

# MINUTES

**Meeting:** WESTBURY AREA BOARD  
**Place:** Heywood Village Hall, Church Road, Heywood BA13 4LP  
**Date:** 14 June 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 8.40 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr David Jenkins, Cllr Julie Swabey (Chairman), Cllr Russell Hawker and Cllr Michael Cuthbert-Murray (Vice-Chair)

### **Wiltshire Council Officers**

Sally Hendry, Westbury Community Area Manager  
Julia Cramp, Service Director for Commissioning and Performance  
Marie Gondlach, Democratic Services Officer

### **Town and Parish Councillors**

Westbury Town Council – S. Ezra, G. King, D. Bradshaw, I. Cunningham  
Coulston Parish Council – C. Riley  
Edington Parish Council – M.E. Jones  
Heywood Parish Council – K. Youngs

### **Partners**

Wiltshire Police – Inspector Winter  
Wiltshire Fire and Rescue Service – M. Franklin  
BA13+ Community Area Partnership – C. King

**Total in attendance: 34**

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| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u>   |
|------------------------|---|
| 1                      | <p><u>Chairman's Welcome and Introductions</u></p> <p>Councillor Julie Swabey welcomed everyone to the meeting of the Westbury Area Board and explained that the next item on the agenda was the election of a Chairman for the forthcoming municipal year and that she did not wish to fulfil that position.</p> <p>Councillor Swabey took this opportunity to thank all those who had helped her as Chairman of the Westbury Area Board and in particular Sally Hendry, the Westbury Community Area Manager, for all her support and hard work, and the members of the Westbury Area Board.</p> <p>Councillor Russell Hawker was joined by the other members of the Area Board as well as many members of the public in complimenting Councillor Swabey for her competency as Chairman and thanking her for her efforts and dedication.</p> |
| 2                      | <p><u>Election of Chairman</u></p> <p>Councillor Julie Swabey (as “non-standing” Chairman) sought nominations for Chairman of the Area Board.</p> <p><b><u>Decision</u></b><br/> <b>To elect Councillor Michael Cuthbert-Murray as Chairman of the Westbury Area Board for the forthcoming municipal year.</b></p> <p style="text-align: center;">Councillor Michael Cuthbert-Murray in the chair.</p>  |
| 3                      | <p><u>Election of Vice-Chairman</u></p> <p>Councillor Michael Cuthbert-Murray sought nominations for Vice-Chairman of the Area Board.</p> <p><b><u>Decision</u></b><br/> <b>To elect Councillor Julie Swabey as Vice-Chairman of the Westbury Area Board for the forthcoming municipal year.</b></p>  |
| 4                      | <p><u>Appointment to Outside Bodies</u></p> <p>The Area Board noted the appointments to outside bodies and Working Groups as set out in Appendix A of the report.</p> <p><b><u>Decision</u></b><br/> <b>To confirm the appointments to outside bodies as follows:</b></p>   |

