

# Minutes Book

**29 September 2015**

Council Chamber, County Hall, Trowbridge, BA14 8JN



## Minutes of Cabinet and Committees

### July-September 2015

Meeting	Date	Page Nos.	Chairman (Cllr)
<b>Cabinet and Cabinet Committees</b>			
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Cabinet	15 September 2015	<i>To Follow</i>	Jane Scott
Capital Assets Committee	21 July 2015	<u>19 - 22</u>	Jane Scott
Capital Assets Committee	15 September 2015	<i>To Follow</i>	Jane Scott
<b>Overview and Scrutiny Select Committees</b>			
Overview and Scrutiny Management Committee	7 July 2015	<u>23 - 74</u>	Simon Killane
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Wiltshire Police and Crime Panel	18 June 2015	<u>217 - 224</u>	Richard Britton
<b>Wiltshire and Swindon Fire Authority</b> Councillors wishing to ask a question on the Fire Authority minutes are required to give written notice no later than five clear days before the council meeting - 5pm on Friday 18 May 2015 - please contact Yamina Rhouati, 01225 718024, <a href="mailto:yamina.rhouati@wiltshire.gov.uk">yamina.rhouati@wiltshire.gov.uk</a>			
Wiltshire and Swindon Fire Authority	11 June 2015	<u>225 - 228</u>	Chris Devine

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## **CABINET**

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MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,  
MONKTON PARK, CHIPPENHAM, SN15 1ER on Thursday, 9 July 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-Philipe	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
Also in Attendance:	Cllr Chris Caswill, Wiltshire Council Cllr Christine Crisp

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

### **75 Apologies**

Apologies were received from Cllr Stuart Wheeler.

### **76 Declarations of Interest**

Councillor John Thomson declared that he had, 20 years ago, entered into a property deal with a Mr Owen Inskip – who is a consultee on Draft Chippenham Sites Allocation Plan, but that this transaction was for a property outside of Wiltshire.

### **77 Leader's announcements**

There were no Leader's announcements.

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

The Leader drew the meetings attention to the questions and answers circulated in the supplement. She reiterated that the Cabinet was making a recommendation to Council which would consider it the following week.

The Leader invited those attending in person to present their questions and to ask any supplementary questions.

Councillor Sturgis stated, in response to a supplementary question from Cllr Ian James, that a more detailed flood risk assessment would be expected to be produced when a planning application was submitted, this would then be considered by the Environment Agency as the statutory consultee.

Councillor Sturgis stated, in response to a supplementary question from Andrew Stevenson, that the Council would fully take into account the advice of the Environment Agency as to the appropriate model to use when assessing flood risk.

Councillor Sturgis stated, in response to a supplementary question from Richard Hames, that he was not aware of the Council withholding any land.

Councillor Whitehead stated, in response to a supplementary question from Iris Thompson, that the Council was satisfied with the proposals as designed, and that their consultants had reviewed the design and given a verbal response to the Council that they were satisfied with the proposal. The Council would review the situation once the proposals had been implemented.

Councillor Scott stated, in response to a supplementary question from Mr Rhodes, that she would ask officers to investigate the status of the flood defence bund at Monkton Park with regard to its ownership and responsibility for maintenance, and as to whether it may be possible to seek off-site contributions from developers.

Councillor Sturgis stated, in response to a supplementary question from Kim Stuckey, that he was not aware of any proposed designs for possible road bridges so was not able to comment on their possible impacts.

Councillor Sturgis reiterated, in response to a supplementary question from Andrew Stevenson, that a more detailed flood risk assessment would be expected to be produced following the submission of a planning application. This would then be considered by the Environment Agency as the statutory consultee. Cllr Scott asked that officers organise a meeting with some members of the public in order to provide them with clarification about the flooding evidence that had informed the plan's proposals and explain how the planning process manages flood risks. It was also noted that the Environment Agency would be made aware, if they were not so already, of any drainage systems already installed on the Hardens Farm site.

Councillor Sturgis stated, in response to a supplementary question from Helen Stuckey, that Highways Agency was satisfied with the model used and evidence papers could be amended to record this.

Councillor Sturgis stated, in response to a supplementary question from Helen Stuckey, that he would respond in writing to the suggestion that part of site D with a southern link road would be better placed to promote economic growth than the proposals made in the report.

Councillor Sturgis stated, in response to a supplementary question from Joy Baker, that it was acceptable to build on land classified as Zone One in the classification of flood risk. It was agreed that the full wording of policy NPPF would be made available to all Councillors.

Councillor Sturgis stated, in response to a supplementary question from Richard Hames, that it was his expectation that the link road could be funded by the developments without the need to seek funding from third parties.

Councillor Sturgis stated, in response to a supplementary question from Ben Turner, that he felt that the written response given was sufficient and that he was unable to give an indicative timeframe.

Councillor Scott stated, in response to an issue raised by Steve Perry, that any references to consultees as being a protest group in the consultation report would be amended.

Councillor Sturgis stated, in response to a supplementary question from Ian Humphrey, that he did not have detailed information about the ability to use the specific emergency access point that was referred to near Monkton Park, but that this would be investigated further as appropriate.

Councillor Sturgis responded to supplementary questions from Cllr Chris Caswill as follows:

- That Cabinet would make recommendations that would be considered by Council;
- That officers contacted land owners in accordance with the Council's policy;
- That the Barrow Farm site did not score well when considered against the agreed criteria;
- That there were no new sites put forward for consideration;
- That the Environment Agency had, as part of their response to the consultation, suggested that the Plan make reference to areas for flood mitigation and that this amendment has been proposed;
- That the traffic assessment had been a high level assessment, and more detailed work would be done during the planning application stage, and

that officers did not agree with the assertion that some of the data had been double-counted;


- That commercial transport providers were reluctant to create bus services involving new corridors;
- That the traffic model had shown that, overall, the development should reduce congestion by improving road access in and out of the Monkton Park area.

Councillor Sturgis stated, in response to a supplementary question from Francis Morland, that when housing land supply information was updated then the results of Inspectors decisions would be taken into account.

Councillor Sturgis stated, in response to a question, received after the deadline, from Howard Ham as to whether the amendment proposed in Change No 17 was contrary to Core Policy 62, that a written response would be given.

The meeting also received a statement from Ian Hames.

## 79 **Draft Chippenham Site Allocations Plan**

 Cllr Toby Sturgis presented the report which: informed Cabinet of the outcome of the recent consultation on the 'Chippenham Site Allocations Plan - Pre-submission draft plan ('the Plan'); sought Cabinet's recommendation to Council that the Plan, together with proposed changes, should be submitted to the Secretary of State for Examination; and sought Cabinet's recommendation to Council to delegate authority to make other minor changes before submission of the Plan to the Secretary of State in the interests of clarity and accuracy, to make appropriate arrangements for submission of documents to the Secretary of State, including the Equalities Impact Assessment, and respond to any consequential actions as directed by the Inspector relating to the Examination.

Issues raised in the course of the presentation and discussion included: that Cabinet had considered the draft Plan prior to the consultation process; that a large response had been received in the consultation period; that it was anticipated that the plan would be submitted to the Secretary of State at the end of July and that they would appoint an inspector to look at the plan; and the potential benefits there were from the plan.

Cllr Christine Crisp, ward member for Calne Rural, addressed the meeting and expressed her concern over the potential impacts on communities in her area and stated that she would not support the proposals when they were considered by Council.

Cllr Chris Caswill, ward member for Monkton Park, Chippenham, addressed the meeting and thanked the officers and members for working to accommodate a large number of questions. In his presentation he argued that Area D had been undervalued; that evidence regarding flooding and traffic should have been



more robustly challenged and that windfall and brownfield sites had not been adequately considered.

Councillor Sturgis stated that consideration of brownfield sites had to be based on clear evidence of delivery, rather than proposals subject to consultation, for example on a draft masterplan that may later be amended. A reasonable allowance had been made where possible.

Councillor Sturgis stated that the Inspector, if he or she had reason to, could ask the Council to conduct further consultation on proposed changes to the draft Plan during the examination.

Councillor Seed highlighted the positive results that could be gained from housing development citing Melksham as a good example.

Councillor Scott also asked that officers organise a meeting with some members of the public, to help explain how assessment had taken place with regard to traffic.

## **Resolved**

**That having considered the outcome of the consultation:**

- (i) To endorse the Proposed Changes to the Plan, as set out in Appendix 4 subject to amendment in (iii).**
- (ii) To recommend that Council approves the Plan together with the Proposed Changes for the purpose of Submission to the Secretary of State subject to amendment in (iii).**
- (iii) To recommend that Council authorises the Associate Director for Economic Development and Planning in consultation with the Associate Director for Legal and Governance and the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to:**
  - (a) Make any necessary minor changes to the Plan through the Schedule of Proposed Changes in the interests of clarity and accuracy before it is submitted to the Secretary of State;**
  - (b) Make appropriate arrangements for submission of all documents relating to the Plan, including supporting evidence such as the Equalities Impact Assessment, to the Secretary of State; and**

**(c) Implement any consequential actions as directed by the Inspector relating to the Examination.**

- iv) That a meeting is arranged with representatives from the Environment Agency, to be held in early September or before any hearing sessions, to provide further information on flood risk assessment and mitigation; and**
- v) That a meeting is arranged with officers from the Highways team, to be held in early September or before any hearing sessions, to provide further information on the transport and accessibility evidence.**

### **Reason for Proposals**

To ensure that progress continues to be made on maintaining an up-to-date development plan for Wiltshire, in line with the timetable set out in the Council's Local Development Scheme and statutory requirements. In accordance with legislative requirements, the Council will need to approve the submission of the Plan to the Secretary of State for examination.

### **80 Statement of Community Involvement Update 2015**

Cllr Toby Sturgis presented the report which asked cabinet to consider approving the Wiltshire Council Statement of Community Involvement (SCI) Update as amended following consultation; to recommend 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, is authorised to make any further necessary minor changes in the interest of clarity and accuracy; and to recommend that Full Council on 14 July 2015 formally adopt the SCI Update.

A representation was received from a Malcolm Toogood who expressed some frustration with regard to his dealings with the Council. The Leader asked that Dr Carlton Brand, Corporate Director discuss his concerns with him.

Issues raised in the course of the presentation and discussion included: the changes proposed to the previous version; the size of the response to the consultation; and the different methods used to publicise and consult on planning matters.

### **Resolved**

- (i) To approve the content of the Wiltshire Council Statement of Community Involvement Update, as amended (Appendix 2);**

- (ii) **To recommend that Council authorised the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, to make any further necessary minor changes in the interest of clarity and accuracy; and**
- (iii) **To recommend to Full Council on 14 July 2015 that the SCI Update as amended by (ii) should be formally adopted by the Council.**

### **Reason for Proposals**

In the light of recent legislative changes and in the interests of clarifying the SCI in certain sections where information has now become out-of-date the SCI should be updated.

Updating the SCI will ensure that the best use of resources is made during consultation, both in terms of financial and staffing resources in order to ensure efficient and effective plan making; and so that consultation can be meaningful and appropriate.

### **81 Urgent Items**

There were no urgent items.

(Duration of meeting: 9.00 - 11.47 am)

These decisions were published on the 17 August 2015 and will come into force on 25 August 2015
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The Officer who has produced these minutes is William Oulton, of Democratic Services, direct line 01225 718024 or e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

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## CABINET

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MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 21 July 2015.

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 Richard Gamble, Cllr Richard Clewer, Cllr Glenis Ansell, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Horace Prickett, Cllr Bridget Wayman and Cllr Jerry Wickham.

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

### 82 **Apologies**

Apologies were received from Cllr Jane Scott.

Note: Vice-Chairman, Cllr Jon Thomson, was in the chair.

### 83 **Minutes of the previous meetings**

The minutes of the meeting held on 16 June 2015 were presented. It was noted that the minutes of the special meeting of Cabinet held on the 9 July 2015 would be presented to the next ordinary meeting.

### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 16 June 2015.**

**84 Declarations of Interest**

There were no declarations of interest.

**85 Leader's announcements**

There were no announcements.

**86 Public participation and Questions from Councillors**

The Deputy Leader drew the meeting's attention to the question received from 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 the advice received from the Council's consultants and engineers was that the scheme as designed was safe; the Council would review the scheme once it had been completed to ascertain if any mitigating measures were required.

The Deputy Leader added that whilst he understood there was a difference of opinion on the matter, he did not think the Council could respond further than it had already done to assuage Mrs Thompson's concerns.

**87 Draft Annual Governance Statement 2014-15**

Cllr Dick Tonge, Cabinet Member for Finance, presented the report which asked Cabinet to consider a draft Annual Governance Statement for 2014-15 for comment before final approval is sought from the Audit Committee on 29 July 2015.

In response to a question from Cllr Jon Hubbard regarding the reduction in budget for Councillor Development, Cllrs Stuart Wheeler and Cllr Dick Tonge stated that Cllr Alison Bucknell, the Portfolio Holder, was working to focus the programme on identifiable development needs rather than courses of a more general nature.

**Resolved**

- 1. To receive the draft AGS as set out in Appendix 1; and**
- 2. To note that the draft AGS will be revised in the light of any comments by Cabinet and ongoing work by the Governance Assurance Group before final approval by the Audit Committee and publication with the Statement of Accounts at the end of July 2015.**

Reason for Decision:

To prepare the AGS 2014-15 for publication in accordance with the requirements of the Audit and Accounts Regulations 2011.

## **88 Statement of Accounts**

Cllr Dick Tonge, Cabinet Member for Finance, presented the report which presented the draft Statement of Accounts in respect of the 2014/2015 financial year for Wiltshire Council.

In response to a question from Cllr Jon Hubbard, Michael Hudson, the s151 Officer, stated that national accounting rules required Councils to reflect any changes to pension reserve requirements in the balance sheet. As the matter required a more technical answer, a written answer would be provided.

### **Resolved**

**To receive and note the draft Statement of Accounts for 2014/2015.**

Reason for Decision:

The Cabinet are aware of the Statement of Accounts for 2014/2015.

## **89 Salisbury Asset Transfer**

Cllr Dick Tonge, Cabinet Member for Finance, presented the report which outlined the opportunity, scope and risks associated with asset transfer and service delegation to Salisbury City Council; and asked Cabinet to agree to the scope of the transfer and services and types of asset involved.

The meeting was addressed by Cllr Mathew Deane of Salisbury City Council who expressed the City Council's enthusiasm for taking the opportunity presented by the proposed transfer.

In response to a concern raised by Cllr Deane regarding how best to manage the CCTV system, Councillors Dick Tonge and Jon Thomson stated that package should be considered as a whole and that the management of the CCTV system was an issues that should be addressed by the City Council.

Cllr Jonathon Seed made reference to the amount of money spent upgrading the CCTV, and that other communities would welcome similar levels of attention. Cllr Jon Hubbard stated that it was clear that CCTV was a priority for the City Council, and that he hoped that other communities, when negotiating future transfer deals, would be able to, similarly, address their own priorities during negotiations.

Cllr Richard Clewer stated that he hoped that the transfer of the market would allow more events to promote visitors and stimulate economic development.

## **Resolved**

- 1. That Cabinet agree to devolve both assets and services to Salisbury City Council.**
- 2. That Cabinet agree the scope of the transfer to include the following services and assets where there is no strategic need:**
  - a) Assets**
    - Land (as listed in the report)**
    - Amenity assets and associated s106 monies (as listed in the report)**
    - Property (as listed in the report)**
  - b) Services**
    - CCTV (after investment in the new digital system)**
    - Shop mobility**
    - Amenity services**
- 3. That Cabinet note the opportunity for this proposal to act as a model for other town and parish councils.**
- 4. To delegate to the Cabinet members for Property, Planning & Waste and Finance the final list of assets and services to transfer after the due diligence period.**

Reasons for Decisions:

To propose a plan in support of the Business Plan to devolve a cost neutral bundle of assets and services to Salisbury City Council.

## **90 Urgent Items**

There were no urgent items.

## **91 Exclusion of the Press and Public**

### **Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**



Reason for taking the item in private:

Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations were received as to why this item should not be held in private.

## 92 **Waste Management Contract Award**

Councillor Toby Sturgis, Cabinet Member for Strategic Planning (Strategic and Development Management), Property, Waste and Strategic Housing, presented the report which provided an update on the outcome of the tender evaluation process; and sought decisions in accordance with the proposals.

In the course of the presentation and the discussion, the issues discussed included: how risks can be mitigated through negotiation with the contractor; the implications of recent planning decisions; the impact of EU regulations and the market for recyclable material; what information would be presented to future meeting of the Cabinet regarding extant matters; and when Councillors would be informed of the outcome of tenders.

### **Resolved**

- (i) **To authorise award of contracts for:**
  - **Lot 1 (materials recovery facility for dry recyclable materials)**
  - **Lot 3 (garden waste composting) and**
  - **Lot 4 (landfill or landfill diversion)**
  
- (ii) **To authorise the Associate Director Waste and Environment after receiving advice from the Associate Director Legal and Governance, the Associate Director Finance and the Associate Director Corporate Services to complete the contracts by 30 January 2016 subject to, for Lot 1 only, a decision being made on the collection method to be adopted for the collection of dry recyclables;**
  
- (iii) **To note that the Associate Director Waste and Environment after receiving advice from the Associate Director Legal and Governance, the Associate Director Finance and the Associate Director Corporate Services has invited tenderers for Lot 2 to revise and confirm their tenders based on the reduced opening hours for the household recycling centres to be implemented from 13 July 2015 and tenderers for Lot 5 to submit a variant tender based on a fully co-mingled collection of dry recyclable materials including glass; and**

**(iv) To agree the recommendations numbers iv), v) and vii) as outlined in the report.**

Reason for Decisions:

To enable the council to maintain service delivery for residents, to comply with its statutory duties to collect and dispose of waste and to continue to progress towards achieving statutory targets once current contracts expire.

### **93 Highways and Streetscene Contract**

Councillor Philip Whitehead, Cabinet Member for Highways and Transport, presented the report which asked Cabinet to review the contract highways and streetscene.

#### **Resolved**

**To agree the recommendations as set out in the report.**

Reason for Decision:

As set out in the report.

(Duration of meeting: 10.30 am - 12.08 pm)

These decisions were published on the 24 July 2015 and will come into force on 3 August 2015
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The Officer who has produced these minutes is William Oulton, of Democratic Services, direct line 01225 7180243935 or e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115


## CABINET CAPITAL ASSETS COMMITTEE

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MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 21 July 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

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

### 56 **Apologies and Substitutions**

Apologies were received from Cllr Scott substituted by Cllr Wheeler and Cllr Sturgis substituted by Cllr Seed.

Note: Vice-Chairman, Cllr Jon Thomson, was in the chair.

### 57 **Minutes of the previous meeting**

The minutes of the previous meeting, held on the 15 May 2015, were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 15 May 2015.**

### 58 **Leader's Announcements**

There were no leaders announcements.

### 59 **Declarations of interest**

There were no declarations of interest.

60 **Public Participation and Questions from Councillors**

It was noted that no requests for public participation had been received.

61 **Swindon and Wiltshire Growth Deal - forward funding project development**

Cllr Fleur de Rhé-Philipe, Cabinet Member for Economic Development, Skills and Strategic Transport, presented the report which sought permission from the Cabinet Capital Assets Committee to forward fund, through Wiltshire Council resources, the further development work required on a number of Growth Deal projects. It was noted that these costs would be capitalised and recovered through the Local Growth Fund allocations secured for each project.

**Resolved**

- 1. To approve forward funding to move to full business case, will be capitalised and will be refunded once the projects complete;**
- 2. To agree to cash flow the development costs for Growth Deal projects in the Wiltshire Council geography (recoverable from the allocated Local Growth Funds during delivery), to ensure that our Growth Deal is delivered to time, to cost and to quality.**
- 3. To delegate authority to the Section 151 Officer in conjunction with the Leader of the Council and the Associate Director for Economic Development and Planning, to resource the upfront development costs for further business case development work on identified projects and to ensure that forward funding is cost neutral over the period of cash flow.**

Reason for Decisions:

To ensure that projects proposed by Wiltshire Council as part of the Swindon and Wiltshire Growth Deal are sufficiently developed to enable efficient delivery to time, to cost and to quality.

62 **Demolition of East Wing complex Trowbridge and Bridge Centre Chippenham**

In the absence of Cllr Sturgis, Cllr Dick Tonge, Cabinet Member for Finance, presented the report which outlined the phasing and process for the demolition of both East wing complex Trowbridge and the Bridge centre Chippenham; and sought authorisation to relocate existing services and groups currently occupying the buildings to alternative accommodation. In the course of the discussion it was clarified that Folk Festival property was currently kept at the Bridge Centre only.

## **Resolved**

- 1. To authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition East Wing complex Phase One and treat it as a 'cost of sale'.**
- 2. To authorise the Head of Strategic Asset and Facilities Management to proceed with the demolition of the Bridge Centre and treat as a 'cost of sale'. Execute this demolition in line with option one- demolition and clearance.**
- 3. To authorise the Head of Strategic Asset and Facilities Management, in consultation with the Cabinet member for property to secure vacant possession of the Bridge centre site.**
- 4. To authorise the Head of Strategic Asset and Facilities Management to enter into negotiations with Chippenham Town Council and Chippenham BID to investigate options, at no cost to the council, to provide alternative parking arrangements on the Bridge Centre site once the building has been demolished, and that any recommendations arising be referred to the Cabinet member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing for consideration in consultation with the Corporate Director.**

Reason for Decisions:

To support the ongoing rationalisation of the Council's estate and prepare the sites for sale.

## **63 Disposals List**

In the absence of Cllr Sturgis, Cllr Dick Tonge, Cabinet Member for Finance, presented the report which provide an update to members on the disposal of assets between 2009/2010 and 2015; asked the Committee to ratify the current disposals list and sought authorisation for additional assets to be declared surplus and added to these to disposals list.

## **Resolved**

- 1. To note progress on the disposal of land and property to date;**
- 2. To ratify the disposal list as set out in appendix 1; and**
- 3. To declare the additional sites surplus as set out in appendix 2.**

Reason for Decisions:

To authorise the disposal of assets in order to support the Medium Term Financial Plan (MTFP) and delivery of the councils business plan.

**64 Urgent items**

There were no urgent items.

**65 Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

Reason for taking the item in private:

Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations were received as to why this item should not be held in private.

**66 Disposal List**

The appendices were considered as part of the decision in Part One of the meeting.

(Duration of meeting: 2.00 - 2.29 pm)

These decisions were published on the 27 July 2015 and will come into force on 4 August 2015.
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The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935 or e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 7 JULY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Jacqui Lay, Cllr John Noeken, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr John Walsh, Cllr Bridget Wayman, Cllr Howard Greenman, Cllr Chuck Berry and Cllr David Jenkins (Substitute)

#### **Also Present:**

Cllr George Jeans, Cllr Philip Whalley, Cllr Jane Scott OBE, Cllr Anthony Trotman, Cllr Philip Whitehead and Cllr John Thomson

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#### **58 Apologies**

Apologies were received from Councillors Glenis Ansell and Gordon King.

Councillor King was substituted by Councillor David Jenkins.

#### **59 Minutes of the Previous Meeting**

The minutes of the meeting held on 19 May 2015 were presented for consideration, and it was,

#### **Resolved:**

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

#### **60 Declarations of Interest**

There were no declarations.

#### **61 Chairman's Announcements**

There were no announcements.

#### **62 Public Participation**

There were no statements or questions submitted.

## 63 Project Boards: Wiltshire Online

The 'Wiltshire Online' project for superfast Broadband rollout across Wiltshire was designed to deliver fibre broadband to the county. A Wiltshire Council Project Board has responsibility for overseeing the rollout under the direction of the responsible Cabinet Member, and assistance and monitoring had been provided by a scrutiny representative on the Board, Councillor George Jeans.

As requested by the Committee at its meeting on 3 March 2015 to supplement the regular updates from Councillor Jeans, the Cabinet Member for Communities, Campuses, Area Boards and Broadband, Councillor John Thomson, provided an update on the progress and future delivery of the Project, with additional written and verbal updates provided by Bill Murphy, Managing Director, British Telecom, Matt Lloyd, Programme Director, British Telecom, and Sarah Cosentino, Business Analyst, Wiltshire Council.

The Committee was reminded that Phase 1 of the Project aimed to secure 91% coverage across Wiltshire, and that additional funding had been secured for Phase 2 of the project to extend coverage yet further. A total of £30million had initially been invested, with just over half from Wiltshire Council, £10million from BT as the contractors who won the bid for the project, and £5million from central government. It was stated that as a result of the significant early investment from Wiltshire Council, following negotiations less matched funding had been requested by central government when the Council had sought additional funding for Phase 2 of the Project.

The Committee was assured no areas of the county received priority status over others for the project, and that rollout was determined solely on existing infrastructure where it would be best value to rollout the project next, and that any savings identified during the course of the rollouts were reinvested into the project to maximise the overall coverage that could be provided. Details were provided on how targets for total houses made suitable for upgrade and speed of connection were set and measured, including by the council's internal auditors, and confirmation that payments to BT could be withheld if targets were not met.

In response to queries it was stated that without the impetus provided by the Project and its funding, it was likely total rollout of superfast broadband would only have been around 50-60%, rather than 90+% that would now be delivered, and that although BT were responsible for upgrading the infrastructure, any internet service provided could utilise that infrastructure for their customers.

Details were sought on delays to the project, with factors such as recruiting and retraining appropriate staff, supplier issues, broken cabling ducts and compliance with Highways regulations for roadworks had added challenges in deployment. Greater than anticipated flooding in recent years had caused delays through damage to ducts, but this work was expected to be completed on schedule, and with the economic recovery supplier concerns had lessened.



Greater emphasis on communication of the successes of the rollout was requested, and attention was also drawn to the 'Wiltshire Online' website<sup>1</sup>, which included details of many misconceptions about the technologies being installed and the rollout generally.

The Committee discussed the update and thanked Bill Murphy and Matt Lloyd from BT, Wiltshire Council Officers, the Cabinet Member and Councillor Jeans for their work and updates on the project.

At the conclusion of debate, it was,

**Resolved:**

**To note the report and update on the 'Wiltshire Online' Project, and to receive details of the quarterly updates from BT to the Project Team when receiving future updates to the Committee.**

**64 Management Committee Task Group Update: Military-Civilian Integration Partnership (MCIP) Task Group**

Councillor Alan Hill, Chairman of the MCIP Task Group, provided a written and verbal update on the continuing work of the Task Group, with contributions from the Leader of the Council, Councillor Jane Scott OBE on the council's role in the partnership and its work.

It was emphasised that in some areas communities would almost double in size as a result of the Army Basing Programme and the placement of thousands more servicemen and families in Wiltshire from the closing German bases, with many complex impacts on the wider communities that required careful scrutiny. It was stated that the first tranche of incoming soldiers and service families would be arriving in September 2016, and officers, in particular from education and housing, were visiting Germany this summer to assist in determining the requirements that would result, and meetings were being arranged between civilian partners, the council, Army and Defence Infrastructure Organisation (DIO) to discuss many issues.

The Committee discussed the update from the Task Group, in particular noting the concerns over changes to the role of Military and Ministry of Defence Police impacting on the ability of Wiltshire Police to cope with additional safeguarding and policing demands, as well as how issues of employment for partners of soldiers and retirees could be aided with work with universities and industries.

The Committee also discussed potential demands on services if returning service families had high proportions of those with Special Education Needs, and ongoing discussions with the military to try to make use of army base leisure facilities for local communities as well as service families. The Leader of the Council also highlighted that despite some challenges resulting from the

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<sup>1</sup> <http://www.wiltshireonline.org/>

returning service families, great opportunities for Wiltshire would have been missed had the county not been chosen.

**Resolved:**

**That:**

- 1) The Task Group continues and its work to be driven and additional focus to be drawn from the Chairman's involvement in the upcoming "Gateway" Review.**
- 2) Future scrutiny should focus on the ability of Wiltshire police to cope with the additional demands of the Army Basing Programme and wider funding issues.**

**65 Scrutiny Engagement in Campus Governance**

As requested by the Committee at its meeting on 19 May 2015, the Cabinet Member for Communities, Campuses, Area Boards and Broadband, Councillor John Thomson, and the Associate Director (Communities and Communication), Laurie Bell, presented an update on the delivery of the council's Campuses, community based hubs designed to enhance local engagement, service delivery and partnership working.

A presentation as attached to these minutes provided details on approved budgets for existing and forthcoming campuses, at what stage of the delivery process each Campus was currently at, how they would operate, and possible areas which would benefit from scrutiny input.

The Committee welcomed the update, and discussed potential workstreams of an ongoing review of Campuses where additional scrutiny would add value to the process. The governance of Campuses was highlighted as a key area, with a review of the current Community Operations Boards responsible for preparing proposals for Campus models needed.

Other suggested area of focus included the role of Area Boards and Campuses, Communication, and financial sustainability of future campuses.

