

Minutes Book

Tuesday 4 February 2014

Council Chamber, County Hall, Trowbridge, BA14 8JN

Minutes of Cabinet and Committees

November 2013 to February 2014

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CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Thursday, 21 November 2013.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Allison Bucknell, Cllr Richard Clewer, Cllr Christine Crisp
Cllr Tony Deane, Cllr Jon Hubbard, Cllr George Jeans
Cllr Julian Johnson, Cllr Simon Killane, Cllr Nina Phillips
Cllr Fred Westmoreland, Cllr Roy While and
Cllr Philip Whitehead

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

100 Apologies

All Cabinet members were present.

101 Minutes of the Previous Meeting

The minutes of the last meeting held on 22 October 2013 were presented.

Resolved:

That the minutes of the meeting held on 22 October 2013 be approved as a correct record and signed by the Leader.

102 **Leader's Announcements**

The Leader made the following announcements:

St Stephen's Place development

The Leader thanked the officers involved in delivering the St Stephen's Place leisure complex in Trowbridge which had officially opened on Tuesday 19 November. The multi-million pound scheme demonstrated how much confidence major companies had in Trowbridge. The complex would create more than 200 jobs and would encourage more businesses and investment to the area. This was great news for the County Town and all the communities which had already started to benefit from this development.

Your Wiltshire magazine – winter 2013 edition

The Leader drew attention to the latest copy of Your Wiltshire Magazine, which was now available and circulated at the meeting. As an incentive to those who did not currently participate in activity, the issue included a seven day free leisure pass for use in any of Wiltshire Council's leisure centres from next Monday the 25th November – until the 28th February. Recognising the need to boost local towns and encourage people to shop for longer, the issue also included a reusable voucher for one hour's free parking in the run up to Christmas which would add one hour free on to any parking ticket purchased.

Wiltshire Assembly – 2 December

The Leader announced that the Wiltshire Assembly on 2 December 2013 would be held at the new Tidworth Garrison Theatre and would be focusing on Wiltshire as a military County, and our partnership with the military community. It would provide an update to partners, community representatives and local businesses on the impact that the Army rebasing project would have on the County over the next few years. Infrastructure, facilities, community and business opportunities would be highlighted and it would showcase some of the excellent work which was taking place across the County to integrate the military and local communities.

Boosting the local economy – Wealth of Wiltshire Christmas Fayre

The Wealth of Wiltshire Christmas Fayre which would be held in the Atrium on December 12 had proved very popular with businesses taking up every stall available. The event was open to the public and free of charge and local choirs would add to the festive atmosphere by singing throughout the day. Local businesses from across the County would be selling their products from 10am

to 7.30pm. This was another way the Council was supporting the local economy and businesses and bringing the community into the heart of this Council.

103 Declarations of interest

No declarations of interest were made.

104 Public participation

The Leader explained that as usual at meetings of Cabinet she would be more than happy to hear from any member of the public present on any of the items on this agenda.

The Leader acknowledged receipt of a statement and questions from Mrs Jarvis, Clerk to Melksham Without Parish Council, details of which were circulated at the meeting in respect of the item on Parish and Town Council Grant Options (minute no. 107 refers).

105 Minutes - Cabinet Transformation Committee

The minutes of the Cabinet Transformation Committee dated 22 October 2013 were presented.

Resolved:

That the minutes of the Cabinet Transformation Committee dated 22 October 2013 be received and noted.

106 Wiltshire Council's New Housing Allocations Policy 

Cllr Keith Humphries presented a report which reported on the outcome of consultations and sought Cabinet approval of a new Housing Allocations Policy effective from April 2014.

The proposed new Allocations Policy would help to deliver on the Council's vision to create stronger and more resilient communities by focussing on local homes for local people. This would also help bring communities together to enable and support them to do more for themselves which was a key priority within the Council's Business Plan.

The Policy would remain a choice based lettings scheme covering the Wiltshire Council area. It would include eligible and exclusion criteria for registration, property size criteria, a new banding structure that determines how applicants would be assessed and prioritised and how homes would be allocated. Cllr Clewer, Portfolio Holder explained points of detail on the Policy.

Scrutiny engagement had taken place at key milestones in developing the revised policy. A Rapid Scrutiny exercise was held on 28 October, the outcome of which had been endorsed by the Overview and Scrutiny Management Committee on 5 November 2013. Cllr Simon Killane, Chairman of the Management Committee explained the Scrutiny recommendations.

Cllr Humphries acknowledged the helpful input from Scrutiny, with many of their recommendations taken on board. Key points from the consultation had been incorporated in the robust policy. This included allocation to people with a local connection, which 71.8% of respondents to the consultation requested.

Concern was raised by Cllrs Tony Deane and George Jeans over the allocations policy being too prescriptive. It was suggested that the Policy should include provision for those with a local employment connection as in need, if they are not able to afford accommodation within the village or parish in which they work. It was also suggested that those building affordable housing should also be happy with the Council's Allocation Policy. A suggested form of wording was proposed.

Cllr Humphries explained that whilst he was not prepared to accept the suggested wording without first examining the implications, he would be happy to discuss the matter further with Cllrs Deane and Jeans and make any minor changes if considered appropriate. It was also agreed to delete the word 'existing' from paragraph 9.3 of the policy to read:

9.3 ~~Existing~~ *Planning agreements and former exception sites*

It was noted that work would take place to promote and explain the revised Policy to members, the public and parish councils.

The proposed Policy as amended was proposed. An amendment was also made to change the delegation from the Associate Director to the Corporate Director.

Resolved:

That Cabinet approves the new Allocations Policy to be implemented from April 2014 and delegates to the Corporate Director with responsibility for Housing any necessary final minor amendments (including the deletion of the word 'existing' from paragraph 9.3) in consultation with the Cabinet member for Public Health, Protection Service and Adult Care and Housing.

Reason for decision:

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002) and Localism Act 2012 requires the Council to have a scheme which

determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to an applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire. Following the introduction of the Localism Act we had the opportunity to review our allocations policy to consider some of the new freedoms that the act introduced. Following extensive consultation we have proposed some fundamental changes to our policy and have taken full advantage of our new freedoms to ensure we make best use of our limited affordable housing stock and give priority to local people.

107 **Parish and Town Council Grant Options**

Public participation

Mrs Mary Jarvis, Clerk to Melksham Without Parish Council, addressed Cabinet and asked for a fairer grant for rural councils and parishes. Mrs Teresa Strong, Finance Officer for the Parish Council also addressed Cabinet on this issue. A copy of the statement and question submitted by Mrs Jarvis as tabled at the meeting are attached to the signed copy of these minutes.

Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report which asked Cabinet to consider the Council Tax Support grant to town and parish councils for 2014/15 onwards.

From April 2013 Council Tax Support (formerly Council Tax Benefit) had taken the form of Council Tax Reductions (CTR) which had had the effect of reducing the Council Tax Base.

As a consequence, town and parish councils had experienced a decrease to their tax base which therefore decreased the amount of cash received for the same level percentage of precept. In 2013/14 Wiltshire Council awarded a grant totalling £1.4 million to top up the Town and Parish Council funding levels to compensate for this loss in funding.

Following further reductions in Central Government funding to Wiltshire Council, it was necessary to consider the options available in terms of providing support funding to Town and Parish Councils in 2014/15 and onwards.

Cabinet was asked to consider the following four options:

- **Option 1** – Seek new additional funds from Central Government.

- **Option 2** – Do nothing and continue with the grant at the same level as 2013/14.
- **Option 3** – Pass the unringfenced grant adjusted by the Settlement Funding Assessment from DCLG without the Wiltshire Council top up to Town and Parish Councils.
- **Option 4** – Withdraw all grant funding.

The report recommended approval of option 3. Some other authorities had decided not to pass their share of the Council tax support grant to their towns and parishes. It was noted that this Council had lobbied central Government extensively for a change to the scheme. The Leader urged town and parish councils to also lobby for a change. Details of the consultation undertaken with town and parish council and members were also reported.

Cllr Tonge reported that he had been contacted by Mr Morland who queried a £25k discrepancy in the figures. Cllr Tonge explained that the figures quoted were indicative at this stage pending full figures being provided by central Government and that Mr Hudson had responded to Mr Morland.

In response to Mrs Jarvis, it was explained that the level of precept was based on the number of properties, and the grant calculated was unrelated to the population. Council Tax Base was decided within a legislative framework, with bandings supplied from an external valuation office. Cabinet would be asked to determine its Council Tax Base at its meeting on 17 December 2013.

Resolved:

That Cabinet approves option 3 as follows:

1. **That the Wiltshire Council grant to Town and Parish Councils be set at 65% of the 2013/14 grant to take into account the £300k shortfall in the 2013/14 Department for Communities and Local Government (DCLG) grant made up by Wiltshire Council, and the expected reduced level of Council's Settlement Funding Assessment from DCLG.**
2. **That in future years the grant is adjusted in line with changes to the Council's Settlement Funding Assessment from DCLG.**

and that

3. **The comments received as part of the consultation and shown at paragraph G in Appendix C of the report presented be addressed in a separate briefing to be sent to all Towns and Parishes.**

Reason for decision

To provide financial support to Town and Parish Councils in the light of changes made to Council Tax Support by the Coalition.

108 **Report on Treasury Management Strategy 2013-14 - Second Quarter ended 30 September 2013**

Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform introduced the interim report reviewing the Treasury Management Strategy (TMS), which covered the period 1 April 2013 to 30 September 2013.

This report reviewed management actions in relation to:

- a) the PrIs and TrIs originally set for the year and the position at the 30 September 2013;
- b) other treasury management actions during the period; and
- c) the approved Annual Investment Strategy.

Resolved:

That Cabinet note the content of the report presented in line with the Treasury Management Strategy.

Reason for decision:

This report is a requirement of the Council's Treasury Management Strategy.

109 **Community Contraception and Sexual Health Services Procurement**

Cllr Keith Humphries, Cabinet member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing) presented a report which updated Cabinet on the new mandated responsibility of this Council to commission Open Access Sexual Health services. Cabinet was also asked to agree to the proposed procurement of the Community Contraception and Sexual Health services in Wiltshire.

Cllr Humphries explained that this would be the first of a number of papers to come to Cabinet. The contract with Sirona Care and Health had been transferred without competitive tender when the PCT split commissioning and provider services in 2011. The transition agreement was now coming to an end and the contract needs to be put out for competitive tender.

The majority of contraception and sexual health (CaSH) services were located in the North and it was hoped that the number of clinics could be extended to 10 and would spread across the County. The potential for campuses to play a cost effective role in this was noted.

The need to work on education was highlighted, not just in prevention but knowing where to go in terms of help and guidance. The role of the Area Boards was highlighted in terms of what can be done locally.

Resolved:

That Cabinet:

- 1. agrees in principle to the proposal to undertake a tendering process to provide community contraception and sexual health services for 5 (3+2) year agreement;**
- 2. delegates authority of consideration of a procurement options paper to determine the appropriate procurement route and execute the contracts resulting from this tendering activity to Maggie Rae, Corporate Director, in consultation with the Cabinet Member for Public Health, Public Protection and Adult Care and Housing, the Solicitor to the Council and the Chief Financial Officer.**

Reason for decision:

As part of the Health and Social Care Act reforms, Wiltshire Council has a mandated responsibility to commission Open Access Sexual Health Services, to address the disease burden of sexually transmitted infections and reduce unintended pregnancy through the provision of a full range of contraceptive methods.

110 High Level Specification and Tender Evaluation criteria for Future Waste Management and Collection Services 

Cllr Toby Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste presented a report which sought Cabinet approval to develop service specifications based on key principles outlined in the report; to use the criteria contained within the report to develop the quality element of tender evaluation models and to use the proposed price/quality ratios to develop the tender evaluation models.

Work was in progress to move forward to tender documentation, and Cabinet's attention was drawn to the price/quality ratio proposed, which differed from the Waste Task Group proposal. It was explained that if the specifications were tightly written the quality weighting could be lowered.

Attention was drawn to the potential use of the My Wiltshire app for residents to report issues such as missed bins using their smart phones.

The need to retain long term flexibility balanced with minimising cost was highlighted, and this would be taken on board within the tender specifications.

Resolved:

That Cabinet agrees to:

- 1. Develop service specifications based upon the key principles set out in the report presented.**
- 2. Develop tender evaluation models based upon the price/quality ratios set out in paragraph 13 of the report presented.**
- 3. Use the criteria contained in the report presented to develop the quality element of the tender evaluation models.**

Reason for decision

The decisions taken in respect of these proposals are key to informing the detailed development of tender documentation and tender evaluation models prior to issuing invitations to tender.

111 Urgent Items

There were no urgent items.

112 Exclusion of the Press and Public

Resolved:

That Cabinet agrees in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in item number 112 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking the item in private:

Paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

No representations had been received on taking the item under Part II.

113 **Extension of Contracts operated by the Hatts Group in the Salisbury Area**


Cllr John Thomson, Deputy Leader and Cabinet member for Highways, Streetscene and Broadband presented a report which sought Cabinet approval to extend existing contracts between Wiltshire Council and Hatts Travel as detailed in the report presented.

Resolved:

That Cabinet agrees to the extensions of contracts as set out in the report presented.

Reason for decision

1. Extending the contracts preserves the major savings on the Park & Ride contract that were achieved when it was last tendered, and removes the risk that higher prices would be submitted if the contract were retendered.
2. Extending the contracts would achieve savings against the SEN transport budget as detailed in the report.

Appendix to signed minutes

Statement and questions from Mrs Jarvis, Clerk to Melksham Without Parish Council (minute no. 107 refers).

(Duration of meeting: 10.30 am - 12.17 pm)

These decisions were published on the 2 December 2013 and will come into force on 10 December 2013
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Public Participation

Statement/Question from Mary Jarvis, Clerk to Melksham Without Parish Council

Parish and Town Council grant options

There are two issues I would like to raise

1. The unfair way Wiltshire Council plans to award the grants to town and parish councils, despite our objections. This is based on a percentage amount of the planned precept, rather than an amount per elector x number of electors per parish. Thus if a Council has planned a precept of £100,000, the grant is given of a percentage amount of that 30% = 30,000. This system does not take into account the efficiency of the local council and the formula works against rural parishes and areas. A rural parish with £5,000 precept would only receive £1,500. The system should be done fairly to allocate the grant on an amount per each elector, so that each parish has an equitable amount, regardless of the amount of precept. An example of this can be seen in how the grant was paid last year. Melksham Town Council received £13.80 per elector/tax base whereas Melksham Without who has an electorate about the third of the size of Melksham only in effect received 84p per elector. Melksham Town Council received a grant of £54,072.19 whereas Melksham Without which is about one third the size of Melksham received only £2,313.20. That is just unfair.
2. The requirement to pay Melksham Without Parish Council compensation for the loss of grant due to the grant being calculated on the precept for the year before 2012/13, rather than on the previous year's precept, plus the extra revenue from the 200 + extra houses. Although there were approximately 200+ extra new electors in our parish, as a Council we actually lost grant. We wish to receive the amount which should have been given to us last year; i.e. the extra revenue for the extra housing built in our parish during 2012/13, with our grant from you for 2014/15. This year we will miss out again as last year's grant for us omitted to include the revenue base for our extra housing. This year, you will be basing your grant award on last year's amount which was based on our precept amount **prior** to the construction of the extra houses. How are you going to put this right?

Wiltshire Council has acknowledged that Melksham Without lost out on huge amount of revenue due to the way things were calculated. (Under the old system we would have been able to raise £114,000 due to our extra housing without even raising our Precept amount per elector) We are asking that Wiltshire Council now make the correct adjustments including the amount we lost out on last year. Last year's grant should have been based on the correct precept for the number of electors - £114,000, not £107,000 which excluded the extra houses. As a Council we are struggling with the revenue loss for 2013/14 and no more cuts can be made.

The full response the Melksham Without parish made to your consultation questionnaire is attached as our comments were only partially reported in your Agenda papers.

Response from Cllr Tonge

Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform


A verbal response will be provided at the meeting.

CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 17 December 2013.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Allison Bucknell, Cllr Tony Deane, Cllr Richard Gamble
Cllr Jon Hubbard, Cllr George Jeans, Cllr Simon Killane
Cllr Gordon King, Cllr Magnus Macdonald, Cllr Alan MacRae
Cllr Horace Prickett, Cllr Anthony Trotman. Cllr Roy While
Cllr Philip Whitehead

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

114 Apologies

All Cabinet members were present.

115 Minutes of the Previous Meeting

The minutes of the last meeting held on 21 November 2013 were presented.

Resolved:

That the minutes of the meeting held on 21 November 2013 be approved as a correct record and signed by the Leader.

116 Leader's announcements

As this was the last Cabinet meeting of 2013, the Leader thanked Cabinet colleagues, and in particular officers for their professional help and support during the year.

117 Declarations of interest

No declarations of interest were made.

118 Public participation

The Leader explained that as usual at meetings of Cabinet she would be more than happy to hear from any member of the public present on any of the items on this agenda. No formal requests for public participation had been received.

119 Minutes of the Cabinet Capital Assets Committee

The minutes of Cabinet Capital Assets Committee dated 21 November 2013 were presented.

Resolved:

That the minutes of the Cabinet Capital Assets Committee dated 21 November 2013 be received and noted.

120 Adoption Agency Report

Cllr Laura Mayes, Cabinet Member for Children's Services presented a report updating Cabinet on the performance of the Wiltshire Adoption Agency for the period 1 April to 30 September 2013. This was to ensure that Cabinet was satisfied that the service was effective and achieving good outcomes for children, young people and service users as required by statute and national minimum standards.

Year on year data indicated a significant increase in the numbers of children deemed suitable of adoption, rising from 15 on 2010/2011 to 38 in 2012/2013. It was expected that Wiltshire would reach the target set of 50 approved adopters for the year 2013/2014. The age of children being adopted was dropping due to good pre-birth protocol, clearer care-planning and timely decisions.

An increase in applications to adopt was attributed to successful recruitment and timely approval. Cllr Laura Mayes emphasised that there was no room for complacency and that the Council was always focusing on continued improvements to the service.

Resolved:

That Cabinet note the report.

Reason for decision:

The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).

121 Multi Agency Safeguarding Hub (MASH)

Cllr Laura Mayes presented a report which sought to update Cabinet on the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH).

At Cllr Mayes' request, Cllr Alan Macrae, Portfolio Holder for Safeguarding guided Cabinet through the detail of the report and the background to the setting up of the MASH.

Cllr MacRae explained the options considered in setting up MASH and how its implementation would be phased in. An information sharing protocol had now been agreed with partners who were thanked for all their help and co-operation. In particular, Wiltshire Police was thanked for its help and commitment to the project.

A detailed communications strategy was in place which would signpost people to the appropriate services and it was agreed that this would be circulated to members. A full campaign launch would take place once the hub was fully operational, and could potentially link with measures to tackle child sexual exploitation.

Cllr Jon Hubbard referred to the successful involvement of Scrutiny by way of a Task Group on this issue and that he was pleased to see the proposal come to fruition. He also thanked partners for the part they played in the setting up of MASH, although he considered that more engagement was required by the health sector.

The Leader emphasised that the MASH would provide opportunities for joined up evidence gathering to ensure the protection of vulnerable children.

Resolved:

That Cabinet notes the positive progress towards the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH), reflecting the priority given to safeguarding across the Council, the Police, the Clinical Commissioning Group (CCG) and the Children's Community Health provider (Great Western NHS Hospital Trust).

Reason for decision:

There are a number of significant benefits associated with the establishment of a Wiltshire MASH.

The MASH will:

- provide a faster, more co-ordinated and consistent response to safeguarding through improved quality of services and information sharing between partners
- will assist in the early identification of safeguarding concerns as a result of improved inter agency working arrangements, closer partnership working and clearer accountability
- improve the planning and management of risk assessment and investigation
- improve the process of accessing services and expertise with clear guidance and support provided to the person raising a concern.

122 Redesign of waste and recycling collection rounds for Waste Collection Services

 Cllr Toby Sturgis presented a report which detailed options for re-modelling the operational waste and recycling collection rounds.

Cabinet approval was sought to implement new waste and recycling collection rounds in two phases in April and in September 2014. Reasons for a two phase implementation were laid out in the report, and would be supported by clear communications and new collection day calendars. The Leader requested that all local members be advised of how this would affect their respective divisions prior to implementation.

Details of the various options considered including the financial implications were explained in the report presented and explained to the meeting. The proposals before Cabinet would provide a more efficient waste and recycling collection service as well as deliver savings.

Resolved:

That Cabinet resolves to implement new collection rounds in two phases, the first in April 2014 and the second in September 2014.

Reason for decision:

Implementing these proposals would improve the efficiency of the waste and recycling collections rounds, enabling savings to be made.

123 Community Infrastructure Levy (CIL) Draft Charging Schedule

Cllr Toby Sturgis presented a report which updated Cabinet on recent changes to the CIL Regulations and the work undertaken to date in terms of preparing the Community Infrastructure Levy (CIL).

The report sought Cabinet approval that the Draft Charging Schedule and draft Regulation 123 List be published for a six week period of consultation starting in January 2014 and subsequently submitted for independent examination. The report also explained arrangements for consultation and next steps.

At the Leader's request for clarification, the table shown on page 97 of the agenda was confirmed as the draft schedule under consideration.

Cllr Tony Trotman, Chairman of the CIL Task Group, presented his Task Group's report as previously circulated. He noted that whilst not all of the Task Group's recommendations had been taken on board by the Cabinet member, he did welcome the split between rates. Cllr Trotman thanked members of his Task Group which had met on ten occasions and would continue to meet as and when required.

Cllr Sturgis explained that the rate was index linked and that it was proposed to review it after two years given the volatility of various factors such as interest rates and building costs.

Cllr George Jeans submitted a statement and drew attention to a letter received from Mere Parish Council regarding small sites and hoped that the council would consider advertising that CIL could be negotiated should exception cases be made. He asked that Parish and Town Councils be consulted regarding the timing of CIL payments that may be coming to them, especially with regard to their usual precept time.

Cllr Sturgis confirmed that CIL payments would be monitored in the same way as S106 payments, and would be payable on the granting of permission.

Cllr John Hubbard considered the removal of two higher range settlement categories and taking student housing from residential and placing with hotels as a missed opportunity for maximising return. He was disappointed that rates were lower than the task groups recommendations.

It was noted that residential strategic sites were incentivised by attracting a lower CIL rate. Exemption sites would have a 7 year window on CIL liability.

Cllr Tony Deane raised concern with the consultation in its present form not allowing for negotiation within the rural communities and asked the Cabinet to defer it's decision for further information.

Cllr Sturgis explained that large development property had a different gross development value than a single 400m² nominal property. The Government required that the levy was in place by 2015, and earlier if possible. CIL was predicated in core strategy policies and was mentioned in the City Deal offer which the council had signed up to.

Resolved:


That Cabinet:

- 1. Approves the CIL Draft Charging Schedule at Appendix 1 of the report presented and draft Regulation 123 List at Appendix 3 of the report presented as the basis for a six week period of public consultation, as proposed, in accordance with the Council's adopted Statement of Community Involvement.**
- 2. Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director of Finance, to produce the consultation documentation to accompany the CIL Draft Charging Schedule and make arrangements for consultation.**
- 3. Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director for Finance, to submit the Draft Charging Schedule for independent examination following the consultation and consideration of the outcome and, if necessary, to consult on modifications to the Draft Charging Schedule after submission.**

Reason for decision:

To ensure that progress is made on preparing a CIL Charging Schedule that will enable the Council to charge CIL on new development to help pay for infrastructure within the county in accordance with the published timetable. The Council should be in a position to adopt the CIL Charging Schedule as soon as possible after April 2014, after which, according to current legislation, the Council will be severely restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 agreements. However, the Government has recently proposed extending this deadline to April 2015.

124 Council Tax Base 2014/15

 Cllr Dick Tonge presented a report which detailed the Council Tax base 2014/2015 for Cabinet's approval.

The Council was required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 199 and the Local Authorities (Calculation of Council Tax Base) Regulations 1992. The Council Tax Base 2014/2015 had to be notified to major precepting authorities by 31 January 2013. Each parish and town council would be notified of the figure for its area.

Resolved:

That Cabinet

- 1. approves the Council Tax Base for 2014/2015 as shown at Appendix 1 of the report presented and**
- 2. notes that the recommended overall collection rate remains at 99.50% which reflects current expectations for collection.**

Reason for decision:

Before the Council Tax can be set in February 2014 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Act.

125 Revenue and Capital Budget Monitoring Reports

(a) Revenue Budget Monitoring Period 7 2013/2014

Cllr Dick Tonge presented a report which advised Cabinet of the revenue budget monitoring position as at the end of period 7 (end of October 2013) for the financial year 2013/2014 with suggested actions as appropriate.

The projected year end position for the relevant accounts was reported as set out as follows:

	Revised Budget Period 7 £ m	Profiled Budget to date £ m	Actual and committed to date £ m	Projected Position for Year £ m	Projected Over/ (Under)spend £ m	Actions being taken to recover to date £m	Remainder saving to be identified £m
General Fund Total	340.518	366.090	334.106	346.202	5.684	(3.568)	2.116
Housing Revenue Account	(0.631)	(8.508)	(7.272)	(2.131)	(1.500)	N/A	N/A

As usual finance officers and budget managers were monitoring budgets and taking appropriate action as necessary. It was noted that the report identified potential cost pressures of £5.684 million, however savings of £3.568 million had been identified leaving £2.116 million to be found including use of reserves and partnership funding where possible. It was noted that concerns over the council tax collection rate given the impact of council tax changes were unfounded.

