanism for monitoring the delivery of the Early Help Strategy, whether it met the Task Group's initial recommendations and how the Select Committee could monitor the implementation of the Early Help strategy going forward. These recommendations were considered in an update report by the Select Committee at its meeting on 14 April when they were endorsed and referred to the Cabinet Member for a response.

The report presenting the executive response was split into two sets of responses and recommendations. The first set included the Task Group's recommendations about how the Committee could measure the effectiveness of the Early Help Strategy. The second set included recommendations about the developing Early Help dataset and whether or not this fulfilled the Task Group's initial recommendations.

During discussion it was noted that the system that supported the early help offer was not joined up and that changes to the relationship between schools and the Local Authority made it more difficult to collate information in that the operational independence of schools was a barrier as there was currently no reporting arrangement to ensure that the Local Authority could control quality. However, Members were informed that currently there was an exercise being undertaken to find out how better data could be obtained through the case management system and an update report would be provided for the Committee.

Resolved

- 1. To note the executive response to the Final Report of the Early Help Strategy Task Group.**
- 2. To request the up-to-date Early Help dataset in December 2015 (as agreed at the April meeting).**
- 3. To receive an update on developments with the Council's case management system in December 2015.**

40 Executive Response to the Final Report of the Special Educational Needs and/or Disabilities (SEND) Task Group

At its meeting on 14 April 2015, the Committee received a response from the Cabinet Member for Children's Services to the final report of the SEND Task

Group. The Committee noted the Executive response and welcomed the actions taken to date. It also requested updates at the June and September meetings of this Committee.

The Chairman welcomed Cllr Jonathon Seed, the Cabinet Member for Housing, Leisure, Libraries and Flooding, to the meeting who was attending at the request of the Committee to discuss the long term strategy for housing issues. He explained that there were certain problems in the provision of suitable housing for young people, many of whom had differing needs. At present there was an oversupply of two bed-roomed properties which were not suitable for single occupancy. There appeared to be an expectancy that the Council would provide homes for young people and it was explained that this was just not achievable. The Council was examining ways in which accommodation might be more accessible for young people but it had to be recognised that at present there was a two year waiting list for Council accommodation for young people.

The Committee was informed that property might also be available from one of the housing associations or from the private sector and it was important that this was recognised by clients and explained especially to parents of young people in need of accommodation. The Chairman informed Members that similar problems arose from the Council as corporate parents and acknowledged that there was more detailed work to be undertaken including possible discussions with health authority colleagues.

Resolved:

- 1. To note the updated executive response to the Final Report of the SEND Task Group.**
- 2. To receive an update on the implementation of Recommendation 9 regarding how the council meets the requirements of the Social Value Act in relation to young people with SEND, in December 2015.**
- 3. To invite the SEND Task Group to reconvene for a more detailed consideration of the executive response to the housing issues raised in its final report. This meeting to also include a consideration of the draft Housing Strategy for Vulnerable People currently in development.**

41 Pupil Performance in Public Tests and Examinations 2014

The Chairman reminded Members that at its last meeting on 14 April 2015, the Committee received a report which provided an overview of pupil performance in tests and examinations in 2014. Members requested an update at the next meeting to include:

- Trend details over a three year period

- Additional data on Key Stage 5 results plus trends for other qualifications
- The raw data as provided to the Corporate Parenting Panel.

During the course of the debate Cllr Richard Gamble referred to a note circulated in the last few days by the Local Government Information Unit, which provided an overview of current thinking and performance of schools in academy chains and local authorities. He would arrange for this document to be circulated to Members of this Committee.

The Chairman also raised the issue of attainments achieved by looked after children and requested that the Corporate Parenting Panel be requested to look into this and to include information in its Annual Report.

Resolved:

- 1. To note the further information provided on trends in attainment results by type of school, data on attainment of looked after children and more data on Key Stage 5 results, including vocational qualifications.**
- 2. To request the Corporate Parenting Panel to investigate the attainment of looked after children and include some information in its Annual Report.**

42 Peer Review on Looked After Children

Consideration was given to a report by Carolyn Godfrey, Corporate Director, providing a briefing on the recent Peer Care Practice Diagnostic which had been arranged through the Local Government Association to look into practice and outcomes around looked after children and care leavers.

The Chairman reported that the final letter from the Peer Group was still awaited and suggested that, in these circumstances, it might be more profitable to delay an in depth discussion until the next meeting by which time the letter would have been received.

After further discussion,

Resolved:

- 1. To note the briefing provided on the recent Peer Care Practice Diagnostic and to defer detailed consideration until the next meeting when the final letter from the Peer Group would be available.**
- 2. To request that a 6-monthly report on the work of the Corporate Parenting Panel be considered by the Safeguarding Children and Young People Task Group.**

3. **To request that the Annual Report of the Corporate Parenting Panel be considered by the Children's Select Committee prior to Full Council.**

43 **Task Group Update**

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

- Child Sexual Exploitation (CSE) Task Group
- Obesity and Child Poverty Task Group (joint with Health Select Committee)
- Safeguarding Children and Young People Task Group

Resolved:

1. **To endorse the following amendment to the terms of reference for the CSE Task Group:-**
 - (4) **To scrutinise the quality, range, suitability and availability of training in CSE delivered across Wiltshire.**
2. **To agree that Cllr Anna Cuthbert become a member of the CSE Task Group.**
3. **To note the update on task group activity provided.**
4. **To note that the Safeguarding Children & Young People Task Group would be writing to the Cabinet Member for Children's Services regarding a number of areas where further evidence of improvements was required.**

44 **Coalition Changes - Update from Department for Education - March 2015 to May 2015**

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the former Coalition Government from March to May 2015 as follows:-

- School Governance (Miscellaneous Amendments) (England) Regulations 2015
- Careers guidance provision for young people in schools
- Academies update
- SEND Code of Practice: 0 to 25 years
- Keeping children safe in education

- Working together to safeguard children
- What to do if worried that a child is being abused
- Information sharing for safeguarding practitioners
- Children Act 1989: care planning, placement and case review
- Key headlines to emerge post-election

Resolved:

To note the update provided.

45 Forward Work Programme

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

Resolved:

To note the outcomes from the meeting between the Chairman and Vice-Chairman with executive and associate directors and agree the relevant changes to the forward work programme, subject to endorsement by the O&S Management Committee.

46 Date of Next Meeting

Resolved:

To note that the next scheduled meeting of the Committee would be held on Tuesday 21 July 2015, in the Council Chamber at County Hall, Trowbridge, starting at 2.30pm.

47 Urgent Items

There were no urgent items of business.

(Duration of meeting: 10.30 am - 1.10 pm)

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HEALTH SELECT COMMITTEE

DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 5 MAY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp (Chair), Cllr John Noeken (Vice Chairman), Cllr Chris Caswill, Cllr Mary Champion, Cllr Mary Douglas, Cllr Bob Jones MBE, Cllr Gordon King, Cllr John Knight, Cllr Jeff Osborn, Cllr Nina Phillips, Cllr Pip Ridout, Cllr John Walsh and Cllr Pat Aves (Substitute)

Also Present:

Adam Brown (Democratic Services Officer), Emma Dove (Senior Scrutiny Officer), James Cawley (Associate Director for Adult Care), Jason Teal (Head of Corporate Support)

30 Apologies

Apologies were received from:

Cllr Keith Humpries
Cllr Helena McKeown
Frances Chinemana

Cllr Helena McKeown was substituted by Cllr Pat Aves

31 Minutes of the Previous Meeting

Resolved

To confirm and sign the minutes of the previous meeting held on 10 March 2015 as a true and accurate record, subject to the following amendment:

Minute No. 26d – Task Group Update

“Cllr Chris Casswill and Cllr Jeff Osborn expressed their disagreement with the proposal and insisted that a current action plan should be provided by Mears and should appear before the Committee at the next meeting.”

32 Declarations of Interest

There were no declarations of interest.

33 **Chairman's Announcements**

a) Referrals to orthodontic services at the Great Western Hospital (GWH)

The Chair provided an update on referrals to orthodontic services at the GWH. For the foreseeable future, new patients would be referred elsewhere.

b) Guides for members of Health Scrutiny published by the CQC

It was noted that all members should have received the guide from the Care Quality Commission (CQC).

c) Briefing: Mental Health and Wellbeing Strategy

The briefing document in the agenda pack was referred to. It was asked how the Committee would be kept up to date on the strategy's progress. The Committee noted that it was for the Committee to decide and a regular written update and receipt of the accompanying Action Plan was stated as being preferred mechanism.

d) Dental Health for Vulnerable Adults and Care Homes

The item was withdrawn from the Committee agenda post publication with the permission of the Chair due to the report being incomplete. The report would come back to the Committee at the next meeting once it had been finalised. The Committee wished to express their disappointment with regard to how this was managed.

34 **Public Participation**

There were no questions or statements received.

BBC Wiltshire was noted as being in attendance to record item 7 - Care Quality Commission Inspection Report for MiHomecare Wiltshire.

35 **Equality Impact Analysis: Specialist Dementia Hospital Care**

Barbara Smith, Associate Director of Commissioning (Mental Health and Dementia) CCG, was in attendance to introduce the item.

The origins of the issue around the location of permanent specialist hospital care for those with severe dementia was noted as dating back to the temporary closure of Charter House in Trowbridge. Healthwatch Wiltshire had completed a consultation as detailed in the report.

A report had been presented to the CCG governing body at the end of March which recommended that Charter House be decommissioned, and that the money saved was ring-fenced for dementia care within the community.

Learning disabilities and areas where people were susceptible to dementia earlier than others were also being looked at. The Dementia Delivery Board was noted as having an implementation plan which needed to be updated.

It was asked at what point specific services would be able to be commissioned. This was noted as being on the action plan, but it was not possible to determine specific dates, however work had been done on learning difficulties.

Experiences within other parts of the country would be used as examples to learn from as part of the standard process.

A question on whether 20 beds would be enough to handle pressures. They were stated as being enough so long as investment was placed into community services. This was explained as including fast advice and responses to problems identified. A Care Home service would be available between 8am-8pm. There were plans to provide continuity for patients by having support workers follow patients with a care plan once they had left the bed.

A new care home in Warminster was clarified as not having a unit specifically designed to cater for those with dementia. It was explained that there was a unit for those with dementia in Devizes opening. Disappointment was expressed that the Warminster care home would not be equipped with a dementia-specific unit due to its location; it is a significant distance from the units in Devizes, Bath, and Salisbury. It was explained that they would be looking across the whole county to make sure that units are strategically placed.

In response to a question on working with other providers, it was noted that two workshops had taken place with care home providers commissioned by Wiltshire Council was ongoing. It was asked how well integrated the agencies providing mental and physical exercises in order to slow dementia were. It was explained that a newly appointed commissioner was passionate about improving services to those with dementia. This included evaluating the services currently available to ensure value for money is achieved through good commissioning.

Clarification was sought on what was meant by the risk register being made more complicated by the Wiltshire and Swindon CCG. Complications were noted as arising from the joint-commissioned AWP which covers the areas of 6 CCG's. The 20 beds commissioned for those with dementia could be anywhere across the AWP Trust.

The money which would result from the potential sale of Charter House, Trowbridge was explained as belonging to the AWP.

Interest was expressed in holding a meeting between the AWP Joint Working Group, Barbara Smith and Sarah Young over the next couple of weeks to discuss progress being made with regard to community support and beds.

Resolved

To note the report on the Dementia Hospital Care consultation.

36 Care Quality Commission Inspection Report for MiHomecare Wiltshire

James Cawley, Associate Director for Adult Care, Martin Staunton, Deputy Chief Executive for MiHomeCare, and Karen Sherwood were in attendance to introduce the item and answer questions.

MiHomeCare were explained as currently delivering the Help to Live at Home (HTLAH) contract in the Melksham branch. This underwent a Care Quality Commission (CQC) inspection in January 2015 with a report following in April 2015 which listed areas of non-compliance.

A presentation was delivered which went through the steps that had been taken since the inspection to address the issues raised.

It was explained that since the CQC inspection in January a lot of work had been performed. Their improvement plan was noted as still being in place and that there was more progress to be made. Positive results from actions already taken were expected to be seen in an internal audit which would be taking place in June.

It was noted that the HTLAH Task Group is examining this as part of their overall work programme which spans across all four providers.

In response to a question it was explained that sub-contracting is only used as required to address capacity issues for short-term periods. MiHomeCare had not taken over any small providers within the last two years, which is what contributed to the issues that Mears had experienced.

Issues that MiHomeCare are currently experiencing in Wiltshire were said to be similar to those experienced elsewhere, although recruitment is particularly difficult in the South. A vast number of branches across the country were said to be compliant, with other areas having their own specific issues.

The Local Authority explained that MiHomeCare were already being engaged in regular conversations before the CQC inspection had taken place and issues had been identified. The CQC analysis of inspections had identified that 60% of care providers were non-compliant due to management changes. MiHomeCare were one that had identified this problem and talks were taking place with the Council to set up a peer review process to ensure quality. This would be an evidence-based self-assessment, following from which peer reviewers would visit to see if the evidence was strong enough.

It was noted by Martin Staunton that he was happy with the management team now in place at the MiHomeCare branch and that issues set out by the CQC in their report were being resolved. The six other branches described by the CQC as requiring improvement were being dealt with the same level of focus as the branch in Wiltshire.

The HMRC investigation into staff wages being paid by the parent company Mitie was clarified as hoping to be resolved at a meeting with HMRC on 15 May 2015. Any financial penalties imposed would be at HMRC's discretion, and areas where pay was not acceptable would be resolved, it was noted that MiHomeCare strived to be a responsible employer and would fully co-operate with this.

Cllr Gordon King, chairman of the HTLAH Task Group, stated that he was pleased to see the item on the agenda and would take note of questions asked by the Committee. The organisation was described as having been lax with supervision and leadership of employees and had failed to put in place a proper change model. It was noted that the issues were not about and did not impact the Wiltshire Model, and that all issues lay within the organisation. It was up to the company to put together a recovery plan, three versions of this had been seen by the Task Group. It was felt that the organisation would recover if they followed this, but that it was up to them to do so.

Martin Staunton explained that they had accepted ownership for the problems and the responsibility for recovering.

Resolved

- 1. To note the report and comments from the Committee.**
- 2. To refer the ongoing monitoring and in depth work to the Help to Live at Home Task Group.**

37 NHS Foundation Trust 2014/15 Quality Reports

Martyn Callow, External Relationships Manager, South West Ambulance Service, presented a DVD introducing the South West Ambulance Services (SWAST) Quality Account. Christmas and New Year were noted as challenging periods for the whole NHS as a result of high call volumes and a lack of available beds. Significant pressures were still present going into the summer period.

Quality priorities from the SWAST were developed in consultation with the Foundation Trust Board and its Council of Governors. The first priority would be signing up to the national NHS safety campaign to align patient safety with a common NHS-wide purpose, and providing a robust structure for safety improvements.

The second priority was explained to relate to clinical effectiveness and the “Paediatric Big Six”. This aimed to promote evidence-based assessment and management of sick children and young people for the six most common conditions cited from 999 ambulance services. The six conditions were stated as: fever, croup, abdominal pain, diarrhoea, asthma, and head injury.

The third priority aimed to target frequent callers. These were defined as a small group of patients who have a significant impact on the NHS and emergency services and the ability of these organisations to deliver a safe service to the wider community. The patients often had specific social and healthcare needs and were noted as needing to be managed better. Four calls in a given four weeks was clarified as constituting a frequent caller.

RED2 performance (representing the three minute window from the time of a call to determining whether the call needs to be visited) was improving. This had dipped over the Christmas period as RED1 was the priority.

The Committee noted that the performance indicated that Wiltshire was in the bottom quartile for the South West. The Committee requested that the term “delayed discharge” was used instead of “bed blocker” to avoid any negative connotations or perceptions of a patient who is not discharged as soon as they are medically stable.

Collaborative working was noted as helping to combat the issue of frequent callers to get them out of their cycle. Talking with other partners would help find out the patient’s needs.

In response to a question it was explained that there were schemes across the county to train volunteers in the use of defibrillators as Community First Responders.

Kevin Mcnamara, Director of Strategy at Great Western Hospital (GWH), was in attendance to introduce the Quality Account for Great Western Hospital, Swindon.

GWH performance was explained as being above national targets. Improvements had been made in cancer waiting times and mortality ratios. GWH was noted as being among the top four in the southern region for mortality. Improvements were still needed in reducing the number of falls.

Five specific areas had been identified as areas of focus: reducing falls, reducing pressure ulcers, reducing sepsis, improving recognition of a deteriorating patient, and reducing acute kidney injury by 30% over two years.

A duty of candour, openness and transparency, was referenced. It was noted as being important that when a mistake was made in service, that they were open and transparent with the patient.

The Committee noted that they would be able to draft a response once the final version of the Quality Account was available. The current draft indicated some positive areas, such as a reduction in infection rates. There were also areas of concern, including an increase in serious incidents.

A question on overspends was asked. It was noted that a deficit of double £8.4million was expected this financial year for which a recovery plan needed to be developed. More patients being admitted had put pressure on the service. A national shortage of nursing staff and the high cost of agency staff were also cited as factors applying pressure to their financial position. Monthly meetings were being held to review their recovery plan.

In response to a question on the cost of the Better Care Plan in the GWH budget it was explained that this cost was not yet known but would inevitably have an impact on future budgets.

It was noted that GWH were not below national averages with regards to basic patient care expectations.

The Committee requested information on the amount of “Never Events” experienced at GWH during the period referred to in their Quality Account. The reduction from four never events to two was a result of no longer providing maternity care. It was explained that GWH were responsible up to the date of 1 April 2015, beyond this the responsibility had been passed to the RUH.

Sharon Manhi, Head of Quality Improvement & Staff Governor at Royal United Hospitals (RUH) Bath NHS Foundation Trust, was in attendance to introduce the Quality Account for RUH. A revised version was announced as having been produced to include the Royal National Hospital for Rheumatic Diseases, Bath (RNHRD).

It was noted that the priorities for 2015/16 were sepsis, diabetes, acute kidney injury, and discharge. The four main objectives would be: making improvements part of everyday work; empowering and supporting staff; using information as a tool for change; and supporting innovation and celebrating success.

With regards to discharge it was stated that the RUH recognised their part in collaborating with partners in order to improve the planning for patients who were being discharged from hospital.

For the review of quality performance three indicators had been selected in each of the domains of patient safety, clinical effectiveness, and patient experience. The three indicators were specific to each hospital.

As a result of a meeting with commissioners, stroke had been added to the three clinical effectiveness indicators (sepsis, cancer access targets, and hospital standardised mortality ratio (HSMR)) by request.

Commissioning for Quality and Innovation (CQUIN) targets were noted as being included within the Quality Account.

A question was asked on the number of patient safety incidents. This was explained as having increased due to raised awareness amongst staff to report such incidents. The number of incidents was also noted as having reduced to the middle of the national average. It was suggested that case studies were included to provide a narrative on what had happened and what had been learnt from example incidents. This idea was supported by Miss Manhi as staff had felt that reports ended up being lost.

The number of “Never Events” experienced by the RUH during the previous year was requested. This statistic was explained as currently unavailable and not mentioned in the Quality Account. It was requested that the question be taken back to the Chief Executive for answering along with clarification around serious incidents.

Resolved

- 1. To approve the draft response to the South West Ambulance Service Trust Quality Account 2014/15.**
- 2. To approve the draft response to the Avon and Wiltshire Partnership Quality Account 2014/15.**
- 3. To delegate the drafting of a response to the Great Western Hospital, Swindon to Cllr John Noeken and to circulate to members for approval before sending.**
- 4. To delegate the drafting of a response to the Royal United Hospital, Bath to Cllr John Noeken and to circulate to members for approval before sending.**
- 5. To delegate the drafting of a response to the Salisbury Foundation Trust to Cllr John Walsh and Cllr Pip Ridout and to circulate to members for approval before sending.**

38 Primary Care Co-Commissioning

Jo Cullen, Group Director Wiltshire Clinical Commissioning Group, was in attendance to introduce the item.

Since April 2013 and the abolition of Primary Care Trusts (PCTs), CCGs were asked to submit expressions of interest to develop new arrangements for co-commissioning such services. After consideration, Wiltshire CCG decided that given the fundamental role that primary care had planned to take at the centre of Wiltshire’s community-based integrated health and social care model, that interest should be expressed.

It was explained that in Wiltshire it was not felt that there was the position to delegate services. Instead it was decided to choose co-commissioning.

The five year vision for Wiltshire puts primary care and GP practices at the centre of the plan. From April 2015 this continued as a local operation board. Meetings would be held in public with representatives from Healthwatch and Wiltshire Council. Details of this were noted as being within the report. Work through the operational group was then sent to the joint committee.

Holding the meetings in public was noted as a positive step by the Committee. Details of the meeting were clarified as being published on CCG websites.

It was noted that much of the work on the timetable in the report would finish before the local operations board started in June 2015. It was explained that the operational group had already been meeting for a year.

It was asked how it could be guaranteed that people in the commissioning model would get to see a doctor when they needed to. There were many different factors stated as needing to be tackled across Wiltshire. These included people who wanted to see a GP rather than needed to, and people who would wait for a specific GP. Clinical need and prioritisation were cited as key areas in addressing this issue.

Healthwatch were clarified as being able to choose their representative on the local operations board.

Resolved

To note the update

39 Joint Health and Wellbeing Strategy Consultation

The Joint Health and Wellbeing Strategy had been prepared in response to the new Joint Strategic Needs Assessment and in recognition of further change and opportunities since the first strategy had been published. It had been decided that the Health Select Committee should provide a comment on the strategy.

The document aimed to encourage integrated working in the future and set out the main areas where working together would be most important. It was noted that the document lasted between 2015 and 2018.

It was noted that it would be helpful to clarify what was meant by the term “specific” in regards to committing to “ensure sufficient investment in early intervention services” in specific support for children.

An observation was made that the Strategy could have set out the approach to some issues more clearly. It was noted that certain subjects would be mentioned in one section without reappearing later. Particular note was given to housing, safeguarding, quality of care, and vulnerable people. Homelessness was also noted as not being mentioned.

It was noted by the Committee that the “Future Health and Social Care Model” diagram did not mention housing, poverty, isolation, and loneliness despite the issues being noted as important earlier in the document. A later diagram mentioned clinical and care issues, but similarly did not mention the same issues. The document was described as not giving the issues enough weight or provide consistency in regards to them.

Resolved

To respond with the following –

“The Committee is grateful for the chance to comment and would recommend the following:

- **That an action plan is essential**
- **That the concept of wellbeing appears to be unduly focused on mental illness as oppose to housing, poverty, isolation, and loneliness as demonstrated by the diagrams within the document.**
- **That greater clarity is required around what is sufficient investment in early intervention.”**

40 Health and Wellbeing Peer Challenge, CfPS Inquiry day and Scrutiny Peer Review 2015

Jason Teal, Head of Corporate Support, was in attendance to introduce the item.

It was explained that the only part missing from the reports was the formal feedback and recommendations, which had now been received from the LGA.

The Peer Review had echoed messages received from the previous two reviews. These included developing relations between the Health Select Committee and the Health and Wellbeing Board, and also improving member awareness of some issues.

Learning points developed by the review included:

- Clarification and strengthening of Health Select roles and what the Health Select Committee was contributing to
- Focusing on system-wide priorities

The subjects in the forward work programme were considered to possibly be too much for the resources available.

It was noted that it was essential to talk to partners such as acute hospitals and the CQC in order to build a solid understanding. The Committee was asked to consider the forward work programme, as new members to the Committee may wish to take part.

Thanks were expressed to task groups for creating good reports in regards to continence services and dementia. Credit was also expressed to the Committee for bringing such important subjects into the public domain.

Of the three main objectives (policy challenge, policy development, and engagement with the public) it was stated that engagement with the public needed to be a bigger priority. Policy challenge was explained as always being a difficult and uncomfortable issue, and it was noted that the report stated that too much time was being dedicated to it.

The Committee noted that it should be able to choose what it wished to consider and that it should be routine for the Committee to be invited to comment on strategies at their draft stage. Rebasing and the Community Services Tender were considered to be too big and too far down the line for realistic consideration from the Health Select Committee. It was suggested that the topics be taken and assessed to find out more on what the Committee could do for each.

Resolved

To consider the Forward Work Programme at the beginning of the agenda at the next Health Select Committee meeting

41 Task Group Update

a) Transfer to Care

The final report was received. Cllr John Walsh expressed interest in leading the new task group for the Better Care Plan and 100 Day Challenge. Cllr Walsh was nominated for Chairman. Invites would be circulated by Cllr Walsh for expressions of interest to members.

b) Help to Live at Home

The task group had held 21 meetings since its inception. This had involved speaking to various parties including care providers, officers, and carers. These discussions would be taken forward to look at value for money from services.

Disappointment was expressed as the service had commissioned its own investigation and put forward 17 recommendations. It was noted that the task group could have provided these recommendations. The task group would look at these recommendations and develop or add to them.

The Oxford Brookes report was clarified as not yet being in the public domain as authorisation was being awaited for the task group to see it.

c) Continence Services

Disappointment was expressed that the work done by the task group had not been acknowledged.

42 Forward Work Programme

Resolved

- 1. To finish up the Transfer to Care Task Group and formulate the new 100 Day Challenge and Better Care Plan Task Group**
- 2. For Cllr John Walsh to come up with terms of references and bring them to the next Health Select Committee meeting**
- 3. To note the forward work plan**

43 Urgent Items

There were no urgent items.

44 Date of Next Meeting

It was noted that the next meeting would be on Tuesday 28 July, 2015 at 10.30am in the Kennet Room - County Hall, Trowbridge BA14 8JN.

(Duration of meeting: 10.30 am - 2.25 pm)

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ENVIRONMENT SELECT COMMITTEE

DRAFT MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 9 JUNE 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Rosemary Brown (Substitute), Cllr Brian Dalton, Cllr Dennis Drewett, Cllr Peter Edge (Vice Chairman), Cllr Peter Evans, Cllr Jose Green, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr James Sheppard, Cllr Tony Trotman, Cllr Bridget Wayman (Chairman) and Cllr Philip Whalley

Also Present:

Dr Carlton Brand (Corporate Director), Tracy Carter, Cllr Anna Cuthbert, Cllr Simon Killane, Cllr Toby Sturgis, Cllr Philip Whitehead and Cllr Jerry Wickham

25 Changes to the Membership

Following the Full Council meeting on Tuesday 12 May 2015, a number of changes were made to the Environment Select Committee membership with immediate effect:

Cllr Philip Whalley was now a member of the Committee, in place of Cllr Christopher Newbury.

Cllrs John Noeken and Anna Cuthbert were now substitute members.

26 Election of a Chairman

Cllr Bridget Wayman was elected as Chairman of the Committee for 2015/16.

27 Election of a Vice-Chairman

Cllr Peter Edge was elected as Vice-Chairman of the Committee for 2015/16.

28 Apologies

Apologies for absence were received from Cllr Linda Packard who was substituted by Cllr Rosemary Brown.

29 Minutes of the Previous Meeting

Members considered matters arising from the previous meeting and it was confirmed that the recycling review was going to Cabinet on 16 June 2015 as part of the 'Citizens' Dashboard' (agenda item 7). The Cabinet member confirmed that the guide to inform councillors about road surface repairs and safety was being produced.

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 14 April 2015.

30 **Declarations of Interest**

There were no declarations of interest.

