

# MINUTES

**Meeting:** PEWSEY AREA BOARD  
**Place:** Coronation Hall, East Grafton Marlborough SN8 3DB  
**Date:** 8 July 2013  
**Start Time:** 7:00 pm  
**Finish Time:** 9:20 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jerry Kunkler (Chairman)  
Cllr Paul Oatway  
Cllr Stuart Wheeler (Vice Chairman)

### **Wiltshire Council Officers**

Caroline Brailey, Pewsey Community Area Manager  
Ian Gibbons, Service Director Law and Governance  
Sharon L Smith, Democratic Services Officer  
Kristian Price, Engineer Highways and Streetscene  
John Goodall, Associate Director Public Health  
Donna Mountford, Marketing Officer Communications  
Stephen Matthews, Community Coordinator Highways and Streetscene  
Adrian Hampton, Head Highways and Streetscene - South

### **Parish Councils**

Alton Parish Council – Steve Hepworth  
Burbage Parish Council – Roger Pearce, Steve Colling, John Acheson  
Charlton and Wilsford Parish Council – Bob Montgomery  
Easton Royal Parish Council – Hew Helps  
Grafton Parish Council – Susie Brew  
Great Bedwyn Parish Council – Teshar Fitzpatrick  
Ham Parish Council – Henry Walker, Susie Eldridge  
Little Bedwyn Parish Council – G. Ball, R. Pugh, Bill Yates

Manningford Parish Council – Bernard Gaskin

Pewsey Parish Council – Terry Eyles, Curly Haskell, Bob Woodward, Andrew Whitney,  
Peter Deck

Rushall Parish Council – Colin Gale

Shalbourne Parish Council – Peter Blanthorn, Mike Lockhart, Stella Zweck

Stanton St Bernard Parish Council – Wendy Tarver, Geral. Tarver

Upavon Parish Council – John Cabra, Jon Mulroy

Wilcot and Huish Parish Council – Dawn Wilson, Dee Nix

Woodborough Parish Council – Jim Fletcher

### **Partners**

Wiltshire Police – Matthew Armstrong

Wiltshire Fire and Rescue – Mike Franklin

Pewsey Community Area Partnership (PCAP) – Patrick Wilson

Pewsey Campus Team – Bob Woodward, Curly Haskell

Wiltshire Good Neighbour Scheme – Mary Soellner

**Total in attendance: 67**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting and introduced the Area Board Members and officers.</p> <p>Cllr Oatway, as a new member to the Board, was given the opportunity to introduce himself to attendees.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Carolyn Whistler (North Newton Parish Council) and Caroline Dalrymple (Pewsey Parish Council).</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 11 March 2013 and extraordinary meeting held on 5 June 2013 were agreed as correct records and signed by the Chairman.</b></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 following Chairman's Announcements as contained within the agenda were noted:</p> <p>Safeguarding Thresholds  Wiltshire Fire &amp; Rescue Service draft Public Safety Plan 2013-16</p>
6	<p><u>Partner Updates</u></p>
6.1.	<p><u>Wiltshire Police</u></p> <p>Inspector Matthew Armstrong was in attendance and referred the meeting to the written update as provided on pages 19 and 20 of the agenda.</p>
6.2.	<p><u>Wiltshire Fire and Rescue Service</u></p> <p>Partnership and Community Engagement Manager, Mike Franklin, was in attendance to present the update as provided within the agenda and also submitted a revised update for the month of June, copies of which were circulated.</p>