Cllr Roy While, Chairman of the Budget Scrutiny Task Group addressed the Committee and raised concern over the draw on reserves. He asked for the pressure areas to be referred to select committee chairmen.

The Leader identified the £11 million outstanding debt as an area of concern and asked officers to challenge harder and stronger to get the percentage down. The Associate Director, Finance explained that whilst the Council paid its bills promptly, this was not being reciprocated by some debtors. Future reports would include information on the timeline of debts to the Council.

Resolved:

That Cabinet note the outcome of the period 7 (end of October) budget monitoring.

Reason for decision:

To inform effective decision making and ensure a sound financial environment.

(b) Capital Monitoring Period 7 2013/2014

Cllr Dick Tonge presented the report which detailed changes to the budget made since the 2013/2014 budget was set in February 2013 and reflected the position of the 2013/2014 budget as at period 7 (end October 2013).

Resolved:

That Cabinet notes

- 1. The general budget additions for grants and revenue contributions of £7.658 million as per Appendix B of the report presented and notes the period 7 position of the Capital Programme in Appendix A of the report presented**
- 2. The reprogramming of £27.582 million between 2013/2014 and 2014/2015**

Reason for decision:

To inform the Cabinet of the position of the 2013/2014 capital programme as at period 7 (31 October 2013), including highlighting of budget changes.

126 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.10 pm)

These decisions were published on the 23 December 2013 and will come into force on 3 January 2014.
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Thursday, 21 November 2013.

Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform

Also in Attendance: Cllr Keith Humphries
Cllr Laura Mayes
Cllr Christine Crisp

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

102 Apologies and Substitutions

There were no apologies received.

103 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 24 September 2013.

104 Leader's Announcements

There were no Leader's announcements.

105 Declarations of interest

There were no declarations of interest.

106 **Devizes Lower Wharf depot**

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report which sought committee approval to transfer the Devizes Lower Wharf depot to Devizes Canoe Club in accordance with the Community Asset Transfer policy, subject to the agreement of the Devizes Area Board.

Resolved:

That the Committee

- 1. approves the application for the transfer of Lower Wharf, Devizes to the Devizes Canoe Club subject to the agreement of the Devizes Area Board**
- 2. delegates authority to the Associate Director for Legal and Governance and the Transformation Director to ensure that suitable terms are incorporated into the asset transfer and to complete any legal documentation required to facilitate this**
- 3. delegates authority to the Associate Director for Finance to remove this property from the list of capital receipts anticipated to be achieved to support the capital programme**

107 **Wellington secondary expansion project** 

Cllr Laura Mayes, Cabinet member for Children's Services introduced the report which sought committee approval for phase one of a two phase expansion project plan to deliver a 10/12 classroom block at Wellington Academy.

The Committee heard that there was a need for the project and funding would come from the designated basic need fund.

Resolved:

That the Committee approves phase one of a two phase project plan to deliver a 10/12 classroom block

Reason for decision

Based on the current net capacity of Wellington Academy, an additional 200/250 places will be required by 2015/16.

108 **Gypsy, Roma and Traveller project** 

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report

which sought committee approval to delegate authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to accept the increase in allocated grant agreed under the existing funding agreement with the Homes and Communities Agency (HCA) from £3.42m to £7.839m, to enter into a contract to deliver the new build works following a competitive tendering exercise and to enter into any associated legal agreements or procurement activities to enable the delivery of the project.

A cabinet member delegated decision would be issued to temporarily close the transit site at Odstock to allow for its use during the refurbishment of other plots. Figures confirmed that the risk of having no transit site for a short period of time would not be surmountable.

Resolved

That the Committee

- 1. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to accept the increase in allocated grant agreed under the existing funding agreement with the Homes and Communities Agency (HCA) from £3.42m to £7.839m**
- 2. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to enter into a contract to deliver the new build works following a competitive tendering exercise**
- 3. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to enter into any associated legal agreements or procurement activities to enable the delivery of the project**

109 Devizes Extra Care scheme

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report which sought committee approval to use the Southfields site as the preferred site for the development of an extra care scheme predominantly for older people.

The outcomes of the community working group were reflected in the report presented. Confirmation was sought on the transfer of the final chosen site to the highest bidder possibly at nil value if required and it was noted that this was standard practice. It was agreed that the section 151 officer and the monitoring officer should be consulted on this.

Resolved

That the Committee

- 1. Notes the outcome of discussions with the local working group on their preferred site for extra care in Devizes**
- 2. Approves the use of the Southfields site as the preferred site for the development of an extra care scheme predominantly for older people**
- 3. Authorises officers to consider other potential sites in Devizes for extra care if they provide a more suitable location and a better financial return for the Council**
- 4. Authorises officers to undertake any associated procurement activities required to select a developer and registered housing provider for these facilities**
- 5. Delegates authority to the Corporate Director for Adult Social Services and Public health in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, the section 151 officer and the monitoring officer to authorise the transference of the final chosen site to the highest scoring bidder to facilitate the development of extra care possibly at nil value if required to make the scheme viable**

Reason for proposal:

The Southfields site will provide the necessary land for delivery of the extra care facilities outlined in the Older People's Accommodation Development Strategy. This has set out the need for an additional 50 units of extra care in Devizes in the next 10 years.

Through the development of the site, the council would benefit from the provision of a new extra care housing to meet the needs of the growing elderly population in Devizes. Additionally, this development would improve choice and control for older people and provide a vital community resource, replacing an existing care home.

This development will protect some of the most vulnerable older people and meets one of the key actions in the business plan, to develop more affordable housing.

110 Urgent items

There were no urgent items.

111 Exclusion of the Press and Public

Resolved

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following items of business because it is likely that if members of the public were present there would disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking the item in private:

Paragraph 3 – information relating to the financial information or business affairs of any particular person (including the authority holding that information)

No representations have been received as to why this item should not be held in private.

112 Devizes Extra Care scheme 

The committee noted the appendix to the report.

(Duration of meeting: 1.30 - 1.42 pm)

<p>These decisions were published on the 28 November 2013 and will come into force on 6 December 2013.</p>
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 21 January 2014.

Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform

Also in Attendance: Cllr Jonathon Seed
Cllr Stuart Wheeler

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

113 Apologies and Substitutions

Apologies were received from Cllr de Rhé-Philippe.

114 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 21 November 2013.

115 Leader's Announcements

There were no leader's announcements.

116 Declarations of interest

There were no declarations of interest.

117 **Fitness Equipment in Leisure Centres owned by Wiltshire Council (Phase 1)** 

Cllr Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding introduced the report which sought committee approval for capital funding of £1,435,700 for a phase one programme for the replacement of existing fitness equipment for the Leisure centres and provision of additional equipment required for new and extended Campus sites that are due to become operational in 2014-15 and 2015-16.

He confirmed it was part of the 'invest to save' approach. By improving the quality and quantity of gym equipment across the County, income levels could be significantly increased.

The phase two programme would be the subject of a separate report brought to Cabinet Capital Assets Committee in late 2014-15.

Resolved:

That the Committee approves the award of £1,435,700 for the Phase One replacement of the current fitness equipment and provision of additional fitness equipment required due to the extended facilities planned for the Campus sites and sports equipment required in each Campus. The bid covers phase one of two, to include Wiltshire Council owned facilities, where there are, or will be fitness suites.

Reason for proposal

1. For many years the fitness equipment across the leisure centres has not been replaced leading to facilities and equipment becoming unacceptably dated. Equipment at some of the smaller, more rural sites is in excess of 20 years old. Many replacement parts for this equipment are no longer available leading to faulty equipment being out of service for long periods of time, resulting in loss of service to the public and a loss of revenue to the leisure service.
2. The Campus programme will involve the development of 20 Campuses, which will include the refurbishment, or new build of leisure facilities. All facilities will have a fitness suite that is likely to be between 25% and 50% larger than current facilities. (Projected increases were determined as part of the Leisure Facilities Review 2011 to meet probable demand). An increased number of fitness stations will be required to stock the new facilities, in addition to the replacement requirements of the existing equipment.

118 Learning Management and Performance system

Cllr Wheeler, Cabinet member for Support Services (HR, Legal, ICT, Business Services and Democratic Services) introduced the report which sought cabinet approval for the funds to procure a Learning Management and Performance System (LMPS) for the council.

Implementation of the LMPS would deliver significant savings and would provide 24/7 access to training for both officers and members.

He confirmed that Cllr Bucknell, Chairman of the Councillor Development Group was aware and supportive of the proposal.

Resolved:

That the Committee commits to funding the procurement and implementation of a Learning Management and Performance system for the Council.

Reason for proposal:

To inform Cabinet Capital Assets Committee of the current position, funding required and the benefits of a Learning Management and Performance System. The project will deliver significant savings opportunities for the organisation through workforce development and productivity improvements.

119 Urgent items

There were no urgent items.

(Duration of meeting: 2.20 - 2.26 pm)

These decisions were published on the 23 January 2014 and will come into force on 31 January 2014

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CABINET TRANSFORMATION COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 17 December 2013.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)
Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)

Also in Attendance: Cllr Fleur de Rhé-Philippe
Angus Macpherson, Police and Crime Commissioner
Cllr Allison Bucknell

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

12 Apologies and Substitutions

Apologies were received from Dr Steven Rowlands, Deborah Fielding, Chief Constable Patrick Geenty and Cllr Johnathan Seed.

Cllr Humphries substituted for Cllr Seed.

13 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes from the meeting held on 22 October 2013.

14 Leader's Announcements

There were no Leader's announcements.

15 **Declarations of Interest**

There were no declarations of interest.

16 **Project and programme overview**

Ian Baker, Head of Programme Office presented the programme office overview.

He explained that programmes and projects were derived from both the Wiltshire Council's business plan and the Wiltshire Police delivery plan. In total there were currently 214 projects.

When asked how projects and programmes were prioritised it was explained that new projects are assessed in terms of fit with the Council's business plan. Prioritisation for new projects takes place between the project sponsor, transformation team and corporate directors.

The challenges faced in the coming year were recognised and being reflected in the portfolio, with the focus being on areas with the most gain and what could be delivered in terms of capacity within the organisation.

Project Sponsors receive monthly reports through the respective project boards, Sharepoint's project provide information on all live projects. A summary Highlight report is provided to corporate directors and the senior corporate team monthly with a programme summary.

The police portfolio was fully funded by the Police and Crime Commissioner, and where the Commissioner was investing showed long term savings for both organisations.

A review of the programme had shown that 96% of current projects could not be stopped without cost.

17 **Systems thinking review presentation**

John Rogers, Head of Systems Thinking and Customer Access introduced Tamsin Stone - Commissioning and Performance and Heather Lovelock - Systems Thinking, who gave a presentation on 'The front door to Children's Social Care – a Systems Thinking Review'

The review identified the customer purpose for the Referral and Assessment team as "Keep me safe". The analysis found that actual contacts (4000+/month) were four times the recorded contacts (1,000/month), and that of the actual contacts, 8% resulted in a referral for assessment, whereas 59% were for continuing contacts ie by people who had already been assessed and were receiving support. In addition, the helpful team was being submerged under requests for help from a wide variety of organisations.

Following changes to process and the website, and communication, incoming contacts dropped by 55% and 32% of the incoming calls concerned the need for an assessment. The review team also considered and scoped options for wider improvements, including the phased implementation of a Multi-Agency Safeguarding Hub (MASH) with the UK's only fully functioning IT suite.

The Police and Crime Commissioner, Angus Macpherson, would commission research of a joint 101 plan in Wiltshire.

18 **Transformation and Health**

Maggie Rae, Corporate Director noted the apologies from the CCG partners and future meeting date clashes. Future meeting dates have been changed to enable partner attendance. She explained that health was not one unified organisation but had many dimensions such as NHS England, Royal United Hospital, Clinical Commissioning Group, Avon and Wiltshire Partnership and GP practices.

A paper being brought to the next meeting would propose the set up of a Health sub-group to look at integration and asset sharing for sustainability of level of service. There would be a dedicated position on Health Transformation.

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 1.30 - 2.36 pm)

These decisions were published on the 9 January 2014 and will come into force on 17 January 2014
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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 NOVEMBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Alan Hill, Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Pip Ridout, Cllr John Walsh, Cllr Bridget Wayman, Cllr Bob Jones MBE and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Richard Clewer, Cllr Mike Hewitt, Cllr Keith Humphries, Cllr John Noeken, Cllr Paul Oatway QPM, Cllr John Thomson and Cllr Philip Whitehead

131 **Apologies**

No apologies for absence were received for the meeting.

132 **Minutes of the Previous Meeting**

Resolved:

To approve and sign the minutes of the meetings held 8 October 2013.

133 **Declarations of Interest**

There were no declarations of interest received.

134 **Chairman's Announcements**

The Chairman advised that the outcome of the Staffing Policy Committee's consideration of staff morale would be reported to the next meeting of the Management Committee.

135 **Public Participation**

There were no comments or questions received from the public.

136 **Housing Allocation Policy**

The Committee were reminded of the process that had taken place for scrutinising the Housing Allocation Policy, and a copy of questions submitted by

Cllr Deane, and officer responses had also been circulated to the Committee. The Chairman outlined the recommendations contained within the Housing Allocations rapid scrutiny report. The Committee discussed the role of campuses and the location of housing allocations teams within them. It was clarified that campuses would act as a central signposting service, with no plans to relocate the staff currently based at Bourne Hill. Following discussion, the Management Committee;

Resolved:

To support the revised Housing Allocations Policy as appended to the report for approval by cabinet on the 21 November 2013 subject to the following being taken into account:

- 1) To support the benefit of seeking a common allocations policy among all social housing providers in Wiltshire.**
- 2) To change the description of the banding structure to a letter or number classification in order to signify that current arrangements have been extensively revised.**
- 3) To provide a graphical presentation of the new process in the form of a flowchart.**
- 4) To allow local connection to also mean officially recognised neighbourhoods as defined within an adopted neighbourhood plan encompassing more than one parish.**
- 5) To rename the new “expression of interest” category to better reflect that it no longer forms part of the revised Policy.**
- 6) To submit a further appendix to Cabinet and Council highlighting where the changes have been made within the banding structure.**
- 7) To utilise the Council’s hubs and new campus provision to improve access to housing services.**
- 8) To support an extensive housing newsletter for stakeholders and councillors.**

137 Highways and Streetscene Contract - Member Request

The Chairman outlined the position, and reminded the committee that the report and debate would direct the committee as to whether a scrutiny exercise would need to be conducted. The report proposed that a scrutiny exercise be undertaken in June 2014 after the first year of the operation of the contract.

The Chairman invited the Committee to comment on the report. There was a division of opinion between committee members with regard to evidence supporting the alleged contractual failings. The Committee discussed the bedding in period and the suggestion to scrutinise the contract document itself following the previous disbanding of the major contracts review task groups.

Cllr Phillip Whitehead (Portfolio Holder for Highways Contracts) responded to the Committee, detailing the arrangements in place for winter preparedness.

The Committee discussed some specific incidents of good and poor performance across the County and were concerned about addressing performance after events had transpired.

The Management Committee debated the potential areas of risk over the winter period and highlighted concern with reviewing performance after the event. At the conclusion of the debate, the Chairman proposed a three stage approach to the future scrutiny of this major contract.

Resolved:

- 1) **A Rapid Scrutiny Exercise would be conducted on the content of the report to enable greater clarity on the concerns raised.**
- 2) **A progress report would be presented to the Environment Select Committee after the winter, addressing operational performance.**
- 3) **Environment Select Committee to conduct a full scrutiny exercise in June 2014 after the first full operational year of the contract.**

138 **Overview and Scrutiny Councillor Development**

The Management Committee were asked to comment on the Councillor Development: Scrutiny Skills training event held in October 2013, and to propose any recommendations for amendments to the session prior to the wider rollout.

The opinion of some of the Committee was that the session failed to address key training skills for scrutiny. The Committee agreed that for future events to be successful, greater focus would need to be placed on applied skills. Barry Pirie (Associate Director of People and Business Services) commented that the Council would be better placed to source training using in house expertise from the learning and development team.

Resolved:

To review the current training programme based on the comments received, and to make the necessary amendments before rolling out.

139 **Task Group Update**

Updates were made from the following task groups:

Financial Planning Task Group:

The Committee noted that monitoring procedures had now been more closely aligned with the financial plan, and another session would be held in November to finalise these arrangements. The Committee discussed how to engage members with the Financial Planning process, as the previous briefing session run by the Director of Finance held on 21 October 2013 was attended by only nine Councillors.

The Committee agreed that members could better engage with the process, stating that a lack of knowledge of task group accessibility and of financial reporting as potential reasons for limited member engagement.

Area Boards Task Group

The Committee noted that the Area Board Task Group was in the process of appointing members from a wide geographic area. There had been some opposition to the way appointments had been made. The Committee agreed that the opportunity for members to sit on the Task Group (and other activities) should be made available to all members.

Local Enterprise Partnership Task Group

The Committee noted that guidance on the Joint Scrutiny of the LEP had not been forthcoming, and requested that more rapid progress be made.

Resolved:

To note the updates from Task Groups.

140 **Forward Work Programme**

Following consideration of the Officers Report, the Chairman invited each of the Select Committees to comment on their own work plans.

The Committee expressed concern at the capacity to manage the burgeoning workplan of each of the Select Committees. A review of the work plan priorities was discussed by the Committee, with particular concern expressed over the engagement of members with some task groups. The circulation of the work programme to all Councillors was suggested, with the possibility of a scrutiny newsletter to keep members informed of the work programme also suggested.

Resolved:

- 1) **To note the positive work undertaken to date in developing the work programme.**
- 2) **To agree the first draft single overview and scrutiny work programme appended to this report.**
- 3) **To note that it will continue to be informed through ongoing dialogue with the Executive linked to priorities in the Business Plan and other discussions.**
- 4) **To receive an update on progress with activities and to review the content of the work programme at each future meeting.**

5) To note the possible need to prioritise activities in order to best utilise the resources available to each of the Select Committees.

141 Urgent Items

There were no Urgent Items.

142 Date of Next Meeting

The date of the next meeting was noted as being 14 January 2014.

POST MEETING NOTE:

The date of the next Management Committee was confirmed as being held on the 7 January 2014.

(Duration of meeting: 10.30 am - 1.00 pm)

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 7 JANUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Alan Hill, Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Pip Ridout, Cllr John Walsh, Cllr Bridget Wayman and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Allison Bucknell, Cllr Terry Chivers, Cllr Mike Hewitt, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr John Noeken, Cllr Fleur de Rhé-Philipe, Cllr Jane Scott OBE, Cllr John Thomson and Cllr Philip Whitehead

1 **Apologies**

There were no apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting**

The minutes of the meeting held on 5 November 2013 were presented for consideration and comment. It was,

Resolved:

That subject to the inclusion of Cllr Bob Jones MBE among the list of attendees, to APPROVE as a true and correct record and sign the minutes.

3 **Declarations of Interest**

There were no declarations.

4 **Chairman's Announcements**

Through the Chair it was announced that following the recent Peer Review of the Council conducted in September 2013, a report would be prepared for the Committee to consider at its next ordinary meeting.

5 **Public Participation**

The rules on public participation were noted.

There were no questions or statements submitted.

6 **Highways and Streetscene Contract**

At its meeting on 5 November 2013 the Committee considered a request from Councillor Jeff Osborn to conduct a scrutiny exercise on the contract with BBLP (Balfour Beatty Living Places) and agreed to hold a Rapid Scrutiny Exercise on the content of the Cabinet Member's report presented to that meeting. It was also agreed that a progress report would be presented to the Environment Select Committee after the winter to assess the operational performance, and that a full scrutiny exercise from the Environment Select Committee be undertaken from June 2014 to coincide with the first anniversary of the contract.

The report on the Rapid Scrutiny Exercise was presented, with the lead member for the exercise, Councillor Jeff Osborn, thanking all members and officers who had partaken in the exercise for their work, and the contributions of the Cabinet Member and Portfolio Holder. The Committee also expressed its thanks to all staff involved in work relating to the recent flooding in the county, for their dedication and intensive communication to the public.

The work of the Rapid Scrutiny Exercise was detailed, noting that conclusions had been that the contractor was performing satisfactorily in seven of the eight main areas of the contract, although the local highways and streetscene element of the contract had been identified as a main area of concern, with the IT system also of concern. The crucial role of active local councillors in assisting the relationship between parishes, area boards and BBLP was also emphasized.

The Committee discussed the recommendations of the Exercise as detailed in Paragraph 36 of the report papers, to include for the members of the Exercise to meet again to evaluate further work, receive additional information when available, for Legal to provide summaries of key contracts and for a full audit to be recommended. A debate followed, where points including the following were raised:

- It was agreed that an additional meeting of the members of the Exercise should take place sometime in the Spring, with concerns a date of March 2014 could prove too soon for full information on the Winter work to be available
- Some Members felt that although the contract had been considered by the Environment Select Committee, the lack of a Major Contracts Task Group to further consider such large contracts had hindered additional scrutiny of the topic, while others felt that appropriate scrutiny had taken place, with the Committees setting up appropriate measures when further problems had arisen following implementation of the contract.

- The flexibility of the contract with regards grass cutting was raised, and it was stated that a map of all areas covered under the contract was being created for the use of all Members and Parishes. It was also confirmed that Wiltshire Council would only be responsible under the contract for maintaining land that it owned, and that only where ownership of the land was unclear and later clarified as being council owned would additional land be added to the maps of areas of council responsibility.
- The proposal for there to be a re-launch of the Community Team Service was discussed, with concerns from some members that to begin the process anew would be unhelpful, with a need to assess if the current roll out had been effective and to clarify any existing confusion, and ensure there was consistent service and quality across all community areas.
- Regarding the soliciting of feedback from all councilors, there were also concerns raised that many current local streetscene concerns in relation to operation of the contract would be out of date by the time of the second Rapid Scrutiny Exercise in the Spring

At the conclusion of debate, it was,

Resolved:

- a) **The members who undertook the rapid scrutiny exercise meet again in Spring 2014 to evaluate the work undertaken on IT, local streetscene and the reporting/feedback procedure;**
- b) **Prior to the meeting in the Spring, the rapid scrutiny group is provided with:**
 - **up to date evidence of the effective reporting and feedback procedure;**
 - **information on the role of early warning notices and the absence of default notices, and copies of the standard clauses used in the contract;**
 - **evidence that the most appropriate grass cutting equipment is available, that personnel are fully trained to use the equipment and that productivity has improved.**
- c) **The outcome of the second rapid scrutiny exercise is reported to the Environment Select Committee to coincide with the presentation of a progress report addressing operational performance after the winter;**
- d) **The Highways team ensures the service and communication of the Community Team service is applied at a consistent high quality across all community areas.**
- e) **A copy of the report of the rapid scrutiny group should be sent to all councillors with a covering letter, requesting feedback from them on any outstanding issues on the local streetscene aspects of the BBLP contract. Their feedback to be sent to the**

Scrutiny Team and collated to inform the second meeting of the rapid scrutiny group in Spring 2014.

- f) The legal department should, in future, provide summaries of the key elements of large contracts for circulation to councillors.
- g) The Audit Committee should arrange for a full audit of the Highways and Streetscene contract as soon as possible, the outcome of which should be reported to the O & S Management Committee.
- h) The report should be forwarded to the relevant Cabinet members for response.
- i) To ask the Scrutiny manager to report to the next meeting on the potential role Overview and Scrutiny can play with regard to the letting and monitoring of major contracts bearing in mind its previous involvement.

7 Housing Allocation Policy

At its meeting on 5 November 2013 the Management Committee endorsed the outcome of a Rapid Scrutiny Exercise undertaken on 28 October 2013 on proposed revisions to the Council's Housing Allocations Policy.

Cabinet then considered the proposals and made their decision at their meeting on 21 November 2013. The Management Committee considered the minute of the Cabinet Meeting.

It was,

Resolved:

- 1) To note that Cabinet approved the new Allocations Policy to be implemented from April 2014 and delegated to the Corporate Director with responsibility for Housing any necessary final amendments in consultation with the Cabinet Member for Public Health, Protection Service and Adult Care and Housing.
- 2) To note that the Chairman and Vice-Chairman will meet with the Cabinet Portfolio Holder and the Head of Service to review the implementation of the recommendations made by Scrutiny.

8 Staff Morale Update

At its meeting on 8 October 2013 the Management Committee considered a Member request from Councillor Jeff Osborn for a scrutiny review, requesting:

"An objective investigation into the state of morale amongst the non senior staff of Wiltshire Council, in light of recent management restructuring, legal cap on salaries, extra work load and loss of job security".

The Management Committee instead requested the Staffing Policy Committee investigate the available statistical information which might indicate the level of staff morale, which was undertaken at the Staffing Policy Committee meeting on 6 November 2013. The minute for that meeting was included within the agenda pack, and concluded that on available data concerns regarding staff morale could not be substantiated, and that employees remained engaged.

The Management Committee received and engaged in discussion regarding the minute of the Staffing Policy Committee. It was noted that the latest information compiled from staff surveys dated from October 2012, and that responses were not compulsory. Nevertheless, it was stated that a fresh survey would take place in late 2014, and that the percentage of staff completing the latest survey had increased from that undertaken in February 2011. While some members expressed concern at the impact of the council's voluntary redundancy programme, it was not felt that staff morale was a major area of concern given the available evidence.

At the conclusion of discussion, it was,

Resolved:

To note the update from the Staffing Policy Committee.