At the conclusion of debate, it was,

**Resolved:**

- 1) To establish a Campus Governance Task Group to review aspects of Campus governance, community, engagement and communication;**
- 2) To delegate to the Chairman and Vice-Chairman to prepare Terms of Reference for the Task Group and seek expressions of interest from members to serve on the Task Group.**

### **Updates from Chairs/Vice-Chairs**

#### Environment Select Committee

A presentation had been received from the Cabinet Member for Waste on the take up of garden waste collection following the recent decision to charge for this collection, and the Environment Select Committee sought and received the endorsement of the Management Committee to request consider undertaking further scrutiny of the relevant figures the relevant figures and the revenue received to ensure budget predictions were being met and what would be done if there was any shortfall or surplus.

An update was provided on the work of the Highways and Streetscene Contract Task Group, where it had been noted there had been improvements on performance in the West of the county from the previous year, although there were reports of problems elsewhere. A full report would follow in Autumn 2015.

#### Health Select Committee

It was stated that the terms of reference for the Better Care Plan Task Group would be finalised shortly, and it was hoped a final report would be shortly be prepared for the Avon and Wiltshire Mental Health Partnership Task Group.

#### Children's Select Committee

Members were updated on the ongoing Ofsted inspection, completed work on the Early Help Strategy, the establishment of the joint Task Group on Obesity with the Health Select Committee, and a report from SEND Task Group.

The Chairman of the Children's Select Committee also informed the Committee of referral of an item from his Committee, as detailed in the agenda papers, regarding the Executive Response to the report and recommendations of the Schools and the Local Authority Task Group, and sought Management Committee endorsement of the recommendation that had not been accepted by the Cabinet Member for Children's Services.

The Committee discussed the referral, as well as an update from the Chairman of the Schools the Local Authority Task Group, Councillor Phillip Whalley, and following a vote declined to endorse the referral, noting that the Cabinet Member had already considered the proposal and responded, but noted that the Chairman of the Task Group had developed an alternate proposal, and that the Children's Select Committee should seek the Cabinet Member's views on that proposal if they were still dissatisfied with the Cabinet Member's original decision.

67 **Management Committee Task Group Updates: Financial Planning Task Group and Swindon and Wiltshire Local Enterprise Partnership(SWLEP) Task Group**

Financial Planning Task Group

A report was received from the Task Group and a verbal update provided by one of its members, Councillor George Jeans, on recommendations regarding future Budget considerations. Some members also requested further work if possible on procurement, savings, consultancy use and the capital programme with regard to disposal of assets.

**Resolved:**

**That OS Management Committee:**

- 1) In keeping with the findings of the LGA Peer Challenge, invites the Cabinet Member for Finance and any opposition groups submitting budget alternatives or amendments to engage in discussion of potential or draft budget proposals with OS as early as practicable with the aim of maximising the robustness of the final product;**
- 2) Asks the Cabinet Member for Finance to retain the budget information briefing provided for all councillors within the budget setting process for 2016/17;**
- 3) Agrees that the Financial Planning Task Group should again meet to consider the budget report of the Associate Director for Finance and report its findings to OS Management Committee;**
- 4) Holds an extraordinary single item meeting to consider the budget report of the Associate Director for Finance and the recommendations of the Financial Planning Task Group, then reporting its findings to Cabinet and Council;**
- 5) In keeping with the findings of the LGA Peer Challenge and the Committee's previous resolution, invites all opposition groups to submit budget alternatives or amendments for consideration by OS as soon as is reasonably practicable before Council agrees its budget;**
- 6) Notes the LGA Peer Challenge recommendation to encourage wider member involvement on budgetary implications and challenges through the select committees; the existing mechanism through which the task group can refer budgetary issues to select committees; and the recent examples of closer working between the two;**

- 7) **Notes the task group's intention to maintain a focus on areas of high spend and to take a longer term view of the financial challenges facing the council.**

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group

It was noted there had still be little progress with this task group as a result of delays working with Swindon, but that pressure would be applied to move things forward.

68 **Local Government Association (LGA) Peer Review Action Plan Update**

A report was received from the Head of Corporate Support (performance, risk and scrutiny) on progression of actions following the recent Peer Review from the Local Government Association.

The Committee was satisfied with the report and the actions as detailed in the report.

**Resolved:**

**To note the report.**

69 **Centre for Public Scrutiny (CfPS) Conference and National Scrutiny Officers Network Update**

A report was received from the Head of Corporate Support (performance, risk and scrutiny) on the Centre for Public Scrutiny Annual Conference and National Scrutiny Officer Network meeting. The Vice-Chairman, Councillor Alan Hill, also updated members on his experiences at the conference, and that in his view Wiltshire was able to be an example of good scrutiny in many areas, such as the MCIP work as detailed in minute 6, which had seen expressions of interest from other authorities who would be experiencing similar issues.

70 **Date of Next Meeting**

The date of the next scheduled meeting was confirmed as 8 September 2015.

71 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.45 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](mailto:kieran.elliott@wiltshire.gov.uk)

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



# Wiltshire broadband deployment

Sarah Cosentino - Business Analyst,  
Wiltshire Council

Bill Murphy – NGA MD, BT



# Purpose of briefing

## Provide an overview on:

- The contract and outcomes
- Deployment
- Managing assurance
- Communications
- Progress to date
- Deployment challenges
- Phase 2



# The contract and outcomes

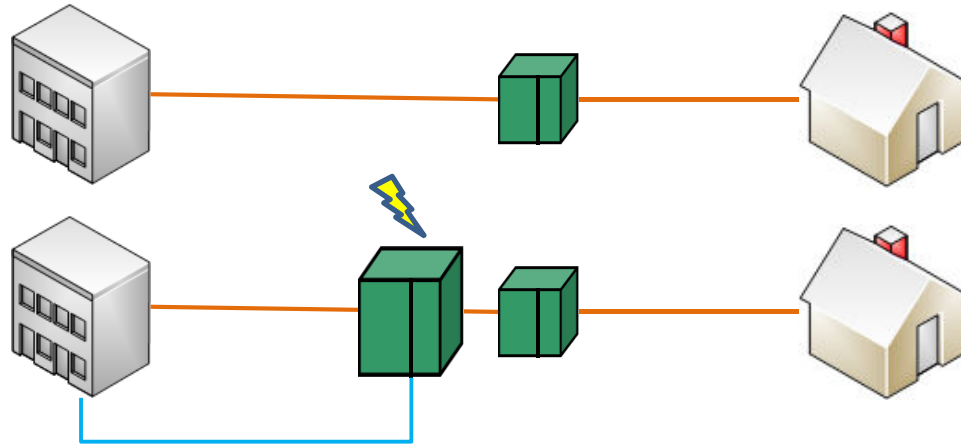
- Total investment fund of £30m
- The roll out of SFBB is restricted to the intervention area to comply with EU State Aid Law
- Roll out designed on technical grounds / best value for money
- March 2016 - 91% homes and business have access to superfast broadband (24Mbps and above)
- The contract provides re-investment opportunities to allow us to keep extending our roll out further

# Deployment

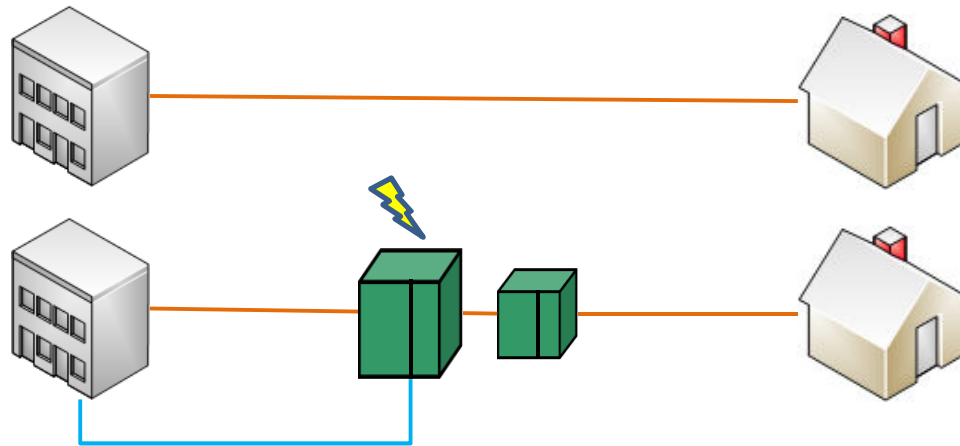
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**ADSL Broadband  
Fibre to the Cabinet  
(FTTC)**



**ADSL Broadband  
(Exchange Only)  
Fibre to the Cabinet  
(FTTC)**



# Assurance

- Success is measured against actual quarterly THP (total homes passed) and speed targets
- Each structure when live feeds 'x' amount of premises and those homes will fall into various speeds buckets
- Quarterly targets are measured and payment made using the **Milestone to Cash process**
- The onus is on BT to demonstrate that they have fulfilled the quarter's contractual targets

# Assurance

- BDUK review the process quarterly before the grant payment is made
- BDUK complete bi-annual reviews of our processes and procedures and review our understanding of the process and contract
- BDUK found at their last formal review that the team has sound project management, a solid understanding and robust and comprehensive assurance processes
- South West Audit have met to go through the process and been very satisfied with the processes in place

# Communications

- What about me?
- Complicated message and changes daily
- Internal and external focus on the final 9% - needs to shift
- Myths circulating that are damaging and untrue

- Postcode checker, exchange area updates and registration online
- Communicate at local level with 'Community Packs' for when communities go live
- Visit to well served Parish Councils
- Focus on case studies and positive stories

# Progress to date

- 56,000 premises have been passed with fibre broadband
- 300+ new structures built across the county
- “It really has transformed the way we do business. Conversations with customers are far more productive. We can share videos of kit in operation via You Tube whilst talking to them because uploads are lightning fast” **Specialist Instruments Limited – Old Sarum, Wiltshire**

# Deployment challenges

- Supply chain issues - recruiting and retaining quality suppliers to deliver the service
- Blocked and broken ducting
- Highways Compliance - issues with noticing, reinstatements and SLG



# Phase 2 funding – progress to date

- Secured £3.11m funding
- £500k Wiltshire Council funding
- Called off existing BDUK Framework
- BT successful bidder
- 5300 homes SFBB
- Work is ongoing on the communications strategy to give a clear picture of who is in and who isn't

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# Community campus and hub programme position statement – update

Overview and scrutiny management committee  
7 July 2015

## Background

- **May 2009** - Programme set-up to rationalise property estate and provide fit for purpose accommodation for council services
- **Oct 2009** - The programme was extended to include a new community campus programme
- **July 2010** - cabinet report advised that the indoor leisure facility stock was outdated, inefficient and unsustainable for future use
- **Dec 2010** - The leisure review was published. The specification of leisure facilities for the future needed to be looked at in the context of campuses
- **Feb 2011** - cabinet/council approved the physical development of campuses committing an initial £30 million

## Background cont'd...

- **Dec 2011** - cabinet approved the business case for Corsham, Melksham and Salisbury
- **October 2012** - cabinet approved four further business cases for campuses in Calne, Cricklade, Pewsey and Tisbury
- **November 2014** - Delivery of the Campus Programme – position statement – cabinet also approved a hub model in Malmesbury



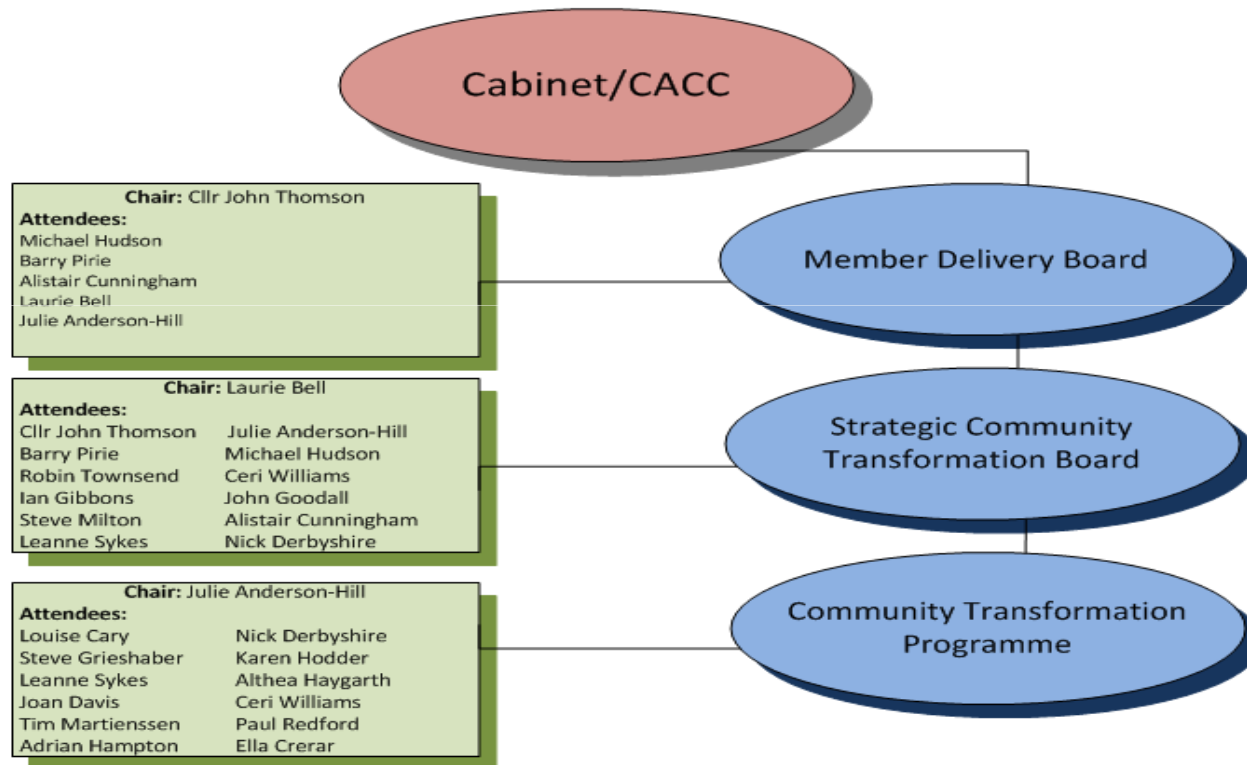
## Approved budget

- Total Programme budget is £66.9m (excludes any third party contributions)
- Total programme £80m (including third party contributions)

# Approved campuses

- First tranche
  - Corsham
  - Salisbury
  - Melksham
- Second tranche of campuses
  - Calne
  - Cricklade
  - Pewsey
  - Tisbury

# Programme governance







# Approved campuses update

# Corsham - Springfield Community Campus



- Fully open - summer 2015
- New fitness suite opened 1 July
- Negotiations underway to locate Health Centre in campus

# Springfield Community Campus

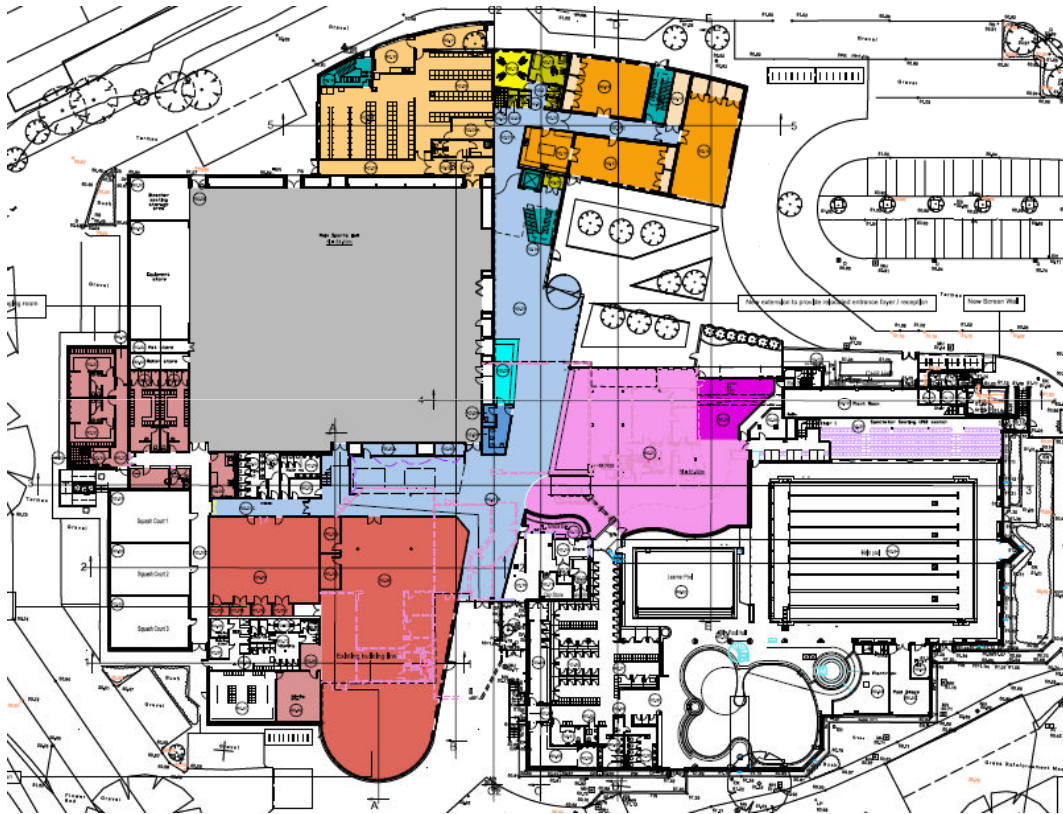


## Five Rivers Community Campus Salisbury

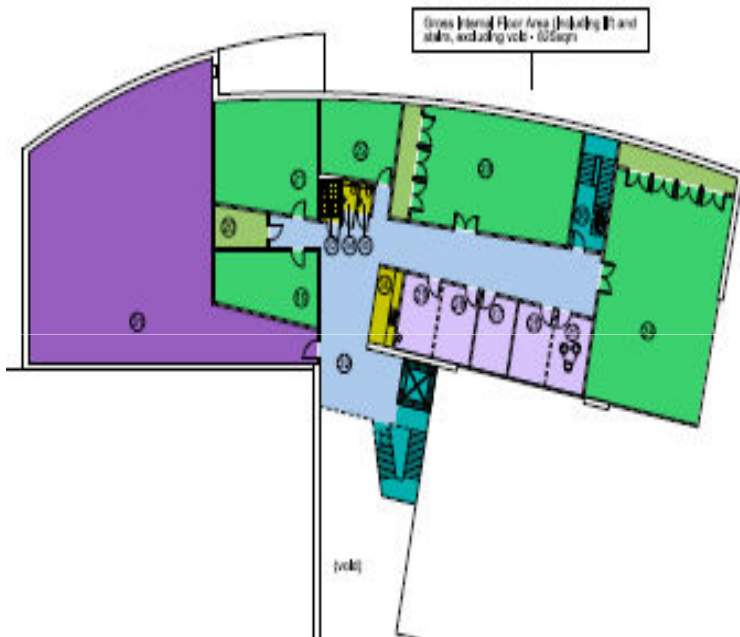


- Due for completion winter 2015/16
- Currently negotiating use of space with partners and community groups
- Refurbished and new leisure offer
- New office and community space
- Key feature – atrium space

## Ground floor



## First floor



# Five Rivers Community Campus



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# Melksham - Woolmore Farm

- Work underway to provide new football and rugby club facilities – open May/June 2016
- Budget - £7m
- Clubs will play at current location for 2015/16 season



# Melksham Community Campus

- Build programme start date May 2016
- Completion and opening end 2017/early 2018
- Currently working on the design, costs and service provision including partner requirements





# Nadder Community Campus - Tisbury



- Campus build underway scheduled to open Feb 2016
- Leisure centre, library, business enterprise units, health space, community space
- Refurbishment of outdoor pool (£250K)

## Tisbury leisure centre



- Current leisure centre and children's pre-school scheduled to be demolished June 2016

## Calne – Beversbrook site



- Split site campus
- Outdoor leisure provision at Beversbrook
- Planning permission granted for:
  - All weather pitch (AWP)
  - Pavilion improvements
  - Toucan crossing
- Investment £350K

## Calne - Leisure Centre



- Currently run by community trust
- Shareholders agreed to transfer back to council
- All staff will be TUPED Jan 2016
- Feasibility and business case being developed to evaluate best option for investment

# Calne – central site library



- Existing Calne community hub to be co-located within the library
- Create a central community hub offering wide range of services and community space
- Designs being costed
- Cost circa £100K

# Cricklade Leisure Centre

- Currently run by community trust
- Shareholders want to continue to run the centre
- Possible asset transfer to the trust with investment
- Provide improved leisure offer
- Continue to provide library at Ockwells



# Malmesbury – Cotswold House



- Former youth club
- Indoor skate park attached
- Leased from landlord (2026)
- Adapting for multi-purpose community space
- Design underway for refurbishment

# The Vale Campus - Pewsey



- Planning approved
- Over approved budget
- Modifying plans and designs
- Reviewing services, partner requirements including adjacent academy







# Non-approved campuses update

## Royal Wootton Bassett Library site



- Possibility to create a community hub
- Working with the town council
- Create meeting space and multi-purpose community space
- Investment from town council
- Feasibility underway

# Royal Wootton Bassett - campus

- Land adjacent to the academy
- Owned by Oxford University
- Identified for development in local neighbourhood plan
- 1 of 2 options for new community safety centre (Wiltshire and Dorset Fire and Rescue)
- New leisure offer may be possible



# Campuses aligned to regeneration schemes

- Chippenham
- Trowbridge
- Warminster

# Chippenham – Monkton Park



- Negotiating with health to accommodate AWP
- Possibility to move library and café
- Create a community hub
- Feasibility underway for Monkton Park
- Feasibility complete for Chippenham – presented to area board last week

## Campuses aligned to regeneration schemes

- Trowbridge
  - Split site; County Hall and East Wing
  - Campus likely to be included as part of development – primarily health and leisure
- Warminster
  - Opportunity to rationalise estate; police, health and us
  - Police announced provision of new custody suite

## Other community areas

- Amesbury
  - Additional school place provision plus leisure
- Bradford on Avon
  - Cultural campus/offer
- Devizes
  - Need to rationalise health andn police estates
- Marlborough
  - Looking at assets and opportunities; particularly former youth centre and resource centre

## Other community areas

- Southern Wiltshire
  - Looking at hub models
- Tidworth
  - Town Council building new civic centre
- Westbury
  - Undertaking feasibility study
  - Looking at hub model at the library
  - Leisure offer at Leighton Fields



## Other areas of focus – work streams

- Campus operating models
- Revenue business cases for every campus – future sustainability models
- Governance models – both internal and external – working with the community
- Community engagement and involvement and role of area boards
- Communication – keeping communities informed and updated

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## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 20 JULY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### Present:

Cllr Alan Hill (Chairman), Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Bridget Wayman, Cllr Glenis Ansell, Cllr Howard Greenman, Cllr Chuck Berry, Cllr Ernie Clark (Substitute) and Cllr Mark Packard (Substitute)

#### Also Present:

Cllr Trevor Carbin, Cllr John Knight, Cllr Philip Whitehead and Cllr John Thomson

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#### 72 **Apologies**

Apologies for absence were received from Cllrs John Noeken and John Walsh. Cllr Gordon King was substituted by Cllr Mark Packard and Cllr Simon Killane was substituted by Cllr Ernie Clark. Cllr Alan Hill acted as Chairman for the meeting.

#### 73 **Declarations of Interest**

The Chairman read a statement provided by the Monitoring Officer which advised that Councillors who had called in decision HT-08-15 were not considered to have pre-determined the item and therefore could debate and vote on this item. Councillors attention was drawn to the members Code of Conduct.

Councillors Clark and Oldrieve advised they would consider and vote on the item with an open mind as members of the Overview and Scrutiny Management Committee.

There were no declarations of interest.

#### 74 **Chairman's Announcements**

The Chairman reminded the Committee that it was to consider the process behind the Cabinet member decision and not the decision itself. The Committee

was asked to focus on any evidence brought to demonstrate that the principles of decision making set out in the Constitution had not been followed in this case.

## 75 **Public Participation**

Mary Tapping, spoke in objection to the decision on the grounds that the Council's duty of care towards horses and riders had not been given sufficient consideration.

## 76 **Call-in of Cabinet Member Decision HT-08-15: Road Traffic Regulation Act, Traffic Management Act - Various Orders**

A report by the Head of Corporate Support (Performance, Risk and Scrutiny) had been circulated, providing procedural advice to the Committee and background information and documents.

The Chairman introduced the item and thanked officers, on behalf of the Committee, for their hard work to support this meeting.

The decision covered a number of issues relating to the opening of the Hilperton relief road (speed restrictions, waiting times and weight limits). However, this call-in only specifically related to:

- the introduction of a 50 mph speed limit on the new Hilperton Relief Road;
- the introduction of 40 and 50 mph speed limits on West Ashton Road, and;
- the introduction of 40 and 50 mph speed limits on lengths of road (Leap Gate).

Cllr Ernie Clark was invited to present his concerns to the Committee and drew attention to his reasons for call-in outlined in the report. The Councillor did not consider the consultation on proposals had been sufficient; local members had not been sufficiently consulted nor had their concerns been addressed. The Councillor added that the Hilperton Relief road had been incorrectly classed as 'rural' and that if it had been classed as 'urban' then a 40mph limit would have been recommended instead. It was also commented that there was no evidence to suggest consideration had been given to the Hilperton Village Design Statement nor sufficient consideration to the effect of a 50mph speed limit on other road users such as horses and riders. It was suggested that vehicular traffic had been prioritised over other road users. Cllr Clark also referenced an email exchange with Cllr Whitehead, implying there was not sufficient stopping distance on the road to permit a 50mph limit.

Councillor Oldrieve expressed concern that the decision failed to achieve the broader outcome of the Council's Business Plan by prioritising transport over local residents and increasing carbon emissions due to higher driving speeds. The member also suggested the consultation process had been unsatisfactory

since it was held over Easter when many local residents were away and because comments sent in after the deadline had not been considered. Additionally, it was felt that meetings with local councillors had not been consultative. The councillor also supported the concern that the decision failed to serve the community by not giving weight to its opposition to 50mph speed limits, and failing to consider the needs of horses and riders using the road. Finally, the environmental implications of the decision had not been fully considered in the context of the noise and pollution caused by the road surface materials and speed limit.

The Councillors distributed a written summary of their points in support of the call-in to all members present and the meeting adjourned for 10 minutes on the recommendation of the Chairman.

The Cabinet member, Cllr Philip Whitehead was invited to respond to the points raised and described how he had followed the necessary processes and principles of decision making. The Cabinet member considered the consultation sufficient as he had met with local members and, in response to their concerns, had undertaken numerous site visits and meetings with Highways officers. The Cabinet member considered public consultation had been thorough as it had received a large response, and the deadline for comments had been extended. Local members were also kept informed throughout the process. The majority of public concern had centred on Leap Gate, consequently Cllr Whitehead had met with officers to discuss this and reduced the speed limit to 30mph accordingly. It was explained that the Hilperton relief road was correctly classified as a rural road and if the speed limit was reduced to 40mph this would have a worse impact on local residents as HGVs would potentially opt to continue to go through the centre of Hilperton.

The Committee then had the opportunity to ask technical questions and in reply it was confirmed that the proposed Pegasus crossing would allow horses, pedestrians and cyclists to cross the road. No assessment had been made on the carbon output impact of motorists speeding to and slowing from 50mph, however it was considered to be minimal. The Committee was reassured that the Cabinet member had met with local councillors throughout the process. Questions were raised over a planning condition applied to the relief road by the planning committee of the predecessor authority at the time the Paxcroft development was determined and Alan Creedy, Head of Sustainable Transport, confirmed the condition was not enforceable nor supported by Highways officers. The officer also confirmed that the plinths proposed for use by hoses on the relief road were an approved design.

The Cabinet member confirmed he had not advised the current responsible planning committee of his decision in respect of the previous condition since the situation had been re-assessed in the current day. It was noted that the planning committee's request for quieter tarmac was no longer a viable solution as more modern materials were now in use. The Committee heard that all speed limits were considered on their merits regardless of the road

classification and that visibility was sufficient to permit the speed limits decided on in all locations, including extra distance needed for horses.

Cllrs Clark and Osborn were invited to summarise their points which included that conditions recommended on the original planning consent had not been addressed and the relief road should have been considered 'urban'. Concerns were raised over whether there was sufficient visibility for a 50mph road and the effect of the speed limit on other road users and local residents.

The Cabinet member defended his decision on the grounds that no evidence had been presented to demonstrate he had not followed the correct process of decision-making. It was argued there had been a thorough consultation and consideration of views, evidenced by how speed limits had been reduced where appropriate in response to concerns.

In the debate that followed, members commented they were satisfied with the public consultation, consultation with local members and were impressed by the number of site visits undertaken. Some members questioned why the original planning condition and the public's sentiment at the time of determination had not been addressed in respect of speed limits and traffic noise. Other members were satisfied that decisions should be judged in the present day. The Committee agreed that there was no evidence to suggest that due process in decision making had not been followed; however some councillors recommended that if a decision made by a previous planning committee was superseded then the current equivalent committee should be informed. Dr Carlton Brand, Corporate Director, clarified that the decision of the predecessor planning committee was not sustainable on legal grounds and could not be enforced. Other members of the Committee accepted that clarification and agreed it was not reasonable to expect all superseded decisions to be reported back to the original decision-maker.