|   |   |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
|---|---|----------------------------------|---------------------|---|------------------------------|--|---------------------|-------------------------------------|---------------------|---------------------------------------|--|
|   | <table border="1"> <tr> <td>Leigh Park Community Association</td> <td>Cllr Russell Hawker</td> </tr> <tr> <td>Maristow Street - Rotunda Area Improvement Project Steering Group</td> <td>Cllr Michael Cuthbert-Murray</td> </tr> <tr> <td>Warminster and Westbury CCTV Partnership</td> <td>Cllr Russell Hawker</td> </tr> <tr> <td>Westbury Community Area Partnership</td> <td>Cllr Russell Hawker</td> </tr> <tr> <td>Westbury Youth Issues Group (CAYPIGS)</td> <td>Cllr Julie Swabey,<br/>Cllr David Jenkins</td> </tr> </table>   | Leigh Park Community Association | Cllr Russell Hawker | Maristow Street - Rotunda Area Improvement Project Steering Group | Cllr Michael Cuthbert-Murray | Warminster and Westbury CCTV Partnership | Cllr Russell Hawker | Westbury Community Area Partnership | Cllr Russell Hawker | Westbury Youth Issues Group (CAYPIGS) | Cllr Julie Swabey,<br>Cllr David Jenkins |
| Leigh Park Community Association                                  | Cllr Russell Hawker   |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| Maristow Street - Rotunda Area Improvement Project Steering Group | Cllr Michael Cuthbert-Murray  |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| Warminster and Westbury CCTV Partnership                          | Cllr Russell Hawker   |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| Westbury Community Area Partnership                               | Cllr Russell Hawker   |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| Westbury Youth Issues Group (CAYPIGS)                             | Cllr Julie Swabey,<br>Cllr David Jenkins  |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| 5   | <p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:<br/> Keith Harvey, Westbury Town Councillor<br/> Tara Huntley, Westbury Community Area Partnership<br/> Tony Brodie, Headteacher at Matravers School<br/> Reverend Jonathan Burke, BA13 Partnership<br/> Bill Parks, Head of Service - Local Highways &amp; Streetscene<br/> Dai Davies, BA13 Partnership<br/> Kerry Eatwell, BA13 Partnership<br/> Debbie Riddeford, Westbury Group Practice</p>  |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| 6   | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>   |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |
| 7   | <p><u>Minutes</u></p> <p>Members of the public raised an issue with the accuracy of the minutes of the meeting held on 19 April 2012 as they alleged it did not reflect an exchange they had heard between members of the Area Board. It was clarified that the minutes of the meeting were not a verbatim record of the meeting and the members of the Area Board were satisfied that the minutes gave an accurate account of the meeting. It was also clarified that the minutes were to be approved only by voting members of the Area Board and signed by the Chairman, although comments and questions from members of the public were always welcome.</p> <p>Furthermore in response to a request from a member of the public, supported by members of the Area Board, that their statement as read and presented to the Area Board on 19 April 2012 be included with the minutes the following was agreed:</p> <p><b><u>Decision</u></b></p> |                                  |                     |   |                              |  |                     |                                     |                     |                                       |  |

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|      | <p>a) The statements presented to the Area Board at the meeting held on 19 April 2012 be added to the relevant minutes.</p> <p>b) The minutes of the meeting held on 19 April 2012 were agreed as a correct record and signed by the Chairman.</p> <p>c) The minutes of the meeting held on Friday 18 May 2012 were agreed as a correct record and signed by the Chairman.</p>  |
| 8    | <p><u>Chairman's Announcements</u></p> <p>The Chairman introduced the following announcements:</p>  |
| 8.1. | <p><u>Community Area Grant Scheme</u></p> <p>The Chairman and Community Area Manager reminded people of the process to apply for Community Area Grants and encouraged them to do so when appropriate.</p> <p>Further advice and help could be sought by contacting the Community Area Manager, Sally Hendry, on 01373 864714 or email <a href="mailto:sally.hendry@wiltshire.gov.uk">sally.hendry@wiltshire.gov.uk</a>.</p> <p>Further information was also available on the <a href="#">Wiltshire Council's website</a>.</p>   |
| 8.2. | <p><u>MBT plant update</u></p> <p>Councillor David Jenkins provided an update on the MBT plant under construction on the Northacre trading estate. At present the only construction on site was the steel framework, but the plant was scheduled to be completed around August 2013. A liaison group had been set up to facilitate communication between the developers, Wiltshire Council, neighbouring businesses, local residents and Town and Parish Councils. The general feeling at this point in time was quite positive; however residents in the area were still concerned about the impact of the MBT plant once it opened.</p> |
| 8.3. | <p><u>Local market survey</u></p> <p>The Community Area Manager encouraged people to complete the <a href="#">survey</a> either on line or in the library until 30 June 2012, as this would help the Wiltshire Council Markets Team establish if demand exists for new markets.</p>   |
| 8.4. | <p><u>Paths Improvements Grant Scheme</u></p> <p>The Chairman invited people to consider the information included in the agenda pack and to contact Wiltshire Council's Rights of Way and Countryside Team (<a href="mailto:Michael.Crook@wiltshire.gov.uk">Michael.Crook@wiltshire.gov.uk</a> or Tel: 01225 713349) if they had an idea for a scheme. The closing date for applications was Friday 13 July 2012.</p>   |