9 **Overview and Scrutiny Councillor Development**

At its meeting on 5 November 2013 the Management Committee were asked to comment on the Councillor Development - Scrutiny Skills training event held in October with a view to endorsing a rollout of a wider programme adjusted for less experienced non-executive councillors.

As a result of the mixed reaction to the event, it was decided to seek the support of the Council's Learning and Development Team to help review the training requirement.

The Management Committee considered the proposed training session structure and content as contained in the agenda pack, and it was agreed that the suggested format and provider appeared to address the requested needs and approach of the Committee.

It was,

Resolved:

To arrange a three hour workshop covering 60% scrutiny concept and process and 40 % developing and improving communication skills and techniques, with the training provided as detailed in the agenda report.

10 Council Motion - Supermarket Levy

Council at its meeting on 12 November referred the following motion proposed by Councillor Jeff Osborn and seconded by Councillor Terry Chivers to Overview and Scrutiny for consideration:

“This council requires officers to investigate the opportunities provided in the Sustainable Communities Act 2007 to levy a charge on all Wiltshire supermarkets with the object of reducing parking charges in our city and market towns.

A report should be presented in sufficient time before the next full council to enable a notice of motion to be prepared so that a debate can take place on the matter.”

The Scrutiny Manager (Designated Scrutiny Officer) presented an update on background to the motion and the Sustainable Communities Act, through which Local Authorities could lobby Central Government to enact changes at a national level to improve the economic, social or environmental wellbeing of a local area. The Management Committee was invited to consider how it wished to respond to the referral.

The Management Committee discussed the referred motion, noting that it was the result of a national campaign by an organisation called Local Works, which had been instrumental in the creation of the Sustainable Communities Act and which worked to ensure its objectives were achieved, with several Local Authorities resolved to support similar motions.

It was considered that there was a need for greater clarity over what powers could be asked for and what impact any changes could have on a local area. It was determined that additional research would need to be conducted before any concrete action could be suggested, including what any proposed measure could apply to and the process by which a change would be sought if deemed desirable, for instance in concert with other Local Authorities.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the referral of the Motion from Council;**
- 2) That it was not a topic which at this time could be scrutinized; and,**
- 3) To request that the matter be referred to the Councillor Development Group, who could invite a representative from Local Works or other interested bodies to arrange a briefing for those councillors who wished to learn more about the topic.**

11 Overview and Scrutiny Profile and Communication

At the Overview and Scrutiny Management Committee meeting on 5 November 2013, Members raised the issue of the need to increase the profile of the Overview and Scrutiny function through wider and more effective communication.

The Chairman, Vice-Chairman and Scrutiny Manager met with representatives from the Communications Team on 2 December to discuss the issue and potential options. Communications have indicated that they would:

- Create a page on the intranet explaining what overview and scrutiny is, how it works etc. Make it as interesting, informative and easy to navigate as possible. The main objective is to change the perception of Scrutiny, so everyone is aware of its purpose and value.
- Send an elected wire message directly to members to create as much engagement across all non-executives as we can.
- Hold a follow-up meeting to review the action taken and develop ideas for an outward, public-facing communications tool.

The need for requests for volunteers to serve on Task Groups to be provide clear context of the purpose of the proposed Task Group was emphasised, along with the need for the format of the notices to be distinctive to ensure they were properly considered by Members among the large volume of communications elected members received on a regular basis.

It was also requested that any intranet page also be available on the council's external website, to permit access for councillors and others when access to the intranet was not possible.

At the conclusion of discussion, it was,

Resolved:

To note the update and future plans for raising the profile and communication of Overview and Scrutiny, and request that any dedicated information page be available externally as well as on the council's intranet, The Wire.

12 Task Group Updates

In addition to the written updates from Task Groups as contained in the agenda pack, further updates were received as follows:

Financial Planning Task Group – The written update was noted. A correction was made, clarifying that Cabinet would be considering the Budget at its meeting on 11 February 2014, not 20 January 2014, with a special meeting of the Management Committee to be held on 5 February to consider the Budget ahead of Cabinet.

A discussion arose regarding the consideration of the Budget being a Special meeting of the Overview and Scrutiny Management Committee, rather than a Special Joint Scrutiny meeting to which all the members of each Scrutiny Select Committee were formally required to be present. In response it was stated that all backbench members would be encouraged to attend the meeting, which would take place in the Council Chamber and received the same update from the Associate Director (Finance) as had been the case under previous years' arrangements, but that as the senior Committee it was felt that the Management Committee should still formally be the body taking the final decision.

A vote was taken to hold a Special Joint Meeting of Scrutiny in place of a Special meeting of the Overview and Scrutiny Management Committee, which was defeated. Councillor Jeff Osborn requested his objection to the new arrangement be recorded.

Area Boards Task Group – The written update and membership was noted.

Local Enterprise Partnership (LEP) Task Group – The written update was noted, and it was requested those members assigned to the Task Group arrange a meeting ahead of meeting with Swindon Borough Council and the LEP to agree on understanding and approach.

13 **Forward Work Programme**

The Management Committee considered the forward work programme, and formally approved the Children's Select Committee's creation of a Schools and Local Authority Task Group.

14 **Date of next meeting**

The date of the next ordinary meeting was confirmed as 4 March 2014.

A Special meeting of the Management Committee to consider the draft Budget, with all backbench members encouraged to attend, would take place in the Council Chamber on 5 February 2014.

15 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.30 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

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CHILDREN'S SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 3 DECEMBER 2013 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Pat Aves, Ken Brough, Miss Sarah Busby, Cllr Mary Champion, Cllr Mary Douglas, Cllr Sue Evans, Mr J Hawkins, Cllr Jon Hubbard (Chairman), Cllr Chris Hurst, Cllr Simon Jacobs, KaylumHouse, Rev. A Kemp, Cllr Jacqui Lay (Vice Chairman), Cllr Bill Moss, Cllr Helen Osborn, Cllr Sheila Parker, Dr M Thompson and Cllr Philip Whalley

Also Present:

Cllr Richard Gamble, Cllr Simon Killane, Cllr Alan MacRae, Cllr Laura Mayes and Cllr Jonathon Seed

107 Apologies

An apology for absence was received from Cllr Ricky Rogers.

108 Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the previous meeting held on 1 October 2013

109 Declarations of Interest

There were no declarations of disposable interest or dispensations granted by the Standards Committee.

110 Chairman's Announcements

The Chairman introduced Miss Sarah Busby, Headteacher of St Edmund's Girls' School, Salisbury and welcomed her on her first attendance at a meeting of this Committee. She would be representing secondary school headteachers.

111 Public Participation

There were no members of the public present or councillors' questions.

112 **Early Help Strategy 2013-16**

Julia Cramp, Associate Director (Joint with CCG) for Commissioning, Performance and School Effectiveness introduced and explained the Draft Early Help Strategy 2013-16 prepared by Wiltshire Children & Young People's Trust and Wiltshire Safeguarding Children Board. This followed on from an information briefing which was provided for Members immediately prior to the start of this meeting. The Strategy was out for consultation until 27 December 2013. Members were reminded that the Committee had previously agreed that Early Intervention was one of its work priorities for this Council.

Julia Cramp explained that the Early Help Strategy set out the improved outcomes the Council wished to see implemented for children and young people and the following priority objectives to achieve this:

Objective 1: Ensure the best start in life

Objective 2: Gaining the skills required to begin school

Objective 3: Being ready for adult life

Objective 4: Develop a family-based approach to early help

Objective 5: Develop effective structures and processes to access early help

It was noted that the Early Help Strategy would play a pivotal role in securing the high level outcomes set out in the Children and Young People's Plan 2012-2015. A range of early intervention and prevention key impact indicators were being developed as follows:

- Tackling inequalities in low birth weight to improve health outcomes in childhood and adulthood
- Readiness of children to start school at age 5
- Improving foundation stage profile results for vulnerable and disadvantaged groups
- Improving literacy and numeracy attainment at ages 11, 16 and 19
- Success in closing the gap in educational attainment between children and young people from different socio-economic backgrounds
- Reduction in the number of children and young people missing school
- Reduction in persistence absence
- Reduction in the rate of teenage pregnancies
- Reduction in the number of children and young people experiencing poverty
- Increased numbers of children and young people self-reporting a high level of wellbeing
- Increased numbers of 16-18 year olds participating in education, employment and training
- Increased numbers of young people engaging in positive activities

- Reduction of anti-social behaviour
- Reduction in the number of young people offending including first time entrants to the criminal justice system
- Reduction in re-offending rates
- Number of contacts made to children's social care
- Percentage of referrals to children's social care going on to initial assessment
- Number of children requiring statutory child protection intervention
- Reduction in the number of children and young people in residential home placements including a reduction in the number placed in homes rated as less than "good" by Ofsted
- Reduction in the number of SEND young people going to residential, out of county, educational or social care settings
- Analysis of patterns and trends in young people attending GUM (Genito Urinary Medicine) clinics
- Analysis of patterns and trends of Child Trafficking Investigations
- Levels of children and young people admitted to hospital for non-accidental injuries including self-harm
- Reduction in substance abuse
- Reduction in inappropriate caring responsibilities
- Improving attendance and attainment of looked after children
- Number of children in need under Section 17 of the Children Act
- Supporting parents in to work and sustaining employment

During discussion the following points were raised:

- Concern was expressed that networking was beginning to fall apart due to inconsistencies in partners' training, especially Police. However, it was explained that the Police were keen to work with other partners and also take part in partner training that was still ongoing. It was pointed out that all partners were signed up to the Workforce Development Programme.
- The proposals for early intervention were warmly welcomed but it was stressed that help and advice especially to parents should be made available even before the child was born so as to provide the best possible environment for the child's development.
- It was considered that a single point of access for early help should be provided centrally in Wiltshire from where the most appropriate help or advice could be drawn down.

- It was pointed out that there was a need to continue to improve the CAF (Common Assessment Framework) and TAC (Team Around the Child) processes by:
 - (1) Linking the CAF (Early Help Assessment) with the Social Care Single Assessment to support the child from early help to Children's Social Care and 'step down' back to early help where appropriate.
 - (2) Improve the capacity and quality assurance role of the CAF Coordinators to create additional resource to support effective early help.
 - (3) Improved training, advice and support offer to lead professionals.

- There was a need for all targeted services to be linked and also for primary schools to work very closely with children's centres in order to create a seamless move for children from pre-school to primary education.

It was noted that the key impact indicators being developed, as set out above, would be reviewed at six monthly intervals and after further discussion,

Resolved:

- (1) To note the contents of the Draft Early Help Strategy 2013-16.**
- (2) To request the final Strategy and draft implementation plan for the next meeting in January 2014 following the closing date for representations.**
- (3) To request progress reports immediately after the key impact indicators had been reviewed at about six monthly intervals.**
- (4) To thank Officers for the excellent draft report and to support the 'invest to save' approach of Early Intervention as an effective use of Council money, particularly its focus on outcomes.**

113 Further Education in the Salisbury Area Task Group - 18-month Review of Progress

The Chairman reported that an 18 month progress review of further education in the Salisbury area was expected to be circulated as a late supplement. The Task Group, chaired by Dr Mike Thompson, undertook their review on 14 November 2013 at which was considered a range of evidence, including written and verbal contributions from a number of schools and post-16 providers from the Salisbury area, as well as officers and executive members.

The Task Group then agreed its findings and circulated their draft report to providers for comment. Unfortunately, some of the responses received impacted on members' initial conclusions and recommendations quite significantly and it was therefore felt that more time was required to reconsider the report's contents.

Resolved:

To defer consideration of the Further Education in the Salisbury Area Task Group's review of progress until the Select Committee's next meeting on 28 January 2014 to allow further discussions to take place.

114 Rapid Scrutiny Exercise - Overnight Short Breaks for Children & Young People with SEND

The Chairman reminded Members that at its last meeting, the Select Committee established a rapid scrutiny exercise to consider the proposals under a joint review between the Council and NHS Wiltshire Clinical Commissioning Group on overnight short breaks for disabled children and young people in Wiltshire. This included a proposal to close Hillcote short breaks unit in Salisbury.

The rapid scrutiny exercise took place on 7 November 2013 and several members also attended a public meeting about the proposals held in Salisbury the previous day. The report of the rapid scrutiny was referred to the Clinical Commissioning Group Governing Body, the decision maker on this matter, and also to the Cabinet Member for Children's Services.

In the light of concerns expressed by many parties on the proposals, the CCG Governing Body decided to defer their decision on this matter until their next meeting on 28 January 2014, the same day as the Select Committee's next meeting.

Cllr Laura Mayes, Cabinet Member for Children's Services, made the following comments on recommendations contained in the rapid scrutiny report:

1 The proposals have not been properly costed

The figure of £40,000 per specialist carer had been arrived at through discussions with two neighbouring authorities who had specialist carers providing overnight short breaks for disabled children (Dorset and Gloucestershire). Although the two schemes were slightly different, the cost was roughly the same. The cost included adaptations and equipment. A member of staff from Wiltshire Council had gone through the costs in detail with contacts in these two authorities.

The new specialist carer scheme was highly unlikely to have any impact on the future use and sustainability of Canon's House. It was known that some families preferred residential provision, whilst others were happier with their

child being looked after in a family home. There will always be a need for a residential unit in a county the size of Wiltshire.

The proposal was cost neutral in that the CCG had signed up to re-investing the funding currently used to run Hillcote in other overnight short breaks and earlier support for families with a disabled child. This commitment was included in the minutes of the CCG Governing Body meeting. There was no intention on the part of the CCG to make a saving from the proposed closure of Hillcote – this was what cost neutral meant.

2 Potential difficulties in recruiting specialist carers

The Council had held detailed discussions with the two adjacent local authorities who had no difficulty recruiting specialist carers. In Dorset, these carers were recruited from their Family Link Scheme. In Wiltshire, interest had already been expressed in being a specialist carer by a member of Hillcote staff. It was right to point out that it would be difficult to recruit a number of Specialist Carers before April 2014, but this was not an option that any of the five families of the young people currently using Hillcote wanted to explore.

3 Quality assurance and safeguarding checks of specialist carers

It was right that specialist carers were subject to the same quality assurance and safeguarding checks as foster carers. These were rigorous checks. Children and young people who were looked after by foster carers were often vulnerable in a variety of ways and this was why safeguarding checks were so important. The intention of a specialist carer scheme to provide overnight short breaks for disabled children was that the specialist carer and the family of the disabled child formed a good relationship and knew each other well. It was not expected that any parent would leave their child with somebody that they did not feel comfortable with.

4 Continuity of provision for service users if a specialist carer decides to stop operating

Specialist carers were recruited, on a contract, to provide a specific amount of overnight short break support. Carers would need to give notice if they decided to stop operating. If this happened, then discussions would take place with families about alternative support. It was right to note that long term support could not be guaranteed.

5 Not demonstrated that proposed specialist carer scheme will be able to provide care at short notice

Within the contracts agreed with a specialist carer, some flexibility could be built in so that they could support families at short notice. However, the position was no different than with a residential unit. Hillcote was only open for part of the week, so would not always be available at short notice. When a parent could not care for a disabled child at short notice, Children's Social Care would make

arrangements for the child to be looked after if the family did not have relatives/friends who could provide help.

6 Parents have not been made aware of or offered provision at Hillcote when it may have been appropriate

Access to overnight short breaks was only given following an assessment by a Social Worker within the Children's Disability Teams. All families with a significantly disabled child were in contact with a wide range of professionals. In Southern Wiltshire, all these professionals would be aware of Hillcote, that it provided overnight short breaks and that access was via the Children's Disability Teams. These teams were not aware of any families being referred that met the criteria for overnight short breaks and who had not been offered support. Two of the families that used Hillcote actually lived closer to Canon's House than to Hillcote. The decline in the use of Hillcote was not related to a lack of information, but it was a specialist service and was therefore not 'advertised' as it was only offered to those families with the highest level of needs. For other families with a disabled child, there were other options (including Wiltshire's Short Break Scheme which was accessed by approximately 1,000 families).

7 What emergency plans will be put in place if Canon's House was temporarily unable to operate

All service providers had business continuity plans. If Canon's House were temporarily unable to operate then other arrangements would need to be made for those children and young people who had planned overnight short breaks at the unit. The closure of Hillcote would not make any difference to the position now. There were no spare buildings for any service just in case there was a fire.

8 No information provided on early intervention services and how their effectiveness has been assessed

If Hillcote closed, then some funding would be re-invested in early intervention services (in line with the views of parents and carers of disabled children across the county who had been telling the Council for a number of years that they wanted help before things reached crisis point, for example help with challenging behaviour, sleep and continence). The CCG already funded a Children's Learning Disability Nursing Service that worked with families struggling with, for example, behaviour or sleep routines for a learning disabled child. However, this only had the equivalent of 3 full-time members of staff for the whole county. This service would be expanded so that help could be provided for a larger number of families at an earlier stage. An expanded Children's Learning Disability Nursing Service would work closely with both Canon's House staff and specialist carers, alongside families with a learning disabled child.

After some discussion,

Resolved:

- (1) To endorse the report of the Overnight Short Breaks for Children and Young People with SEND Rapid Scrutiny Exercise and to note the Cabinet Member's comments.**

- (2) To note that the Wiltshire CCG Governing Body had elected to defer consideration of the proposals of the Council and NHS Wiltshire Clinical Commissioning Group until their meeting on 28 January 2014.**

115 Task Group Update/Forward Work Programme

The Select Committee received an update on the activity of the following Task Groups since the last meeting together with the Committee's Forward Work Programme:-

- Safeguarding Children and Young People Task Group

- Further Education in the Salisbury Area Task Group

- Further Education Task Group – It was noted that the Overview & Scrutiny Management Committee had endorsed the setting up of this Task Group as part of the O&S forward work programme and all Members had been emailed inviting interest in taking part. The following Members of this Committee so far had offered to serve on this Task Group: Cllr Jon Hubbard; Cllr Jacqui Lay; Dr Mike Thompson; Kaylum House.

- SEND (Special Educational Needs and Disabilities) Task Group - The Chairman reminded Members that at its meeting on 1 October 2013, the Committee agreed that children and young people with SEN and Learning Difficulties and/or Disabilities (LLDD) would be a key part of its forward work programme. This also reflected the topic being a priority within the Council's Business Plan 2013-17. A task group was established and authority was delegated to the Chairman to seek membership.

The Chairman had asked Alice Kemp to lead on developing the task group given her role as the Committee's SEN parent governor representative, her knowledge of SEND and her experience on the Special Schools and Post-16 SEN Task Group. The Chairman had met with Alice Kemp, the Senior Scrutiny Officer and executive members to discuss the executive's priorities for SEND and where the Task Group might add the most value. They proposed that the following terms of reference be adopted:-

To explore how we can best prepare young people with SEND for Adulthood, including:

- Local education and training options, including managing transitions
 - Planning for employment and supporting local employers to employ young people with SEND
 - Providing housing options to support young people with SEND to live in their communities
 - Developing communities that are inclusive, welcoming and supportive of young people with SEND
- Schools and the Local Authority Task Group – It was reported that following on from the last Select Committee meeting, the Chairman, Vice-Chairman and Cllr Philip Whalley had met with the Associate Director (joint with CCG) for Commissioning, Performance and School Effectiveness, the Head of School Effectiveness and the Portfolio Holder for Schools to discuss this and gain the executive’s views on where scrutiny could contribute. During discussion the following aspects of the academies’ programme had been considered:
 - (i) The process schools followed when becoming an academy. It was concluded that there was limited opportunity to add value here for the following reasons:
 - Schools received advice direct from the DfE and other bodies on process when pursuing the academies option.
 - The LA had a limited role in advising schools on process.
 - (ii) The best leadership models for academy schools. It was concluded that there was limited opportunity to add value here for the following reason:
 - The LA had no role in directing schools in their choice of leadership model.
 - (iii) The take-up and effectiveness of services sold to academy schools by the LA. It was concluded that a scrutiny exercise could be effective in this area by examining the following:
 - Is the LA offering schools the services they want?
 - Are these services popular and effective?
 - The services task group focuses on should be around ‘educational excellence’ rather than HR, payroll etc

The following members of this Committee so far had offered to serve on this Task Group:
Ken Brough, John Hawkins and Cllr Philip Whalley.

Resolved:

- (1) To note the update on Task Group activity provided.**

- (2) To endorse the appointment of Ken Brough to membership of the Safeguarding Children and Young People Task Group.
- (3) To appoint the following members to serve on the Further Education Task Group - Cllr Jon Hubbard; Cllr Jacqui Lay; Dr Mike Thompson; Kaylum House.
- (4)
 - (a) To agree the suggested terms of reference for the SEND Task Group.
 - (b) To seek nominations to serve on this Task Group.
- (5) (a) To agree the following terms of reference of the Schools and the Local Authority Task Group:
 - (i) To explore how the Council promotes excellence and fulfil its statutory duties to children and young people in Wiltshire's schools.
 - (ii) To explore whether the education services offered by the Council meet the needs of schools and students, and if not, how they could be developed to help improve outcomes.
- (b) To seek nominations to serve on this Task Group.

116 **Parent Governor Representatives (England) Regulations 2001**

The Chairman reported that over the past year, two unsuccessful appointments processes had been carried out to seek a new Secondary Parent Governor Representative to serve on this Committee. He explained that one of the reasons why these attempts had been unsuccessful was that the 2001 regulations stated that all Parent Governor Representatives should be appointed from maintained schools and there were now far fewer maintained secondary schools in Wiltshire than when the legislation was introduced as a large number of them had sought and gained academy status.

Resolved:

To ask the Cabinet Member for Children's Services to co-sign a joint letter to the Secretary of State for Education requesting a change in the legislation to reflect the current situation across the County in terms of school designations.

117 **Coalition Changes - Update from Department for Education**

The Committee received and noted a report by Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government.

118 **Urgent Items**

There were no items of urgent business.

119 **Date of Next Meeting**

Resolved:

To note that the next meeting of the Select Committee was due to be held on Tuesday 28 January 2014 at County Hall, Trowbridge, starting at 10.30am.

(Duration of meeting: 10.30 am - 1.30 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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HEALTH SELECT COMMITTEE

MINUTES OF THE HEALTH SELECT COMMITTEE MEETING HELD ON 19 NOVEMBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Chris Caswill, Cllr Mary Champion, Cllr Christine Crisp (Chair), Cllr Mary Douglas, Gooch, Cllr Bob Jones MBE, Cllr Gordon King, Cllr Helena McKeown, Cllr John Noeken (Vice Chairman), Cllr Jeff Osborn, Cllr Sheila Parker, Cllr Nina Phillips, Cllr Pip Ridout, Cllr Ricky Rogers, Mr Brian Warwick and Steve Wheeler

Also Present:

Cllr Simon Killane and Cllr Jonathon Seed

100 **Apologies**

No apologies were received for the meeting.

101 **Minutes of the Previous Meeting**

An amendment was proposed to item 96 of the minutes of the meeting held 10 September 2013.

Resolved:

To approve the minutes of the previous meeting, subject to making the necessary amendment, as a true and accurate record of the meeting,

102 **Declarations of Interest**

Standing Declarations of Interest were made by:

Cllr Helena McKeown
Cllr Mary Douglas
Cllr Gordon King
Cllr Sheila Parker
Steve Wheeler

103 **Chairman's Announcements**

The Chair made the following announcements:

New WSUN member

The Chair noted that the Wiltshire & Swindon Users' Network (WSUN) have a non-voting seat on the Committee, and welcomed Diane Gooch, chair of WSUN to the meeting. Diane replaced Linda Griffiths who retired from the Committee in July.

Meeting with NHS England and Public Health England, Taunton 2 Oct

The Vice Chair outlined the main points of note from the meeting, which was deemed to be very productive. The Committee were invited to note that NHS England are preparing a pack for regional HSCs explaining developments and a matrix of information sharing. We have agreed to regular networking meetings with the HSC in Bath, Gloucester and Swindon.

Acute Hospitals

The Chair and Vice Chair have now met with all three acute hospitals, and it has been agreed that the HSC will monitor their PALS complaints information.

CCG

It was confirmed that constructive talks had been held with the CCG, on how the HSC and Health Partners can best work together. It was emphasised that the HSC is keen to be involved early in any CCG initiatives.

Media monitoring

Local media is now being monitored by Democratic Services to identify any matters of interest to the HSC. Members are also asked to alert HSC to any issues as soon as they are seen as a concern.

NHS 111

An update was tabled at the meeting, and Dr Steve Rowlands, chair of the CCG, gave an update on the position regarding the NHS111 service. It was confirmed that Harmoni commenced full service on 28 October. The HSC was satisfied with the monitoring systems in place, but requested that the CCG provide an update on Harmoni's performance at the March meeting of the Committee.

Vascular Services

A report on vascular services from the CCG was expected at the meeting, however, when specialised services commissioning was taken over by NHS England, the rules around who leads on patient and public engagement and working with HSCs changed.

It was confirmed that this work is now being done by the Bristol, North Somerset, Somerset and South Gloucestershire NHS Area Team, who commission services for the whole of the South West. They are currently planning patient and public engagement and will be writing to all the HSCs in the area. Members were asked if there were any specific questions that would need to be asked regarding; patients, carers and the public, and to respond with these when the CCG and providers conduct the public engagement.

Any questions can be sent to Maggie McDonald (Senior Scrutiny Officer at Wiltshire Council) who will make sure they are forwarded to the Bristol team.

Agenda order

The Chair agreed to take the Continuing Health Care item before the Public Health Annual Report.

104 **Public Participation**

No questions had been received from members of the public.

