

MINUTES

Meeting: SOUTHERN WILTSHIRE AREA BOARD
Place: Winterslow Village Hall, Middleton Road, Winterslow, SP5 1PQ
Date: 3 February 2011
Start Time: 7.00 pm
Finish Time: 9.15 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

Cllr Richard Britton (Chairman), Cllr Leo Randall (Vice Chairman), Cllr Ian McLennan, Cllr Christopher Devine, Cllr Julian Johnson and Cllr John Thomson, Deputy Leader and Cabinet member for Adult Care, Communities and Libraries

Wiltshire Council Officers

Tom Bray, Community Area Manager (CAM)
Lisa Moore, Democratic Services Officer
Tracy Carter, Service Director - Waste Management
Nicholas Bate, Emergency Planning Officer
Graeme Hay, Head of Service - Local Highways and Streetscene (South)

Town and Parish Councillors

Clarendon Park Parish Council – K Rogers
Downton Parish Council – S Barnhurst-Davis, J Brown, B Cornish, C Hall, J Parsons and J Whitmarsh
Firsdown Parish Council – B Edgy and M Bishop
Landford Parish Council – J Martin and V McLennan
Laverstock and Ford Parish Council – P Sainsbury
West Dean Parish Council – H Urquhart
Whiteparish Parish Council – T King
Winterslow Parish Council – D Newton

Partners

Wiltshire Police – Inspector David McMullin

Members of Public in Attendance: 15

Total in attendance: 42

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Welcome and Introductions</u></p> <p>The Chairman, Councillor Richard Britton welcomed everyone to the meeting of the Southern Wiltshire Area Board and introduced Councillor John Thomson (Deputy Leader and Cabinet member for Adult Care, Communities and Libraries), and, Tracy Carter (Service Director).</p>
2.	<p><u>Apologies</u></p> <p>There were no apologies for absence.</p>
3.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4.	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 16 December 2010 were agreed as a correct record and signed by the Chairman.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>Community Plan Steering Group</p> <p>The Chairman explained that there had been a disappointing response to the request for interested people to take part in the set up of the five tasking groups to work on the five sections of the Community Plan. As a result of this, work would be concentrated on expanding work within the existing Community Plan Working Party (CPWP).</p> <p>The Chairman thanked those people who had originally expressed an interest in taking part and welcomed any new interested people to the next meeting of the CPWP which had been scheduled for Thursday 17th February 2011, 7.00pm at Salisbury Methodist Church meeting room.</p> <p>The aim of the meeting would be to concentrate on the community section of the Community Plan. The transport section could be picked up in the work of the Community Area Transport Group (CATG).</p> <p>A question from the floor asked if the groups of people within the community who were currently working on Parish Plans, had been or would be contacted to ensure that the Parish Plans were congruent with the overall Community Plan.</p> <p><u>Answer:</u> Parish Councils were regularly receiving notice of the Community Plan Steering Group meetings and requests for interest in the set up of the five</p>

	<p>working groups, which it was hoped they would pass on within their own Parishes to interested parties.</p> <p>Youth Area Board There had been a series of discussions with Tony Nye - Youth Development Coordinator, and Emma Proctor – Extended Schools Network Coordinator to move things forward. The first meeting of the Young Peoples Area Board would be on Monday 14th February 2011, formal notification of this would be circulated in due course.</p> <p>Car Share Scheme The Chairman brought attention to the information sheet attached to the agenda and pointed out that the Council affiliated free website was: www.carsharewiltshire.com</p> <p>He pointed out that there was also a similarly named website which was not run or approved by Wiltshire Council and would charge for use.</p> <p>Councillor Devine noted that the agenda did not have a specific item for public questions, and asked if the Chairman would consider introducing this on future agendas.</p> <p>The Chairman agreed to give the matter some thought, however it was the aim of the Area Board to be inclusive, people were permitted to speak during the meeting simply by raising their hand during an item or by speaking to the Chairman before the start of the meeting.</p>
6.	<p><u>Current Consultations</u></p> <p>As there were no new consultations since the last meeting, the link to the consultation webpage had been provided on the agenda.</p> <p>Current consultations on the Council’s website can be viewed by clicking on the link: http://consult.wiltshire.gov.uk/portal</p>
7.	<p><u>Parish Councils and Emergency Planning - Community Resilience</u></p> <p>Nicholas Bate, Emergency Planning Officer gave a presentation on Community Resilience, with regard to planning for emergency situations in villages, which is a government initiative directed at Town and Parish Councils.</p> <p>The intention was for all parishes to have an up-to-date Community Resilience Plan to replace where necessary the Initial Response Plan that some parishes had written some years ago. These plans once written would be kept up to date by a person nominated by the Town/Parish Council.</p> <p>Bradford on Avon Community Area Board who were part of a pilot scheme had</p>

