

MINUTES

Meeting: ROYAL WOOTTON BASSETT AND CRICKLADE AREA BOARD
Place: Lyneham Primary School, Preston Lane, Lyneham SN15 4QJ
Date: 25 July 2012
Start Time: 6.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Penny Bell, direct line 01249 706613 or e-mail penny.bell@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Peter Doyle (Chairman), Cllr Jacqui Lay, Cllr Allison Bucknell, Cllr Peter Colmer (Vice Chairman), Cllr Mollie Groom and Cllr Bill Roberts

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Laurie Bell, Director Communications
Karen Scott, Voluntary Development Manager
Emma Cooper, Community Partnership Manager

Town and Parish Councillors

Cricklade Town Council – David Tetlow, Mark Clarke, Rod Case, John Harmer, Terri Robertson, Ruth Sybiak, Julie Norman

Royal Wootton Bassett Town Council – Mike Leighfield, Steve Walls, Johnathan Bourne

Broad Town Parish Council – Veronica Stubbings

Lydiard Millicent Parish Council – Tom Pepperall

Lyneham and Bradenstoke Parish Council – John Webb, Deborah Bourne, Ron Glover

Marston Meysey Parish Meeting – Michael Waldron

Purton Parish Council – Ray Thomas

Tockenham Parish Council – Diana Kirby

Partners

Wiltshire Police – Chris Martin, Martin Alvis

Wiltshire Fire and Rescue Service – Mike Franklin, G Weller

Defence Infrastructure Organisation – Stephen Harness, Captain Bob Rusbridger

AMEC – Angus Martin

Community First – Marion Rayner, Belinda Fowler

Common Places – Mark Goodman

Volunteer Centre Wiltshire – Simone Lord

Extended Services/Partnership of Schools – Andrea Smith

Total in attendance: 61

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Wootton Bassett & Cricklade Area Board.</p>
2	<p><u>Apologies for absence</u></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Squadron Leader Rob Connolly, RAF • Peter Smith, Wiltshire Council Youth Service • Thomas Woodhouse, Royal Wootton Bassett Shadow Community Operations Board • Sue Doyle, Mary Champion and Jenny Stratton, Royal Wootton Bassett Town Council.
3	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on Wednesday 30 May 2012 were agreed a correct record and signed by the Chairman.</p> <p>Councillor Lay reported that the results of the Ridgeway Farm appeal, originally due to be released on 22 October, would now be released on 1 November.</p> <p>Councillor Colmer reported that Cabinet had that week approved new Dog Control Orders, which would be of interest to the Dog Fouling Task Group that had been formed at the last Area Board meeting in response to local concern.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman referred to a number of Chairman's announcements which were contained within the agenda pack for information, and included briefings on The Localism Act, Paths for Communities (a grant scheme for parishes) and funding for a new Scout and Guide HQ.</p> <p>Further announcements were made as follows:</p> <p>2012 – Year of celebration A summary was circulated outlining the successes of the Jubilee, Olympic Torch and Hudson's Field events that had been held across Wiltshire.</p>

	<p>Re-opening of Lime Kiln Pool Lime Kiln Leisure Centre's pool had re-opened with a new timetable. Swimming attendance over the first three days of opening had been excellent and was a 300 percent increase on the same period in 2010.</p> <p>Fire at Broad Town Councillor Bucknell extended a thank you to all of the services that had been involved in dealing with the recent fire that had broken out at Swindon Metal Solutions in Thornhill, near Broad Town.</p> <p>Congratulations Councillor Lay reported that she had recently attended an awards ceremony at Bradon Forest School, and it was announced that an ex-student of the school, Grant Turner, had qualified for the 4 x 100 relay for the Olympics. The Area Board congratulated Grant on this fantastic achievement.</p>
6	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police The written report from Wiltshire Police was received and noted. ii. Wiltshire Fire & Rescue Service The written report from Wiltshire Fire & Rescue Service was received and noted. Mike Franklin added to the report by announcing that the Service had a legal obligation to carry out a public consultation on the new Business Plan to 2016. Parish and Town Councils would be contacted shortly with further information. <p>Graham Weller provided an overview of the recent fire near Broad Town, which had been a very large fire for the crews to deal with, and many more local crews had been called upon to assist in tackling the fire. One fire officer had suffered heat exhaustion during the operation, but had now fully recovered.</p> <ul style="list-style-type: none"> iii. Defence Technical Training Captain Bob Rusbridger and Stephen Harness from the Defence Infrastructure Organisation (Defence Technical Training) provided an update on progress establishing Defence Technical Training at Lyneham. <p>Plans for Defence Technical Training were still running to plan and many surveys had been carried out on the site. It was envisaged that a planning application would be submitted next spring/summer.</p> <p>Angus Martin from Amec, the appointed contractor for the site, reported that Amec was pleased to have been appointed by the Defence</p>

Infrastructure Organisation programme to work with the MOD on the site, and that communication with the community was very important. A full report and presentation on progress would be reported to the community via the Area Board at the next meeting on 26 September.