105 **Royal United Hospital (RUH) action plan**

James Scott, Chief Executive of Royal United Hospital (RUH), Bath, was in attendance to present the RUH action plan in response to the Care Quality Commission (CQC) Audit that highlighted a number of concerning findings. James Scott introduced Helen Blanchard, Director of Nursing at RUH who was also in attendance to answer questions from the committee.

James Scott outlined the upcoming inspection of the RUH on 4 December, which will be conducted under the new inspection regime. He went on to detail the new inspection arrangements including the membership of the inspectorate and their new powers. Following this, James Scott discussed public listening events that were being conducted to engage with users and members of the public as part of the inspection process. Events will be held on 5 December 2013 at Bath Race Course and County Hall in Trowbridge. Both events will start at 6.30pm.

Helen Blanchard discussed the action plan and reaffirmed that the RUH was concentrating on taking ownership of the issues and findings, with a focus on making the necessary sustainable changes. The importance of accurate record keeping was discussed with a focus on both professional, CQC and regulatory compliance. The recording of patient risk assessments on admission were also discussed, alongside discharge information. Helen Blanchard commented that, measures had been taken to improve both areas, and was confident that this would be reflected in the outcomes of future inspections. Patient dignity was also discussed, with changes made to staff training, practice and awareness. The monitoring arrangements were discussed, and it was confirmed that the Trust Quality Board continues to monitor the progress of the action plan on a fortnightly basis.

Cllr John Noeken expressed disappointment with the CQC findings, stating historic findings from previous reports and inspections had again been replicated in the most recent report. Cllr Noeken expressed concern over the action plan and the findings from the CQC, and stated that the effectiveness of the actions, findings and recommendations would be tested in full over the winter period.

Cllr Helena McKeown stated concern at the findings in the report and stated that the RUH appeared to be overloaded with policy and internal meetings. Cllr McKeown questioned the hospital's recruitment policy, and in particular the number of nurses appointed by the RUH. A number of examples of patient treatment were cited and the role of record keeping in these examples was questioned. James Scott stated that £750k had been spent on frontline nursing staff, and that the nursing ratios were adequate to manage the patient flow at the RUH. James Scott noted the changes that had been made at operational level to support the handover between shifts.

The role of agency staff was discussed and it was confirmed that agency staff are not used on night shifts. Cllr Gordon King expressed concern from personal experience at the hospital's operational level, where it was stated that there was a lack of senior vision across the wards. Cllr King also stressed concern at the number of junior nursing staff functioning without senior supervision and support. Helen Blanchard confirmed that nurse sisters were available to provide an overview across wards, and that the nursing ratios were sufficient.

Cllr Mary Douglas expressed concern at adequacy of Nursing levels at the RUH. Cllr Douglas also questioned the national guidance for nursing levels, and suggested that the recommended staffing levels were not capable of providing the correct level of care.

Brian Warwick stated his concern at the report findings and stressed concern that the content and findings of the report seemed to have been diluted. The Committee noted concern at the CQC report in general, noting particular concern at the categorisation and continued replication of findings.

James Scott then outlined the internal monitoring arrangements to scrutinise the action plan and frontline performance. This included the clinical governance group reporting to the Board on key performance indicators including patient experience, safety and clinical outcomes (including mortality rates). It was confirmed that mortality rates at RUH were 25% lower than the national average, with this figure falling to 50% below the national average for elective surgery. Helen Blanchard also discussed the role of dignity champions and public engagement.

James Scott then proposed a meeting between the senior staff at RUH and the members of the Health Select Committee to address some of the concerns that had been raised.

Resolved:

- 1) To note grave disappointment and concern at the findings of the CQC report.**

- 2) **To meet with the Chief Executive, and senior staff at the RUH to address the concerns with the findings of the CQC report.**
- 3) **To arrange a meeting between the Chair, Vice Chair (HSC) and Chief Executive (RUH) shortly after the publication of the report into the CQC Inspection, scheduled for December 2013.**
- 4) **To note concern at the current staffing levels at RUH, and the need for accurate record keeping in supporting operational staff at RUH.**

106 **Continuing Healthcare (CHC) Update**

Jacqui Chidgey-Clark, Director of Quality and Patient Safety at Wiltshire Clinical Commissioning Group (CCG) was in attendance with Dina Lewis, Associate Director of Quality to update the committee on the progress of the Continuing Health Care (CHC) action plan.

Jacqui Chidgey-Clark provided a background overview of the CHC programme. The work had been originally undertaken by the PCT, and had transitioned across to the CCG earlier in 2013, and was conducted in joint partnership with Public Health.

The committee discussed the partnership working arrangements, and it was confirmed that the continuing healthcare update, would also be reported to the Joint Commissioning Board and in turn to the Health and Wellbeing Board.

The Committee discussed the eligibility figures for CHC in the region and it was confirmed that the figures were reported to the Clinical Governance Group. It was stated that the CHC programme had been recently assessed for compliance and there had been no conflicts identified.

The Committee discussed the Joint Commissioning Board and its accountability to the Health and Wellbeing Board.

Resolved:

To note the progress of the Continuing Health Care action plan.

107 **Public Health Annual Report**

John Goodall, Associate Director of Public Health was in attendance to present the Public Health Annual Report 2012/13. It was stated that the report was published as a statutory requirement for public health, as part of the independent arrangements prior to transition.

A short presentation was made to the Committee on the content of the report. This contained the transitional arrangements and a summary of the integration of public health in the Council's mainstream business. The presentation

focussed on promoting healthy local communities, and creating a lasting health legacy for the people of Wiltshire, in addition to outlining the vision, current work and challenges ahead for public health.

The Committee questioned the planned health checks, and the health inequalities between various social groups. John Goodhall agreed to provide the social inequality data and comment after the meeting. The Committee discussed the treatment of Chlamydia and early intervention strategies, and also questioned the commissioning arrangements for mental health and public health crossover. It was confirmed that a paper would be made available for scrutiny detailing these commissioning arrangements.

The Committee also questioned the monitoring arrangements in place for public health, and it was confirmed that the previous monitoring arrangements had novated as part of the integration arrangements. A discussion was also held on domestic abuse, and it was requested that more information on multi-agency working would need to be provided.

The Committee suggested that limited data was represented in the report, and requested further data in future.

The Committee discussed the importance of older people's representation in the Annual report and requested that in future, greater focus be placed on social isolation and the role of area boards in tackling these issues.

Resolved:

- 1) To note the Public Health Annual Report 2012/13.**
- 2) To receive an update against the Public Health Annual Report 2012/13 in May 2014 following the outcome of the Joint Strategic Assessment community events.**

108 Forward Work Programme

The Committee discussed the forward work programme and the award of the contract to the Mears Group for the provision of the Help to Live at Home service. The Committee discussed upcoming winter pressures and urgent care arrangements for Acute Hospitals in the county.

Resolved:

- 1) The Committee noted updates from the following task groups, and agreed to include as the Draft Work Programme in the single Overview and Scrutiny Work Programme:**
 - Transfer to Care**

- **Contenance Services**
- **Review of AWP Services**
- **Air Quality (Joint with Environment Select)**
- **Clinical Commissioning Group**

2) **To review the work of the Help to Live at Home providers following advice from the Associate Director of Adult Care Commissioning, Safeguarding & Housing.**

3) **Review the effectiveness of the CCG's Winter Planning arrangements at its meeting in March 2014**

109 **Urgent Items**

There were no urgent items.

110 **Date of Next Meeting**

The date of the next meeting was noted as being 14 January 2014, to be held at 10:30am, in the North Wiltshire Room, County Hall, Trowbridge BA14 8JN.

(Duration of meeting: 10.30 am - 12.50 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line (01225) 718211, e-mail samuel.bath@wiltshire.gov.uk

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Wiltshire Council
Where everybody matters

Wiltshire's Annual Public Health Report 2012/13



Leading healthier, more active lives
– making our vision a reality

From transition to transformation

- A new way of working – the transition of services
- Building on a well established way of working
- Exciting opportunities for improving health outcomes
- Integrating public health in the Council's mainstream business



Our communities

- 2012 – a year of celebrating active, healthy lifestyles
- Bringing communities together
- Creating a lasting, healthy legacy
- Achieving positive health outcomes
- Reducing health inequalities
- The importance of early intervention



Our vision

The JSA identified five key health and wellbeing priorities:

- to identify and support complex and vulnerable families
- to reduce harms associated with substance misuse
- to support the rising number of people with long term conditions to manage their health and needs
- improving people's mental health and emotional wellbeing.
- to reduce long term care home placements





Wiltshire has been chosen, with Swindon, as one of 20 Early Intervention 'Pioneering Places' nationally

Our work

- Healthy Child Programme
- Safe Drive Stay Alive Programme
- Wiltshire Stop Smoking Service
- Active Health scheme
- Health Information Support Service
- Get Wiltshire Walking
- Health Trainers



Our achievements

- Life expectancy has risen to 80.1 years for males and 83.8 years for females.
- Active Health scheme in Wiltshire's leisure centres includes the ground-breaking exercise after stroke classes
- In 2012, over 2,000 people were referred for exercise programmes
- Wiltshire's CVD mortality rates are below those of the South West and England nationally
- In 2010 20.8% people smoked – now just 17% smoke
- During 2012/13 we helped over 2,900 residents to stop smoking



Our achievements

- The number of people killed or seriously injured in road traffic accidents fell 10% from 2011 to 2012
- Children aged 5 have fewer decaying, missing or filled teeth compared with the national average (0.75 vs 0.94 teeth per child)
- The rise in rates of overweight and obesity children in Reception Year children slowed in the last year
- Pilot site for the Domestic Violence Disclosure Scheme



Our achievements

- National Chlamydia Screening Programme – 8,500 young people with 8.8% testing positive
- Wiltshire now has a Abdominal Aortic Aneurysm screening programme for males aged 65 and over
- More than 30,000 health checks were offered and over 14,700 were completed in the last year



The challenges ahead

- Meeting the challenges of an older population
- Addressing public health inequalities across the county – the gap in life expectancy for men in the most and least deprived areas is over 6 years
- Working to improve military and veteran’s health
- Focus on reducing skin cancer, self harm and road traffic collisions



Questions?



Thank you

ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 29 OCTOBER 2013 AT ALAMEIN SUITE - CITY HALL, MALHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Dennis Drewett, Cllr Peter Edge (Vice Chairman), Cllr Peter Evans, Cllr Jose Green, Cllr Mollie Groom, Cllr Alan Hill (Chairman), Cllr Magnus Macdonald, Cllr Horace Prickett, Cllr James Sheppard and Cllr Bridget Wayman

83 **Apologies**

Apologies were received from Councillors Brian Dalton, Ian McLennan and Rosemary Brown.

Councillor Dalton was substituted by Councillor Nick Watts.

84 **Minutes**

The minutes of the ordinary meeting on 11 June 2013 and the extraordinary meetings on 4 July and 18 July 2013 were presented for consideration. It was,

Resolved:

To APPROVE as a true and correct record and sign the minutes.

85 **Declarations of Interest**

There were no interests declared.

86 **Chairman's Announcements**

There were no announcements.

87 **Public Participation**

There were no questions or statements submitted.

Jay Gascoigne, Green Infrastructure Strategy lead, delivered a presentation on the development of the Council's Green Infrastructure Strategy.

The Green Infrastructure Project was first begun in 2009 in response to the need for a countywide open spaces strategy in light of future development and growth, with recognition on a need for emphasis on multiple benefits of green and open space. The consultation with the final stakeholders concluded in late 2011, and it was noted that Core Policy 52 of the Wiltshire Core Strategy set out the Council's current position on Green Infrastructure.

The Committee was taken through various possible definitions of what constitutes Green Infrastructure, from small scale community assets such as village greens to regional infrastructure via a network of assets throughout the county. With the initial stakeholder consultation concluded, the Committee was informed that the intention was to determine an overall Green Infrastructure Strategy, identifying key themes, issues and priorities to enable the drafting of a Green Infrastructure vision through 2026 and highlighting how these might be delivered with an action plan and a framework to inform Green Infrastructure development across the county.

It was stated that the initial draft of the Strategy was aimed for completion in January 2014, with adoption by Council planned for mid 2014.

The Committee discussed the presentation, as attached to these minutes, highlighting the need for Council services and teams to be deeply involved with the creation of a strategy, as well as the need for close partnership working with outside bodies, and it was confirmed this would be the case.

How any Green Infrastructure would be funded was raised, such as part of s.106 or Community Infrastructure Levy contributions, and possibilities of EU funding, along with the need to emphasise economic benefits of Green Infrastructure, alongside environmental and health benefits.

It was discussed how the Green Infrastructure Strategy would be designed to feed down to local community plans, town and parish council plans, local neighbourhood plans and town masterplans, and it was noted that Area Boards could be used to engage with Town and Parish Councils to identify additional details and Green Infrastructure projects.

In response to queries it was confirmed the strategy would not be a supplementary planning document.

At the conclusion of debate, it was,

Resolved:

- a) **To thank Jay Gascoigne for his informative presentation and early involvement of the Committee with the development of the Green Infrastructure Strategy;**

- b) **To note the progress and direction to date on the Green Infrastructure Strategy;**
- c) **To endorse the continued development of the Green Infrastructure Strategy;**
- d) **To encourage Area Boards to look into potential Green Infrastructure projects for local plans that will be influenced by the strategic level Green Infrastructure strategy;**
- e) **To note the commitment for the Committee to consider the draft Green Infrastructure Strategy upon its completion prior to its consideration by Cabinet.**

89 **Investing in Highways**

Investing in highways is a key priority for the Council. On 22 October Cabinet considered a programme of investment in road maintenance to improve the condition of the highway network in Wiltshire. Three options were suggested in the Highways Report accessible via the link to the Cabinet agenda:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MIId=7213&Ver=4>

Option 1 – Maintain existing conditions (average annual expenditure approx. £12.5 million)

Option 2 – Increase investment to £17 million for six years

Option 3 – Increase investment to £21 million for six years.

The Committee was informed Option 3 had been adopted by Cabinet, and that the option also allowed for the involvement of the Area Boards.

The Committee discussed the decision of Cabinet, welcoming the decision to include Area Boards in identifying areas of work required within their Community Areas. The Committee encouraged officers and the Cabinet Member for Highways and Streetscene to engage with Area Boards at the earliest opportunity, and discussed potential processes for that engagement, such as working through the Community Area Transport Groups (CATGs), but it was noted the procedure had not yet been agreed.

The Committee also welcomed that there was a focus on spreading the additional funding throughout the county in local areas as needed, and not merely with large projects which might affect only certain areas.

After discussion, it was,

Resolved:

To note the decision of Cabinet and await further plans and proposals before determining the most appropriate action from the Committee.

90 Developing the Forward Work Programme

The Chairman detailed the outcome of discussions between himself and the Vice-Chairman with the Chairman and Vice-Chairman of the Overview and Scrutiny Management Committee and separate discussions with Cabinet Members on potential items for the Work Programme for the Committee.

The Committee considered the items, the most appropriate method of scrutinizing them, and which items should be given the highest priority.

It was noted that no additional items as suggested from Councillor induction sessions following the May elections had been included, due to either being outside the remit of the Committee, were not yet developed to the state that would enable the Committee to scrutinize the issues, or would be more appropriately scrutinized by another committee.

At the conclusion of debate, it was,

Resolved:

To approve the proposed forward work programme with suggested priority and method of scrutiny as detailed below:

- 1) **Waste - Task Group (Already Established)**
- 2) **Air Quality (with Health Select Committee) - Task Group (Already Established)**
- 3) **Community Infrastructure Levy - Task Group (Already Established)**
- 4) **Investing in Highways - Committee**
- 5) **Community Speedwatch - Rapid Scrutiny Exercise**
- 6) **20mph Speed Limits - Short Term Task Group/Committee**
- 7) **Parking Review - Short Term Task Group**
- 8) **Adoptable Estates - Task Group (Already Established)**
- 9) **Review of Flood Plan - Rapid Scrutiny Exercise**

91 Task Group Updates

The Committee received updates from the currently established Task Groups as follows:

Waste

Councillor Jose Green provided an update on the progress of the Waste Task Group, which had met twice since the last meeting of the Committee, interviewing officers and other witnesses and meeting with the Cabinet member to identify details of the Waste Management Service that could be improved.

The next meeting of the Task Group would take place on 14 November 2013.

Community Infrastructure Levy (CIL)

Councillor Bridget Wayman provided an update on the progress of the CIL Task Group, which had investigated the approaches of other Local Authorities as well

as receiving presentations from developers on the approach on the rate to be applied across the county.

The Task Group had met three times since the last meeting of the Committee and the next meeting would take place on 31 October 2013.

Adoptable Estates

Councillor Peter Evans provided an update on the progress of the Adoptable Estates Task Group, which had had one meeting since the last meeting of the Committee. As much of the membership of the Task Group was new, the Task Group had assessed the action plan of the previous membership and would arrange further meetings to further investigate the issues raised.

92 **Urgent Items**

The Committee requested it be recorded that they praised the work and conduct of the Council's Media Relations Team for their continual updates to members and the public regarding the intense storms that occurred on 28 October 2013, and that the Committee's thanks be forwarded to the team.

93 **Date of Next Meeting**

The date of the next meeting was confirmed as Tuesday 10 December 2013.

(Duration of meeting: 10.30 am - 12.00 pm)

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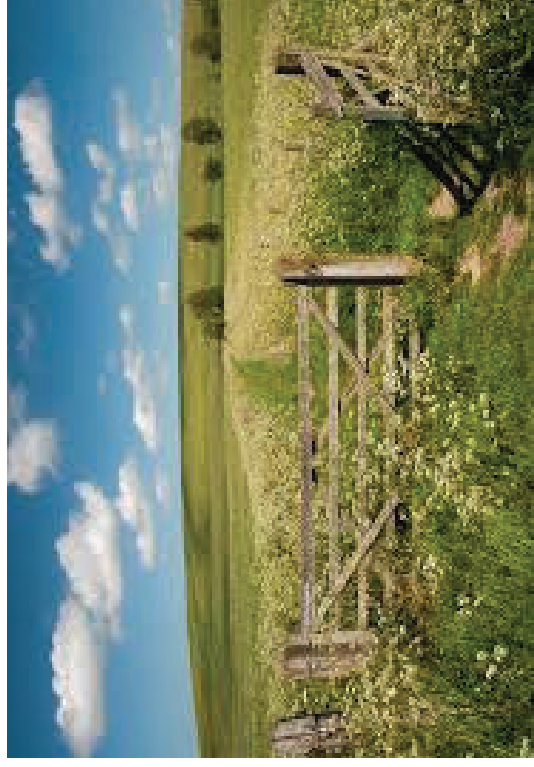
Growing a natural partnership: A Green Infrastructure Strategy for Wiltshire

Jay Gascoigne – Green Infrastructure Strategy Lead

30th October 2013

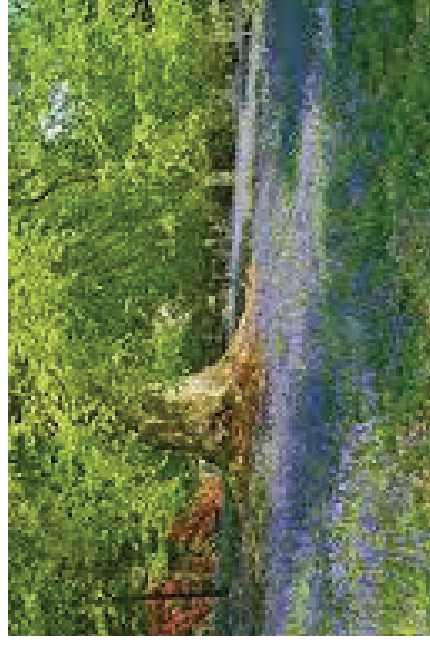
The next ten minutes...

- What does Wiltshire Council mean by Green Infrastructure?
- Where have we been?
- Where are we now?
- Where are we going?



Green Infrastructure in Wiltshire

- A difficult terminology – a sliding scale from vague to detailed
- Wiltshire Core Strategy: DCLG definition
- Defining GI as an asset
- Defining GI as a network
- Defining GI through scale



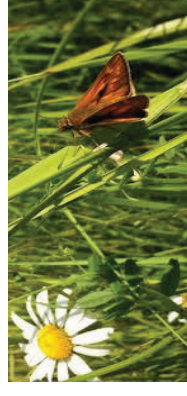


Where have we been?

- Project began in 2009
- Need for countywide open spaces strategy in light of future development and growth
- Emphasis on multiple benefits of green space/open space
- Last stakeholder consultation ended in late 2011
- Core Strategy – Core Policy 52: Green Infrastructure

Where have we been?

- Defining the scope and scale of the strategy
 - What geography will the strategy cover?
 - What will the strategy include?
 - What will it not include?
- Consulting with internal and external partners
 - What are the expectations?



Where are we now?

- Building a thematic framework to ensure multi-functionality

Improving
Public Health
and Wellbeing

Strong
economic
growth and
development

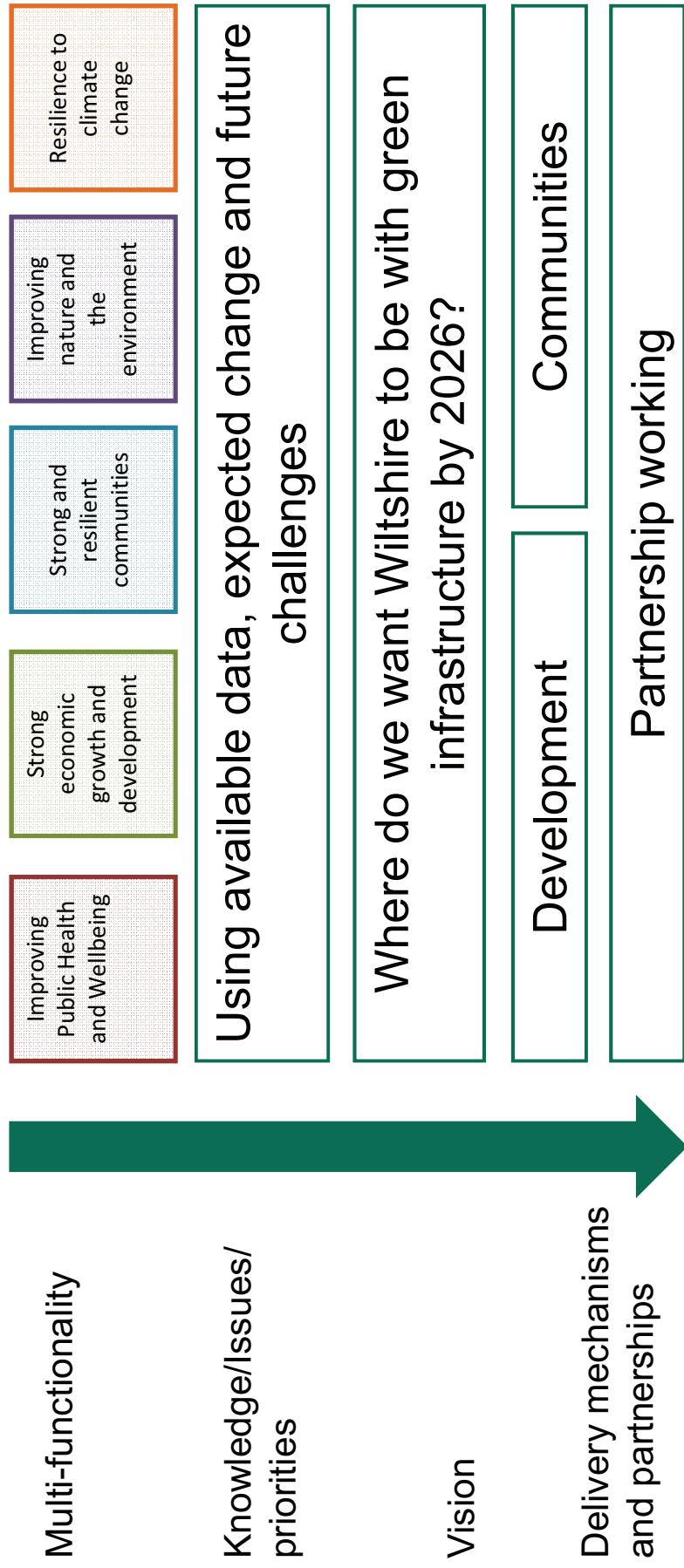
Strong and
resilient
communities

Improving
nature and
the
environment

Resilience to
climate
change

- Using existing data to identify key issues
- Developing priorities through GI themes
- Drafting a vision for 2026
- Highlighting delivery mechanisms

A framework for Green Infrastructure



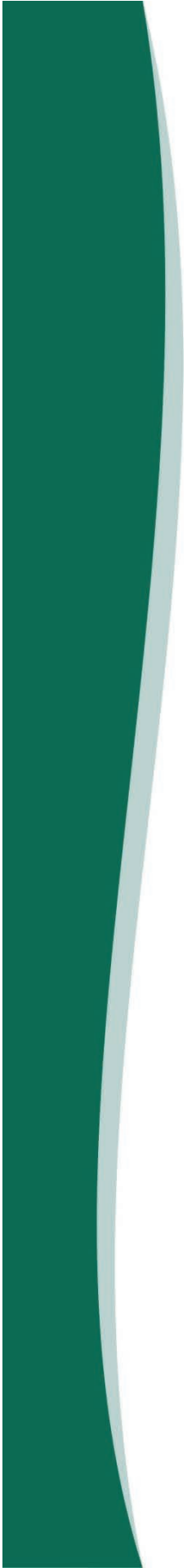


Where are we going?

Developing an action plan

- Capacity building, awareness raising, education
- Physical improvements
- Asset management

**A draft document for consultation is due to be created by
January 2014**



Thank you for listening
Any questions?