fully endorsed the initiative. Subsequently the Emergency Planning Team will be communicating with all Parish Councils to offer them the Government template and guidance notes to assist them.

In order to ensure that Wiltshire's communities are resilient it is vital that they were aware of the risks which affect them and the assets which they have within their communities, such as doctors or other people with some medical training, 4x4 vehicles etc. This would help the Town and Parish Councils to decide which threats they were comfortable with, without having to take any preventative action and those where a more proactive approach may be required.

This information would also be made available to each member of the community to ensure that they were able to take necessary measures such as preparing an 'Emergency Box', purchasing sandbags to protect their property or carrying out a business impact analysis for a Business Continuity Plan for example.

Community Resilience was not just about the Community Safety agenda, it was much wider than that. It was about how the community, the individual within that community and businesses could best prepare to meet the challenges they may face if confronted with a major incident. It was also about how the community could continue to operate for as long as possible and how it could adapt to its new circumstances once the incident had passed.

Questions and comments were then received from the floor:

- A recent incident in Firsdown where a bus turned over and burst into flames is an example of an emergency, but as the incident happened so quickly community intervention was not necessarily an option. The emergency services arrived on scene within 15 minutes. Answer: In some instances the only option is to call for emergency services, however in many other situations it is of benefit to have an emergency plan to turn to in conjunction with the emergency services, to enable your community to achieve the best possible result.
- How frequently should we create dummy runs to ensure the plan works. Answer: In the publication which is produced and circulated to Parishes, you can find details of Parish exercises which are arranged throughout the year.

Councillor John Thomson informed the Board that in his local area of Sherston the Parish had created a plan, as there were several high stone walls in the area which from time to time would collapse, with the creation of the plan they now had a list of farmers who would attend the site in tractors to clear fallen stone and rubble from roads. They also had a list of local people who were able to store salt for use within the community.

Councillor Thomson added that Parishes should consider the types of risks they could be exposed to and to plan for them.

	<p><u>Decision:</u> The Southern Wiltshire Area Board endorsed the need for parishes to consider the most significant risks their village was subject to and for them to plan for a local emergency.</p> <p>If anyone wishes to discuss this matter further they should contact Nicholas Bate, Emergency Planning Officer on 07747 804604 or email Nicholas.bate@wiltshire.gov.uk</p>
8.	<p><u>Face to Face - Customer Access to Council Services</u></p> <p>John Rogers, Head of Customer Access showed a short DVD detailing the new proposals to provide face to face contact with the public.</p> <p>The Council is redesigning the way services are delivered, with high emphasis on meeting the needs of the customer, by looking at ways in which people could get the service delivery they needed.</p> <p>Questions and comments were taken from the floor:</p> <ul style="list-style-type: none"> • The proposed new opening times looked very similar to what was available at present. <u>Answer:</u> The new extended hours of 8.30am to 5.30pm showed a modest improvement, which was a start. Phone traffic was being monitored to establish which times people were trying to contact the Council, with the aim of making services available at times when people wanted to use them. • The Downton Library was suggested as a possible location to site a customer access kiosk, however it was also noted that the opening hours of the library had recently been cut so would limit the opportunity for people to access the service. <u>Answer:</u> If the library was chosen as the site for the kiosk, there would be an option for local people who had a library membership to gain access to the kiosk out of library hours, by swiping their library membership card. • How would the home visit appointments be organised to make the best use of officers time. <u>Answer:</u> Discussions with other teams such as Environmental Services had taken place to establish how they currently provided the home visit service. Further consideration was ongoing. • A single officer entering into someone's house could be quite a dangerous thing. <u>Answer:</u> The Council already delivered over 75% of its face to face services in people's homes, and had built up a body of experience of the practice. In addition to this the Council was currently creating a database containing details of customers who may be considered more of a risk to visit. <p>Councillor McLennan noted that with the new proposals, it would be possible for a benefit officer attend people in their own home, which he felt would greatly</p>