**Resolved:**

**On balance of the written and oral evidence presented, to find that there were insufficient grounds to demonstrate that the principles of decision making had not been followed by the Cabinet Member in this case, and therefore the decision can be implemented with immediate effect.**

**77 Date of next meeting**

(Duration of meeting: 2.05 - 4.05 pm)

The Officer who has produced these minutes is Libby Beale (Senior Democratic Services Officer), of Democratic Services, direct line 01225 718214, e-mail

[elizabeth.beale@wiltshire.gov.uk](mailto:elizabeth.beale@wiltshire.gov.uk)

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



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## **CHILDREN'S SELECT COMMITTEE**

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### **DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 21 JULY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

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 Philip Whalley, Mr Ken Brough, Cllr James Sheppard, Cllr Melody Thompson (Substitute) and Miss Freya Pigott (Substitute)

#### **Also Present:**

Cllr Laura Mayes; Cllr Richard Gamble; Cllr Alan MacRae and Cllr Christine Crisp.

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#### **48 Apologies**

Apologies for absence were received from Miss Sarah Busby, Cllr Simon Jacobs (who was substituted by Cllr Melody Thompson), Miss Chloe Lintern (who was substituted by Miss Freya Pigott), Cllr Helen Osborn, Cllr Ricky Rogers and Miss Cathy Shahrokni (who was substituted by David Wragg).

#### **49 Minutes of the Previous Meeting**

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 2 June 2015, subject to the following two amendments:-**

##### **(a) Minute No. 38 – Final Report of the Children’s Centres Task Group**

**Sixth paragraph, first sentence to read:**

**“The Task Group stressed the need for an Invest to Save approach and 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.”**

##### **(b) Minute No. 39 – Executive Response to the Final Report of the Early Help Strategy Task Group**

**A fourth resolution be added to read:**

**“To receive a pre-meeting information briefing on the Early Help Strategy immediately before the October 2015 meeting.”**

**50 Declarations of Interest**

There were no declarations of interest made at the meeting.

**51 Chairman's Announcements**

**(a) Welcome to New Members**

The Chairman introduced and welcomed:

Freya Pigott, who was representing Children & Young People,

David Wragg, who was deputising for Miss Cathy Shahrokni (Further Education Representative) and

Hugo Jequier, who was observing the work of this Committee as part of his work experience training.

**(b) Schools and the Local Authority Task Group - Referral to Overview & Scrutiny Management Committee**

The Chairman reminded the meeting that on 14 April 2015, this Committee received the executive response to the Final Report of the Schools and the Local Authority Task Group. The Task Group's third recommendation was that the Council identified an officer at associate director level who had overall responsibility for the Council's relationship with schools and all of the services it provided to them.

The executive response to this was that the Associate Director for Commissioning, Performance and School Effectiveness had overall responsibility for the Council's relationship with schools. However, this Associate Director was not responsible for all services provided to schools, such as payroll and the HR Advisory Service. The Executive did not accept that all services provided could be the responsibility of one Associate Director.

This Committee referred this to the Management Committee at its meeting on 7 July, which Cllr Philip Whalley, Chairman of the Task Group had attended together with the Chairman of this Committee. Following a vote the Committee declined to endorse the referral, noting that the

Cabinet Member had already considered the proposal and had responded. However, the Committee noted that the Chairman of the Task Group had developed an alternate proposal, and that the Children's Select Committee should seek the Cabinet Member's views on that proposal if they were still dissatisfied with the Cabinet Member's original decision.

Cllr Whalley explained that the reasoning behind this proposal, suggesting that the all-important work of classroom teaching was affected by what took place in the wider school and this could include matters to do with payroll, HR, building services and so on. In short a whole range of services could effect a school's effectiveness.

The Chairman suggested that Cllr Whalley discuss this further with Carolyn Godfrey, Corporate Director and report back to this Committee if necessary with any new proposal.

## **52 Public Participation**

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

## **53 School Places Strategy 2015-2020**

Consideration was given to a report on the Council's School Places Strategy 2015-2020 and its implementation plan, which was the topic of the information briefing which took place immediately before the start of this meeting.

It was proposed that this Strategy become a key framework document for the Council in considering any strategy proposals for changes to school organisation including the commissioning of new schools and would inform future capital investment priorities.

Members of the Committee congratulated the Head of School Place Commissioning and her team on producing such a useful and interesting document and recognised that this would be constantly changing, taking into account new housing developments, migration, changes in the birth rate and army rebasing.

The Committee was informed that this document was still very much in draft format and was likely to change prior to its consideration by Cabinet. A comprehensive consultation process would be taking place including its consideration by the Area Boards which would be given the opportunity of expressing the views of the local population.

After some discussion,

**Resolved:**

- 1. To request that all Area Boards are invited and encouraged to respond to the draft School Places Strategy 2015-20 during the consultation.**
- 2. To request that a report is brought back to Committee in October outlining how the draft Strategy has been amended following consultation.**
- 3. The Chairman of the Committee to work with the Chairman of the SEND Task Group to identify whether scrutiny of the current review of the SEN Strategy would be beneficial.**

**54 Executive Response to the Final Report of the Children's Centres Task Group**

The Chairman reminded Members that at its meeting on 2 June 2015, the Committee endorsed the final report of the Children's Centres Task Group and referred it to the Cabinet Member for Children's Services for response.

The Committee received the response of Cllr Laura Mayes, Cabinet Member for Children's Services. The Chairman drew attention to certain sections of the response which erroneously stated that this had come from the Council rather than from the Executive. It was acknowledged that these were typographical errors and would be corrected.

Cllr Laura Mayes introduced her report and considered the Final Report of the Task Group represented an excellent piece of scrutiny.

Cllr Mary Douglas, Chairman of the Task Group, welcomed the Cabinet Member's response and considered it to be positive and helpful. She reiterated the need for an Invest to Save approach and requested that this approach be revisited at the next Committee meeting in October. The Associate Director, Commissioning, Performance and School Effectiveness, supported this stance but stressed the need for additional monies to support this important initiative.

After further discussion,

**Resolved:**

- 1. To note the Executive Response to the Final Report of the Children's Centres Task Group;**
- 2. To ask the Cabinet Member to amend the response, where necessary, so that it was clear the response was from the Executive rather than from the Council;**

3. **To reinforce the Committee's enthusiasm for investing in early help, as recommended in the Task Group's final report and inform Cabinet of this;**
4. **To look, in the New Year, at how the additional funding expected for Early Help transferred from the Health service would be used.**

## 55 **Future Delivery of Family and Parenting Support Services**

The Chairman reported Cabinet would shortly be considering a proposal to bring together the commissioned service for families requiring support who did not meet the threshold for social care intervention and the in-house service which currently worked with families who were in receipt of statutory intervention.

The Associate Director for Commissioning, Performance & School Effectiveness made a presentation in which she explained the background to this proposal. The Chairman reminded the Committee that in 2012, this Committee received a report from Carolyn Godfrey, Corporate Director, on a review of the Family Information Service and Parental Partnership Service. A review had concluded that there was significant duplication around the provision of information for parents and carers, particularly parents and carers of children with disabilities/special educational needs. The Committee decided that significant changes were required to the Family Information Service and the Parent Partnership Service specifications in the Council's contract with Ask and the level of funding to be provided.

The Associate Director stressed that the aim of the proposal was to provide an improved service and Members suggested that this could well be a subject for future scrutiny.

After further discussion,

### **Resolved:**

1. **To note the briefing provided and that a decision would be taken in the Autumn.**
2. **To request the Chairman to discuss potential scrutiny input on this decision with the Cabinet Member for Children's Services and the Associate Director for Commissioning, Performance & School Effectiveness.**

## 56 Peer Care Practice Diagnostic

The Committee considered a report by Carolyn Godfrey, Corporate Director, on the recent Peer Care Practice Diagnostic which was arranged through the Local Government Association to look at practice and outcomes around looked after children and care leavers.

The Committee noted that the Care Practice Diagnostic was a structured and standardised exercise that focused specifically on elements of care practice. The Peer Review Team was in Wiltshire from 20 to 23 April 2015 and a findings letter had been received, as attached to the report before the Committee. The key lines of enquiry that the Peer Group were asked to focus on were:

- Level of aspiration and ambition for children in care and care leavers
- Quality of provision of care planning and placement options for young people over 10
- Impact of challenge and quality assurance provided by Independent Reviewing Officers
- Quality of care and outcomes for care leavers
- Implementation of the Family Justice reforms
- Consistency of practice, interventions and outcomes for children looked after across Wiltshire.

Key messages set out in the letter were:

- Ensure that the level of your aspiration and ambitions for looked after children and young people are translated into achievable outcomes
- Review the respective roles and terms of reference of the Corporate Parenting Panel and Children's Select Committee
- Strengthen the quality and consistency of practice by embedding the Principal Social Worker role and providing a toolkit of appropriate methodologies – supervision records and management decision making need to be recorded on case records
- Review and consider replacement of the current Care First ICS system
- Review the structural arrangements for Quality Assurance and the Independent Reviewing Service

- Use the new Commissioning Strategy to develop a LAC placement market development plan
- Continue to develop the adoption and fostering services to increase placement choice, more targeted recruitment and support to new carers
- Develop a clear plan with partners to provide more apprenticeships and employment opportunities for care leavers.

The Chairman reminded Members that at its last meeting on 2 June 2015, this Committee had requested that the Annual Report of the Corporate Parenting Panel be presented to this Committee prior to being submitted to Full Council and also that a six monthly report on the Panel's work be scrutinised by the Safeguarding Children & Young People Task Group.

After some discussion,

**Resolved:**

- 1. To note the outcomes of the recent peer Care Practice Diagnostic which was arranged through the Local Government Association to look at practice and outcomes around looked after children and care leavers.**
- 2. To thank all officers involved in the recent Ofsted inspection of children's services for their hard work.**

**57 Children's Community Health Services Update**

A report by Carolyn Godfrey, Corporate Director, was received from which it was noted that children's community health services in Wiltshire were currently being retendered in order to seek a single contract/provider of children's community health services rather than currently by five organisations with some variations in service models and pathways. This new model would lead to more equitable support across the county, easier access to services and the potential for improved joint working with GPs, Wiltshire Council and other partners to improve the health and wellbeing of Wiltshire's children and young people. The evaluation of bids was currently being carried out by a core group of evaluators and it was planned to make a recommendation on a preferred provider to Cabinet.

During discussion, Members recognised the need for the new service to be evaluated and the Chairman agreed to discuss this with the Vice-Chairman, the Cabinet Member for Children's Services and the Associate Director for Commissioning, Performance & School Effectiveness with a view to bringing back some proposals on a reporting mechanism at the next meeting.

**Resolved:**

- 1. To note that Children's Community Health Services in Wiltshire are currently being retendered to seek a single contract/provider and that a recommendation on a preferred provider will be agreed by Cabinet in September.**
- 2. To hold a rapid scrutiny exercise to consider how delivery of the Children's Community Health Services should be effectively monitored once funding is transferred to the Council.**

## **58 Promoting Family Resilience**

The Committee received a briefing note on family resilience from the Associate Director for Commissioning, Performance & School Effectiveness in response to a request from Cllrs Mary Douglas and Philip Whalley.

It was noted that the Council's Children's Services played a key role in promoting and delivering improved outcomes for children and young people and that all the work of Children's Services had this key aim. However, Children's Services only worked directly with parents where there was concern about the effects of parenting on a child's development and outcomes, or the family had a child with a special educational need or disability with might place increased pressure on parents.

Cllr Mary Douglas stressed that she was keen to promote family resilience and suggested that a task group be established to identify what was already taking place to support this and the impact on families. Cllr Philip Whalley supported these views and suggested that consideration be given to establishing a joint task group with the Health Select Committee to pursue these objectives.

Miss Freya Pigott stated that schools could access information for PSHE lessons and suggested that education on relationships was often poor. The Chairman considered that schools needed to be encouraged to make use of the various resources that were available to promote family relationships and suggested that the Youth Assembly might be a forum to promote this.

After further discussion,

### **Resolved:**

- 1. To note the briefing provided on the role of Children's Services in promoting family resilience as a form of early intervention.**
- 2. To request interested members to meet with officers and discuss the provision of PHSE in Wiltshire schools and the Council's influence in this area and report back to Committee.**



3. To request Cllrs Mary Douglas and Philip Whalley to scope the potential terms of reference of a task group looking at the topic of promoting family resilience and report back to the Committee.

59 **Ofsted Inspection - Children's Services**

The Associate Director for Operational Children's Services reported that an Ofsted Inspection of Wiltshire Council Children's Services had taken place in June 2015 and a report on the findings was awaited.

**Resolved:**

**To note the update provided.**

60 **Department for Education - Update from the Department for Children and Education**

The Committee received an update from Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Department for Education from May to June 2015 as follows:-

- Early years foundation stage (EYFS)
- Keeping children safe in education
- EBacc Policy Paper
- Technical and vocational qualifications for 14 to 19 year olds
- Initial teacher training criteria
- Academies annual report: academic year 2013 to 2014
- Academies update
- Update on the Education and Adoption Bill
- Supported internships for young people with learning difficulties
- New taskforce to transform child protection

**Resolved**

**To note the update provided.**

61 **Task Group Update**

The Committee 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

- School Improvement Strategy Task Group
- Special Educational Needs and/or Disabilities (SEND) Task Group

**Resolved:**

1. To note the update on task group activity provided.
2. To note that the SEND Task Group will now meet in September to consider progress with:
  - developing housing opportunities for young people with SEND
  - transitional housing for young people leaving care
3. To note that to date only two Members had expressed an interest in serving on the School Improvement Strategy Task Group and, in these circumstances, to send out a final request to Members asking for volunteers as a minimum of four Members were required to make the Task Group viable.
4. Following the executive response to the Final Report of the Schools and the LA Task Group received in April, Cllr Whalley to bring a revised recommendation to the committee for endorsement on 13 October.

**62 Forward Work Programme**

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

**Resolved:**

**To note the Forward Work Programme for this Committee.**

**63 Date of Next Meeting**

**Resolved:**

**To note that the next scheduled meeting of the Committee would be held on Tuesday 13 October 2015, at County Hall, Trowbridge, starting at 10.30am and that that this would be preceded by a pre-meeting information briefing on the Early Help Strategy starting at 9.30am.**

**64 Urgent Items**

There were no urgent items of business.

(Duration of meeting: 2.30 - 5.10 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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

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## HEALTH SELECT COMMITTEE

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### **DRAFT MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 28 JULY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Chuck Berry, Cllr Mary Champion, Cllr Christine Crisp, Cllr Mary Douglas, Cllr Sue Evans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Gordon King, Cllr John Knight, Cllr Paul Oatway, Cllr Jeff Osborn, Cllr John Walsh and Irene Kohler and Cllr Helen Osborn (Substitute)

#### **Also Present:**

Cllr Peter Edge, Cllr Magnus MacDonald

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#### **45 Election of Chairman**

Adam Brown, Democratic Services Officer, sought nominations for Chairman for the 2014/15 municipal year.

#### **Resolved:**

**Councillor Chuck Berry was elected Chairman of the Health Select Committee for the 2015/16 municipal year.**

#### **46 Election of Vice-Chairman**

The Chairman, Cllr Chuck Berry, sought nominations for the position of Vice-Chairman of the Health Select Committee for the 2015/16 municipal year.

#### **Resolved:**

**Councillor Gordon King was elected Vice-Chairman of the Health Select Committee for the 2015/16 municipal year.**

#### **47 Apologies**

Apologies were received from:

Cllr Chris Caswill  
Cllr Keith Humphries  
Cllr Nina Philips  
Diane Gooch  
Steve Wheeler

Cllr Chris Caswill was substituted by Cllr Helen Osborn.

**48 Minutes of the Previous Meeting**

**Resolved**

**To confirm and sign the minutes of the previous meeting held on 5 May 2015 as a true and accurate record, subject to the following amendment:**

**Minute No. 39 – Joint Health and Wellbeing Strategy Consultation**

**“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 specific investment in early intervention.””**

**49 Declarations of Interest**

**50 Chairman's Announcements**

- a) CQC Mental Health Warning (national press release previously circulated)

The previously circulated press release was referred to.

- b) Dental Health Briefing Update

The update in the agenda pack was referred to.

- c) Salisbury Hospital Staff Comments and AGM

It was proposed that a letter of congratulations be sent to the staff at Salisbury Hospital.

- d) Care Cap Postponed

The announcement was referred to.

**Resolved**

**To send a letter of congratulations from the Health Select Committee to the staff at Salisbury Hospital**

## 51 **Public Participation**

There were no questions or statements received.

## 52 **Public Health Service Plan**

Frances Chinemana, Consultant in Public Health was in attendance to present the Public Health Service Plan.

The first page of the service plan set out the broad public health environment in Wiltshire. Wiltshire was described as comprising of a generally healthy population. It was noted that there is however, pockets of deprivation coupled with an aging population. The priorities set out in the Joint Strategic Assessment (JSA) and the Health and Wellbeing Strategy were important in showing what the significant problems were, both locally and nationally.

The strategic priorities of the service plan were listed, these included:

- Protecting the population's health from major incidents and other threats (protect)
- Enabling early intervention and reducing preventable ill health to reduce the number of people dying prematurely (prevent)
- Ensuring that people make informed choices and live healthier lifestyles (promote)
- Tackling health inequalities
- Ensuring all of our services are working together to improve health outcomes as measured through PHOF (partnership)

The follow services were brought together under the service plan: Public Health, Public Protection, Leisure, Occupational Health, Knowledge and Information. Occupational Health had been integrated in order to help improve the wellbeing of the Wiltshire Council workforce. The Knowledge and Information Team had provided the information for the Joint Strategic Assessment (JSA).

The service plan was noted as providing the overarching objectives for the schemes, which they would all be working towards.

Demand trends for Wiltshire were explained. Both Wiltshire's ageing population and the pressure of military civil integration created an increase in demand for all services within the Council. Obesity was a key issue, with 62% of Wiltshire's adult population categorised as overweight or obese.

There were five main strategic priorities. Priority one was to protect the population from major incidents and other threats. Priority two was to enable early intervention and reduce preventable ill health and increase healthy life expectancy. Priority three was to ensure that people make informed choices and live healthier lifestyles. Priority four was to ensure all of our services work together to improve health outcomes as measured through PHOF. Priority five

was to tackle health inequalities. Much of priority five was explained as being linked to social deprivation, including age and social isolation.

It was confirmed that there were six mobile air quality units out in Wiltshire constantly monitoring air quality in their locations. The information they generated could be viewed through a Wiltshire air quality website. Their locations were noted as Salisbury, Marlborough, Devizes, Calne, and Bradford on Avon. Two other mobile air quality units were available for use in emergencies.

It was explained that the Public Health budget had not yet been cut, but indications suggested it would be cut by 4% in the future, with a potential £1.4million cut for Wiltshire. Maggie Rae, Corporate Director at Wiltshire Council, had lobbied the Secretary of State regarding this. A risk assessment had also been performed to identify areas which would be looked at to meet cuts.

A question was asked regarding the combination of sexual health and contraception as one priority. It was asked if more focus was needed on relationship aspects of sexual health regarding making the right choices. It was explained that information on services regarding this is provided.

Regarding the priority to ensure people make informed choices it was asked what the motivation was for people to change their lifestyles. Incentives were at a community and an individual level. Health Trainers were available around the county to help with any aspects of change. It was noted that 45% of those who have put in place lifestyle changes continue to maintain them 5months later.

Figures regarding alcohol related crimes on page six of the report were noted as coming from the police through a data sharing agreement.

It was clarified that the black incident at the Royal United Hospital was due to a lack of flow through the hospital, and that no patients from Wiltshire were a part of this incident.

## **Resolved**

- 1. To note the Public Health Service Plan**
- 2. To bring details of service cuts to the Health Select Committee as soon as Cabinet is aware**

## **53 Public Health England - Local Health Profiles**

Frances Chinemana was in attendance to present the Local Health Profile for Wiltshire from Public Health England.

Children's health was explained as being a key area of early intervention. Public Health had been working with the CCG, recently holding the first Obesity



Summit to develop a strategy around tackling the issue. It was explained that adult obesity was not as much of an issue as child obesity, but that the preference would be to reduce the figure from its current 22%.

Key problem areas were noted as being in the Public Health Service Plan. There included: smoking, malignant melanoma, and self-harm.

In response to these key problem areas it was explained that there was a stop smoking service available, a crucial danger area was noted as smoking during pregnancy and time of delivery. With regards to malignant melanoma it was important to ensure information was available to those concerned about their skin, and to provide education for those working outdoors and those who may be in a position to diagnose or notice the warning signs if malignant melanoma through their work. A new suicide prevention group had been set up within the previous six months to focus on suicide and self-harm.

The Committee noted that information on dental health was not included within the Public Health Service Plan; it was asked if this may be included in the future. It was explained that a member of staff would be going through a relevant survey and that this would be brought to the Committee when available.

It was noted that whilst the number of road incidents remained a large number this was most likely part of an overall downward yearly trend.

The Committee considered that it would be useful for indicators to be placed by each issue to indicate whether there is an overall improving or deteriorating trend. It was noted that this could be implemented.

## **Resolved**

### **To note the Local Health Profile for Wiltshire from Public Health England**

#### **54 Task Group Update**

##### **a) Better Care Plan Task Group**

Cllr John Walsh explained that a meeting had been arranged before the first main meeting of the Task Group to examine available data to help in the drafting of the Task Group's terms of reference to ensure that they are focussed.

The Task Group would be looking at key elements of the Better Care Plan due to its significance in improving overall health within Wiltshire. The Task Group was explained as being preceded by the Transfer to Care Task Group which concluded that it would be useful for a task group to look at the Better Care Plan and leave the task group to decide on areas of focus within this.

b) Passenger Transport Review (joint with Health Select Committee, Children's Select Committee and Environment Select Committee)

Cllr Peter Evans explained that the joint task group had recently formed and had a long process ahead of them. The task group had their first three meetings on 10 June, 16 June and 09 July 2015.

The terms of reference would be presented to the 01 September 2015 Environment Select Committee meeting for approval.

c) Help to Live at Home Task Group

Cllr Gordon King explained that the Task Group had been at work for 8-9 months.

The Task Group had interviewed AgeUK on their links with the voluntary sector and how it could help improve the quality of care at home.

Wiltshire Clinical Commissioning Group (CCG) had been interviewed about how they tasked and prioritised their inspections. The Task Group also spoke to Acute NHS Trusts regarding their management of patient flow. Two additional of the Acute Trusts would be spoken to in the future regarding this.

Upcoming activities for the Task Group included visits to Help to Live at Home clients, and delivering the Task Group's draft final report to the Health Select Committee in September 2015.

d) Joint Health Scrutiny Working Group – Avon and Wiltshire Partnership

The written update in the agenda pack was referred to.

e) Obesity and Child Poverty Task Group (joint with Children's Select Committee)

Cllr Magnus MacDonald explained that the first Wiltshire Obesity Summit on 09 July 2015 had provided the Task Group with a large amount of information to consider. All aspects of the Local Authority's activities were noted as being critical to the issue.

The terms of reference had been agreed by the Task Group at their 22 July 2015 meeting.

Volunteers for membership on the Task Group were sought as two members had stepped down. Cllr John Knight expressed his willingness to volunteer.

It was noted that part of the Task Group's work was to explore the possible extent of a link between poverty and obesity.

### **Resolved**

- 1. To endorse the Obesity and Child Poverty Task Group's terms of reference.**
- 2. To note the Obesity and Child Poverty Task Group's revised membership.**
- 3. To note Cllr John Knight's interest in joining the Obesity and Child Poverty Task Group.**
- 4. To note the update on the Obesity and Child Poverty Task Group's activity.**

#### f) Continence Services Task Group

Ted Wilson from Wiltshire CCG was in attendance to present Continence Service briefing note provided in the agenda pack.

The briefing note was explained as indicating that some changes around accessibility, availability, and delivery of products had been made to the service.

A review would be undertaken at the end of the year regarding the contract which would be taking into consideration complaints and compliments. Comments would be looked at on a case by case basis.

It was asked if a report could be provided in three months on progress, with particular focus on delivery frequency as storage was a particular concern for those living in small accommodation. Mr Wilson explained that the frequency of delivery was among the best in the country and that those with difficulties are looked at on a case by case basis.

As a part of the Better Care Plan it was noted that there is a prevention work scheme and a board chaired by Frances Chinemana which examines prevention work needed. Work was taking place with care homes regarding continence and hydration, as urinary tract infections (UTIs) were found to be a major cause of hospital admissions.

It was explained that pull ups were not recommended by the CCG but would be discussed case by case to examine need. Members expressed that this demonstrated a lack of flexibility and could result in social isolation. Mr Wilson stated that this was a point he could take back as the social aspect was a cause for concern.

A £1million overspend was noted within the budget. It was suggested by the Committee that a top-up could be implemented where the customer pays the

difference in price between products. Mr Wilson stated that this was a scheme that could be looked into.

Paul Lefever, Healthwatch Wiltshire, stated that pull ups were important in helping people to get out into the community and continue life as best as possible. They were noted as also being useful for those with learning difficulties.

#### **Resolved**

- 1. To receive a progress report on Continence Services in three months.**
- 2. For the Continence Services Task Group to compose a letter in response to the briefing note provided by the Wiltshire CCG on Continence Services.**

#### **55 Forward Work Programme**

The Forward Work Programme was presented.

#### **Resolved**

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

#### **56 Urgent Items**

There were no urgent items.

#### **57 Date of Next Meeting**

It was noted that the next meeting would be on Tuesday 22 September, 2015 at 10.30am in the Kennet Room - County Hall, Trowbridge BA14 8JN.

(Duration of meeting: 10.30 am - 12.30 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](mailto:adam.brown@wiltshire.gov.uk)

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

## STRATEGIC PLANNING COMMITTEE

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### DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 15 JULY 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 George Jeans and Cllr Pat Aves

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#### 50 **Apologies for Absence**

There were no apologies for absence.

#### 51 **Minutes of the Previous Meeting**

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 17 June 2015.**

#### 52 **Declarations of Interest**

There were no declarations of interest made at the meeting.

#### 53 **Chairman's Announcements**

There were no Chairman's announcements.

#### 54 **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 Nos. 55, 56 and 57 below.

55 **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. touring caravan, 1 No. septic tank, stables, hard standing, new access and keeping of horses**

**The following people spoke against the proposal:**

Mr Quinton Skinner, a local resident  
Mr R Branscombe, a local resident  
Cllr Brett Norris, Chairman of Mere Town Council

**The following person spoke in favour of the proposal:**

Dr Simon Ruston, the agent

The Committee received a presentation from the Case Officer which set out the main issues in respect of the application.

The Case Officer reminded the Committee that the application had previously been considered at its meeting on 11 March 2015 with an officer recommendation that approval be granted, subject to conditions.

The Committee 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 that copies of the Planning Inspector's decision regarding a similar application at Alderbury be provided.

The application was further considered by the Committee at its meeting held on 13 May 2015, following the submission of additional technical drainage information from the applicant, with an officer recommendation for approval, subject to conditions. During discussion a number of points were raised and it was agreed that they needed clarification. The Committee 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 requested.

A site inspection had taken place on Monday 13 May 2015 in which the Case Officer had explained the proposals.

Members of the Committee 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 received the views of Cllr George Jeans, the local Member, in which he explained his objections to the proposal and reasons why he considered that the application should be refused.

After a full and detailed discussion,

**Resolved:**

**To approve the application, subject to the following conditions:-**

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

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

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

**Drawing number 1464/04 dated November 2014, as deposited with the local planning authority on 28.11.14, and**

**Drawing number 1464/02A dated November 2014, as deposited with the local planning authority on 28.11.14, and**

**Drawing number 1464/03A dated November 2014, as deposited with the local planning authority on 28.11.14.**

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

- 3 The site shall not be occupied by any persons other than gypsies and travellers as defined in Annex 1 of the Department for Communities and Local Government publication "Planning Policy for Traveller Sites" dated March 2012 (or in any publication revoking or re-enacting or amending that publication with or without modification).**

**REASON: To restrict the occupation of the site, the residential use of which is only acceptable on the grounds of local and national planning policy specific to persons of gypsy and traveller status.**

- 4 No more than one caravan (as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968) shall be stationed on the site at any time and used for residential purposes. In addition no more than 1 other caravan comprising a touring caravan or traditional showman or gypsy wagon shall be accommodated on the site.**

**REASON: To control the numbers of caravans on the site, in the interests of amenity and Highway safety.**

- 5 No industrial or commercial activities shall take place on the land, including the storage of materials.**

**REASON: In the interests of amenity and Highway safety.**

- 6 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 centreline of the access, extending to each corner of the site frontage. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 1.0 metre above the level of the adjacent carriageway.**

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

- 7 The development hereby permitted shall not be first occupied until the first ten metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access area shall not be used for the parking of vehicles or trailers and shall be maintained as such thereafter.**

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

- 8 The gradient of the access shall not at any point be steeper than 1 in 15 for a distance of ten metres from its junction with the public highway.**

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

- 9 Any gates to close the access shall be set back a minimum distance of 9 metres from the carriageway edge and made to open inwards (away from the highway) only.**

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

- 10 The existing vehicular access to the site from the B3092 shall be stopped up in accordance with the approved details within one month of the first use of the approved access. 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:** To ensure the site is provided with an acceptable form of access, in the interests of highway safety.