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ENVIRONMENT SELECT COMMITTEE

**DRAFT MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING
HELD ON 10 DECEMBER 2013 AT KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Rosemary Brown, Cllr Dennis Drewett, Cllr Peter Edge (Vice Chairman),
Cllr Peter Evans, Cllr Jose Green, Cllr Mollie Groom, Cllr Alan Hill (Chairman),
Cllr Magnus Macdonald, Cllr Ian McLennan, Cllr Horace Prickett,
Cllr James Sheppard and Cllr Bridget Wayman

Also Present:

Cllr Trevor Carbin, Cllr Bill Douglas, Cllr Jon Hubbard, Cllr George Jeans, Cllr Simon
Killane, Cllr Jonathon Seed, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr
Anthony Trotman and Cllr Philip Whitehead

94 **Apologies**

Apologies were received from Cllr Brian Dalton

95 **Minutes of the Previous Meeting**

The minutes of the meeting on 29 October 2013 were presented for
consideration. It was,

Resolved

**That following a correction to Minute 91 - Task Group Updates - to correct
all instances of 'Adoptable Estates' to 'Air Quality' To APPROVE as a true
and correct record and sign the minutes.**

96 **Declarations of Interest**

There were no declarations.

97 **Chairman's Announcements**

The Chairman confirmed that the Management Committee would be engaging
in a rapid scrutiny exercise in respect of a recent report presented to the
Committee regarding the Balfour Beatty Living Places contract. The
Environment Select Committee therefore expected to receive a report

addressing the operational performance at the April meeting and it was expected that a full scrutiny exercise would be completed later in 2014.

98 **Public Participation**

The rules on public participation were noted. The Committee agreed that members of the public who wished to speak would make their statements directly before the item which concerned them.

99 **Community Infrastructure Levy (CIL) Task Group Report**

The Community Infrastructure Levy is a new charge that local authorities can choose to impose on development in their area. It will contribute towards bridging the funding gap between the total cost of infrastructure necessary to deliver new developments and the amount of funding available from other sources following the reduction in contributions to be received through section 106 legal agreements as part of the CIL regulations. Under the CIL regulations the Council must prepare and publish a charging schedule which sets out the rates of CIL which apply in Wiltshire.

In 2012 the Cabinet and Corporate Leadership Team identified the introduction of CIL as one of its corporate priorities. The Community Infrastructure Levy (CIL) Task Group was established in August 2012 to test out the charging proposals for CIL and report on recommendations for the future implementation of CIL.

Cllr Tony Trotman, Chairman of the CIL Task Group updated the Committee on the work of the Task Group.

Cllr Trotman thanked members of the Task Group for their work and contributions since the inception of the task group, noting four sets of revised regulations on CIL had been received from central government since the formation of the Task Group, necessitating additional work from its members. On behalf of the Task Group he also paid particular thanks to the support from Geoff Winslow (Manager - Spatial Planning Environment) and Maggie McDonald (Senior Scrutiny Officer) in facilitating the work of the Task Group.

The need to consider the whole county and find a solution appropriate for the cities, towns and villages in Wiltshire was highlighted, and therefore the Task Group had determined that a single set rate for the county was not the most appropriate solution, concluding that those areas which could support a higher level of CIL should be required to do so and so supported the concept of different CIL rates for different areas, noting also that the guidance suggests differential rates are more flexible to local conditions. It agreed with the levels proposed in Option 3 as detailed in the report papers.

The Committee considered whether it would be appropriate for the Task Group to continue working until the law had reached a stable point.

A discussion followed, where it was noted that a paper on the Community Infrastructure Levy that was due to be presented before Cabinet made different recommendations from those contained within the Task Group report.

The Committee also discussed the administration of any charging schedule for contributions, and that while a single set rate would be simpler to administer, the positive benefits of a schedule with differing rates would outweigh the additional administrative cost. That affordable housing would not incur a CIL contribution was raised, along with the comments of the Planning Inspector assessing the Council's emerging Core Strategy that the target rate of 40% affordable housing was unsustainable, and what impact this could have on what CIL rate was most appropriate.

Other points discussed included developments on strategic sites would only be liable for half the CIL rate of other areas, and the possibility of reviewing the set CIL rate at a future date.

Cllr George Jeans also made a statement supporting a reduction in the CIL rate for dwellings of 100m² or less in order to encourage affordable housing by design.

After discussion it was,

Resolved:

- a) **In drawing up the Preliminary Draft Charging Schedule for consultation, the Council adopts the CIL charges outlined in paragraph 16 of the report.**

100 **Wiltshire Policy on 20mph Speed Limits and Zones**

Public Participation

Ann Henshaw, Alex Machin, Gill Ansark and Ashley Halls addressed the Committee.

Cllr John Thomson, Deputy Leader of the Council and Cabinet Member for Highways, Streetscene and Broadband, gave an update on the Wiltshire Policy on 20 mph speed limit and zones which set out how 20 mph speed limits and zones would be applied in Wiltshire.

The policy was first begun as a delegated decision on the future use of 20 mph speed restrictions.

Guidance was issued by the Department for Transport in 2006, which enabled Local Authorities to set their own speed limits. Recent guidance issued in 2007

focused on 20mph speed limit use. Wiltshire had varying degrees of experience in relation to the application of 20mph speed limits having already imposed them in some areas.

A trial had taken place in 5 different locations over 18 months. The data collected reflected the guidance received from the Department of Transport policy. It was confirmed that a separate policy regarding 20mph limits outside schools would be developed.

Members of the public then had the opportunity to address the Committee as detailed above. Concerns were expressed about the level of consultation that had taken place and to what extent community opinions had been taken into account. It was felt that the requirements to be considered for the creation of a 20mph limit or zone were too restrictive, and that before the policy was approved a Task Group should be formed to investigate community requests and opinions in greater depth.

Cllr Bill Douglas, Lead for Highway Safety on Chippenham Area Board addressed the Committee, highlighting the launch of a 'no need to speed' campaign in the town seeking to reduce vehicle speed near schools and where pupils live through the use of signs and educational banners as utilized in Glasgow, and that this could be an alternate and far more cost effective method than the imposition of 20mph limits and zones which needed to be investigated further.

The Committee discussed the draft policy and consultation, where it was noted that some amendments had been made to the policy following the consultation, as detailed in the report. The increased funding from the Police and Crime Commissioner for Speedwatch schemes was noted, but some members had concerns that there was a gap in the policies between the average speeds where someone could apply for their area to become a 20mph zone and where they could apply for Speedwatch funding.

The trend towards an ageing and more vulnerable society was also highlighted, and whether increased frequency of 20mph zones would be of positive benefit, as well as other options such as shared space schemes.

At the conclusion of debate it was,

Resolved:

- a) **To approve the policy contained within the report.**
- b) **To set up a Task Group to review and develop the policy as it was enacted.**

101 **Drainage Byelaws**

Cllr Jonathan Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding updated the Committee on Wiltshire Council's intention to make Byelaws in connection with drainage. The Flood and Water Management Act 2010 allowed local authorities to make byelaws to

secure the efficient working of a drainage system in its area, to regulate the effects of a drainage system on the environment and to secure the effectiveness of flood risk management.

Flooding is a serious issue in Wiltshire. Cllr Seed explained that £500,000 had been invested into flood alleviation and that drainage byelaws were needed as part of this scheme.

In the discussion that followed, the Committee considered the need to focus on flood prevention, and potential financial implications for Wiltshire Council as a result of the Byelaws, along with issues in relation to development within 8m of a watercourse and the contacting of landowners regarding flood management schemes. It was noted that Byelaws act as an additional tool for the Council and that cooperation with local people was needed.

After discussion it was,

Resolved:

To note the intention of the Council to make the proposed Byelaws, which will assist the Council in carrying out its duties as Lead Local Flood Authority under the Flood and Water Management Act 2010

102 **Waste Task Group Report**

Cllr Green gave an update on the work of the Waste Task Group. She noted that, in agreeing a price;quality ratio to be used in the awarding of the contract, the Task Group had put the emphasis on quality not cost.

After discussion it was,

Resolved:

- a) **Relevant references to the requirement for adherence to the proximity principle should be inserted in the service specification under section 6 (Sites used for the delivery of services). The service specification is included for reference in Appendix 2. In addition, it should focus not only on existing MRF sites, but should encourage additional sites to be considered and/or sought in areas where there is no existing provision, in order to adhere to the proximity principle.**
- b) **The service specification should include the requirement for operators to make greater efforts to re-claim objects for re-use eg bicycles in section 4 (Scope of the service).**
- c) **The Council should benefit more than at present from the sale of recyclables, which might be a percentage of sale income or through a payment made once a specified ceiling had been reached. It would also like the Council to receive some benefit from any unexpected revenue and therefore would like to see a mechanism included in section 11 (service requirements) and section 26 (Innovation and**

efficiency) of the service specification whereby these could be achieved.

- d) **The layout of new, and where possible existing, household recycling centres (HRC) are designed to make them function more efficiently and easier for the public to use, eg 'drive-up' slopes which enable cars to park above the level of skips. The Task Group cited the HRC at Everleigh as an example of good design.**
- e) **The Task Group scrutinises the communications strategy in respect of the new collection rounds as soon as it is available.**
- f) **To authorise the Chairman of the Environment Select Committee and the Chairman of the Waste Task Group to liaise with officer from the scrutiny team with a view to facilitating a further presentation by Dr Alberry (including date, venue and invitees).**
- g) **That following completion of its remaining activity, the scrutiny of the communications strategy linked to the remodelling of the service, the Task Group will have completed its work. However, the final award of contract to be determined by Cabinet will no doubt be of interest to those members who contributed to the Task Group.**

103 **Task Group Updates**

Waste Task Group

It was confirmed that the Waste Task Group had completed its initial remit, but the Committee agreed that it would be extended in order to scrutinize the communications strategy being developed regarding the upcoming changes to the waste service.

Community Infrastructure Levy Task Group

It was confirmed that the work of the Community Infrastructure Levy Task Group will continue.

Adoptable Estates

The group met on 18 November 2013 to interview officers and developers. Further meetings were planned.

Air Quality

The second meeting of the group took place on 21 November 2013. The Committee was informed that information regarding planning guidance would be circulated in early 2014.

104 **Forward Work Programme**

It was confirmed that the Management Committee would have to be consulted regarding setting up new Task Groups.

The Committee also considered outstanding items from the work programme:

Investing in Highways - The Chairman and Vice-Chairman would meet with the Cabinet member to discuss the best approach for the Committee to add value, and report back to the next meeting of the Committee.

Parking Review - Members were sought for a Task Group to begin work in the new year.

Speedwatch - Members were sought for a Rapid Scrutiny Exercise to take place in the new year.

105 **Date of Next Meeting**

The date of the next meeting was confirmed as 18 February 2014. It was also confirmed that future meetings of the Committee would be located at County Hall in Trowbridge unless stated otherwise.

106 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.10 pm)

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LICENSING COMMITTEE

DRAFT MINUTES OF THE LICENSING COMMITTEE MEETING HELD ON 5 NOVEMBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Desna Allen (Vice Chairman), Cllr Nick Blakemore, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Sue Evans, Cllr Jose Green, Cllr Mike Hewitt, Cllr Simon Jacobs, Cllr George Jeans and Cllr Pip Ridout (Chairman)

Also Present:

Ian Brown (Head of Environment Services), Lisa Pullin (Democratic Services Officer), Paul Taylor (Senior Solicitor) and Peter White (Enforcement Manager)

23 Apologies

Apologies were received from Councillors Chris Caswill and Leo Randall.

24 Chairman's Announcements

The Chairman introduced Ian Brown who is the Head of Service for Environment and Peter White who is the Enforcement Manager. This is the team that have taken on the scrap metal dealer licensing functions.

25 Declarations of Interest

Councillor George Jeans declared a personal interest in Agenda item 5 due to the nature of his business and he stated that he intended to vote and speak on this item on the Agenda.

26 Public Participation

There were no members of the public present.

27 Setting of Fees - Scrap Metal Dealers Act 2013

Ian Brown (Head of Environment Services) introduced the report and explained to the Committee that the Scrap Metal Dealers Act 2013 came into force on 1 October 2013. Every scrap metal dealer will be required to have a licence and

operating without one will be a criminal offence. The Council will be able to refuse to grant a licence where the applicant is judged not to be a suitable person to operate as a scrap metal dealer.

A transitional period is running until 1 December 2013. During this transitional period any scrap dealers already registered under the old regime, who registered for the new regime before 15 October 2013, will be granted a deemed licence until the end of the transitional period.

The 2013 Act creates a fee raising power to allow local authorities to recover the costs stemming from administering and seeking compliance with the regime.

The Committee were being asked to agree the fees for scrap metal dealers as follows:

Collector's Licence: £350

Site Licence: £500

Each licence would last for three years, unless revoked by Wiltshire Council. The Council will only revoke a licence where the licence holder's circumstances change so that they may no longer be considered a fit and proper person.

The legislation obliges the authority to review its fees after twelve months, at which point any anomalies or inaccuracies can be accounted for and amended.

All known scrap metal dealers were written to to inform of the changes and 100 application packs for a licence were sent out. 70 of these have been sent back and the remaining 30 will be investigated after 1 December 2013.

Councillors sought clarification on a number of points and Cllr Jeans requested that if and when any relevant Court decisions are made clarifying the definition of scrap metal dealing, these are reported back to the Committee with any impacts highlighted and options for members to consider which respond to the impacts.

Resolved:

That the Licensing Committee sets the fees for the Scrap Metal Dealers Act 2013 as follows:

£350 for a Collector's Licence

£500 for a Site Licence.

The Licence fee will cover a three year period from 1 October 2013 with these fees to take immediate effect.

The Council will review its fee structure for the Scrap Metal Dealers Act within 12 months of this date.

28 **Dates of Future Committee Meetings**

The Chairman indicated that the next planned meeting of the Licensing Committee on Monday 2 December would be cancelled if the Public Protection Team had no business for the Committee to deal with. In that instance the next meeting would be on Monday 3 February 2014.

29 **Urgent Items**

There were no urgent items.

(Duration of meeting: 2.30pm to 2.50pm)

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NORTHERN AREA PLANNING COMMITTEE

**DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING
HELD ON 23 OCTOBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM, SN15 1ER.**

Present:

Cllr Christine Crisp, Cllr Bill Douglas, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Peter Hutton (Vice-Chair), Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Anthony Trotman (Chairman), Cllr Nick Watts (Substitute) and Cllr Philip Whalley

Also Present:

Cllr Jane Scott OBE

129 **Apologies**

Apologies were received from Cllr Marshall and Cllr Packard.

Cllr Packard was substituted by Cllr Watts.

130 **Minutes of the previous Meeting**

The minutes of the meeting held on 2 October 2013 were presented.

Resolved:

To approve as a true and correct record and sign the minutes.

131 **Declarations of Interest**

There were no declarations of interest.

132 **Chairman's Announcements**

There were no Chairman's announcements.

133 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

134 **Planning Appeals**

The Committee noted the contents of the appeals update.

135 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of applications **7a** and **7b** as listed in the agenda pack.

136 **13/02605/FUL - The Kingfisher, Chippenham**

Public Participation

Dr Eva Detko and Mr Peter Eccott spoke in objection to the application.
Nick Charlton spoke in support of the application

The officer introduced the report which recommended that authority be delegated to the Area Development Manager to grant planning permission subject to the signing of a Section 106 agreement; and subject to planning conditions.

The Committee noted negotiations between the applicant and officers which had resulted in a change in the design to 2 storey dwellings with a lower roof pitch.

The Committee then had the opportunity to ask technical questions and it was confirmed that the proposal resulted in a 30% reduction in current parking space. There had been no survey on how many vehicles used the car park, however highways officers had considered the application and raised no objections. Attention was drawn to the late observations where the statement requiring a maximum of 30 spaces was found to be incorrect. Officers confirmed that there were no concerns over privacy and were confident no light would be taken from surrounding gardens.

Members of the public then address the Committee as detailed above.

The Local member, Cllr Peter Hutton spoke in objection to the application. He raised concerns over the lack of local engagement, the design being out of character and the impact of the reduction in parking spaces on the neighbouring roads, in particular on emergency access to Barons Mead where there was a predominantly elderly population.

A motion to recommend refusal due the, size, scale and layout and the design being out of character with the area, making reference to policy C3(i) was proposed and seconded.

In the debate that followed the Committee discussed whether the application was out of character with the street scene and the impact of the reduction in parking spaces.

Resolved:

To REFUSE planning permission for the following reason:

Policy C3(i) of the North Wiltshire Local Plan 2011 states that new development should respect the local character and distinctiveness of the area. It is considered that the proposed development, by reason of its siting, scale, mass, design, and density would represent an overdevelopment of the site, to the detriment of the character and appearance of the local area. Furthermore, the design of the proposed development and its relationship with Hungerdown Lane is out of keeping with the character and appearance of the street scene to the detriment of the area. As such the proposal fails to accord with Policy C3(i) of the adopted North Wiltshire Local Plan 2011 and section 7 of the NPPF.

137 **13/01495/FUL - Hill Hayes Lane, Hullavington**

Public Participation

Don Quinn, Mr Dave Martin and Caroline Stephens spoke in objection to the application.

Richard Wearmouth spoke in support of the application.

Sian Neill, Clerk to Hullavington Parish Council spoke in objection to the application

The officer introduced the report which recommended that permission be granted subject to conditions.

He noted that the application had been deferred from 11 September meeting for a site visit that allowed members to understand the location and landscape issues. A new fencing proposal had been submitted that was deer proof and more agricultural in appearance.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that any subsequent application would be considered on individual merits, should the Committee be minded to approve the application it would be a material consideration on any application made for the adjacent fields. The footpath on the west side of the application did not intrude on the site. Landscaping plans included filling gaps in the hedge line. No response had been received from the MOD or the CAA to the consultation.

Members of the public then had the opportunity to address the Committee as detailed above.

The local member, Cllr Jane Scott OBE spoke in objection to the application, explaining that, whilst not against the principle of solar farms, she felt the location of this site was inappropriate. She highlighted the importance of receiving a response from the MOD given the potential future use of the airfield as part of the rebasing programme, and drew attention to the landscaping not shielding during the winter months. If the Committee were minded to approve the application she asked that the fields be sown to manage the weeds and allow grazing and the roads and verges to be returned to their existing state.

In the debate that followed the Committee discussed the need to have a reply from the MOD and the CAA to the consultation and for remedial work to be completed on roads and verges.

Resolved:

To DELEGATE to the Area Development Manager to grant planning permission subject to receipt of written acknowledgement from the Ministry of Defence and the Civil Aviation Authority to confirm they had seen the consultation, and for the rewording of conditions 4 and 8 below in consultation with the Chairman of Area Planning Committee, for the following reason:

The proposed development, by reason of its siting, size, scale, design and materials, will not adversely affect the character or appearance of the host landscape or the setting of the Cotswolds AONB, nor will it result in detriment to highway safety once operational. As such, the proposal accords with Policies C2, C3, NE4, NE15 and NE16 of the adopted North Wiltshire Local Plan 2011 and Sections 10 and 11 of the National Planning Policy Framework.

Subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3 All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first use of the facility or completion of the development, whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 4 No development shall commence on site until full construction details of both access points for the construction phase and operation phase have been submitted and approved in writing by the Local Planning Authority. These details shall include how the design incorporates the swept path (for lorry of 16.6m). The access shall be properly consolidated and surfaced (not loose stone or gravel) for a minimum of the first 10m. A scheme for discharge of surface water from site (including surface water from access) incorporating sustainable details and details for piping of the ditch. The development shall not be first brought into use until surface water drainage and piping of the ditch has been constructed in accordance with the approved scheme. The access shall be maintained as such thereafter. No development shall commence on site until the access has been constructed in accordance with the submitted plans.**

REASON: To ensure that the development can be adequately drained.

- 5 No part of the development hereby permitted shall be first brought into use until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of highway safety.

- 6 No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the**

carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 60 metres either side of the entrance from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 1m above the level of the adjacent carriageway.

REASON: In the interests of highway safety.

- 7 No part of the development hereby permitted shall commence until the parking area and turning area shown on the temporary construction compound and location (Figure 3) has been surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times during the construction phase and removed and the land restored to its former condition on or before the date six months from the development being first brought into use. The same compound shall be provided in advance of the first removal of buildings/solar panels from the site during the decommissioning phase and removed within three months of the land having been restored to its former condition.

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.

- 8 No development shall commence on site until a full condition survey of the agreed site access along Hill Hayes Lane has been carried out and approved in writing by the highway authority and compliant with Section 59 of the Highways Act. A further survey of the same route shall be carried out within 1 month of the first use of the development and agreed in writing by the highway authority. Any damage to the highway surface resultant of the construction works shall then be repaired within a period of 3 months of the first use of the development hereby permitted and the works approved in writing by the Local Planning Authority. The same process shall be following during the course of the decommissioning phase.

REASON: In the interests of highway safety.

- 9 No development shall commence on site until full construction details associated with the of the drawing titled 'Extents of required road widening' numbered Figure HU 03 related to Appendix A of the approved 'Construction Traffic Management Plan' have been submitted and approved in writing by the Local Planning Authority. The road widening works shall be completed in accordance with the approved details prior to the development works commencing at the site.

REASON: In the interests of highway safety.

- 10** No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside any building on the site between the times of completion of development and commencement of decommissioning.

REASON: In the interests of the appearance of the site and the amenities of the area.

- 11** No external lighting shall be installed on site until plans showing the type of light appliance, the height and position of fitting, illumination levels and light spillage in accordance with the appropriate Environmental Zone standards set out by the Institute of Lighting Engineers in their publication "Guidance Notes for the Reduction of Obtrusive Light" (ILE, 2005)", have been submitted to and approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

- 12** The development hereby permitted shall be carried out in accordance with the Flood Risk Assessment (Wessex Solar Energy, May 2013) and the surface water run-off management (SUDS) measures detailed therein. The scheme shall be fully implemented and subsequently maintained, in accordance with the timing / phasing arrangements embodied within the scheme or within any other period as may subsequently be agreed in writing by the Local Planning Authority.

REASON: In the interests of flood prevention.

POLICY: National Planning Policy Framework paragraphs 100-103.

13 Prior to commencement of development, a Landscape and Ecological Management Plan shall be submitted to and approved in writing by the Local Planning Authority. This plan shall include the following elements:

- **Protection of existing trees and shrubs**
- **Establishment of hedgerows, trees and shrubs to be planted**
- **Establishment / restoration of grassland habitats**
- **Long-term management of all hedgerows, ponds, and restored / created grassland**
- **Features to be installed for the benefits of protected / BAP fauna**
- **Ecological monitoring to inform future management at the site**

The development shall be carried out in accordance with the agreed Landscape and Ecological Management Plan and the site managed in accordance with the approved plan unless otherwise agreed in writing by the Local Planning Authority.

REASON: To protect and enhance biodiversity at the site

14 Within six months of the date 25 years after commencement of development or the date on which the facility permanently ceases to be operational, whichever is the sooner, all apparatus, buildings, hard standing and fencing shall be permanently removed from the site and the land restored to its former condition.

REASON: In the interests of preserving the long-term character and appearance of the site and its setting.

15 The development hereby permitted shall be carried out in full accordance with the submitted Construction Traffic Management Plan (Wessex Solar Energy, August 2013), including the following:

- a) **Loading and unloading of plant and materials;**
- b) **Access route and site entrance arrangements;**
- c) **Storage of plant and materials used in constructing the development;**
- d) **Wheel washing facilities;**
- e) **Measures for the protection of the natural environment;**
- f) **Hours of construction, including deliveries; and**
- g) **The parking of vehicles of site operatives and visitors.**

The construction traffic route shall be via Norton. No traffic

relating to the proposal shall access the site via Hill Hayes Lane from Hullavington (except in the event of an emergency). Any departures from the approved plan shall be agreed in writing by the Local Planning Authority in advance.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

16 The development hereby permitted shall be carried out in accordance with the following approved plans:

Figure 1.1 - Site Location Drawing
Figure 1.2 0 Site Boundary and Indicative Layout
Figure 4.1 - Indicative Mounted Panel Dimensions - Crystalline
Figure 4.2A - Hullavington Inverter Building
Figure 4.2B - Hullavington Control Building
Figure 4.3 - Indicative Access Track Cross-Section
LL87.03A - Landscape Masterplan

Received 15 May 2013

Figure 4.4 V2 - Indicative Security Fence Details

Received 15 July 2013

REASON: For the avoidance of doubt and in the interests of proper planning.

INFORMATIVES:

- 1** Any alterations to the submitted and approved plans, brought about by compliance with Building Regulations or any other reason must first be agreed in writing with the Local Planning Authority before commencement of work.
- 2** The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

- 3 Please note that the Planning Office does not have the facility to receive material samples. Please deliver material samples to site, with a notification to the planning office where they are to be found.**

138 **13/01436/LBC - Stonehaven, The Green, Biddestone**

Public Participation

Mrs Carolyn Madley spoke in support of the application.

Cllr Ashley Juniper, Biddestone Parish Council spoke in support of the application.

The officer introduced the report which recommended that listed building consent be refused.

They noted the existing 2 roof lights as being acceptable but an increase to three would result in awkward positioning, an over-cluttered look and further loss of historic fabric.

The Committee then had the chance to ask technical questions and it was confirmed that the roof lights were difficult to see from public highways but were visible from private land. A larger roof light on a lower roof was being changed to a smaller one and all other work was seen as an enhancement.

Members of the public then had the opportunity to address the committee as detailed above.