	<p>improve the service. He urged Parishes to spread the word about the new service.</p> <p>Councillor Thomson informed the Board that one option which was available to Community Areas was to have a video link installed in a kiosk. This could be used by the community as an alternative to travelling into Salisbury to attend an appointment in person. Meetings could be arranged to take place with relevant officers via the video link without having to leave the Community Area, providing local community access to a wide range of services.</p> <p>Tom Bray, Community Area Manager highlighted the problem faced by the Southern Wiltshire Community Area, in that as the area was spread out and does not have a hub town or village, it would be difficult to establish one site alone which would be accessible by the whole community area.</p> <p>The DVD could be viewed on YouTube at: http://www.youtube.com/watch?v=6pl1aAp6364</p> <p>Further Enquiries to: John Rogers, Head of Customer Access, Department: Customer Services</p> <p>Direct Line; 01225 756191 E-mail: john.rogers@wiltshire.gov.uk</p>
9.	<p><u>Updates from Partners</u></p> <p>Wiltshire Police Authority</p> <p>As a member of Wiltshire Police Authority, Councillor Britton gave a presentation to the Board. During this time Councillor Randall acted as Chairman.</p> <p>Some of the points covered were:</p> <ul style="list-style-type: none"> • WPA would need to make £15 million in savings over the next four years. • In four years time the Force would be likely to have 150 fewer officers and 200 fewer staff. • It was WPA's responsibility to ensure that Wiltshire continued to have an effective and efficient police service. <p>The top priorities:</p> <ul style="list-style-type: none"> • No plans to reduce frontline local policing – that means the numbers of officers on patrol and responding to emergency calls would stay the same. • Neighbourhood Policing Teams would also remain untouched • So, in finding the savings WPA were committed to: <ol style="list-style-type: none"> 1. Keeping local officers on patrol and keeping the public safe.

2. Responding promptly to emergency 999 calls.
3. Ensuring that general enquiries and non urgent calls were dealt with to an acceptable standard.

Other commitments included:

- WPA would seek out extra Special Constables with the powers of regular officers, and more Volunteers to provide support.
- To make best use of new technology so officers stay on the beat. Examples include officers using hand held mobile devices when on the streets to access Force IT systems and control room staff being able to see where officers are via our Automatic Resource Location System (ARLS).
- WPA currently had an arrangement which include a helicopter police air ambulance, this would remain until 2014.

Cllr Britton urged people to take part in shaping the future of the Wiltshire Police Service by completing and returning one of the survey questionnaires, which had been handed out.

Councillor Britton added that there was a huge drive for regional procurement, where forces would get together to purchase motor vehicles and other equipment. This would eventually deliver big savings.

Councillor Britton reported that the government is progressing a Bill to abolish police authorities and replace them with elected police commissioners. The Association of Police Authorities is pressing government to rethink the idea because of the risk of politicising policing.

Inspector David McMullin highlighted the situation of the crime figures which had been circulated at the meeting and gave an update on the community area, some of the points he covered were:

- Out of the three PCSO's for the area, two had left Wiltshire Police within the past few months. One replacement had been secured, an officer called Luke Taylor who had previously worked on Bemerton Heath, in Salisbury.
- Henry Clissold in Alderbury had been working on the Anti Social Behaviour issue with other partnerships including the Housing department and other units at the Council to improve matters in the area.
- Tasking process – Inspector McMullin ran his own sector which enabled him to identify the priorities for the area, and then direct resources where most needed. He showed the Board his PDA handheld device and explained how it assisted in prioritising work.