The Chairman thanked Bob, Stephen and Angus, and also brought people's attention to a written update that had been circulated on the Council's Military Civilian Integration programme.

iv. NHS Wiltshire

The written report from NHS Wiltshire was received and noted.

v. Parish and Town Councils

The written updates from Cricklade Town Council and Royal Wootton Bassett Town Council were received and noted. There were no other updates from parish councils.

vi. Community Area Young Peoples' Issues Group (CAYPIG)

The written report on Youth Service activities was received and noted.

vii. Chambers of Commerce

The written report from the Royal Wootton Bassett Chamber of Commerce was received and noted.

Cricklade Business Association reported that work was still underway, in close partnership with Visit Wiltshire, on the tourism project, for which an Area Board grant of £5,000 had been previously awarded.

viii. Community Groups

Royal Wootton Bassett Sports Association - The written report from the Royal Wootton Bassett Sports Association was received and noted.

Wiltshire Involvement Network - Mary Wilson from Wiltshire Involvement Network (WIN) reported that WIN was looking to engage more and reach out to communities in order to identify and seek to rectify local issues of concern.

WIN was a network of people, organisations and community groups working together to improve health and social care services for the people of Wiltshire.

The Area Board members indicated that they would be happy to attend meetings of WIN should they be invited. Councillor Lay also suggested that WIN became involved with the Memory Loss group.

Extended Services – Andrea Smith reported that there was a full programme of summer activities that was running every day over the school summer holidays, and many of the activities were fully booked.

	<p>The Community Cinema was also continuing, with the next screening of Alvin and the Chipmunks being shown on Thursday 13 September.</p>
7	<p><u>Task Group Reports and Decisions</u></p> <p>Updates were received as follows:</p> <ul style="list-style-type: none"> i. Community Area Transport Group (CATG) The notes of the last CATG meeting were circulated for information, and noted. The next meeting of the CATG had a provisional date of Thursday 13 September, with the venue to be confirmed. Councillor Colmer would confirm this with the CATG members in due course. ii. Cricklade Shadow Community Operations Board (Shadow COB) Ruth Sybiak, Chairman of the Cricklade Shadow COB, reported that the Shadow COB was entering an exciting phase of work. The draft feasibility study was complete, and the group was due to meet with architects to begin working on proposals for the designs of the two buildings. iii. Royal Wootton Bassett Shadow Community Operations Board (Shadow COB) Mike Leighfield, member of the Royal Wootton Bassett Shadow COB, reported that the Shadow COB had previously decided to suspend its activities whilst discussions were taking place with the MOD as a potential partner for the Campus. Information from the MOD was still awaited. The Shadow COB had decided to reconvene as and when necessary.
8	<p><u>Community Asset Transfer: Latton Recreation Field</u></p> <p>The Area Board considered a report and recommendation regarding the proposed transfer of Latton Recreation Field from Wiltshire Council to Latton Parish Council.</p> <p><u>Decision</u> The Area Board approved the transfer of Latton Recreation Field from Wiltshire Council to Latton Parish Council.</p>
9	<p><u>Funding Applications</u></p> <p>The Area Board considered the following application for funding from the Area Board's allocated budget for '2012 – Year of Celebration' events.</p> <p><u>Latton Diamond Jubilee Community Garden</u> The sum of £350 was requested to assist with the purchase of gardening equipment and to launch the garden.</p> <p><u>Decision</u> The Area Board awarded the sum of £350 to the Latton Diamond Jubilee</p>