31 **Chairman's Announcements**

Meetings with the Cabinet members

The Chairman highlighted the upcoming meetings between the Environment Select Chairman and Vice-Chairman and Cabinet Members with responsibility for the services whose work the Committee was responsible for reviewing. The Chairman explained that the objective was to review and update the forward work programme and invited members of the Committee to suggest any topics for discussion. It was confirmed that the following areas would be the subjects of these meetings:

- Highways and Transport
- Waste
- Economic development
- Housing, Leisure, Libraries and Flooding
- Hubs, Heritage & Arts, Governance, Support Services (joint with the Overview and Scrutiny Management Committee)

Learning and Development

The Chairman explained that there was a new approach for providing learning and development for councillors. The programme would be delivered through Frontline Consulting and led by a trainer well-known to the council with five half-day events bookable in 2015/16. Further detail would be provided after the confirmation of dates and content.

For further information, these reports were presented to the Overview and Scrutiny Management Committee on 19 May 2015. [Click here](#) to access the information.

LGA Peer Review

The Chairman explained that the formal feedback letter from the LGA Peer Challenge on Wiltshire Council's approach to overview and scrutiny was considered at the meeting of the Overview and Scrutiny Management Committee on 19 May 2015 alongside a draft action plan.

These documents are available in the Overview and Scrutiny Management Committee minutes from 19 May 2015. [Click here](#) to access the information.

Committee members were encouraged to contact the Scrutiny Officer with comments on any actions that the Environment Select Committee could take to meet the recommendations made by the Peer Challenge team.

Upcoming Events

A Home Grown Energy conference and Community Open Day organised by Westmill Sustainable Energy Trust (WeSET) at the Westmill Wind and Solar Farm Visit (Watchfield, Swindon, SN6 8TH - beside A420 and off B4508). Any interested members were encouraged to contact the Scrutiny Officer.

Resolved:

To note the Chairman's announcements.

32 Public Participation

The Committee raised the issue of switching off street lighting which was to be rolled out across the county from 1 July 2015. Some members suggested that there ought to have been more consultation before the rollout.

The Cabinet member, Cllr Philip Whitehead, explained that there had been consultation in April 2012. A street lighting reduction scheme had been successfully piloted in Trowbridge for six months. It was also noted that ongoing consultation with local people was a key element of the street lighting reduction scheme in Trowbridge and that this approach was to be echoed across the county.

33 Waste Service

33a Executive Response to Waste Task Group

The Committee received a response (attached to these minutes) from Cllr

Toby Sturgis, Cabinet member for Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing, as a result of the recommendations endorsed by the Committee at its meeting on 14 April 2015 following a report from the Waste Task Group.

Cllr Toby Sturgis explained that there was a comprehensive communications strategy in place to explain the changes to Household Recycling Centre (HRC) opening hours and the changes to garden waste collection arrangements.

It was recognised that the durability of the decals (stickers) placed on some of the bins was faulty. It was advised that these decals would be replaced if affected households contacted Customer Services. The public should be reassured that drivers would have details of which properties had signed up for the garden waste collection service. Cllr Toby Sturgis advised that any members of the public who experienced difficulties should contact Customer Services.

It was reported that 61,000 people had signed up for the garden waste collection service at the time of the meeting. It was commended that a high number of people had signed up for this service. The Committee considered that it would be appropriate to provide more detailed information about what items could be recycled and the Cabinet member agreed and explained that this would be addressed once the new procurement contract was in place. It was also advised that the toolkit for recycling and composting was under development and being fully trialled in Westbury; it was expected to be circulated to all councillors in early 2016.

Cllr Jose Green, the Chairman of the Task Group, suggested that, although the final report had been submitted, there was a continued need for the Waste Task Group particularly in respect of monitoring the Household Recycling Centres (HRC) and the impact of the changing hours. The Cabinet member suggested that the upcoming meetings between the Chairman and Vice-Chairman of the Committee and the relevant Cabinet members would address this.

The Committee suggested that, owing to the £40 per year charge for the garden waste collection service, the savings of £800,000 envisaged in the budget might be exceeded. The Cabinet member, Cllr Toby Sturgis, advised that 131,000 households used the service prior to the introduction of a charge and it was anticipated that roughly half of those households would eventually sign up for the service. The Cabinet member suggested that the additional income would cover the cost of the garden waste collection service.

It was also advised that payment for the garden waste collection service by instalments and/ or direct debit was being considered. The Committee

recommended that these methods of payment be introduced in time for renewal payments in 2016 and encouraged the Cabinet member to investigate this as a priority. The Committee suggested that it might be beneficial for the Budget Scrutiny Task Group to investigate the income, costs and total savings arising from the introduction of the charge for the garden waste collection service.

Resolved:

To note the Executive response to the final report of the Waste Task Group.

33b Recycling Performance

Tracy Carter, Associate Director for Waste and Environment, introduced the report on waste management performance that set out key figures monitored from 2014 – 2015. It was highlighted that there had been a reduction in the waste which was landfilled to 20.3% of the total waste collected which was significantly better than the target of 25%. It was reported that 46.4% of waste collected was recycled or composted. Although this was below the target of 50%, it was acknowledged that there was a late spring, and a change in the method of calculation which may have had some impact on this figure.

The Committee suggested that it would be informative to know the increase in households in the county to calculate the impact on waste targets and the Associate Director informed the Committee that the impact of increased households was being discussed.

It was also noted that some of the household waste produced in Wiltshire could be used as fuel (solid recovered fuel) instead of being diverted to landfill. It was questioned when a local plant that could use solid recovered fuel was to be constructed. It was also highlighted that a recent report by Hills appeared to use different data to that presented in the update on waste management performance.

It was explained that an objective in the Hills contract was to find a local plant to use solid recovered fuel and that the planning process for a local plant was underway. The Associate Director commented that Hills' data may include waste collection for other clients and suggested she liaise with Hills to affirm whether the same base data was used.

The Chairman commented that it might be informative to see the recycling performance of community areas to address underlying local issues. The Associate Director explained that the efficient routes of waste collection vehicles made this more complicated as the routes cross community area boundaries. However, trends were visible based on the old district council

boundaries, for example fewer dry recyclables were collected in the west, probably because more residents still have larger bins for non-recycled waste than those in other areas of the county.

Resolved:

To note the report on waste management performance.

34 **Task Group Update**

Public Transport Review Task Group

The Chairman drew attention to the written update in the agenda pack. It was requested that the Task Group look at an integrated transport strategy and the Wilton Parkway Station in partnership with TransWilts and the Committee agreed an integrated approach to transport was desirable.

Highways and Streetscene BBLP Task Group

The Chairman highlighted the written information provided in the agenda pack.

Attention was drawn to the public concern about littering on highways. The Cabinet Member for Highways and Transport, Cllr Philip Whitehead, informed the Committee that the council was aware of the issue. He explained that work was now being done to address the root cause of this littering; this included publicity, support for volunteer groups, and local council enforcement options to discourage littering.

The Committee discussed the issue of community litter picking groups. It was considered that littering was also an issue of animal welfare and attention was drawn to the requirement that some Parish Councils pay for waste collection from volunteer litter picks. Some members of the Committee urged that the council should be prepared to deal with the waste from litter picks as this activity encouraged resilient communities, which was at the heart of the business plan. Other members agreed that it would be helpful to have a universal approach to this issue.

It was confirmed that the type and location of roadside litter strongly suggested that the majority resulted from motorists. It was also explained that the council was aware of and engaging in the Keep Britain Tidy campaign.

The Committee also discussed the recent cycle of grass cutting. It was suggested that the grass was knee height in some locations before being cut.

Cllr Philip Whitehead clarified that the Streetscene contract had always been measured by outcomes and the grass had been cut by length, rather than on a

timescale, since 1 June 2013. It was agreed that the grass cutting timescales would be investigated in more detail by the Highways and Streetscene BBLP Task Group.

The Scrutiny Officer thanked members for their feedback on experiences with BBLP and explained that feedback would be catalogued.

Resolved:

To agree that the Public Transport Review Task Group would include consideration of an integrated transport strategy and the Wilton Parkway Station in partnership with TransWilts and approve the membership of the Task Group as follows:

**Cllr Peter Evans
Cllr Terry Chivers
Cllr Mollie Groom
Cllr Jacqui Lay
Cllr Magnus Macdonald
Cllr Graham Wright**

To agree that the grass cutting timescales would be examined by the Highways and Streetscene BBLP Task Group.

To note the Task Group updates.

35 **Forward Work Programme**

The Committee was informed of a new housing Act: the Self and Custom Build Housing Act 2015. This was noted by the Chairman who would take the issue to the upcoming meeting with the Cabinet member.

Following questions about the implementation of recommendations from the Adoptable Estates Task Group final report, it was confirmed that the Overview and Scrutiny Management Committee was looking into the implementation of recommendations and tracking of decisions for all task group final reports.

The Committee was informed that the items on the forward work plan for the Wiltshire Housing Site Allocations Development Plan Documents (DPD) and Gypsy and Traveller Plan would be updated after the meetings between the Chairman and Vice-Chairman and the Cabinet members.

Resolved:

To note the progress of items on the Forward Work Programme.

36 **Urgent Items**

There were no urgent items.

37 **Date of Next Meeting**

The next ordinary meeting of the Committee would be held on 1 September 2015.

(Duration of meeting: 10.35 am - 12.20 pm)

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**Executive response to the Final Report of the Environment
Select Committee Waste Task Group**

Purpose

1. To present the response of the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to the [Final Report of the Waste Task Group](#) (link to pdf). The task group's report was endorsed by the Committee on 14 April 2015 and referred to the Cabinet member for response.

Background

2. On 28 October 2014 the Environment Select Committee agreed that communications to householders regarding waste and recycling was a work priority and resolved to reconvene the Waste Task Group to review this area.

This priority relates to the following aspiration in the council's Business Plan 2013-17:

"We will increase recycling and reduce our carbon footprint – we will encourage waste prevention and re-use and reduce the carbon footprint of our buildings, fleet and street lighting and support our staff and schools to become more carbon efficient."

3. The task group adopted the following terms of reference:
 - (a) To investigate how improved communications with householders on the council's waste services may facilitate an improved rate of recycling (including garden waste);
 - (b) To investigate how to increase the awareness of the range of services and resources available to assist in achieving improved recycling rates; with clear information on how to access the available resources and services.
4. The task group met on four occasions between January and March 2015 with the following membership:
 - Cllr Pat Aves
 - Cllr Rosemary Brown
 - Cllr Peter Evans
 - Cllr Mollie Groom
 - Cllr Jose Green (Chairman)
 - Cllr Jacqui Lay
5. On 14 April 2015, the task group's final report was considered by the Committee and it was resolved:

- (1) To endorse the following recommendations and refer the report to the Cabinet member for response at the next meeting.

Executive response to recommendations:

1. Alongside the environmental benefits, considers promoting the financial benefits of reducing, reusing and recycling in council communications about waste and recycling.

Work will be done on this following the implementation of the new garden waste service, the change in operating hours at the household recycling centres and the completion of the current procurement process.

2. Considers illustrating Wiltshire's recycling performance in an engaging graphic form on the council website and at HRCs.

The waste management service works closely with the web team and again will consider this following implementation of the service changes referred to previously.

3. In terms of kerbside collections, indicates how the following areas will be addressed:

- Ensuring clarity around which plastics are recyclable and can be placed in the blue-lidded bins to avoid contamination;
- Ensuring clarity around what recyclables can be placed in the black box;
- Promotion of the council's offer of a second blue-lidded bin and black box at no additional charge to residents;
- Early information that plastics other than bottles will be kerbside recycled from 2017 as part of new waste contract.

Current communications strategies are focussing on the new garden waste service and the change to opening hours at the household recycling centres. Future strategies could focus on improvement of the collection of dry recyclables, subject to availability of budget. There will be a comprehensive communications strategy relating to any changes to the collection service arising from the commencement of new contract arrangements in 2017.

4. Investigates whether decals (stickers) applied to bins are a cost-effective method of communicating waste collection arrangements and good recycling practices.

This will be researched in connection with the work referred to above on promoting the collection of dry recyclables.

5. Indicates how changes to garden waste collection arrangements will be:

- Effectively communicated to residents; and
- Used as an opportunity to provide information about alternative options for garden waste, for example, good garden practice, composting, household recycling centres and the safe and legal use of bonfires.

There is a comprehensive communications strategy in place for communicating the changes to garden waste collections. Its success has been evidenced by the number of households signing up for the new service which now exceeds 61,000.

6. Considers increasing communications around successful prosecutions for fly-tipping.

The Enforcement team works closely with the council's media team to highlight such opportunities. It is an important element of our preventative work.

7. Indicates how changes to HRC opening hours, their locations and opening hours will be widely communicated to avoid:

- inconveniencing customers;
- reducing overall recycling rates; and
- increasing incidences of fly-tipping.

There is a comprehensive communications strategy in place.

8. Provides further details of the recycling promotion work currently undertaken by Wiltshire Wildlife Trust under the joint venture agreement with the council and the implications for recycling of the Trust's business plan review.

The council has a business plan in place which sets out the objectives that the WWT and the council will work to achieve. The board is chaired by Councillor Wickham, Portfolio Holder for Waste, who is taking a keen interest in the performance of WWT and ensuring that the objectives would be met.

9. Provides any further details of the initiative being run by Westbury Area Board to develop a toolkit for recycling and composting and how other area boards might be supported to take forward similar initiatives and increase local recycling rates.

Councillor Wickham is leading this work for Westbury Area Board. Once the toolkit has been produced we will ensure that it is communicated to all councillors and Community Area Managers.

10. Notes the task group's comments on the waste and recycling pages of the council website and the improvements being made in the redesign.

The comments are noted. The waste management service will continue to work closely with the web team to develop the information available to residents.

Cllr Toby Sturgis, Cabinet Member for Strategic Planning (Strategic and Development Management), Property, Waste and Strategic Housing

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STRATEGIC PLANNING COMMITTEE

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 13 MAY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Terry Chivers, Cllr Charles Howard, Cllr David Jenkins, Cllr Bill Moss, Cllr Christopher Newbury, Cllr Fred Westmoreland and Cllr Jerry Wickham (Substitute)

34 Apologies for Absence

Apologies for absence were received from Cllr Stewart Dobson and Cllr Tony Trotman (who was substituted by Cllr Jerry Wickham).

35 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 22 April 2015.

36 Declarations of Interest

There were no declarations of interest made at the meeting.

37 Chairman's Announcements

The Chairman made the following announcements:-

- (1) **Recording and Broadcasting** Members were reminded that it was intended hopefully quite soon to begin broadcasting this and other meetings of the Council on the Internet. To prepare for this, and in accordance with the Leader's comment at Full Council on 24 February 2015, it was intended to record, but not broadcast, this meeting and other meetings moving forward for training purposes. He, therefore, drew

everyone's attention to the recording and broadcasting notice on the front of the agenda, which had also been posted on the entrances to this room.

- (2) **Site Visit for Hills Waste Application at Lower Waste Management Facility, Lower Compton, Calne, Wiltshire SN11 8RB (Application No. 14/09744/WCM)** Members were reminded that they had previously agreed that a Site Visit should be undertaken to consider this planning application for a Waste Management Facility at Lower Compton, Calne by Hills Waste Solutions prior to determining the application. It was currently expected that this application would come before the Committee at its next meeting on 17 June, 2015.

It was therefore proposed that a committee site visit take place on Tuesday 16 June, starting at 2.30pm. Further details would be circulated in due course. In the meantime, Members were requested to keep the date free if possible.

38 **Public Participation and Councillors' Questions**

There were no questions received from members of the Council.

Members of the public addressed the Committee as set out in Minute No. 39 below.

- 39 **14/10556/FUL - Land at west side of B3092, Mapperton Hill, Mere, BA12 6LH - Change of use of land to 1 No. Romani Gypsy pitch & associated works including 1 No. mobile home, 1 No. day room, 1 No. touring caravan, 1 No. septic tank, stables, hard standing, new access and keeping of horses**

The following people spoke against the proposal:

Mr Quentin Skinner, a local resident
Mr Colin Liddell, a local resident
Cllr Lesley Traves, representing Mere Parish Council

The Committee received a presentation from the Case officer which set out the main issues in respect of the application. He explained that the application had previously been considered by this Committee at its meeting on 11 March 2015 when the application had been put before the Committee with a recommendation for approval, subject to conditions.

The Committee had resolved to defer determination of the application in order to seek further information from the Drainage Engineer on the practicalities of drainage of the site and to request copies of the Planning Inspector's decision regarding a similar application at Alderbury be provided.

Subsequent to the Committee's deferral of the application, the following additional information had been received:

- The agent had confirmed that the applicant was of gypsy and traveller status and had not ceased to travel.
- The applicant had provided the requested percolation test data, on which the Council's Drainage Engineer had been re-consulted and had responded with revised drainage conditions.
- The Highways Development Control Manager had confirmed and reiterated that the proposed development would be acceptable in Highway safety terms, subject to the conditions previously recommended.

The Committee noted that the additional information provided did not lead to a change in the previous recommendation.

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

Members then heard the written views submitted by Cllr George Jeans, the local Member, in which he expressed in particular his continued concerns regarding drainage and highway aspects of this application.

During the following discussion the following points were raised and it was agreed that they needed clarification:

1. The size and maximum capacity (in terms of bedrooms and the number of people occupying) of the proposed mobile home and proposed touring caravan.
2. Whilst the percolation test results already submitted were acceptable to determine the required size of the foul drainage soakaway (dependant on the levels of occupancy) it did not really dispel the issues with the stormwater disposal raised by the objectors, particularly given the wealth of photographic information provided showing standing water on the site. Based on this it was considered that a further permeability test but to BRE 365 was required at the proposed stormwater soakaway location (different to the proposed foul soakaway location) to confirm that the site did actually drain in relation to storm water and also conform to size, to be shown on a plan.
3. The provision of a plan showing the location of permeability testing undertaken and correctly sized soakaway (based on the maximum occupancy) plus location (at moment just a small circle on site layout with no other information) and the size of the septic tank, with soakaway construction detail.

4. Information in relation to how “foul drainage “ would be provided to the proposed stables, where muck would be stored etc. and would it be separate from human system or combined?
5. The existence of a pond in the northern corner of the site was raised – as appearing on OS maps in date range 1908 to 1933 and 1952 to 1992 – the pond was not shown on the existing site survey but Members indicated that it did exist. The applicant needed to confirm or otherwise the existence of the pond (the proposed site layout drawing did indicate the existence of a small pond in the top northeast corner but smaller than indicated on the OS maps).
6. The EA surface water flood risk map for 1 in 200 event did show some surface flooding within part of the site but the 1 in 30 risk did not show any risk (as previously highlighted in the Drainage Engineer’s responses) – thus the location of any soakaway for foul/storm would need to be located away from this highlighted area and consideration of site access location should also take this into account, details to be provided on a location plan.
7. The need for actual evidence as to the status of the applicant as a gypsy and traveller meeting the definition as set out within PPTS – this might be a statutory declaration by the applicant and/or information which confirmed the applicant’s gypsy status (evidence that he travelled – photographs, statements from family, etc.) and the circumstances of any ‘bricks and mortar’ property he is alleged by a third party to own.

Resolved:

To defer consideration of the application pending the holding of a site inspection on a date to be agreed and the provision of further information from the applicant as detailed above.

- 40 **14/10457/FUL - Land adjacent to 89 Bath Road, Warminster, BA12 8PA - Change of use of land to 4 Romani Gypsy pitches and associated works including 4 mobile homes, 4 dayrooms, 4 touring caravans, 1 septic tank, hard standing and new access**

The Chairman reported that this application had been withdrawn by the applicant and therefore would not be considered by the Committee.

- 41 **Date of the Next Meeting**

Resolved:

To note that the next meeting was scheduled to be held on Wednesday 17 June 2015 at County Hall, Trowbridge.

(Duration of meeting: 10.30 am - 12.00 pm)

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

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STRATEGIC PLANNING COMMITTEE

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 17 JUNE 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Andrew Davis (Chairman), Cllr Tony Trotman (Vice Chairman), Cllr Glenis Ansell, Cllr Trevor Carbin, Cllr Terry Chivers, Cllr Stewart Dobson, Cllr Charles Howard, Cllr David Jenkins, Cllr Bill Moss, Cllr Christopher Newbury and Cllr Fred Westmoreland

Also Present:

Cllr Alan Hill

42 **Apologies for Absence**

There were no apologies for absence.

43 **Minutes of the Previous Meeting**

Resolved:

To confirm and sign the minutes of the previous meeting held on 13 May 2015.

44 **Declarations of Interest**

Cllr Glenis Ansell declared a non-pecuniary interest as she was a member of the Air Quality Working Group of Calne Area Board.

45 **Chairman's Announcements**

There were no Chairman's announcements.

46 **Public Participation and Councillors' Questions**

There were no questions received from members of the Council.

Members of the public addressed the Committee as set out in Minute No. 47 below.

47 **14/09744/WCM - Lower Compton Waste Management Facility, Lower Compton, Calne, SN11 8RB - Retain and extend existing Materials Recycling Facility including transfer activities, screening bund and ancillary activities and development**

The following people spoke against the proposal:

Professor Peter Alberry, a local resident
Mr Steve Izatt, representing Wiltshire Waste Alliance
Mr Lamb, a local resident
Cllr Kate Morley, Vice-Chairman of Calne Without Parish Council
Cllr Peter Szczesiak, Chairman of Compton Bassett Parish Council

The following person spoke in favour of the proposal:

Mr Michael Hill, Chief Executive of Hills Waste Solutions Ltd, the Applicant.

The Committee received a presentation from the Case Officer which set out the main issues in respect of the application. She explained that the proposed development was to retain and expand a strategic waste management facility and was recommending that planning permission be granted subject to conditions.

A site inspection had taken place the previous day which had been attended by Cllrs Andrew Davis, Tony Trotman, Glenis Ansell, Trevor Carbin, Stewart Dobson, Charles Howard, David Jenkins, Christopher Newbury, Fred Westmoreland and Alan Hill as the local Member, in which the Case Officer had explained the proposals.

Members of the Committee then had the opportunity to ask technical questions after which the Committee received statements from members of the public as detailed above, expressing their views regarding the planning application during which

Members then received a presentation from Cllr Alan Hill, the local Member, in which he explained his objections to the proposal and reasons why he considered the application should be refused.

A debate followed, where a motion was moved and seconded to refuse the application contrary to the officer recommendation. The motion was discussed, during which it was highlighted the proposal was for permanent retention of the facility and concerns raised about site location, traffic levels and air quality in Calne.

Prior to a vote on the motion, the Case Officer and Minerals and Waste Team Leader provided comment on some of the points that had been raised during the discussion. This included a reiteration of the main conclusions drawn from

the Officer report. The Area Development Manager reminded the Committee of the need to identify clear planning reasons for refusal of the application.

After discussion during which the Committee noted the information given in the presentation from the local Member and the legal representations which had been sent to them direct the previous day by Mr Gregory Jones QC, instructed by Wiltshire Waste Alliance,

Resolved:

To refuse planning permission for the following reasons:-

- 1. The development proposal conflicts with Core Policy 55 (Air Quality) of the Wiltshire Core Strategy.**
- 2. The development proposal conflicts with Core Policy 60 (Sustainable Transport), Core Policy 61 (Transport and New Development) and Core Policy 65 (Movement of Goods) of the Wiltshire Core Strategy.**
- 3. The Environmental Statement accompanying the planning application is flawed in terms of the approach taken to the no-project baseline scenario, the transport assessment and the air quality assessment.**

48 **Date of the Next Meeting**

Resolved:

- (1) To note that the next scheduled meeting of this Committee was due to be held on Wednesday 15 July 2015, at County Hall, Trowbridge, starting at 10.30am.**
- (2) To hold a site visit to land at west of B3092, Mapperton Hill, Mere on Monday 13 July 2015, meeting on site at 10.30am.**
- (3) To reserve Wednesday 29 July 2015 at 10.30am for an additional meeting of the Committee if required, bearing in mind the number of outstanding applications that might need a decision before the next scheduled meeting of the Committee on 23 September 2015.**

49 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 am - 12.50 pm)

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

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 13 MAY 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Philip Whalley (Substitute) and Cllr Chuck Berry.

39 Changes to the membership

Following the Full Council meeting on Tuesday 12 May 2015, a number of changes were made to the Northern Area Planning Committee membership with immediate effect:

Cllr Whalley was now a substitute member.
Cllr Berry and Cllr Greenman were now full members of the Committee
Cllr Melody Thompson was now a substitute member.

40 Apologies

Apologies for absence were received from Cllr Tony Trotman and Cllr Howard Greenman. Cllr Greenman was substituted by Cllr Whalley.

41 Minutes of the Previous Meeting

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 1 April 2015.

42 Declarations of Interest

There were no declarations of interest.

43 Chairman's Announcements

The Chairman welcomed Fiona Rae as the new Democratic Services Officer supporting the Committee and thanked Libby Beale for her services to the Committee.

44 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

45 **Planning Applications**

45a **14/8912/OUT -Vale of The White Horse, Minety**

Jamie Denman, Brian Peckham, and Martin Snook spoke in support of the application.

Cllr Charles Cook, Chairman of Minety Parish Council, spoke in support of the application.

The Planning Officer introduced the report which recommended that planning permission be refused for the reasons set out in the report. The application was for the construction of 8 dwellings and related to an application for consideration under item 7b of the agenda. Attention was drawn to the late observations which highlighted comments on drainage implications and the level of public support for the development. It was explained that the argument that the development would support the retention of the public house and provide affordable housing could not be given significant weight as there was no legal agreement linking the finance from the development to the retention of the public house and the housing constructed would be market housing. The Planning Officer explained the suggested reasons for refusal, highlighting conflict with the policies of the adopted Wiltshire Core strategy; that the scale of the development was not appropriate in the location, there were poor levels of amenity space and the design was out of character for the locality.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

The Planning Officer responded to comments from the public to confirm that whilst the application was an outline planning application consent was sought for details of access, scale, layout and appearance and only landscaping was a reserved matter.

The local member, Cllr Berry spoke in support of the application, underlining the strong local support for the development.

In the debate that followed, members commented that there was no legal agreement in place to ensure the application would be an enabling development therefore this was not a material consideration. Members sympathised with the owner of the public house but could not support this development as it contravened the Wiltshire Core Strategy. The Committee sought advice from officers on whether the development of an enabling agreement and selection of building materials could be delegated to officers. Officers advised that materials could be controlled by condition but the application sought approval for the scale, layout and appearance of the development now and these could not be conditioned as reserved matters for future approval. Potentially preparation of a legal agreement to tie the residential development to the enhancement of the Public house could be delegated to officers but extensive additional information submissions were required in that respect and the applicant had already been advised of the requirement in advance of revisions to the application and had not addressed the matter comprehensively to date. The Committee expressed support for the principle of development on the site subject to linking this to enhancements to the public house to secure its retention and encouraged the applicant to submit a revised scheme. It was confirmed that the applicant could withdraw the application before a decision notice was issued.

Resolved:

To REFUSE planning permission for the following reasons:

- 1. The proposal is for 8 No new dwellings in the open countryside with no material considerations or special justification which outweigh the overwhelming policy objection. The development does not represent 'limited infill' and is thus contrary to saved policy H4 of the North Wiltshire Local Plan 2011, Core Policies 1, 2 and 13 of the Wiltshire Core Strategy and Paragraph 55 of the National Planning Policy Framework.**
- 2. The application is not considered to be of a high quality design and the private amenity space is wholly insufficient for proposed houses and results in an inadequate level of residential amenity for future occupants of the proposed dwellings. The proposed development is wholly out of character with the form, scale, bulk, mass and detail of existing dwellings in the locality resulting in harm to the character and appearance of the locality. Parking provision, immediately adjacent to the semi detached and detached dwellings is considered to give rise to an unacceptable impact on the living conditions of future residents in respect of noise and disturbance. The development as a whole is considered contrived and representative of overdevelopment of the site. The development**

therefore is contrary to Core Policy 57 of the Wiltshire Core Strategy. And paragraphs 14 and 17 of the National Planning Policy Framework.