**11** No development shall commence on site until a scheme for the discharge of foul water from the site including the following items:

- Calculations for sizing of septic tank suitable for at least 8 "beds/persons"
- Calculations for the soakaway system suitable for at least 8 "beds/persons"
- Site plan showing location of septic tank and soakaway to match the calculations
- Details of a separate scheme for the disposal of excavated material generated through construction works associated with the foul water scheme, if any

has been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the details thereby agreed, prior to the first occupation of the site.

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

**12** No development shall commence on site until a scheme for the discharge of surface water from the site including the following items:

- Details of enlargement of the existing pond (clearing/slight deepening and increased plan area)
- Details of maintenance work to existing ditch and its extension to new site access
- Details of building drainage (french drains) and connection to extended ditch line
- Details of soakaway to serve stable block
- Details of system at site entry to restrict highway surface flows from entering site and discharging instead to extended ditch line
- Details of a separate scheme for the disposal of excavated material generated through construction works associated with the surface water scheme (including the enlargement of the pond), if any
- Site plan showing the location of the above items to match details

has 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 first occupation of the site.**

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

- 13 The application site shall be served with mains electricity supply prior to first occupation.**

**Reason: To ensure the site is properly serviced and supplied with essential services**

- 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 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.**

**INFORMATIVES:**

**Land Drainage Consent**

**There will be a need to obtain formal Land Drainage Consent for any proposed outfall to a water course, or changes to the water course (including any piping or diversion) to cover any permanent and/or temporary works prior to construction of any stormwater drainage works on site as required under the Land Drainage Act 1991. Please note that obtaining of planning permission does not remove the need to obtain LDC before starting any works relating to the water course.**

**Horses accessing/leaving the site**

**The applicant is strongly recommended to consider incorporating measures to alert users of the adjacent highway to the presence of horses using the access to and from the site.**

56 **14/04756/FUL - Land at Salisbury Retail Park, London Road, Bishopdown, Salisbury, SP1 3YX: Site 1 - Full Application for Class A1 foodstore with associated petrol filling station and car parking, access and landscape works. Site 2 - Outline application (all matters reserved ) for provision of public open space/play area (ClassD2), incorporating a pedestrian and cycle link between Green Lane and London Road**

**The following people spoke in favour of the proposal:**

Ms Judy Scholey, representing the applicant  
Mr Ross Owen, the agent  
Cllr Colin Froude, City Ward Councillor & local resident  
Ms Gill Anlezark, Secretary, Cycling Opportunities Group for Salisbury  
Cllr John Lindley, Chairman of Planning & Transportation Committee, Salisbury City Council

The Committee received a presentation by the Case Officer which set out the main issues in respect of the application with a recommendation that planning permission be granted subject to conditions. The Case Officer drew attention to discussions that were continuing with regards to the inclusion of an air quality financial contribution within the S106 agreement.

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.

Cllr Bill Moss, as local Member, spoke in support of the application but subject to the provision of a pedestrian and cycle link from Green Lane to London Road.

After discussion, during which Members supported the access from Green Lane to London Road within the scheme,

**Resolved:**

**To grant planning permission, subject to:-**

- (1) The Secretary of State being consulted and delegating the application back to the Local Planning Authority for determination,**
- (2) A Section 106 Legal Agreement being entered into with respect to the provision of the following highway related mitigation measures:**
  - a) Financial contribution of £350,000, towards the provision and improvement of bus services to and from the site.**

- b) **The provision of a green travel plan to encourage users of the proposed development to use non-car travel modes to access the site.**
- c) **A scheme for the provision of public art on the application site, utilising the financial contribution previously provided to the council as part of reserved matters permission s/1998/0373.**
- d) **A scheme for the provision of an area of ecological mitigation for site b (required as a result of the development of site a) that the timing, provision, and maintenance of site b shall be submitted to and agreed in writing by the local planning authority by a specified date and in accordance with agreed trigger points. The scheme shall include retained and new planting, and the provision of a 3m wide pathway and cycle-path between London Road and Green Lane. The scheme shall allow for free public access through the site in perpetuity.**

**(3) The following conditions:-**

01 The development (subject of Site A – retail store, petrol station, car parking, servicing area and landscaping, and access points) hereby permitted shall begin no later than three years from the date of this decision.

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

**Approved details**

02 The development shall be carried out in accordance with the submitted details of materials as outlined as part of this planning application, unless otherwise agreed in writing by the Local Planning Authority.

Proposed Site Plan: 13.145.A(00)\_04 Rev H

- Proposed Ground Floor Plan: 13.145A(00)\_05 Rev C
- Proposed Roof Plan: 13.145A(00)\_06 Rev C
- Proposed Site Sections: 13.145A(00)\_07 Rev C
- Proposed Elevations: 13.145A(00)\_08 Rev E
- Proposed Part Elevations: 13.145A(00)\_09 Rev D
- Proposed Colour Elevations: 13.145A(00)\_14 Rev B
- Proposed Landscape Master Plan A2309 03 Rev G

• Design and Access Statement Appendix – Design Amendments (to be read in conjunction with previously submitted Design and Access Statement Rev C)

- Retail Assessment
- Transport Assessment
- Draft Travel Plan
- Design & Access Statement
- Supplementary Design & Access Statement relating to PFS
- Air Quality Assessment
- Ecological Appraisal – Full application/Asda store
- Ecological Appraisal – Outline application
- Tree Survey Report
- Statement of Community Involvement
- Environmental Noise Survey/Noise Impact Assessment
- Flood Risk Assessment (incorporating drainage strategy)
- Heritage Assessment
- Ground Investigation Report
- Waste Management Statement
- External Lighting Design Statement
- Energy Conservation Design Statement
- Ventilation & Extraction Design Statement

REASON: In order to ensure that the scheme is constructed in accordance with the details previous agreed

### **Materials**

03 No external materials or external facade works shall take place/be applied until full details/samples of the materials for the external elevations of the buildings and walling, have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In order to ensure that the architectural details of the scheme are of an acceptable quality.

### **Noise Management Plan**

04 Before the retail store first comes into use/operation on Site A, there shall be submitted to and approved in writing by the Local Planning Authority, a Noise Management Plan which shall include all operational activities and fixed plant, including delivery times for goods to the retail unit, the operating times for the click and collect facility, and a scheme for insulation against noise emissions from extractor fans and all similar equipment. Unless expressly agreed by the LPA as part of the Noise Management Plan, the waste compactor facility shall

only operate between 0600hrs and 2300hrs. Development shall be carried out in accordance with the approved Noise Management Plan.

REASON: In the interests of the protection of amenity

### **Customer trolleys**

05 Before the retail use of Site A hereby permitted first comes into operation, a scheme to restrict the removal of customer trolleys from the retail park site shall be submitted to and approved in writing by the Local Planning Authority prior to the retail foodstore. Development shall be carried out in accordance with the approved scheme.

REASON: To limit the impact of the development on adjacent residential amenity

### **Lighting**

06 Before the erection of any lighting on either Site A or B, a scheme for the lighting of the car park, cycle/footway and the buildings shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: To limit the impact of the development on visual and residential amenity and the surrounding natural habitat.

### **Landscape and ecology**

07 No development shall take place, including site clearance, until a Landscape and Ecology Management Plan has been submitted to and approved in writing by the Local Planning Authority which should include the following points (a) tree and shrub/vegetation protection and retention along the western boundary of the site (Green Lane) as ecological compensation; (b) a scheme for the assessment, protection and translocation of any existing reptiles; (c) the provision of bird boxes on the proposed landscaping areas; (d) any site vegetation clearance between March-August inclusive shall not commence until approved in writing by the Local Planning Authority (e) a timetable, and details of a management regime for the long term maintenance of the open/planted areas, and which body will be responsible for implementing the Plan. All works will be carried out in accordance with the agreed Plan.

REASON: To limit the impact of the development on visual and residential amenity and the surrounding natural habitat.

### **Construction works**

08 No development shall take place, including site clearance, until a Construction Environmental Management Plan has been submitted to and approved in writing by the Local Planning Authority which should include the following points (a) lighting on site during construction and the control of light pollution; (b) the siting of any compound, plant, machinery, and parking of all vehicles associated with construction (c) the protection of the aquifer, river system, ecology and adjacent residential uses from pollution during construction; (d) the hours of construction of the development hereby permitted shall be limited to the following times - Monday to Friday - 0700 hours to 1800 hours, Saturday - 0800 hours to 1300 hours, and there shall be no construction work carried out on Sundays and Public Holidays.

All works will be carried out in accordance with the agreed Plan.

REASON: To limit the impact of the development on visual and residential amenity and the surrounding natural habitat.

### **Retail limitations**

09 With regards Site A, 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 retail store shall be used solely for purposes within Class(es) A1 (retail) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended)(or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification). There shall be no subdivision of the Class A1 retail unit hereby approved, or any additional internal floor space created (including any insertion of mezzanine floors) for the purposes of additional net retail sales area, not covered by this permission.

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 and in order to limit the impact of the development on the vitality and viability of Salisbury city centre, including the planned Maltings and Central Car Park development, and surrounding small scale neighbourhood retail shops.

10 Regards site A, notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions to, or extensions or

enlargements of any building forming part of the development hereby permitted for the purposes of the creation of additional net retail sales floor area.

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 and in order to limit the impact of the development on the vitality and viability of Salisbury city centre, including the planned Maltings and Central Car Park development, and surrounding small scale neighbourhood retail shops.

### **Landscaping**

11. With regards to Site A, no landscaping works shall take place until a scheme detailing the hard and soft landscaping has been submitted to and approved by the LPA. This should include details of surface materials; planting along the southern boundary of Site A with Site B; times of planting, species and size; and a long term maintenance scheme for the soft landscaping. The landscaping shall be carried out and maintained in accordance with the approved scheme.

REASON: In order to soften the future visual impact of the proposed buildings and improve the street scene

### **Highways and parking**

12 No development shall take place until full details of the construction of a shared cycleway/footway along Pearce Way and London Road together with a new link between London Road and Green Lane (including on site B), including new bus shelter, raised kerbs,

any additional street lighting and all works contained within the existing public highway at the proposed access point, and detailed design of the cycle parking facilities, have been submitted to and approved in writing by the Local Planning Authority; the works shall be constructed in accordance with the approved details prior to the retail use of the development first coming into operation.

REASON: To improve the sustainability and accessibility of the site by non car modes of transport.

13 No part of the development of Site A hereby permitted shall be first brought into use until the access, turning area, servicing area, parking spaces and cycle 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 and to ensure that satisfactory facilities for the parking of cycles are provided, and to encourage travel by means other than the private car.

### **Drainage**

14 No development shall take place regards the drainage scheme/works for the site, until a scheme for the discharge of surface and foul water from the buildings hereby permitted has been submitted to and approved in writing by the Local Planning Authority, and the drainage scheme shall be carried out and retained in accordance with the approved details. The scheme submitted shall limit surface water run-off and shall involve safe management and on-site storage of surface water in excess of the design capacity of the drainage system.

REASON: To limit the impact of the scheme on the drainage system and surrounding natural habitats.

### **Archaeology**

15 No development shall commence within Site A or Site B until:

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

### **Sustainable design**

16 The development of hereby permitted shall achieve a BREEAM ( Building Research Establish Environment Assessment Method) rating of 'very good'. Unless otherwise agreed in writing with the Local Planning Authority, the retail unit shall not be occupied until the post- construction state assessment and subsequent BREEAM Certificate certifying that 'very good' status has been achieved has been submitted to and agreed in writing by Local Planning Authority.

REASON: In order to produce a scheme with a high level of sustainable design in accordance with adopted Wiltshire Core Strategy Policy CP41

### **Site B**

17 Notwithstanding the provisions of condition 1 above, the development hereby approved for Site A shall not be commenced until a scheme for the protection of existing flora and fauna on Site B (as defined on the approved plans) including the protection of the trees and existing vegetation along the Green Lane boundary, as ecological compensation areas, during the construction of Site A has been submitted to and approved in writing by the Local Planning Authority.

REASON: In order to ensure that Site B is protected from development works during the construction of Site A, in order that a suitable area of ecological mitigation is retained during the construction of Site A.

18 With regards Site B (the ecological mitigation area), approval of the details of the layout, external appearance of any buildings/structures, and the landscaping thereto of Site B (excluding those works approved in full as part of Site A) of the site (herein called the reserved matters) shall be obtained from the Local Planning Authority in writing, prior to commencement of the development of Site B. Development shall be carried out in accordance with the approved details.

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

19 Applications for the approval of the reserved matters in relation to Site B shall be made to the Local Planning Authority before the expiration of 3 years from the date of this permission. The development of Site B 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: The application was made for outline planning permission and is granted to comply with the provisions of Section 92 of the Town and Country Planning Act 1990 and Article 5 (1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

#### **Additional access via Green Lane**

20 No development associated with the link to Green Lane shall commence on site until full details of a direct pedestrian/cycle link from Green Lane into the north western boundary of the site have been submitted to and approved in writing by the Local Planning Authority, including required tree and shrub protection/replanting and levels. No part of the development hereby approved shall be first brought into use until that link has been completed in accordance with the approved details.

REASON: To ensure that adequate pedestrian and cycle routes are provided to the site in the interests of highway safety.

## **INFORMATIVE**

1.The Environment Agency has indicated that detailed design of the surface water management scheme for the proposed development must meet the following criteria:

Any outflow from the site to watercourse must be limited to existing Greenfield run-off rates and volumes and discharged incrementally for all return periods up to and including the 1 in

100 year storm. There should be parity in runoff rate and volume. Any additional volume of runoff caused by the development must be discharged at 2l/s/ha or less. Any discharge to public sewer must be agreed with the operator.

The surface water drainage system must incorporate enough attenuation to deal with the surface water run-off from the site up to the critical 1% Annual Probability of Flooding (or 1 in a 100-year flood) event, including an allowance for climate change for the lifetime of the development. Drainage calculations must be included to demonstrate this (e.g. Windes or similar sewer modelling package calculations that include the necessary attenuation volume).

Where infiltration forms part of the proposed stormwater system such as infiltration trenches and soakaways, soakage test results, test locations and detailed designs are to be submitted in accordance with BRE digest 365. The site investigation should look at seasonal variation in ground water levels and infiltration rates.

If there is any surcharge and flooding from the system, overland flood flow routes and "collection" areas within the site (e.g. car parks, landscaping) must be shown on a drawing. CIRIA good practice guide for designing for exceedance in urban drainage (C635) should be used. The run-off from the site during events up to and including the critical 1 in 100 year storm plus an allowance for climate change must be contained within the site and must not reach unsafe depths on site. The adoption and maintenance of the drainage system must be addressed and clearly stated.

2.The Environment Agency has indicated that safeguards should be implemented 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:

<https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>

3. The applicant should note that the advertisements shown on the submitted plans cannot be approved as part of this planning application, and will need separate advertisement consent.

4. The archaeological investigation work should be conducted by a professional archaeological contractor in accordance with a Written Scheme of Investigation agreed by this office. There will be a financial implication for the applicant.

57 **14/11919/OUT - Land off A365, Shurnhold, Melksham - Outline application with all matters reserved except for access, for demolition of existing structures and construction of up to 263 dwellings with access open space, landscaping and associated works**

**The following people spoke against the proposal:**

Mr Charles Adams, a local resident

Mr Mark Ashkowski, a local resident

Mr Francis Morland, a Wiltshire resident

Cllr Paul Carter, representing Melksham Without Parish Council

Cllr Andrew Hinchcliffe, representing Melksham Town Council

The Committee received a presentation from the Area Development Manager which set out the main issues in respect of the application. The report was introduced which recommended that planning permission be refused.

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 views of Cllr Pat Aves, the local Member, objecting to the proposal and urging the Committee to refuse permission.

After some discussion,

**Resolved:**

**To refuse planning permission for the following reasons:-**

- 1. The site is located in open countryside outside the limits of development defined for Melksham in the Wiltshire Core Strategy. The proposal would conflict with Core Policies 1, 2 and 15 of the**

**Wiltshire Core strategy, which seeks to properly plan for sustainable development of housing in Wiltshire.**

- 2. The proposal conflicts with the Council's plan-led approach to the delivery of new housing sites outside of the identified limits of development, as set out in Core Policy 2 of the Wiltshire Core Strategy which seeks to provide new housing sites to deliver the identified needs in the Melksham Community Area through a Site Allocations DPD and/or a Neighbourhood Plan, a strategy supported by both the Wiltshire Core Strategy Inspector, and the Secretary of State in his appeal decision at Park Lane, Malmesbury. The site has not been brought forward through this process and the adverse impacts identified in reasons 3-7 below reinforce the need for the delivery strategy required by policy CP2 and CP15 as the properly planned method of establishing the most sustainable sites for meeting the housing needs of Melksham.**
- 3. The proposal would create a large block of housing isolated from other development by surrounding fields. It would have an urbanising effect on this area of open countryside and the rural footpaths that cross it that would have an adverse impact on the character and appearance of the area that would be detrimental to the rural approach to Melksham that currently exists on this side of the A365. The proposal would therefore conflict with policy CP51 of the Wiltshire Core Strategy and with a core principle of the NPPF to take account of the intrinsic character and beauty of the countryside.**
- 4. Wiltshire Council as Lead Local Flood authority is working together with other agencies to undertake a full drainage catchment review for the whole catchment from Shaw/Whitley down to the River Avon to identify potential drainage works and/or improvements to resolve current flooding issues within the catchment and to allow for potential future developments. The report findings will have a major influence on the whole catchment and the particular drainage strategies of potential future developments. Therefore prior to the completion and publication of the report any application for development especially on greenfield sites such as this application is premature and could result in additional flooding and not meeting the resultant required strategy for the benefit of the whole catchment. The proposed development is therefore not in accordance with Chapter 10 of the NPPF and Policy CP68 of the Wiltshire Core Strategy.**
- 5. The proposal would result in a need for 74 primary school places, for which there is no capacity currently or capacity for expansion to accommodate the primary school places generated as a result of the proposal. It would therefore not be in accordance with CP3 (Essential Infrastructure) of the Wiltshire Core Strategy.**

6. **The proposal would result in harm to the setting of listed buildings at Shurnhold and the benefits of the scheme do not outweigh the harm. The proposal is therefore not in accordance with CP58 of the Wiltshire Core Strategy or paragraph 132 of the NPPF.**
7. **The majority of the site is shown on the agricultural land classification maps as Grade 2. The applicants have not provided any evidence to contradict this assessment and in the absence of such evidence, the Council is concerned that the proposal would lead to the loss of agricultural land that is defined as the best and most versatile. This would conflict with paragraph 112 of the NPPF.**

58 **Date of the Next Meeting**

On being informed about the problems encountered in attempting to arrange a separate meeting in early September to consider army basing applications,

**Resolved:**

**To agree that the army basing applications be considered, provided that they are ready for determination, at the next scheduled meeting of the Committee due to be held on Wednesday 23 September 2015, starting at 10.30am.**

59 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 am - 1.40 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](mailto:roger.bishton@wiltshire.gov.uk)

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

## **NORTHERN AREA PLANNING COMMITTEE**

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**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING  
HELD ON 15 JULY 2015 AT COUNCIL CHAMBER - COUNCIL OFFICES,  
MONKTON PARK, CHIPPENHAM.**

**Present:**

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

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**65 Apologies**

Apologies were received from Cllrs Mollie Groom and Howard Marshall.

**66 Minutes of the Previous Meeting**

The minutes of the meeting held on 24 June 2015 were presented.

**Resolved:**

**To approve as a true and correct record and sign the minutes of the  
meeting held on 24 June 2015.**

**67 Declarations of Interest**

There were no declarations of interest.

**68 Chairman's Announcements**

There were no Chairman's announcements.

**69 Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

**70 Planning Applications**

**71 14/12070/FUL - The Park, High Street, Sutton Benger, Wiltshire, SN15 4RQ**

The Planning Officer introduced the report which recommended that authority to grant planning permission be delegated to the Area Development Manager subject to the completion of a Section 106 agreement to address on site affordable housing provision and subject to conditions. The application was for a residential development comprising 13 dwellings with associated gardens, parking, drainage, and landscaping. It was noted that the site was previously developed land and located within framework boundary of the village.

The proposal was considered to be of high quality design with good boundary treatments and was well received by local residents. The Planning Officer highlighted that a stream was situated to the north of the site. It was explained and there had been previous issues with flooding but that the proposal and previous phase of development had improved drainage in the locality; the Drainage Officer had no objections to the current proposal.

There were some initial concerns from internal consultees regarding the design and character of the original proposal and it was noted that the applicant had made revisions in response to these. The Planning Officer drew attention to late items which demonstrated that the Trees Officer and Urban Design Officer had no objections to the revised proposal.

It was explained that the Affordable Housing Team had sought and received plans to meet the local demand for affordable housing. The current proposal would provide 40% affordable housing which was considered to meet local need by the Affordable Housing Team; it was highlighted that this was a relevant material consideration under government guidance in the National Planning Policy Framework (NPPF).

The Planning Officer commented that marketing had been required to safeguard existing business uses under the North Wiltshire Local Plan policy BD 2 to establish whether there was continued demand for employment use. The marketing of this site had been undertaken for a period of 18 months and all forms of commercial operation had been advertised. It was clarified that one relevant expression of interest had been received but that it had been dismissed by the site owner as below market value. It was also highlighted that marketing for such a change of use was no longer required under the Wiltshire Core Strategy policy, which was adopted on 20 January 2015. The key dispute between the applicant and officers was the valuation placed on the land. Officer went on to identify that there were a range of material circumstances and considerations in favour of the development proposal that must be weighed in the balance against the harm identified. On balance officer considered that at the current time the benefits outweighed the harm and justified a departure from the development plan.

The Committee then had the opportunity to ask technical questions and it was confirmed that the marketing carried out by the applicant had been reviewed in detail by Estates and Economic Development and was considered to be sufficient.



The Committee questioned if similar employment land and buildings nearby were available or had been sold and it was confirmed that there were such buildings in the locality and that these had not been sold but had been vacant for quite some time.

The Committee enquired how market value was established. It was explained that market value was calculated by local estate agents with experience and knowledge of the market value of properties of the area and in reference to the value of comparable sites that had recently been sold. It was noted that there was only one relevant comparable site in this instance that officers could identify.

It was clarified that the site had been marketed as a single site with no explicit consideration of multiple smaller sites or units of accommodation in varied uses. However, it was highlighted that the site had been marketed for all commercial uses.

The Planning Officer explained that the North Wiltshire Local Plan, which required the marketing procedure in this application under BD2 (safeguarding existing business uses), had now been replaced by the newly adopted Wiltshire Core Strategy. It was highlighted that under Core Policy 35 of the Wiltshire Core Strategy, there was no requirement to market this land for employment purposes. However, it was advised that the Core Strategy was currently under review.

The local member, Cllr Howard Greenman, explained that Sutton Benger was a first tier sustainable community and was identified as a large village in the Wiltshire Core Strategy. It was explained that many local residents had understood that the commercial use site would eventually house a shop for the village. It was hoped that this would help to accommodate the residences that had already been built in the area.

The local member also drew attention to the fact that Sutton Benger was to have its first Neighbourhood Plan meeting on 15 July 2015 and urged the Committee to take account of local demand in considering this application.

In the debate that followed, the Committee noted that the marketing exercise for employment land was no longer required under the Wiltshire Core Strategy. However, it was suggested that the creation of jobs in all large villages was vital to ensure sustainable communities and that the market for smaller start up units had been overlooked, notably as superfast broadband was being rolled out in the area.

The Committee considered a proposal that there was insufficient evidence regarding whether or not there was suitable employment land for other smaller units in the area.

**Resolved:**

**To DEFER to receive further information in respect of the currently available employment space in the locality and details in respect of the marketing of the site undertaken to date with particular reference to small employment units providing flexible workspace for new small businesses. To receive from the applicant clarification of how the site was marketed and whether or not the exercise included provision for such flexible workspace and what response was received in that respect.**

**Members clarified that no time limit as to a further report to Committee was identified; members confirmed that additional marketing was not being required.**

72 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 3.55 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](mailto:fiona.rae@wiltshire.gov.uk)

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

## **NORTHERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 5 AUGUST 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 Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Philip Whalley (Substitute), Cllr Desna Allen (Substitute) and Cllr Chuck Berry

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#### **73 Apologies**

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

Apologies for absence were also received from Cllr Chris Hurst who was substituted by Cllr Glenis Ansell and Cllr Howard Greenman who was substituted by Cllr Philip Whalley.

It was also noted that Cllr Christine Crisp gave her apologies for any part of the meeting that occurred after 4.15pm due to other council business; A substitute had been requested but was not available.

#### **74 Minutes of the Previous Meeting**

The minutes of the meeting held on 15 July 2015 were presented.

#### **Resolved:**

**To confirm as a true and correct record the minutes of the meeting held on 15 July 2015.**

#### **75 Declarations of Interest**

Cllr Philip Whalley declared that he had previously considered items 6c, 15/05372/FUL and 15/05824/LBC - 8 Pound Pill, Corsham, Wiltshire, SN13 9HZ, and 6e, 15/03367/FUL - Neston Gospel Hall, Chapel Lane, Neston,

Wiltshire, SN13 9TD, as a member of Corsham Town Council but confirmed that he would be considering these applications with an open mind.

76 **Chairman's Announcements**

There were no Chairman's announcements.

77 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

78 **Planning Applications**

79 **15/03136/OUT - Ridgeway Farm, Tetbury Lane, Crudwell, Wiltshire, SN16 9HB**

James Griffin spoke in support of the application.

Tim Roberts and Alex Stewart spoke in opposition to the application.

The Planning Officer introduced the report which recommended that authority be delegated to the Area Development Manager to grant planning permission subject to the completion of Section 106 agreement and conditions. The application was for the erection of 10 dwellings, associated parking, public open space, landscaping and associated works.

The Planning Officer drew attention to late items and explained that, although the application related to a greenfield site, the site had several large agricultural barns of a standard modern construction, with some smaller general purpose outbuildings and associated hardstanding. It was highlighted that the application included a new public right of way and the provision of a surfaced footpath on Tetbury Lane and 40% affordable housing.

The Committee then had the opportunity to ask technical questions and it was confirmed that all agricultural buildings were excluded from the definition of previously developed land in the National Planning Policy Framework (NPPF); this was why the site was referred to as greenfield land, despite the existing areas of hardstanding.

The Planning Officer explained that the site was completely outside of the settlement boundary for Crudwell. It was also clarified that a section of the right of way (RoW) did not appear to be in the land ownership of the applicant. The Planning Officer explained that the plan was an indicative layout and the RoW provision to be secured through the Section 106 agreement would be limited to land within the applicant ownership.

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

The Planning Officer responded to comments from the public and explained that Wessex Water considered the area to have sufficient capacity for foul drainage. The Planning Officer noted that there were representations that highlighted foul drainage issues in the area but explained that Wessex Water had been consulted and had no objections. It was highlighted that drainage was conditioned in the officer recommendation and this would require further drainage details to be submitted and approved prior to the commencement of development.

The Planning Officer drew attention to the fact that Highways had no objections to the proposal and that a footpath was to be provided on Tetbury Lane. It was also clarified that the proposed gift of land to neighbouring properties was not a material consideration in the determination of this planning application.

The local member, Cllr Chuck Berry, highlighted that the proposals extended deep into the countryside and slightly beyond the existing concreted area. It was explained that there were nearly 100 letters in opposition to this proposal and that local residents were concerned about sewerage issues. The local member drew attention to the strict control of development outside the settlement boundary set out in Wiltshire Core Strategy Core Policy 1 and urged the Committee to consider the appropriateness of this proposal in the current time and location.

The Planning Officer confirmed that the Housing Sites Development Plan Document and the Neighbourhood Plan would be able to bring forward sites for development in the future. However, it was explained that these were both at an early stage of development and neither had submitted plans or documents yet. As such, little weight could be given to them in determining planning applications at present. Attention was also drawn to the fact that the proposal was an outline application and was considered, on balance, to justify a departure from the development plan.

In the debate that followed, the Committee considered the sewerage issues in the local area and the potential impact on health. The Committee also noted that Wessex Water had made no objection to the proposals and that further drainage detail was required to be submitted and approved. Members also considered the positive impact of increased affordable housing in the area and the provision of a footpath on Tetbury Lane.