	<p>Community Garden to assist with the purchase of gardening equipment and to launch the garden. <u>Reason:</u> The application met the grant criteria.</p> <p>The Chairman announced that a thank you card had been received from the Royal Wootton Bassett Friends of Guiding, thanking the Area Board for the grant which had helped to facilitate the much-needed renovations of the guide hut.</p>
10	<p><u>Break</u></p> <p>A short break was held for refreshments and networking opportunities.</p>
11	<p><u>Prioritisation of 'Forward Together' (JSA) outcomes</u></p> <p>Councillor Bucknell presented the prioritisation of the outcomes that had arisen from the Area Board's Joint Strategic Assessment event held in March 2012. This was now the public's chance to influence the future work of the Area Board.</p> <p>On 28 March 2012, the Area Board had staged an event; 'Forward Together', where there were eight different theme groups and attendees were asked to identify priorities within each theme.</p> <p>The event had been very successful, and 24 priorities had been identified overall.</p> <p>The Area Board was now seeking to identify five top priorities to take forward, and the electronic voting system was used to enable everybody in attendance at the meeting to have their say on the three priorities that they felt were the most important.</p> <p><u>Decision</u> The results of the voting exercise, and the top five priorities identified, were as follows:</p> <p>Priority 1 – HGV volume and routes Priority 2 – Affordable housing and making changes to social housing to be attractive / suitable for modern living Priority 3 – Urban sprawl Priority 4 – Lack of bus services in rural areas Priority 5 – Increasing traffic on A419/M4 creating rat-runs.</p> <p>These five priorities that had been chosen by the public would now form the basis of a work plan for the Area Board for the coming year, and partners would be sought to take the priorities forward.</p> <p>Progress would be reported back through the Area Board on a regular basis.</p>

Update on Community-Led Planning and Neighbourhood Plan

Community First, the Rural Community Council for Wiltshire, and Common Places, a Social Enterprise supporting the development of resilient communities, delivered presentations regarding Community-Led Planning and the Neighbourhood Plan, which they were leading on respectively.

Community First: Community-Led Planning

Marion Rayner, Community Development Manager, and Belinda Fowler, Community Development Officer, provided an update on Community-Led Planning across the Royal Wootton Bassett & Cricklade Community Area.

Community First was a charity that supported communities to create Community-Led Plans that would inform the Community Area Plan.

A Community-Led Plan was a strategy for the community for a five-year period. The plan covered all issues of concern within a community, including social, economic and environmental issues. The plan was designed to reflect the views of all sections of the community through a good process of consultation.

Community First offered direct support for steering groups, access to Community-Led Planning resources, assistance with coordination, new ideas and workshops.

In the Royal Wootton Bassett & Cricklade Community Area, there were currently 10 out of the 12 parishes and towns involved in the Community-Led Planning process, and two plans were already complete.

Common Places: Neighbourhood Plan

Mark Goodman provided an overview of the Neighbourhood Plan process and how this applied to the Royal Wootton Bassett & Cricklade Community Area.

A Neighbourhood Plan, as defined by the Localism Act 2011, was “a plan which set out policies (however expressed) in relation to the development and use of land”.

Once a Neighbourhood Plan had demonstrated its general conformity with the strategic policies of the Local Plan and was brought into force, the policies it contained took precedence over existing non-strategic policies in the Local Plan in that neighbourhood.

Common Places had been commissioned to lead on the development of a Neighbourhood Plan for the Royal Wootton Bassett & Cricklade Community Area. The process was well underway and would soon be leading into a public consultation phase, to be followed by formal consultation.

Both Community First and Common Places were working together to maintain communication, share local knowledge, overcome challenges and facilitate

	<p>understanding of the two separate but linked processes.</p> <p>Following the presentations from Community First and Common Places, the following questions and comments arose:</p> <ul style="list-style-type: none"> • One of the real benefits of Neighbourhood Plans was identifying and dealing with common issues. • All data was stored in digital format which made it easier to collate efficiently and create common databases. • Common Places was funded to carry out its work directly through the client, which in this case was Wiltshire Council, and funding for the project had been received through DCLG. • Community First was a registered charity and was part of a national network of Rural Community Councils. Community First's funding for this work was received from DEFRA. • The Royal Wootton Bassett & Cricklade Area Board had also supported the process by agreeing to make funding available for parishes and towns seeking to embark upon the Community-Led Planning process. • Parish councils were the qualifying bodies insofar as a Neighbourhood Plan was concerned. If a parish council chose not to participate in a Neighbourhood Plan for the Community Area as a whole, then that parish would not be included in the Neighbourhood Plan process which could then result in a 'donut plan' to exclude any parish(s) which did not participate. <p>A brief round-table exercise was held, and people were asked to identify what they felt could be the biggest challenges to developing the two planning processes. A list of the suggestions can be viewed at Appendix 1 to these minutes.</p> <p>The Chairman congratulated Community First and Common Places for working so well in partnership together, and thanked them for attending the Area Board to deliver their presentations.</p>
13	<p><u>Volunteering in Wiltshire</u></p> <p>Karen Scott, Voluntary Development Manager for Wiltshire Council and Simone Lord of Volunteer Centre Wiltshire delivered a presentation on the work being undertaken by the Council and its partners to develop and support volunteering in Wiltshire.</p> <p>Work was ongoing to make volunteering available to all, and to ensure that volunteering was well managed, supported and recognised through schemes such as the new 'Time Credits' scheme, a scheme whereby volunteers were rewarded by the time they gave by receiving a time credit which could be redeemed against certain time-related activities.</p> <p>There were plenty of opportunities available for volunteers; 1,500 volunteering</p>