	<p>Details of the Chairman’s Announcement referred to earlier in relation to the draft Public Safety Plan were also provided with clarification made that hard copies could be provided on request from Mike Franklin via:  <a href="mailto:Michael.franklin@wiltsfire.gov.uk">Michael.franklin@wiltsfire.gov.uk</a>.</p> <p>The issue of Chinese lanterns was also raised following recent fires started as a result of these. It was suggested that the local press should be encouraged to highlight the fire hazard.</p>
<p><b>6.3.</b></p>	<p><u>NHS Wiltshire Clinical Commissioning Group (CCG)</u></p> <p>The Chairman drew the Board’s attention to the update as provided within the agenda.</p> <p>Clarification was also provided that NHS Wiltshire CCG would be holding ‘Have Your Say’ events around the County to gather views on local health services. Details were clarified as follows:</p> <p>Tuesday 16 July (2pm-4:30pm) – Calne Masonic Hall, Calne  Wednesday 17 July (9:30am-12noon) – Shaw Country Hotel, Melksham  Thursday 18 July (10:00am-12:30pm) – Guildhall, Salisbury</p> <p>Those interested in attending should contact the CCG communications team via Tel: 01380 736010 or e-mail: <a href="mailto:communications.wiltshireccg@nhs.net">communications.wiltshireccg@nhs.net</a>.</p>
<p><b>6.4.</b></p>	<p><u>Pewsey Community Area Partnership</u></p> <p>The Vice Chairman of the Pewsey Community Area Partnership (PCAP) gave an update on the work of PCAP as follows:</p> <ul style="list-style-type: none"> <li>• PCAP were in the process of decoupling from the support provided by the Pewsey Parish Council and had now appointed a treasurer. PCAP were also seeking a volunteer to minute take for the Police and Community Safety Group and Health and Social Care Forum.</li> <li>• The Community Plan revision was progressing well and was approximately 80% complete.</li> <li>• An application for funding would be presented later in the meeting.</li> <li>• A network had been established between local traders within the Pewsey area in response to an increase in shoplifting incidents. This network had been established with the police and had approximately 18 traders signed up thus far. Traders from within the community area as a whole were more than welcome to join.</li> <li>• The Community Area Crime and Safety Committee meeting would now take</li> </ul>

	place at 2:30pm on Wednesday 10 July and not 17 July as previously agreed.
<b>6.5.</b>	<p><u>Parish Councils</u></p> <p>The key issues detailed within the update provided by Pewsey Parish Council were noted. The Head of Local Highways and Streetscene in attendance confirmed that the issues were being dealt with.</p>
<b>6.6.</b>	<p><u>Pewsey Youth Advisory Group (YAG)</u></p> <p>Lauren Pound was in attendance to give an update on the work of the YAG. This included the following:</p> <ul style="list-style-type: none"> <li>• That the last meeting held by the YAG considered the 'Have a Go Carnival' project. The YAG would be looking to encourage other organisations to get involved.</li> <li>• The Woodborough Strawberry Fair took place on 22 June. Young people in attendance ran their own stalls and raised approximately £115.</li> <li>• The Group had been asked to look at the Substance Misuse Strategy and would be providing feedback accordingly.</li> <li>• The Group had been invited to attend a meeting in July to discuss the younger generation requirements for the Campus.</li> </ul>
<b>6.7.</b>	<p><u>Pewsey Area Campus Team</u></p> <p>Bob Woodward, Chairman of the Campus Team, was in attendance to provide a brief update to the Board. This included the following:</p> <ul style="list-style-type: none"> <li>• Architects, B3, had now been selected to design the Pewsey campus. It was hoped that a draft planning application might be ready for submission around September 2013.</li> <li>• On 22 July the Team would be meeting with stakeholders at Pewsey Vale School where B3 will be introduced and attendees invited to put forward questions.</li> <li>• It was hoped that at some point after September the team would be able to hold a Campus Roadshow of sorts providing further detail on what the Team envisage will be provided as part of the campus.</li> <li>• The team continued to work closely with Pewsey Vale School to see what options were available for the two to work together. This could include, for example, shared reception area and access to adult education.</li> </ul>

	<ul style="list-style-type: none"> <li>• The team would continue to use the Our Community Matters website to keep the community updated about progress. Attendees were reminded of the address which was: <a href="http://Pewsey.OurCommunityMatters.org.uk">Pewsey.OurCommunityMatters.org.uk</a></li> <li>• Two other areas also noted included the out-station, i.e. providing a mobile facility to reach the outer lying villages and also transport for youth. Both of these areas were factored within the plans of the campus project.</li> </ul> <p>Following questions received clarification was provided that although funding details could not be shared at present due to confidentiality issues, these would be shared once contractors had been appointed.</p> <p>The campus team also continued to look into ways in which a skate park could be built into plans. It was noted that a community initiative were helping the campus team in this respect. It was with thanks that a local church had agreed last month to look into what could be done within the church itself for a interim skate facility.</p> <p>The Chairman also made attendees aware that Tom Hatfield, community representative on the Campus team, had now resigned and accordingly the Board may wish to consider appointing a further representative in replacement.</p> <p>The issue of whether allowances could be claimed for mileage undertaken by the campus team was raised. Cllr Stuart Wheeler proposed that he submit a Cllr Initiative for the sum of £500 to cover some of this expenditure which was agreed by all members. This would be included as a formal proposal to the next meeting.</p> <p>In the interim period the Community Area Manager, Caroline Brailey, would look into how this would be administered.</p>
6.8.	<p><u>Good Neighbour Scheme</u></p> <p>Mary Soellner provided a brief presentation which included that the Scheme was primarily a sign-posting service. A case study, giving details of the work that could be undertaken by the Scheme, was given.</p> <p>In noting that pride often deterred some from contacting the team, Mary reminded all present that the service was confidential. Awareness of the scheme was spreading primarily due to word of mouth.</p>
7	<p><u>EPIC Pewsey</u></p> <p>Sara Hughes, Team Leader of EPIC Pewsey, was in attendance to give an overview of EPIC (Employment Prospect Improvement Club) Pewsey.</p> <p>Clarification was made that EPIC was a not-for-profit church initiative to help young unemployed/misemployed people in Pewsey and the surrounding community area.</p>

