

DRAFT MINUTES

Meeting: WARMINSTER AREA BOARD
Place: Corsley Centre, Old School, Deep Lane, Corsley, Wilts BA12 7QF
Date: 30 June 2011
Start Time: 7.00 pm
Finish Time: 9.50 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

Cllr Andrew Davis (Chairman), Cllr Pip Ridout, Cllr Keith Humphries,
Cllr Christopher Newbury and Cllr Fleur de Rhe-Philippe (Vice Chairman)

Cllr Linda Conley (Cabinet Portfolio Holder for Waste)

Wiltshire Council Officers

Jacqui Abbott, Warminster Community Area Manager
Barry Pirie, Service Director for Human Resources
Marie Gondlach, Democratic Services Officer
Damian Haasjes, Voluntary Sector Development Manager
Martin Litherland, Head of Waste Collection
Vicky White, Waste Project Officer
Geoff Winslow, Team Leader, Minerals & Waste Policy

Town and Parish Councillors and Representatives

Warminster Town Council – Heather Abernethie
Bishopstrow Parish Council – Sheila Thomson
Chapmanslade Parish Council -
Chitterne Parish Council – Mike Lucas, Virginia Neal and Aileen Fenlon

Partners

Wiltshire Police – Inspector Lesley Winter
Wiltshire Fire and Rescue Service – Mike Franklin

Total in attendance: 45

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Announcements, Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Warminster Area Board.</p> <p>The Chairman made the following announcements:</p>
1.a	<p><u>Street Trading</u></p> <p>The consultation period had unfortunately finished before the meeting.</p> <p>The Licensing Committee will consider the revised street trading scheme and the results of the second public consultation at a meeting in September 2011, with a view to the council adopting the council-wide street trading scheme by the end of 2011.</p>
1.b	<p><u>Wiltshire Core Strategy Consultation Document</u></p> <p>The council had published the 'Wiltshire Core Strategy – Consultation Document' (along with accompanying evidence reports) for an informal consultation which would end at 5.00pm on Monday 8 August 2011.</p> <p>A series of public exhibitions had been arranged across Wiltshire Community Areas; one on Thursday 14 July 2011 at the Warminster Library (closes at 7pm); which would provide opportunity for people to come along and discuss the proposals set out within the Wiltshire Core Strategy Consultation Document and the Proposed Submission Draft Wiltshire and Swindon Waste Site Allocations document.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Councillor Fleur de Rhé-Phillipe.</p>
3.	<p><u>Minutes</u></p> <p>Decision</p> <p>The minutes of the previous meeting were agreed as a correct record and signed by the Chairman.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Consultation on Waste site – agenda item 11 refers.</p>

	<p>Councillor Pip Ridout did not have a personal or prejudicial interest with regards to the Consultation on Waste Site presentation. However as Councillor Ridout lived very close to one of the identified sites (Warminster Business Park) to be discussed at the meeting, and as there was a planning history with the site, she felt that it would be more appropriate for her not to take part in the debate.</p> <p>Area Board Funding – Community Area Grants – Warminster Christmas Lights – agenda item 12b refers.</p> <p>Councillor Pip Ridout declared a personal interest as she was the Warminster Town Council representative on the Warminster Christmas Lights Committee.</p>
5.	<p><u>Update on Issues Raised and Any New Issues Arising</u></p> <p>The Community Area Manager introduced her report.</p> <p>She informed the board that the police had agreed to keep an eye on the issue of cyclists using the pavement and would advise cyclists on safety issues.</p> <p>Officers in Street Scene were looking into the issue of the overgrown footpath east of Warminster Pleasure Gardens, however the land in question bordered land owned by Wiltshire Council as well as land owned by the Wildlife Trust.</p> <p>The footpath between Upper Marsh Rd and Thames Close had been cleared by Wiltshire Council Highways. Officers were in the process of identifying the owner of the fallen fence.</p> <p>The overgrown footpath in Plants Green was a non-adopted footpath and there were no plans for Wiltshire Council to adopt it. Volunteers were being sought to clear it.</p> <p>The Wiltshire Council Highways department was looking for solutions to address the issue of the obscured junction between Grovelands and Victoria Road.</p> <p>A meeting had been organised in late July between the Town Council and the Highways Agency to discuss the issue of the appearance of some of the roundabouts entering Warminster.</p> <p>The Community Area Manager agreed to find out more about the footpath at Broadways and to report at a later meeting.</p> <p>ACTION: Jacqui Abbott.</p>
6.	<p><u>Updates from Partners</u></p> <p>Some written updates had been received before the meeting and were included in the agenda.</p>