45b 14/08917/FUL- Vale of The White Horse, Minety

The Planning Officer introduced the report which recommended that planning permission be granted subject to the conditions outlined in the report. The application was for the conversion of part of a basement to 3 guest accommodation rooms.

There was no public participation.

The Chairman informed the Committee the proposal had the support of the Parish Council and the local member. The proposal had been called in due to its connection with item 7a (14/8912/OUT – Vale of The White Horse, Minety).

Resolved:

To GRANT planning permission subject to the following conditions:

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

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

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

Existing attic floor plan and elevations

Proposed semi-basement floor plans

Location and site plan

Existing semi-basement floor plan

Existing ground floor plans and elevations

FRA

DAS

Received 19.10.14

Parking Plan – received 20.03.15

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

- 3. The development hereby permitted shall be begun before the**

expiration of three years from the date of this permission.

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

4. The three guest bedrooms hereby approved shall be used for visitor accommodation falling within Class C1 and no other use.

REASON: To ensure that the development is only occupied as visitor accommodation because the site is within an area where the local planning authority would not normally permit new dwellings.

45c 14/07749/FUL- Manor Farm, North End, Ashton Keynes, SN6 6QR

Cllr Dave Wingrove, Ashton Keynes Parish Council spoke in objection to the application.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The application was for the erection of a car restoration workshop and showroom extension, the location of the site and its existing access was shown. The Committee was advised that an alternative access would be needed to ensure safety.

The Committee then had the opportunity to ask technical questions and it was confirmed that Cox's Hill was a rural 40mph road where vehicles could pass side by side.

Members of the public then addressed the Committee as detailed above.

The Planning Officer responded to comments from the public, explaining that moving a 7.5 tonne weight limit to ensure that Heavy Goods Vehicles would not drive through the village centre would require a Traffic Regulation Order, this could not be controlled by a condition. The officer highlighted that this would have been recommended by the Highways Officer if it was considered necessary.

The local member, Cllr Berry, questioned whether current access to the site could be altered with restrictions dealing with entry and exit of vehicles and suggested local views be given more consideration.

In the debate that followed, councillors discussed the current and proposed access to the site developed by Highways officers and agreed that, should permission be granted, an informative be included with a recommendation from the Committee for interested parties to investigate and consider proposals for alterations to the location and extent of the weight limit restriction on Cox's Hill via the Community Area Transport Group (CATG) in

order to reduce the number of vehicles going through the village.

Resolved:

To GRANT planning permission subject to the following conditions:

1. (WA1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

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

2. (WM13) The development hereby permitted shall be carried out in accordance with the following approved plans:

DAS

14340-5

14340-4

14340-3

14340-1

Received 12.08.14

Site location plan – received 17.10.14

14340-2 Rev B – received 23.10.14

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

3. (WD11) No development shall commence on site until details of the stopping up of all existing accesses, both pedestrian and vehicular, have been submitted to and approved in writing by the Local Planning Authority. That stopping up shall take place in accordance with the approved details within one month of the first occupation of the development. No later than one month after the first occupation of the development, the sole means of vehicular and pedestrian access to the development shall be as shown on the plans hereby approved.

REASON: In the interests of highway safety.

4. (WD17) No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 90 metres to the north direction and 120 metres to the south direction from the centre of the access in accordance with the approved plans 'Proposed Block Plan' numbered 14340-2 Rev B. Such splays shall thereafter be

permanently maintained free from obstruction to vision above a height of 1m above the level of the adjacent carriageway. In order that the visibility splay is achieved I require that 1m beyond the back of the splay is suitably trimmed and cut back, in order seasonal growth does not obstruct. This will require the hedge line to be suitably set back.

REASON: In the interests of highway safety.

5. (WD20) No part of the development hereby approved shall be first brought into use until the parking area shown on the approved plans has been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

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

6. (WG2) No development shall commence on site until a scheme for the discharge of surface water from the site access to prevent discharge onto the highway has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

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

7. (WD13) No development shall commence until details of a consolidated and surfaced vehicle turning space has been submitted to and approved in writing by the Local Planning Authority. No part of the development shall be first brought into use until that turning space has been completed in accordance with the approved details. Such turning space shall thereafter be retained and kept clear of obstruction at all times.

REASON: To enable vehicles to enter and leave the site in forward gear in the interests of highway safety.

8. The car showroom shall be limited to the use of applicant only and shall be limited to the use stated in the application. The car showroom will not be a sales area and not open to the general public. Clients by appointment. The showroom shall be used to display restored vehicles prior to collection.

REASON: In the interests of residential amenity.

9. The occupation of the site hereby permitted shall only be by the business operating as 'AKVR'.

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for occupiers which may have increased traffic movements, having regard to the circumstances of the case.

10. (WF11) The use hereby permitted shall only take place between the hours of Monday to Friday 0800-17:00 and 08:00-13:00 Saturday with no opening on Sundays and Bank or Public Holidays.

REASON: To ensure the retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

11. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

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

INFORMATIVE: The Council recommends that interested parties, including the Applicant and Parish Council, investigate and consider proposals for alterations to the location and extent of the weight limit restriction on Cox's Hill via the Community Area Transport Group (CATG).

46 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.05 pm)

The Officer who has produced these minutes is Fiona Rae, of Democratic Services, direct line 01225 712681, e-mail fiona.rae@wiltshire.gov.uk

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 3 JUNE 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Tony Trotman (Chairman), Cllr Peter Hutton (Vice Chairman), Cllr Christine Crisp, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Toby Sturgis, Cllr Philip Whalley (Substitute), Cllr Chuck Berry, Cllr Bill Douglas (Substitute), Cllr Jacqui Lay (Substitute) and Cllr Howard Marshall

Also Present:

Cllr Dick Tonge, Cllr Melody Thompson and Cllr Bob Jones MBE

47 **Apologies**

Apologies for absence were received from Cllr Sheila Parker, Cllr Howard Greenman, and Cllr Mark Packard.

Cllr Sheila Parker was substituted by Cllr Philip Whalley.
Cllr Howard Greenman was substituted by Cllr Jacqui Lay.
Cllr Mark Packard was substituted by Cllr Bill Douglas.

48 **Minutes of the previous Meeting**

The minutes of the meeting held on 13 May 2015 were presented.

Resolved:

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

49 **Declarations of Interest**

There were no declarations of interest.

50 **Chairman's Announcements**

There were no Chairman's announcements.

51 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

52 **Planning Applications**

52a **14/04593/FUL - Land at Colbourne Street, West Sevington, Grittleton, Chippenham, Wiltshire, SN14 7LB**

Cllr Jonny Walker spoke on behalf of Grittleton Parish Council and raised concerns with the application it felt could be controlled by condition, including the number of horses permitted on the site and boundary treatment.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions, as amended by the late observations. The application was for a change of land use to the keeping of horses, an area of hardstanding, and a new access and was part-retrospective. The location of the site was shown in the context of the Area of Outstanding Natural Beauty and recommended conditions were explained. The Planning Officer highlighted that the existing access was unlawful and that the new access met the recommended visibility requirements.

The Committee then had the opportunity to ask technical questions and the officer confirmed that horses had to be walked from the area of hardstanding to the stables. It was advised that the proposed grassland management plan would minimise damage to the turf and that any additional hardstanding would require further planning permission. Cllr Toby Sturgis, posed questions on behalf of the local member, Cllr Jane Scott OBE, and recommended that conditions 5 and 10 be amended to remove the wording 'without the prior approval in writing of the Local Planning Authority'.

The Planning Officer verified that the application covered the site as a whole, that the trees currently screening the stables were under local authority control, and that a condition could be added to address the means of enclosure and highways safety concerns.

Members of the public then addressed the Committee as detailed above.

Following the statements from members of the public, the Planning Officer drew attention to conditions which limited the number of horses, ponies or donkeys permitted on the site. The condition had been added in response to the Parish Council concerns of overgrazing affecting the landscape quality of the Area of Outstanding Natural Beauty. It was confirmed that a planning condition could be added to ensure appropriate boundary treatment to contain the horses on site.

Cllr Toby Sturgis spoke on behalf of the local member, Cllr Jane Scott OBE, who sympathised with Grittleton Parish Council's concerns and welcomed the restriction on the number of animals and the grassland management plan. Some concerns were raised about the quality of building material for the stables, and it was noted that the reduction in the number of stables to five complied with the council's planning policies. The Councillor requested that boundary treatment match existing or typical styles on this site.

The Planning Officer confirmed the buildings on site were permanent and a 'tidy up notice' could be issued for the site if necessary.

In the debate that followed, the Committee discussed the upcoming auction of the property and considered that, if deemed appropriate by the Council's legal advisers, details of any permission granted and associated conditions on site be passed to the new owners. Members considered the materials of the existing stables, and the visibility of the site in the context of the Area of Outstanding Natural Beauty, commenting that there was limited visibility of the stables from the roadside. The additional condition on boundary treatment and amendments to conditions 5 and 10 were supported in addition the officer's recommendation.

Resolved:

To GRANT planning permission subject to the following conditions:

- 1. Within 6 months of the date of this permission, the existing stables, hardcore and ancillary buildings shall be completely removed from the site unless those buildings and hardcore form part of those buildings approved by condition 4 of this approval in the layout so approved.**

REASON: In the interests of the landscape quality of the Area of Outstanding Natural Beauty.

- 2. Within one month of the date of this permission the caravan on site shall be completely removed from the site.**

REASON: In the interests of the visual amenity of the site.

- 3. Notwithstanding the approved plans, within one month of the date of this permission, the existing access to the site in the western corner, shall be stopped up, the gate and hard standing removed and post and rail fencing installed to match the existing.**

REASON: In the interests of highway safety.

4. The development hereby permitted shall be carried out in accordance with the following approved plans: Location Plan received 27th May 2014; elevations and block plan (as amended by condition 3) received 3rd November 2014 and sight line diagram received 18th March 2015.

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

5. No fences or jumps shall be erected on the site.

REASON: In order to protect the rural character of the area.

6. Within in one month of the date of this permission details for the storage of manure and soiled bedding (including the location of such storage) and its disposal from site (including frequency) have been submitted to and approved in writing by the Local Planning Authority. Before the development is first brought into use, the works for such storage and disposal shall be completed in accordance with the approved details and shall subsequently be maintained in accordance with the approved details. No storage of manure and soiled bedding shall take place outside of the storage area approved under this condition.

REASON: In the interests of public health and safety, in order to protect the natural environment and prevent pollution.

7. The development hereby permitted shall only be used for the private stabling of horses and the storage of associated equipment and feed and shall at no time be used for any commercial purpose whatsoever, including for livery, or in connection with equestrian tuition or leisure rides.

REASON: In the interests of highway safety.

8. There shall be no parking of horse boxes, caravans, trailers or other vehicles during the hours between dusk and dawn on the site.

REASON: In order to protect the living conditions of nearby residents and/or the rural character of the area.

9. There shall be no more than a total of 6 horses, ponies or donkeys kept on the site at any one time.

REASON: To prevent overgrazing affecting the landscape quality of the Area of Outstanding Natural Beauty.

10. No portable buildings, van bodies, trailers, vehicles or other structures used for storage, shelter, rest or refreshment, shall be stationed on the site.

REASON: In order to protect the rural character of the area.

11. Within 2 months of the date of this permission a scheme of supplementary landscaping to the site boundaries, including the area adjacent to access proposed to be stopped up and details of the means of enclosure for the site shall be submitted to the Local Planning Authority. Once approved by the Local Planning Authority the details relating to the means of enclosure shall be completed within 3 months and the landscaping completed within 6 months or by the end of the first planting season, whichever is sooner.

REASON: To ensure a satisfactory landscaped setting for the development and in the interest of highway safety.

12. No development shall commence on site until details of the hardstanding materials to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

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

13. No development shall commence on site until a grassland management plan, including long-term design objectives, management responsibilities and maintenance schedules for all grassland areas has been submitted to and approved in writing by the Local Planning Authority. The grassland management plan shall be carried out as approved in accordance with the approved details.

REASON: To ensure the proper management of the landscaped areas in the interests of visual amenity.

14. No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the

appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication “Guidance Notes for the Reduction of Obtrusive Light” (ILE, 2005)”, have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

52b 15/01159/OUT - Stones Farm, West Mill Lane, Cricklade, Wiltshire, SN6 6JL

Susan Hibberd and David Cook spoke in objection to the application.

Craig Pettit, spoke in support of the application.

Cllr John Coole, Cricklade Town Council, spoke in objection to the application due to concerns over highways, flooding and foul sewage issues.

The Planning Officer introduced the report which recommended that authority be delegated to the Area Development Manager to grant planning permission subject to the signing of a Section 106 agreement to address affordable housing requirements, subject to conditions. The application was for outline planning permission to build 25 dwellings with all matters reserved except access. The Planning Officer explained that a small strip of the land fell outside the framework boundary for Cricklade but that the proposal broadly accorded with Core Strategy core policies 1 and 2 as the site fell within the adopted and proposed revised framework boundary. It was also noted that Cricklade Town Council had concerns about the density of the scheme however as this was an outline planning application the illustrative masterplan showed indicative layout only.

The Committee then had the opportunity to ask technical questions and it was confirmed that the outline application was not required to provide information relating to garage space or car parking and that these would be addressed when reserved matters were submitted. The Planning Officer explained that there was a presumption in favour of development as this site would be a sustainable location in terms of the National Planning Policy Framework guidance on the matter; also there had been no objection in landscape and visual impact terms to the proposals. It was further confirmed that consultation on the Neighbourhood Plan proposals had taken place and

that this included proposals to extend the framework boundary to include this part of the application site. Therefore it would not be appropriate to refuse the application on the basis of a section being outside of the settlement boundary.

Members of the public then addressed the Committee as detailed above.

Following statements from members of the public, the Planning Officer explained that the developer had submitted the basis for surface water and foul drainage plans. It was confirmed that these plans had been considered by drainage engineers who believed that the development would have no additional impact on the surrounding area. The Planning Officer also advised that Thames Water raised no objection to the proposal, subject to a Grampian condition being added relating for further details of foul water drainage before work commenced. Highways requirements were met by suggested conditions and the developer had committed to providing 40% affordable housing.

The local member, Cllr Bob Jones, spoke in objection to the application due to highways and flooding concerns which could have been aggravated by the development.

In the debate that followed, the Committee discussed the flooding, drainage, and sewage concerns that had been raised. Members sympathised with flooding concerns however noted it was not reasonable to require the developer to resolve the existing issues and, should there be insufficient surface water storage, the number of houses could be reduced. Some councillors commented that the site was a brownfield site and the application supported affordable housing and therefore was suitable for development. Other members expressed concern with the high density of building and location of the t-junction however noted this could change at reserved matters stage.

Resolved:

To DELEGATE authority to the Area Development Manager to grant planning permission subject to the signing of a Section 106 agreement to address affordable housing requirements, subject to the following conditions:

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

REASON: To comply with the provisions of Section 92 of the Town and Country Planning Act 1990 as amended by the Planning and

Compulsory Purchase Act 2004.

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

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

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

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 4(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended).

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

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

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

Site Location Plan – C11755.15.050 – Received 9 February 2015

Proposed Priority Junction Arrangement – 3858/203 – Received 20 February 2015

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

- 5. No development shall commence on site until details and samples of the external materials to be used have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

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

- 6. No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by**

the Local Planning Authority, the details of which shall include:-

- **location and current canopy spread of all existing trees and hedgerows on the land;**
- **full details of any to be retained, together with measures for their protection in the course of development, including off-site trees.**
- **a detailed planting specification showing all plant species, supply and planting sizes and planting densities;**
- **finished levels and contours;**
- **means of enclosure;**
- **car park layouts;**
- **other vehicle and pedestrian access and circulation areas;**
- **all hard and soft surfacing materials;**
- **minor artefacts and structures (e.g. furniture, play equipment, refuse and other storage units, signs, lighting etc);**
- **proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables pipelines etc indicating lines, manholes, supports etc);**

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

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

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

features.

8. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been undertaken and until:
 - (a) The Local Planning Authority has been provided with written confirmation that, in the opinion of the developer, the site is likely to be free from contamination which may pose a risk to people, controlled waters or the environment. Details of how this conclusion was reached shall be included.
 - (b) If, during development, any evidence of historic contamination or likely contamination is found, the developer shall cease work immediately and contact the Local Planning Authority to identify what additional site investigation may be necessary.
 - (c) In the event of unexpected contamination being identified, all development on the site shall cease until such time as an investigation has been carried out and a written report submitted to and approved by the Local Planning Authority, any remedial works recommended in that report have been undertaken and written confirmation has been provided to the Local Planning Authority that such works have been carried out. Construction shall not recommence until the written agreement of the Local Planning Authority has been given following its receipt of verification that the approved remediation measures have been carried out.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

9. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:
 - (a) the parking of vehicles of site operatives and visitors;
 - (b) loading and unloading of plant and materials;
 - (c) storage of plant and materials used in constructing the development;
 - (d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;

- (e) wheel washing facilities;
- (f) measures to control the emission of dust and dirt during construction;
- (g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and
- (h) measures for the protection of the natural environment.
- (i) hours of construction, including deliveries (No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays);
- (j) Access arrangement for construction vehicles exiting and entering the site

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

10. No development shall commence on site until a scheme for the discharge of foul water from the site, including any identified off site works to provide capacity within the public sewer system to enable this site to be served, has been submitted to and approved in writing by the Local Planning Authority.

Thereafter, no dwellings shall be first occupied until the approved details have been carried out in strict accordance with the approved details.

REASON: To ensure that the development can be adequately drained and not increase flood risk to others.

11. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details (on-site storage and controlled discharge) and details of

future ownership/maintenance regimes, limiting future discharge rate to an agreed “greenfield flow rate” has been submitted to and approved in writing by the Local Planning Authority.

Thereafter, no dwellings shall be first occupied until the approved details (including full details of ownership and maintenance regime) have been carried out in strict accordance with the approved details.

REASON: To ensure that the development can be adequately drained, not increase flood risk to others and to identified future responsibilities for the storm drainage.

- 12. No development shall commence on site until details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, surface water outfall, visibility splays, accesses, carriageway gradients, drive gradients, car parking, street furniture and stopping up of the vehicular access to Stones Farmhouse from West Mill Lane, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, surface water outfall, visibility splays, accesses, carriageway gradients, drive gradients, car parking, street furniture and stopping up of the vehicular access to Stones Farmhouse from West Mill Lane have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.**

Thereafter, the parking spaces shall not be used other than for the parking of vehicle of for the purpose of access.

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

- 13. No part of the development shall be first occupied until the visibility splays shown on the plan reference 3858/203 have been provided with no obstruction to visibility at or above a height of 600mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.**

REASON: In the interests of highway safety.

- 14. No construction traffic shall be permitted to access the site from the existing vehicular access from the highway of Reeds.**

REASON: To ensure the protection of residential amenity from

noise disturbance during construction works.

- 15. The dwelling(s) hereby approved shall achieve Level 4 of the Code for Sustainable Homes. No dwelling shall be occupied until a final Code Certificate for it has been issued and submitted to, and approved in writing by, the local planning authority certifying that Code Level 4 has been achieved.**

REASON: To ensure that the objectives of sustainable development set out Policy CP41 of the Wiltshire Core Strategy are achieved.

- 16. The development hereby approved shall be carried out in accordance with the recommendations made in Section 6 of the Ecological Surveys report dated September 2014 prepared by Elizabeth McKay, unless otherwise agreed in writing with the local planning authority.**

REASON: To ensure adequate protection and mitigation for protected species.

- 17. No development shall commence on site until a Landscape and Ecology Management Plan has been submitted and approved in writing by the local planning authority, including full details of new native and 'wildlife-friendly' ornamental hedgerow and tree planting.**

Thereafter, the management plan shall be implemented and complied with in strict accordance of approved details during construction works and for the lifetime of the development.

REASON: To plant new hedgerows and trees to compensate for the loss of existing vegetation used by foraging/commuting bats and other wildlife, and as an enhancement for biodiversity in accordance with paragraph 188 of the National Planning Policy Framework.

- 18. No development shall commence on site until details of the provision of roosting features for bats and nesting opportunities for birds (House martin, House sparrow, Starling, Swift and Swallow) into the new buildings has been submitted to and approved in writing by the local planning authority, including a plan showing the locations and types of features. The approved details shall be implemented before the dwellings hereby approved are first occupied.**

REASON: To mitigate for the loss of Swallow nests and to provide additional roosting for bats and nesting for birds as a biodiversity enhancement, in accordance with Section 40 of the Natural

Environment and Rural Communities Act 2006 and paragraph 118 of the National Planning Policy Framework.

19. No development shall commence on site until a lighting scheme has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be designed to minimise light spill and sky glow, and to minimise light levels alongside newly planted hedgerows and trees, and at the locations of bird nesting and bat roosting features, to below 1 Lux.

REASON: In order to limit the impact of lighting on biodiversity.

20. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A, B & E shall take place on the dwellinghouse(s) hereby permitted or within their curtilage.

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

21. No more than 25 dwellings shall be constructed on the site pursuant to this planning permission.

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

Informatives:

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

23. The developer is advised to discuss the contaminated land issues relevant to the site and what works, if any, are required in order to comply with the relevant conditions attached to this approval. The developer should contact Richard Francis in the Council's Public Protection Team.

24. The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise

the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

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

- 25. The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway.**
- 26. Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.**
- 27. The applicants should aim to achieve Secured by Design (SbD) award status for this development. SbD is an initiative owned by the Association of Chief Police Officers with the aim of providing an acceptable minimum standard of security and crime prevention measures within the built environment. The scheme has a proven history of reducing crime and generally improving the quality of life within communities. The principals and standards involved provide an excellent guide to effective and acceptable measures that can and should be adopted to reduce crime opportunities and otherwise prevent crime and anti-social behaviour. Details can be found on line at www.securedbydesign.com.**

52c 15/02477/FUL - 10 Reybridge, Lacock, Chippenham, Wiltshire, SN15 2PB

Miranda Spitteler spoke in objection to the application.

Simon Chambers spoke in support of the application.

Cllr Ron George, Lacock Parish Council, spoke in objection to the application.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The application was for a single storey extension to an existing property. The Planning Officer drew attention to the late observations which recommended the addition of three conditions. It was also noted that the Conservation Officer had previously had concerns with the original planning application relating to the size, design and scale of the proposal. The current proposal saw a reduction

in length to 8m, removal of roof lights to rear elevation, balcony to rear, and greatly improved design. The current application had support from both the Conservation Officer and the Case Officer however Parish Council concerns remained.

The Committee then had the opportunity to ask technical questions and it was confirmed that the garden was sufficient to accommodate materials needed for the build and that the parking area met council standards. The Planning Officer also confirmed that the property was not a Listed building and, because the extension was not physically attached to the building, different building materials could be used. The officer highlighted how the design had been changed since the original application to be more sympathetic to the main building.

Members of the public then addressed the Committee as detailed above.

The Planning Officer responded to comments from the public that the application should mirror the design of the extension to the adjoined, neighbouring property by explaining it was not a standard single storey extension but was designed to appear as a converted outbuilding. The Planning Officer also explained that since alternations were made to the design of the building, the Conservation Officer was now in support of the application.

The local member, Cllr Richard Tonge, spoke in objection to the application and urged the Committee to refuse the application on the grounds of bulk, prominent position, and the impact on the neighbouring pair, host dwelling, and conservation area.

In the debate that followed, the Committee noted the extensive alterations made to the original application in partnership with the Conservation Officer. A motion to refuse planning permission due to contravening Core policies 57 and 58 of the Wiltshire Core Strategy was seconded but was not agreed by the Committee.

Other members of the Committee considered that that, whilst the two dwellings were taken as a pairing, they were not identical and so a different style of extension was acceptable. It was agreed that whilst the innovative design style was different to the existing building it was a high quality design, did not affect the architectural merit of the building and the extension would not be highly visible from the road.

Resolved:

To GRANT planning permission subject to conditions:

1. The development hereby permitted shall be begun before the

expiration of three years from the date of this permission.

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

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

Site Location Plan, Topographical Survey 21206/1, Existing Ground Floor 21206/2 & Existing Elevations 21206/3 (all received 13/03/2015, Site Layout Plan LPC/3634/SD3/1A, Proposed Ground Floor Plan LPC/3634/SD3/2A & Proposed Elevations LPC/3634/SD3/3A (all received 05/05/2015)

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

3. The roof tiles to be used in the development hereby permitted shall match those of the existing building in terms of their material, colour, texture, profile and pattern of laying.

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

4. No demolition, site clearance or development shall commence on site until an Arboricultural Method Statement (AMS) prepared by an arboricultural consultant providing comprehensive details of construction works in relation to trees has been submitted to, and approved in writing by, the Local Planning Authority. All works shall subsequently be carried out in strict accordance with the approved details. In particular, the method statement must provide the following:
 - a) A specification for protective fencing to trees during both demolition and construction phases which complies with BS5837:2013 and a plan indicating the alignment of the protective fencing;
 - b) A specification for scaffolding and ground protection within tree protection zones in accordance with British Standard 5837: 2013;
 - c) A schedule of tree works conforming to British Standard 3998: 2010;
 - d) Details of general arboricultural matters such as the area for storage of materials, concrete mixing and use of fires;
 - e) Plans and particulars showing the siting of the service and piping infrastructure;
 - f) A full specification for the construction of any arboriculturally

sensitive structures and sections through them, including the installation of boundary treatment works, the method of construction of the access driveway including details of the no-dig specification and extent of the areas of the driveway to be constructed using a no-dig specification;

- g) Details of the works requiring arboricultural supervision to be carried out by the developer's arboricultural consultant, including details of the frequency of supervisory visits and procedure for notifying the Local Planning Authority of the findings of the supervisory visits; and
- h) Details of all other activities, which have implications for trees on or adjacent to the site.

REASON: In order that the Local Planning Authority may be satisfied that the trees to be retained on and adjacent to the site will not be damaged during the construction works and to ensure that as far as possible the work is carried out in accordance with current best practice and section 197 of the Town & Country Planning Act 1990.

- 5. No development shall commence on site until details of all eaves, verges, windows, doors, rainwater goods and chimney design and stonework have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

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

- 6. No development shall commence on site until details of the finish to external timber, including any paint or stain to be used on the external walls and window joinery have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the development being first brought into use.

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

- 7. The extension hereby permitted shall not be occupied at any time

other than for purposes ancillary to the residential use of the main dwelling, known as 10 Reybridge, and it shall remain within the same planning unit as the main dwelling.

REASON: The additional accommodation is sited in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit a wholly separate dwelling.

Informatives

8. INFORMATIVE TO APPLICANT:

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

9. INFORMATIVE TO APPLICANT:

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

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

53 Urgent Items

There were no urgent items.

(Duration of meeting: 3.00 - 5.00 pm)

The Officer who has produced these minutes is Fiona Rae, of Democratic Services, direct line 01225 712681, e-mail fiona.rae@wiltshire.gov.uk

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

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NORTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 24 JUNE 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM.**

Present:

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

Also Present:

Cllr Dick Tonge

54 **Apologies**

Apologies for absence were received from Cllrs Terry Chivers, Howard Marshall, and Mark Packard.

55 **Minutes of the Previous Meeting**

The minutes of the meeting held on 3 June 2015 were presented.

Resolved:

To confirm as a true and correct record the minutes of the meeting held on 3 June 2015.

56 **Declarations of Interest**

There were no declarations of interest.

57 **Chairman's Announcements**

There were no Chairman's announcements.