	<p>opportunities had now been promoted through the Volunteer Centre and the number of volunteers had doubled in the last year to 2,265.</p> <p>Further information on volunteering opportunities was available by telephoning 0845 521 6224 or by visiting www.volunteercentrewiltshire.org.uk.</p> <p>Following the presentation, the following comments arose:</p> <ul style="list-style-type: none"> • A Time Credits website was currently under development, and would contain information regarding how and where Time Credits could be redeemed. • In the meantime, there was information on the Facebook page: www.facebook.com/chippenhamtimecredits • Further information on the Time Credits pilot was also available on the Wiltshire Council website: www.wiltshire.gov.uk/wiltshiretimecredits • The Time Credits scheme was mainly aimed at new volunteers to encourage more people to get involved with volunteering who wouldn't normally otherwise. • The pilot was currently running in the Chippenham area, but it was hoped it could be extended throughout other areas if communities were interested in developing the scheme in their own areas. <p>The Chairman thanked Karen and Simone for their presentation.</p>
14	<p><u>Wiltshire Community Bank: Tackling Social Exclusion</u></p> <p>Emma Cooper, Community Partnership Manager, gave a presentation regarding Tackling Financial Exclusion in Wiltshire.</p> <p>Financial exclusion was often hidden within our communities and could be hard to identify. It was not just something that occurred in urban areas; but existed in rural areas too and was also more likely to exist where there were high levels of affordable housing. Research showed a correlation between low income and deprivation, and employed people and pensioners were also affected.</p> <p>In the Royal Wootton Bassett & Cricklade Community Area there were three areas that were within the most deprived 20% in Wiltshire and 7.5% of families were classed as 'vulnerable'. There was also a decline in rural facilities, such as post offices.</p> <p>Wiltshire Council was the lead body for improving financial inclusion and was working with organisations such as Wiltshire Money to improve financial capability and offer better access to free money advice, financial products and services.</p> <p>The Wiltshire Community Bank was a credit union service in Wiltshire which allowed people to save and borrow at an affordable rate. People were encouraged to join Wiltshire Community Bank as members pooled their savings</p>

	<p>to lend to one another, so the service was more effective the more people who participated.</p> <p>The Chairman thanked Emma for her presentation.</p>
15	<p><u>Evaluation and Close</u></p> <p>An evaluation exercise was held using the electronic voting devices. Comments and suggestions were welcomed and could be fed through the local members.</p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Wootton Bassett & Cricklade Area Board would be held on Wednesday 26 September 2012, from 6pm at Cricklade Town Hall.</p>
<p><u>Appendix 1 - Community-Led & Neighbourhood Planning Comments</u></p>	

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Royal Wootton Bassett and Cricklade Area Board Meeting

25th July 2012

Comments in answer to:-

What are the biggest challenges to developing the two processes? (Neighbourhood Plan and Community Led Plans)

- Amount of time and keeping focussed
- Reconciling needs of Parishes and Towns infrastructure together
- Communication to public – clarity of 2 processes
- We need to see Common Places Work Plan – who, what and when by – seems a bit wishy washy
- I fail to see or believe that parish plans coming into the NAP process late can have a full and meaningful engagement
- The defining envelope is the Core Strategy and that has hundreds of objectives to it. So meaningful alignment between the CS, NAP and CLP is highly unlikely.
- Firstly I hate post-its and surely we have moved beyond that
- The Localism Act allows any parish to develop a Neighbourhood Plan – so Alistair Cunningham was wrong when he said parishes could be left out – this has been confirmed with DCLG
- Community involvement and apathy
- Consultation fatigue
- Neighbourhood Plans – needs of area are so diverse that Neighbourhood Plan will be too generic
- Apathy of community
- ‘Manpower’ for PPs and TPs
- What is common to all and what happens to gathered non-pl??
- Resistance to change
- Consensus could be hard to find
- Inability to make decisions within the required timescale
- Using the collected data to benefit both processes which may have differing needs and outcomes
- Finding the same solutions for different areas to the common issues
- Communication of the 2 processes to avoid confusion
- Securing input from broad sections of the community – notably youth
- Generating community involvement
- Limited volunteer time evaporating in a fog of confusion
- No money
- Neighbourhood Plan needs to be focussed on a single issue (or a few). Having lots of different issues from different parishes is recipe for disaster. What would people be voting for in Referendum?
- It all seems unnecessarily complicated

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