	<p>Lindsey Winter, Area Inspector for Warminster, Westbury, Tisbury and Mere explained that some rural parts of the Warminster Area Board were having problems; cross-border work was being carried out with Frome to address these issues.</p> <p>Michael Franklin, Partnership & Community Engagement Manager, informed the board that Wiltshire Fire & Rescue Service was working with the community and with chambers of commerce to draw up a new policy on how to respond to premises which have numerous (or even continual) false alarms. False alarms are often due to faulty equipment and can be dangerous as they take up responses team's time, possibly away from a real alarm. Across Wiltshire County (including Swindon) there were around 2,000 alarms last year, 68 of these were in the Warminster Area.</p> <p>Councillor Keith Humphries informed the board that Public Health would come back to the Local Authority in 2013.</p> <p>Councillor Pip Ridout explained that the main issue for CAYPIG at the moment was the commissioning strategy, which was included in the agenda for the meeting.</p> <p>An update was received from the Warminster and Villages Community Partnership (WVCP) after the meeting and is included below:</p> <p>WVCP has recently put plans in place to develop its work in terms of the forthcoming recruitment of a new Co-ordinator. This new role will:</p> <ul style="list-style-type: none"> • oversee a review of the Community Plan to consider the recent Core and Waste Strategy information, Town Council plans (as it includes the villages in its services) and Wiltshire Council's forthcoming JSNA – 'Joint Strategic Needs Assessment' document; • structured strengthening of consultation/development/service links with, and on behalf of, villages and local organisations; • development of a newsletter, an updated website and Area Board reports; • enrolment of Committee members.
7.	<p><u>13-19 Commissioning Strategy</u></p> <p>Damian Haasjes, Voluntary Sector Youth Development Co-Ordinator, delivered a presentation on the consultation on the 13 to 19 Commissioning Strategy.</p> <p>The presentation has been made available on the Wiltshire Council website as part of these minutes, hard copies can be obtained by contacting Marie Gondlach (contact details on the last page of these minutes).</p> <p>He explained that the Youth Strategy Group wanted to use this opportunity to look at the existing services, assess what was working (and what was not),</p>

	<p>identify the gaps and improve services for Young People with disabilities. They were also actively looking into partnership working where appropriate.</p> <p>Results from the original consultation had been used to form 4 possible suggestions for the future, which are included in more details as part of these minutes, however these suggestions were by no means set in stone and the final decision could indeed be a “mix of the 4 suggestions”, which should still deliver the required savings (£600,000 - around 19% of the budget).</p> <p>It was planned for the 13 to 19 Commissioning Strategy to be presented to Wiltshire Council’s Cabinet in September 2011.</p>
8.	<p><u>Queen Elizabeth II Fields Challenge</u></p> <p>The Community Area Manager explained that the Lord Lieutenant of Wiltshire, on behalf of HRH Prince William, had asked Wiltshire Council to assist in supporting the Queen Elizabeth II Fields Challenge.</p> <p>The aim of the Queen Elizabeth II Fields Challenge was to protect 2,012 playing fields in communities all across Britain by 2012, thereby securing recreational spaces for community events, sport, exercise, and play; all vital elements impacting on issues such as health, crime and social wellbeing.</p> <p>Each Community Area Board was asked to nominate two suitable playing fields that meet the criteria of the Queen Elizabeth II Fields Challenge by the 9 September 2011 at the latest.</p> <p>Although members of the board were sure that the project had the best intentions they could not be reassured that issues such as revenue and insurance could easily be addressed, they could not be convinced that enough money would be made available to ensure that the chosen fields could be improved and / or maintained adequately.</p> <p>As members of the boards could not be reassured that their concerns could be addressed they made the following</p> <p>Decision:</p> <ol style="list-style-type: none"> 1. The Warminster Area Board does not wish to nominate suitable playing fields that meet the criteria of the Queen Elizabeth II Fields Challenge. 2. To invite Town and Parish Councils to put forward nominations of suitable playing fields through the Community Area Manager. <p>ACTION: Jacqui Abbott.</p>
9.	<p><u>Cabinet Representative</u></p>