58 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

59 **Planning Applications**

60 **15/02933/FUL - Brown Leaves, Hollow Street, Great Somerford, SN15 5JD**

Deborah Loader, John Longford-Brown, and Doreen Jevons spoke in opposition to the application.

Peter Lydiate and Lindy Lydiate spoke in support of the application.

Richard Hughes, Great Somerford Parish Council, spoke in opposition to the application.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The application was for the erection of new detached dwelling including new access and new single garage within the conservation area. The officer explained that the application was a resubmission of an application that was approved in 2012 and remains extant (live) until the end of 2015. As the new application contained no material changes and no significant change in material considerations, it was explained that this carried significant weight in considering the new application.

It was noted that the Conservation Officer considered that the proposal would result in harm which had also been advised in the previous application. It was highlighted that the concerns of the Conservation Officer and the representations made by members of the public had been taken into consideration by the case officer who considered the proposal, on balance, to be acceptable. In response to some concerns regarding the shared access on Hollow Road, the officer drew attention to the proposed condition requiring the submission and approval of a construction method statement prior to development if the application was granted.

The Planning Officer explained that there had been a change in the policy framework for the consideration of the proposal as the Wiltshire Core Strategy had now been adopted. However, it was confirmed that the relevant policy considerations were broadly similar in objectives and requirements. The application was in line with the Wiltshire Core Strategy and the National Planning Policy Framework and, as such, there was no significant change in policy since the application was determined that justified refusal.

The Committee then had the opportunity to ask technical questions; it was confirmed that only certain types of tree were protected under conservation area status which did not include hedges and the hedging along the boundary lines was under the control of the applicants.

The Committee enquired how much weight should be given to the extant (live) planning permission and the Legal Officer confirmed that if this application were refused, the applicants could implement the live consent which was materially the same as the application under consideration. It was explained that a change

in policy could have an effect but clarified that this would only be the case if there were any material differences in the application which was not the case.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Toby Sturgis, expressed support for the views and concerns of the Parish Council and members of the public. Further concern was raised regarding the height of the proposed structure and the objections of the Conservation Officer. It was warned that the proposed structure could dominate the conservation area landscape and that there was no requirement to maintain the hedge that partially shielded the site. As such, Cllr Sturgis recommended that, should the proposal be granted, a condition be attached requiring the submission and agreement of landscaping details to the northern site boundary to provide some site screening to the north.

The local member drew attention to the access road of the property as it also served Holmdale and a large section of arable land and permanent access was required. It was highlighted that parking was very difficult in the area and that any visitors or construction vehicles would only be able to park on the road at great inconvenience to other residents and the operator of the nearby farmland. Cllr Toby Sturgis welcomed the construction method statement that would be required of the applicants if approved but highlighted the need to provide off-street parking for access and unloading.

Attention was drawn to the concerns of the Parish Council and the local member urged the Committee to refuse the application on CP51 and CP57 or to further condition the application to give due regard to the conservation and highways concerns.

The Planning Officer responded to comments from the public and confirmed that the footpath mentioned in the presentation was in fact private land but this had not been a material consideration on this or the previous application. It was added that the other planning consents in the surrounding area had been taken into account in the officer report. It was also explained that the s.106 contributions referred to in the reasons for granting permission in the previous application were a standard reference required at that time that were no longer required. It was further clarified that s.106 contributions were secured to make a development acceptable and were not given weight as a benefit of development that was balanced against any harm identified. As such, the removal of these contributions following the national change to the Planning Practice Guidance in respect of s.106 requirements would not constitute the loss of a benefit or a material change that should now be considered as a reason for refusal.

The Planning Officer noted that Highways had not objected to the site access, parking arrangements or use of Hollow road in this or the previous application. It was also confirmed that it would be possible to condition the use of the garage for vehicles to minimise parking on the road.

In the debate that followed, it was agreed that illegal parking would be an enforcement issue and was not a planning consideration. Consequently it was recommended that an informative be added to any grant of permission encouraging the applicant to investigate and consider provision of an off site construction compound. The Committee noted that the application was not materially different to the original application that had been granted but recognised the legitimate concerns of the Parish Council and local residents. The Committee recognised the proactivity of the applicants and encouraged that, should the application be approved, the communication between the applicants, Parish Council, and local residents continued throughout the construction process.

Following confirmation of the procedural rules from the Democratic Services Officer, the Committee considered a motion to grant planning permission with two additional conditions relating to the maintenance of the hedging and use of the garage to minimise the visual impact on the landscape and parking problems respectively.

Resolved:

To GRANT planning permission subject to conditions:

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

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

2. The development hereby permitted shall be implemented in accordance with the submitted plans and documents listed below. No variation from the approved plans should be made without the prior approval of the local planning authority. Amendments may require the submission of a further application.

Design & Access Statement

Site Location Plan

Site Plan as Existing

Site Plan as Proposed

Site Sections AA

Site Sections BB

Section AA

Section BB

New Dwelling External Works

Proposed Floor Plans

Bungalow Existing and Proposed East Elevations

Bungalow Existing and Proposed West Elevations

**Bungalow Proposed North and South Elevations
Bungalow Existing North and South Elevations
Proposed East and West Elevations
Proposed North and South Elevations
All dated 25/03/2015**

REASON: To ensure that the development is implemented as approved.

- 3. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of highway safety.

- 4. No part of the development shall be first occupied until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 900mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.**

REASON: In the interests of highway safety

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

REASON: In the interests of highway safety.

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

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

7. (a) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the prior written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Tree Work).

(b) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species and shall be planted at such time, as may be specified in writing by the Local Planning Authority.

(c) No equipment, machinery or materials shall be brought on to the site for the purpose of the development, until a scheme showing the exact position of protective fencing to enclose all retained trees beyond the outer edge of the overhang of their branches in accordance with British Standard 5837 (2012): Trees in Relation to Construction, has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing has been erected in accordance with the approved details. This fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made, without the prior written consent of the Local Planning Authority.

In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later.

REASON: To enable the local planning authority to ensure the retention of trees on the site in the interests of visual amenity.

8. No development shall commence on site until details of the materials to be used on the exterior of the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

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

9. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development

within Part 1, Classes A-H shall take place on the dwelling house hereby permitted or within its curtilage.

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

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

REASON: In the interests of visual amenity.

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

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

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

- (a) the parking of vehicles of site operatives and visitors;
- (b) loading and unloading of plant and materials;
- (c) storage of plant and materials used in constructing the development;
- (d) measures to control the emission of dust and dirt during construction;
- (e) hours of construction, including deliveries;

has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

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

the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

- 13. Prior to the commencement of development a scheme for the landscaping of the northern boundary of the site shall be submitted to and approved in writing by the Local Planning Authority.**

REASON: To protect views of the site from the right of way to the North;

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

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

INFORMATIVES:

- 15. Any alterations to the submitted and approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.**
- 16. The applicant should note that the grant of planning permission does not include any separate permission which may be needed to erect a structure in the vicinity of a public sewer. Such permission should be sought direct from Thames Water Utilities Ltd / Wessex Water Services Ltd. Buildings are not normally allowed within 3.0 metres of a Public Sewer although this may vary depending on the size, depth, strategic importance, available access and the ground conditions appertaining to the sewer in question.**
- 17. You are advised that this planning permission does not override any interests that third parties may have regarding civil matters such as ownership, covenants or private rights of way. Before any works are carried out which affect land outside your ownership you should ensure the necessary consents have been obtained from all persons having an interest in the land. If you intend carrying out works in the vicinity of the site boundary you are also advised that it may be expedient to take your own independent advice with regard to the requirements of the Party Wall Act, 1996.**

18. The proposal includes alteration to the public highway, consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. Please contact the vehicle access team on telephone 01225 713352 or email vehicleaccess@wiltshire.gov.uk for further details.

19. The Council recommends that the applicant investigate and consider the scope to secure a temporary off site construction compound for the duration of the erection of the dwelling.

61 **15/03367/FUL - Neston Gospel Hall, Chapel Lane, Neston, Wiltshire, SN13 9TD**

Sir James Fuller spoke in support of the application.

The Planning Officer introduced the report which recommended that planning permission be refused for the reasons set out in the report and drew attention to the late observation in which Highways considered the parking area and visibility splays to be acceptable. The application was for the conversion of a redundant chapel as an extension to the existing dwelling with an associated upgrade of parking facilities. The officer explained that, as a former community use building, Core Policy 49 of the Wiltshire Core Strategy was relevant and this required applicants to demonstrate that there was no demand or need for other appropriate uses of the building as referenced in the policy before conversion to a residential use could be considered as a matter of last resort. As such the applicant was required to market the building for community uses prior to consideration of a change of use to a residential building. Evidence of this marketing had not been demonstrated in the application and was a key policy objection which formed the basis for reason 1 of the recommendation for refusal.

The Planning Officer highlighted that there were also concerns regarding the future residential amenities of the dwelling and those visiting and using the graveyard which was an active burial ground with burials as recent as two years ago. It was explained that similar proposals were often granted if the burial ground was historic or if there was some separation or boundary treatment between the burial ground and the dwelling but that this was not possible in this situation owing to the very close proximity of the burial ground to the dwelling. Attention was also drawn to the proposals to add a first floor which cut across the middle of the window openings. This was highly visible from public view and out of character with the form and use of the building and therefore in conflict with Core Policy 58 of the Wiltshire Core Strategy and the protection of heritage assets in the National Planning Policy Framework.

The Committee then had the opportunity to ask technical questions and it was explained that the graveyard adjoined the property on two sides and the other

two sides could be an amenity garden. It was confirmed that it would be possible to condition the submission and agreement of boundary treatment details that may partially address amenity concerns but officers highlighted that the proximity of the graves to the building could make this very difficult over a significant part of the site. The Planning Officer clarified that there was a hierarchy of uses for consideration as alternatives to residential use in relation to any proposals to convert community use buildings under Wiltshire Core Policy 49. It was explained that redevelopment for non-community service/facility use was only to be permitted as a last resort and where all other options had been exhausted.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Richard Tonge, highlighted that there were a large number of community services in the immediate and surrounding area. It was explained that there was a lack of demand for additional community services in the area and, as the hall had been empty for five years and the Hall Trustees had not been approached by any parties, it was questioned whether the marketing exercise was necessary. The local member also drew attention to the proposal to paint the outward facing elements of the floor matt black in order to reduce the visibility to the public.

It was emphasised that the applicant had engaged in extensive discussion with the congregation of the Gospel Hall and, following some compromises, had the full support of the Hall Trustees. The local member hoped that the Committee would take this into account and urged the Committee to approve the application.

In the debate that followed, it was highlighted that a residential dwelling may have a lesser impact on the adjoining burial ground than a community use building. The Committee also considered the value of a full six month marketing exercise given the demand and service provision in the area. It was discussed that the Neston Park Trust already had some marketing and community evidence which might satisfy the policy requirements.

Resolved:

To DEFER for two Committee cycles to allow the applicant to collate and submit for officer consideration any supporting information they have in respect of the availability of and demand for Community Facilities in the locality; also to consider the need for design alterations and prepare and submit any supporting information demonstrating the impact of the scheme proposals at similar sites already developed.

62 **14/04909/VAR - Erin Trade Centre, Bumpers Way, Bumpers Farm, Chippenham, SN14 6NQ**

Laurence Hibberd spoke in opposition to the application.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The application was for the removal of conditions 4 and 5 of planning application 14/04909/FUL. The officer explained that, following a further consultation with the Public Protection Team, the removal of condition 5 would not impact as the remaining conditions (concerning noise limits, closed doors, and limited hours of operation) were sufficient to control the noise impact on nearby residential amenities subject to the retention of condition 4.

There were no technical questions.

Members of the public then addressed the Committee as detailed above.

The Planning Officer responded to comments from the public and explained if parts of the application were acceptable that it was best practice to approve those parts and reject the others. In this instance, to approve the removal of the condition considered to be superfluous and to retain the condition that was considered necessary; the applicant could then appeal against the retained condition.

Cllr Peter Hutton spoke on behalf of the local member, Cllr Nina Philips, and echoed the concerns expressed by the local resident concerning the noise impact of the site. The retention of condition 4 was welcomed as any increase in operational hours would severely impact local residents. The local member welcomed the recommendation but remained mindful of the noise impact and encouraged local residents to contact the Environmental Team if noise levels were too high.

In the debate that followed, the Committee thanked Laurence Hibberd for his account and for providing a clear picture of the impact on local residents. It was noted that the recommendation would ensure that the remaining conditions on noise, closed doors, and operational hours were sufficient to control the impact of noise on nearby residential amenities.

Resolved:

To GRANT planning permission for the removal of condition 5 of planning application 14/04909/FUL subject to the following conditions:

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

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

2. The rear doors and windows in the easterly facades of units 5 to 13, as shown on the submitted plans, shall remain closed at all times whilst the units are open for business;

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

3. During daytime hours of operation (0700-2300) the Rating Level due to activities and/or machinery operated in, on or around each unit shall not exceed 44 dB when measured at a point 3.5m from any dwelling; and

During night-time hours of operation (2300-0700) the Rating Level due to activities and/or machinery operated in, on or around each unit shall not exceed 35 dB when measured at a point 3.5m from any dwelling.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

4. The B2 use hereby permitted shall only take place between the hours of 08:30 and 18:00 Monday to Friday and between 08:30 and 17:00 on Saturdays and 10:00 and 16:00 on Sundays. The use shall not take place at any time on Bank or Public Holidays.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification), the site shall be used solely for purposes within Class(es) B1, B2 & B8 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment)(England) Order 2005 (or in any provisions equivalent to

that class in any statutory instrument revoking or re-enacting that Order with or without modification).

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use, other than a use within the same class(es), having regard to the circumstances of the case.

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

**Site Location Plan
Existing Floor Plan
Noise Assessment**

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

INFORMATIVE TO APPLICANT:

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

63 **15/01282/DP3 - Cricklade Leisure Centre, Stones Lane, Cricklade, SN6 6JW**

Nick Dye spoke in support of the application.

Ruth Szybiak, Cricklade Town Council, spoke in support of the application.

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The proposal was for extensions and alterations to Cricklade Leisure Centre including new car park, multi-use games area and petanque court. It was highlighted that the application was in keeping with the existing building and that a tree conservation plan was included. The Planning Officer explained that the application was an improvement of the existing facilities that was welcomed by the Town Council and that there was no loss of privacy or amenity for nearby residents.

The Committee then had the opportunity to ask technical questions and it was confirmed that the Highways team had no objections and that there would be 40 additional car parking spaces (three of these would be for blue badge holders).

The Committee also asked whether there was a condition relating to lighting on the site. It was explained that a lighting scheme was submitted as part of the application and the Environmental Health Officer raised no objections. It was highlighted that, although there was no specific condition relating to lighting, there were acceptable lighting proposals submitted with the application and the approved plan's condition referred to this document. Also, the opening hours of the leisure centre were controlled.

Members of the public then addressed the Committee as detailed above.

In the debate that followed, the Committee recognised the extensive consultations that had taken place and the overwhelming support for the improvements to the leisure centre, including the Town Council and residents of Cricklade and the surrounding areas.

Resolved:

To GRANT planning permission subject to conditions:

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

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

- 2. No demolition, site clearance or development shall commence on site until an Arboricultural Method Statement (AMS) prepared by an arboricultural consultant providing comprehensive details of construction works in relation to trees shall be submitted to, and approved in writing by, the Local Planning Authority. All works shall subsequently be carried out in strict accordance with the approved details. In particular, the method statement must provide the following:**

- A specification for protective fencing to trees during both demolition and construction phases which complies with BS5837:2012 and a plan indicating the alignment of the protective fencing;**
- A specification for scaffolding and ground protection within tree protection zones in accordance with BS5837:2012**
- A schedule of tree works conforming to BS3998.**
- Details of general arboricultural matters such as the area for storage of materials, concrete mixing and use of fires;**
- Plans and particulars showing the siting of the service and piping infrastructure;**

- A full specification for the construction of any arboriculturally sensitive structures and sections through them, including the installation of boundary treatment works, the method of construction of the access driveway including details of the no-dig specification and extent of the areas of the driveway to be constructed using a no-dig specification;
- Details of the works requiring arboricultural supervision to be carried out by the developer's arboricultural consultant, including details of the frequency of supervisory visits and procedure for notifying the Local Planning Authority of the findings of the supervisory visits; and
- Details of all other activities, which have implications for trees on or adjacent to the site.

REASON:

- (a) In order that the Local Planning Authority may be satisfied that the trees to be retained on and adjacent to the site will not be damaged during the construction works and to ensure that as far as possible the work is carried out in accordance with current best practice and section 197 of the Town & Country Planning Act 1990.
- (b) No retained tree shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped other than in accordance with the approved plans and particulars, without the prior written approval of the Local Planning Authority. Any topping or lopping approved shall be carried out in accordance with British Standard 3998 (Tree Work).
- (c) If any retained tree is removed, uprooted or destroyed or dies, another tree shall be planted at the same place and that tree shall be of such size and species and shall be planted at such time, as may be specified in writing by the Local Planning Authority.
- (d) No equipment, machinery or materials shall be brought on to the site for the purpose of the development, until a scheme showing the exact position of protective fencing to enclose all retained trees beyond the outer edge of the overhang of their branches in accordance with British Standard 5837 (2012): Trees in Relation to Construction, has been submitted to and approved in writing by the Local Planning Authority, and; the protective fencing has been erected in accordance with the approved details. This fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground

levels within those areas shall not be altered, nor shall any excavation be made, without the prior written consent of the Local Planning Authority.

In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs (a) and (b) above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later.

REASON: To enable the local planning authority to ensure the retention of trees on the site in the interests of visual amenity.

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

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

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

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

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

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

6. No development shall commence on site until a scheme of acoustic insulation and noise control has been submitted to and approved in writing by the Local Planning Authority. The scheme should specify the acoustic insulation and other measures to be put in place to prevent and control the emission of noise from the development including noise from external plant and machinery. The approved scheme shall be implemented in full before use of the new areas commences and maintained at all times thereafter.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

7. No construction or demolition work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

8. No burning of waste or other materials shall take place on the development site during the demolition/construction phase of the development.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

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

Application Form

Design and Access Statement (31 January 2015)

J005307 Extended Phase 1 Habitat Survey (January 2014)

C13788 Transport Assessment (February 2015)

C13788/TP Travel Plan (February 2015)

R/C13793/002.02 Flood Risk Assessment (February 2015)

Tree Constraints Information (18th December 2013)

16796 G0 SI-101 A Existing Location Plan

16796 G0 SI-103 H Proposed Site Layout

16796 G2 GA-1101 J Proposed Ground Floor

16796 G2 GA-1102 G Proposed First Floor

16796 G2 GA-1103 Proposed Roof Floor

16796 G2 EL-1202 C Proposed Elevations

16796 G2 EL-1202 Proposed Elevations

131218-CLC-TCP-NC-1.0 Tree Constraints Plan

142795 – E001 Rev A Proposed External Lighting

00210.00021.16.002 Rev 2 Hard Landscape Plan

00210.00021.16.003 Rev 2 Landscape Planting Plan

2518-C-02 P3 Foul Drainage and Surface Water Management Strategy

Received on 11/02/2015

Arboricultural Impact Assessment & Tree Protection Plan (March 2015)

150316-1.2-CLC-TPP-NC Tree Protection Plan

Received on 17/03/2015

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

10. INFORMATIVE TO APPLICANT:

In discharging condition 6 it is recommended that the applicant should engage an Acoustic Consultant. The consultant should carry out a thorough background noise survey and noise assessment in accordance with BS4142:1997 (or any subsequent version) and demonstrate that the rating noise level is at least 5dB below the background noise level.

11. INFORMATIVE TO APPLICANT:

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

12. INFORMATIVE TO APPLICANT:

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

are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

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

64 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.50 pm)

The Officer who has produced these minutes is Fiona Rae, 01225 712681,, of Democratic Services, direct line 01225 712681, e-mail fiona.rae@wiltshire.gov.uk

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

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EASTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 4 JUNE 2015 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Charles Howard (Chairman), Cllr Peter Evans, Cllr Richard Gamble, Cllr Jerry Kunkler, Cllr Paul Oatway, Cllr Anna Cuthbert (Substitute) and Cllr Philip Whitehead (Substitute)

Also Present:

Cllr Jemima Milton and Cllr Jonathon Seed

29. Apologies for Absence

Apologies were received from:

Cllr Mark Connolly
Cllr Stuart Dobson

Cllr Connolly was substituted by Cllr Philip Whitehead
Cllr Dobson was substituted by Cllr Anna Cuthbert

30. Minutes of the Previous Meeting

Resolved

To approve and sign as a true and correct record the minutes of the meeting held on 2 April 2015.

31. Declarations of Interest

Cllr Philip Whitehead declared a pecuniary interest in item 7c - 15/01683/VAR – as he was the applicant. For this item Cllr Whitehead joined the public and did not participate in proceedings.

32. Chairman's Announcements

Cllr Anna Cuthbert was welcomed to the Committee as a new substitute and member of Wiltshire Council.

33. Public Participation and Councillors' Questions

The rules on public participation were noted. There were no questions submitted.

34. Planning Appeals

None.

35. Planning Applications

36. 15/02669/FUL - Land adjacent to The Former Cricket Pitch, Winterbourne Bassett, SN4 9QD

Public Participation:

Mr Ben Pearce spoke in support of the application

Mr Adrian Smith spoke in support of the application on behalf of Broad Hinton Parish Council

Miss Catherine Pullan spoke in support of the application

The Senior Planning Officer introduced the item which recommended permission be refused for the erection of dwelling in Winterbourne Bassett and associated landscaping.

Key issues were noted as including the principle of development, whether the application could be defined as infill, and the extent of the built-up area. Core Policies 1, 2, 48, 51, 57, 60, and 61 were referenced.

Members of the Committee then had the opportunity to ask technical questions of the officer. The application was clarified as being for a two bedroom dwelling. The previous Kennet Plans were confirmed as running from 1995 – 2004, and 2004 – 2011.

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

The Unitary division member, Councillor Jemima Milton, then spoke in support of the application. Sites were noted as being in existence beyond the proposed development area, and that as such the application may not be considered ribbon development. A regular bus service was noted as connecting the area to the local area.

A debate followed where the definition of infill was considered and whether it applied to this application. It was noted that to approve the decision would not be considered a breach of policy, but that the judgment was on whether or not the application was considered infill as based on the policy definition. Issues of access, visibility, and street lighting were considered.

Resolved

To approve subject to the following conditions:

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

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

- 2 No development shall commence on site until the exact details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

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

- 3 All soft landscaping comprised in the approved details of landscaping (Drg No. LDC.1773.002D) shall be carried out in the first planting and seeding season following the first occupation of the building or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

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

- 4 The dwelling shall not be occupied until the parking spaces together with the access thereto, have been provided in accordance with the approved plans.**

REASON: In the interests of highway safety and the amenity of future occupants.

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

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

- 6 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no buildings or structures, or gate, wall, fence or other means of enclosure, other than those shown on the approved plans, shall be erected or placed anywhere on the site on the approved plans.

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

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

Plan Ref: Planning Application, Supporting Statement, Ecological Appraisal Report, Archaeological Desk-Based Assessment, Location Plan 1:2500, LDC.1773_VS02, LDC.1773.001B, LDC.1773_004, LDC.1773_005, JH/PULL/PLG/01, JH/PULL/PLG/02, JH/PULL/PLG/03, JH/PULL/PLG/04, JH/PULL/PLG/05, JH/PULL/PLG/06 and JH/PULL/PLG/07.

Received: 18th March 2015

REASON:

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

- 8 The applicant is advised that the development hereby approved represents chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be issued by the Local Planning Authority. Should you require further information with regards to CIL please refer to the Council's Website:

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy

36.1 15/04125/FUL - Bridge House, Martinslade, Seend, SN12 6RT

Public Participation

Mrs June May spoke in support of the application

The Senior Planning Officer introduced the application which recommended that permission be refused for a first floor extension to an outbuilding. It was confirmed that planning permission had been granted in 1990 for the existing outbuilding.

Key issues were noted as including the principle of development, the design and visual impact, and the impact on heritage assets (a nearby grade II listed building and the Kennet and Avon Canal).

Members of the Committee then had the opportunity to ask technical questions of the officer. It was confirmed that the outbuilding had no historic features.

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

The Unitary division member, Councillor Jonathon Seed, then spoke in support of the application. Attention was drawn to a large modern building on the opposing bank of the canal which was roughly the same distance from the waterway as the outbuilding. It was noted that the outbuilding was located some distance from the grade II listed building and on the opposite side of the bridge on an existing employment site.

A debate then followed where the impact of the development on both historical assets was considered. Core Strategy 58 was discussed, whereby all developments must be sensitive to all heritage assets including waterways and canals. The quality of the building design drawings were considered, including the height, design, and characteristics.

Resolved

To refuse the application for the following reasons:

- 1. The proposed development would result in an outbuilding which would be of an inappropriate scale and design for the context of the site. The outbuilding, due to its significantly increased height and overall mass, would not appear subordinate or respect the proportion of the associated dwelling. The proportions of the proposed windows would be at odds with the local vernacular and the use of timber cladding would be out of keeping with the traditional local building materials. As such, the proposal would be contrary to both national and local planning policies, which seek to promote good design, namely section 7 'Requiring Good Design' of**

the NPPF and Core Policy 57 'Ensuring High Quality Design and Place Shaping' of the adopted Wiltshire Council Core Strategy.

- 2. The proposed development would be detrimental to the appearance of the area and would harm the setting of the surrounding heritage assets. The outbuilding is considered to be of an inappropriate design and due to its position and overall mass, would appear overly prominent and intrusive when seen from the public realm and within the application property, to the detriment of the setting of the Grade II Listed dwelling and the adjoining Kennet & Avon Canal. As such, the proposal would be contrary to both national and local planning policies, which seek to preserve or enhance the historic environment, namely section 12 'Conserving & Enhancing the Historic Environment' of the NPPF and Core Policy 58 'Ensuring the Conservation of the Historic Environment' of the adopted Wiltshire Council Core Strategy.**

36.2 15/01683/VAR - Crookwood House, Cuckoo Corner, Urchfont, SN10 4RA

For this item Cllr Whitehead withdrew from the Committee and sat with the public.

Public Participation

Mr James Monckton spoke in objection to the application.

The Senior Planning Officer introduced the application which recommended that planning permission be granted for the variation of condition 5 of planning permission 14/07886/FUL - 'Two storey extensions to existing 3 bed roomed house' - to enable construction of an external staircase allowing access to a first floor office.

Key issues for consideration were noted as including whether the scale, design, and materials of the external staircase were acceptable. Also noted was the impact on neighbour amenity.

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

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

A debate followed where the impact on neighbour amenity was discussed, along with a discussion over the previous development.

Resolved

To grant planning permission subject to the following conditions:

1. The materials to be used in the construction of the external surfaces of the development hereby permitted (excluding the timber cladding, and the windows in the west elevation as shown on the 'Proposed Elevations' plan, drawing number: CH003/2014, received on the 18/08/2014, which will be powder coated grey aluminium) shall match in material, colour and texture those used in the existing building, unless otherwise agreed in writing by the Local Planning Authority.

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

2. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the extensions or the completion of the development whichever is the sooner; All hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any hedges which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority.

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

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

Title: Confirmation of materials for the staircase. Received: Via email dated: 17/04/2015

Drg Title: Location Plan. Received: 20/02/2015

Drg Title: Proposed Elevations (north, south and east elevations).

Drg No: CH003/2014. Received: 20/02/2015

Drg Title: Proposed Elevations (west elevation only). Drg No: CH003/2014. Received: 18/08/2014

Drg Title: Proposed Plans. Drg No: CH001/2014. Received: 20/02/2015

Drg No: Proposed Landscape Plan & Tree Protection Plan. Received: 14/10/2014.