The local member, Cllr Jane Scott OBE, spoke in support of the application, noting the building was being renovated to a high standard.

In the debate that followed the Committee discussed the need for amended plans to show the existing roof lights as they are with the addition of a smaller roof light to the shower room.

Resolved:

That listed building consent is DELEGATED to the Area Development Manager to grant subject to receipt of amended plans that are satisfactory to the Area Development Manager showing retention of the existing roof lights plus the addition of one smaller roof light for the following reason:

The addition of a third, smaller roof light would not be detrimental to the aesthetic and historical value of the heritage asset and is in accordance with paragraphs 131, 132 and 134 of the National Planning Policy Framework 2012.

139 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.05 - 8.15 pm)

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NORTHERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 13 NOVEMBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Christine Crisp, Cllr Bill Douglas, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Peter Hutton (Vice-Chair), Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Anthony Trotman (Chairman) and Cllr Philip Whalley

Also Present:

Cllr Chris Caswill and Cllr Alan Hill

140 **Apologies**

Changes to membership

Following full Council on 12 November 2013 the membership of the Committee was changed as detailed below:

Cllr Howard Marshall removed as a committee member, added as a substitute

Cllr Simon Killane added as committee member.

Cllrs, Clark, Drewett and Chivers added as substitutes.

Apologies

Apologies were received from Cllr Simon Killane.

141 **Minutes of the previous Meeting**

The minutes of the meeting held on 23 October were presented.

Resolved:

To approve as a true and correct record and sign the minutes.

142 **Declarations of Interest**

Cllr Trotman declared an interest in agenda item 7b as the land in question belonged to his cousin. He declared he would chair the item but would not take part in the debate or vote..

143 **Chairman's Announcements**

The Chairman introduced Eleanor Slack, Democratic Services Officer to the Committee.

144 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

145 **Planning Appeals**

The Committee noted the contents of the appeals update.

146 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and attached to these minutes, in respect of applications **7a** and **7b** as listed in the agenda pack.

147 **N/13/01067/DEM and N/13/01094/LBC - Chippenham Railway Station**

Public Participation

Maureen Lloyd and Cllr John Scragg, Chippenham Town Council spoke in support of the application

The officer introduced the report which recommended that no objection be made to the demolition notice and that listed building consent be granted subject to conditions.

He explained that the stepped access on the south side of the previously approved scheme had been the subject on a land ownership issue and it was this element that had been redesigned. The existing bridge was not contemporaneous with Great Western Railway (GWR) or the listed Brunel station building. The proposal added step free access to the central platform and the southern side, benefitting people with impaired movement, cycles and pushchairs. Attention was drawn to the late observations which addressed concerns over the dull grey colour used in illustrations by way of condition.

The Committee then had the chance to ask technical questions of officers and it was confirmed that the Committee could add a condition insisting on real stone

cladding around the lift towers. The height of the lift towers were dictated by both safety and the future line electrification.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Caswill addressed the Committee and raised concerns over the colour scheme and the redesign bring the structure closer to the listed building. He noted the improvements relating to lighting that had been made, and noted the criticism from conservation officers.

In the debate that followed Committee members noted their support and highlighted the need to add a condition regarding the use of real stone cladding. Late night access was discussed as was the need for a lift to be installed as soon as funds were available.

Resolved:

In respect of Listed Building Consent 13/01094/LBC

To GRANT Listed Building consent for the following reason:

The proposed demolition of the existing footbridge is considered to have a neutral or positive impact upon the setting of the Listed Building. The replacement footbridge is considered likely to cause some harm to the setting of listed building. However, the significant benefit to the community and users of the railway station through the creation of an accessible footbridge to the platform and rail services is considered to outweigh any harm that may be caused by the construction of the footbridge. The proposal is considered therefore to comply with the requirements of The National Planning Policy Framework.

Subject to the following conditions:

1. The works for which Listed Building Consent is hereby granted shall be begun before the expiration of three years from the date of this consent.

REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. No development shall commence on site until details of the materials to be used on the lift towers, to include real stone cladding, and finish and colour of the footbridge to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity and the character and appearance of the area.

3. The development hereby permitted shall be implemented in accordance with the submitted plans and documents listed below. No variation from the approved plans should be made without the prior approval of the local planning authority. Amendments may require the submission of a further application.

REASON: To ensure that the development is implemented as approved.

INFORMATIVE

- 1. Wiltshire Council wish to ensure that there is as short a time period as possible between the removal of the existing footbridge and the first use of the new replacement bridge. This route is well used by local residents and, whilst the new bridge is considered to bring many benefits, the Councils would wish to see temporary inconvenience experienced when the route is not available minimized as far as possible. Similarly, the Council would also urge the applicants to seek to provide the third lift tower on the northern side of the railway line as soon as practically possible, as this will be of further benefit to the residents of Chippenham.**

In respect of 13/1067/DEM:

NO OBJECTION for the following reason:

The proposed demolition of the existing footbridge is considered to have a neutral or positive impact upon the setting of the Listed Building and the Chippenham Conservation Area. The replacement footbridge is considered likely to cause some harm to the Conservation Area and setting of listed building. However, the significant benefit to the community and users of the railway station through the creation of an accessible footbridge to the platform and rail services is considered to outweigh any harm that may be caused by the construction of the footbridge. The proposal is considered therefore to comply with the requirements of The National Planning Policy Framework and Policies C3, HE1 and HE4 of the North Wiltshire Local Plan 2011.

Subject to the following condition:

- 1. No development shall commence on site until details of the materials to be used on the lift towers and finish and colour of the footbridge to be used on the development have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

148 **N/13/03635/FUL - Dockers Yard, Calstone**

Public participation

Barry Penicud, Sam Young and Richard Godwin spoke in objection to the application.

Colin Meeke spoke in support of the application.

The officer introduced the report which recommended that the application be granted subject to conditions.

He drew attention to an error in the report that had been corrected in the late observations, confirming that the area in question was 4 acres, or 1.62 hectares, and noted the key issues of design and visual impact. The design of the application had been amended to a more traditional L shape and although drainage was a known issue and not yet solved officers had been advised in principle this could be achieved, therefore a condition had been added.

The Committee then had the chance to ask technical questions of officers, and it was confirmed that should members be minded to request green roofing to address the visual impact then the application could be delegated to grant subject to approval. The change of use related to the whole area indicated by the red line. No precedent would be set as there was a pattern of private stabling known throughout the area of outstanding natural beauty (ANOB). The fences or jumps referred to in condition 9 related to more substantial permanent fences with a lasting visual impact. There was no requirement on the applicant to remedy existing flooding problems, although any development must take account of its own impact. The current arrangements were unsatisfactory, however officers were content it was achievable to mitigate the works. No water supply was needed as immediate water needs were met by capturing and retaining run-off water.

Members of the public then had the opportunity to address the committee as detailed above.

The local member, Cllr Alan Hill spoke in objection to the application, explaining that it was a combination of issues around flooding, environmental considerations, lack of passing places on Greens lane and no mention of ANOB landscape plans in the officer's report.

In the debate that followed members discussed the inappropriateness of a 4 acre field being changed to equine use, given the potential to hold a cross country course, and whether permission should be granted if there was doubt on the implementation of the drainage scheme.

A motion to refuse the application was seconded, voted on and lost.

The need to delegate permission to allow for revised plans to be submitted showing a more suitable area for equine use with the majority of the area for grazing was highlighted, and it was agreed that a green roof would reduce the visual impact and be more in keeping with the landscape. Concern was raised over fences and jump being left out on the field.

Resolved:

To DELEGATE to the Area Development Manager to grant permission, subject to agreement of a restricted area for jumps and fences, adequate scheme of drainage and, notwithstanding the submitted details, an amended roof colouring:

Subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall not be brought into use until details of the finish to external timber, including any paint or stain to be used on the external walls and window joinery have been inspected on site and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details prior to the development being first brought into use and maintained as such thereafter.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3 The development hereby permitted shall not be first brought into use until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter. The access shall be made to drain away from the highway, details of which should be approved in writing by the Local Authority.**

REASON: In the interests of highway safety.

- 4 Any gates shall be set back 4.5 metres from the edge of the carriageway, such gates to open inwards only, in perpetuity.**

REASON: In the interests of highway safety.

- 5 No external lighting shall be installed on site unless approved in writing by the Local Planning Authority. The approved lighting shall be installed and shall be maintained in accordance with the approved details and no additional external lighting shall be installed.**

REASON: In the interests of the amenities of the area and to minimise unnecessary light spillage above and outside the development site.

- 6 The development hereby permitted shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme for the discharge of surface water from the site (including surface water from the access), incorporating sustainable drainage details.**

REASON: To ensure that the development can be adequately drained.

- 7 The development hereby permitted shall only be used for the private stabling of horses and the storage of associated equipment and feed and shall at no time be used for any commercial purpose whatsoever, including for livery, or in connection with equestrian tuition or leisure rides.**

REASON: In the interests of highway safety and to protect the living conditions of nearby residents.

- 8 No portable buildings, van bodies, trailers, vehicles or other structures used for storage, shelter, rest or refreshment, shall be stationed on the site overnight.**

REASON: In order to protect the living conditions of nearby residents and the rural character of the area.

- 9 No fixed or portable jumps, fences or other structures shall be placed anywhere on site outside of the area hatched on plan ref. [insert reference] without the written agreement of the Local Planning Authority.

REASON: In order to protect the rural character of the area.

- 10 The development hereby permitted shall be carried out in accordance with the following approved plans:

1085 Sheet 1 rev 2 - Proposed Plans and Elevations and Location Plan

1085 Sheet 2 rev 2 - Proposed Block Plan

Received 7 October 2013

REASON: For the avoidance of doubt and in the interests of proper planning.

149 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.00 - 7.40 pm)

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948, e-mail kirsty.butcher@wiltshire.gov.uk

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NORTHERN AREA PLANNING COMMITTEE

MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 4 DECEMBER 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Chris Caswill, Cllr Howard Greenman and Cllr Dick Tonge, Cllr Chuck Berry (Substitute), Cllr Bill Douglas, Cllr Mollie Groom, Cllr Chris Hurst, Cllr Peter Hutton (Vice-Chair), Cllr Simon Killane, Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Cllr Anthony Trotman (Chairman) and Cllr Philip Whalley

Also Present:

Cllr Chris Caswill, Cllr Dick Tonge

1 Apologies

Apologies were received from Cllr Christine Crisp.

Cllr Christine Crisp was substituted by Cllr Chuck Berry.

2 Minutes of the previous Meeting

The minutes of the meeting held on 13 November were presented.

Resolved:

To approve as a true and correct record and sign the minutes.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

There were no Chairman's announcements.

5 Public Participation and Councillors' Questions

The Committee noted the rules on public participation.

6 **Planning Applications**

Attention was drawn to the late list of observations provided at the meeting and available on the website with the agenda pack, in respect of applications **13/02453/FUL**, **13/04030/FUL**, **N/13/2191/FUL**, **13/01776/OUT** and **13/01856/CAC** as listed in the agenda pack.

7 **13/02453/FUL - Woodman's Cottage, Bowden Hill, Lacock, SN15 2PW**

Public Participation

David Pierce and Tony Gill spoke in support of application.

The officer introduced the report which recommended that planning permission be refused.

He explained that a previous planning application to extend the rear of the property had been refused, and was dismissed on appeal. Attention was drawn to the late observations which detailed the comments of the Inspector in his decision to dismiss the previous application, and in particular the views and issues that the Inspector considered to be relevant in relation to that proposal. Although the proposal before the Committee was for a smaller extension than the previously refused application, its scale and massing did not overcome the previous reasons for refusal and subsequent appeal dismissal.

The Committee then had the chance to ask technical questions of officers and it was confirmed that as the property had already been extended the potential was there to lose the integrity of the original cottage. Removing the conservatory could benefit the character however its loss did not justify the scale of the extension.

Members of the public then addressed the committee as detailed above.

The local member, Cllr Tonge addressed the committee and highlighted the lack of objection from the National Trust, Parish Council and local community. He noted extensions to other properties in the local area being out of character, the remote location of the property and its ability to blend into the countryside.

In the debate that followed Committee members discussed their support for the application. They noted the benefit of removing the conservatory and replacing it with an extension, and felt as there were no objections the local community

and Parish Council interests had been looked after. It would promote the enjoyment of the building.

Resolved:

To DELEGATE to the Area Development Manager to grant permission subject to conditions on materials, design and those necessary for the conservation area, the wording of which to be drafted by officers

REASON:

When assessed in conjunction with the already extended property, the additional massing is considered appropriate. It is considered appropriate within the setting of Bowden Hill Conservation Area. It therefore complies with the aims of policies C3, HE1 and H8 of the North Wiltshire Local Plan 2011 and Section 7 of the National Planning Policy Framework 2012.

8 13/01065/FUL - Sheldon Business park, Sheldon Corner, Chippenham, SN14 0SQ

Public Participation

Angus Boyd and Cllr Paul Reynolds spoke in objection to the application.

Ben Pierce spoke in support of the application.

The officer introduced the report which recommended that planning permission be granted subject to conditions.

She explained that the application was for a B2, heavy industrial unit. A previous planning application to expand the site into the adjacent grassy area was rejected as it was deemed to be an encroachment on the countryside, however the landscaping in the proposal was all contained within the existing site. The proposed building was similar design to the converted agricultural units currently on the site. Units previously identified as B1 or B2 use had been found to be under B8 occupation and an application to change the use on these had been granted. The site had 77 parking spaces overall which was considered an over provision after the reclassification of buildings. This is now reduced to 69 to allow for better turning space.

There were no technical questions asked.

Members of the public then addressed the Committee as detailed above.

The Local Member, Cllr Greenman spoke in objection to the application, noting it's rural location, significant access concerns and availability of alternative facilities nearby.

In the debate that followed the Committee noted that it was unfair to ask the applicant to address historic issues around highways safety. It was acknowledged that whilst the site management strategy would detail allocation of areas for commercial vehicles, delineated parking spaces, good practice and condition delivery hours it was not possible to govern roadway. The provision of employment in the area was noted.

Resolved:

Planning permission be GRANTED subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The new commercial building shall not be brought into use until all of the car parking spaces as identified on plan LDC.1620.A.002C have been painted and laid out across the site. The applicant shall write to the Local Planning Authority to arrange a site meeting to demonstrate that the parking spaces have been provided in accordance with the plan in order to discharge the condition.

REASON: In the interests of Highway Safety.

3. The Business Park shall operate under the submitted Site Management Strategy Document at all times unless authorised by the Local Planning Authority.

REASON: In the interests of Highways Safety.

4. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the adjacent building (Unit 14).

REASON: In the interests of visual amenity and the character and appearance of the area

5. All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features

6. No machinery shall be operated, no process shall be carried out and no deliveries taken at or despatched from the site outside the following times nor any time on Sundays or Bank Holidays except in an emergency:

0800 to 1800 Mondays to Saturdays inclusive.

REASON: In the interests of neighbouring amenity

7. The level of noise emitted from the site shall not exceed 45 dBA_{Leq} 1hr at any time, as measured by the boundaries of the site.

REASON: In the interests of neighbouring amenity

8. The unit permitted shall only be used for Class B2 Business Use. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), no change of use shall take place without the prior grant of express planning permission.

REASON: In the interest of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions, extensions or enlargements

9. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or

without modification), there shall be no additions to, or extensions or enlargements of any building forming part of the development hereby permitted.

REASON: In the interests of amenity

10. There shall be no external storage for the new building as this would interfere with the designated parking areas and bin storage as set out in the Site Management Document.

REASON: In the interests of visual amenity and highway safety

11. The development hereby permitted shall be carried out in accordance with the following approved plans:

Site Location Plan - Received 4 April 2013

Proposed Building Plan - Received 4 April 2013

Topographical Survey - Received 4 April 2013

Revised Site Plan 002D - Received 19 November 2013

Site Management Strategy Document - Received 8 October 2013

REASON: For the avoidance of doubt and in the interests of proper planning

9 13/04030/FUL - St Mary's School, Curzon Street, Calne, SN11 0DF

Public Participation

David Smith, Gillian Rupp, Martin Fine and Cllr Heather Canfer (Calne Town Council) spoke in objection to the application.

The officer introduced the application which recommended that planning permission be granted subject to conditions.

She explained that planning permission for the construction of a sports hall, swimming pool and squash courts had been granted in 1998. The proposal before the Committee was a revision to the existing permission although it was slightly smaller in size. It amended the design and detail to reduce the impact on the listed building and wall and made improvements to the materials and

finish previously agreed. The proposal included the relocation of 20 existing parking spaces to another location with an additional space.

The Committee then had the chance to ask technical questions and it was confirmed that the listed cottage next to the site was owned by the school. The Committee noted that if they refused the application, the school could build a sports hall of a larger size under the 1998 permission. It was confirmed that the access to the school would not change and that the existing swimming pool and proposed sports hall would be used principally by the school.

The public then addressed the Committee as detailed above.

The local member, Cllr Trotman addressed the Committee and spoke in objection to the application.

In the debate that followed the Committee noted the additional and amended conditions seen on the late observations. The need to be mindful of funerals in the cemetery and use of materials with a higher acoustic value was discussed. The need to use shutters/blinds at night was agreed.

Resolved:

To GRANT planning permission subject to the following conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004

- 2) No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3) The development hereby permitted shall be carried out in accordance with the following approved plans: 2770D, 2771B, 2003B, 2040A, 2044A, 2041A, 2040A, 2043A, 2201D, 2043A, 2102F, 2001C, 2200G, 2204B dated 20th August 2013, 2103A dated 30th**

October 2013; 2100 Issue L, 2101 Issue M, 2102 Issue G, 2300 Issue L dated 3rd December 2013

REASON: For the avoidance of doubt and in the interests of proper planning.

- 4) No part of the development hereby approved shall be first occupied until the parking area for shown on the approved plans for all 102 spaces has been consolidated, surfaced, de-lined and laid out in accordance with the approved details (Highways - Proposed Car Parking Layout, Project 118, Ref 2770, issue D). This area shall be maintained and remain available for this use at all times thereafter.**

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.

- 5) The sports hall hereby permitted shall not be occupied at any time other than for purposes ancillary to St Mary's School or wider public under the format of St Mary's Sports Club.**

REASON: In the interests of highway safety

- 6) No development shall commence on site until a School Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall include details of implementation and monitoring and shall be implemented in accordance with these agreed details. The results of the implementation and monitoring shall be made available to the Local Planning Authority on request, together with any changes to the plan arising from those results. The School Travel Plan shall also demonstrate that the sixth form students shall remain car free.**

REASON: In the interests of road safety and reducing vehicular traffic to the development

- 7) Prior to the commencement of the development hereby permitted, details of a construction method statement shall be submitted to and approved in writing by the local planning authority. The works shall be carried out in accordance with the approved methodology.**

REASON: To protect the listed wall and the amenity of the area in general.

- 8) Prior to the first use of the development hereby permitted the high level windows in the south west elevation, facing the cemetery,**

shall be fitted with blinds which shall be closed at all times when dark outside. The blinds shall remain permanently in place unless otherwise approved in writing by the local planning authority.

REASON: In the interests of residential amenity.

- 9) Any external plant shall be so sited and designed as to meet a rating level (BS4142:1997) of 35dB at any boundary adjacent to residential properties.

REASON: In the interests of residential amenity.

- 10) Prior to the commencement of the development hereby permitted, details of the external lighting scheme shall be submitted to and approved in writing by the local planning authority. Any lighting scheme for the development shall be fully compliant with Zone E2 (Rural) criteria and shall be permanently maintained unless otherwise approved in writing by the local planning authority.

REASON: In the interests of residential amenity.

- 11) Any rooms which can involve amplified music/headsets for dance/fitness sessions shall be fully air conditioned so that all windows can be kept closed at all times

REASON: To prevent noise escape.

INFORMATIVE: The Construction Method Statement conditioned by condition 7 should include, amongst other things, details of the levels, construction in relation to the listed wall, acoustic performance of the materials used and details of how the applicant will deal with construction noise at the time of funerals taking place in conjunction with the funeral operator.

10 **13/02191/FUL - Spittleborough Farm, Swindon Road, Lydiard Tregoze, Royal Wootton Bassett SN4 8ET**

Public participation

Kate Covill and Peter Gantlett spoke in support of the application

Cllr Peter Willis (Lydiard Tregoze Parish Council) spoke in objection to the application.

The officer introduced the application which recommended that planning permission be granted subject to conditions.

He explained that proposed site was agricultural land beside the M4. Under the proposal, solar panels would be grouped in lines and will be 2.5 meters high. The panels would not cover the pipeline running through the site, and two areas of archaeological interest would be left clear. Footpaths running through the site would not be diverted as part of the scheme. The site has good access to the national grid due to close power lines. The proposal included a condition that following 25 years, or cessation of use, the site would be returned to agricultural land. He noted that Highways Agency raised no objection to the development which would include planting on the boundary to screen the M4.

The officer drew attention to the late observations which stated that condition 12 in the original proposal was no longer required.

The Committee then had the opportunity to ask technical questions and it was confirmed that the Highways Department were satisfied with how the panels would be fixed and Sustrans opinion had been sought

Members of the public then addressed the committee as detailed above.

The local member, Cllr Groom then addressed the Committee, explaining that the reasons for call-in had been mitigated where possible.

In the debate that followed, the Committee noted their support for and the need to encourage green energy sources.

Resolved:

To GRANT planning permission subject to conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) The Local Planning Authority shall be notified in writing within one month of the event that the solar array hereby approved has started to feed electricity to the Grid. The installation hereby approved shall be permanently removed from the site and the surface reinstated within 25 years and six months of the date of notification and the local planning authority shall be notified in writing of that removal within one month of the event.**

REASON: In the interests of amenity and the finite operation of this type of development.

- 3) The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

Drawing Nos:

**SH-P-001 Rev 00 1:25000 Location Plan
SH-P-002 Rev 00 1:5000 Existing site
SH-P-002 Rev 01 1:2500 Existing site
SH-P-003 Rev 00 1:5000 Proposed site plan
SH-P-004 Rev 00 1:5000 Existing topography
SH-P-007 Rev 00 1:1000 Long section North to South
OR-001 Rev 10 1:50 Solar Mounting & modules twin pile
OR-002 Rev 10 1:50 Perimeter security deer fencing
OR-003 Rev 10 1:100 Combined DNO & EPC Switchgear Housing
OR-004 Rev 10 1:50 Typical site fence & maintenance details
OR-005 Rev 10 Site welfare & storage/office facilities
OR-006 Rev 10 1:25 Site security and MET monitoring
OR-007 Rev 10 1:100 Inverter housing (Type: Central)
OR-008 Rev 10 1:50 Site storage
3001 Rev A Conceptual Suds Layout 1 of 2
3002 Rev A Conceptual Suds Layout 2 of 2**

Documents:

**Planning Statement
The Proposal
Design & Access Statement
Landscape & Visual Impact Assessment
Heritage Desk-Based Assessment
Notes/Plan for Glint & Glare Analysis
Extended Phase 1 Habitat Survey
Great Crested Newt Survey Report
Statement of Community Involvement
Access Appraisal
Agricultural Assessment
All above dated 11th July 2013**

Revised and additional information:

**2No colour photos of the site as viewed from and near the M4
31st July 2013
Revised SH-P-004 Rev 02 1:1500 Existing Topography
24th September 2013
Revised SH-P-005 Rev 02 1:1000 Topographic Survey Sections
24th September 2013
Additional Noise Report**

27th September 2013

Revised Flood Risk Assessment incorporating sustainable drainage system

11th October 2013

Additional Ecological and Land Management Plan

23rd October 2013

Amended Construction Management Plan

24th October 2013

Additional ITB9046-SK-004 Construction Access Visibility

24th October 2013

Additional ITB9046-SK-005 Temporary construction access low loader visibility

24th October 2013

Additional SH-P-111 Rev 00 Access Compound & Visibility

29th October 2013

Additional Proposed Connection Arrangement

29th October 2013

Additional copy of letter from Scottish & Southern Energy agreeing to Point of Connection for proposed solar park including 1:10000 drawing of connection

29th October 2013

Revised Landscape Strategy

13th November 2013

Revised SH-P-003 Rev 12 1:2500 Proposed site plan

18th November 2013

**Additional Dwg No: OR-101 Rev 00 Cross Section through Access roads
Dated 27th November 2013**

Additional Dwg No: SH-P-202 Rev 00 Proposed temporary protection of archaeology

Dated 28th November 2013

Additional Tree Report Dated 27th November 2013

REASON: For the avoidance of doubt and in the interests of proper planning.

- 4) Within six months of the commencement on site, a scheme for the Decommissioning and Restoration of the development shall have been submitted to and approved by the Local Planning Authority, the details of which shall include how the land will be restored back to fully agricultural use upon the development no longer being in operation or upon the expiry date of 25 years and six months of from the date of this planning permission whichever is sooner. The Decommissioning and Restoration scheme of this development shall be carried out in accordance with the scheme so agreed.**

REASON: To ensure upon the development no longer being in use, the complete removal of all development allowed under this permission and the restoration of the land to its former condition.

- 5) The proposal shall be carried out in accordance with the 'Construction Traffic Management Plan' Dated October 2013 (attached). If there are any departures from the plan, departures will need to be agreed in writing by the LPA prior to actions or works being carried out on site. Deliveries or vehicular movements with HGVs are prohibited before 10am and after 3.30pm (i.e. HGV deliveries only between 10am-3.30pm). This is to avoid the peak hour traffic conditions on the A3102 in this location. The construction traffic access route shall be via roundabout west of the site on A3102 and shall result in left turn in only movements.