	<p>Councillor Linda Conley attended the meeting to introduce her Portfolio. She explained that her role was to support the Cabinet member for Waste, Property, Environment and Development Control Services by focusing on Waste.</p> <p>She explained that it was an exciting time for the services with lots of changes taking place, the roll-out of new services and the launch of new facilities across the whole of the County. The efforts made over the past couple of years were now coming to fruition and the focus was now on effective communication to ensure that all residents of Wiltshire were aware of the changes.</p> <p>Councillor Conley welcomed the next item on the agenda introducing the New Waste and Recycling Collection Service.</p>
10.	<p><u>New Waste and Recycling Collection Service</u></p> <p>Martin Litherland, Head of Waste Collection, explained that when Wiltshire had become a Unitary Council it had inherited four very different collection services from the District Councils. West Wiltshire had been one of the best performing regarding recycling, which could be seen as an indication that fortnightly collections were successful.</p> <p>The statutory target for recycling had been met for 2010, but there was little room for improvement if the existing services were maintained. The statutory target for 2020 was for 50% of waste to be recycled. The landfill tax for the previous year was £12M and was predicted to increase to over £17M by 2015 if nothing changed. At present a ton cost £56, which would increase to £80 by 2014.</p> <p>Wiltshire Council was now focusing on increasing recycling, diminishing the amount of waste being sent to landfill and standardising the level of services across the County. The enhanced recycling service would be rolled out in November 2011, and in the lead up to that time information would be circulated in different ways such as:</p> <ul style="list-style-type: none"> • Briefing notes for Wiltshire Councillors; • Explanatory notes sent to Town and Parish Councils; • Leaflets sent to all residents of Wiltshire from 4 July informing them of the new services, then a leaflet in August explaining how to use the new services; • Collection calendars would then be distributed three weeks before the new bins would be delivered. As quite a number of household were likely to have a collection day change there would be television and radio announcements. • There was strong lobbying aiming to stop non-recyclable plastics being used and produced. <p>In answer to questions raised at the meeting points including the following were clarified:</p> <ul style="list-style-type: none"> • At this stage all households would be provided with a blue lid bin;

	<p>individual assessments would take place if residents should have problems accommodating the bin or would require assisted collection. However it should be noted that the alternative receptacles were very small and could present a Health and Safety issue at the time of collection. It could be an option for neighbours to share a bin.</p> <ul style="list-style-type: none"> • It was often difficult to identify a suitable location for a central point for collection in small villages, but the idea was not being ruled out. As part of the improvements being put in place the Waste Team was reviewing the existing “bring sites” as they unfortunately were often used as “dump sites” and could be hard to maintain clean and safe to use. • There were no plans to charge for Garden Waste collection and West Wiltshire residents would not need to re-register as it would be an “opt-in” service. An option would be built in to allow residents to contact Wiltshire Council and have their Garden Waste collected should they no longer require it. <p>Vicky White, Waste Project Officer, invited Town and Parish Council to contact her and she would be happy to attend meeting and give more details of the new services.</p> <p>She also drew the meeting’s attention to the existing subsidised composter scheme and encouraged people to browse the Wiltshire Council website for further information on the new services, existing schemes and helpful hints and tips on recycling.</p>
11.	<p><u>Consultation on Waste Site</u></p> <p>Geoff Winslow, Team Leader, Minerals & Waste Policy, gave a presentation regarding the consultation on the plans for waste management sites over the next 15/20 years.</p> <p>The following issues were discussed:</p> <ul style="list-style-type: none"> • The consultation on waste sites would run between 13 June and 8 August 2011. • The Waste Sites DPD was the final key document in the waste policy framework for Wiltshire and Swindon. Two previous rounds of consultation took place in 2006 and 2010 and the relevant issues were assessed. • It would ensure that future waste development proposals were for the right type of facilities in the right locations. • It was very important to ensure that the Council has a flexible framework of waste sites to accommodate commercial and residential waste. • Sites have been identified through examination of existing waste facilities minerals workings, local plans, employment allocations and key industrial and employment areas. • Sites would be designed to look more like industrial estates and waste