**Resolved:**

**To DELEGATE authority to the Area Development Manager to grant planning permission subject to the completion of a section 106 agreement and 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 layout of the development;
  - (b) The external appearance of the development;
  - (c) The landscaping of the site;The development shall be carried out in accordance with the approved details.

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

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 is limited to up to a maximum of 10 dwellings.

**REASON:** In the interests of amenity having regard to the characteristics of the site and surrounding development.

5. No development shall commence on site until a scheme for the discharge of foul water from the site has been submitted to and approved in writing by the Local Planning Authority.

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

6. The development shall not be first occupied until foul water drainage has been constructed in accordance with the approved scheme.

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

7. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating information on peak flow/volume control/flood risk within development/structural integrity/design for maintenance considerations, has been submitted to and approved in writing by the Local Planning Authority.

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

8. 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

9. 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:
- full details of any to be retained, together with measures for their protection in the course of development;
  - a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
  - finished levels and contours;
  - means of enclosure;
  - car park layouts;
  - other vehicle and pedestrian access and circulation areas;
  - all hard and soft surfacing materials;
  - minor artefacts and structures (e.g. 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);
  - retained historic landscape features and proposed restoration, where relevant.

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

10. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge

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

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

11. No development shall be occupied until self closing 'access for all' gates (or similar approved) are provided on the proposed Right of Way.

**REASON:** In order to retain livestock at each end of the new section of connecting public right of way crossing the adjoining field.

12. No part of the development hereby permitted shall be first occupied until the access layout and the visibility splays shown approved plans "Proposed Site Access with potential Footway Link to Village Hall, 1503-72 Figure 4.1" have been provided with no obstruction to visibility at or above a height of 0.6m above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

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

13. No development shall commence on site until details of the estate roads, footways, footpaths, junctions, street lighting, sewers, drains, surface water outfall, visibility splays, carriageway gradients, car parking and street furniture, including the timetable for provision of such works, have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied until the estate roads, footways, footpaths, junctions, street lighting, sewers, drains, surface water outfall, visibility splays, carriageway gradients, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.

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

14. No dwelling on the development hereby approved shall be occupied until sufficient parking spaces in accordance with current standards together with vehicular access thereto have been provided in



accordance with details 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.

15. No development shall commence on site until full construction details of the proposed footway link (including provision for verge/ hedge) to the village hall have been submitted to and approved by the Local Planning Authority. The development shall not be first occupied before that footway link been constructed and laid out in accordance with the approved details ("Proposed Site Access with potential Footway Link to Village Hall, 1503-72 Figure 4.1").

**REASON:** To ensure that the new footway is provided and constructed in a satisfactory manner.

16. The roads, including footpaths and turning spaces, shall be constructed so as to ensure that, before it is occupied, each dwelling has been provided with a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.

**REASON:** To ensure that the development is served by an adequate means of access.

17. The dwellings 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.

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

Drawing No: A-P-100-01d (June 2015)

Drawing No: A-P-100-01e (June 2015)

Drawing No: A-P-100-02b (June 2015)

Drawing No: A-P-100-03b (June 2015)

Drawing No: A-P-100-04 (June 2015)

Drawing No: A-P-100-05b (June 2015)

Drawing No: A-P-100-06b (June 2015)

Drawing No: A-P-100-07b (June 2015)

Drawing No: A-P-100-08b (June 2015)

Drawing No: A-P-100-09a (June 2015)

Drawing No: A-P-110-01f (June 2015)  
Drawing No: A-P-600-01e (June 2015)  
Drawing No: A-P-600-023 (June 2015)  
EVZYGO Flood Risk Assessment Report (April 2015)  
EVZYGO Flood Risk Assessment Drawings (April 2015)  
EVZYGO Flood Risk Assessment App. 1, 2 & 3 (April 2015)  
TPA Transport Assessment Report (April 2015)  
Sustainable Energy Statement (July 2015)

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

- 19. INFORMATIVE TO APPLICANT:** Any alterations to the approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.
- 20. INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.
- 21. INFORMATIVE TO APPLICANT:** 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.
- 22. 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](http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy)

80 **15/03573/FUL - 5 Mead Villas, High Street, Box, Corsham, Wiltshire, SN13 8NB**

The Planning Officer introduced the report which recommended that planning permission be granted subject to conditions. The application was for the erection of a three storey side extension located within the Area of Outstanding Natural Beauty and the Box conservation area. It was highlighted that, due to

the gradient of the land, the extension would appear as a two storey extension from streetview. It was confirmed that the access to the property remained the same, parking was provided, and Highways had no objections. The Case Officer and Highways advised that a decking area now existed to the rear of the property and this would have to be removed in order to meet parking requirements; a condition to this effect was attached to the officer recommendation.

The application was considered to be of high quality and appropriate to the location. The Planning Officer explained that there were some concerns from residents and Box Parish Council about privacy, mass, bulk and scale but considered the proposals to be sufficiently set back to avoid overlooking or an overbearing impact.

The Committee then had the opportunity to ask technical questions and it was confirmed that, should the Committee be mindful to grant planning permission, it was possible to insert a condition that would tie the proposed extension to the host dwelling.

The local member, Cllr Sheila Parker, highlighted that local opposition mainly related to the size of the proposed extension and the car parking provision. Concern was expressed that there would be insufficient space for vehicles to attend the site during construction and that this would negatively affect local residents. The local member urged the Committee to consider the impact of the proposal on local residents and, if necessary, to add an informative about considerate construction.

In the debate that followed, it was proposed and seconded to add a condition requiring the extension to remain ancillary to the host dwelling. The Committee noted the importance of minimising the impact of building works on the local community and agreed to add an informative to the applicant to encourage liaison with Box Parish Council.

**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 Plans & Elevations Drg.VL.2015/04/02 (received 27 April 2015),  
Location &**

**Block Plan Drg.VL.2015/04/01 rev.A and Proposed Plans & Elevations  
Drg.VL.2015/04/03 rev.A (both received 5 June 2015)**

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

- 3. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

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

- 4. No part of the development hereby approved shall be first brought into use until the parking area shown on the approved plans (drawing VL 2015/04/01 rev.A) 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. To provide 2 spaces in accordance with Wiltshire parking standards of 3 spaces for a 4+ bedroom house.**

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

- 5. 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 5 Mead Villas, High Street, Box 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.

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

**INFORMATIVE TO APPLICANT:** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence. If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

**INFORMATIVE TO APPLICANT: Please note that Council offices do not have the facility to receive material samples. Please deliver material samples to site and inform the Planning Officer where they are to be found.**

**INFORMATIVE TO APPLICANT: It is recommended that the applicant/developer considers and utilises the guidance within the UK Construction Group's 'The Good Neighbour Site Guide' available online.**

**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 parking of vehicles on land outside their control and under private ownership. Prior to the commencement of development the applicant is requested to contact the Parish Council to discuss parking arrangements for the contractors working on site.**

81 **15/05372/FUL and 15/05824/LBC - 8 Pound Pill, Corsham, Wiltshire, SN13 9HZ**

Peter Frost and David Pearce spoke in support of the application.

The Planning Officer introduced the report which recommended that planning permission be refused. The application was for the partial demolition of a garden wall, the erection of a two bay car port and gate to the rear garden. The Planning Officer drew attention to late items and it was confirmed that Highway safety had not been a reason for the call in. The building was a Listed building and largely maintained its original form and design. The Planning Officer noted that there were concerns about the location of garage, and the size, scale, and mass of the proposal.

It was explained that the Conservation Officer considered the current garden wall, although not the original, to add to the historical importance of the property.

The Planning Officer explained that the applicant had submitted a revised site plan which maintained the position of the original wall. It was highlighted that this plan had not been subject to the required 21 day period of consultation and it was not possible to determine whether this revision satisfied the concerns of the Conservation Officer. As such, the plan could not be allocated significant weight in determining the application.

There were no technical questions.

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

The local member, Cllr Philip Whalley, highlighted that the revised plans submitted by the applicant constituted a significant amendment. It was suggested that these changes were intended to address the concerns of the Conservation Officer and the local member urged the Committee to defer consideration of this application in order to allow officers to address and be consulted on the revised scheme.

In the debate that followed, members considered whether there was insufficient information to make a decision, it was proposed and seconded that the item should be deferred for one cycle in order to fully consult on the amended plans.

**Resolved:**

**To DEFER for one cycle in order to ensure that appropriate consultation was undertaken in relation to the amended plans submitted by the applicant, specifically to consult with the Conservation Officer who had objected to the original plans.**

82 **15/03266/FUL - Land off Shirehill Lane, West Kington, Chippenham, Wiltshire, SN14 7AR**

David Pearce spoke in support of the application.  
Suzanne Holdem spoke in opposition to the application.

Cllr Jeanne Bush, Nettleton Parish Council, and Cllr Bob Veitch, Marshfield 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 a general purpose agricultural building in the Cotswold Area of Outstanding Natural Beauty. The Planning Officer noted that the Cotswolds Conservation Board had objected to the original application but had withdrawn this objection following changes to the scheme.

Attention was drawn to a number of late items and the Planning Officer explained that North Wraxall Parish Council objected to the proposal due to the prominent position in the Area of Outstanding Natural Beauty and the impact on the surrounding road network. It was highlighted that Highways and South Gloucester Council had been consulted and both considered the access to be acceptable.

The Committee then had the opportunity to ask technical questions and the Planning Officer explained that there was no intention in the proposal to connect the agricultural building to services; it was assumed that water was to be brought onsite and that sewerage was to be taken offsite.

It was also confirmed that the description of the development as a general purpose agricultural building was a technical planning term. The Planning

Officer explained that the information in the application set out the more specific use to accommodate the calving of cows. Though it was added that the building may have other uses for storage depending on the time of the year. Members of the public then addressed the Committee as detailed above.

The Planning Officer responded to comments from the public and confirmed that no objections were raised by Highways or the Archaeological Officer. Cllr Toby Sturgis spoke on behalf of the local member, Cllr Jane Scott OBE, and expressed sympathy with the objections of North Wraxall Parish Council. It was explained that the two main concerns were the effects on the landscape and the road network. It was noted that the Cotswold Conservation Board and the Landscape Officer had no objections but highlighted that the site was highly visible and improvements could be made to reduce the visibility of the site.

Concern was expressed that the large, modern machinery was not appropriate for the roads in the area. It was also highlighted that there were limited facts available regarding the potential traffic issues in the area should the proposal be granted.

In the debate that followed, the Committee considered whether there was sufficient information to properly assess the visual impact of the proposal and its potential effect on local road networks.

**Resolved:**

**To DEFER for two cycles to obtain further information about:**

- 1. The traffic issues specific to the site;**
- 2. The height of the bund;**
- 3. Question 5 of the application form specifically relating to the split between arable land, grassland, and woodland;**
- 4. Question 9 of the application form, specifically what items were to be stored in the building.**

83 **15/03367/FUL - Neston Gospel Hall, Chapel Lane, Neston, Wiltshire, SN13 9TD**

Steve Briggs spoke in support of the application.

The Planning Officer introduced the report which recommended that planning permission be refused. The application was for the conversion of a redundant chapel as extension to an existing dwelling with an associated upgrade of parking facilities. It was explained that this application had been previously deferred in order to receive additional information in relation to the marketing exercise in Wiltshire Core Strategy Core Policy 49. The Planning Officer drew attention to the report produced by Savills and communicated the opinion that this was not a typical marketing exercise that would satisfy Core Policy 49.

The Committee then had the opportunity to ask technical questions and it was explained that Highways had no objections to the proposal. It was also

confirmed that it was possible for the Committee to delegate authority to the Area Development Manager to grant permission subject to section 106 agreements and that some boundary treatment was permitted.

The Planning Officer also clarified that the marketing exercise for alternative use was required by the Wiltshire Council Core Strategy Core Policy 49.

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

The local member, Cllr Richard Tonge, expressed concern that hall had been deteriorating since services ceased in 2011 and that many local residents were concerned for the future of hall.

The local member considered the reasons for refusal as set out in the officer's recommendation. Regarding reason 1, it was explained that the Hall Trustees had endeavoured to find an alternative use for a long period of time. It was also highlighted that there had been little record of any marketing as the Hall Trustees and Neston Park Trust were unaware of the marketing exercise required by the Wiltshire Core Strategy Core Policy at the time. The local member also advised that there were two other unused halls in the area.

In respect of reason 2, the local member drew attention to the example photos provided which evidenced that similar applications were considered appropriate and had been accepted in the area. It was emphasised that the proposal included minimal floor height and that the floor was to be painted matt black in order to reduce the visual impact.

For reason 3, it was explained that the proposals would involve sealing the door that directly opens onto the burial ground. It was suggested that this would have a greatly reduced impact on the amenity of the burial ground.

The local member accepted that the marketing exercise had not been formally completed but urged the Committee to remove reasons 2 and 3 of the officer recommendation.

In the debate that followed the Committee recognised that some marketing had been undertaken by the applicant and that not all of this had been documented.

It was also noted that the building had been disused for a number of years and that it was important to preserve this non-designated heritage asset. Some members expressed concern regarding the visual impact of the proposed floor.

The Committee discussed that the proposal might have a lesser impact than a community use which could provide sufficient amenity for those who attended the adjoining burial ground.



**Resolved:**

**To DELEGATE authority to the Area Development Manager to grant planning permission subject to conditions to be confirmed by Planning Officers.**

84 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.05 - 5.40 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](mailto:fiona.rae@wiltshire.gov.uk)

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

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## **NORTHERN AREA PLANNING COMMITTEE**

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### **DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 26 AUGUST 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 Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Chuck Berry and Cllr Jacqui Lay (Substitute)

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#### **85 Apologies**

Apologies for absence were received from Cllr Howard Greenman who was substituted by Cllr Jacqui Lay.

Apologies for absence were also received from Cllrs Chris Hurst and Howard Marshall.

The Chairman reminded the Committee members that they should arrange for a substitute to attend on their behalf should they be unavailable.

#### **86 Minutes of the Previous Meeting**

The minutes of the meeting held on 5 August 2015 were presented.

#### **Resolved:**

**To confirm as a true and correct record the minutes of the meeting held on 5 August 2015.**

#### **87 Declarations of Interest**

There were no declarations of interest.

#### **88 Chairman's Announcements**

There were no Chairman's announcements.

#### **89 Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

90 **Planning Applications**

91 **14/12070/FUL - The Park, High Street, Sutton Benger, Wiltshire, SN15 4RQ**

Andy Cockett spoke in support of the application.

The Planning Officer introduced the report which recommended that authority be delegated to the Area Development Manager to grant planning permission subject to the completion of a Section 106 agreement and conditions. The application was for a residential development comprising 13 dwellings with associated gardens, parking, drainage and landscaping.

It was highlighted that this application had been considered by the Committee on 15 July 2015 and been deferred in order to obtain additional information about the availability of B1 employment land in the local area. Information had been supplied by the applicant and by officers to confirm that there were other B1 employment land sites in the local area.

It was explained that the applicants had worked with the Planning Officers and the Urban Design Officer to achieve a high quality of development that respected the original character of the village and the adjoining new housing.

The Committee then had the opportunity to ask technical questions and it was confirmed that the marketing exercise conducted by the applicant was considered sufficient by the Estates Team. It was also explained that the Estates Team considered that the refusal of the one firm offer made for the purchase of the site was reasonable and figures were available in Appendix 2.

The Planning Officer clarified that a care home was not classified as B1 business use and the use of the land for a care home would require planning permission. It was also noted that the consideration of uplift in value of any unsold properties on the site would only be material if the viability of the site was drawn into question. Officers explained that the applicant had agreed to provide affordable housing on site and this would meet the requirements set out in the Core Strategy.

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

In the debate that followed, the Committee considered the additional information provided by the applicant and officers regarding the availability of other B1 employment land in the area. Some members expressed concern about the loss of this employment land in the local area. The Committee also discussed the policy position regarding the loss of commercial floor space and its change of use to residential as set out in the National Planning Policy Framework and the Wiltshire Core Strategy.

**Resolved:**

**To DELEGATE authority to the Area Development Manager to grant planning permission subject to the completion of Section 106 agreement to address on site affordable housing provision and the conditions set out in the report to the Northern Area Planning Committee on 15 July 2015.**

92 **15/04184/FUL - Hollybush House, Lower Stanton St Quintin, Wiltshire, SN14 6BY**

Russell Lamming and Peter Preston spoke in support of the application.  
Michael Doran spoke in opposition to the application.

Cllr John Eley, Stanton St Quintin 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 a proposed single storey and two storey extension to the rear of the property and front porch. It was explained that an extensive rear garden would be retained. The Planning Officer highlighted that concerns had been raised by neighbours and the Parish Council and that these were set out in the officer report. Attention was drawn to late items which summarised an additional neighbour representation.

The Planning Officer also explained that a plan had been submitted to demonstrate that suitable parking was available on site; Highways considered this plan to be acceptable.

The Committee then had the opportunity to ask technical questions and it was confirmed that it was possible to add a condition requiring the extension to remain ancillary to the dwelling. It was also explained that the proposal would involve approximately a 40% increase in size beyond the original floor space. It was also highlighted that the site was not within the green belt and, as such, there were no national or local policies to restrict the size of the extension; the assessment was based on the development's conformity to local and national planning policy and in particular the impact of the development on the amenity of neighbouring properties, parking provision and the development's design and impact on the character and appearance of the area.

The Planning Officer explained that the General Permitted Development Order allows up to an 8m extension to the rear of the property at single storey level and up to a 3m extension to the rear of the property at two storey level. It was highlighted that the application was for a 4m two storey extension but that the applicant would be entitled to develop a 3m two storey extension without the need to obtain formal planning permission. The proposal was also considered to

have an acceptable impact on residents, the streetscene, and the design of the existing property and existing properties within the locality.

The Planning Officer clarified that drainage on the site would be required to comply with the Building Regulations. It was explained that there was an informative in the officer recommendation highlighting to the applicant that they should be aware of the Building Regulations requirements.

It was confirmed that the applicant had submitted a plan to demonstrate that three off street parking spaces could be provided on the site. The Planning Officer noted that Highways considered this to meet all requirements and highlighted that, under permitted development rights, the applicant was able to develop the front garden into an area of hardstanding for additional parking if this was deemed necessary.

The Planning Officer also confirmed the location of the holly tree.

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

The Planning Officer responded to comments from the public and explained that it would be unreasonable to require a construction method statement for a development of this size. It was highlighted that many concerns were governed by areas other than Planning which included Environmental Health, Highways, and civil matters. Officers also confirmed that planning legislation and guidance advises against the addition of planning conditions to duplicate other legislation. Such a condition is considered unreasonable in planning terms and should be avoided.

The Planning Officer also explained that Condition 3 in the officer recommendation required the bathroom window to be glazed with obscure glass and permanently fixed shut up to a height of 1.7m in order to ensure that there was no direct overlooking into any neighbouring property.

In the debate that followed, the Committee considered to what extent the proposed conditions and informatives mitigated the concerns raised by members of the public. Some members advocated discourse between the applicants and the community in order to minimise the impact of the proposal on neighbours. The Committee also discussed the importance of the holly tree to the local community and the means of protecting the tree during the construction phase of development.

The Committee noted a discrepancy between the floor plans and the elevation plans. It was considered that this could be clarified by officers and that a deferral was not necessary in this case. It was proposed and seconded to delegate authority to the Area Development Manager to grant planning permission subject to the conditions as set out in the Case Officer's report. An amendment was also accepted with additional conditions relating to drainage,

car parking, and the ancillary nature of the extension in order to address the concerns of the local residents.

**Resolved:**

**To DELEGATE authority to the Area Development Manager to grant planning permission subject to the submission and approval the following:**

- **A plan clearly indicating the Holly Tree's root protection area and means of protection during the construction phase of the development.**
- **Amended rear elevation plans ensuring the windows shown on the floor plans are clearly drawn on the on the elevation plans.**

**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 materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

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

3. **The first floor window in the southwest elevation shall be glazed with obscure glass only [to an obscurity level of no less than level 3] and permanently fixed shut unless any part which opens is at least 1.7 metres above the internal floor height of the room it serves prior to the first occupation of the development hereby permitted and shall be permanently maintained in perpetuity.**

**REASON:** In the interests of residential amenity and privacy.

4. **Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), no windows, doors or other form of openings other than those shown on the approved plans, shall be inserted in either the northeast elevation or southwest elevation of the development hereby permitted.**

**REASON:** In the interests of residential amenity and privacy.

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

**Drawing No's Site Location Plan (1:1250); and B 3044 01, received by the LPA on the 30 April 2015 and validated 6 May 2015.**

Revised Drawing No. B 3044 02 B, received electronically by the LPA on the 29 May 2015.

Drawing No. A 3044 03 A, received electronically by the LPA on the 16 June 2015.

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

6. The accommodation hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling, known as Hollybush House, Lower Stanton St Quintin 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.

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

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission. This is required to ensure that the development can be adequately drained.

8. No part of the development hereby approved shall be occupied until the parking area shown on the approved plans has been consolidated, surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for the parking of motor vehicles associated with the use of the dwelling known as Hollybush House at all times thereafter.

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

9. The development hereby permitted shall not be first occupied until the first three 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

10. **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.

11. **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.**

**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.**

**12. INFORMATIVE TO APPLICANT: The Council encourages the applicant to adopt the approach and recommendations set out in the UKCG Good Neighbour Site Guide with regard to undertaking the construction of the development.**

93 **Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.10 pm)

The Officer who has produced these minutes is Fiona Rae, of Democratic Services, direct line 01225 12681, e-mail [fiona.rae@wiltshire.gov.uk](mailto:fiona.rae@wiltshire.gov.uk).

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

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## **EASTERN AREA PLANNING COMMITTEE**

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**DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 6 AUGUST 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 Nick Fogg MBE, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Paul Oatway

**Also Present:**

Adam Brown, Mike Wilmott, Cllr Laura Mayes and Cllr Jemima Milton

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**47. Apologies for Absence**

There were no apologies for absence.

**48. Minutes of the Previous Meeting**

**Resolved**

**To approve and sign as a true and correct record the minutes of the meeting held on 25 June 2015.**

**49. Declarations of Interest**

There were no declarations of interest.

**50. Chairman's Announcements**

There were no announcements.

**51. Public Participation and Councillors' Questions**

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

**52. Planning Appeals**

None.

53. **Planning Applications**

54. **15/01388/OUT - Land at Quakers Road Devizes - Outline planning application for residential development of up to 123 dwellings together with associated open space, landscaping, parking and access. Access to be taken from existing site access onto Quakers Road**

**Public Participation**

Margaret Taylor spoke in objection to the application.

Ross Hudson spoke in objection to the application.

Rebecca McAllister spoke in support of the application.

Cllr Judy Rose spoke in objection to the application on behalf of Devizes Town Council's Neighbourhood Plan Steering Group.

Cllr Chris Callow spoke in objection to the application on behalf of Roundway Parish Council.

The Area Development Manager 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 including the provision of 37 affordable homes, contributions towards surface upgrades of the Kennet & Avon canal towpath and towards surface upgrades of the Quakers Walk footpath.

An item of late correspondence was circulated. The item was an update from the Education Team at Wiltshire Council containing the most recent data regarding birth rates in Devizes. Birth rates in Devizes were dropping, and there was no recognised need to expand Trinity Primary School. As a result of this the application would no longer be required to contribute towards an expansion of Trinity Primary School within the Section 106 agreement.

Key issues were noted as including whether the proposal represents a sustainable form of development for which planning permission ought to be granted.

Members of the Committee then had the opportunity to ask technical questions of the officer. Potential issues resulting from sewage problems were noted as being addressed through a condition which would prevent development from commencing until a scheme was put in place to address this.

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

The unitary division member, Cllr Laura Mayes, then spoke to the application. Concern was expressed over a lack of green space within the proposed development, and it was noted that the play area was included within the buffer zone. Traffic was explained as being an issue, with particular reference to London Road.

A debate followed where Core Policy 2 was considered. Concern over the impact on traffic was discussed with note to London Road junction. It was noted that the report assumed a 10% increase in journey times at peak hours during evenings, although the impact was noted as reduced when compared with the traffic anticipated from developments already granted permission on the site. The possible inclusion of an informative which would urge another look at traffic issues in the area was considered.

The impact of the Devizes Neighbourhood Plan and its relation to possible development on the site was discussed.

At the conclusion of the debate it was;

### **Resolved**

**To delegate outline planning permission to the Area Development Manager for approval subject to the prior completion of a Section 106 agreement covering:**

- **An upgrade of the surface of the canal towpath.**
- **An upgrade to the surface of the Quakers Walk footpath.**
- **The provision of 37 affordable homes.**
- **The submission of a Full Travel Plan based on the submitted outline Travel Plan, with the provision to households of green travel vouchers.**
- **The provision of the required 744 sqm of equipped play space and the payment of a maintenance commuted sum for the maintenance of the equipped play space and on-site open space.**

**and subject to the conditions set out below:**

**Members also urged that the traffic management and issues at London Road be looked at again.**

- 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.

Any reserved matters application pertaining to layout shall include the details of the access to the Rugby Club, as shown on the Illustrative Masterplan (Rev 003), dated January 2015 and shall make provision for a 35 metre buffer zone with Quakers Walk.

**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. **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].

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

Site Location February 2015; Site Boundary February 2015; Development Framework Revision 005 January 2015.

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

- 6. No development shall commence on site until an Ecological Management Plan has been submitted to and approved in writing by the local planning authority. This should include details of:

- a) Habitat creation and management measures along Quaker's Walk;
- b) Mitigation measures for reptiles;
- c) Monitoring for Annex II bat species;
- d) Enhancements for Wiltshire BAP habitats/species.

For clarity, these details should be represented on a site drawing.

**All development shall be carried out in accordance with the approved Ecological Management Plan.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and in the interests of mitigating the impact of development upon protected species and enhancing the local ecology of the area.**

- 7. No development shall commence on site until a Construction Environmental Management Plan, incorporating pollution prevention measures together with precautionary timings and working practices to prevent adverse impacts to sensitive habitats and species, has been submitted to and approved in writing by the local planning authority. The plan shall subsequently be implemented in accordance with the approved details and agreed timetable.**

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and to prevent pollution of the water environment and to prevent adverse impacts to sensitive habitats and species.**

- 8. No external lighting shall be installed without the prior approval of the local planning authority. Any request for external lighting submitted pursuant to this condition shall include details of the type of light fitting and information regarding its position, height, orientation and power. The lighting shall be installed in accordance with the approved details and it shall not thereafter be modified unless agreed beforehand in writing by the local planning authority.**

**REASON: To prevent disturbance to bats which are protected species under law.**

- 9. No development shall commence on site 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 location of construction compound(s) and positions for site office(s);**
- e) the erection and maintenance of any security hoarding/fencing;**
- f) measures to control the emission of dust and dirt during construction;**
- g) a scheme for recycling/disposing of waste resulting from demolition and construction works;**
- h) hours of construction, including deliveries;**
- i) Wheel washing facilities.**

has been submitted to and approved in writing by the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period.

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

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

11. No development shall commence on site until details of protective fencing for the trees along Quakers Walk have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall accord with British Standard 5837 (2012): 'Trees in Relation to Design, Demolition and Construction - Recommendations' and the information shall include details of the type of fencing to be used and its position. Once the fencing has been erected it shall be maintained for the duration of the works and no vehicle, plant, temporary building or materials, including raising or lowering of ground levels, shall be allowed within the protected area(s).

**REASON:** The application contained insufficient information to enable this matter to be considered prior to granting planning permission and to enable the Local Planning Authority to ensure the protection of trees on the site in the interests of visual amenity.

12. The dwellings shall achieve Level 4 of the Code for Sustainable Homes. No dwelling shall be occupied until a final Code Certificate has been issued for it certifying that Code Level 4 has been achieved.



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

13. No development shall commence on site until details of existing and proposed ground levels across the site (including within the Quakers Walk buffer zone), proposed slab levels and details of spoil disposal 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 in the interests of visual amenity.

14. Prior to occupation of the 30th dwelling a 3 metre wide shared use cycleway shall have been provided and made available for use, connecting to the existing shared use path in front of 65B Quakers Road, running parallel to Quakers Walk, and connecting at its south western end to Quakers Walk, as indicated in outline on the Development Framework plan January 2015.

**REASON:** In the interests of sustainability and accessibility.

15. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access / driveway), incorporating sustainable drainage details together with permeability test results to BRE365 plus if a discharge to the canal is proposed details of the Canal & River Trust approval and details of ownership of detention ponds, and maintenance regimes, has been submitted to and approved in writing by the Local Planning Authority. Any scheme proposing drainage ponds in the 35 metre buffer zone shall demonstrate how their construction and use is compatible with the purpose of the buffer zone to provide an informal and safe landscaped area. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

**REASON:** The application is in outline and contained insufficient information to enable this matter to be agreed in detail prior to granting planning permission and to ensure that the development can be adequately drained.

16. No development shall commence on site until a scheme for the discharge of foul water from the site, has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

**REASON:** The application is in outline and contained insufficient information to enable this matter to be agreed in detail prior to granting planning permission and to ensure that the development can be adequately drained.