REASON: In the interests of Highway safety.

- 6) No development shall commence on site until full construction details of both access points for both the construction phase (in accordance with drawing 'Construction Access Visibility ITB9046-SK-004 dated 18.10.13) and operation phase has been submitted and approved in writing by the LPA. The access points shall be properly consolidated and surfaced (not loose stone or gravel) for a minimum of the first 10m. A scheme for discharge of surface water from both sites (including surface water from access) and piping of the ditches shall be provided. The development shall not be first commenced until the access has been constructed in accordance with the approved details. The access shall be maintained as such thereafter.

REASON: To ensure that the development can be adequately drained.

- 7) No part of the development shall commence until the parking area (temporary construction compound), passing bay, turning area and wheel washing facilities, shown on the Access, Compound and Visibility SH-P-111 dated 10.10.13 and Proposed Site Plan SH-P-003 11 (dated 30.10.13) have been constructed and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety.

- 8) No development shall commence on site until visibility splays have been provided at both access points and have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the edge of the carriageway 215 metres either side of the entrance from the centre of the access. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 1m above the level of the adjacent carriageway. (In accordance with drawing 'Construction Access Visibility ITB9046-SK-004 dated 18.10.13)

REASON: In the interests of highway safety.

- 9) A condition survey of the highway network relating to the access routes to the site shall be carried prior to the commencement of the works, the survey shall be carried out by the applicant in conjunction with the highway authority, in compliance with Section 59 of the Highways Act, to ensure that as a result of the proposal the existing condition of the highway network is maintained. If as a result of the construction phase damage to the highway network has been identified, within 3 months of the identification the damage, the works shall be remedied.

REASON: In the interests of maintaining the existing condition of the highway network.

- 10) No materials, goods, plant, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored outside any building on the site.

REASON: In the interests of the appearance of the site and the amenities of the area.

- 11) There shall be no external lighting (outside the construction phase) of any kind erected on the site unless otherwise agreed in writing in the form of a separate planning permission in that regard.

REASON: In the interests of visual amenity in the open countryside.

- 12) Prior to commencement of the development an Ecological Monitoring and Management Plan shall be submitted to and approved in Prior to the commencement of the development, a

Construction Environmental Management writing by the Local Planning Authority. The plans shall include the following elements:

- **Maintain the root protection area around the existing and proposed trees to be planted in accordance with the Landscape Strategy received 13.11.2013.**
- **Fill in hedgerows 'gappy' hedgerows with native species and maintain a buffer zone of 5m around hedgerows**
- **Establishment of the native tree planting as shown on submitted Landscape Strategy**
- **Create at least one replacement pond within the site to create a new wetland habitat**
- **Maintain a minimum of a 5m buffer for all watercourses and maintain management to prevent encroachment and maintain/enlarge open sections. Avoid damage to water vole populations/burrows/habitats by preventing screening vegetation on the southern or both banks of the watercourses.**
- **Sow appropriate and species rich seed mixes for over-wintering birds**
- **Submit pre-commencement habitat manipulation details so as to prevent damage reptile populations and loss of supporting habitats**
- **Features to be installed for the benefits of protected/BAP fauna**

The development shall be carried out in accordance with the agreed Construction Environmental Management Plan and all elements of the approved plan shall be implemented unless otherwise agreed in writing by the Local Planning Authority.

REASON: To protect and enhance the biodiversity across the site.

13) Prior to the commencement of the development an Ecological Monitoring and Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include the following elements:

- **Management of existing and proposed trees**
- **Management of hedgerows at a height no less than 3m high**
- **Management of retained/restored/created grassland**
- **Features to be installed for the benefits of protected/BAP fauna**
- **Ecological Monitoring to inform future management at the site.**

The development shall be carried out in accordance with the agreed Construction Environmental Management Plan and all elements of the

approved plan shall be implemented unless otherwise agreed in writing by the Local Planning Authority.

REASON: To protect and enhance the biodiversity across the site.

14) All soft landscaping compromised in the approved details and strategy of the Landscape Strategy and Mitigation Proposals received on 13.11.2013 shall be carried out in the first planting and seeding season following the completion of the development whichever is sooner. All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which within a period of five years, die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All landscaping shall be carried out in accordance with the approved details prior to the completion of the solar park or in accordance with a programme to be agreed in writing with the local planning authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

15) No demolition, site clearance or development shall commence on site, and; no equipment, machinery or materials shall be brought on to site for the purpose of development, until a Tree Protection Plan showing the exact position of each existing and proposed trees and their protective fencing in accordance with British Standard 5837: 2012: "Trees in Relation to Design, Demolition and Construction - Recommendations"; has been submitted to and approved in writing by the Local Planning Authority, and;

The protective fencing shall be erected in accordance with the approved details. The protective fencing shall remain in place for the entire development phase and until all equipment, machinery and surplus materials have been removed from the site. Such fencing shall not be removed or breached during construction operations.

No retained tree/s shall be cut down, uprooted or destroyed, nor shall any retained tree/s be topped or lopped other than in accordance with the approved plans and particulars. Any topping or lopping approval shall be carried out in accordance British Standard 3998: 2010 "Tree Work – Recommendations" or arboricultural techniques where it can be demonstrated to be in the interest of good arboricultural practise.

If any retained tree is removed, uprooted, destroyed or dies, another tree shall be planted at the same place, at a size and species and planted at such time, that must be agreed in writing with the Local Planning Authority.

No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen or other chemicals shall be mixed or stored within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land.

[In this condition “retained tree” means an existing tree which is to be retained in accordance with the approved plans and particulars; and paragraphs above shall have effect until the expiration of five years from the first occupation or the completion of the development, whichever is the later].

REASON: To enable the Local Planning Authority to ensure the retention of trees on the site in the interests of visual amenity.

16) No development approved by this permission shall be commenced until a detailed surface water run-off limitation scheme, together with supporting calculations has been submitted to and approved in writing by the local planning authority . The submitted details shall clarify the intended future ownership and maintenance of all drainage works serving the site. The approved scheme shall be implemented and maintained in accordance with the approved programme and details.

REASON: To prevent any increased risk of surface water flooding associated with the installation of the solar farm development.

CONDITION NOTE: *It is recommended that the developer investigates and specifies appropriate Sustainable Drainage Systems (SuDs) for surface water management on the site, in order to prevent the possibility of the rate of run-off exceeding the existing greenfield rate and to reduce any pollution risks associated with potential soil erosion during/immediately after construction. These techniques involve controlling any sources of increased surface water and include:*

a) Interception and reuse; b) Porous paving/surfaces; c) Infiltration techniques; d) Detention/attenuation and e) Wetlands.

INFORMATIVES

1) The applicant is requested to note that this permission does not affect any private property rights and therefore does not authorise

the carrying out of any work on land outside their control. If such works are required it will be necessary for the applicant to obtain the landowners consent before such works commence.

If you intend carrying out works in the vicinity of the site boundary, you are also advised that it may be expedient to seek your own advice with regard to the requirements of the Party Wall Act 1996.

- 2) The applicant should note that there may be badger setts in the vicinity of the site, and as a consequence compliance with certain requirements and provisions of the Badgers Act 1991 may be necessary. If this is the case the applicant is advised to contact Natural England who is responsible for issuing licences relating to development on the site of badger setts.**
- 3) The applicant should note that under the terms of the Wildlife and Countryside Act (1981) and the Habitats Regulations (2010) it is an offence to disturb or harm any protected species, or to damage or disturb their habitat or roosting place. Please note that this consent does not override the statutory protection afforded to any such species. In the event that your proposals could potentially affect a protected species you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works. Please see Natural England's website for further information on protected species.**
- 4) There must be no interruption to the existing surface water and/or land drainage arrangements of the surrounding land as a result of the operations on the site. Provisions must be made to ensure that all existing drainage systems continue to operate effectively.**

11 **13/01776/OUT - Langley Park, Chippenham, SN15 1GE**

Public participation

Jo Davis spoke in support of the application.

Tim Woodward spoke in objection to the application.

The officer introduced the proposal, drawing attention to the recommendation in the late observations which recommended that permission be delegated to the

Area Development manager to grant subject to a section 106 agreement and conditions

He corrected an error in the report, confirming that 115 dwellings were proposed. He highlighted that zoning will be used to control the type of buildings to be constructed in each area.

The Committee then had the opportunity to ask technical questions and it was confirmed that a condition would protect the zones proposed, and any changes to them would have to be approved by the Committee. Attention was drawn to an error in condition 35 of the report, and it was clarified that the supermarket could sell 20 per cent comparison goods. Conditions would control parking in the supermarket car park and ensure access from Langley Park to the train station.

Concern over traffic flow problems, which would be partially alleviated by the new link road and the installation of traffic signals at the Little George Roundabout. The Retail Impact Assessment indicated that the development would have no adverse impact on Chippenham town centre.

Queries over the heads of terms for the Section 106 agreement confirmed that as there was no impact on the town centre there was no justification for a contribution in that area. Had it been possible to get more money for education it would have been asked for. The 30% affordable housing was in line with the current local plan policy and to ask for any increase would weigh on the viability of the proposal. The Committee noted the need to show the funding required by the Chippenham Transport Strategy within the Section 106 proposal. Although the parking was not owned by Wiltshire Council the applicants were happy for a condition which would allow its use by town centre visitors.

Members of the public then had the opportunity to address the committee as detailed above.

The local member, Cllr Caswill addressed the Committee. He urged the Committee to defer the application. He noted that the development was crucial for Chippenham, and supported the demolition of the majority of the existing buildings. Social housing was a vital issue, and he praised the extensive public consultation. He highlighted the need to ring-fence funding for the pedestrian lift at the railway station. He noted concerns regarding the impact of the development on the town centre, additional traffic and highways issues, the lack of open space, the effect on near-by housing and the loss of the White House.

In the debate that followed the benefits of the development to the community were noted. The proposal included a significant contribution to public openspace; and many of the highways issues were pre-existing and would not be resolved by the applicant.

Resolved:

In respect of 13/01776/OUT:

To DELEGATE to the Area Development Manager to grant planning permission subject to the signing of a Section 106 agreement which should be approved by the Head of Sustainable Transport and the Head of New Housing; and

To DELEGATE to the Area Development Manager to alter, remove and add additional planning conditions prior to the issuing of the decision notice

The heads of terms for the planning obligation under section 106 of the Town and Country Planning Act 1990 are as follows:

Affordable Housing

30% on site affordable housing (70:30 social rented/shared equity provision)

Highways Contributions

£1.4m offsite highways work including junction improvements to Little George roundabout and a new junction at Pew Hill or works to be undertaken by the applicant /developer under section 278 agreement

£100,000 financial contribution to Wiltshire Council to deliver a DDA compliant lift on the northern side of the existing public foot/cycle bridge across the railway. Financial provision offered for a five year period and refundable to the applicant/developer if the works are not carried out in this time.

£100,000 financial contribution to improvements to Old Road to encourage foot and cycle connectivity into the town centre or works to be undertaken by the applicant/developer under a Section 278 agreement

Delivery of a new vehicle access through the application site to the boundary of the northern station car park to reduce traffic movements along Old Road. The details and final alignment of this route will be the subject of a future reserved matters application.

Secure a possible future landing point on the northern side of the railway within the application site for a new foot/cycle link across the railway line. The desired route is subject to external funding being identified and secured to deliver any foot/cycle bridge. The exact location of the landing point will be the subject of a future reserved matters application.

Public Transport

£200,000 financial contribution to subsidise a new public transport route through the development site for a 3-4 year period.

Provision of bus stops along proposed internal link road.

Public Open Space

£250,000 financial contribution to off-site public open space improvements (£50,000 allocated to Built Leisure Facilities (Halls, Bowls, Artificial Turf etc) and £200,000 allocated to off-site open space and play facilities

Education

£310,000 financial contribution to education to be split between secondary and primary education

And subject to the following conditions:

- 1) Application for approval of the reserved matters specified in Condition 3 below, accompanied by detailed plans and full particulars, must be made to the Local Planning Authority before the expiration of three years from the date of this permission.**
- 2) The development hereby permitted must be begun not later than the expiration of two years from the final approval of reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.**
- 3) Details of the following reserved matters shall be submitted to and approved in writing by the Local Planning Authority for each plot before any part of the development of that plot is commenced and shall be implemented as approved:
(a) Layout,
(b) Scale,
(c) Appearance
(d) Access
(e) Landscaping**
- 4) The development hereby permitted shall not be carried out except in broad accordance with the details shown on the submitted plans and documents, as detailed below:**

**Parameter Plan: Landscape – SK28-23 C
Parameter Plan: Movement – SK28-22- D
Parameter Plan Building Height – SK28 -21- D
Parameter Plan Land Use – SK28-20 –D
Master Plan- SK28-3 REV F
Highway Plans- IMA 12 066 015 Rev F
IMA 12 066 028
IMA 12 066 029
Technical Documents-
Planning Statement**

**Design & Access Statement
Transport Assessment
Environment Statement
Drainage Statement**

- 5) No development shall commence on any plot of the development until full details of the colour, finish and texture of all new materials to be used on all external surfaces, for all buildings within that phase, together with samples of the facing materials and roof treatments have been submitted to and approved in writing by the Local Planning Authority. The development shall not be carried out other than in accordance with the approved details.**
- 6) No development shall take place on any phase of the development until details of the construction of all walls, fences and other means of enclosure for that phase of development has been submitted to and approved in writing by the local planning authority. The approved scheme shall be implemented and complete prior to the first occupation of the unit.**
- 7) The landscaping scheme for each plot of development, as required by condition 3 shall include:**
 - a) indications of all existing trees and hedgerows on the phase of development;**
 - b) details of any trees to be retained, together with measures for their protection in the course of development;**
 - c) all species, planting sizes and planting densities, spread of all trees and hedgerows within or overhanging the site, in relation to the proposed buildings, roads, and other works;**
 - d) finished levels and contours;**
 - e) means of enclosure;**
 - f) car park layouts;**
 - g) other vehicle and pedestrian access and circulation areas;**
 - h) hard surfacing materials;**
 - i) minor artefacts and structures (e.g. furniture, bin and cycle stores and other storage units, signs, lighting etc);**
 - j) proposed and existing functional services above and below ground (e.g. drainage, power, communications, cables, pipelines etc indicating lines, manholes, supports etc);**
 - k) details for the intended treatment of all boundaries of the phase of development**

The above details shall be provided prior to the first occupation of any part of the plot to which the above details relate.

- 8) Any trees or plants removed, dying, being severely damaged or becoming seriously diseased within 5 years of planting shall be**

replaced in the following planting season by trees or plants of a size and species similar to those originally required to be planted;

- 9) The development shall comply with the following requirements:
 - i. the hotel shall not exceed 3530 sq ms.
 - ii. the buildings to be used for B1 & B2 use shall not exceed 3901 sq ms.
 - iii. the buildings to be used for D2 use shall not exceed 2787 sq ms.
 - iv. The building to be used for food retail purposes shall not exceed 3530 sqms net sales area
 - v. The buildings used for A1 shall not exceed ?? sqms
 - vi. Max number of residential units shall not exceed 115 units.

- 10) Prior to the first occupation of any building within the site, details and locations of the proposed signage for the footpaths and cycleways within the site directing people to the Town Centre and Railway Station shall be provided to and approved in writing by the Council. These signs shall be installed in accordance with the approved details and within 6 months of the first occupation of any building on site.

- 11) Prior to the removal of the building on Hathaway Retail Park shown for demolition on plan SK28-3 REV F full details of the colour, finish and texture of all new materials to be used on all external surfaces, together with samples of the facing materials and roof treatments have been submitted to and approved in writing by the Local Planning Authority. The development shall not be carried out other than in accordance with the approved details.

- 12) The retail store shall not be occupied until the building on Hathaway retail park shown for demolition has been demolished, all resulting materials and waste removed from the site and the new access provided.

- 13) Prior to the occupation of the food retail unit the new access into the existing northern surface level railway car park shown on Parameters Plan- Movement (SK28-22D) shall have been provided. The access shall thereafter be retained and made available for use by the general public.

- 14) No retained tree as shown on the Tree Survey plan within the Supplementary Arboricultural Report received by the Local Planning Authority on 2 August 2011 shall be cut down, uprooted or destroyed, nor shall any retained tree be pruned in any manner, be it branches, stems or roots, other than in accordance with the approved plans and particulars, without the prior written approval

of the Local Planning Authority. All tree works shall be carried out in accordance with BS5837:2005 (Recommendations for Tree Work) and should be carried out before the commencement of any works.

- 15) No development, shall commence unless and until a combined ecological and landscaping management scheme has been submitted to and agreed in writing by the Local Planning Authority. The scheme must include all aspects of environmental enhancements and landscaping and details of species to be planted, timing of works, programme of implementation and future management with monitoring if deemed necessary by the Local Planning Authority. The agreed scheme shall be implemented in the first planting season following the first occupation of the development and shall be thereafter retained.
- 16) No development shall take place until a scheme of highways improvement in accordance with Drawing Numbers IMA 12 066 015 Rev F, IMA 12 066 028 & IMA 12 066 029 including the approval of necessary departures from standard, has been fully implemented and is constructed and open to traffic.
- 17) No building in each plot shall be first occupied until access, loading areas, car and cycle parking serving it have been provided in accordance with the approved plans for that plot and shall be thereafter retained.
- 18) The development hereby permitted in each plot shall not be first occupied until a scheme for the provision of adequate water supplies and fire hydrants, necessary for fire fighting purposes at the site, has been submitted to, and approved in writing by, the Local Planning Authority. The development shall not then be occupied until the scheme has been implemented.
- 19) No development shall take place on any plot of the development, until a Construction Method Statement for that plot has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
 - i. the parking of vehicles of site operatives and visitors;
 - ii. loading and unloading of plant and materials;
 - iii. storage of plant and materials used in constructing the development;
 - iv. the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
 - v. wheel cleaning facilities;
 - vi. measures to control the emission of dust and dirt during construction;

- vii. a scheme for recycling/disposing of waste resulting from demolition and construction works;
- viii. measures to control noise during construction;
- ix. a signage strategy for construction traffic.

20) No building hereby permitted shall be occupied until foul and surface water drainage works have been implemented for that building in accordance with details that have been submitted to and approved in writing by the Local Planning Authority. Before these details are submitted an assessment shall be carried out of the potential for disposing of surface water by means of a sustainable drainage system, and the results of the assessment provided to the Local Planning Authority. Where a sustainable drainage scheme is to be provided, the submitted details shall:

- i. provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and the measures taken to prevent pollution of the receiving groundwater and/or surface waters;
- ii. include a timetable for its implementation; and
- iii. provide a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

21) No external construction works or related deliveries shall take place outside 0700 to 1800 hours on Mondays to Fridays or 0700 to 1300 hours on Saturdays not at any time on Sundays or Bank and National Holidays except in an emergency.

22) Development shall not commence on any plot approved under condition 3 of this permission until that plot has been subject to a detailed scheme for investigation and recording of contamination of the land and risks to the development, its future uses and surrounding environment. A detailed written report on the findings including proposals and a programme for the remediation of any contaminated areas and protective measures to be incorporated into the buildings shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include proposals for the disposal of surface water during remediation. The remediation works shall be carried out and a validation report shall be submitted to and approved in writing by the Local Planning Authority in accordance with the approved proposals and programme. If during the course of the development further evidence of any type relating to other contamination is revealed, work at the location will cease until such contamination is

investigated and remediation measures, approved in writing by the Local Planning Authority have been implemented.

23) Prior to the first occupation of any building on site, other than site clearance and demolition, full details of all site access arrangements shall have been completed in accordance with details, which shall have been submitted to, and approved in writing by the Local Planning Authority beforehand.

24) No artificial lighting shall be installed unless full and precise details of the lighting scheme have been submitted to and approved in writing by the Local Planning Authority. This shall include:

- i. A statement setting out why a lighting scheme is required, and the frequency and length of use in terms of hours of illumination throughout the year.**
- ii. A site survey showing the area to be lit relative to the surrounding area, the existing landscape features and proposed landscaping features to mitigate the impacts of the proposed lighting.**
- iii. Details of the make and catalogue number of any luminaires/floodlights.**
- iv. Size, type and number of lamps fitted within any luminaire or floodlight.**
- v. The mounting height of the luminaires/floodlights specified.**
- vi. The location and orientation of the luminaires/floodlights.**
- vii. A technical report prepared by either a qualified lighting engineer or the lighting company setting out the type of lights, performance, height and spacing of lighting columns. The light levels to be achieved over the intended area, at the site boundary and for 25 metres outside it.**
- viii. The lighting shall be constructed and installed in full accordance with the approved details and shall thereafter be maintained in full accordance with the approved details.**

25) No development of the food retail unit shall take place until full details of all proposed fixed plant installed on the building and/or site (and including all mitigation measures screening) has been submitted to and agreed in writing by the Local Planning Authority. Such details shall include confirmation that the plant will not exceed -5dB below the lowest background noise level and that noise rating not exceed 37dB when measured at the nearest residential properties. Development shall be carried out in complete accordance with such details so agreed and shall remain in that condition thereafter.

- 26) Prior to the first use or occupation of the food retail unit development hereby permitted details of the method of managing public access to the whole site outside the hours of opening of the superstore, shall be submitted to and approved in writing, by the local planning authority. The approved management plan shall be implemented prior to the first use of the development hereby permitted and permanently maintained thereafter.**
- 27) No development shall commence on the food retail until a scheme to restrict shopping trolleys leaving the site has been submitted to and approved by the Local Planning Authority. The development shall not be first brought into use until the approved scheme has been brought into operation. The approved scheme shall be maintained in operation in accordance with the approved details.**
- 28) No development shall take place on the food retail unit until details of secure covered cycle parking for both customers and staff (together with associated changing and shower facilities for staff) have been submitted to and approved in writing by the Local Planning Authority. These facilities shall be provided in accordance with the approved details and made available for use prior to the first occupation of the development hereby permitted and shall be retained for use at all times thereafter.**
- 29) Prior to the first occupation of the food retail unit the highway works, bus stop facilities and on-site pedestrian and cycle routes, including the link to the northern surface level railway station car park, shall be complete and in accordance with those general details shown on plan number SK28-3 REV F and full details of such highways works, which shall have first be submitted to and approved in writing by the local planning authority.**
- 30) The food retail store shall not be opened for trade until the site access road and its associated footways, have been provided in accordance with the approved plan number IMA 12 066 015 Rev F.**
- 31) The food retail store shall not be opened for trade until the car park circulatory aisles, the car parking spaces, the disabled spaces and the parent and child spaces have been provided, surfaced and marked out in accordance with the a parking plan that shall be submitted to and approved in writing by the Local Planning Authority. These vehicle parking spaces shall thereafter be retained at all times for their designated users.**
- 32) The food retail store shall not be opened for trade until the store service road and its associated service yard have been provided in accordance with details to be submitted to and approved in writing with the Local Planning Authority.**

- 33) Unless otherwise agreed in writing, at no time shall the service yard of the food retail unit be used for outside storage or any other purpose other the parking and manoeuvring of delivery lorries.**
- 34) Unless otherwise agreed in the form of a separate planning permission in that regard, at no time shall the food retail unit hereby permitted be subdivided into a larger number of units.**
- 35) The gross internal floor space of the food retail store hereby permitted shall not exceed 8800 square metres. The net retail sales area (defined by the National Retail Planning Forum, and reproduced in Appendix A of the PPS4 Practice Guide 2009) to be used for the sale of convenience goods at the food retail store shall not exceed 3530 square metres. There shall be no sale of comparison goods.**
- 36) The unit hereby approved shall be used for food retail purposes only and for no other purpose of the schedule of the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order (without modification).**
- 37) The non food retail development forming plot 'Non Food Retail' as identified on plan number SK28-20 REV D shall not be subdivided so as to result in any retail units less than 929sqm**
- 38) The non food retail development forming plot 'Non Food Retail' as identified on plan number SK28-20 REV D shall not be used other than for the sale of DIY/hardware items; garden products and plants; furniture; carpets and other floor coverings; electrical and gas goods; pets and pet products; camping equipment and goods that are ancillary and related to the main goods sold, provided that the ancillary goods comprise no more than 10% of the net sales floorspace of the individual unit and for no other purpose (including any other purpose in Class A1 of the Schedule of the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking or re-enacting that Order without modification), unless the local planning authority gives written consent to any variation.**
- 39) The introduction of mezzanine floors shall not be permitted without the prior written approval of the local planning authority.**
- 40) The non food retail development forming plot 'Non Food Retail' as identified on plan number SK28-20 REV D, to which this planning permission relates, shall not be implemented if any part of the**

development for which planning permission was granted pursuant to planning application reference no *N/10/04067/OUT* is begun.

- 41)The residential development shall not be first occupied until the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, car parking and street furniture have all been constructed and laid out in accordance with the approved details, unless an alternative timetable is agreed in the approved details.
- 42)Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking, re-enacting or modifying that Order), no windows or dormer windows, other than those expressly authorised by the reserved matters application, shall be constructed within the roofs of the dwellings hereby approved.
- 43)Prior to the occupation of any dwellings on the site, access for pedestrian and cycle users between the site and Tugela Road and Hawthorn Road shall be provided in accordance with details which shall first have been submitted to and approved by the local planning authority. The details for Hawthorn Road shall include for the provision of a vehicle turning facility at the end of the existing road, and shall show measures to restrict movement of motorised vehicles to or from the development site. The works shall be undertaken in accordance with the approved details.
- 44)The detailed design of the permitted foodstore shall make provision to accommodate a landing platform for a bridge for non motorised users crossing between the site and the south side of the railway. The design shall identify the route which potential future users of the bridge may use as a right of way between the prospectively maintainable highway and the bridge.