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| 8.5. | <p><u>Localism Act Briefing</u></p> <p>The Chairman drew the meeting's attention to the information included in the agenda pack and invited Town and Parish Council representatives to take one of the information packs available.</p>   |
| 8.6. | <p><u>Rural Facilities Survey</u></p> <p>The Chairman encouraged Parish clerks to fill in the Rural Facilities Survey when they received it in the coming weeks as the results would be analysed for all 20 of Wiltshire's Community Areas and the overview report published in the autumn, as well as be used to refresh the Joint Strategic Needs Assessment for Wiltshire.</p>   |
| 8.7. | <p><u>Response to Westbury Bypass motion</u></p> <p>The Chairman introduced the response from Councillor Dick Tonge, Cabinet Member for Highways and Transport, to the motion agreed at the Area Board at the 19 April 2012 meeting.</p> <p>He also introduced the response from Councillor Julie Swabey, Chairman of the Area Board at the time, to a request from a member of the public for the Area Board to reaffirm its commitment to the designation of the Wellhead Valley as an Area of Outstanding Natural Beauty.</p> <p>This led a member of the public to address the Area Board and question the comments made by Councillor Hawker in a letter to the White Horse Journal. The Chairman explained that the comments were only Councillor Hawker's views and did not reflect the views of the Area Board, therefore it would only be appropriate for Councillor Hawker himself to respond to the gentleman's query outside of the meeting, which Councillor Hawker readily agreed to do.</p> <p>The Chairman concluded by explaining that these were only Chairman's Announcements and not items on the agenda open for debate. He offered reassurance that, at the appropriate time, the Westbury Bypass would be an item on the agenda of a meeting of the Area Board and at that point everyone, wishing to, would be able to take part in the discussion and express their views.</p> |
| 9    | <p><u>Partner Updates</u></p> <p><b>Westbury Town Council</b></p> <p>Councillor Sue Ezra gave an account of the very successful Jubilee events, which had benefited from a good turnout despite the unsettled weather. She was sorry to say that unfortunately the police had had to be called and pointed out that it was a shame one or two individuals could spoil a good moment enjoyed by many.</p> <p><b>Parish Councils</b></p>  |

Councillor Julie Swabey informed the Board that the events run in the villages had been very successful and a good time was had by all involved.

### **Community and Young Persons Issues Group (CAYPIG)**

The Community Area Manager welcomed Tony Nye who was replacing Sally Wilcox during her maternity leave.

### **Wiltshire Police**

In addition to the information already included in the agenda pack Inspector Lindsey Winter confirmed that performance was at a reasonable standard compared to the same period last year, however she wanted to highlight two issues that were currently affecting Westbury:

- **Town Centre burglaries.** A mixed group of youths aged between 14 and 17 has been targeting properties within Westbury town centre. Most offenders had already been arrested and would soon be required to attend Court, however they seemed determined to carry on offending. She urged everyone to apply caution and ensure all windows and access points to houses as well as sheds and garages were securely locked.
- **Arson offences.** A group of boys aged between 10 and 12 had been setting fires to various objects in the town (rubbish bins, telephone boxes, etc). Although there did not appear to be any intention to cause harm, it was potentially very dangerous. The Police knew who they were but it was difficult to prosecute due to the age of the offenders.

In both cases Inspector Winter urged people to call 101 or 999 (in case of emergencies) to report any suspicious activities.

Following a question from a member of the public Inspector Winter explained that it would only be possible to display ASBOs or release photos of offenders if agreed by the Magistrates at the time the ASBO was issued.

### **Chamber of Commerce**

Councillor David Jenkins explained that the Chamber of Commerce was growing with three new members having joined recently. They planned to offer support and advice to local businesses, from small local shops to (if all went well) very large organisations moving into the area.

### **Wiltshire Fire and Rescue NHS Wiltshire**

Updates were included in the agenda pack.