Drg Title: Existing Elevations. Drg No: CH_003_2014_exist_elev. Received: 18/08/2014

Drg Title: Existing Layout. Drg No: CH001/2014. Received: 18/08/2014.

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

37. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 7.35 pm)

The Officer who has produced these minutes is Adam Brown, of Democratic Services, direct line 01225 718038, e-mail adam.brown@wiltshire.gov.uk

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

EASTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 25 JUNE 2015 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble, Cllr Paul Oatway and Cllr Anna Cuthbert (Substitute)

38. Apologies for Absence

Apologies were received from:

Cllr Jerry Kunkler

Cllr Kunkler was substituted by Cllr Anna Cuthbert

39. Minutes of the Previous Meeting

Resolved

To approve and sign as a true and correct record the minutes of the meeting held on 4 June 2015.

40. Declarations of Interest

Cllr Mark Connolly declared a non-pecuniary interest in item 7a: 14/04237/OUT - Whistledown, Upavon, Pewsey SN9 6EF. Cllr Connolly previously worked in the same area as the applicant's daughter. Cllr Connolly stated that he did not know the applicant's daughter on a personal level and would participate in the item with an open mind.

41. Chairman's Announcements

There were no announcements.

42. Public Participation and Councillors' Questions

The rules on public participation were noted. There were no questions submitted.

43. **Planning Appeals**

None.

44. **Planning Applications**

45. **14/04237/OUT - Whistledown, Upavon, Pewsey SN9 6EF - Change of use from existing agricultural land, including former chicken farm, demolition of existing bungalow and outline permission for the erection of up to 45 dwellings, landscaping, access and associated works.**

Public Participation:

Richard Edmunds spoke in objection to the application.

Mr Prothero spoke in objection to the application.

July Swanborough spoke in objection to the application.

Rob O'Carroll spoke in support of the application.

Mike Parr spoke in support of the application.

Paul Cowen spoke in support of the application on behalf of Upavon Parish Council.

The Senior Planning Officer introduced the item which recommended that permission be delegated to the Area Development Manager for approval subject to the prior completion of a Section 106 agreement.

Items of late correspondence were reported. Revised consultation responses from the Technical Officer and the Play and Leisure Strategy Officer were noted. The off-site recreation contribution was confirmed to be £61537 not £67230 as specified in the officer's report. It was advised that this would be used towards the upgrading of the former school's playing field.

Key issues were noted as including the principle of residential development on land outside of the defined settlement boundary, its visual impact and the highway safety implications. It was confirmed that landscaping was originally a matter for approval but that this had now been withdrawn.

Members of the Committee then had the opportunity to ask technical questions of the officer. It was confirmed that the no condition had been recommended to prevent the 12 bungalows detailed in the application from being increased in size. It was further confirmed that the existing footpath would be maintained and that there would be a route through the estate to connect with the proposed cycle/pedestrian path. It was also confirmed that existing trees on the boundary were not protected and since landscaping was not a matter for approval there was no current information on the quality of the trees. It was clarified that a condition to ensure that there would be enough CIL money for school places could not be imposed. It was also confirmed that maintenance of the wall between the cemetery and the housing development could not be conditioned

as it was not within the applicant's ownership/control. It would therefore be a civil matter for resolution by the respective landowners.

It was clarified that affordable housing would typically be allocated to local people first through a cascade system and ensured through a clause in the S106 agreement. Offers of affordable housing were usually extended to those at the top of the housing list downwards. The ordering of this list usually placed local people at the top of the list.

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

A debate followed which focused primarily on whether the proposed construction of 12 bungalows on the agricultural land would be acceptable. It was noted that the redevelopment of the chicken farm could be beneficial in visual terms. This was discussed in the context of policies in the Wiltshire Core Strategy and the National Planning Policy Framework. It was noted that the site was outside of the defined settlement boundary and that it had not been identified through a neighbourhood plan or the draft Site Allocation Development Plan Document. It was queried whether it had been adequately demonstrated that it was necessary to develop the agricultural land. The issues of affordable housing, the classification of the agricultural land, previously developed land, highway safety, landscaping and the protection of trees on the site boundary were considered. Core Policies 2, 18, and 43 in the Wiltshire Core Strategy were referenced. It was noted that the affordable housing should be offered to local people and that this should be negotiated at the S106 stage if possible. Discussion also took place regarding whether the bungalows could be turned into houses at a later date.

Resolved

That planning permission be delegated to the Area Development Manager for approval subject to the prior completion of a Section 106 agreement to secure:

- **40% affordable housing;**
- **Open space contributions (of £61,587);**
- **Enhancements to existing public rights of way;**
- **Provision of a shared foot/cycle way.**

And subject to the following conditions:

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

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

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

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

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

REASON: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 3(1) of the Town and Country Planning (General Development Procedure) Order 1995.

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

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

4 The scheme pursuant to the reserved matters application shall include the following:

- a) A landscape management plan, including long term design objectives, management responsibilities and maintenance schedules for all landscape areas, other than private spaces;
- b) A design specification for the upgrading of footpath UPAV6. The specification shall be designed in discussion with the local planning authority;
- c) A comprehensive road traffic noise assessment and a scheme of acoustic insulation for the purposes of preventing the ingress of road traffic noise. The scheme of acoustic insulation shall include details of acoustic glazing and ventilation systems;
- d) Details of slab levels and surrounding ground levels (existing and proposed);
- e) A tree survey report including details of trees to be retained; and
- f) A fully detailed landscaping scheme including mitigation measures.

REASON: The submission of these details will be necessary to enable the reserved matters submission to be fully assessed.

5 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season

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

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

6 No development shall commence on site (excluding demolition) until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: Insufficient detail has been supplied as part of the application and this is necessary in order to fully assess the visual impact of the proposed development. The detail of the materials are therefore required to be agreed with the Local Planning Authority before development commences (except for demolition) in order to ensure that the development is undertaken in an acceptable manner, in the interests of visual amenity and the character and appearance of the area.

7 No part of the development hereby permitted shall be first occupied until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 500mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety

8 No part of the development hereby permitted shall be first occupied until sufficient space for the parking of vehicles, in accordance with current standards, together with a vehicular access thereto, have been provided in accordance with details that have been submitted to and approved in writing by the Local Planning Authority. The said spaces shall not be used other than for the parking of vehicles or for the purpose of access.

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

9 No development shall commence on site (excluding demolition) until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses shall be carried out and all of the following steps shall be complied with to the satisfaction of the Local Planning Authority:

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

Step (ii) If the above report indicates that contamination may be present on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment has been carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme. On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

10 No development shall commence on site (excluding demoltion) until a foul water drainage strategy has been submitted to and approved in writing by the local planning authority. The drainage scheme shall include appropriate arrangements for the agreed points of connection and the capacity improvements required to serve the proposed development phasing. The scheme shall subsequently be implemented in accordance with the approved details and to a timetable agreed in writing by the local planning authority.

REASON: Insufficient detail has been supplied as part of the application and greater detail is necessary in order to ensure that proper provision is made for sewerage of the site and that the development does not increase the risk of sewer flooding to downstream properties. The detail of the drainage strategy is therefore required to be agreed with the Local

Planning Authority before development commences in order that the development is undertaken in an acceptable manner.

11 All works shall be carried out in accordance with the recommendations set out in the Baseline Ecological Survey and Baseline Bat Survey, Upavon Chicken Farm, Upavon (Elizabeth McKay, November 2013) unless otherwise agreed in writing by the local planning authority.

REASON: In order to preserve and enhance the opportunities for protected species and in the interests of creating a sustainable form of development.

12 No external lighting shall be installed on site unless otherwise approved in writing by the local planning authority. Approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities and character of the area and to minimise unnecessary light spillage above and outside the development site and to maintain dark flight corridors within this area in the interests of biodiversity.

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

- a) the parking of vehicles of site operatives and visitors;**
- b) loading and unloading of plant and materials;**
- c) storage of plant and materials used in constructing the development;**
- d) the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;**
- e) wheel washing facilities;**
- f) measures to control the emission of dust and dirt during construction;**
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works; and**
- h) measures for the protection of the natural environment, including pollution prevention.**

has been submitted to, and approved in writing by, the Local Planning Authority. The approved statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: This information was not submitted with the application and due to the close proximity of residential properties and being within the open countryside, is necessary to minimise detrimental effects on the

neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

14 The residential units shall achieve Level 4 of the Code for Sustainable Homes. The dwellings shall not be occupied until a final Code Certificate has been issued for it certifying that Code Level 4 has been achieved.

REASON: In the interest of sustainable development and to ensure compliance with Core Policy 41 of the Wiltshire Core Strategy 2015.

15 No development shall commence on site (excluding demolition) until a surface water drainage scheme for the site, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, has been submitted to and approved in writing by the local planning authority. No surface water drainage or storm drainage will be allowed to connect to existing adjacent highway drainage systems. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall also include details of how the scheme shall be maintained and managed after completion.

REASON: Insufficient detail has been supplied as part of the application and greater detail is necessary in order to prevent the increased risk of flooding and ensure future maintenance of the surface water drainage system. The detail of the surface water drainage is therefore required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.

16 No development shall commence on site (excluding demolition) until a scheme for water efficiency has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details.

REASON: Insufficient detail has been supplied as part of the application and greater detail is necessary in the interests of sustainable development and climate change adaptation. The detail of the scheme for water efficiency is therefore required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner.

17 No construction or demolition works shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 on weekdays and 08:00 to 13:00 on Saturdays.

REASON: In the interests of residential amenity.

18 No burning of waste materials shall take place on the application site during the demolition and construction phases.

REASON: In the interests of residential amenity.

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

- a) Application Form
- b) Baseline Ecological Survey & Baseline Bat Survey - November 2013
- c) Statement of Community Involvement - April 2014 (DPDS Ref: CP/C11719)
- d) Landscape & Visual Appraisal - April 2014
- e) NPPF: Flood Risk Assessment (SHF.10653.001.R.001.A)
- f) Topographic Survey (SHF.1063.001.R.001.A)
- g) Transport Statement - 16th April 2014
- h) Revised Design and Access Statement Mar 2014 (rcvd 20/5/2014)
- i) Site Plan - C11719.14.050
- j) Location Plan C11719/11/01
- k) Illustrative Masterplan Rev I (23/1/15) C11719.14.720
- l) Illustrative Masterplan with Bungalow Units Rev C11719.14.950 (13/1/15)
- m) Cycle Link Plan C11719.15.950

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

20 **INFORMATIVE TO APPLICANT:**

This permission shall be read in conjunction with an Agreement made under Section 106 of the Town and Country Planning Act, 1990 and dated the [INSERT].

21 **INFORMATIVE TO APPLICANT:**

There should be no interruption to the surface water drainage system of the surrounding land as a result of the operations on the site. Provisions should be made to ensure that all existing drainage systems continue to operate effectively.

22 **INFORMATIVE TO APPLICANT:**

Safeguards should be put in place during the construction phase to minimise the risks of pollution from the development. Such safeguards should cover:

- the use of plant and machinery
- oils/chemicals and materials
- the use and routing of heavy plant and vehicles
- the location and form of work and storage areas and compounds
- the control and removal of spoil and wastes.

The applicant should refer to the Environment Agency's Pollution Prevention Guidelines at:
<http://www.environmentagency.gov.uk/business/topics/pollution/39083.aspx>.

23 INFORMATIVE TO APPLICANT:

The reserved matters application should be accompanied by updated ecological survey reports, a site drawing showing ecological enhancement features and an ecological management plan.

24 INFORMATIVE TO APPLICANT:

The final masterplan must include direct links to footpath UPAV6 from the cul-de-sacs as shown on plan C11719.14.721, revision I.

25 INFORMATIVE TO APPLICANT:

Surface water soakaways may require the approval of the Local Authority's Building Control Department and should be constructed in accordance with the BRE Digest No 365 or CIRIA Report 156 "Infiltration Drainage, Manual of Good Practice". Only clean, uncontaminated surface water should be discharged to soakaway.

26 INFORMATIVE TO APPLICANT:

The development should include water efficient systems and fittings. These should include dual-flush toilets, water butts, water-saving taps, showers and baths, and appliances with the highest water efficiency rating (as a minimum). Greywater recycling and rainwater harvesting should be considered. An appropriate submitted scheme to discharge the condition will include a water usage calculator showing how the development will not exceed a total (internal and external) usage level of 105 litres per person per day.

27 INFORMATIVE TO APPLICANT:

The applicant is advised that the development hereby approved represents chargeable development under the Community Infrastructure Levy Regulations 2010 (as amended) and Wiltshire Council's CIL Charging Schedule. A separate Community Infrastructure Levy Liability Notice will be issued by the Local Planning Authority.

Should you require further information with regards to CIL please refer to the Council's Website

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy

28. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions/extensions to the bungalows hereby permitted.

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

46. **Urgent items**

There were no urgent items.

(Duration of meeting: 6.00 - 7.20 pm)

The Officer who has produced these minutes is Adam Brown, of Democratic Services, direct line 01225 718038, e-mail adam.brown@wiltshire.gov.uk

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

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SOUTHERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 30 APRIL 2015 AT SARUM ACADEMY, WESTWOOD RD, SALISBURY SP2 9HS.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman),
Cllr Richard Clewer, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes,
Cllr Ian West, Cllr Peter Edge (Substitute), Cllr John Smale (Substitute) and
Cllr Bridget Wayman (Substitute)

Also Present:

Cllr Dr Helena McKeown

48 Apologies for Absence

Apologies for absence were received from Cllr Jose Green who was substituted by Cllr Bridget Wayman.

Apologies for absence were received from Cllr Richard Britton who was substituted by Cllr John Smale.

Apologies for absence were received from Cllr Brian Dalton who was substituted by Cllr Peter Edge.

49 Minutes

The minutes of the meeting held on 9 April 2015 were presented for consideration, and it was,

Resolved:

To APPROVE the minutes and sign as a true and correct record.

50 Declarations of Interest

Cllr Richard Clewer declared an interest in application 8C as he was related to the applicant. Cllr Clewer was not present during this item.

Cllr Peter Edge declared an interest in application 8A as a friend of the applicant. Cllr Edge was not present during this item.

51 **Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

52 **Public Participation and Councillors' Questions**

There were no questions.

53a **WILDLIFE AND COUNTRYSIDE ACT 1981 - SECTION 53 THE
WILTSHIRE COUNCIL TEFFONT PATH No. 9 RIGHTS OF WAY
MODIFICATION ORDER 2014**

Public Participation

Antonia Waddington spoke in objection to the application

Peter Durtnall spoke in objection to the application

Matthew Fry spoke in objection to the application.

Pamela Fisher spoke in support to the application.

Georgie Green spoke in support to the application.

Norman Beardsley spoke in support to the application.

Cllr David Scott spoke on behalf of Teffont Parish Council in support to the application.

The Rights of Way Officer presented her report to the Committee which recommended that the Order be forwarded to the Secretary of State for the Environment, Food and Rural Affairs for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

Members of the Committee then had the opportunity to ask technical questions of the officer. Questions were asked in regards to the historic width of the bridleway.

The Local Member, Cllr Bridget Wayman, recommended that the decision be forwarded to the Secretary of State for determination and that the order be confirmed without modification. Cllr Wayman deemed the officer's report to be thorough and had no further comments to make.

Members discussed the width of the path and the background information that was provided by the officer. The need to ensure access to the countryside was discussed, as well as the variety of uses for such a path. The need for a suitable width to allow passing on either side was discussed. Members debated whether the 8ft path was adequate for its purpose as a

bridleway. The importance of such a path for access for villagers was emphasised and the modern use of the path was discussed. Road safety and the impact of off-road vehicles were raised.

Resolved:

To forward the application to the Secretary of State for Environment, Food and Rural Affairs for determination, with a recommendation from Wiltshire Council that the Order be confirmed without modification.

53b COMMONS ACT 2006 - SECTION 15(1) AND (3) APPLICATION TO REGISTER LAND AS A TOWN OR VILLAGE GREEN - THE COMMON / BROWNS COPSE FIELD / BLUEBELL WOOD / VILLAGE HALL FIELD THE FIELD, WINTERSLOW

Public Participation

R V Sheppard spoke in objection to the application.

D E Read spoke in objection to the application.

John Fry spoke in objection to the application.

Tim Crossland spoke in support to the application.

Cllr Mike Taylor spoke in objection to the application on behalf of Winterslow Parish Council.

The Rights of Way Officer presented her report to the Committee which recommended that the Committee accept the Inspector's recommendation and the application by Winterslow Opposed to Over Development (WOOD) under Section 15(3) of the Commons Act 2006 be approved but only to the extent that Browns Copse was registered as a town or village green in its entirety, other than the north-west corner of the Copse was owned by Wiltshire Council.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification was sought as to why Wiltshire Council land had been excluded from the area of land proposed to be registered as a town or village green. The Rights of Way Officer explained that this land was found by the Inspector to be fenced off and no user for twenty years could be shown. The maintenance liability and use of the land was discussed. It was stated that the landowner would remain in ownership and that registration of the land as a town or village green would effectively 'sterilise' the land to any other use. It was clarified that the landowner should seek their own legal advice with regards to liability.

The Local Member, Cllr Christopher Devine, discussed the use and ownership of the land. Cllr Devine discussed the management and public access to the site and mentioned the site is criss-crossed by footpaths and is coppiced every two years by the landowner who also put up sign posts which were taken down occasionally. The use of tax payer's funds and officer time was discussed in relation to the inquiry and the view expressed

that the Inspector had 'sat on the fence' when making his recommendation to the Council.. The need for Members to consider the content of the inspector's report was highlighted.

Members discussed public access to the site, the facilities that were locally available and the need to maintain the site in its current state. The right to plough the field as agricultural land was discussed. Local concern was raised, in regards to potential development in the village; it was stated that any change to the land's use would require planning permission. Some Members chose to make moral objections to the landowner potentially losing land should this item be approved. The suitability of the site (a copse) as a village green was debated. The merits of the village green legislation were discussed. The maintenance cost of such a village green was raised, and who would be responsible for the maintenance costs as well as the need to protect the landowner's right over the land.

Members discussed potential reasons for refusal and not accepting the Inspectors recommendation to the Council. The reasons including noting that some of the activities which took place on the field (playing football and other games or flying kites etc) could not have possibly taken place in the Copse and how can a Copse (which also needs regular maintenance in the form of coppicing etc) be used as a village green and received legal advice in regards to deciding to go against the Inspector's recommendation and the need to provide good reasons for doing so. The Chairman stated the need to apply common sense to such an item and that the Committee was in place to do so. The list of potential community activities on the land was discussed further and Members considered their viability within the copse.

Resolved:

To, in principle, refuse the report's recommendation. The item would be brought back to a future committee with reasons for refusal and would be voted on by Members.

54 Planning Appeals

The committee received details of the appeal decisions as detailed in the agenda.

55 Planning Applications

55a 14/10095/FUL - Land to the rear of 33 Bedwin St & Belle Vue Road,SP1 3YF - Erection of 4 (1 x 5 bed and 3 x 4 bed) dwellings with associated car parking and landscaping and demolition of existing garages

Public Participation

Ken Edwards spoke in objection to the application.
Anthony Coates spoke in objection to the application.
Ann Horward spoke in objection to the application.
Mr Mackechnie-Jarvis spoke in support to the application.
Tony Allen spoke in support to the application.
Martin Quigley spoke in support of the application.

The Planning Officer presented his report to the Committee which recommended that permission be approved.

Members of the Committee then had the opportunity to ask technical questions of the officer but none were asked.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Helen McKeown, spoke in objection to the application. Cllr McKeown highlighted the views of Salisbury City Council whose strong objections to the application included its overbearing height and out of character appearance. The site's locality to St. Edmund's Church was also discussed. Cllr McKeown explained the potential for a detrimental impact on surrounding listed buildings and the need for more modest housing in the area. Concern was also raised in regards to the scale of the development.

The Chairman referred to image boards that were used by public speakers who objected to the application. He stated that although the images had been published prior to the meeting, they may have been edited by the objectors to make them less appealing to Members when making their decision.

Members discussed the steps the applicant had taken to appease neighbouring concerns. The need for an independent heritage assessment was raised, as well as the importance of heritage land. A conservation area appraisal was suggested as an alternative to the heritage assessment. Members debated the scale of the development, as well as the materials to be used and the design's suitability in the area. The availability of car parking spaces was also discussed.

Members raised concern in regards to the design of the proposal and the need to maintain the character of the area. The need for City Councillors to attend to explain their objections was stated. Members discussed the need to enhance the area. The need to seek alternative design ideas that could be more suited to the site's surroundings was stated. The scale of the proposed design was debated, as well as the construction of extensions on neighbouring properties.

Resolved

To refuse permission for the following reasons:

The site is located within the heart of the historic city of Salisbury. Development should protect, conserve and where possible enhance the historic environment and is expected to create a strong sense of place through drawing on the local context and being complimentary to the locality, thereby making a positive contribution to the character of Wiltshire and enhancing local distinctiveness by responding to the value of the natural and historic environment. Development should achieve this by relating positively to its landscape setting, the existing pattern of development and by responding to local topography by ensuring that important views into, within and out of the site are retained and enhanced. Taking into account the sensitive location of the application site (within a designated conservation area and in close proximity to a number of listed buildings), it is considered the proposed development, by reason of its scale, design and layout would be out of sympathy with surrounding historic buildings and the existing character of the surrounding conservation area. In these respects the proposed development is considered contrary to the criteria set out within Core Policies 57 and 58 of the adopted Wiltshire Core Strategy, and the Council's adopted Salisbury Conservation Area Appraisal document.

55b 14/11884/FUL - Gorley, Marina Road, Salisbury, SP1 2JN - Sever land and erect 1 No 2 bed dwelling with parking for existing property

Public Participation

Robert Upton spoke in objection to the application.

Samantha Merley spoke in objection to the application.

Dan Wilden spoke in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be approved.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification was sought over the Highways Officer's objection. Concern had been raised in regards to parking provision and it would be left to the judgement of Members.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian Tomes, spoke in objection to the application. Cllr Tomes discussed highways concerns due to insufficient parking and the overdevelopment of the site. It was stated that this was a modest design but on a very small plot and it would take up a vast majority of the site. It was felt

that this was an overpowering development and would not be in keeping with the surrounding area. Concern was also raised in regards to the access and its ownership.

Members discussed the potential for overdevelopment of the site. Highways issues were highlighted in relation to the inability to park on Southampton Road. Some Members did not feel Highways Officers had fully considered safety issues on the site.

Discussion continued to the dimensions of the plot of land, the scale of the development and the lack of adequate parking provision. The potential for encroachment on neighbouring properties was also discussed. Concern was raised in regards to the height of the development, as well as the positioning of windows.

Resolved

To refuse permission for the following reasons:

- 1. The site is located to the rear of existing dwellings, and adjacent to existing private garden areas. The proposed development would result in an unsuitable and cramped form of overdevelopment of the site that would, by reason of the close proximity of the proposed new dwelling to existing dwellings on Marina Road, result in undue impacts on the amenity of the occupiers of existing properties through overlooking. In these respects the proposed development is considered discordant with adopted Wiltshire Core Strategy Core Policy 57 which gives regard to the compatibility of adjoining buildings and uses, the impact on the amenities of existing occupants, and ensuring that appropriate levels of amenity are achievable within the development itself, including the consideration of privacy, overshadowing; vibration; and pollution.**
- 2. The site is accessed directly off the adjacent busy A36 Trunk Road system, where on road vehicular parking or stopping is not permitted. The proposed development does not make adequate provision for service vehicles attending the site and would therefore encourage such vehicles to park, or project out of the site, on the adjacent footpath and cycleway system, with consequent additional hazard to all users of the trunk road. The means of access to the site, by reason of its lack of adequate vehicle turning facilities, would be likely to result in vehicles from the development standing and reversing within the trunk road to the detriment of highway safety. The proposal would therefore be contrary to the aims of Wiltshire Core Strategy Policy CP61 which requires new development is capable of**

being served by safe access to the highway network.

55c 15/01784/FUL - Adjacent to Rapiers Rest, Romsey Road, Whiteparish, Salisbury - Demolition of garages and erection of 3 bed dwelling with alterations to existing access

There was no public participation.

The Planning Officer presented his report to the Committee which recommended that permission be approved.

Members of the Committee then had the opportunity to ask technical questions of the officer. The scale of the property was clarified and the position of the development in relation to the boundary was raised.

An item of late correspondence was circulated at the meeting.

The Local Member was not present.

Members debated the proposal and it was highlighted that there was already permission for a three bedroom house on the site.

Resolved

To grant planning permission, subject to the following conditions:

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

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

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

REASON: In the interests of highway safety.

3. No part of the development hereby permitted shall be first occupied until the access, turning areas and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes only at all times thereafter.

REASON: In the interests of highway safety.

4. No development shall commence on site until a scheme for the

discharge of surface water from the site (including surface water from the accesses/driveways), incorporating sustainable drainage details, has been submitted to and approved in writing by the local planning authority. The development shall not be brought into use/occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: to ensure that the development can be adequately drained.

5. Any gates to close the access shall be set back a minimum of 4.5 metres from the edge of the carriageway and made to open inwards (away from the highway) only.

REASON: In the interests of highway safety.

6. The gradient of the new access shall not at any point be steeper than 1 in 15 for a distance of 4.5m from its junction with the public highway.

REASON: In the interests of highway safety.

7. No construction work shall take place on Sundays or Public Holidays or outside the hours of 07:30 to 18:00 on weekdays and 08:00 to 13:00 on Saturdays.

No burning of waste shall take place on the site during the demolition and construction phase of the development.

REASON: In the interest of neighbouring amenity

8. Before works commence, the results of pre-commencement great crested newt / eDNA surveys as described in the Great Crested Newt Non-Licensed Method Statement (contained in section 2 of Great Crested Newt Method Statement, Ahern Ecology, Feb 2015) will be submitted for LPA approval together with an amended method statement to take account of the findings of the surveys. The works will be completed in accordance with the approved method statement or as otherwise specified in a Natural England licence superseding the permission.

REASON: To ensure the development complies with the Habitats Regulations 2010 which protects Great Crested Newts.

9. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), no windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in the east and west side elevations of the development hereby permitted.

REASON: In the interests of residential amenity and privacy.

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

DRG No. Location Plan A (Proposed Site) 25/02/2015

DRG No. Location Plan B (Rapiers Rest Site) 25/02/2015

DRG No. 01515 2 Rev A 13/04/2015

DRG No. 01515 3 Rev B 16/04/2015

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

INFORMATIVE

The consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a licence will be required before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. Please contact the Council's Vehicle Crossing Team on vehicleaccess@wiltshire.gov.uk and/or 01225 713352.

56 Urgent Items

There were no urgent items

(Duration of meeting: 6.00 - 9.25 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 21 MAY 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE,
SALISBURY, SP2 7TU.**

Present:

Cllr Fred Westmoreland (Chairman), Cllr Richard Britton, Cllr Richard Clewer,
Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian Tomes and
Cllr Bridget Wayman (Substitute)

57 Apologies for Absence

Apologies were received from Cllr Christopher Devine, who was substituted by
Cllr Bridget Wayman.

58 Minutes

The minutes of the meeting held on 30 April 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes.

59 Declarations of Interest

Cllr Bridget Wayman declared an interest as a member of the Cranborne Chase
and West Wiltshire Downs AONB partnership.

Cllr George Jeans declared a personal interest as his family are a customer of
the business referred to in 15/01047/OUT.

60 Chairman's Announcements

The Chairman explained the meeting procedure to the members of the public.

Cllr Richard Britton was congratulated on his new role as Chairman of the
Council.