Tony Nye, Youth Development Coordinator had three points to update on, they were:

- The young people had produced a 5 minute DVD which showed their activities and achievements over the past year (This DVD was shown before the meeting, at the back of the hall).
- The Leisure Credit Scheme was a system where the young people could get involved in a piece of work within the community to gain credits which could then be traded in against leisure activities. Tony urged parishes to consider the leisure credit scheme if they had any jobs that needed to be undertaken.
- Young people had been asked to review the work of the previous year and then to come up with plans for the forthcoming year. Three strands of work had evolved from the session, they were:
 1. That operating in a rural area with no dedicated youth centre meant that they had to make the most of the community facilities available. The service would continue to operate one night each in Old Sarum, Alderbury, Winterslow and Redlynch.
 2. Considering the geographical spread of the community area, young people said that they would like to come together with other young people from other areas to take part in activities.
 3. They wanted the leisure credit scheme to continue for 2011-12.

Tony asked the Board for their support of the proposed work for 2011-12.

The Chairman informed Tony that the project outlined appeared to be fully comprehensive.

Decision:

The Southern Wiltshire Area Board supported the work programme as detailed by the Youth Development Coordinator for 2011-12.

Laverstock and Ford Parish Council

Parish Councillor Virginia McLennan informed the Board that until recently the parish had been in receipt of a Street Cleansing Grant from Salisbury District Council (SDC), then Wiltshire Council, of £750 a year to assist in the cleaning up of the excess litter generated by the pupils of the three secondary schools along Church Road.

The parish had since been informed that the grant was no longer available. Having approached the schools with the problem, the schools informed the Parish Council that they were unable to demand that their pupils pick up any litter and were not forthcoming with any solution or commitment to solve the problem.

The Parish Council had provided extra litter bins along Church Road, but now felt that even more bins would be considerably expensive to install and empty and as a result was not the way forward.

The Parish Council asked the Board to take up the issue with the Council so that

the street cleansing scheme to be reinstated to aid the cleanup of Church Road, so that it matched the rest of the village.

Graeme Hay, Head of Service – Local Highways and Streetscene (South), confirmed that there had been a scheme under SDC which had come to an end a year previously. Wiltshire Council had tried to keep the scheme going and had found a small amount of money, but that money had now been used up. The issue has been entered onto the issue tracking system and officers will look at constructive ways to respond through engaging all relevant agencies.

Downton Parish Council had also written to the council with the same issue, it was their opinion that the funding was not a grant but a delegated power previously granted to them and since been taken away.

Winterslow Parish Council had organised an annual village clean up for four years running, which had proved to be very successful.

Councillor McLennan informed the Board that Laverstock and Ford Parish Council also carried out a periodic litter clean up of the village, however the litter problem did not occur in other areas of the village, only in Church Road, outside the schools.

Councillor Thomson asked Graeme Hay to provide him with the details of the scheme, so that he could discuss the matter with officers; however it seemed like a prime example of an issue which would require more than one person to find a resolution. A cross agency meeting involving the police, the schools, the parish council and Wiltshire Council would need to be arranged with various parties to find a way forward.

The Youth Services should also be involved to work with the young people on the issue.

Decision

A cross agency meeting would be scheduled to discuss the litter problem on Church Road, Laverstock.

Cabinet Member Update

Councillor John Thomson gave an update which included the following points:

- WC currently provided in home services to 19,000 people across Wiltshire.
- In 1972 the budget for social services across Wiltshire was £652,000 the budget now was £160 million, with Wiltshire Council aiming to increase that by another £50 million over the next four years.
- There would be an investment of over £200 million in places for Extra Care Provision.
- 5 new Dementia Care Homes would be built across Wiltshire.
- Multiple care teams would be brought together to provide a single