**17. No development approved by this permission shall commence 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:** In the interests of sustainable development and climate change adaptation.

**18. 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 water efficiency 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.

**19. INFORMATIVE TO APPLICANT:** There must be no interruption to the surface water and/or land drainage system of the surrounding land as a result of the operations on the site. Provisions must be made to ensure that all existing drainage systems continue to operate effectively.

**20. INFORMATIVE TO APPLICANT:** Safeguards should be implemented 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:

<https://www.gov.uk/government/collections/pollution-prevention-guidance-ppg>

## **21. INFORMATIVE TO APPLICANT:**

The reserved matters application(s) should take into account the comments of the Council's Urban Design officer which are viewable on the Council's website.

55. **15/04373/FUL - Land at Gunsite Road, East Kennett, Wiltshire, SN8 1QF - Retention of use of stables as reception area for clay pigeon shooting. Use of the land for clay pigeon shooting for up to 28 days in any one calendar year. Retention of associated clay pigeon paraphernalia.**

### **Public Participation**

David Snape, representing East Kennett, spoke in objection to the application.  
John Peck spoke in support of the application.  
Stella Goodwin spoke in support of the application.

The Senior Planning Officer introduced the item which recommended that the application be granted planning permission subject to conditions.

An item of late correspondence was circulated. The item was a response from the application's agent to late representation from the Parish Council. The response was read out to the Committee and those present.

Key issues were noted as including the consideration of the applicant's fall-back position, issues of noise and safety, and the issue of setting.

Members of the Committee then had the opportunity to ask technical questions of the officer. It was clarified that the figure of 28 days came from government legislation which allows landowners to use land for temporary events up to 28 days each calendar year. It was explained that the fall-back position meant that if the application was refused the applicant could still use the land for shooting for up to 28 days per year. The definition of recreational shooting was noted as shooting for non-agricultural purposes.

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

The unitary division member, Cllr Jemima Milton, spoke to the application. The issue of noise from gunshots reverberating through the bowl-shaped landscape in East Kennett was noted. Cllr Milton explained that a way to ensure shooting only took place once a month was necessary. Concern as expressed over the amount of shells discharged per shoot, as one figure estimated it to be 10,000.

A debate followed where the number of days a year the site would be used for shooting, and the number shots fired per shoot was discussed. The fall-back position for the applicant was considered along with possible conversation between the Public Protection Officer, the applicant, and the community. The site's location near a world heritage site was also considered.

At the conclusion of debate it was;

**Resolved**

**To grant planning permission subject to the following conditions:**

1. **The land edged in red on drawing No. SC 1096 - 02 Location Plan shall not be used for shooting for more than 28 days in any 1 calendar year - the calendar year running from the 1st January to the 31st December. For the avoidance of doubt, the number of days used for shooting in the calendar year 2015 shall not exceed 28.**

**REASON:** In the interest of the protection of the amenities of the surrounding area, notably, the impact of noise on nearby residents and people enjoying the nearby recreational routes in the AONB.

2. **Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no recreational shooting on the land edged in blue on drawing No. SC 1096 - 02 Location Plan.**

**REASON:** In the interest of the protection of the amenities of the surrounding area, notably, the impact of noise on nearby residents.

3. **The landowner shall maintain an up-to-date register of all the shooting that takes at the site, and shall make such information available at all reasonable times to the Local Planning Authority.**

**REASON:** To ensure the use of the site for shooting purposes does not exceed the permitted 28 days.

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

**Plan Ref: Application Form, Design and Access Statement, Site Plan and Building Plan. Plan Ref: SC 1096 - 02 Location Plan.**

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

56. **Urgent items**

There were no urgent items.

(Duration of meeting: 6.00 - 8.00 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](mailto:adam.brown@wiltshire.gov.uk)

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

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## **EASTERN AREA PLANNING COMMITTEE**

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**DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 27 AUGUST 2015 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.**

**Present:**

Cllr Charles Howard (Chairman), Cllr Mark Connolly (Vice Chairman), Cllr Peter Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jerry Kunkler and Cllr Paul Oatway

**Also Present:**

Cllr Sue Evans and Cllr Jemima Milton

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**57. Apologies for Absence**

Apologies were received from:

Cllr Stewart Dobson

**58. Minutes of the Previous Meeting**

**Resolved**

**To approve and sign as a true and correct record the minutes of the meeting held on 6 August 2015.**

**59. Declarations of Interest**

Cllr Nick Fogg declared a non-pecuniary interest in item 7c. Cllr Fogg had come into contact with the applicant in his position as a town councillor. Cllr Fogg stated he would consider the application before him with an open mind.

Cllr Richard Gamble declared a non-pecuniary interest in item 7c. Cllr Gamble was a former resident of Avebury and knew a family involved in the application and was familiar with the site. For this item Cllr Gamble abstained from voting.

**60. Chairman's Announcements**

There were no announcements.

61. **Public Participation and Councillors' Questions**

None.

62. **Planning Appeals**

None.

63. **Planning Applications**

64. **15/05550/FUL - 14 The Market Place, Devizes, Wiltshire, SN10 1HX - Conversion of first floor of former print works to 1 no. apartment; Alterations to ground floor of print works to retain B1 office use; Demolition of single-storey buildings at rear of site and erection of replacement single-storey building containing 2 dwellings;(1one bed & 1 two bed)**

**Public Participation**

Mrs Jenny Warren spoke in objection to the application.

Mr Nick Seager spoke in objection to the application.

Mr Howard Waters spoke in support of the application.

The senior planning officer introduced the report which recommended that planning permission be granted subject to conditions. Key issues were stated as including the principle of the development of three new dwellings to the rear of the existing buildings; the potential for impact on the amenity of neighbouring properties; and the potential impact on the historic fabric, character and setting of the listed building and the conservation area.

Members of the Committee then had the opportunity to ask technical questions of the officer. Access during construction was explained as being through the pedestrian access route adjacent to the site. This was clarified as the route materials would be removed and brought in through. It was explained that a construction statement was requested in the conditions, which would include details of construction times. Fire sprinklers were not included as a possible condition as issues over internal fixtures were for consideration by building control.

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

The unitary division member, Cllr Sue Evans, then spoke to the application. Concerns were raised over obstruction to the Market Place, the over-development of a small restricted site, and a lack of sunlight to the proposed building. It was also stated that the housing quota within the Devizes Neighbourhood Plan had already been met and exceeded.



A debate followed where the proposed design was considered, along with the condition of the wall to the rear of the development. The state of the current dilapidated building on the brownfields site was discussed. The Committee considered the policies of the Devizes Neighbourhood Plan. An informative on preserving and enhancing the wall to the rear of the proposed development was considered. Concerns over the over-development of the site and access for demolition and construction were debated.

At the conclusion of debate it was

### **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. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-H shall take place on the dwellings hereby permitted or within their curtilage without the prior grant of planning permission by the local planning authority.**

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

- 3. The development shall be constructed in strict accordance with the recommendations made in the Phase 2 Bat Survey Report by Peach Ecology.**

**REASON: In order to safeguard the interests of protected species using the area and in the interests of proper planning.**

- 4. No external lighting shall be installed on site, or in the alley leading to the site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)",**

have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

**REASON:** In order to safeguard the interests of protected species using the area, in the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

5. No development shall commence on site (including demolition, ground works, vegetation clearance) until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include, but not necessarily be limited to, the following:
  - a. Risk assessment of potentially damaging construction activities
  - b. Identification of 'biodiversity protection zones'
  - c. Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements)
  - d. The location and timing of sensitive works to avoid harm to biodiversity features
  - e. The times during construction when specialists ecologists need to be present on site to oversee works
  - f. Responsible persons and lines of communication
  - g. The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person(s)
  - h. Use of protective fences, exclusion barriers and warning signs.
  - i. Ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

A report prepared by a competent person(s), certifying that the required mitigation and/or compensation measures identified in the CEMP have been completed to their satisfaction, shall be submitted to the Local Planning Authority within 3 months of the date of substantial completion of the development or at the end of the next available planting season, whichever is the sooner.

**REASON:** To ensure adequate protection, mitigation and compensation for protected species, priority species and priority habitats.

**6. 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. a scheme for recycling/disposing of waste resulting from demolition and construction works; and**
- f. hours of construction, including deliveries;**

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

**REASON: The matter is required to be agreed with the Local Planning Authority before development commences in order that the development is undertaken in an acceptable manner, to minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.**

**7. No development shall commence on site until a scheme for the discharge of surface water from the site, incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until the surface water drainage has been constructed in accordance with the approved scheme.**

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

**8. The development hereby permitted shall be carried out in accordance with the application form, Heritage Statement (and Design and Access Statement) (MWA 13111 Rev A) (dated 2<sup>nd</sup> June 2015), Structural Report (dated 29<sup>th</sup> May 2015) Phase 2 Bat Survey (dated 9<sup>th</sup> June 2015) and the following approved plans: Site location plan, Proposed Block Plan, Proposed Site Layout**

**(13111.11), Proposed elevations (13111.12), Proposals (existing building) (13111.05A) received on 8<sup>th</sup> June 2015.**

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

- 9. Before either of the two new-build dwellings is first occupied, the boundary wall with No.16 shall be rebuilt, using bricks reclaimed from the existing wall. Details of The method of rebuilding the boundary wall, including details of the bonding and mortar to be used, shall be submitted to and approved in writing by the local planning authority before work to construct these dwellings is first commenced.**

**REASON: To ensure the historic boundary wall is suitably rebuilt, to protect the character and appearance of the area and the setting of the listed buildings.**

**INFORMATIVE: The applicant shall endeavour to protect the wall that divides between the site and Carriage Court to the rear from any damage during the course of the development. Such damage, should it occur, shall be rectified in line with the Party Wall Act (1996 or any act revoking or amending it). The wall will be replaced/repared in a like for like manner.**

- 65. 15/05689/LBC - 14 The Market Place, Devizes, Wiltshire, SN10 1HX - Conversion of first floor of former print works to 1 apartment; Alterations to ground floor of print works to retain B1 office use; Demolition of single-storey buildings at rear of site**

#### **Public Participation**

Mrs Ann Stevens spoke in objection to the application.

Mr Howard Waters spoke in support of the application.

The senior planning officer introduced the report which recommended that permissions be granted subject to conditions. Key issues were stated as including the potential impact on the historic fabric, character and setting of the listed building and the conservation area.

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 Core Policy 58 was discussed. The response from the conservation officer was also considered.

At the conclusion of debate it was

**Resolved**

**To grant permission subject to the following conditions:**

- 1. The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.**

**REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.**

- 2. No development shall commence on site until the details and, where requested, 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 and on the listed buildings.**

- 3. Notwithstanding the approved drawings, no works shall commence on the new works until details of the following have been submitted to and approved in writing by the Local Planning Authority:**
  - Large scale details of all external joinery including(1:5 elevation, 1:2 section) including vertical and horizontal cross-sections through openings to show the positions of joinery within openings, depth of reveal, heads, cills and lintels;**
  - Full details of external flues, background and mechanical ventilation, soil/vent pipes and their exits to the open air;**
  - A full schedule and specification of repairs to the boundary wall;**

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

**REASON: The application contained insufficient information to enable this matter to be considered prior to granting planning permission and listed building consent 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 preserving the character and appearance of the listed building and its setting.**

- 4. The development hereby permitted shall be carried out in accordance with the application form, Heritage Statement (and Design and Access Statement) (MWA 13111 Rev A) (dated 2<sup>nd</sup> June 2015), Structural Report (dated 29<sup>th</sup> May 2015) Phase 2 Bat Survey (dated 9<sup>th</sup> June 2015) and the following approved plans: Site location plan, Proposed Block Plan, Proposed Site Layout (13111.11), Proposed elevations (13111.12), Proposals (existing building) (13111.05A) received on 8<sup>th</sup> June 2015.**

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

- 66. 15/05475/FUL - Lanes Cottage, 36 High Street, Winterbourne Bassett SN4 9QB - New dwelling to replace demolished dwelling, with a change of use of agricultural land to residential use and further change of use of agricultural land to mixed use of agricultural and providing residential access**

#### **Public Participation**

Mr Tony Iles spoke in support of the application.

Mr Laurence Wills spoke in support of the application.

The planning officer introduced the report which recommended that permission be refused. Key issues were stated as including the principle of a new dwelling of this size within the North Wessex Downs area of outstanding natural beauty (AONB), and the size and impact of the dwelling proposed upon the rural character and landscape of the area.

A correction in the report was noted. The figure of 1hectare on page 45 of the agenda should read 0.72hectares.

Members of the Committee then had the opportunity to ask technical questions of the officer. It was explained that once a dwelling has been demolished, all planning permission associated with that building is lost. The undemolished thatched building at the east end of the site was clarified as being a small out-building which would remain.

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

The unitary division member, Cllr Jemima Milton, then spoke to the application. Cllr Milton explained that no neighbours had objected to the application, and that the AONB had not commented on the application. It was also explained that the site was of a large nature and was well hidden by surrounding tree cover

A debate followed where the size of the proposed development in comparison to the previously existing building was considered. The design of the proposed building was also discussed.

### **Resolved**

**To refuse the application for the following reasons:**

- 1) Whilst there was previously a cottage on the site, and the site retains a residential character, the dwelling would be significantly larger than the previous cottage and being in an elevated and relatively exposed position, would, due to its design and scale, be detrimental to the openness and rural character and landscape of the area, contrary to Wiltshire Core Strategy Core Policies 51 and 57, and due to its much larger size than the previous dwelling on the site, would conflict with the requirement of policy HC25 of the Kennet Local Plan, as saved by the Wiltshire Core Strategy. There are no material circumstances sufficient to justify approval of the application contrary to the development plan.**

### **67. Urgent items**

(Duration of meeting: 6.00 - 7.30 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](mailto:adam.brown@wiltshire.gov.uk)

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

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## **WESTERN AREA PLANNING COMMITTEE**

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### **MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 1 JULY 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 Dennis Drewett, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While

#### **Also Present:**

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#### **66 Apologies for Absence**

Apologies for absence were received from Councillor Magnus MacDonald.

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

The minutes of the meeting held on 10 June 2015 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 10 June 2015 subject to amendments to correct the spelling of Councillor Jon Hubbard's name.**

#### **68 Chairman's Announcements**

The Chairman gave details of the exits to be used in the event of an emergency.

#### **69 Declarations of Interest**

Under consideration of the item 6b – application ref. 15/02843/VAR, Councillor Jonathon Seed declared that, as an owner of a similar business in the area, he would abstain from the vote.

## 70 **Public Participation and Councillors' Questions**

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

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

## 71 **14/07623/VAR - Weston Nurseries, Coomb View, Corton, Warminster, BA12 0SZ**

Public participation:

Mr John White and Mr William Harrison-Allen spoke in support of the application.

The Senior Planning Officer outlined the report that recommended that the application be approved with conditions.

Councillor Christopher Newbury spoke as the local member.

Issues discussed in the course of the debate included: the location the site and the planning history surrounding the existing residential property; how the site had been marketed, and the discount offered; the views of the agricultural consultant that the tie was not required to meet the needs of the agricultural community; the implications of previous appeal cases of this type; the relevance of local plan policy; and the views of the highway officer and the parish council.

Councillor Jonathon Seed proposed, subsequently seconded by Councillor Pip Ridout, that the Committee should approve the application as per the officers recommendation detailed in the report.

Having been put to the vote, the meeting;

### **Resolved**

**That the application be approved with the following conditions:**

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

- Location Plan received on 6th October 2014**

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

*Note: Councillor Chris Newbury voted against the proposal to approve.*

**72 15/02843/VAR - Church Farm, Tytherington, Warminster, BA12 7AE**

Public participation:

Ms Anna Giddings, Mr Nigel Hindle and Mr Peter Grist spoke in support of the application.

The Senior Planning Officer outlined the report that recommended that the application be refused.

Councillor Christopher Newbury spoke as the local member.

Issues discussed in the course of the debate included: the location of the site in the open countryside; the implications of potential traffic movements arising from the proposals; the current agreed use and the ties on the property; the implications of local plan policies; the marketing that had been undertaken; the sustainability of its location; how other uses for the site had been explored; the views of the Spatial Planning Team and the Parish Council.

Councillor Chris Newbury proposed, subsequently seconded by Councillor Trevor Carbin, that the Committee should approve the application with conditions.

Having been put to the vote, the motion was lost.

Councillor Andrew Davis proposed, subsequently seconded by Councillor Pip Ridout, that the Committee should refuse the application as per the officer's recommendation.

Having been put to the vote, the meeting;

**Resolved**

**That the application be refused for the following reasons:**

**That the site is in the open countryside and therefore is located in an unsustainable location where no special circumstances have been put forward to allow new residential dwellings. The proposal conflicts with the plan-led approach to the delivery of new housing sites outside of the identified limits of development, as set out in Core Policy 1 and 2 which**

**seeks to properly plan for sustainable development and provide new housing sites to deliver the identified needs in a community area through a Site Allocation DPD and/or a Neighbourhood Plan, a strategy that is supported by the Wiltshire Core Strategy Inspector and the Secretary of State in several appeal decisions. Furthermore, the proposal would inevitably result in an unacceptable precedence for other holiday lets in Wiltshire. The proposal therefore fails to comply with Core Policies 1, 2, 48 and 60 of the Wiltshire Core Strategy and the NPPF.**

*Note: Councillor Jonathon Seed abstained from both votes on the application.*

**73 Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 4.15 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](mailto:william.oulton@wiltshire.gov.uk)

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

## **WESTERN AREA PLANNING COMMITTEE**

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### **DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 12 AUGUST 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 Dennis Drewett,  
Cllr Magnus Macdonald, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Jonathon Seed and  
Cllr Roy While

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#### **74 Apologies for Absence**

There were no apologies from members of the Committee, but apologies for absence were received from Cllrs Rosemary Brown and Nick Blakemore who had hoped to attend.

#### **75 Minutes of the Previous Meeting**

The minutes of the meeting held on the 1 July 2015 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 1 July 2015 subject to the amendment of the spelling of a name.**

#### **76 Chairman's Announcements**

The Chairman gave details of the exits to be used in the event of an emergency.

#### **77 Declarations of Interest**

Cllr Jonathon Seed declared that he did know the applicant in relation to item 6 e) – 15/05186/FUL, but that this relationship was not an impediment to his participation in the consideration of the application.

#### **78 Public Participation and Councillors' Questions**

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

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

**79 14/01659/FUL - Haygrove Farm, 44 Lower Westwood, Bradford on Avon**

Public participation:

Paul Oakley spoke in support of the application.

The Area Team Leader outlined the report that recommended that the application be approved with conditions and invited members to consider setting aside the extant resolution to tie any permission to a s106 legal agreement.

Issues discussed in the course of the debate included: the implications of the previous permission granted; and whether there was a necessity in planning terms for a s106 agreement. The officer summarised the additional information submitted by the applicant for member's consideration which related to personal finance and commercial viability. The officer also asked members to consider the implications of planning decisions made by Wiltshire Council since the beginning of 2014 and up until the date of the committee meeting (affecting all three hubs) regarding other holiday let accommodation proposals which were granted permission subject to occupancy condition restrictions only without a legal tie throughout rural Wiltshire in protected landscapes such as the Green Belt, AONBs and for sites affecting heritage assets. A recent appeal decision relative to a site in Little Ashley was also highlighted for members attention since it specifically looked at the reasonableness of planning condition occupancy restrictions. Updates made to the committee report were also highlighted.

Members of the public were invited to speak on the application as listed above.

Cllr Magnus MacDonald spoke as the local member.

Cllr Magnus MacDonald proposed, subsequently seconded by Cllr Trevor Carbin, that the Committee should remove the requirement in the approval, previously made, for a s106 agreement.

Having been put to the vote, this motion was lost.

The meeting noted that the original resolution, made at their meeting on the 30<sup>th</sup> April 2015, to grant permission for the above development subject to planning conditions and to the prior completion of a Section 106 legal agreement to restrict the occupancy of the accommodation to holiday accommodation only, remained unchanged.

The Committee then resolved to move to the next item of business on the agenda.

**80 15/03114/FUL - Land at 119 St. Thomas Road, Trowbridge**

Public participation:

Graham Jones, Christopher Turnball and Simon Selby spoke in objection to the application.

The Senior Planning Officer outlined the report that recommended that the application be approved with conditions.

Cllr John Knight spoke on behalf of the local member Cllr Nick Blakemore.

Issues discussed in the course of the debate included: the location of the proposal and its relationship to buildings in the vicinity; the parking and access arrangements; the impact of the proposals on the street scene; the views of the neighbours and the possible impact of the proposals on their amenity.

Members of the public were invited to speak on the application as listed above.

Cllr Jonathon Seed proposed, subsequently seconded by Cllr Roy While, that the Committee should approve the application as per the officer's recommendation detailed in the report.

Following a proposal by Cllr Andrew Davis, Cllrs Seed and While agreed to incorporate an amendment to their substantive motion that an additional condition be made to remove permitted development rights in relation to further development.

Having been put to the vote, the meeting;

**Resolve to grant 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 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: In the interests of visual amenity and the character and appearance of the area.**

- 3 The development hereby permitted shall not be first brought into use until the access and parking spaces have been consolidated and**

surfaced (not loose stone or gravel). The access and parking area shall be maintained as such 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 access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.

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

- 5 No development shall commence on site until a scheme of hard and soft landscaping and boundary details has been submitted to and approved in writing by the Local Planning Authority, prior to the commencement of any such works. The works shall then be carried out strictly in accordance with the approved details.

**REASON:** To ensure a satisfactory landscaped setting for the development

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

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

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or



without modification), there shall be no first floor windows on the south west elevation and north east elevation.

**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 such additions.

- 8** Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Schedule 2, Part 1, Classes A-E shall take place on the dwellinghouse 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.

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

Drawing reference 648/BL registered on 02 April 2015  
Drawing reference 648/01b received by email on 08 July 2015  
Drawing reference 648/SP registered on 02 April 2015  
Drawing reference 648/S01 registered on 02 April 2015

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

**INFORMATIVE:** The applicant is advised to contact Wessex Water direct on 01225 526 000 with regard to the connection of water and waste supplies for this proposed development.

**81 15/04899/FUL - 17 Palairt Close Bradford on Avon**

Public participation:

Isobell Guttridge, Christine Steel and Esther Harris spoke in objection to the application; Paul Gould spoke in support of the application and Cllr Gwen Allison spoke on behalf of Bradford-on-Avon Town Council.

Cllr Magnus MacDonald spoke on behalf of member Cllr Rosemary Brown.

The Senior Planning Officer outlined the report that recommended that the application be approved with conditions.

Issues discussed in the course of the debate included: the existence of covenants and the relevance of planning conditions; the layout and the material for the proposals; the impact of the proposals on the amenity of neighbours; the implications conditions of the original permission; the ownership and the responsibility for the maintenance of the land; the views of the residents and the petition received in objection to the application; the intention of the original development; and the impact of the proposals on the landscape environment.

Members of the public were invited to speak on the application as listed above.

Members discussed the public concerns and the relevance of other planning permissions and refusals in the area. Cllr Magnus MacDonald proposed, subsequently seconded by Cllr Ernie Clark, that the application be refused for the reason that the height and relocation of the boundary wall encroaching on land to the side of the property, would be visually intrusive in the street scene and harmful to the openness and historic spatial characteristics of the area.

Having been put to the vote, the motion was lost.

Cllr Andrew Davis proposed, subsequently seconded by Councillor Horace Prickett, that the Committee should approve the application as per the officers recommendation detailed in the report.

Having been put to the vote, the meeting;

**Resolved that the application be approved 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 materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

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

- 3 No part of the development shall be brought into use until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 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**

- 4 The development hereby permitted shall be carried out in accordance with the following approved plans:**
- **Plans and elevations as proposed dated April 2015**
  - **Plans and elevations as existing dated April 2015**
  - **Block Plan dated May 2015**

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

- 5 No part of the development shall be brought into use until the area between the nearside carriageway edge and a line drawn 2.0 metres parallel thereto over the entire site frontage has been cleared of any obstruction to visibility at and above a height of 600mm above the nearside carriageway level. That area shall be maintained free of obstruction at all times thereafter.**

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

**82 15/05185/FUL - 30 Palairet Close Bradford on Avon**

Public participation:

Isobell Guttridge, Christine Steel and Esther Harris spoke in objection to the application, and Cllr Gwen Allison spoke on behalf of Bradford-on-Avon Town Council.

The Senior Planning Officer outlined the report that recommended that the application be approved with conditions.

Issues discussed in the course of the debate included: the size and elevation of the application; the proposal to realign the wall; the implications on preserved trees and the views of the Arboricultural Officer; the layout and the material for the proposals; and the impact of the proposals on the amenity of neighbours.

Members of the public were invited to speak on the application as listed above.

Councillor Magnus MacDonald confirmed that the statement, previously read out on behalf of Cllr Rosemary Brown in relation to previous application, was applicable to this application too.

Cllr MacDonald proposed refusal which was subsequently seconded by Cllr Carbin for the reason that the proposed re-alignment of the boundary wall would adversely impact the trees subject of a Tree Preservation Order and remove one tree and some visual open space from the public realm which would adversely affect the character and appearance of the open plan estate contrary to Core Policy 51 and Core Policy 57 of the Adopted Wiltshire Core Strategy.

Having been put to the vote, the meeting unanimously:

**Resolved to refuse the application.**

**Reason: That the proposed re-alignment of the boundary wall would adversely impact the trees subject of a Tree Preservation Order and remove one tree and some visual open space from the public realm which would adversely affect the character and appearance of the open plan estate contrary to Core Policy 51 and Core Policy 57 of the Adopted Wiltshire Core Strategy.**

83 **15/05186/FUL - The Long Barn Cumberwell Farm Great Cumberwell Bradford on Avon**

Public participation:

There were no representations received from members of the public.

The Senior Planning Officer outlined the report that recommended that the application be approved with conditions.

Issues discussed in the course of the debate included: that the application was retrospective; whether the building was suitable for agricultural use; the materials that the new building was constructed; the impact of the development on the landscape; the size and nature of the farm and its agricultural use; and the size and function of the windows.

Cllr Trevor Carbin proposed, subsequently seconded by Cllr Ernie Clark, that consideration of the application be deferred to enable more information to be collated and to enable a site visit to take place.

Having been put to the vote, the meeting unanimously:

**Resolved that consideration of the application be deferred to enable more information to be requested from the applicant's agent to assist members appreciate the extent, form, means of construction and appearance of the former barn which has been removed and replaced on site; and to enable a member site visit to take place at a future date.**

*Admin Note: The meeting noted that the date for the site visit would be set at the next meeting on 2 September.*

84 **Corsley 29 (Pt) Diversion Order and Definitive Map and Statement Modification Order 2015**

The Team Leader for the Highways Record Team presented the report which outlined the recommendation.

Issues discussed in the course of the debate included: the history of the site and the footpath; that views of the affected land owners; and the views of the parish council and the objector.

Cllr Jonathon Seed asked the officer to reply, at a later date, how many hours had she spent, once the objection had been submitted, in preparing report for committee.

Cllr Horace Prickett, subsequently supported by the meeting, that the officer be commended for their hard work in preparing the matter for the Committee.

There were no representations made by the public.

Cllr Pip Ridout proposed, subsequently seconded by Cllr Ernie Clark, that the officer's recommendation as set out in the report be approved.

Having been put to the vote, the meeting unanimously:

**Resolved:**

**That "The Wiltshire Council Corsley 29 (part) Diversion Order and Definitive Map and Statement Modification Order 2015", 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.**

**Reason for Decision:**

Despite the objection received it is considered, for the reasons given in paragraphs 3.6.a to 3.7.d the Decision report (please see Appendix C), and in paragraphs 15 to 19 above, that "The Wiltshire Council Corsley 29 (part) Diversion Order and Definitive Map and Statement Modification Order 2015" continues to meet the legal tests for the making of a Diversion Order under Section 119 of the Highways Act 1980; and

Additionally, the legal tests for the confirmation of a Public Path Diversion Order, as set out under Section 119 of the Highways Act 1980, appear capable of being satisfied and no new evidence has been submitted during the formal objection period which would lead Wiltshire Council to no longer support the making of the Order.

85 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 3.00 - 5.20 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](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

## SOUTHERN AREA PLANNING COMMITTEE

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**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 2 JULY 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Clewer, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes, Cllr Ian West and Cllr Peter Edge (Substitute)

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**75 Apologies for Absence**

Apologies were received from Councillors Richard Britton and Brian Dalton.

Councillor Dalton was substituted by Councillor Peter Edge.

**76 Minutes**

The minutes of the meeting held on 11 June 2015 were presented. The Chairman announced he had received representations that some reasons for refusal had been omitted from one of the applications, and sought the Committee's permission to investigate further and amend the minutes should this be the case.

**Resolved:**

**To delegate authority to the Chairman to amend the reasons for refusal as appropriate, subject to approval at the next meeting of the Committee.**

**77 Declarations of Interest**

There were no declarations.