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|    | <p>Emma Cooper Partnership Development Manager - Communities and Voluntary Sector Support, delivered a short presentation and explained that the Joint Strategic Assessment for Westbury had highlighted the following:</p> <ul style="list-style-type: none"> <li>• 4 areas most deprived 20% in Wiltshire;</li> <li>• 16.8% of families were vulnerable</li> <li>• Significant Armed Forces Community;</li> <li>• Decline in rural facilities (post offices).</li> </ul> <p>Collection point on Monday afternoons at Crosspoints.</p> <p>She explained that the Credit Unions were regulated by the Financial Services Authority and that the Wiltshire Community Bank offered community savings and loan cooperatives where members pooled their savings to lend to one another. The general rule was to save for 10 weeks before one could borrow money; however an emergency loan was also available. There was no interest paid on savings however dividends were paid, last year 2% had been paid to savers. There currently were 600 members, with a budget of £160,000 with 70% on loan.</p> <p>She invited people to watch the short film on Wiltshire Community Bank on <a href="http://www.youtube.com/watch?v=5aIT_uAvwmo&amp;feature=youtu.be">http://www.youtube.com/watch?v=5aIT_uAvwmo&amp;feature=youtu.be</a></p> <p>In response to questions asked it was explained that education was also a big part of the project and that Wiltshire Community bank was working in partnership with a number of schools in Trowbridge.</p> |
| 11 | <p><u>Community plan / update from Westbury Forward event</u></p> <p>Carole King, Vice-Chair of the Westbury Community Area Partnership, explained that the community plan was now a “living” document. As the closing date for the consultation was nearing she encouraged people to contact the partnership if they wished to make any comments or propose any changes to the community plan.</p> <p>Following on from the community event in January it had been decided to focus on two or three key issues per topic.</p> <p>The plan should be produced very shortly and copies would be made available, it was also hoped that the plan would be updated on a more regular basis (every 6 months or at least once a year).</p>  |
| 12 | <p><u>Leigh Park adoption update</u></p> <p>Steve Ibbetson - Technical Services Manager, gave the six-monthly update as requested by the Area Board and in doing so he drew the meeting’s attention to</p>   |

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|    | <p>progress as shown in appendix A to the report included in the agenda pack.</p> <p>He explained that the project was now in its second phase and on track, however the developer had encountered complications with proving legal title to the land and therefore little progress had been achieved. The developer had submitted a further title plan which was presently with the Council's legal department. He was pleased to report good working relationships with the developer overall.</p> <p>Councillor Hawker expressed his satisfaction at hearing that progress was being made as this had been a long running project and offered to monitor the situation with regards to road adoption.</p> <p>Sally Hendry, Westbury Community Area Manager, explained that a representative from Persimmon had been invited but unable to attend this meeting, and would be invited to attend the meeting of the Area Board when the Leigh park adoption was considered again in six months.</p>  |
| 13 | <p><u>Cabinet member</u></p> <p>Unfortunately Councillor Lionel Grundy, Cabinet Member for Children's Services, was unable to attend the Area Board meeting.</p>   |
| 14 | <p><u>Informal Adult Education in Wiltshire</u></p> <p>Simon Burke, Head of Business and Commercial Services - Schools and Learning, introduced the report on Informal Adult Education in Wiltshire and invited the Area Board to indicate which of the four options proposed it would wish to recommend to Cabinet. He also invited everyone to fill-in the available questionnaire.</p> <p>During the ensuing conversation points including the following were raised:</p> <ul style="list-style-type: none"> <li>• Disappointment over the short consultation period (end of April to June) and the fact that it took place after the closure of Urchfont was agreed;</li> <li>• Concerns over the little time available to the Area Board to make an informed decision based on the needs of the Westbury Community Area.</li> </ul> <p>All members of the Area Board agreed that the option recommended to cabinet should reflect the opinion of all those present at the meeting. It was therefore agreed to vote on each of the four options proposed by show of hand and that the Area Board would recommend the option receiving most votes to Cabinet. When put to the vote Option 3, as detailed below, received overwhelming support.</p> <p><b>Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.</b></p> <p>Rather than be the organiser and provider of activities, the council could work through its network of area boards and community area networks to identify the</p> |