	<p>service, resulting in patients receiving one visit in a day rather than several by different people.</p> <ul style="list-style-type: none"> • Maintenance of libraries presented a big challenge for the Council, with the help of local volunteers, service provision at libraries could be shaped around local need and libraries could be used for youth clubs and other activities. <p>Councillor Thomson felt that it was important for Cabinet members to visit all areas of Wiltshire to gain a fuller picture of the issues arising in the varied and diverse communities within the county.</p>
10.	<p><u>Your Local Issues - Mini workshop</u></p> <p>Issue no. 741 Crossing of A36 Clarendon/Petersfinger. Councillor Devine had been informed that the Highways Agency were not planning to carry out the works on a new crossing at A36,Petersfinger in 2011/12 or 2012/2013 which he felt was unacceptable. He would continue to lobby on this issue by taking it to John Glenn MP.</p> <p>Councillor Devine asked the Board to support the project being pushed forward.</p> <p><u>Decision</u> The Southern Wiltshire Area Board supported the bid for a crossing to be provided on the A36 at Petersfinger.</p> <p>Issue No. 404 – School Traffic Problem in Laverstock Councillor McLennan gave an update on the progress of the project.</p> <ul style="list-style-type: none"> • Funding was virtually secured for the London Road end. • Resurfacing to the Road and drainage improvements underway. • The new development on the London Road would provide a contribution to the walkway entrance to the park and ride. • Wiltshire Council were working with the schools on the design and layout of the parking on the school site.
11.	<p><u>Street Light Switch Off Proposal - Laverstock & Ford PC</u></p> <p>The Board considered the proposal from Laverstock and Ford Parish Council to switch off street lighting between 24.00hr and 05.30hrs at the identified location which had been consulted upon locally and technically assessed by Highways.</p> <p><u>Decision</u> The Southern Wiltshire Area Board approved the proposal from Laverstock and Ford Parish Council as set out in the officer report.</p> <p>Action: Tom Bray</p>
12.	<p><u>Community Area Grants and Performance reward Grant</u></p> <p>Community Area Grant Scheme</p>

The Board considered four applications for funding from the Community Area Grant Scheme. The Chairman invited applicants present to speak in support of their project, after discussion the Board Members voted on each application in turn.

Decision

That Coombe Bissett & Homington Parish Plan Steering group was awarded a total of £260 towards their project in the initial stages of preparation of the Parish Plan, with £210 of the funds to be released this financial year of 2010/11 and the remaining £50 of funds to be released in 2011/12 as the printing aspect of the project would not be required until later in the year.

Reason

The application met the Community Area Grants criteria for 2010/11 and demonstrated a direct link to the Community Plan 2010-12.

Decision

That Winterslow Village Design Statement Group was awarded £869 towards resources for the VDS.

Reason

The application met the Community Area Grants criteria for 2010/11 and demonstrated a direct link to the Community Plan 2010-12.

Decision

That Whiteparish Village Hall Committee was awarded £950 towards their project to repair the hall roof.

Reason

The application met the Community Area Grants criteria for 2010/11 and demonstrated a direct link to the Community Plan 2010-12. The repair work would improve the facility for its users, helping to maintain a valuable community asset until the new one was built.

Decision

That Landford parish Council was awarded £350 towards their project to purchase and install a projector in the village hall.

Reason

The application met the Community Area Grants criteria for 2010/11 and demonstrated a direct link to the Community Plan 2010-12.

Action: Tom Bray

Performance Reward Grant Scheme

The Board considered one application to endorse an initiative for funding from the Performance Reward Grant Scheme. A report detailing the bid from the Old Sarum Community Room (OSCR) Management Committee was circulated by the Community Area Manager.

	<p>Councillor McLennan spoke in support of the project as the local member. He thanked Councillor Thomson for his recent visit to the Old Sarum Community Room, where he had taken part in discussions with others to find ways of Wiltshire Council making use of the facility. Councillor Thomson had suggested that WC could make use of some of the upstairs rooms and pay some of the rent to reduce the amount of rent the OSCR would be eligible for.</p> <p>Councillor McLennan asked the Board to note its recognition and gratitude for his involvement in the project.</p> <p><u>Decision</u> The Southern Wiltshire Area Board supported the bid for funding from the Performance Reward Grant Scheme for funds towards staffing and training at the Old Sarum Community Room.</p> <p><u>Reason</u> <i>The funds would cover 6 months part time staff costs, capacity building training for local volunteers, community events and initiatives in order to build a cohesive group who could then manage and improve the community facility.</i></p> <p>Action: Tom Bray</p> <p>Tom Bray, Community Area Manager, gave an update on the grant situation to date. The Southern Wiltshire Area Board had managed to award the entire grant budget for 2010/11, which was a great achievement.</p> <p>He went on to say that it would be important to use the funds for 2011/12 in the best way available to make the money stretch and help as many projects within the community area as possible.</p>
13.	<p><u>Evaluation and Close</u></p> <p>People were asked to take part in an electronic evaluation of the meeting using the handheld voting panels.</p> <p>The Chairman thanked everyone for coming and closed the meeting.</p>

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