	<p>EPIC has 3 main goals:</p> <ul style="list-style-type: none"> <li>• To listen, encourage and help the young people in the community area</li> <li>• To promote EPIC to all stakeholders</li> <li>• To raise awareness of local transport issues affecting the employment potential of the young.</li> </ul> <p>There had been a launch event held on 6 June where the local community were shown to be very supportive. The first meeting had been held on 20 June with the next meeting scheduled to take place on 11 July.</p> <p>Further information on the work of EPIC, including details of vacancies they had been made aware of, could be found via the following link: <a href="mailto:info@epicpewsey.org.uk">info@epicpewsey.org.uk</a>.</p> <p>The Chairman thanked Sara Hughes for the presentation and was encouraged by the work undertaken by EPIC Pewsey.</p>
8	<p><u>Healthy Community Network</u></p> <p>Jill Rankin, Project Lead, was unable to make the meeting. This item would therefore be postponed until a later date.</p>
9	<p><u>Local Authority responsibilities for Public Health</u></p> <p>John Goodall, Associate Director Public Health, was in attendance to provide a presentation on the recent changes to public health.</p> <p>The presentation included clarification that, as at 1 April 2013 statutory responsibility for Public Health had moved from NHS to the local authority.</p> <p>The Board were shown a short film highlighting the work undertaken by the Public Health team. A link to the on-line presentation can be found below:</p> <p><a href="http://www.youtube.com/watch?v=0o-Akoi8QKY">http://www.youtube.com/watch?v=0o-Akoi8QKY</a></p> <p>In addition to the film, details of roadshows being held around the county in relation to Measles were also mentioned as follows:</p> <p>2.30pm at:</p> <ul style="list-style-type: none"> <li>• Clarendon Junior School, Tidworth on Thursday, July 11 2013</li> <li>• Christ Church Primary School, Bradford on Avon on Friday, July 12 2013</li> <li>• Pewsey Primary School on Wednesday, July 17 2013</li> </ul> <p>1.30pm at:</p> <ul style="list-style-type: none"> <li>• St Edmund's Girl's School, Laverstock on Thursday, July 18 2013</li> </ul> <p>The Chairman thanked Mr Goodall for the presentation.</p>

10	<p><u>Local Highways and Streetscene Service</u></p> <p>Adrian Hampton, Head of Local Highways and Streetscene South, was in attendance to introduce Steve Matthews, Community Coordinator, and Kristian Price, Engineer, and to give a brief presentation on the Local Highways and Streetscene team.</p> <p>In making the presentation Adrian confirmed that the new contract was expected to save the authority approx £1m and would bring together several previously disparate services under the same contract. As a result the Pewsey Community Area would have new points of contact.</p> <p>Steve Matthews, Community Coordinator would be the main contact for all Parish Councils within the community area. Each of the Parishes had also been contacted and had been requested to provide a named point of contact in return.</p> <p>The Pewsey Area Board contact would be the Engineer, Kristian Price. Kristian would attend future Community Area Transport Group (CATG) meetings and Area Board meetings where available.</p> <p>Upon opening up discussion to the floor several queries were raised and the following information provided:</p> <ul style="list-style-type: none"> <li>• Concerns by Parish Councils in relation to verges requiring cutting should be raised with the Community Coordinator.</li> <li>• Balfour Beatty had details on their system in relation to a dropped kerb request in Burbage. Any further queries by the Parish Council in relation to this could be tracked via the Community Coordinator.</li> <li>• Parish Stewards had not been disbanded but had been reorganised to ensure works undertaken were met as per priorities identified.</li> <li>• A reminder was given that issues could still be reported directly with Clarence but that Parish councils now had their own point of contact for the community area, Steve Matthews.</li> </ul> <p>Thanks were given to the officers for their time and the presentation made.</p>
11	<p><u>Community Area Transport Group (CATG)</u></p> <p>The notes of the CATG meetings held on 17 April and 5 June 2013 were noted and the recommendations contained within were endorsed by the Board with the exception of the recommendation to close issue number 2593. This would remain open until such time that Cllr Paul Oatway had undertaken further discussions.</p> <p><b><u>Decision:</u></b></p>