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|    | <p>demand for specific informal adult education provision in each community area. The demands will include provision for leisure learning and that needed to reach disadvantaged members of the community. The council could establish partnerships with adult education providers to share this information and meet this demand. Providers would be able to offer activities with reduced risk and in venues to suit the participants.</p> <p>This approach would require the active involvement of members of the community area networks if it is to be delivered in an affordable way.</p> <p>For:</p> <ul style="list-style-type: none"> <li>Uses expertise and experience of other providers</li> <li>Little financial risk to the council</li> <li>Reduced financial risk to providers</li> <li>Builds upon network of community areas</li> <li>Providers and council able to bid for BIS funding</li> </ul> <p>Against:</p> <ul style="list-style-type: none"> <li>Level of activity may vary from one area to another</li> <li>Will have to establish system to identify demand</li> <li>Different providers use different systems</li> </ul> <p><b>Decision:</b></p> <p><b>Westbury Area Board recommends the following option to Wiltshire Council's Cabinet:</b></p> <p><b>Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.</b></p> |
| 15 | <p><u>Issues Updates</u></p> <p>Sally Hendry, Community Area Manager reminded everyone that issues could be reported to your local councillor or to her. Issues could also be reported and tracked via <a href="http://www.wiltshire.gov.uk/areaboards">www.wiltshire.gov.uk/areaboards</a>.</p> <p>She provided an update on the following issues at the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Bus service to the new Primary Care Centre (PCC).</b> It was expected that there would be roughly two buses per hour to the PCC, with the earliest bus getting there at about 9.15am (as it will perform a school journey first). There would also be fewer buses on Saturdays after 10.30am when the PCC would close. The PCC was still on course to open on Tuesday 28 August but the buses would only operate once the bus turning circle had been completed on site. The Community Area Transport Group had agreed to pay for signage.</li> <li>• <b>Speedwatch results in Bitham Park.</b> On average 10 vehicles or so have been recorded exceeding the 36mph limit for every hour the Speedwatch team has been operating. Several passers-by have expressed support for the scheme and maybe even an interest in joining!</li> </ul>   |

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|    | <ul style="list-style-type: none"> <li>• <b>Parking restriction.</b> The parking restriction consultation for double yellow line had ended. The order was being processed and it was anticipated that work on the grounds would start in mid August.</li> <li>• <b>Leigh Park Community Centre.</b> Work had started and should be finished in November with the community centre opening in December 2012.</li> <li>• <b>Bath HGV restrictions.</b> An update would be provided at the next meeting regarding the outcome of the joint appeal (Highways Agency, Somerset County Council and Wiltshire Council) had submitted to the Secretary of State for Transport regarding the affirmation by Bath and North East Somerset Council to introduce a lorry ban on the primary route A36 at Cleveland Bridge, Bath. Those wishing to support the appeal could send correspondence to FAO Michael Dnes, Roads Reform, Zone 3/29, Department for Transport, Great Minster House, LONDON, SW1P 4DR.</li> </ul> <p>In other news Sally explained that:</p> <ul style="list-style-type: none"> <li>• A Wiltshire species of apple tree, “Julia’s Late Golden”, named after Julia Hember of Codford who died from a rare form of leukaemia and had been part of the exhibits for the Salisbury Jubilee event has been accepted as a gift to the Queen and been taken to Windsor Castle this very day by volunteers from the Bratton-based Reeves Community Orchard.</li> <li>• The Westbury History Boards, which had also formed part of the exhibits for the Salisbury Jubilee event are available for loan. If any community groups are interested in using these boards please contact Sally Henry.</li> <li>• A Health Fair would take place on Saturday 16 June 2012.</li> </ul> |
| 16 | <p><u>Future Meeting Dates, Forward Plan, Evaluation and Close</u></p> <p>The next meeting of the Westbury Area Board will be held on Thursday 16 August 2012 at The Paragon, Westbury BA13 3HA.</p>  |