61 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

62 **Planning Appeals**

The committee received details of the appeal decisions as detailed in the agenda.

63 **Planning Applications**

64 **15/02009/VAR - Arundells, 59 The Close, Salisbury, Wiltshire. SP1 2EN**

Prof. Ron Johnston spoke in objection to the application.

Mrs T Smith spoke in objection to the application.

Anne Waddington spoke in objection to the application.

Gordon MacDougal spoke in support to the application.

Paul Oakley spoke in support to the application.

Andrew Cutler spoke in support to the application.

Cllr Mark Timbrell spoke on behalf of the City Council in support to the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. A question was asked if a private householder was to undertake a number of events beyond what you would normally expect from a private household and whether it would require consent.

An item of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian Tomes, spoke in objection to the application. A condition was raised in regards to the adverse impact on the amenities of neighbouring residents. Relevant planning history was stated, as well as previous conditions that had been applied. The conditions discussed the protection of neighbouring amenities, including restrictions on events and opening times. Cllr Tomes discussed the potential for disturbances from arranging events, as well as the actual events themselves. Cllr Tomes stated that nothing had changed from when these conditions had been implemented and it was necessary to protect the very special nature of the close.

Members debated the application. The timings of events were discussed and the frequency of events per week was raised. The Chairman stated that events would only be realistic in April to October. The logistics of holding events was discussed, including transporting portaloos. Members debated the impact on neighbouring amenities. Members debated the need to double the number of

outside events. Members discussed the neighbouring building to Arundells already carrying out events, as does the Cathedral. The relevance and value of Highways objections was discussed. The unique setting was discussed and the need to promote more people enjoying the area was highlighted, however, conditions in relation to amplified music and public speaking were debated.

A condition in regards to an event indoors coinciding with an event outdoors was discussed. Forty-eight events a year were suggested by some Members to be too many and the potential use of the gardens was discussed. The historic value of the property was discussed, as well as the need to make it financially viable. The number of events being held at neighbouring venues was clarified. The impact on local residents and the changing nature of the close was discussed. The Members discussed the potential for varying the conditions to make the property more commercially successful. Potential limitations to the number of outside events and operating hours were raised – the Chairman clarified the need to consider the application that was on the table.

Resolved:

To refuse planning permission for the following reasons:

The proposed variation of Condition 7 of planning permission 13/04090/FUL to allow the use of the garden at Arundell's for a limited number of dedicated events and activities would, by reason of the noise and disturbance associated with the significant number of proposed additional events outside of the building (including disturbance from vehicular movements to and from the site and the servicing of events), taking account of the characteristics of the site and the local context, and having regard to the amenities of existing nearby occupiers, have an undue adverse impact on the amenities of nearby residents of The Close, and is likely to be detrimental to the special tranquil character of the area.

In these respects, it is considered the proposed variation of Condition 7 of planning permission 13/04090/FUL would be discordant with Core Policy CP57 of the adopted Wiltshire Core Strategy.

Cllr Brian Dalton and Cllr George Jeans abstained.

65 **15/01047/OUT - Farmer Giles Farmstead, Teffont, Salisbury, Wiltshire, SP3 5QY**

Public Participation

Cally Troup spoke in objection to the application

Richard Hawkins spoke in objection to the application

Mary Corrie spoke in support to the application.

Andrew Bracey spoke in support to the application.

David Wood spoke on behalf of the town/parish council in support the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. Conditions relating to the existing buildings, as to what should happen to them when use of the farmstead ceases. A question was asked in regards to material considerations in relation to the design statement and the Wiltshire Core Strategy. Clarity was required as to the nature of the site, it was a brown field site / land that was occupied by a permanent structure and the definition was clarified.

An item of late correspondence was circulated at the meeting.

A motion for deferral to allow for site visit was debated. It was agreed that a site visit was needed to look at impact on the AONB. It was agreed, that the site visit would take place on a Wednesday. It was requested that all members attend.

Resolved:

To defer planning permission to allow for a site visit.

65a 14/11997/FUL - Tollgate Road, St. Martin, Salisbury. SP1 2JJ

Public Participation

Simon Firth spoke in support to the application.

Mark Timbrell spoke on behalf of the City Council in support of the application.

The Planning Officer presented his report to the Committee which recommended that permission be granted subject to conditions.

Members of the Committee then had the opportunity to ask technical questions of the officer. Clarification was sought over the floor plans in the officer's presentation and it was confirmed that no windows would face the church. The location of a drop-off point for pupil transport on Tollgate road was discussed – Highways were satisfied with the proposed arrangements. It was stated the Highways Agency were initially requiring further information and put the application on hold. Clarification was sought over the height (northern end, 13.3M and rear end 17m) of the proposed development. The proposed outdoor sports area would be fenced in. The wall to the south would be retained.

Two items of late correspondence was circulated at the meeting.

The Local Member, Cllr Ian Tomes , spoke in support to the application. Cllr Tomes stated that this development was in the public interest and discussed

the benefits of the educational centre. The need to improve education for young people was highlighted.

The site was derelict and Members debated whether this proposal would make good use out of the land. The need to retain the educated youth of Salisbury was emphasised. Concern was raised in regards to the proposed height of the development at 17M high at one end, as it would be visible from a distance. Highways concerns were discussed, with specific reference to the impact on Tollgate Road. St Martin's church was discussed and the obstructed view of the church from the road. Capacity issues and the footprint of the proposal were discussed.

Resolved:

Approve subject to the following conditions:

It is recommended the application be APPROVED, subject to the applicant entering into relevant legal agreement(s) to ensure financial contributions are made in respect of improvements to local Highway infrastructure, and subject to the following

Conditions:

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

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

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

Drawing number 10005-04-P701 Revision B dated November 2014, as deposited

with the local planning authority on 19.12.14, and

Drawing number 10005-04v-vvP001 dated November 2014, as deposited with the

local planning authority on 19.12.14, and

Drawing number 10005-04-P002 dated November 2014, as deposited with the local

planning authority on 19.12.14, and

Drawing number 10005-04-P101 Revision A dated November 2014, as deposited

with the local planning authority on 19.12.14, and

Drawing number 10005-04-P201 Revision A dated November 2014, as deposited

with the local planning authority on 19.12.14, and

Drawing number 10005-04-P301 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P601 dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P650 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P652 Revision B dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P653 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P654 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P656 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P657 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14, and
Drawing number 10005-04-P751 Revision A dated November 2014, as deposited with the local planning authority on 19.12.14.

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

3. No development shall commence on site until an investigation of the history and current condition of the site to determine the likelihood of the existence of contamination arising from previous uses has been carried out and all of the following steps have been complied with to the satisfaction of the Local Planning Authority:

Step (i) A written report has been submitted to and approved by the Local Planning Authority which shall include details of the previous uses of the site for at least the last 100 years and a description of the current condition of the site with regard to any activities that may have caused contamination. The report shall confirm whether or not it is likely that contamination may be present on the site.

Step (ii) If the above report indicates that contamination may be

present

on or under the site, or if evidence of contamination is found, a more detailed site investigation and risk assessment should be carried out in accordance with DEFRA and Environment Agency's "Model Procedures for the Management of Land

Contamination CLR11" and other authoritative guidance and a report detailing the site investigation and risk assessment shall be submitted to and approved in writing by the Local Planning Authority.

Step (iii) If the report submitted pursuant to step (i) or (ii) indicates that remedial works are required, full details have been submitted to the Local Planning Authority and approved in writing and thereafter implemented prior to the commencement of the development or in accordance with a timetable that has been agreed in writing by the Local Planning Authority as part of the approved remediation scheme.

On completion of any required remedial works the applicant shall provide written confirmation to the Local Planning Authority that the works have been completed in accordance with the agreed remediation strategy.

REASON: To ensure that land contamination can be dealt with adequately prior to the use of the site hereby approved by the Local Planning Authority.

4. No development shall commence within the area indicated (proposed development site) until:

- A written programme of archaeological investigation, which should include onsite work and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority; and**
- The approved programme of archaeological work has been carried out in accordance with the approved details.**

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

Informative:

Further Recommendations: The work should be conducted by a professionally recognised archaeological contractor in accordance with a written scheme of investigation approved by this office and there will be a financial implication for the applicant.

5. No development shall commence on site until details of the external materials to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

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

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

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

7. There shall be no floodlighting or other illumination of the approved multi-use games area.

REASON: In the interests of the amenity of neighbouring residents

8. The use of the multi-use games area shall be restricted to between the hours of 8.45am to 4.00pm Mondays to Fridays only and there shall be no use on Saturdays, Sundays, Public or Bank Holidays.

REASON: In the interests of the amenity of neighbouring residents

9. Before the development hereby permitted is first occupied the windows labelled '3A' in the approved drawing (10005-04-P701) in the east facing side elevation shall be glazed with obscure glass only and the windows shall be

permanently maintained with obscure glazing at all times thereafter.

REASON: In the interests of residential amenity and privacy.

10. Before the development hereby permitted is first occupied all of the top floor windows in the east facing side elevation (those not subject to Condition 9 above) shall be glazed with obscure glass to 50% of the glazed surface area (the bottom half) and these windows shall be permanently maintained with 50% of the glazed surface area (the bottom half) with obscure glazing at all times thereafter.

REASON: In the interests of residential amenity and privacy.

11. No construction or demolition work shall take place on Sundays or Public

Holidays or outside the hours of 07:30 to 18:00 on weekdays and 08:00 to 13:00 on Saturdays. No burning of waste shall take place on the site during the construction phase of the development.

REASON: In the interests of neighbouring amenities

12. No part of the development hereby approved shall be first brought into

use/occupied until the parking areas shown on the approved plans have been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

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

66 Urgent Items

There were no urgent items

(Duration of meeting: 6.00 - 8.05 pm)

The Officer who has produced these minutes is David Parkes, of Democratic Services, direct line (01225) 718220, e-mail david.parkes@wiltshire.gov.uk

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 11 JUNE 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Britton, Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Ian West

Also Present:

Cllr Bridget Wayman

67 Apologies for Absence

There were no apologies for absence.

68 Minutes

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 21 May 2015.

69 Declarations of Interest

A declaration of interest was made in respect of item 7a 15/01047/OUT by Cllr Jeans as he had traded with the business, he would participate in debate and vote with an open mind.

70 Chairman's Announcements

The Chairman explained the meeting procedure to the members of the public.

71 Public Participation and Councillors' Questions

The Committee noted the rules on public participation.

72 **Planning Appeals**

The committee received updates on planning appeals as detailed in the agenda.

Resolved:

To note the update.

73 **Planning Applications**

73a **15/01047/OUT - Farmer Giles Farmstead, Teffont, Salisbury, Wiltshire, SP3 5QY**

Richard Hawkins and Callie Troup spoke in objection to the application.

Angus Corrie-Deane, speaking on behalf of the applicant, and Andrew Bracey spoke in support of the application.

Cllr David Wood, Teffont Parish Council, supported the application on balance but expressed some concerns and commented that the Parish Council would have liked to receive a full planning application to consider.

The planning officer introduced the report which recommended to grant planning permission subject to conditions, attention was drawn to the late items. It was explained the application had been brought to Committee due to significant material considerations and differed to a previous application in that it was accompanied by a landscape impact report which demonstrated no detrimental impact on the Area of Outstanding Natural Beauty (AONB); determination had been deferred to allow members to attend a site visit. Photographs, illustrative plans and curtilage of the proposed dwelling were shown and it was confirmed the area to be demolished would be 2175 square metres, with a dwelling of 600 square metres to be built in a different location on the site. The Planning Officer verified that buildings attached to those to be demolished would be retained and repaired as required. The Committee was reminded the application sought outline permission for access and scale only.

The Committee then had the opportunity to ask technical questions and it was confirmed this was a Brownfield site and included holiday homes.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Bridget Wayman, declared herself a member of the AONB panel and spoke in objection to the application, also highlighting that the application's demolition plan had not been published online. The local member felt the outline application did not address concerns identified by the

Committee in the original application. A key concern was that great weight was to be given to enhancing the landscape in an AONB, however the dwelling would be in an isolated and elevated position therefore causing an intrusion upon the landscape of the AONB. The Councillor commented the new dwelling would be much larger than suggested since plans included a basement, and argued the exceptional circumstances permitting development like this in the open countryside had not been met. Further points were that the business had already closed and so there would be no benefit to the AONB of reduced traffic visiting the site. Finally the use of the land for holiday homes, equine use or liveries had not been addressed.

The planning officer confirmed the location of buildings to be demolished.

In the debate that followed the Committee agreed it would have been desirable to have a full planning application to consider. Some members commented the development should not be permitted in an AONB since the scale of the building was excessively large and highly intrusive on the sensitive landscape due to its elevated position. If the new dwelling was to be located in place of current buildings, this would have been more acceptable. Members felt the limited circumstances that permitted development in the open countryside were not applicable in this case, it was noted in particular that the application did not comply with any 'rural life' exceptions in Core Policy 48 of the Wiltshire Core Strategy.

Other members of the Committee argued the application could be a marginal improvement to the AONB by removing buildings, reducing pollution from traffic not visiting the business and that commercial development of the land by another company, instead of the proposed dwelling, would have more impact on the AONB. Some Councillors felt it would be unfortunate to demolish buildings that could be used to provide rural employment. The Chairman noted that the statement from the applicant indicated she would continue the use of holiday lets on site however this was not permitted under the original condition. The Committee concluded that reasons for refusal provided when the original application was determined had not been addressed and the status of holiday lets had not been resolved.

Resolved:

To refuse planning permission for the following reason:

1.The application site lies in open countryside and an Area of Outstanding Natural Beauty. Within the countryside there is effectively a presumption against new residential development except in limited circumstances not relevant in this case. This presumption is in the interests of sustainability and amenity. It follows that as a matter of principle the proposal comprises unacceptable development.

In terms of harm, the proposal would introduce a house and its curtilage with inevitable domestic paraphernalia, and these would be visually intrusive and alien in such an isolated rural location, distant from other residential properties or any settlement. By reason of their visibility and alien appearance, the house and its curtilage would detract from the wider appearance of the landscape, neither conserving nor enhancing its status as an Area of Outstanding Natural Beauty. There are no exceptional circumstances which outweigh the harm to the countryside.

The proposal is, therefore, contrary to Core Policies 1 and 2 (the settlement and delivery strategies) of the Wiltshire Core Strategy, Core Policy 51 (Landscape) of the Wiltshire Core Strategy, and guidance in the National Planning Policy Framework - paragraphs 109 and 115.

2.The application site supports three holiday lodges. These lodges were given planning permission subject to conditions requiring their removal in the event of Farmer Giles Farmstead Ltd ceasing to trade or operate from the land and/or ceasing to be open to the public.

The description of development set out on the application forms is "Demolition of some existing buildings and cessation of business and erection of a dwelling all matters reserved save for access, scale and siting". The supporting Design and Access Statement further states that "the 'tourist' use cabins [the lodges] would remain on site".

Having regard to the conditions on the earlier permissions relating to the lodges it is considered to be unclear from the current application how the lodges can remain. Notwithstanding the statement in the Design and Access Statement about their retention, the application (and the description of development in particular) makes no further allowance for the planning conditions. This lack of clarity amounts to a further reason to object to the development.

73b 15 03272/OUT- Land adjacent 1 Longhedge Cottages, Longhedge, Salisbury. SP4 6BP

Richard Greenwood spoke in support of the application.

The planning officer introduced the report which recommended to delegate authority to Director of Development Services to approve planning permission subject to a s106 legal agreement and conditions. Attention was drawn to the late items and photographs and plans for the site and existing access arrangement were shown. It was explained the development was to be on a narrow site next to, but not part of , the Longhedge development. Details of the neighbouring development were provided alongside the retention of landscaping to screen dwellings. The Officer advised that since

the application was last considered by Committee the site had now been identified as a potential site for future development in the Council 'potential site options' document. The Wiltshire Core Strategy had also been adopted and so policy details were updated.

The Committee then had the opportunity to ask technical and it was verified that the land was a potential development site. The Planning Officer explained that a footpath on the plan aimed to link to the Longhedge development could not stretch the entire length as the land between was owned by a third party. As part of the Longhedge development, landscaping would partly screen the houses from the road but houses would still be in close proximity to the road.

The local member, Cllr Ian McLennan, spoke in objection to the application and moved that it be refused for the same reasons given by Committee at determination of the original application: namely that uncertainty remained about the layout of the Longhedge development and the permission constituted development in the open countryside. The councillor suggested the site should go through the Strategic Housing Land Availability Assessment (SHLAA) process. Other key concerns were that the site could suffer from overdevelopment and that the residential amenity of occupants of the dwellings could be reduced by neighbouring commercial development, moreover permission on this site could restrict the development of commercial units in a major strategic site. Other members commented that commercial units were already located near dwellings as part of the Longhedge development and so did not consider this application to be a concern.

Further observations included that the proposed condition 6 could address highways safety but that permission could not be conditioned on the final agreement of the Longhedge development. Additional points were that shrubbery should be used for screening where possible and the proposed pathway was not useful until linked to the other development. Some councillors argued the development could tie in well with the Longhedge site and was low-density however the Committee agreed the application was premature.

Resolved:

To REFUSE planning permission for the following reason:

The proposed dwellings would be located on a site which is currently located in the open countryside, and is not specifically allocated for housing development in the adopted Wiltshire Core Strategy. The adjacent A345 road onto to which the dwellings would have a vehicular access is a very busy arterial road between Salisbury and Amesbury, where traffic speeds are very high.

A large area of land immediately adjacent the site has been allocated for a significant mixed development within the development plan, and planning permission has been granted. A new highway arrangement has been proposed as part of the adjacent development, which will help improve highway safety and reduce traffic speeds.

However, this adjacent permission is in outline form and development has yet to commence. Consequently, at the current time, the surrounding land remains of a rural character, and it may be some time before the land is actually developed, including the provision of a roundabout. As a result, there is no certainty that the final development will resemble the layout currently envisaged or that the future developments would not conflict.

Consequently, due to the lack of certainty that the development of the area would occur as currently envisaged, it is considered that the scheme would be likely to result in housing development within the open countryside also result in additional traffic generation onto a busy arterial road to the detriment of highway safety, contrary to policies CP1, CP2, CP45, CP48, CP51 & CP57 of the adopted Wiltshire Core Strategy.

74 Urgent Items

There were no urgent items

(Duration of meeting: 6.00 - 8.30 pm)

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WESTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 20 MAY 2015 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice-Chair), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Dennis Drewett, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Gordon King (Substitute)

Also Present:

Cllr Jon Hubbard

49 Apologies for Absence

Apologies for absence were received from Councillors Andrew Davis, Magnus MacDonald (replaced by Cllr Gordon King) and Roy White.

50 Minutes of the Previous Meeting

The minutes of the meeting held on 29 April 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 29 April 2015.

51 Chairman's Announcements

The Chairman gave details of the exits to be used in the event of an emergency.

52 Declarations of Interest

There were no declarations of interest made.

53 Public Participation and Councillors' Questions

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

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Mr Francis Morland spoke regarding the agenda supplement, which had provided further information on planning history that had been omitted from the original report; he expressed concern that the current data management system was not as good as that previously used by the West Wilts District Council. He stated that, despite previous assurances to the contrary, he remained concerned that important information had been omitted in error.

Specifically he asked:

How many past case officer reports have had some planning history information omitted due to the errors in the system?

Does anyone in Wiltshire Council have the knowledge to search out the history and have access to the backup files to find the information from the old system?

The Chairman asked that a written answer be provided to Mr Morland and that this be circulated to all members of the Committee for their information.

54 Lewington Close/Longford Road, Melksham

Public participation:

Mr Paul Walsh spoke in support of the application.

The Senior Planning Officer outlined the report that outlined the proposals for the discharge of a Section 52 Agreement.

Councillor Jon Hubbard spoke as the local member.

Issues discussed in the course of the debate included: that the agreement currently restricts development on the land in question until discharged; the planning history on the site and extant permissions; the procedure and guidance for dealing with discharge of agreements; the now built developments near the site; the possible reasons for the agreement; the views of the consultees to the original application; the relevance of the Local Plan policies; the covenant only coming to light during research as part of the preparation of the s106 agreement linked to the current approved application; whether the s52 agreement was material to the consideration of the current application; how many other similar situations there are in the County; and that the s52 agreement remains binding on the land until it is formally discharged.

Councillor Ernie Clarke proposed that the agreement should not be discharged. There was no seconder to his proposal, so the proposal was not put to the vote.

Councillor Trevor Carbin proposed, subsequently seconded by Councillor Tony Knight, that the Committee should raise no objection to the discharge of the agreement as per the officer's recommendation. This proposal, upon being put to the vote, was lost.

Councillor Ernie Clarke proposed, subsequently seconded by Councillor Gordon King, that the matter be deferred to find more information.

At the end of the debate the meeting, upon being put to the vote;

Resolved

To defer consideration of the matter, pending the provision of additional information.

55 **15/01668/FUL - 221 Melksham Road, Holt, Trowbridge, Wiltshire, BA14 6QW**

Public participation:

Mr Martyn Williams spoke in objection to the application.
Mr Paul Langley spoke in support of the application.

Councillor Trevor Carbin spoke as the local member.

The Area Team Leader outlined the report which recommended the application for approval subject to conditions. The meeting's attention was drawn to the late observations including additional information on the planning history.

Members of the public were invited to speak on the application as listed above.

Issues discussed in the course of the debate included: the planning history of the site; the location of the site and the proximity to other buildings; the design and layout of the proposals; how the current proposal differed from a proposal refused previously by the Committee; the position of the windows in the proposal; the existing boundary treatments; the impact of the proposals on the privacy and amenity of neighbouring properties; the views of the consultees;

Councillor Trevor Carbin proposed, subsequently seconded by Councillor Gordon King, that the application be refused.

At the end of the debate the meeting, upon being put to the vote;

Resolved to refuse permission for the following reason:

That the rear extension by reason of its size, mass, bulk and height would result in a substantial addition to the dwellinghouse which accommodates a narrow plot; and it would lead to an unacceptable level of overbearing and overlooking to the immediate neighbours at No 220 and No 222 Melksham Road which would result in loss of amenity and privacy contrary to the requirements of Adopted Wiltshire Core Strategy Core Policy 57.

56 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.29 pm)

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

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 10 JUNE 2015 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christopher Newbury (Chairman), Cllr John Knight (Vice-Chair), Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Magnus Macdonald, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While

Also Present:

Cllr Fleur de Rhé-Philipe and Cllr Jon Hubbard

57 Apologies for Absence

Apologies for absence were received from:

- Dennis Drewett

58 Minutes of the Previous Meeting

The minutes of the meeting held on 20 May 2015 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 20 May 2015.

59 Chairman's Announcements

The Chairman gave details of the exits to be used in the event of an emergency and explained that the setup of the meeting was due to technical issues.

60 Declarations of Interest

There were no declarations of interest.

61 Public Participation and Councillors' Questions

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

The following written question and response was received and noted:

Question from Councillor Ernie Clark, Hilperton Division:

Re Wiltshire Council v Secretary of State for Communities and Local Government [2015] EWHC 1459 (Admin) - judgment handed down on 20 May 2015.

This seems to be a truly appalling decision by a High Court judge, and surely needs to be appealed to the Court of Appeal on grounds of procedural error and error of law.

The old saying is that it is a woman's privilege to change her mind, but that cannot extend to a decision handed down by a High Court judge which has already finally determined an issue, viz. [74] of [2015] EWHC 1261 (Admin):-

"In the circumstances and, with a degree of reluctance, I find that I am unable to exercise my discretion not to quash the decision letter."

Furthermore, it is plainly inconsistent and wrong not to quash the decision letter in Appeal B on the basis that the decision would have been the same in spite of the Secretary of State's error of law, but to refuse to quash the decision letter in Appeal A because the decision would almost certainly have been different and hence would deprive the Developer Defendants of the benefits of that unlawful decision letter.

The consequences of such flawed reasoning must be that a Local Planning Authority can never overturn an Appeal Decision, however serious the unlawfulness of it may be.

The judge also seems totally to have ignored the fact that Wiltshire Council is the Local Planning Authority with a duty to the public at large to ensure that the integrity of the planning system in its area is maintained and in that respect it cannot be treated as on a par with developers. There is no proper evaluation in the judgment of the harm to the public interest that will be caused by not quashing the decision letter.

I am advised that the proper approach to the exercise of the discretion, which is supposed to be exceptional, not to quash a decision that has been found to be unlawful is that of Mr Justice Gilbert on 19 February 2015 in *Davies v Carmarthenshire County Council* [2015] EWHC 230 (Admin), following *Bateman v South Cambridgeshire District Council* [2011] EWCA Civ 157, particularly *Moore-Bick LJ* at [31].

In the circumstances will Wiltshire Council be taking this decision to the Court of Appeal? If not, why not?

Response

Officers can confirm that the Council is seeking permission from the Courts to appeal the Judge's decision not to quash the decision letter issued by the Secretary of State in relation to the planning appeal at Devizes Road, Hilperton.

The following supplementary question and response was received and noted:

Question from Councillor Ernie Clark, Hilperton Division:

As both the decision letters from the Secretary of State were unlawful, will WC be appealing both decisions, A and B?

Response

The question would be circulated to the legal and planning officer to be answered at a later date.

62 Planning Applications

The Committee considered the following applications:

63 14/09500/FUL - Sienna's Valley Farm, Huntenhull Lane, Chapmanslade, BA13 4AS

Public Participation

Professor Nigel Brown spoke in objection to the application.

Mr Charles Thackway spoke in objection to the application.

Mr Keith Muston spoke in objection to the application.

Mr Derek Tanswell spoke in support of the application.

Mr Edward Drew spoke in support of the application.

Mr Dennis Barnard representing Chapmanslade Parish Council spoke in objection to the application.

The Senior Planning Officer outlined the report which recommended the application for approval. Key issues were stated to include the principle of the development, impacts upon the character and appearance of the landscape, impact upon neighbouring amenities and the highways impact. The committee had previously deferred the application on the 17 December 2014 to allow the Local Planning Authority to gather more information.

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

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

The local Unitary Member, Councillor Fleur de Rhé-Philipe, then spoke in objection to the application.

Issues discussed in the course of the debate included: whether there was an essential need for the dwelling, the visual impact on the character and appearance of the area, the viability of the proposed business plan and the close location of the applicant's residence in Frome.

Advice was provided by Mr Tony Coke, the Council's Specialist Agricultural Advisor.

At the end of the debate it was;

Resolved

To refuse planning permission for the following reasons:

The site is located in the open countryside, outside the limits of development for Chapmanslade as defined in the Wiltshire Core Strategy. Residential development in this location is restricted by policy CP48 to that required to meet the needs of employment essential to the countryside. The Council consider that the functional need for accommodation to oversee any birthing/sick animals could be met through permitted development rights to be on hand during such events and does not justify a year round presence. The applicant has failed to submit robust financial information to support such a dwelling and no evidence has been submitted demonstrating that the appellants could not provide sufficient oversight of the holding from a dwelling in a nearby settlement. Furthermore, the siting of the temporary dwelling harms the character and appearance of the Special Landscape Area. The proposal fails to comply with Core Policies 48, 51 and 57 of the Wiltshire Core Strategy and Saved Policy C3 of the West Wiltshire District Local Plan and the NPPF, namely paragraph 17 and 55.

63a Proposed Discharge of Section 52 legal agreement - Lewington Close/Longford Road, Melksham

Public Participation

Mrs Janet Williams spoke in objection to the application.

Mr David Timbrell spoke in objection to the application.

Mr Paul Walsh spoke in support of the application.