**78 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

**79 Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

**80 Enforcement: Land between nos. 62 and 64 Thistlebarrow Road, Salisbury**

The enforcement officer provided an update on council efforts to clear an untidy site in Thistlebarrow Road, Salisbury, following attempts at negotiation with and legal notices served to the owner of the site. The site had now been cleared by the council, and a charge placed on the site to recover the expenditure incurred in the eventuality the site changes ownership in the future.

The Committee welcomed the news that work had been undertaken to clear an untidy site, and appreciated the timescales involved, as well as hoping for further such measures be taken against other such sites.

**Resolved**

**To note the report.**

**81 Planning Appeals**

No appeals update was provided.

**82 Planning Applications**

**83 14/11810/FUL: Swallowcliffe Manor, Swallowcliffe, SP3 5PB**

**Public Participation**

Mr Bruce Tozer spoke in objection to the application,

Mr Barry Fitzpatrick spoke in objection to the application.

Mr Peter Smales spoke in objection to the application.

Cllr Stephen Banas, Swallowcliffe Parish Council, spoke in objection to the application.

The Area Team Leader presented a report which recommended that approval be granted for installation of 42 ground mounted solar panels. Key issues were stated to include the impact upon the character and appearance of the surrounding Area of Outstanding Natural Beauty, and the scale, design and sitting of the proposed panels. Attention was drawn to the presence of nearby footpaths and bridleways, the proposed screening of hedges that formed part of the proposals, and the late submissions received as detailed in the agenda supplement.

Members of the Committee then had the opportunity to ask technical questions of the officer, where details of the scale of the solar panels was sought, as well as the amount of electricity that would be produced.



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

Following the submissions, and with the agreement of the local Unitary Division Member, Councillor Jose Green, Members agreed a site visit was necessary in order to fully appreciate the impact of the proposals on the surrounding area.

**Resolved:**

**To DEFER consideration of the item until the next meeting, to allow a site visit to be arranged, to take place on the day of the meeting.**

84 **15/02283/FUL: 36 North Street, Wilton, SP2 0HJ**

Public Participation

Dr David Pearce spoke in objection to the application.

Mr Michael Lyons, agent, spoke in support of the application.

The Area Team Leader presented a report which recommended that planning permission be refused for demolition of existing outbuildings, alterations to the main building fronting North Street, Wilton, and provision of 5 new flats and 2 retail units on the site. Key issues included flooding and highways considerations. Attention was drawn to the late submissions as detailed in the agenda supplement.

Members of the Committee then had the opportunity to ask technical questions of the officers. In response to queries it was stated ownership of a strip of land abutting the site with private access rights was unclear, and that no amenity space was provided as part of the proposal.

Details were sought on the tests that permitted building in flood zones 2 and 3 as were found on the application site, and it was stated that if the local authority did not have a 5 year land supply for housing for the area, in this case South Wiltshire, then they would have to see if other sites in the area within the lesser risk flood zone 1 were suitable to meet the necessary supply, and if not then exception sites elsewhere could be considered. As Wiltshire Council did have a current 5 year land supply for South Wiltshire, it was stated this sequential test and subsequent exception test did not apply.

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

The local Unitary Division Member, Councillor Peter Edge, then spoke in support of the application, noting previous fully residential applications approved historically on the site, improvements to flood defences, and the benefit of the renovation of the site to include commercial properties outweighing parking concerns.

A debate followed, where the level of parking provision for the site was considered, and it was noted the report stated the proposal provided 11 fewer spaces than policy recommended, and that the surrounding area had significant highways concerns. The flooding objections were discussed, with some members noting that with buildings already present and able to operate on the site, the risk was already present. The lack of amenity space for the residential properties was also debated.

It was,

**Resolved:**

**To REFUSE the application for the following reasons:**

**(1) The precautionary approach adopted by The National Planning Policy Framework is that the overall aim of decision-makers should be to steer new development to Flood Zone 1 and a 'Sequential Test' must be undertaken to see whether there are alternative lower risk sites that could accommodate the development. The proposal is for a 'more vulnerable' form of development proposed within Flood Zones 2 and 3. The NPPF makes clear that such development should be located in Flood Zone 1 unless it can be demonstrated that no such sites are available.**

**The council can demonstrate that there is a readily available and deliverable 5-year supply of housing land in Flood Zone 1, the zone of least risk, within the Local Planning Authority area to meet the housing development needs of the area. South Wiltshire has 5.59 years of deliverable housing land supply and therefore there is no urgent or immediate need for further housing to be permitted on this site to meet strategic requirements.**

**The applicant has not demonstrated that the site should be brought forward for housing development ahead of other sites in Flood Zone 1. The proposal would therefore represent an unacceptable form of development with particular regard to its flood zone location, the flood vulnerability of the residential development and the sequential test of the NPPF, NPPG and contrary to Core Policy 67 of the Wiltshire Core Strategy.**

**(2) The proposal does not include adequate provision on the site for the parking of vehicles in a satisfactory manner and does not accord with the current parking strategy (Wiltshire Local Transport Plan 2011-2026). The proposal would be likely to encourage the parking of vehicles on the public highway which would interrupt the free flow of traffic and prejudice the safety of road users at this point, contrary to Core Policy 64 of the Wiltshire Core Strategy, and policies PS4 and PS6 of the Local Transport Plan 3 Car Parking Strategy and guidance within the NPPF.**

**(3) Core Policy 57 requires that development should ensure appropriate levels of amenity for future occupants and the NPPF's Core Planning Principles (paragraph 17) includes that planning should 'always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings'. The proposed residential flats have no private outdoor amenity spaces associated with them and also include two bedroom flats, which have the potential of being occupied as family accommodation with a greater need for private outdoor amenity space. The lack of outdoor amenity space would result in poor living conditions and be detrimental to the residential amenity of future occupiers, contrary to Core Policy 57 of the Wiltshire Core Strategy and guidance within the NPPF.**

## **85 Urgent Items**

The Committee requested the Chairman consulted with the Associate Director for Economy and Planning regarding the number of major applications in the area that were decided or to be decided by the Strategic Planning Committee.

(Duration of meeting: 6.00 - 7.45 pm)

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

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

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## **SOUTHERN AREA PLANNING COMMITTEE**

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**DRAFT MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 23 JULY 2015 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

**Present:**

Cllr Fred Westmoreland (Chairman), Cllr Christopher Devine (Vice Chairman), Cllr Richard Clewer, Cllr Jose Green, Cllr Mike Hewitt, Cllr George Jeans, Cllr Ian McLennan, Cllr Ian Tomes and Cllr Ian West

**Also Present:**

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**86 Apologies for Absence**

Apologies were received from Councillor Richard Britton.

**87 Minutes**

The minutes of the meeting held on 2 July 2015 were presented.

**Resolved**

**To approve as a correct record and sign the minutes from last meeting held on 2 July 2015.**

It was noted that the minutes from the meeting on 11 June 2015, would be brought to the next meeting for approval.

**88 Declarations of Interest**

There were no declarations.

**89 Chairman's Announcements**

The Chairman explained the meeting procedure to the members of the public.

**90 Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

The Committee also requested that more and more varied notice be given to Members for site visits, and to consider whether these should be held in the evening where possible to enable higher attendance.

91 **Planning Applications**

92 **14/11810/FUL: Swallowcliffe Manor, Swallowcliffe, SP3 5PB**

Public Participation

Mr Barry Fitzpatrick spoke in objection to the application.

Mr Adrian Gilbert spoke in objection to the application.

Mr Bruce Tozer spoke in objection to the application.

Mr David Matthews, Applicant spoke in support of the application.

Cllr Diane Atkins, Swallowcliffe Parish Council spoke in objection to the application.

The Area Team Leader noted that a site visit had been carried out earlier that day. He then presented a report which recommended that approval be granted for installation of 42 ground mounted solar panels. Key issues stated included the impact upon the character and appearance of the surrounding Area of Outstanding Natural Beauty, and the scale, design, and siting of the proposed panels. Attention was drawn to the nearby footpaths and bridleways, the proposed screening of hedges which formed part of the proposals.

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 Jose Green then spoke in objection to the application, noting support for an alternative location within the grounds, the impact of the glare produced by the panels and the visibility of them during the winter months when trees lost their foliage.

A debate followed, where the National Planning Policy for England on Solar Panels was discussed, along with an alternative location for the panels, visibility of the site from the surrounding footpaths and planting of suitable trees and shrubs for screening.

It was,

**Resolved**

**To REFUSE the application for the following reasons:**

1) The proposed Solar panels by reason of their number and positioning would be a prominent and alien feature within the landscape of this area of Outstanding Natural Beauty, at odds with the predominantly muted, natural tones of the surrounding buildings and landscape particularly when viewed from the public footpath network around Swallowcliffe including footpaths SWAL 17, 19 and 7. The proposal is therefore considered to be contrary to policies CP42, CP51 and CP58 of the adopted Wiltshire Core strategy as well as paragraph 115 of the NPPF.

93 **15/05558/FUL: Stonehenge Visitor Centre**

Public Participation

Mrs Janice Hassett spoke in objection to the application.

Mr David Hassett spoke in objection to the application.

Kate Davies, Applicant spoke in support of the application.

Dominic Watkins, Agent spoke in support of the application.

Cllr Carole Slater, Shrewton Parish Council spoke in objection to the application.

The Planning Case Officer presented a report which recommended to approve the application with conditions for resurfacing of an area of overflow car park and landscaping works. Key issues included the visibility of the developed area and landscaping within the development. Attention was drawn to the late submissions as circulated at the meeting.

Members of the Committee had the opportunity to ask technical questions of the Officer.

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

The local unitary Member Councillor Ian West then spoke in objection to the application, stating that the proposed landscaping was not sufficient to mitigate the impact of the car park and its resurfacing.

A debate followed where the need for a more durable surface to the over flow parking, with the addition of landscaping and trees, thus enabling more visitors to access the Visitor Centre in all weathers was discussed, noting that the overspill car park already had permission and the current application was to provide a new surface and some mitigation measures.

Resolved

**To APPROVE with conditions:**

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

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

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

**Application form dated 08/06/15 received 08/06/15**

**Planning Statement received 08/06/15**

**61034252-DR-C-002 Rev T03 dated 04/06/15 received 08/06/15**

**61034252-DR-C-003 Rev T04 dated 04/06/15 received 08/06/15**

**61034252-DR-C-511 Rev T03 dated 28/05/15 received 08/06/15**

**61034252-DR-C-512 Rev T02 dated 28/05/15 received 08/06/15**

**61034252-DR-C-513 Rev T02 dated 22/05/15 received 08/06/15**

**HED.1152.102 Rev A dated May 15 received 08/06/15**

**HED.1152.103 Rev A dated May 15 received 08/06/15**

**HED.1152.104 Rev A dated May 15 received 12/06/15**

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

**(3) Prior to the commencement of the development a Construction Traffic Management Plan (CTMP) shall be submitted to and approved in writing by the Local Planning Authority. The CTMP shall include details of the arrangements for the proposed verge crossing, fencing and gating of the proposed compound at the A360 frontage, turning arrangements within the site to ensure no reversing of movements onto the highway, the nature of the temporary arrangements to reinforce the verge at the vehicle crossing point, the reinstatement, and its timing, of the verge crossing upon completion of the works, and measures to ensure that vehicles do not drag mud and other detritus from the site onto the highway. The development shall be undertaken in accordance with the approved details.**

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

**(4) Prior to the commencement of the development details for temporary parking of cars and other vehicles displaced from the development area during the course of the works shall be submitted to and approved by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.**

**REASON: To ensure an adequate supply of parking at the Stonehenge Visitor Centre site during the works.**

**(5) Prior to the commencement of development details of the surface interface connection between the resurfaced overflow car park and the existing permanent car park shall be submitted to and approved by the**



**Local Planning Authority. The development shall be undertaken in accordance with the approved details.**

**REASON: In the interests of safety**

94 **15/04378/FUL: 4A and 4B The Crescent, Hillview Road, Salisbury, SP1 1HY**

Public Participation

Mrs Rosalind Liddington spoke in objection to the application.

Mr Nick Allerton spoke in objection to the application.

Mrs Nicky Allerton spoke in objection to the application.

Mr Graham Mundy, Applicant spoke in support of the application.

Mr David Brown, Solicitor spoke in support of the application.

Mr David Sharp, Agent spoke in support of the application.

The Area Team Leader presented a report which recommended that planning permission be refused for a detached three bedroom dwelling at The Crescent. Key issues included the impact on residents and visual amenity and character of the area, and Highway safety.

Members of the Committee then had the opportunity to ask technical questions of the Officer. In response to queries it was stated that the car parking spaces were not currently tied to the property and the entrance to the car port under the house was approximately 2.5m wide.

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

The local Unitary Member, Councillor Ian Tomes, then spoke in objection to the application, noting that the main concern was over development of this site, including a lack of parking, loss of light for existing properties, reduction of the bank at the end of the site and loss of amenities.

A debate followed where it was considered that the application would involve an over development on the site and would have a negative impact on the amenity of those living in the existing houses during and following construction and on the character of the conservation area. The Committee strongly felt that the principle of any residential development on the site had not been made.

Resolved

**The application be REFUSED for the following reasons:**

- 1. The proposed development, by reason of its size (height and width), the amount of excavation works/tree removal required to enable the development, would result in a cramped form of overdevelopment for this small, narrow parcel of land, which would be harmful to the character of the existing property, the semi-detached pairing and**

**the wider Crescent which is designated as a Conservation Area. As such the proposal is considered to be contrary to Core Policies 57 and 58 of the Wiltshire Core Strategy.**

- 2. The proposed development, by reason of its location at the top of a narrow and congested private driveway, with limited parking for motorised vehicles, would provide insufficient parking for future occupiers of the site, and is likely to result in unauthorised parking and obstruction on and around the existing parking spaces and the vehicular access leading to the site. In addition the nature of the narrow congested private road leading to the site would lead to difficulty accessing and servicing the new dwelling. The scheme is therefore considered to result in an adverse impact on the amenities of properties along the Crescent, contrary to Policy 57 of the Wiltshire Core Strategy.**

**95 Urgent Items**

There were no urgent items

(Duration of meeting: 6.00pm – 8.50pm)

The Officer who has produced these minutes is Lisa Moore, of Democratic Services, direct line (01722) 434560, e-mail [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

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

## AUDIT

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### **DRAFT MINUTES OF THE AUDIT MEETING HELD ON 29 JULY 2015 AT WEST WILTS ROOM - COUNTY HALL, TROWBRIDGE.**

#### **Present:**

Cllr Richard Britton (Vice Chairman), Cllr Rosemary Brown, Cllr Tony Deane (Chairman), Cllr Stewart Dobson, Cllr Mike Hewitt (Substitute), Cllr Julian Johnson, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr David Pollitt, Cllr James Sheppard, Cllr Dick Tonge and Cllr Ian West (Substitute)

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#### **33 Apologies and Membership Changes**

Apologies received from Cllr Jane Scott, Cllr Linda Packard (replaced by Cllr Ian West) and Cllr Sheila Parker (replaced by Cllr Mike Hewitt).

It was also noted that Michael Hudson, the s151 Officer for Wiltshire Council, was on holiday.

#### **34 Chairman's Announcements**

There were no announcements.

#### **35 Minutes of the Previous Meeting**

The minutes of the meeting held on 23 June 2015 were presented.

#### **Resolved:**

**To approve as correct record and sign the minutes of the meeting held on 23 June 2015, subject to the following amendment:**

That the final paragraph of Minute 29 be amended to read:

*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 should be updated in the light of advice from auditors.*

#### **36 Members' Interests**

There were no declarations of interest made.

### 37 **Public Participation and Committee Members' Questions**

There were no questions from the public or members of the Committee under this item.

### 38 **KPMG - Report to those charged with governance**

Matt Tiller, Chief Accountant for Wiltshire Council, introduced KPMG's "Report to those charged with governance" to the Audit Committee, and invited Members to consider their response. Darren Gilbert from KPMG discussed the report in more detail

In the course of the presentation and the discussion, the issues discussed included: that it was anticipated that an unqualified opinion for the accounts and for arrangements to secure Value for Money (VFM) would be given; that the Pension Fund draft Annual Report had been considered; that Council should be pleased for getting accounts prepared and approved well before the deadline; how the systems had improved in recent years; the adjustments to the accounts that had been suggested, and that the level of adjustments suggest were in to be expected in a large and complex set of accounts; the national guidance on treating schools within the accounts; and that previous recommendation made had been addressed.

In response to a question from Cllr Steve Oldrieve, Darren Gilbert stated that a report had been made to KPMG in accordance with the Whistleblowing Policy, which had since been passed on to the Internal Auditors, SWAP, for review. Whilst this incident had delayed the signing of the Certificate, he expected that the matter would be resolved and that the Certificate could be approved.

In response to a question from Cllr Mike Hewitt, Darren Gilbert stated that governors are responsible for running their schools.

In response to a question from Cllr Julian Johnson, Dr Carlton Brand stated that the Council had a well-developed ICT security team dealing with 2000 attacks a day, and that this issue would form of part of the Information Commissioners report which would be considered by the Audit Committee in the Autumn.

In response to a question from Cllr Stuart Dobson, Darren Gilbert stated that external auditors had to focus their work on significant variances, giving a general assurance, and calculated what was to be the appropriate level of materiality given the size of the authority.

#### **Resolved**

- 1. That the Audit Committee considers the ISA 260 report from external auditors in its receipt of the draft accounts for 2014/2015; and**

**2. That based upon that advice, and subject to any issues raised as a result of that consideration, the Audit Committee delegates the signing of the letter of the management representation letter to the Chairman of the Audit Committee.**

## 39 **Annual Governance Statement 2014-15**

Ian Gibbons, Associate Director for Legal & Governance Services, presented the report which asked the Audit Committee to approve the Annual Governance Statement (AGS) for 2014 -15 for publication with the Statement of Accounts.

In the course of the presentation and the discussion, the issues discussed included: that the AGS had been previously considered by the Audit Committee, the Standards Committee and the Cabinet; KPMG were satisfied that it accorded with the guidance; that changes would be made to include more reference to the Health & Wellbeing Board's documentation; and that Wiltshire Council is accountable body for LEP.

In response to a question from Cllr Richard Britton, it was agreed that the wording regarding the Disaster Recovery Plan and the Business Continuity Plans would not be amended in the report, and that an item on this would be brought to a future of the Audit Committee.

In response to a question from Cllr Richard Britton, it was agreed that a short paragraph describing the role and responsibilities of the Independent Remuneration Panel would be included.

Cllr Richard Britton commented that, whilst he was not suggesting that it be changed, the current wording regarding the new approach to combined assurance reviews paints picture of it being a wholly positive approach, and does not reflect that one of the drivers for the new approach was the need to reduce budgets.

Dave Hill, of the internal Auditors responded that the new approach should reduce the amount of unnecessary overlapping assurance work undertaken.

It was noted that members of the Audit Committee would have an opportunity to discuss, at their informal meeting, the audit plans.

### **Resolved**

**To approve the AGS 2014-15 for publication with the Statement of Accounts, subject to the inclusion of a short paragraph setting out statutory basis and the operation of the Independent Remuneration Panel.**

## 40 **Statement of Accounts**

Matt Tiller, Chief Accountant for Wiltshire Council, Finance, presented the draft Statement of Accounts in respect of the 2014/2015 financial year for Wiltshire Council.

In the course of the presentation and the discussion, the issues discussed included: that this was a culmination of large piece of work, started in January 2015, and involving a large amount of different departments; that the deadline for sign off was the 30 June and that the initial statement had been completed on 4 June before sending to external auditors a few days later; that Wiltshire Council was one of the first to get sign off of accounts prior to 30 September deadline; the adjustments that had been made during drafting and audit; how the accounts comply with national and international standards; and how explanatory notes are used to made the accounts more accessible to the public.

Questions from Cllr Richard Britton, and the answers received, are appended to these minutes.

In response to a question from Cllr Richard Britton, Mathew Tiller noted that the accounting adjustment regarding the additional pension contribution was explained in an accounting note.

In response to a question from Cllr Tony Deane, Darren Gilbert stated that they were satisfied that Council had taken sufficient action with regards to potential liabilities.

In response to a question from Cllr Jeff Osborn, Mathew Tiller stated that the adequacy of reserves could be reviewed as and when changes to circumstances, such as the economic outlook, warranted it. In addition, Cllr Dick Tonge stated that work was ongoing to ensure that teams work together to help members of the public minimise their debt.

In response to a question from Cllr Tony Deane, Cllr Dick Tonge stated that he was happy with the way reserves were managed but that he recognised the need to manage budgets to ensure reserves weren't used to fund overspends.

### **Resolved**

- 1. To receive and note the draft Statement of Accounts for 2014/2015; and**
- 2. That the team of officers responsible for putting together the Statement of Accounts be thanked for their exemplary work.**

#### 41 **Internal Audit First Quarter Update**

David Hill from internal auditors, SWAP, presented the report which provided an update on the performance of the Internal Audit (IA) Section for the first quarter of 2015/16.

In the course of the presentation and the discussion, the issues raised included: that there had been a members training session to consider the new approach, and that there will be a meeting in September to see initial results ahead of formal meeting in October; that new data interrogation techniques help improve timeliness of work; the desire to change the timing of reports so that one opinion is given to help streamline process; the additional work done in the year including investigation of a whistleblowing case; the schedule of audit work and how risks are identified; the impact of the Ofsted report on work with Children's services; how outstanding recommendations will be followed up; and the impact of changing systems and structures.

In response to an issue raised by Cllr Richard Britton, who stated that he was pleased to hear that outstanding recommendations would be chased up, it was agreed that process by which low risk extant recommendations are written-off, and the format of Internal Audit reports to Committee could be discussed at the informal meeting in September.

In response to an issue raised by Cllr Tony Deane, it was agreed that the level of access and the amount of information shared with Committee members could be discussed at the informal meeting in September.

In response to a question raised by Cllr Jeff Osborn, officers were asked to provide a written update regarding those items on the report where 'no management response' was recorded.

#### **Resolved**

**To note the findings from Internal Audit audits to date.**

#### 42 **Date of next meeting**

The meeting noted that the next regular meeting of the Committee would be held on 27<sup>th</sup> October 2015, as the 1<sup>st</sup> September 2015 meeting was cancelled.

#### 43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.30 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](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

## Questions from Cllr Richard Britton and Answers provided

The responses provided by officers are based on the analytical review work that had been done on the income and expenditure statement as part of our closedown procedures. It is also a working paper requirement for the Council to provide this to KPMG as part of the external audit process.

- 1 Culture and related services. I'm not sure what this heading contains but the outturn is worrying – a 49% INCREASE in expenditure but a 15.6% DECREASE in income. What's going on here?

*This variance on expenditure is primarily due to £8.293 million increase in capital charges (depreciation/downward revaluations & impairments) since 2013/2014. This was expected as leisure centres were revalued in 2014/2015 as part of the rolling revaluation plan. This includes an impairment on 5 Rivers Leisure Centre in Salisbury and Corsham which is currently undergoing building work and as a result some facilities within the centre are out of use/adversely affected. There has also been an increase in property costs charged to this service line. This is a result of charging these costs directly to leisure rather than to property and then recharging these across all services per our CSR methodology per previous years. Direct charging gives a fairer reflection of total cost.*

*In respect of income, this variance is primarily due to one off grants received in 2013/2014 not reoccurring in 2014/2015.*

- 2 Environmental and Regulation. A 6.6% INCREASE in expenditure but a 7.8% DECREASE in income. Why?

*The variance on expenditure is primarily due to an increase in costs experienced within the Council's Waste service throughout 2014/2015. This service came in £3.243 million overspend against budget which is explained as follows per the outturn report to Members in June:*

*In respect of income, this variance is primarily due to a reduction in trade waste income being received in 2014/2015 than had been budgeted.*

- 3 Highways, Roads & Transport Services. Expenditure DOWN 21.6% which seems at odds with the Business Plan intention of spending record amounts on highways and infrastructure generally. Seems to be at odds with intention to spend more on repairs.

*The expenditure variance is partly due to a £2.931 million reduction in the amount paid out in respect of concessionary fares in 2014/2015 when compared to 2013/2014. This is due to Wiltshire Council administering the concessionary fares for Swindon in 2013/2014. In prior years there was a net nil cost to the Council as these costs were fully reimbursed and as such the income for this service has reduced by a similar amount in 2014/2015 due to*



*this practice ending from 1 April 2014. Additionally, in 2013/2014, £3.470 million was charged to this service in respect of impairments to car parks (inc park & ride car parks). This charge has not reoccurred in 2014/2015 as car parks are valued tri-annually as part of the rolling valuation programme. Finally, the amount of costs recharged through assessments, technical adjustments, has reduced by £6.875 million since 2013/2014 following annual review of the assessment procedure with more costs being charged directly.*

- 4 Although the revaluation surplus (£31.7m is well down from 2013/14 it's still a large figure which makes an important contribution to the funding of the deficit on service delivery. How is this arrived at?

*This figure represents the total movement in the asset valuations of those assets that have been revalued as at 31 March for that financial year by our external valuers. The Council operates a rolling 3 year valuation schedule so a significant number of the assets revalued in 2014/2015 would not be the same as those revalued in 2013/2014.*

*2014/2015 valuations covered Council Offices, Libraries, Youth Centres and Leisure Centres, whereas 2013/2014 covered Secondary & Special Schools, Car Parks, Public Conveniences, Playing Fields, Cemeteries, Care Homes etc. Council Housing, Investment Estate, Surplus Assets and new assets are revalued annually.*

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## **STAFFING POLICY COMMITTEE**

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### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 8 JULY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Allison Bucknell (Chair), Cllr John Smale (Vice Chairman), Cllr David Pollitt, Cllr David Jenkins, Cllr Mike Hewitt and Cllr Bill Moss (Substitute)

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#### **31 Apologies for absence**

Apologies for absence were received from Cllr Jane Scott OBE (who was substituted by Cllr Bill Moss), Cllr Stuart Wheeler, Cllr Bob Jones MBE and Cllr Graham Wright.

#### **32 Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 6 May 2015, subject to the inclusion of apologies received from Cllr David Jenkins.**

#### **33 Declarations of Interest**

There were no declarations of interest made at the meeting.

#### **34 Chairman's Announcements**

The Chairman made the following announcements:

##### **HR Excellence Awards**

The HR team had been recognised at the annual HR Excellence Awards in London in the category for Best HR Team in the public and not for profit sector, with a highly commended award. This award recognised public sector HR teams for their work within the function and their business partnering with other functions. The Council's entry for this award included specific projects and how

the team had collaborated to support the Council in delivering its objectives and priorities.

After being encouraged to enter this award the team were very pleased and proud to have been recognised in these prestigious awards.

### **Achieving Excellence 2015**

The Council was introducing a new way to recognise excellent work by employees across the Authority. This should help to increase the staff engagement index which was currently measuring at 56% (staff survey 2015).

The new staff recognition scheme was called Achieving Excellence 2015, and this was replacing the previous scheme called corporate awards. This new scheme would take place quarterly and all those nominated for an award would be invited to attend an awards ceremony.

Employees could be nominated for these awards by anyone within the organisation. Nominees could be from any department and work at any level, from a volunteer to a manager, and could be part time or full time. They could be an individual, an entire team, they could be community or customer focused, but they must have gone above and beyond what was expected of them to achieve excellence.

Nominations were currently open for the first awards and would close on 31 August 2015, with the inaugural ceremony taking place in September.

### 35 **Public Participation**

There were no members of the public present or councillors' questions.

### 36 **GROW - Learning and Performance Management System**

A demonstration of GROW, a new learning and performance management system was provided at the meeting.

It was reported that the principal aims of this new system would be as follows:-

- Provide a simple, effective appraisal solution that managers could use for all staff
- Integrated system – to link development and performance
- Support new ways of learning – social, web based, e-learning etc.
- Support regular performance discussions (1:1's) year round
- Link individual, team and business objectives

Members welcomed and supported this new management performance system and

**Resolved:**

- (1) To circulate the presentation to members of the Committee and their deputies for information.**
- (2) To request an update report in 12 months' time in order to see how the new GROW system is working.**

**37 CCTV and Vehicle Monitoring Policy**

Consideration was given to a report by the Associate Director, People & Business which presented the CCTV and Vehicle Monitoring Policy. This policy had been produced in line with best practice, to meet Information Commissioners Office guidelines.

**Resolved:**

**To approve the CCTV and Vehicle Monitoring Policy.**

**38 Delivering the Business Plan - March 2015**

The Committee received a quarterly workforce report, excluding fire, police and school staff, for the quarter ending March 2015, concerning:-

Staffing Levels  
Sickness Absence  
New Health and Safety RIDDOR related injuries  
New Disciplinary and Grievance Cases  
Voluntary Staff Turnover  
Employee costs  
Additional financial information  
Employee Diversity

During discussion, members were pleased to note that:-

- The jobs market had improved and more apprenticeships were being offered.
- Steps were continuing to replace agency staff with permanent staff.
- The campaign to recruit more social workers, particularly in children's services, was proving successful with about 120 new social workers being appointed, leaving just 28 vacancies in children's services.