	<p>transfer could be undertaken in buildings rather than outdoors.</p> <ul style="list-style-type: none"> • Two indicative sites have been identified in the Warminster Community Area these are: <ul style="list-style-type: none"> ○ Warminster Business Park, Warminster ○ Chitterne Waste Management Facility, Chitterne • The consultation document could be viewed on the Council's website using the link http://consult.wiltshire.gov.uk/portal. • Hard copies would also be available at the Council's main offices and libraries. • All appropriate comments and points raised through the consultation would be reported to the Inspector when the proposals are presented to the Planning Inspectorate. <p>Councillor Pip Ridout left the meeting at that point, minute 4 refers.</p> <p>There was then an opportunity to ask questions and the following issues were raised regarding the Chitterne site:</p> <ul style="list-style-type: none"> • Concerns over the amount of traffic, the size of vehicles and the impact four large buildings would have in a green area; • The fact that the Parish Council had not been directly consulted up to this point; • The uncertainty around the use of the site planned by the land owner. <p>Representatives of Chitterne Parish Council invited officers to attend a Parish Council meeting or any other relevant meeting to ensure residents received accurate information regarding the proposed site, its usage and were given an opportunity to ask questions.</p> <p>Decision</p> <p>The Warminster Area Board voted unanimously to ask the presenting officer to ensure that:</p> <ol style="list-style-type: none"> 1. All relevant documents to the Chitterne site, including the transport assessment, were sent to the Chitterne Parish Council. 2. Wiltshire Council would, in consultation with Chitterne Parish Council, provide an exhibition as soon as possible to make as much information as possible available to residents; 3. The land owner would be contacted and asked to confirm which of the proposed uses he was seeking. <p>ACTION: Geoff Winslow</p> <p>The Chairman took the opportunity to thank officers for their presentation and Councillor Linda Conley for attending the meeting.</p>
12.	<u>Area Board Funding - Community Area Grants</u>

	<p>The Area Board considered two applications seeking 2011/12 Community Area Grant funding as follows:</p>
12.a	<p><u>Warminster Festival</u></p> <p>Decision:</p> <p>To award £2,000 towards the Warminster Festival.</p> <p>Reason:</p> <p>The application meets the grant criteria 2011/12. The project will promote and foster appreciation of and participation in the arts, sports and leisure activities in Warminster and the community for all ages.</p>
12.b	<p><u>Warminster Christmas Lights</u></p> <p>Decision:</p> <p>To award £4,000 towards the maintenance and improvement of Christmas lights.</p> <p>Reason:</p> <p>The application meets the grant criteria 2011/12 and links to the Community Plan through Economy and Tourism as the lights encourage people to shop in Warminster and there is enjoyment for the whole community and in particular older people, disabled people and young people and children.</p>
13.	<p><u>Area Board Funding - Councillor's project</u></p> <p>The Community had approached their local councillor about the lack of fencing in the new Queensway play area and their wish to see a dog-proof fencing installed so that children could play safely and securely.</p> <p>Because the amount required to complete the project was a substantial proportion of the overall funding available to the area board and because the local member had not been aware of existing groups who could be approached to seek match funding, members of the board felt that the best decision they could reach was as follows:</p> <p>Decision:</p> <p>To defer consideration of the Councillor's project to install dog-proof fencing at the Queensway play area until the option of match funding has been suitably looked into.</p>

	<p>Action:</p> <p>Councillor Davis to look into match funding for his Councillor's project.</p>
14.	<p><u>Date of Next Meeting, Forward Plan, Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending and brought the meeting to a close.</p>