The Senior Planning Officer outlined the report which recommended the application for approval. The key consideration was identified as assessing whether the Section 52 Agreement served a valid purpose, given the changes in circumstances and planning background since its completion in 1975. The

committee had previously discussed the application at the meeting on the 20 May 2015 which resolved that Planning Officers should gather more information.

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

The local Unitary Member, Councillor Jon Hubbard, then read a statement on behalf of Mr Jenkins and spoke in objection to the application.

The legal officer advised the committee that the Section 52 agreement was a contract between the council and the party to the agreement. The legal agreement would be held on the land making it a land charge.

Issues discussed in the course of the debate included: the relevance of the Section 52 Agreement today and the need to protect the residents from over development.

At the conclusion of debate, it was

Resolved

To approve the discharge by the Council of the Section 52 Agreement.

Recorded Votes

Cllr Ernie Clark – Against

Cllr Andrew Davis - Against

64 Planning Enforcement Update - Crockerton

Steven Hawkins, Planning Enforcement Team Leader, referred to the enforcement update included in the agenda.

Members discussed the budget for direct action allocated to the enforcement team and being able to call enforcement items into the committee.

At the end of the discussion it was;

Resolved

To congratulate Mr Hawkins and the enforcement team.

To note the report.

To pass on comments about the need for a budget for such direct action on enforcement matters to the Cabinet.

65 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 5.00 pm)

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LICENSING COMMITTEE

DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 27 APRIL 2015 AT WEST WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Pip Ridout (Chairman), Cllr Desna Allen (Vice Chairman), Cllr Allison Bucknell, Cllr Dennis Drewett, Cllr Sue Evans, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans and Cllr Bill Moss (Substitute - Part II)

Also Present:

Tracy Daszkiewicz (Public Health Specialist), Linda Holland (Public Protection Team Leader), Cllr Peter Hutton (Portfolio Holder) and Lisa Pullin (Democratic Services Officer)

1 Apologies and Substitutions

Apologies were received from Councillors Blakemore and Jacobs and from Paul Taylor (Senior Solicitor). Councillor Moss was substitute for Councillor Jacobs.

2 Minutes

The minutes of the meeting held on 8 December 2014 were presented to the Committee.

Resolved:

That the minutes of the meeting held on 8 December 2014 be approved and signed as a correct record.

3 Chairman's Announcements

The Chairman made the following announcements:

Sub Committee Hearings

There were a number of proposed Sub Committee hearings in the pipeline and Lisa would speak to members after the meeting to check their availability to attend on any of these hearings.

So that all Members gain practical on going experience of Sub Committee hearings, Democratic Services will now ask for a fourth reserve member for each hearing. That Member will be asked to attend the briefing, hearing and deliberations so that they could step in at the last minute if required and gain relevant experience. So you may be asked to be a reserve Councillor for forthcoming hearings!

Members asked officers to consider scheduling a monthly Sub Committee hearing date into the diaries. Officers agreed to look at this, but this would not always work as deadline hearing dates occur at different times throughout the month.

Training

Training requirements for the Committee will be considered after May 2015 when the membership is confirmed. Two of our Members have left the Council and so their places will be filled at Annual Council.

4 **Declarations of Interest**

There were no declarations of interest.

5 **Public Participation**

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

6 **Minutes of the Licensing Sub Committees**

The draft Minutes of the following Sub Committees were presented for consideration.

Eastern Area – 19/01/15 - Application for a Variation of a Premises Licence in respect of Central Stores, 47 Hillworth Road, Devizes.

Northern Area – 26/11/14 – Application for a Premises Licence made by SN15 Leisure Ltd in respect of SN15, 17a Station Hill, Chippenham.

Western Area – 24/03/15 – Application for a Review of a Premises Licence in respect of Favourite Chicken and Ribs, 3 Market Street, Trowbridge

Resolved:

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

7 **Briefing Note - Deregulation Bill and Legislative Reform**

Linda Holland (Public Protection Team Leader) gave details of the Deregulation Bill and Legislative Reform (Entertainment Licensing) Order 2014 which came into force on 6 April 2015. It added more exemptions to The Licensing Act 2003 relating to regulated entertainment.

Linda reported that the intention of the deregulations was to:

- to remove bureaucracy and cost from community entertainment activities and strengthen creativity and community participation;
- to make it easier for schools, community groups and civil society organisations to put on cultural and sporting events by removing them from the entertainment licensing regime, and
- to grow the creative economy and remove burdens from small and medium businesses.

The impact for the Council of the deregulations could be that there are more Sub Committee hearings required and Members could receive more concerns/complaints from their constituents.

One of the consequences of these changes is that, where a licence includes conditions that relate specifically to something that is now deregulated, those conditions are deemed to be suspended between the hours of 08:00 and 23:00. For example, a condition requiring doors and windows to be kept closed to prevent noise 'breakout' from recorded music will not be enforceable between 08:00 and 23:00.

This would probably create more work for colleagues in the Noise Pollution Teams to deal with complaints.

However, the Licensing Authority, on considering an application for the review of a premises licence or club premises certificate, may determine that the suspension of conditions be lifted, or if such conditions are not on the licence, it may apply those conditions. This provision does provide a degree of safeguard to local communities; however there remain some potential implications arising from the deregulation.

Linda added that the changes were being highlighted through the Pubwatch meetings and the promotion of the changes was to be low key. The changes agreed were more substantial than the Licensing Team was expecting and if Members had any feedback or concerns then they should speak to an Officer in

the Licensing Team. An update on the impact of the changes would be reported at the December 2015 meeting.

Councillor Peter Hutton, Portfolio Holder stated that a Briefing Note would be made available for Members which would contain FAQs that Members may get asked about the changes. He also wished to give a vote of thanks to the Licensing Team in their recent temporary reduction in staff following a road traffic accident involving two staff members.

Committee Members asked a number of questions and it was agreed that when adding conditions relating to noise at Sub Committee hearings, consideration be given to use appropriate wording so that there were not dis-applied.

Resolved:

To note the information given in the Deregulation Bill and Legislative Reform Briefing Note.

8 Gambling Policy Statement of Principles - Update

Linda Holland (Public Protection Team Leader) presented a report which gave background information on the new proposed Statement of Gambling Principles.

She highlighted the following:

- The draft Statement had been modernised and there were very few changes from the previous Statement;
- There are 60 gambling premises in Wiltshire with about 39 of those being betting shops. There are no casinos or private gambling clubs;
- Only 2 complaints about licensed gambling premises had been received in the last year;
- Officers would arrange to carry out an extensive public consultation process over a 12 week period to consider the views of those affected and the public of Wiltshire;
- Following this, consideration would be given to any suggested changes and then the final draft of the Statement would be presented to the Licensing Committee at the September meeting and this would then be recommend for final approval I at Council in November;

- Committee Members were encouraged to respond to the consultation and ask all in their groups to do so during the consultation period; and
- Online gambling was not in the control of the Local Authority and so as not to encourage a debate about matters out of our control, details of the Gambling Commission would be provided in response to any concerns about online gambling.

Resolved:

That the Licensing Committee:

- 1. Requests Officers to carry out a 12 week consultation process on the proposed Statement of Gambling Principles 2015-2018.**
- 2. Note that at its meeting in September 2015, the Committee will be required to consider commending for approval the finalised Statement of Gambling Principles to Full Council.**

9 Dates of Future Committee Meetings

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

Monday 1 June 2015

Monday 7 September 2015 (*Following the meeting the date of the September meeting was changed to Monday 21 September 2015*)

Monday 7 December 2015

Monday 1 February 2016.

10 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30am – 11.35am)

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

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 24 JUNE 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Julian Johnson (Chairman), Cllr Jerry Wickham (Vice Chairman),
Cllr Desna Allen, Cllr Allison Bucknell, Cllr Rosemary Brown, Cllr Trevor Carbin,
Cllr Paul Oatway, Mr Philip Gill, Mr John Scragg and Miss Pam Turner

Also Present:

Cllr Dennis Drewett and Cllr Magnus Macdonald

13 **Membership and Apologies**

Following the meeting of Council on 12 May 2015, there were the following changes to Membership of the Committee.

Councillor John Noeken was removed as a Full Member of the Committee.
Councillor Jerry Wickham was removed as a Substitute Member and added as a Full Member of the Committee.
Councillor Alan MacRae was added as a Substitute Member of the Committee.

Apologies were received for the meeting from Councillors Terry Chivers, Howard Greenman, Sheila Parker and Howard Prickett.

Councillor Parker was substituted by Councillor Prickett.

14 **Minutes**

Resolved:

The minutes of the meeting held on 21 January 2015 were approved and signed as a true and correct record.

15 **Declarations of Interest**

There were no declarations.

16 **Chairman's Announcements**

With the assent of the Committee, it was agreed to change the order of the agenda to move the Constitution Focus Group Recommendations on Changes to the Constitution forward.

17 **Public Participation and Questions**

There were no questions or statements submitted.

18 **Constitutional Changes**

The Monitoring Officer presented recommendations from the cross-party Constitution Focus Group on changes to the constitution following reviews requested by Standards, Council or which were required by legislative changes, as detailed in the report.

Part 4 - Council Procedure Rules

The Committee considered proposed changes to Part 4 of the Constitution in relation to disturbances by the public, recorded voting, the 'State of Wiltshire' debate and the submission of and presenting of councillor questions to Full Council.

The Committee accepted the reasoning of the Focus Group regarding the proposed amendments to clarifying the rules on dismissal of a member of the public causing a disturbance at a meeting, noting it was the responsibility of Members to ensure a Chairman was aware of the nature of a disturbance or offence if this was not immediately apparent, and that ordering the dismissal of that member of the public remained an option for the Chairman in consultation with the proper officer, not an automatic decision.

The Committee also agreed to the alterations regarding recorded voting and the deletion of a constitutional requirement to hold a 'State of Wiltshire' debate, which was no longer necessary when the presentation of the council's business plan and subsequent debate had taken on many of the characteristics the 'State of Wiltshire' debate had been designed for.

In regards to Councillor questions to Council, members discussed the proposed new procedure, which included a total limit on questions that could be answered at any one meeting, but which still permitted as many questions as councillors wished to submit and guaranteed written responses either before the meeting or within five working days after the meeting depending on which deadline for submission of their question was met. The other key change was to reorder the presentation of questions to Council such that no Member could ask a second question until all other Members who had submitted a question had asked their first questions, with the same rule applying to second and subsequent questions.

The Committee debated whether the proposed procedure was effective and balanced, with some members concerned the procedure might be confusing to implement, although it was noted the elements of the proposed changes had been taken from operations at other councils. It was confirmed that all written responses to questions would be attached to the minutes of the relevant meeting, and it was also felt that as only 20 questions would be received at the meeting, to avoid confusion and delays it was the responsibility of Members to indicate to Democratic Services before a meeting if they did not wish to ask a supplementary question.

It was also requested that the Focus Group consider the paragraphs requiring Members to stand to speak at Council meetings, in particular in the context of equality rules.

Protocols 1 and 2 - Briefing and Information for Local Councillors and Councillor-Officer Relations, and Part 2 - The Constitution

The Committee considered proposed changes to Protocols 1 and 2 of the Constitution as detailed in the report, which would involve their merger into a single Protocol. The changes also required a small amendment to Part 2 of the Constitution regarding rights of members of the public.

The Protocol had been updated to reflect the type and frequency of information councillors should be informed of, particularly in relation to their divisions. Following referral of a motion from Council on response times, these had been amended to be more realistic for councillors and the public, with explanations to be made where meeting those deadlines was not possible.

The Committee was also informed the Corporate Leadership Team had assured that further measures to encourage officers to meet their obligations in respect of providing councillors with information would be taken.

The Committee was satisfied with the proposed changes.

Protocol 7 - Media Protocol

The Committee considered proposed changes to Protocol 7 as detailed in the report, which was mainly focused around the adoption of webcasting guidance, and rules on when broadcasts could or should be suspended.

The Committee accepted the proposed changes, and also proposed adoption of the associated 'Social Media Guidance for Councillors' to assist Members with any social media activity they might undertake.

Protocol 9 - Monitoring Officer

The Committee considered proposed changes to Protocol 9 as detailed in the report, and accepted and approved of these as updates to reflect current practice.

Protocol 11 - Governance Reporting Arrangements

The Committee considered proposed changes to Protocol 11 as detailed in the report, to reflect the creation of new bodies as well as updating the reporting arrangements for existing bodies.

The Committee considered that several Overview and Scrutiny Task Groups, while not standing task groups with the exception of the Financial Planning Task Group, such as the Safeguarding Children and Young People Task Group, were of such importance and expected to be long-running, that it might be more appropriate if they were to be formally constituted as sub-committees rather than Task Groups, and that this view be reported to the Overview and Scrutiny Management Committee.

The Committee also noted the series of changes as detailed in the report to be made by the Monitoring Officer under delegated powers to reflect the decisions of Full Council, ensure consistency and update following changes in legislation. In particular changes to the rules and procedures on dismissal of Heads of Paid Service, Monitoring Officers and s.151 Finance Officers were required to be made and reported to Full Council on 14 July and would require constitution changes including to Part 15 - Officer Employment Procedure Rules, as well as the contractual implications.

Resolved:

- 1) To recommend that Council adopt the proposed changes to the Constitution in relation to Part 4, Protocols 1-2 and Part 3, Protocol 7, Protocol 9 and Protocol 11, as detailed in the agenda papers subject to any amendments detailed above;**
- 2) To note the intention of the Monitoring Officer to make changes under delegated authority contained in Article 15.3 of Part 2 of the Constitution to make necessary amendments to Part 2.1, Part 3, Part 7, Part 14, Part 15 and a new Protocol 2, as detailed in agenda papers; And,**
- 3) To request the Overview and Scrutiny Management Committee consider reviewing whether standing or especially significant and expected to be long running Task Groups should be constituted as formal sub-committees, as detailed in the minutes above.**

19 Draft Annual Governance Statement 2014/15

The Monitoring Officer presented a report on the draft Annual Governance Statement, as drafted by the Governance Assurance Group which is comprised of senior officers who have lead roles in corporate governance and a representative from the Audit Committee, to review the effectiveness of the council's governance arrangements.

It was noted that paragraphs 27 and 70 of the draft Statement related to governance arrangements under the responsibility of the Standards Committee, and no objections were raised.

Members discussed the draft, and requested further drafting to ensure consistency across the document.

At the end of discussion, it was,

Resolved:

To note that the draft AGS will be revised in the light of comments from the Committee, as detailed above and further work by the Governance Assurance Group before being brought back to the Audit committee for final approval and publication with the Statement of Accounts at the end of July.

20 Status Report on Complaints

The Monitoring Officer presented an update on Complaints received since the last meeting of the Committee, noting that the total number was at present significantly down on those received in 2014, and that very few had been referred for investigation.

Members considered whether the reduction was as a result of the difficulties discussed in previous meetings regarding identifying a specific section of the Code under which to underpin a complaint, or lack of faith in the limited sanctions, but noted they had previously resolved to attempt to lobby the government for increased sanctions to be permitted and to strengthen to Code, and that these would be considered at their next meeting.

Resolved:

To note the update and the intention to bring proposed changes to the Code of Conduct to the next meeting of the Committee.

21 Forward Plan

The Forward Work Programme was approved.

Due to the change in date of the Council meeting from 20 October to 29 September 2015, it was noted the date of the next Standards Committee would need to be brought forward from 7 October.

Details would be circulated to Members and on the council's website as soon as they were available.

22 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.00 - 3.20 pm)

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AUDIT

DRAFT MINUTES OF THE AUDIT MEETING HELD ON 23 JUNE 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE.

Present:

Cllr Richard Britton (Vice Chairman), Cllr Rosemary Brown, Cllr Tony Deane (Chairman), Cllr Stewart Dobson, Cllr David Jenkins (Substitute), Cllr Julian Johnson, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Sheila Parker, Cllr David Pollitt, Cllr Jane Scott OBE and Cllr Dick Tonge.

Also Present:

Cllr Mike Hewitt

22 Apologies

Apologies were received from Dave Hill (SWAP), Councillor James Sheppard and from Councillor Linda Packard who was substituted by Councillor David Jenkins.

23 Minutes of the Previous Meeting

The minutes of the meeting held on 10 March 2015 were presented.

Resolved:

To approve as correct record and sign the minutes of the meeting held on 10 March 2015.

24 Chairman's Announcements

The Chair thanked all those members and officers who had attend the recent training, and noted that the first Assurance report would be available to be considered at the October meeting of the Committee.

The Chair stated that he planned to meet with the Chair of Overview and Scrutiny to consider how their committee's respective work programmes could be better co-ordinated.

The Chair drew the meeting's attention to the additional item, the Risk Register Update, which had been circulate as a supplementary paper, and that this item would be considered as the first substantive item on the agenda.

25 Members' Interests

There were no declarations of interest made.

26 Public Participation and Committee Members' Questions

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

27 Urgent Item - Risk Management Update

Jason Teal, Head of Corporate Support - Performance, Risk & Scrutiny, presented the report which provided an update on the council's approach to risk management and presented the latest edition of the Strategic Risk Register.

In the course of the presentation and the discussion, the issues discussed included: how the Council's had refined approach to Risk Management and the Strategic Risk Register recently presented to Cabinet; the development of risks, that cut across service areas, pulled together and reported singularly as composite risks; the inclusion of key risks drawn from the Cabinet Office's national risk register and the authority's preparedness should these events occur; that further work was ongoing to refine how the monitoring and management of risks are identified and monitored; and that a final report had been received from Internal Audit (SWAP) which recognised the improvements made by the Council and had included some useful recommendations which the council might build on.

28 Internal Audit - Annual Report

Michael Hudson, Associate Director for Finance, introduced to the Committee Jenny Strahan (Assistant Director) and Kerry Chisholm (Senior Auditor) from the internal auditors - SWAP, and presented the Internal Audit Annual Report, which provided a summary of the work in the previous year.

In the course of the presentation and the discussion, the issues discussed included: that there is statutory requirement to have an Internal Audit report; that the formal Audit Opinion would be included in the Annual Governance Statement; that a further update relating to the final quarter of 2014/15 will be presented to the July meeting of the Committee; how the recommendations and actions would be monitored; the approach that would be taken to address higher priority issues; and how SWAP had been restructured and how this has impacted on the work programme.

Michael Hudson stated, in response to a question from Cllr Julian Johnson, that the Council was seeking to reduce the number of audits with the intention that there would be better quality audits focused on priority areas.

Michael Hudson stated, in response to a question from Cllr Richard Britton, that a report would be presented to the July meeting of the Audit Committee

providing an update on the progress made against outstanding actions identified as high risk, partially or not responded to.

Michael Hudson stated, in response to a question from Cllr Richard Britton, that information about the efficiency of audit recommendations accepted by the Council could be included in the quarterly updates.

Michael Hudson stated, in response to a question from Cllr Steve Oldrieve, that the Council was in contact with a number of Councils who were moving to an assurance based system, that together they would be reviewing progress of this change, and that an update report would be presented to the Audit Committee in March 2016.

Michael Hudson stated, in response to a question from Cllr Stewart Dobson, that the wording regarding how advice is accepted or not was ambiguous.

Michael Hudson stated, in response to a question from Cllr Richard Britton, that subject to the clarification of confidentiality issues, the report on Local Partnerships would be circulated to Members of the Committee.

Resolved

To note the opinion of the Director of Planning (SWAP).

29 Annual Governance Statement 2014-15

Ian Gibbons, Associate Director for Legal & Governance Services, presented the report which asked the Audit Committee to consider a draft Annual Governance Statement (AGS) for 2014 -15 for preliminary comment before final approval was sought from the Committee at its meeting on 31 July 2015.

In the course of the presentation and the discussion, the issues discussed included: that the statement's format followed the advice of CIPFA; how significant governance risks are identified; that the Council had invited the Information Commissioners Officer (ICO) to consider their arrangements, and how the Council was responding to the recommendations which would be reporting to Audit Committee, probably in Autumn; that changes, such as the new Pensions Board and the LEP Assurance Framework, are referred to; and that the opinion of the Internal Audit was referred to in the statement, but that the opinion from the External Auditor would be added as the statement was finalised.

The Chair invited the Committee to consider if there were any areas of omission from the Statement.

It was noted, following an issue raised by Councillor Jeff Osborne, that whilst the matter of integration between the NHS and Adult Social Care was a key issue for the Council, the positive results of the peer review and arrangements

in place for governance, meant that the current reference to the matter in the Statement was appropriate under the criteria laid down by CIPFA.

Ian Gibbons stated, in response to a question from Richard Britton, that officers would be meeting with Internal Audit to ensure that their views are reflected appropriately in the statement, and that the use of the word 'capacity' would be reviewed to remove any ambiguity.

It was noted, following an issue raised by Councillor Richard Britton, that whilst the ICO report had raised some significant issues, which had not previously been highlighted by either internal or external auditors, that these matters had not been so significant as to impact on the fundamentally financial matters considered by the External Auditors. Additionally, Michael Hudson stated that Council wished to continue to work positively and proactively with third-party inspectors to benefit from their advice.

It was noted, following an issue raised by Councillor Richard Britton, that consideration would be given to whether references to the Disaster Recovery Plan and the Business Continuity Plans in the light of advice from auditors.

Resolved

- 1. To note the draft Annual Governance Statement (AGS) as set out in Appendix 1; and**
- 2. To note that the draft Annual Governance Statement (AGS) will be revised in the light of comments from the Cabinet, Standards Committee and further work by the Governance Assurance Group before being brought back to this committee for final approval and publication with the Statement of Accounts at the end of July.**

30 KPMG External Audit Technical Update

Michael Hudson, Associate Director for Finance, introduced the technical update which summarised the national issues, and highlighted how the Council has responded to these issues.

A representative from External Audit stated that they were pleased with the level of awareness that the Council has shown in this matter.

Michael Hudson stated, in response to a question from Cllr Richard Britton, that the Better Care Fund was apportioned to authorities rather than having to be applied for.

Resolved

To note the technical update.

31 **KPMG: Interim Audit Report 2014/15**

Michael Hudson, Associate Director for Finance, introduced the interim audit report for 2014/15.

In the course of the presentation and the discussion, the issues discussed included: that the external auditors had taken into account the work already undertaken by internal audit; that the Council had an effective control environment; that recommendation on areas such as ICT and access to systems had been progress; that an issue regarding documentation of controls by the internal auditors was not considered a significant weakness and was being addressed; that the Council's timetable for production of the accounts was ahead of most authorities; that the quality of the accounts was generally of a high standard; and that no significant issues had arisen from recent audit work that would impact on the interim findings.

The external auditors stated, in response to a question from Cllr Richard Britton, that work on the processes aligned to staff starting and leaving the organisation would be subsumed within existing programmes and would not incur an additional fee.

The external auditors stated, in response to a question from Cllr Richard Britton, that whilst the Council high-level disaster recovery plan was considered satisfactory it should be updated to take into account changing circumstances, i.e. the movement of services in-house; and that, whilst it was recognised that a balance should be struck, guidance to officers should be more comprehensive and detailed.

The external auditors stated, in response to an issue raised regarding the move to an assurance based approach, that this approach to internal audit work was one that they advised authorities to take, and that they did not anticipate any issues arising from this change.

Resolved

To note the Interim Audit Report.

32 **Date of next meeting**

The meeting noted that the next ordinary meeting of the Committee would be held on 29 July 2015.

(Duration of meeting: 10.30 - 11.38 am)

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 MAY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr Mike Hewitt, Cllr Jane Scott OBE, Cllr Stuart Wheeler, Cllr Bob Jones MBE and Cllr Graham Wright

21 Apologies for absence

There were no apologies for absence.

22 Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 4 March 2015.

23 Declarations of Interest

There were no declarations of interest.

24 Chairman's Announcements

The Chairman announced with pleasure that Barry Pirie, Associate Director for People & Business Services had been elected as President of the Public Services People Managers' Association (PPMA), an association of human resources professionals from across the public sector.

Furthermore, staff in HR/OD won another prestigious national award the previous week in Bristol at the PPMA annual seminar 2015 titled "Our past, our present and our future." Colleagues were available to receive the coveted award, PPMA Excellence in People Management Awards 2015, Excellence in Staff Benefits and Reward.

The Chairman and members of the Committee offered their congratulations to Barry Pirie and his team on this outstanding success.

25 **Public Participation**

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

26 **Social Worker Recruitment**

The Committee received a report by the Associate Director, People & Business, which provided an update on the progress of a targeted recruitment campaign to recruit social workers and social work managers, the lessons learnt from the campaign and details of the steps being taken to retain these key workers.

It was acknowledged that there had been significant difficulties nationally in recruiting social workers, particularly in respect of experienced practitioners and there were a number of recruitment campaigns taking place in councils across the country. In Wiltshire, there had been difficulties particularly in recruiting experienced social workers and social work managers across both adults and children's services. In particular difficulties existed in the safeguarding and assessment teams in children's services and competition for quality candidates in these roles was very high.

To help overcome these problems a recruitment campaign had commenced in August 2014, which had included a number of traditional and new approaches, including more wide scale use of social media in the advertising of the social work vacancies.

The first phase of the campaign ended in September 2014 and delivered some success in the recruitment of social work manager roles but was less successful in the recruitment of experienced social workers.

Phase 2 of the campaign was launched in October 2014 with the aim of recruiting to social worker and social work manager roles across both children's and adult services. At that stage there were 127 vacancies including 49 social work vacancies in the safeguarding & assessment teams.

Since the start of the campaign in August 2014, a total of 459 applications had been received of which 80 candidates had been offered and had accepted a role; 55 of these successful candidates had commenced employment.

A third phase of the campaign would be launched shortly in order to ensure that recruitment continued at a steady pace. The social work recruitment microsite, which had been developed, would remain live and all remaining vacancies would continue to be listed on the Council's careers website. It was noted that further financial investment and resources would be required to ensure that Wiltshire's position in this area of the recruitment market remained prominent as

a number of other neighbouring authorities also ran current social work recruitment campaigns.

Work to improve the retention of social workers had been progressing with the development of an academy for health and social care. The purpose of the Wiltshire Institute for Health & Social Care (WHISC) would be to help attract, recruit, develop and retain health and social care professionals across the county, in order to improve outcomes for our service users.

It was also noted that there might well be a pool of suitable candidates available with the return of military personnel to Wiltshire, particularly in the south east of the County.

Resolved:

To note the contents of the report.

27 **Delivering the Business Plan - December 2014**

The Committee received a quarterly workforce report, excluding fire, police and schools staff, for the quarter ending December 2014, concerning:-

Staffing Levels
Sickness Absence
New Health & Safety RIDDOR related injuries
New Disciplinary and Grievance Cases
Voluntary Staff Turnover
Employee Costs
Additional Financial Information
Employee Diversity

Resolved:

(1) To note the contents of the report.

(2) To request that meetings of this Committee be put back one month in order to obtain up to date information.

28 **New Careers Website**

A demonstration of the new Careers Website, which was to be launched on Monday 11 May 2015, was provided at the meeting.

It was noted that one of the principal aims of the new website would be to provide an opportunity for young people to discover what choice of careers was available from within the Council and it was planned to bring this new website to the attention of schools.

Members welcomed this new initiative and congratulated the officers on developing such a clear and comprehensive website.

Resolved:

To request a progress report in four months' time.

29 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 8 July 2015 at County Hall, Trowbridge, starting at 10.30am.