**Resolved:**

- (1) To note the contents of the report.**
- (2) In view of the difficulties in putting back meetings of this Committee by one month due to potential clashes with meetings of other**

committees, to agree that these workforce reports be circulated to members of the Committee and their deputies for information as soon as they are available and in advance of them being considered by the Committee.

39 **Date of Next Meeting**

**Resolved:**

To note that the next meeting of this Committee was due to be held on Wednesday 9 September 2015 at County Hall, Trowbridge, starting at 10.30am.

40 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.30 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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

## **JOINT STRATEGIC ECONOMIC COMMITTEE (SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP)**

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### **DRAFT MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 18 JUNE 2015 AT COMMITTEE ROOM 2, SWINDON BOROUGH COUNCIL, EUCLID STREET, SWINDON, SN1 2JH.**

#### **Present:**

Cllr David Renard (Chairman), Cllr Jane Scott OBE (Vice Chairman), Cllr Brian Mattock, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins and Mr Neil Holt

#### **Also Present:**

Dr Carlton Brand (Corporate Director, Wiltshire Council), Alistair Cunningham (Associate Director, Economy and Planning, Wiltshire Council, and Director of the LEP)

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#### **12 Apologies**

Apologies were received from Councillor John Thomson, Mr Barry Dennington, Mrs Nicky Alberry, Mrs Isobel Brown, Mr Paddy Bradley and Mr Robin Townsend.

#### **13 Minutes of the Previous Meeting**

##### **Resolved:**

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

#### **14 Declarations of Interest**

There were no declarations.

#### **15 Chairman's Announcements**

In accordance with the Committee's Terms of Reference it was announced the chairmanship of the Committee was rotated from Cllr Jane Scott OBE to Cllr David Renard for the forthcoming year.

#### **16 Public Participation**

There were no questions or statements submitted.

## 17 **Local Enterprise Partnership (LEP) Commissioning Group Updates**

Alistair Cunningham, Director of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP), presented a written update on behalf of the SWLEP Secretariat on the work of the Commissioning Group, providing business case study updates on Local Growth Fund (LGF) projects, summaries of the activity of working groups and development of the Strategic Economic Plan (SEP) to be approved by the SWLEP Board ahead of a potential call by the Government for the third round of LGF bids.

It was stated that in an update to the papers the A429 Malmesbury project now had a status of Green on the RedAmberGreen scale as detailed in the report, following resolution of an issue with the owner of land adjacent to a roundabout key to the project, and positive discussions had taken place with the Department for Transport regarding the New Eastern Villages project.

The Committee was also informed details on terms of the land use and technical necessities had been agreed regarding the Porton Science Park, with further work awaiting completion of the European Funding bids.

In response to queries updates were provided on the 2016/17 programme in relation to the Chippenham Station Hub, and in relation to the M4 Junction 15/16 proposals, further details were required on funding and in the case of J16 a full business case had been postponed until the autumn in part in response to the need to further look at the modelling for the project.

Work had also been expanded on the Strategic Economic Plan (SEP) refresh, to include looking at how to coordinate a consistent Further Education offer.

The Committee also analysed the work of the sub-groups of the SWLEP, and felt that notwithstanding the intention to not produce too many sub-groups and that there had been an early focus on transport infrastructure projects due to funding being available in those areas, several key priorities were not included among the list of strategic areas, Health and Social Care, a highly important industry across the county, being an example, as well as a lack of focus on rural economic skills. There was also a concern that governance of the SWLEP and between it and the councils was not joined up, and there was a lack of awareness of council policy when determining work and priorities.

Finally, the Committee requested that the positive impact of the SWLEP and its schemes be improved, in particular that the council communications team assist in organising events at the turf cutting/topping out of SWLEP funded schemes.

### **Resolved:**

**To request the SWLEP Board renew its priorities to include where possible a focus on matters such as the rural economy, housing, health and social care, and to highlight links to each council's Corporate Plan when determining projects and priorities.**



## 18 **Planning Updates**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council), presented a general update on Planning matters in relation to the work of the JSEC and the SWLEP.

It was stated that the Core Strategies of Swindon and Wiltshire had now both been adopted, with the next work being on those areas it had been agreed with the respective Inspectors to begin early reviews, and officers were planning the scope of the reviews along with the necessary evidence bases for them, with a working party preparing a work programme for the review. It was estimated the Strategic Housing Market Assessment (SHMA) would take approximately a year to complete once initiated.

The Committee sought details of how the Authorities would collaborate in those areas this would be beneficial, and it was stated that both Authorities had members on a joint strategic planning group which would help steer the progress of the review, to be undertaken by an independent provider, before seeking approval from JSEC.

### **Resolved:**

**To receive a proposal on the working procedures for a Joint Strategic Planning Group at the next meeting.**

## 19 **European Funding Updates**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council), presented a general update on matters in relation to European funding.

It was stated Councillor Fleur de Rhé-Phillipe (WC) had chaired a meeting of the SWLEP European Structural and Investment Funds Committee on 17 June to discuss the Forward Work Plan for the SWLEP, Business Industry and Skills, National Product Calls focussed on enhancing SME businesses in terms of growth potential and international trade performance; Health and Life Sciences Call progress update; SME growth; Foreign and Direct Investment; Innovation Services Call; and an update from the Management Authority (DCLG) on European Structural Fund (ESF) Opt Ins.

Concerns had been raised about the inflexibility of an offer from Innovate UK to assist Local Enterprise Partnerships with match funding for European funds, which did not tailor to the specific needs or requests of the local areas. The Committee endorsed the approach of the SWLEP Secretariat to note that more flexible delivery of assistance appropriate for the region and the businesses therein was necessary and would welcome a willingness to negotiate to this end.

The Committee sought details of the progress in securing funds, noting the process had been ongoing for some time, and it was stated the European

Funding was not yet signed off for release, however it was a significant sum once it would arrive, should bids be successful.

The Committee also requested written updates for each project, and that links to council priorities for both Authorities also be shown where possible.

**Resolved:**

**To receive a written update at the next meeting as detailed above.**

**20 Risk Management Updates**

The Committee agreed a full written update was necessary to adequately report any risk management analysis on the delivery of programmes, and requested a full update at the next meeting to include comment on new governance arrangements for the SWLEP, noting Board meetings would shortly be taking place in public for the first time.

**Resolved:**

**To receive a written update at the next meeting as detailed above.**

**21 Forward Work Plan**

The Committee considered the Forward Work Plan and requested updates on Joint Planning Working Group arrangements and updates on governance of the SWLEP and Scrutiny arrangements.

**Resolved**

**To update the Forward Work Plan as detailed above.**

**22 Date of the Next Meeting**

In a correction to the agenda, the date of the next meeting was confirmed as 30 September 2015.

(Duration of meeting: 2.00 - 3.30 pm)

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

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

## HEALTH AND WELLBEING BOARD

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### **DRAFT MINUTES OF THE HEALTH AND WELLBEING BOARD MEETING HELD ON 16 JULY 2015 AT GOLD ROOM, POLICE HQ, LONDON ROAD, DEVIZES.**

#### **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: Peter Hill (Chief Executive of Salisbury Foundation Trust), Sarah Truelove (Royal United Hospital), Roger Hill (Great Western Hospital), Maggie Rae (Corporate Director, Wiltshire Council), Deborah Fielding (Chief Officer CCG), Cllr Sheila Parker (Wiltshire Council)

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#### **53 Chairman's Welcome, Introduction and Announcements**

The Chairman welcomed all to the meeting.

#### **54 Apologies for Absence**

Apologies were received from:

- Dr Peter Jenkin (the new Vice Chair of the Health & Wellbeing Board and CCG Chair)
- The New Police Chief Constable, Mike Veale
- James Scott, RUH (represented by Sarah Truelove, Deputy Chief Executive)
- Gareth Bryant, Wessex Local Medical Committees Ltd
- Cllr Ian Thorn
- Nerissa Vaughan, GWH
- Carolyn Godfrey and Councillor Laura Mayes, due to the Ofsted inspection of Wiltshire Council's Children's Services.

#### **55 Minutes**

The minutes of the previous meeting were considered.

#### **Resolved**

**That the minutes of the previous meeting held on 21 May 2015 be approved as a correct record.**

**56 Declarations of Interest**

There were no declarations of interest made.

**57 Chairman's Announcements**

The Chairman drew the meeting's attention to the announcements circulate with the agenda:

a) Hopper Bus. Additionally, Cllr Jane Scott stated that discussions were ongoing with the other Acute trusts with a view to addressing patient transport issues across Wiltshire.

b) Mental Health Challenge. It was noted that Cllr Sheila Parker had been appointed the Mental Health Champion for Wiltshire Council.

The Chairman drew the meeting's attention to the additional announcements circulated at the meeting:

c) Health Towns Initiative Fund. It was noted that Wiltshire had an opportunity to apply to the fund administered by NHS England. The Board will be invited to support the application. Stakeholders were asked to liaise with David Bowater regarding their views on the applications focus. It was noted that there was a possible connection between Eco Development and Public Health – Tim Ballard was suggested as a contact.

d) Public Health Funding. The letter sent by the Directors for Public Health in the South West, expressing their concern regarding the level of funding for public health was noted. Partners were encouraged to send their views to the Minister.

**58 Public Participation**

The Chairman stated that there had been no questions submitted but that if there were any representations, these would be taken during the item to which they related.

**59 Better Care Plan**

James Roach, Director of Integration, presented an update, circulates as a supplement, on the Better Care Plan.

Issues highlighted in the course of the presentation and discussion included: how the voluntary sector can help deliver some of the ambitions of the plan; that

there was a reduction in non-elective activity; that a pathway had been established to enable people to receive palliative care at home without need for admission; that the Choice Policy would be discussed with Health Select Committee following feedback from the Task Group and Healthwatch; how Healthwatch intend to highlight patient and carer experiences; and that the Wiltshire Homefirst project will roll out across Wiltshire, funded by the Better Care Fund, and will go live in November 2015.

**Resolved**

**To note the update.**

**60 Health Education South West Education and Training Plan**

Derek Sprague, Director of Health Education South West, presented an update, circulated as a supplement, on plans to develop the health workforce in Wiltshire and across the South West.

Issues highlighted in the course of the presentation and discussion included: that Wiltshire is split between two regional organisations responsible for Health Education; how best to engage with commissioners and providers to prepare training plans; how the 5 year forward view influences plans; how curriculum for nurses is being reviewed to give more generalist training to encourage more community nursing; the increase in the number of apprenticeships; that trainees who have had positive placement experiences are more likely; and the difficulties of recruiting staff in a rural county.

**Resolved**

**To note the update.**

**61 Joint Workforce Strategy**

James Roach and Jenny Hair updated the Board on the development of a joint health and social care workforce strategy for Wiltshire.

Issues highlighted in the course of the presentation and discussion included: the recent analysis undertaken to understand the gaps and challenges; that the recent audit did not include hospices and pharmacies; that a growing elderly population means fewer staff to deliver services to more people; the need to take an integrated approach to these challenges; that there had been some success in getting more social workers into Wiltshire; how staff resources can better utilised to reduce duplication and improve efficiency; the relative complexity of seeking funding for education and training; and how the GP groups would be able to provide information on workforce needs.

**Resolved**

**1. To note the actions being taken on this key risk to operational delivery; and**

**2. To ask Board members to engage with the action group.**

**62 Wiltshire's JSA and Community-led Actions**

Maggie Rae, Corporate Director, presented the report which updated the board on how community area Joint Strategic Assessments (JSAs) have inspired local action.

Issues highlighted in the course of the presentation and discussion included: how different partners contributed to the development on JSAs; that their development was governed through the Public Services Board; how complex community issues can be addressed to improve quality of life; how the Area Boards and Communities are engaging with these issues; the spin off effects of projects that help to galvanize communities; and how to ensure that GP cluster's priorities fed through to the Area Boards.

**Resolved**

- 1. To note the positive findings of this report and the impact the CAJSAs have made;**
- 2. To continue to support the work of Wiltshire Council and the Wiltshire Public Services Board to produce intelligence at a local community level to enable residents and local partners to tackle local issues in order to build more resilient communities.**
- 3. To continue to examine where action at a strategic level might encourage further action within each community area – toolkits, shared resources, etc.**

**63 Update on Joint Working on Mental Health and Disabilities**

Hazel Matthews, Wiltshire CCG, and Barbara Smith, Wiltshire Council, presented the report which provided an update on the progress in implementing the agreed integrated approach to commissioning services for people with Mental Health problems and Disabilities

Issues highlighted in the course of the presentation and discussion included: how best to put the patient at the centre; that an estimated £108m is spent across the Council and CCG in this area; the issues of recruiting to key senior posts; how dementia work has increased as priority; improving access and support for getting people with mental health back into employment; and how best to take forward Winterbourne View concordat.

## **Resolved**

**To note the progress towards the implementation of Mental Health and Disabilities Joint Commissioning.**

### **64 Healthwatch Wiltshire Annual Report**

Emma Cooper, Chief Executive, of Healthwatch Wiltshire presented their Annual Report.

Issues highlighted in the course of the presentation and discussion included: that this is the first full year annual report, having been set up about 18 months ago; the statutory duties of Healthwatch; that each of the 148 Healthwatch organisations, across the country, are focused on different priorities; that the peer review of the Health & Wellbeing Board gave some positive feedback; that dementia is a key priority; how Healthwatch is able to provide prompt feedback on quality for providers; that a report on engagement under the Better Care Plan will be provided to a future meeting; the good relationship between Healthwatch and other members of the Health & Wellbeing Board.

## **Resolved**

- 1. To note on the content of the Annual Report; and**
- 2. To recognise the progress which has been made during 2014/15 in fulfilling the statutory duties of a local Healthwatch.**

### **65 Date of Next Meeting**

The Chairman noted that the next meeting would be on *Thursday, 24 September at 3:00 pm, in County Hall, Trowbridge; and that there was an opportunity for an informal short session beforehand regarding the Warm & Safe Wiltshire project working with older people.* The Chairman requested that representatives from the Fire & Rescue Service be invited.

### **66 Urgent Items**

There were no urgent items.

(Duration of meeting: 3.00 - 4.55 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935, e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

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## WILTSHIRE POLICE AND CRIME PANEL

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 18 JUNE 2015 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.**

#### **Present:**

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Alan Bishop, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Darwish, Fielding, Filmore, Emily Higson, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson, Kilgallen, Angus Macpherson, Cllr Teresa Page and Powell

#### **Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Chris McMullen – OPCC  
Prof Allan Johns – OPCC  
Carolyn Filmore – OPCC  
Naji Darwish - OPCC  
Emily Higson – Wiltshire Council  
Henry Powell – Wiltshire Council  
Kevin Fielding – Wiltshire Council

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#### **1 Appointment of Chairman and Vice-Chairman**

Cllr Richard Britton was elected Chairman for the forthcoming year.

Cllr Andrew Bennett was elected Vice Chairman for the forthcoming year.

#### **2 Apologies for Absence**

Apologies were received from Chris Henwood – Co-opted Independent member.

### 3 **Minutes and matters arising**

#### **Decision:**

- **The minutes of the meeting held on Thursday 5<sup>th</sup> March 2015 were agreed as a correct record and signed by the Chairman.**

### 4 **Declarations of interest**

Councillor Trevor Carbin declared none pecuniary interests in matters relating to Customer Vision, Community Speedwatch and Licensing.

### 5 **Chairman's Announcements**

- Cllr Alan Bishop – Swindon Borough Council and Cllr Teresa Page – Swindon Borough Council were welcomed to the Panel.
- That Mike Veale had been appointed as the new Chief Constable for Wiltshire following the Panel's confirmatory hearing on 11<sup>th</sup> May. He would start in post on the 1<sup>st</sup> July 2015. The Panel were advised by the OPCC that the outgoing Chief Constable Pat Geenty was currently on a month's leave before retiring from the service.

### 6 **Public Participation**

There was no public participation.

### 7 **Annual Report 2014 - 15**

Kieran Kilgallen – Chief Executive, OPCC introduced the PCC's annual performance report for the year 2014-15. The PCP was asked to note the draft annual report and to provide comments on the annual report.

The Panel welcomed the fact that OPCC had previously circulated the report to Panel members with an invitation to submit comments – which some members had already done.

The annual report was aimed for public audience and captured the highlights of the year and the commissioner's assessment of progress against his plan.

The annual report was structured around the original Police and Crime Plan six priorities.

Questions raised by the PCP included:

- Had the PCC now abandoned having 300 special constables as part of his plan?  
*a. A review was being undertaken and that there would be a report to SCT (Senior Command Team) and CMB (Commissioner's Monitoring Board) in September. An update to the Panel would then follow. 300 was a provisional number only. Superintendent Bateman was developing a strategy for their future use and there was a need to move away from Specials who wanted to have a career in policing to those that just wanted to volunteer within the community. This was a national problem – it took time to recruit people who then lost interest before training was complete and so it was difficult to achieve numerical targets.*
- How is the operational plan affected by not having the 300 special constables?  
*a. The Plan was not compromised as Specials were an additional support only.*
- How is the training of police cadets working out?  
*a. Wiltshire Police was looking to start training based in the south of the county, at present the police cadet programme was two years into a three/four year programme.*
- You have to work hard to find any negatives within the annual report.  
*a. There was no place for blame in partnership working, people need to be challenged rather than blamed.*
- There appears to be no mention of the Neighbourhood policing teams in the report.  
*a. This was an omission, which was noted.*
- Not a great deal of mention of the strategic alliance, surely this needs to be expanded on.  
*a. Noted.*

The Chairman thanked the OPPC for the report.

## 8 **Quarterly Data (Q4) - Risk/Performance/Finance/Complaints**

The Commissioner presented a report setting out his quarterly performance data for the fourth quarter of 2015.

The Commissioner advised that a joint working group had been developing a new format of performance report reflecting the outcome of the performance culture review. The new report would be used in the assessment of the first quarter of 2015-16, which would be reported to the Panel in September 2015. The structure of the report would be in three parts:

- Dashboard of high level measures with context to support trends
- Deep-dive into a priority to discuss specific details and progress
- Any areas which the PCC wishes to highlight (points of excellence, poor results, press interest, concern, significant risks etc)

Points made by the PCP included:

### **People feeling safe during the day/night**

“The percentage of people feeling safe during the day has remained very high throughout the year, rising close to 95 per cent. This is encouraging to see and reflects the low rate of crime which takes place in Wiltshire”. However, the fact that fewer people report feeling safe at night may be exacerbated by Wiltshire Council’s new policy of switching off some street lighting.

*a. Yes, this would make some people feel less comfortable at night*

### **Licensing Activity**

“The licensing task group continues to jointly assess problematic premises and develop joint tasking and actions to tackle these locations. The three hub-based licensing officers are embedded into the partnership tasking process and increased information is now being shared through this” – when would the licensing team be back up to full strength?

*a. We are looking to get the licensing team back up to full strength after losing a key member of the team.*

### **Unlocking the resources to deliver**

“My wish to see police officers maximising their engagement with the public can be measured through the findings of the public opinion survey I commission. The survey takes place twice a year in spring and autumn and in total surveys over 4,000 members of the public” - when would the Spring 2015 results be available to the Panel?

*a. These results would be available at the next PCP meeting.*

### **Resolved:**

- **To receive and note the contents of the Commissioner’s report setting out his quarterly performance data for the fourth quarter of 2015.**

The Chairman thanked the OPPC for the report.

## **9 Revised Police and Crime Plan 2015 - 17**

The Commissioner introduced the Revised Police and Crime Plan 2015 – 17 and thanked the many stakeholders who had taken the time to comment on the

plan. Stakeholders would have until the end of June 2015 to make further comments.

Questions from the PCP:

Would the PCC be involving other stakeholders, such as young people and ethnic groups etc?

*a. Yes, the plan was very much in its early draft form, with more groups and organisations having the opportunity to comment on it.*

The Chairman thanked the Commissioner for the plan and looked forward to the viewing the final version and Panel discussions at a future PCP meeting.

## 10 Report from Task Groups

i. Police Performance Review Working Group

Henry Powell – Senior Scrutiny Officer, Wiltshire gave a brief overview of the report that was contained in the agenda pack.

### **Decision**

- **The reported was noted.**

ii. Strategic Alliance Task Group

The Commissioner gave a brief overview of the report that was contained in the agenda pack.

### **Decision**

- **That a task group was formed to support the delivery of the strategic alliance between the Wiltshire and Avon & Somerset constabularies.**
- **That the task group would decide how to report back to the Wiltshire Police and Crime Panel.**
- **That the task group would be made up of Cllr Julian Johnson, Chris Henwood and Glenis Ansell. The task group would be supported by Henry Powell.**

The Chairman thanked Henry Powell and the Commissioner for their report overviews.

## 11 **Commissioner's diary**

The PCC Diary report which set out a summary of commitments the Commissioner had undertaken since the last Police and Crime Panel meeting on 5 March 2015 was presented to the Panel.

Questions raised by the PCP included:

- What was the current position re the sale of Chippenham Police Station?  
*a.A potential buyer was interested in buying the site, with a view to building social housing on it. Nothing had been signed as yet.*
- When would Wiltshire Police be resuming the speed awareness courses?  
*a.The PCP would receive an update on this at the next meeting.*

The Chairman thanked the Commissioner for his update.

## 12 **Response to questions raised by Volunteer Task Group - Information only**

### **Decision**

- **The report was noted.**

## 13 **Forward Work Plan**

The Forward Work Plan was noted.

## 14 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on Thursday 3rd September 2015 at City Hall, Salisbury.

Future meeting dates were:

Wednesday 2 December 2015 at Swindon Borough Council.

(Duration of meeting: 2.30 - 5.00 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, e-mail [emily.higson@wiltshire.gov.uk](mailto:emily.higson@wiltshire.gov.uk)

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

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## **WILTSHIRE & SWINDON FIRE AUTHORITY**

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY  
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES  
on THURSDAY 11 JUNE 2015**

**Present :** Cllrs C Devine, G Perkins, E Clark, P Edge, Cllr Mrs Groom, R Jones MBE, J Knight, G Payne, C Newbury, E Shaw, J Tray and B Wayman.

**1 Election of the Chairman for the Ensuing Year.**

Cllr Chris Devine was elected Chairman for the ensuing year.

**2 Election of Vice Chairman.**

Cllr Garry Perkins was elected Vice-Chairman for the ensuing year.

**3 Membership.**

The Clerk reported that Wiltshire Council had nominated the following councillors to be members of the Wiltshire & Swindon Fire Authority: Cllr C Devine, E Clark, P Edge, Mrs Groom, R Jones MBE, J Knight, G Payne, C Newbury and B Wayman. Swindon Borough Council had nominated Councillors G Perkins, N Martin, J Tray and E Shaw.

**4 Minutes of the Last Meeting.**

The Minutes of the Meeting of 12 February 2015 were signed as correct.

**5 Apologies**

Apologies were received from Cllr N Martin.

**6 Declarations of Urgent Business**

- a. Clerk
- b. FRS and PCC
- c. Recycling plant survey.

**7 Members' Interests.**

Cllr Tray declared that he was in receipt of a Firefighters' pension.

**8 Chairman's Announcements.**

- a. The Chairman thanked Cllr Andrew Bennett for his service on the CFA.
- b. The medals evening at Potterne had been a great success; it had been very enjoyable and well supported. All recipients of awards were to be congratulated.
- c. The Chairman reported that he had also attended the Dorset FRS's medals' evening at Lulworth Castle and had thoroughly enjoyed the event.
- d. The first meeting of the Shadow Authority would take place on 23 June 2015.
- e. The Clerk had tendered her resignation and would be leaving at the end of July. She was thanked for all her hardwork.
- f. The Chairman reported that he had attended the Local Government Association Fire Conference in Newcastle in March and had found it very informative.
- g. The Chairman thanked the members for all their hard work in the formation of the new Authority.

**9 Questions from the Public**

There were no questions from the public.

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

- 10 Serve On**  
The meeting watched with interest a presentation by Dan Cooke on the charity Serve On and its work in Nepal following the recent earthquake.
- 11 Membership of Committees and Representations on Other Bodies**
- a. The Clerk invited members to review the system of substitutes, and members were asked whether they wished it to continue or whether to introduce some other system. It was agreed to continue with the existing arrangements for the time being pending a report back on substitution from the Ethics Committee, and to arrange a meeting of the Committee in advance of the next meeting of the Authority in September.
  - b. It was agreed to increase membership of the staffing committee from 3 to 4 members but to continue without the requirement for political proportionality.
  - c. The membership of committees is appended to these minutes.
- 12 Minutes of the Ethics Committee**  
The Minutes of the Ethics Committee Meeting held on 12 March 2015 were received.
- 13 Minutes of the Programme & Scrutiny Board Meeting**  
The Minutes of the Ethics Committee meeting held on 14 May 2015 were received. Cllr Jones MBE highlighted that the issue with Microsoft licensing was due to a change at Microsoft and not due to officer error. Cllr Wayman reported that the boating community had been tweeting positively about the recent safety campaign.
- 14 Minutes of the Finance Review and Audit Committee.**  
The Minutes of the Finance Review & Audit Committee meeting held on 17 March 2015 were received.
- 15 Contract Extensions**  
The meeting received a paper on contract extensions
- RESOLVED
- a. *To grant an extension to the 365itms contract up until 31 August 2016*
  - b. *To allow the Chief Fire Officer, in consultation with the Chairman (or Vice-Chairman if not available) and the Chairman of the Finance Review and Audit Committee to approve contract extensions that would otherwise have required approval of the CFA.*
- 16. Protection, Prevention & Intervention**  
The members watched a short visual presentation with interest.
- 17 Staffing Committee Minutes**  
The Authority received the minutes of the Staffing Committee meeting held on 9 March 2015. The Chairman clarified that the one staff member of the Pensions Board would be nominated by the FBU and the other would be from the wider workforce.
- 18 Joint Committee Minutes**  
The Authority received the minutes of the Joint Committee meetings of 19 March, 30 April and 4 June. It was agreed to discuss the confidential sections in Part II of the meeting. The Authority discussed the Draft Code of Conduct at the meeting of 4 June 2015. It was noted that the Joint Committee had preferred the 2005 approach but the Monitoring Officer was asked to circulate both authorities' code prior to the first meeting of the Shadow Authority.

## WILTSHIRE & SWINDON FIRE AUTHORITY

### 19 Update on Combination

The CFO presented a paper updating the meeting on the Combination. He highlighted the considerable amount of work that officers were doing as the organisation moved towards the new Authority.

### 20 Networked Fire Control Services Partnership and Joint Command & Control Centre

The DCFO updated the meeting on the NFCSP and the JCCC. He reported that Wiltshire was still on target to go live on 1 July 2015 but that staff were working under pressure to deliver on that date. He also reminded the meeting that DFRS control was due to move over to Wiltshire on 26 August 2015.

### 21 Dates of Future Meetings 2015

The Clerk presented the future meeting dates for 2015/16. It was noted that there were now some diary clashes and also that the Shadow Executive would now be renamed the Policy & Resources Committee. It was requested that an Ethics Committee meeting be convened for early September. A table showing future meeting dates is appended to these minutes.

### 22 Members' Allowances

The meeting received a paper on Members' Allowances and accepted the Treasurer's Recommendation to pay a lump sum equivalent to 1% of the basic allowances and Special Responsibility Allowances for CFA Members and to increase by allowances by 2.2% with effect from 1 Jan 2015.

#### RESOLVED

- a. *That the Scheme of Allowances be amended by deleting the words "Adjustment of the allowance shall take effect from the beginning of the financial year" in paragraph 12*
- b. *That the Clerk consult with the Constituent Authorities IRPs about introducing a Special Responsibility Allowance of £1775pa, in line with DFA, for those who sat on the COB/Joint Committee.*

Cllr Tray and Cllr Wayman abstained from the vote on the SRA.

### 23. Any Other Business

- a. Clerk. It was agreed to ask Mr Strickland to return as temporary clerk for the period 1 Aug 15 – 31 Mar 16. It was also agreed to look into the possibility of a secondment from SBC or WC. In the event that Mr Strickland was not available, the Urgency Committee would be convened.
- b. PCC and the FRS. There was a short discussion on the future of FRSs.

#### RESOLVED:

*That this Authority does not support the merger of the police service and Fire and Rescue Service under the Police and Crime Commissioner.*

- c. Survey of Recycling Plants. The CFO reported that the survey into household recycling plants had been delayed by the Averages Inquiry and that a draft would be presented to the September meeting of the CFA.

### 24. Date of Next Meeting

The date of the next meeting was confirmed as 24 September 2015.

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **25 Exclusion of the Public**

**RESOLVED:**

*In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public for the business specified in minute no. 5 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1,3 & 4 of Part I of Schedule 12A to the Act.*

### **26 Minutes of the Joint Committee Meeting dated 4 June 2015**

The confidential aspects of the Joint Committee Meeting Minutes were discussed.

**(Meeting Closed 12:40)**

**Appendices:**

1. Membership of Committees and Representations on Other Bodies
2. Dates of Future Meetings.