	<p>The recommendations within the CATG notes were endorsed, with the exception of the removal of issue number 2593 which would remain on the system.</p>
12	<p><u>Update on Projects Awarded Grant Funding</u></p> <p>Updates on projects which had been awarded grant funding were provided as follows:</p> <ul style="list-style-type: none"> <li>• St Michael's church bells</li> </ul> <p>Bill Yates was in attendance and confirmed that the grant requested had been approved approximately 18 months previously. The bells had been sent to a bell-hanger near Bath, Matthew Rigby, and the fittings were now being renewed.</p> <ul style="list-style-type: none"> <li>• Little Bedwyn playing field wall</li> </ul> <p>Unfortunately Didi Walker, who was expected to attend to update the Board on the works undertaken was unable to attend. However a photograph of the restored wall was displayed which demonstrated the work undertaken.</p> <p>The Chairman thanked the attendees for the updates provided.</p>
13	<p><u>Funding</u></p> <p>The Area Board considered a number of applications for Community Area Grant funding. The Chairman invited the local Councillor to introduce each application, following which a representative of the applicant was given an opportunity to give a brief overview of their project to the Area Board.</p> <p><b><u>Decision</u></b>  <b>Pewsey Vale Bowls Club was awarded £5,000 towards work required to enable them to move onto mains drainage.</b>  <b><i>Reason The application met the Community Area Grants criteria for 2013/14 and has been classified as a capital project by Wiltshire Council finance department.</i></b></p> <p><b><u>Decision</u></b>  <b>Marden Village Trust was awarded £500 towards a defibrillator and CPR training for Marden village.</b>  <b><i>Reason The application met the Community Area Grants criteria for 2013/14 and has been classified as a capital project by Wiltshire Council finance department.</i></b></p> <p><b><u>Decision</u></b>  <b>Milton Lilbourne Village Hall was awarded £1,500 towards resurfacing improvements to the car park.</b>  <b><i>Reason The application met the Community Area Grants criteria for</i></b></p>

	<p><i>2013/14 and has been classified as a capital project by Wiltshire Council finance department.</i></p> <p><b><u>Decision</u></b>  <b>Devizes and District PHAB was awarded £2,500 towards a new replacement accessible minibus.</b>  <b><i>Reason The application met the Community Area Grants criteria for 2013/14 and has been classified as a capital project by Wiltshire Council finance department.</i></b></p> <p><b><u>Decision</u></b>  <b>Pewsey Children’s Carnival Club was awarded £1,000 towards a number of marquees.</b>  <b><i>Reason The application met the Community Area Grants criteria for 2013/14 and has been classified as a capital project by Wiltshire Council finance department.</i></b></p> <p><b><u>Decision</u></b>  <b>Pewsey Youth Council/YAG was awarded £500 towards their ‘Have a Go at Carnival’ fortnight.</b>  <b><i>Reason The application met the Community Area Grants criteria for 2013/14 and would be met from the area board’s revenue funding allowance (youth funding).</i></b></p>
14	<p><b><u>Community Issues</u></b></p> <p>Councillor Stuart Wheeler updated the meeting on the Community Issues which had been received by the Area Board.</p> <p>A reminder was given that item 2872 would now remain on the system as per the agreed CATG recommendations.</p>
15	<p><b><u>Urgent Business</u></b></p> <p>There were no urgent items considered.</p>
16	<p><b><u>Future Meeting Dates and Close</u></b></p> <p>The next meeting of the Pewsey Area Board was scheduled for Monday 9 September 2013, 7pm at Woodborough Social Club, Smithy Lane, Pewsey SN9 5PL.</p> <p>The Chairman thanked everyone for attending.</p>