30 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.20 am)

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HEALTH AND WELLBEING BOARD

MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 21 MAY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Jane Scott OBE (Chairman and Leader of the Council), Dr Stephen Rowlands (Vice Chairman), Dr Simon Burrell (Chair for North and East Wilts Clinical Commissioning), Dr Toby Davies (Chair of SARUM Clinical Commissioning Group), Debra Elliot (NHS England), Christine Graves (Healthwatch), Cllr Keith Humphries (Cabinet Member, Wiltshire Council), Angus Macpherson (Wiltshire Police and Crime Commissioner), Cllr Laura Mayes (Cabinet Member, Wiltshire Council) Dr Richard Sanford-Hill (Vice-Chair for WWYKD Clinical Commissioning Group),

Non-voting Members: Dr Gareth Bryant (Wessex Local Medical Committee), Peter Hill (Chief Executive of Salisbury Foundation Trust), James Scott (Chief Executive of Royal United Hospital), Roger Hill (Great Western Hospital), Carolyn Godfrey and Maggie Rae (Corporate Directors, Wiltshire Council), Deborah Fielding (Chief Officer CCG), Cllr Sheila Parker and Cllr Ian Thorn (Wiltshire Council).

Also Present:

Cllr David Jenkins, Cllr Gordon King, Cllr Helen Osborn and Cllr Jeff Osborn

James Cawley, Frances Chinemana, Julia Cramp and Robin Townsend (Associate Directors, Wiltshire Council), David Bowater and Will Oulton (Corporate Support, Wiltshire Council).

36 Chairman's Welcome, Introduction and Announcements

The Chairmain, Councillor Jane Scott OBE, welcomed all to the meeting, and gave a brief outline on the remit of the Health & Wellbeing Board.

She also thanked Dr Stephen Rowlands for his work as Vice-Chair of the Board, and wished him well in his forthcoming retirement.

37 Apologies for Absence

An apology was received from Ken Wenman (SWAST) – it was noted that Paul Birkett-Wendes, Head of Operations for Wiltshire Gloucestershire, Avon, Bristol and Bath was in attendance in his stead.

DCC Mike Veale of Wiltshire Constabulary had also tendered his apologies as he had been called away on an operational matter.

38 **Minutes of the Previous Meeting**

The minutes of the previous meeting were considered.

Resolved

That the minutes of the previous meeting held on 26 March 2015 be approved as a correct record.

39 **Declarations of Interest**

There were no declarations of interest made.

40 **Chairman's Announcements**

The Chairman drew the meeting's attention to the petition, regarding the RUH Hopper Bus that had been referred by the Wiltshire Council meeting to the Health & Wellbeing Board. In context to the issue, she stated that Wiltshire Council was currently paying a £10 subsidy per journey, and would normally only pay £3 subsidy for other community transport journeys. She expressed her desire to continue to work with the CCG and the RUH to find a more efficient way to meet people's transport needs, especially given the financial circumstances.

Mr Douglas Ross, in presenting the petition, was invited to address the meeting. He stated that whilst his initial concerns regarded the impact on the LINK service, which he is involved in, after hearing from a range of other users, he now had a greater appreciation of the concerns of the public. He stressed the lack of alternative transport especially for those attending early appointments.

In response to the petition, The Chairman made the following points:

- that it was always the intention that Wiltshire Council would work with the Health Community to make alternative arrangements before the service was reduced;
- That a possible solution was close, and that discussions had been ongoing with partners as to what budgets could be made available;
- That work was ongoing to encourage RUH to offer appointments to people to fit their travel needs;

- That as a longer-term aspiration, the CCG was looking to deliver more services closer to people's homes, so that the need for travel was reduced; and
- That not all parts of Wiltshire received this type of travel service, and that these issues should be considered as part of a county-wide review of health transport needs.

Councillor Jane Scott OBE, in closing, thanked the petitioners, and stated that they would be informed of the outcome once a decision had been reached.

41 **Implementation of the Emotional Wellbeing and Mental Health Strategy for Children and Young People**

Julia Cramp, Associate Director, presented the report which provided an update on national developments, information about the current offer of Child and Adolescent Mental Health Services (CAMHS) in Wiltshire and set out details on the steps being taken to implement the local Emotional Wellbeing and Mental Health Strategy for children and young people. The Chairman made reference to the excellent presentation given by young people, prior to the meeting, regarding their effort to promote better understanding of mental health issues.

Issues highlighted in the course of the presentation and discussion included: how the views of young people had informed the strategy; the emphasis on early intervention and raising awareness; the services that can be provided in educational settings; how schools can become accredited in emotional wellbeing; the relative resources for degrees funding available for different levels of illness; how the services that are available to be better promoted; concern that when equalising services across the county it doesn't lead to a reduction in provision in some areas; the prominence of the issue nationally; the importance of timely access to services; and how schools can be encouraged to address these issues.

Resolved

- i. **To note the latest update on national policy and developments in respect of child and adolescent mental health and their local implications;**
- ii. **To note the update on the provision of Child and Adolescent Mental Health Services (CAMHS) across Wiltshire;**
- iii. **To endorse the proposed steps in implementing the local Emotional Wellbeing and Mental Health Strategy for children and young people, to include supporting the development of a *Transformation***

Plan for Children and Young People's Mental Health and Wellbeing'
which will clearly articulate the offer linked to (i) and (ii) above.

42 **Mental Health and Wellbeing Strategy (for Adults) Implementation Plan**

Karen Spence, Public Health Specialist, and Barbara Smith, Interim Lead Commission for Mental Health, presented the item which provided an update on the outcomes of the consultation process for the Joint Mental Health and Wellbeing Strategy, and presented the draft implementation plan for comment.

The Chair drew the meeting's attention to the fact that the report had been considered by Cabinet, and was due to be considered by the CCG Governing Body, and that Cabinet had agreed to receive an update on the implementation plan again in December. Furthermore, that it was Dementia Awareness week and that there was some information available at the meeting.

Issues highlighted in the course of the presentation and discussion included: the consultation and engagement work that was undertaken to inform the strategy; that the Strategy had been considered by Cabinet and would be considered by the CCG Board; the next steps for the implementation of the action plan; the mental health joint commissioning board had developed the plan and will be developing commissioning intentions for this year; that further work on the outcomes would be done through joint negotiation; that Cabinet had asked for an update in 6 month's time; that some actions should be explored as options rather than firm actions; whether there is a role for local communities through the Area Boards and the rollout of mental health first aid; and the importance of supporting people in the home whenever possible.

- 1. Note the outcomes of the consultation process and the subsequent updates to the draft strategy in response to this;**
- 2. To agree to a future review, in 6 months, of the draft implementation plan; and**
- 3. Note the proposal to set up a multi-agency steering group.**

43 **Update on Dementia Engagement and Consultation - Health Watch Presentation**

Chris Graves, Chair of Healthwatch Wiltshire, lead a presentation on the work of Healthwatch with VCS partners on engagement in dementia services. This was preceded by a short film.

Issues highlighted in the course of the presentation and discussion included: the reduction in the waiting time; the training volunteers; the benefits that music and pet therapy can provide; that the focus should be on living well with dementia;

the work that the steering group is undertaking to monitor the success of the strategy; that a group of six charities are working with Healthwatch to better understand the needs of those living with dementia and their carers; how these views can be used to inform and improve services; the methodology used to gain open answers; the importance of getting information in a timely manner from one source; how best to ensure a consistent level and quality of service across the county; how access to specialist services could be improved; how education and awareness for the wider community and service providers can improve the quality of life for those affected by dementia; the importance of support for unpaid carers; that further engagement would be undertaken with a focus on information provision; that the report recommendations will be reflected in the action plan for the strategy; and how lessons can be learnt from the experience and approach taken in other countries.

The Chairman, Councillor Jane Scott OBE, thanked Healthwatch for the good work that had been undertaken on the research, in particular the work that has been done to give positive challenge to services and providers.

The Chair of the dementia delivery Board spoke to confirm that it will take on board the comments derived from engagement.

Resolved

- 1. To note the outcomes of the extensive engagement and the public consultation which has been carried out in Wiltshire on dementia since November 2014**
- 2. To note the constructive partnership approach which is developing to ensure that local people's experiences are collected**
- 3. To support the suggestion that the action plan for the Wiltshire Dementia Strategy is reviewed by the Wiltshire Dementia Delivery Board to ensure that it takes account of the outcomes from both the consultation on specialist dementia hospital care and the wider engagement.**

44 Specialist Dementia Care Update

Debbie Fielding, Chief Officer, Wiltshire CCG, presented the report which provided an update on the decision, made by the CCG Governing Body at its meeting on the 24th March 2015, on the provision of Specialist Hospital Care for people living with Dementia taking into account the outcomes from the Public Consultation that was facilitated by Healthwatch Wiltshire that took place between 1st December 2014 and 10th March 2015.

Issues highlighted in the course of the presentation and discussion included: the options explored for the improvement in specialist services; how good working with partners aided engagement; that access to beds in Swindon and Bath would still be available; the next steps that will be taken to review the strategy; how diagnostic rates had improved across the target; and the thanks to Primary Care for dealing with more cases in the community.

Resolved

- 1. To note the decision taken by the CCG Governing Body; and**
- 2. To note the issues raised during the consultation to be addressed by the implementation of the Dementia Strategy (2014 – 2021) co-ordinated by the Dementia Delivery Board.**

45 **s136 Detentions**

Angus Macpherson, Police Commissioner for Wiltshire, presented a report that highlighted the current position regarding the number of occasions whereby those detained under S136 of the Mental Health Act are taken to Police Custody as the Place of Safety.

Issues highlighted in the course of the presentation and discussion included: that there has been a reduction in number of people detained; the work that will need to be done to further improve the situation; the importance of triage in dealing with cases and how best to identify exceptional circumstances; that the number of appropriate hospital beds available can impact on getting access to services; how discharge can be expedited to free up resources; the feedback from the mental health service that they had seen improvements in this area; how intoxication impacts on how people are able to access places of safety; and plans for a new pilot project to introduce mental health support into the control room to better place and support people.

Resolved

- 1. To note the issues raised in the report, and recognise progress that has been made; and**
- 2. To continue to work together through the Crisis Care Concordat Action Group to ensure police custody is only used in exceptional circumstances and to consider capacity of health based places of safety.**

46 **Serious Case Reviews**

Margaret Sheather, Chair of the Wiltshire Safeguarding Adults Board (WSAB), presented the report which provided information regarding the outcome of two Serious Case Reviews (SCR).

Issues highlighted in the course of the presentation and discussion included: That the WSAB has a responsibility to the Health & Wellbeing Board and should keep the Board up to date on the strategic implications of its work; that some recommendations in the action plan are the responsibility of other bodies; that the homes covered in one serious case review have closed down; the findings of a complaint on one serious case review and the relevance of new information to the review; and that a decision been taken not to undertake a new review.

The Chairman, Councillor Jane Scott OBE, thanked Margaret Sheather for the update and, as she was would be stepping down from the WSAB, offered her best wishes for her retirement.

Resolved

- 1. To note the outcome of the 2014 Serious Case Review and the actions taken.**
- 2. To note the further information about the SCR concerning Mrs F and the actions of the WSAB arising from that.**
- 3. To note the work undertaken and thank the outgoing Chair of the WSAB.**

47 NHS England Armed Forces Commissioning Intentions 2015/16

Debra Elliott, NHS England, presented the report which provided information on NHS England's plans in respect of secondary care services commissioned on behalf of Armed Forces personnel and their families.

Issues highlighted in the course of the presentation and discussion included: who the main providers and commissioners of health services for the Armed Forces are (as set out in a matrix in the paper's appendix); that a national approach is taken; how the public can be engaged with; the commitment to work with local partners and the third sector; which services were planned to be reviewed; that 4,000 extra soldiers would be moving back to the County; and that requirements for additional capital investment have been stated but funding has yet to be provided.

Resolved

To note the implications of the commissioning intentions, in particular the plans for capacity planning and engagement over the coming months.

48 Primary Care Commissioning Update

Jo Cullen, Wiltshire CCG, presented a report that provided an update on primary care co-commissioning.

Issues highlighted in the course of the presentation and discussion included: the process undertaken before a joint commissioning approach could be taken; that a joint committee would be meeting in public; how reporting will be undertaken to the CCG and NHS England; the positive feedback from the NHS England on the efforts and approach already taken; and that partners are aware of the steps required to ensure transparency and conflicts of interest.

Resolved

- 1. To note the arrangements for joint commissioning of primary medical care services from 1 April.**
- 2. To note that the first Joint Commissioning Committee will be held in public in June.**

49 Transforming Primary Care for Older People Fund Update

Jo Cullen, Wiltshire CCG, presented a report that provided an update on transforming primary care for older people fund.

Issues highlighted in the course of the presentation and discussion included: the focus on supporting avoidable admissions; that general practices were asked to identify what additional services would support this aim; that a panel has been established; how proposals were assessed; the criteria used to prioritise; that 16 schemes had been approved; the challenge of recruiting staff; the geographic spread of the schemes; the example of a scheme where elderly patients were being seen earlier in the day to improve the outcome of services; and that the Board would welcome a further update, especially a focus on the outcomes, as part of the Board's programme of informal briefings.

Resolved

- i. To note the progress made to date in implementing schemes under Transforming Care of Older People across Wiltshire CCG.**

- ii. **To note that the schemes will be further reviewed in three months and are being monitored on implementation, delivery, and return on investment (as part of QIPP plans 15/16).**
- iii. **To note the learning event planned for the Autumn.**

50 **Better Care Plan Work Programme for 2015/16**

James Roach, Director of Integration, presented a report which provided an update on the Better Care Plan.

Issues highlighted in the course of the presentation and discussion included: that there had been some improvements but there were still some ongoing pressures; how integration with mental health services can provide an opportunity for the Better Care Plan; the range of schemes being delivered under the plan; how choice can be managed to meet the objectives of the plan; that more patients are staying at home for longer periods after their discharge from hospital care; that the Homefirst scheme is a key new scheme; that staffing schemes remains an important risk for the delivery of the plan; that work has already started to address workforce issues; how risks arising from payment-for-results can be managed; what can be done to address particular issues in the south of Wiltshire; that further information regarding seven day working was required; that Wiltshire would be establishing a Social Care Institute in September working with the Universities to train staff and that it was hoped that this could be expanded to include health care training in the future; and that further information on Healthwatch's work programme would be brought to a meeting of the Board.

Resolved

- 1. To note the update on the Better Care Plan**
- 2. To approve the key schemes and priorities for implementation during 15/16**
- 3. To consider the payment for performance process for Wiltshire**
- 4. To note the key risks**

51 **Date of Next Meeting**

The Chairman drew the meetings attention to their next date, Thursday, 16 July at 3:00 pm, in County Hall, Trowbridge, and that there would be an opportunity for a board development day or short session beforehand.

Dr Rowlands took the opportunity of his last meeting to thank encourage the partners on the Board to continue their good work for the good of the people of Wiltshire

52 **Urgent Items**

There were no urgent items.

(Duration of meeting: Times Not Specified)

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WILTSHIRE PENSION FUND COMMITTEE

MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 21 MAY 2015 AT COUNTY HALL, TROWBRIDGE.

Present:

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Cllr Charles Howard (Vice-Chair), Cllr Mark Packard, Mike Pankiewicz, Cllr Sheila Parker and Cllr Roy While

19 Membership

There were no changes to the membership of the Committee.

20 Attendance of Non-members of the Committee

There were no non-members of the Committee present.

21 Apologies for Absence

Apologies for absence were received from Diane Hall, Linda Stuart, Cllr Brian Ford and Cllr Dick Tonge.

22 Chairman's Announcements

The Chairman invited David Anthony, Head of Pensions, to update on the establishment of the Local Pensions Board (LPB). The first meeting of the Board would be on 16 July 2015. Details were provided of the three scheme member representatives, one employer representative and the independent Chairman appointed at the meeting of Council on 12 May 2015. The Chairman would need to be confirmed by the Board at its first meeting and the remaining two employer representatives at the July 2015 Council meeting. It was noted that although Mike Pankiewicz was on the Pension Fund Committee, as a non-voting member he could also sit on the LPB.

Officers expressed confidence in the independent Chairman for the LPB due to his previous experience in managing a fund; a meeting was soon to be held with him and the Chairman and Vice-Chairman of this Committee to make introductions. The Committee was advised that LPB members would attend

training with them to save costs and support a positive working relationship between the two bodies. Members of the Committee were welcome to attend the LPB meetings to observe.

23 **Declarations of Interest**

There were no declarations of interest.

24 **Public Participation and Councillors' Questions**

There was no public participation.

25 **Membership of the Investment Sub-Committee**

Yamina Rhouati, Democratic Governance Manager, explained that when making appointments to the Investment Sub-Committee (ISC) the political proportionality of the Council as a whole should be considered. In line with the rules on political proportionality, if all members of the ISC were to be elected members then 3 Conservative members and 1 Liberal Democrat should be appointed. Two of the Conservative positions would be taken by the Chairman and Vice-Chairman of the Committee, the Liberal Democrat position was to be taken by Cllr Mark Packard and the final member would be the Conservative Swindon Borough Council member on the Committee, Cllr Brian Ford, subject to confirmation at the annual meeting of Swindon Borough Council.

The Committee was advised that, should a substitute be required for the ISC this would be drawn from the main Committee. It was noted that the co-opted member on the ISC would rotate each year from the co-opted members on the Committee. David Anthony advised that the ISC could monitor and appoint new investment managers without ratification from the full Committee however strategic investment allocations and strategy would continue at full Committee.

Following questions from the Committee, it was confirmed that the ISC needed to be appointed according to political proportionality as it was a decision-making body. However, the appointment process would not hamper the expertise of the ISC as the members were experienced members drawn from the full Committee and ISC would be supported by the same financial advisors as the full Committee. The Chairman invited members to attend the meetings of the Investment Sub-Committee for information purposes.

Resolved:

To re-appoint members of the Investment Sub-Committee as detailed in the agreed terms of reference.

To appoint the Liberal Democrat member, Cllr Mark Packard, as the additional Wiltshire Council member to the Investment Sub-Committee.

To appoint the Conservative member from Swindon Borough Council as the additional co-opted member to the Investment Sub-Committee. This member was to be Cllr Brian Ford, subject to confirmation at the annual meeting of Swindon Borough Council.

26 **Date of Next Meeting**

The next ordinary meeting of the Committee was to be held on 25 June 2015.

27 **Urgent Items**

The Chairman raised the issues of recently reported historical misconduct in the UK banking sector and whether the Fund should seek compensation for any impact this had had on its investments. Catherine Dix, Strategic Pension Manager, explained that only the Legal and General investments had exposure in this area. The officer advised that should a claim be raised the Committee would be notified and could consider joining a class action.

Resolved:

To note the update and monitor the Fund's current position.

(Duration of meeting: 9.05 - 9.30 am)

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WILTSHIRE PENSION FUND COMMITTEE

MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING HELD ON 25 JUNE 2015 AT COUNTY HALL, TROWBRIDGE.

Present:

Cllr Steve Allsopp, Cllr Tony Deane (Chairman), Diane Hall, Cllr Charles Howard (Vice Chairman), Cllr Mark Packard, Cllr Sheila Parker, Linda Stuart and Cllr Steve Weisinger

28 Membership

Following the latest appointments by each Local Authority contributing Members to the Committee, Cllr Brian Ford was no longer a member of the Committee.

Councillor Steve Weisinger was appointed as a Member of the Committee and Investment Sub-Committee.

29 Attendance of non-members of the Committee

There were no non-members present.

30 Apologies for Absence

An apology for absence was received from the Cabinet Member for Finance, Councillor Richard Tonge.

31 Minutes

The minutes of the meetings held on 12 March and 21 May 2015 were presented for consideration, along with the minutes of the Investment Sub-Committee for 4 June 2015.

Resolved:

That subject to a correction to Minute 27 - Urgent Items - of the 21 May 2015 minutes to add 'recently reported historical' in place of 'recent', and a correction to Minute 1 of the 4 June 2015 to delete the word 'not' in the last paragraph and Minute 14 of the 4 June 2015 minutes to replace 'Marion' with 'Marino', to approve and sign as a correct record the minutes of the meetings held on 12 March, 21 May and 4 June 2015.

32 **Declarations of Interest**

Mr Jim Edney, Independent Adviser to the Pension Fund, declared an interest in Item 11 - Business Plan 2015-18 - owing to his contract being an item up for a regularly scheduled review as part of the Business Plan.

33 **Chairman's Announcements**

The Chairman encouraged as many members as possible attend the Investment Review Away Day on 13 July 2015 at the St John's Conference Centre in Trowbridge.

34 **Public Participation and Councillors' Questions**

There were no questions or statements submitted.

35 **SWAP Internal Audit Report**

The Head of Pensions presented a report from the council's internal auditors, the South West Audit Partnership (SWAP). It was reported SWAP had declared a 'reasonable assurance' opinion of the controls and procedures in relation for the Fund, with no significant findings to report. Three mediums risks in relation to procedures, inaccurate service recording and lack of prompt payments were identified

The Committee discussed the report, and noted the level of assurance from the auditors remained satisfactory and approved of the measures detailed to address the medium risks identified further, which it was stated would therefore be mitigated by the end of September 2015. There was some discussion as to whether reductions in resources at with Wilshire Council or SWAP had impacted on the risks identified, and requested further updates as the risks were addressed.

Resolved:

To note the Internal Audit Report and Agreed Action Plan.

36 **Pension Fund Administration Outturn Statement 2014-15**

The Strategic Pensions Manager presented the Pension Fund Administration Outturn statement for consideration. It was stated no unexpected issues had arisen.

Resolved:

To note the update

37 **Draft Statement of Accounts**

The Head of Pensions presented the draft Statement of Accounts for 2014-15, prepared in accordance with the Code of Practice on Local Authority Accounting. It was stated the complete Annual Report would be presented to the Committee in September 2015.

The Committee discussed the draft, noting that the external auditors KPMG were currently considering the Statement, and some small changes might arise from that work, and that asset value for the Fund was higher due to better performance.

In response to a query regarding the recovery of a long debt which was accrued through the covering the liabilities for magistrate pensions, it was confirmed this was to take place over 10 years of payments, and was progressing as expected. Members also discussed future increases in cost pressures and the possibility the cash flow from the Fund would turn negative as the maturity of the Fund profile increased.

Resolved:

To approve the draft Wiltshire Pension Fund Financial Statements 2014-15 for publication, subject to the completion of the audit.

38 **Business Plan 2015-18**

The Head of Pensions presented the draft Business Plan 2015-18 for the Pension Fund, which had last been reviewed in 2011. It was stated 8 of 33 actions from that plan remained on-going or to be completed, and had been incorporated into the updated Plan.

The Committee discussed the proposed plan and the difficulty in developing in the face of longer term uncertainties, in particular noting the continued delay the government's response to the recent consultation on the future of the scheme. It was also supported that the Committee monitor the progression of the plan annually.

Resolved:

To approve the draft Wiltshire Pension Fund Business Plan 2015-18, and to receive annual updates on progress.

39 **Communications Policy**

The Head of Pensions presented a revised Communications policy to the Committee, last approved in 2011 and a requirement under Regulation 61 of the Local Government Pension Scheme (Administration) Regulations 2013. It was reported that this was a statement of existing good practice, but drew attention to implementation of an Annual General Meeting, updating the Fund website

and literature, and seeking contributing employers' comments if the policy were approved.

The Committee welcomed commitments to further increase electronic communication and access, including ability for Fund members to upload changes to databases, which also came with significant cost benefits.

Resolved:

To approve the Communications Policy.

40 **Statement of Investment Principles**

The Strategic Pensions Manager presented a report providing an annual update to the Statement of Investment Principles for the Pension Fund. It was stated there were no main changes in terms of asset allocation since the previous Statement was approved.

The Committee discussed the report and updated statement, in particular the requirement to produce a compliance statement with a Stewardship Code which was introduced in 2010 to outline how investors disclose and discharge their stewardship responsibilities.

Resolved:

To approve the 2015 Statement of Investment Principles.

41 **Pension Fund Risk Register**

The Head of Pensions presented the Pension Fund Risk Register, highlighting three changes since the last report in March 2015. These were increased risks for 'Lack of Expertise of Pension Fund Officers' and 'Over-reliance on Key Officers' as a result of two resignations from the team as detailed in the report, and a reduction in risk from 'Establishment of the Local Pension Board and Investment Sub-Committee' as these Committees were now established.

The Committee discussed the changes, and debated whether the salary level of Pension Fund officers was suitably competitive to attract and retain key staff, and the status of the Fund as a semi-autonomous separate entity from Wiltshire Council were raised. It was agreed discussions would take place led by the Chairman and Vice-Chairman to consider further what options could mitigate such risks as identified above from developing or continuing.

Resolved:

To note the Risk Register and measures being taken to mitigate those risks.

42 **Date of Next Meeting**

The Committee was informed that as a result of the date of a Wiltshire Full Council meeting being moved to 29 September, the date of the next Pension Fund Committee would need to be moved. A date would be circulated to all Committee Members as soon as possible.

43 **Urgent Items**

There were no urgent items, but questions were raised about whether there would be an increase of Parish Councils into the Fund following rulings following responsibilities to those with certain numbers of employees.

44 **Exclusion of the Public**

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Number 45 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

45 **Investment Quarterly Progress Report Update**

The Strategic Pension Manager presented the quarterly progress report on the performance of the Fund Investment Managers, as previously considered by the Investment Sub-Committee.

Following consideration by the Committee, it was,

Resolved:

To note the investment reports and the actions taken by the Investment Sub-Committee at its meeting on 4 June 2015.

(Duration of meeting: 10.30 am - 12.00 pm)

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 11 MAY 2015 AT WEST WILTS ROOM, COUNTY HALL, BYTHESEA
ROAD, TROWBRIDGE, BA14 8JN.**

Present:

Cllr Richard Britton (Chairman), Cllr Andrew Bennett, Chris Henwood and Cllr Charles Howard

Also Present:

Mike Veale – Deputy Chief Constable, Wiltshire Police
Emily Higson – Corporate Business Manager
Kevin Fielding – Democratic Services Officer

1 Apologies for Absence

Apologies were received from Cllr Glenis Ansell, Cllr Chris Caswill and Cllr Peter Hutton – Wiltshire Council and Cllr Oliver Donachie – Swindon Borough Council.

2 Declarations of interest

Councillor Richard Britton declared a non-pecuniary interest as he had been a member of the selection panel when the Police Authority had interviewed Mike Veale for the post of Deputy Chief Constable – Wiltshire Police.

3 Chairman's Announcements

The Chairman advised that:

- That the draft Police & Crime Plan 2015/17 had now been released and would be circulated to all panel members in due course.
- That Angus Macpherson and Kieran Kilgallen would be in attendance for the panel's questions to Mike Veale, they would however take no part in the process.

4 Public Participation

There were no questions from members of the public.

5 Selection Process

A copy of a report prepared by Geoff Pears – Independent member of the Selection Panel had been circulated to all Wiltshire Police & Crime Panel members. Pre-meeting notes and summary of the meeting held with Geoff Pears which Cllr Richard Britton, Cllr Peter Hutton and Chris Henwood had attended on Friday 8 May 2015 were also circulated.

6 Review the proposed appointment

The panel were given the opportunity to question Mr Veale on a range of topics.

The Chairman made the point that the Confirmation Hearing panel members were not being asked to re-run the selection panel interview, but to reassure themselves that the selection process had been robust and that the applicant's suitability and competency for the role had been adequately proven by the Selection Panel, and that the PCP could properly endorse the Selection panel's recommendation that Mr Veale should be appointed Chief Constable of Wiltshire Police.

7 Exclusion of the Press and Public

The Police & Crime Commissioner and members of the OPCC in attendance were asked to leave the room so that the panel could deliberate its decision.

8 Decision

At the Confirmation Hearing Mr Veale satisfied the panel with his responses to a wide range of questions put to him by the panel members.

The panel were pleased to endorse the Selection Panel's recommendation that Mr Veale be appointed Chief Constable of Wiltshire Police.

(Duration of meeting: 10.30 - 11.35 am)

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