In respect of 13/01856/CAC:

To DELEGATE to the Area Development Manager to grant Conservation Area Consent subject to the completion of a Section 106 agreement.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.00 - 9.40 pm)

The Officer who has produced these minutes is Eleanor Slack, of Democratic Services, direct line 01225 718255, e-mail eleanor.slack@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

NORTHERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE NORTHERN AREA PLANNING COMMITTEE MEETING HELD ON 8 JANUARY 2014 AT TOWN HALL - CHIPPENHAM TOWN COUNCIL, THE TOWN HALL, HIGH STREET, CHIPPENHAM, SN15 3ER.

Present:

Cllr Christine Crisp, Cllr Bill Douglas, Cllr Chris Hurst, Cllr Peter Hutton (Vice-Chair), Cllr Simon Killane, Cllr Jacqui Lay (Substitute), Cllr Mark Packard, Cllr Sheila Parker, Cllr Toby Sturgis, Taylor, Cllr Anthony Trotman (Chairman) and Cllr Philip Whalley

1 **Apologies**

Apologies were received from Cllr Groom and Cllr Scott.

Cllr Groom was substituted by Cllr Lay.

2 **Minutes of the previous Meeting**

The minutes of the meeting held on 4 December 2013 were presented.

Resolved:

To approve as a true and correct record and sign the minutes.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Chairman's Announcements**

The Chairman drew attention to the late observations circulated at the meeting.

5 **Public Participation and Councillors' Questions**

The Committee noted the rules on public participation.

6 Planning applications

1a N/11/02763/FUL - Moredon Bridge, Purton Road, Wiltshire

Public Participation

Richard Pagett spoke in objection to the application. Cllr Geoff Greenaway, Purton Parish Council, spoke in objection to the application.

The officer introduced the report which recommended that in the absence of a section 106 agreement to secure the provision of necessary ecological mitigation, the Committee's position would have been to refuse planning permission.

He explained that permission had previously been delegated to the Area Development Manager to grant subject to the signing of a section 106 agreement. t A section 106 agreement had not been signed and the applicant had appealed against non-determination. The Committee's position if able to determine without ecological mitigation needed to be established.

There were no technical questions asked.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Jacqui Lay spoke in objection to the application.

In the debate that followed the need for a legal agreement to secure the provision of necessary ecological mitigation was noted.

Resolved:

That had the Committee been in a position to determine the application it would have been refused for the following reason:

The proposed development results in the loss of a significant protected ecological habitat which is a designated Country Wildlife Site and Biodiversity Action Plan listed habitat. The proposals include no provision for commensurate, deliverable mitigation for the loss of and harm to protected ecological habitat (calcareous Grassland). The proposals are contrary to the NPPF section 11 and paragraphs 14, 17 & 118; NWLP policies C3, NE7, NE10, NE11; and core policy 50 Wiltshire core Strategy proposed Modifications.

1b **13/01551/FUL - Beaters Retreat, Watergates, Colerne, Chippenham, Wilts, SN14 8DR.**

Public Participation

John Bull and Paul Jobbins spoke in support of the application.

The officer introduced the report which recommended that planning permission be refused.

He explained that the site was located on the green belt. Previous planning permission to build a dwelling had been granted because it resulted in the removal of several old buildings, but that this was considered the limit of desired development. Retrospective planning permission had not been sought for a hardcore parking area which was constructed on the site. A caravan was parked on the site under a certificate of lawful use. He confirmed that the applicant was not seeking retrospective planning permission and had not sought to engage in legal agreement to remove of the caravan.

The local member, Cllr Parker addressed the Committee and spoke in support of the application. She noted the size, scale and impact of the proposed development. She explained that the proposed development would improve the public footpath and visibility from across the greenbelt.

In the debate that followed the Committee noted public support for the development. Concerns were noted regarding the caravan being allowed to remain on the site,, the scale of the proposed building and the building being partly sited on a hardcore parking area that, having no planning consent was unlawful.

Resolved:

The application for planning permission is REFUSED for the following reason:

Due to the size, scale and location of the proposed outbuilding it would be a disproportionate addition to the existing dwelling which would be harmful to the openness of the green belt and would not conserve the natural beauty of the landscape. The proposed development would be contrary to policies C3, H8, NE1 and NE4 of the North Wiltshire Local Plan 2011 and section 9 of the National Planning Policy Framework 2012.

1c 13/01868/FUL - 52 Corn Gastons, Malmesbury, Wiltshire, SN16 0LY

Public Participation

Roger Budgen, William Allbrook and Cllr Kim Powers spoke in objection to the application.

John Harris spoke in support of the application.

The officer introduced the report which recommended that planning permission be delegated to the Area Development Manager to grant subject to the signing of a section 106 agreement and subject to conditions.

Attention was drawn to an updated plan contained within agenda supplement 1 and late observations which were available at the meeting, and were available in agenda supplement 2.

He explained that outline permission had been granted in 2005 for a residential development. A previous planning application to build four flats had been refused due to its siting, height, bulk and orientation having a detrimental impact on neighbouring uses and lack of adequate parking provision. The subsequent appeal was dismissed. The current proposal was of a different design and reduced bulk and was therefore not considered to have an overbearing impact on the adjacent school. He explained that a footpath to the school ran alongside the site which the previous permission had used as access and there had been no highways objections received.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that an informative to contact the school when construction would occur could be included. Any further development which would restrict access to the school path would require a new planning application. It was confirmed that a condition to maintain the hedge within the site boundary could be added to the application as well as a construction method statement.

Members of the public then had the opportunity to address the Committee as detailed above.

The local member, Cllr Killane spoke in objection to the application. He explained that the hedge running along the boundary of the site was extremely overgrown and was obstructing a footpath to the school. He noted road safety concerns, rubbish collection issues, emergency service access and delivery concerns.

In the debate that followed road safety concerns were noted as well as the need to encourage children to walk to school. It was noted that there were

alternative entrances to the school and that such entrances were only used for short periods of the day. The existing outline permission was highlighted, and the need to have a construction method statement and a condition regarding maintenance of the boundary hedge on the footpath was agreed

A motion to refuse planning permission based on pedestrian safety, policy C3(vii) was moved, seconded, voted on and lost.

Resolved:

Planning permission be DELEGATED to the Area Development Manager subject to the signing of a section 106 agreement in respect of public open spaces and education contributions; and

Subject to conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2. The development hereby permitted shall be carried out in accordance with the following approved plans: Plan list to be confirmed.**

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4. Prior to the commencement of development details of the drainage of the site must be submitted and approved by the local planning authority. If the water will discharge to Wessex Water sewer then the applicant must submit a copy of the agreement to the council. If not then a SuDS scheme will need to be submitted to and approved by the local planning authority, these details to be accompanied by BRE 365 percolation tests and soak away calculations.**

REASON: In the interest of ensuring the site is adequately drained.

5. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The surface treatment of the parking areas to be a consolidated surface. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), there shall be no additions/extensions or external alterations to any building forming part of the development hereby permitted.

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions/extensions or external alterations.

7. Prior to any works commencing on the site the hedge along the northern boundary of the access to the site shall be trimmed and cut back to ensure that the maximum width of the driveway is available to ensure safe use by vehicles and pedestrians. The hedge shall be maintained as such thereafter to ensure adequate visibility and safe passage for all users.

REASON: In the interests of highway and pedestrian safety.

8. No development shall commence on site (including any works of demolition), until a Construction Method Statement, which shall include the following:
- a) the parking of vehicles of site operatives and visitors;
 - b) loading and unloading of plant and materials;
 - c) storage of plant and materials used in constructing the development;
 - d) wheel washing facilities;
 - e) measures to control the emission of dust and dirt during construction;
 - f) a scheme for recycling/disposing of waste resulting from construction works; and
 - g) hours of construction, including deliveries;
- has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be complied with in full throughout the construction period. The development shall not be carried out otherwise than in accordance with the approved construction method statement.

REASON: To minimise detrimental effects to the neighbouring amenities, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.

INFORMATIVES:

- 1. The applicant is advised to consult with the Head Teacher and School Governors of Malmesbury School adjacent to the site in respect of any future proposals to erect a gates or other enclosures to the site access.**

1d 13/03489/FUL - Goldenley Care Home, Forest Lane, Chippenham, SN15 3QU.

Public Participation

Denise Williams, Ian Carter, Paul Sibley and Cllr Linda Packard (Chippenham Town Council) spoke in objection to the application.

Sats Ahluwalia spoke in support of the application.

The officer introduced the report which recommended that planning permission be delegated to the Area Development Manager to be granted subject to no adverse comments being received in relation to archaeology and the pipeline and subject to conditions.

He drew attention to the existing permission which granted extensive extensions to the buildings. The proposal at hand was of a similar size, style and scale to the permission already granted. There were significant benefits for people who needed care, and being within the community met both the local and national strategy's in caring for people with dementia.

The Committee then had the opportunity to ask technical questions of officers and it was confirmed that the application would allow resident numbers to increase by 25, from 19 to 44. The Highways department had not raised any objection to the development. The plans did not include measures to reduce noise levels but that the applicant was working with residents to address these issues.

Members of the public then addressed the Committee as detailed above.

The local member, Cllr Mark Packard addressed the Committee and spoke in objection to the application. He noted concerns regarding privacy, noise and disruption, access to the site and the impact on existing infrastructure.

A motion to refuse the application was made but not seconded.

A motion to delegate to the Area Development Manager to be granted subject to no adverse comments being received in relation to archaeology and the pipeline and subject to conditions was made and seconded.

In the debate that followed, the Committee noted the need to base their decision on planning issues. It was also noted that signs and traffic calming measures could be included in a legal agreement provided they were located on land in the applicant's ownership.

Resolved:

That permission be DELEGATED to the Area Development Manager to grant subject to the signing of a section 106 agreement in respect of traffic calming measures and signs within the applicant's land; and Subject to conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 No part of the development hereby approved shall be occupied until the parking area shown on the approved plans has been consolidated surfaced and laid out in accordance with the approved details. This area shall be maintained and remain available for this use at all times thereafter.**

REASON: To ensure that adequate provision is made for parking within the site and in the interests of highway safety.

- 3 No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.**

REASON: To ensure that the development can be adequately drained.

- 4 No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 5** No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:

- (a) accurate indications of all existing trees and hedgerows on the land;
- (b) details of any to be retained, together with measures for protection in the course of development;
- (c) all species, planting sizes and planting densities, spread of all trees and hedgerows within or overhanging the site, in relation to the proposed buildings, roads, and other works;
- (d) finished levels and contours;
- (e) hard surfacing materials;

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 6** All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedgerow planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 7** Prior to the commencement of development the necessary stopping up process of public highway as necessary will need to be completed.

Reason: To safeguard the interests of the applicant and highway authority.

- 8** The development hereby permitted shall be carried out in accordance with the following approved plans:

**Design and access statement 001, 003, 006, 005, 004, 002, 007,
landscape 01**

**REASON: For the avoidance of doubt and in the interests of proper
planning.**

- 9 No development shall commence on site until the trees on the site which are protected by a Tree Preservation Order have been enclosed by protective fencing, in accordance with British Standard 5837 (2 Trees in Relation to Construction. Before the fence is erected its form and position shall be approved with the Local Planning Authority and after it has been erected, it shall be maintained for the duration of the works and no vehicle, plant, temporary building or materials, including raising and or, lowering of ground levels, shall be allowed within the protected areas(s).**

**REASON: To enable the Local Planning Authority to ensure the
protection of trees on the site in the interests of visual amenity.**

INFORMATIVES

- 1. The applicant is advised that there will be the need for some of the existing highway to be stopped up and rights returned to the owner. It appears that some car parking spaces will be contained within Public Highway although the majority of this parking already takes place. The applicant is advised that there are two possible courses of action.**
 - I. The stopping up of the highway can be carried out under Section 247 of the Town and Country Planning Act prior to development commencing. However, prior to starting formal procedure, an agreed area of highway to be stopped up should be agreed with the highway authority and would I suggest that formal enquires are made to the relevant statutory undertakers to check location of any infrastructure. If there are any utilities in the area, it is possible an easement could be agreed.**
 - II. The second option will be via a Legal Agreement (Highways Act - 116) between the highway authority and the developer. All highway authority costs will need to be covered by the Developer. Please note that the stopping up of Public Highway will need to be advertised and there is a possibility objections could be received that could result in the stopping up being unfeasible.**

1e **13/3728/FUL and 13/04105/LBC - Green Barn, Nettleton, Wiltshire SN14 7NT**

Public Participation

Mr Cheetham, Mr Howard Walters and Cllr David Pearce (Nettleton Parish Council) spoke in support of the application

It was noted that there were two applications, the full application and the listed building consent and that the full application would taken first.

The officer introduced the report which recommended that the planning application be refused.

He explained that linking the two buildings by a large extension was detrimental to the historic character and nature of the buildings and contrary to policy.

The Committee then had the chance to ask technical questions of officers and it was confirmed that the current use of the right hand building was unknown and any works to it would need listwed building consent.

Members of the public then had the opportunity to address the committee as detailed above.

Cllr Toby Stugis spoke on behalf of the local member, Cllr Jane Scott OBE addressed the committee and, whist appreciating what the applicant was trying to do highlighted issues with both the linking and the massing being contrary to policy and harming the overall complex of buildings.

In the debate that followed concern was raised over connectivity.

Resolved:

In respect of 13/3728/FUL:

That planning permission be REFUSED for the following reason:

The size, position and detail of the extension will have an adverse impact upon the listed building and its setting. It would be over-dominant in relation to Green Barn and would fail to preserve both the significance of the listed building and the character and significance of its setting. This would be contrary to Section 12 of the NPPF 2012 and policies C3 and HE4 of the North Wiltshire Local Plan 2011.

In respect of 13/04105/LBC:

That listed building consent is REFUSED for the following reason:

The size, position and detail of the extension will have an adverse impact upon the listed building and its setting. It would be over-dominant in relation to Green Barn and would fail to preserve both the significance of the listed building and the character and significance of its setting. This would be contrary to S.16(2) and S.66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Section 12 of the NPPF 2012.

7 **Urgent Items**

There were no urgent items.

(Duration of meeting: 6.00 - 9.40 pm)

The Officer who has produced these minutes is Eleanor Slack, of Democratic Services, direct line 01225 718255, e-mail eleanor.slack@wiltshire.gov.uk

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EASTERN AREA PLANNING COMMITTEE

MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 24 OCTOBER 2013 IN THE MAIN HALL, DEVIZES SCHOOL, THE GREEN, DEVIZES, WILTSHIRE SN10 3AG.

Present:

Cllr Mark Connolly (Vice-Chair), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Nick Fogg, Cllr Richard Gamble, Cllr Charles Howard (Chairman), Cllr Jerry Kunkler and Cllr Paul Oatway

Also Present:

Cllr Sue Evans and Cllr Philip Whitehead

84. **Apologies for Absence**

There were no apologies received for the meeting.

85. **Minutes of the Previous Meeting**

The minutes of the previous meeting held 22 August 2013 were signed and approved as a true and accurate record of the meeting.

86. **Declarations of Interest**

Cllr Peter Evans declared a non pecuniary interest in item 6b. Cllr Evans stated that he was a member of the Planning Committee at Devizes Town Council which had previously screened application 6b. Cllr Evans declared that he had not voted on the application whilst it was being considered by the Town Council.

87. **Chairman's Announcements**

No announcements were made through the Chairman.

88. **Public Participation and Councillors' Questions**

No questions had been received from members of the public.

89. **13/00714/FUL - M & Co (now Morrisons) 134 High Street, Marlborough, SN8 1HN**

Public Participation

Ms Sandy Tickner spoke in objection to the application.

The Area Development Manager outlined the report which recommended the application be granted planning permission. It was noted that no late items had been received. The Area Development Manager outlined the site plan and relevant planning history of the site before detailing the relevant planning policy. This included the Kennet Local Plan: PD1, and the National Planning Policy Framework: Chapters 1, 2, 7 and 11. The key issues were summarised as being: the impact on neighbouring property, the impact on the vitality of the town centre and the impact on the character and appearance of the area. Further guidance on key considerations was offered by way of the NPPF paragraph 123.

The committee were then invited to ask technical questions of the application. Cllr Stuart Dobson questioned if noise reflection was a relevant consideration in the application. It was clarified by the Environmental Protection Officer that noise reflection was not a relevant consideration in the application given the nature of the surrounding walls.

Cllr Nick Fogg proposed an amendment to condition 3 from the officer's report. This was supported by the committee.

Cllr Dobson spoke on the item and outlined that the expected noise level and impact on the high street as reasons to support the application.

Cllr Gamble then commented on the impact that the anticipated noise levels would have with regard to nuisance and tranquillity and stated that the expected levels would not be sufficient to constitute a statutory nuisance.

At the end of the debate it was;

Resolved;

To APPROVE planning permission for the application subject to the following conditions;

- 1) All soft landscaping comprised in the approved details of landscaping in respect of the discharge of condition number 2 relating to planning permission K/55894/F shall be maintained in situ, free from weeds. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise first agreed in writing by the local planning authority.**

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 2) The store shall not be open to members of the public outside the hours of 07:00 and 23:00 from Mondays to Sundays inclusive.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenities of the area.

- 3) The condensers to the rear of 134-135 High Street, Marlborough which serve the refrigeration equipment shall be set to work at no more than 44% of maximum duty. The condensers shall be operated and maintained to ensure that the cumulative "rating noise" level does not add to the "background noise" level measured of any ten minute period. The "rating noise" level shall be assessed at 10m from the condensers. The meaning of "rating noise" and "background noise" referred to in this condition shall be taken from British Standard 4142: 1997 Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 4) The air conditioning units in the acoustic enclosure at roof level of 134-135 High Street, Marlborough shall be operated and maintained to ensure that the cumulative "rating noise" level does not exceed the "background noise" level measured of any ten minute period. The "rating noise" level shall be assessed at 12m from the condensers. The meaning of "rating noise" and "background noise" referred to in this condition shall be taken from British Standard 4142: 1997 Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 5) Any delivery lorries serving the store shall not be loaded or unloaded outside of the hours of 08:00 to 20:00 Monday to Saturday and 10:00 to 20:00 Sundays.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

6) The development hereby permitted shall be carried out in accordance with the following approved plans:
p595/102 received on the 20th May 2013
595/103 received on the 31st May 2013
595/106 received on the 20th May 2013
595/104A received on the 20th May 2013
595/105B received on the 9th August 2013
595/101A received on the 3rd July 2013
595/105A received on the 3rd July 2013
RF-NB105.dwg received on the 31st May 2013
595/107 received on the 31st May 2013.
Noise Survey and Impact Assessment dated 14th June 2013 (insofar as not superseded by additional noise data following maximum capacity of plant change to 44% to deal with 'stepping up')
Raw Noise Data received on the 24th July 2013
AC Plant Noise Technical Note dated 6th August 2013
Refrigeration Plant Noise Readings received on the 28th August 2013
Technical data (3 sheets) for Mitsubishi Air Conditioning Units received on the 30th May 2013.

REASON: For the avoidance of doubt and in the interests of proper planning.

90. **13/00719/FUL - St Mary the Virgin Church, New Park Street, Devizes SN10 1DS**

Public Participation

Mr John Mead spoke in objection to the application.
Canon Paul Richardson spoke in support of the application.
George Batterham spoke in support of the application.
Robert Hunt-Grubbe spoke in support of the application.

Sarah Bridewell spoke in support of the application on behalf of Devizes Town Council.

The Area Development Manager outlined the application and detailed the report which recommended the application be refused planning permission. The Area Development Manager outlined the Grade 1 listed status afforded to the site, and detailed the relevant planning considerations for the committee.

This included: Kennet Local Plan 2011: PD1, National Planning Policy Framework: Section 7 and 12. English Heritage guidance: "New work in historic places of worship, 2012" and the Devizes Conservation Area Statement, September 2005. The Area Development Manager also provided guidance on planning considerations as detailed in the Wiltshire Core Strategy Pre-

Submission Document 2012: CP57 and CP58, although the guidance in the core strategy was suggested to not carry full weight as it was yet to have been formally adopted by the Council.

Therefore the relevant planning considerations were summarised as being the impact on the building as a grade 1 listed structure, the impact on the conservation area and the public benefit of the proposed development.

The Committee were then invited to ask technical questions of the application. Cllr Dobson questioned the impact of the proposed development on the boundary wall and its impact on the neighbouring property. The Area Development manager confirmed that part of the wall may need to be reconstructed, but that the impact on the neighbouring property would not be substantial.

Cllr Peter Evans then questioned the footprint of the development in relation to the overall size of the church and churchyard. The Area Development manager stated that he was not able to answer the question exactly but had an understanding that it was around 13%.

Following public participation, Cllr Sue Evans, the local member spoke in favour of the application.

Members then entered a debate on the application and discussed the previous planning application, and the discussions between the applicant and planning officer at the pre application stage. The design and materials of the application was discussed, and the public benefit of the application was considered. Cllr Gamble provided a summary of the reasoning of his views and relevant planning policy. The local development framework was debated and the consultation with statutory bodies including English Heritage was also discussed.

At the end of the debate it was:

Resolved:

To REFUSE planning permission for the planning application for the following reason:

Reason:

The extension, by reason of its scale and size, siting, form, design and materials/detailing, would cause substantial harm to the grade I listed building and its setting, to the character and appearance of this part of the Devizes Conservation Area. No evidence has been provided to adequately demonstrate that the proposal represents the optimum viable use for the building or that there is an overwhelming local need for the facilities such that the public benefit of providing them would outweigh

the substantial harm that would be caused to the heritage assets. The proposal would therefore be contrary to Policy PD1 of the Kennet Local Plan, Policies CP57 and CP58 of the Wiltshire Core Strategy Pre-Submission Document 2012, the Introduction and Sections 7 & 12 of the National Planning Policy Framework (NPPF) 2012 and guidance contained in the Devizes Conservation Area Statement.

91. 13/01926/FUL - 15 Greengate Road, Wedhampton, Devizes, Wilts, SN10 3QB

Public Participation

Malcolm Fraser spoke in objection to the application.

Charlotte Hill-Baldwin spoke in objection to the application.

Albert Ehrnrooth spoke in objection to the application.

Richard Cosker (Agent) spoke in support of the application

Simon Holt from Urchfont Parish Council spoke in objection to the application.

The Area Development Manager introduced the application and outlined the officer recommendation for approval. The Area Development Manager highlighted that one late item had been received and illustrated its content to the committee. The Area Development Manager outlined the proposal and the relevant Planning Policy which was HC24 and PD1 of the Kennet Local Plan. The main issues were summarised as being the design of the proposal; the impact on the amenities of neighbouring properties and the principle of whether it was acceptable development within a 'village with limited facilities'.

Following discussion of the relevant planning considerations, the committee were invited to ask technical questions of the application to the Area Development Manager. There were no technical questions, and so members of the public were invited to speak on the application.

Following submissions from the public, the Area Development Manager was invited to comment on the representations made by members of the public. The Area Development Manager confirmed that a right to a view over another's land was not protected in Law, and was therefore not a planning consideration.

The Committee then entered into a debate on the application, and discussed the limits of permitted development rights. The Committee also discussed classification of the village under the Core Strategy and questioned how this affected the development rights. The Area Development Manager confirmed that the relevant planning policy was to be the Kennet Local Plan, and that any weight afforded to the Core Strategy guidance would be less than that of the Kennet Local Plan, given that the Core Strategy was yet to be formally ratified by the Council.

The Committee then discussed the local Conservation Policy and the Conservation Area Statement and how this was applied along with the Kennet Local Plan.

Following the debate it was;

Resolved:

To APPROVE the application subject to the following conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3) The eaves and verge detailing, porch canopy, window headers, cills, window reveals, chimney and rainwater goods to be used on the new dwelling hereby approved shall be finished to match the detailing on the existing dwelling, known as 15 Greengate Road, unless otherwise first agreed in writing by the local planning authority.

REASON: In the interests of visual amenity and the character and appearance of the area.

- 4) No works shall commence on site until details of all new external window and door joinery have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include elevations at a scale of not less than 1:10 and horizontal/vertical frame sections (including sections through glazing bars) at not less than 1:2. The works shall be carried out in accordance with the approved details and all external window joinery shall be painted to match the existing dwelling.

REASON: To secure harmonious architectural treatment in the interests of preserving the character and appearance of the conservation area.

- 5) No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include :-
- a) location and current canopy spread of all existing trees and hedgerows on the land;
 - b) full details of any to be retained, together with measures for their protection in the course of development;
 - c) a detailed planting specification showing all plant species, supply and planting sizes and planting densities;
 - d) means of enclosure;
 - e) all hard and soft surfacing materials;
 - f) refuse storage areas and any housing;

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 6) All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the dwelling or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 7) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification),

there shall be no additions or extensions to the new dwelling hereby approved.

REASON: In the interests of the amenity of the area and to enable the Local Planning Authority to consider individually whether planning permission should be granted for additions and extensions.

- 8) The development hereby permitted shall not be first occupied until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

REASON: In the interests of highway safety.

- 9) The gradient of the access way shall not at any point be steeper than 1 in 15 for a distance of 4.5 metres from its junction with the public highway.

REASON: In the interests of highway safety.

- 10) No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

- 11) No part of the development shall be first occupied, until the visibility splays shown on the approved plans have been provided with no obstruction to visibility at or above a height of 900mm above the nearside carriageway level. The visibility splays shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety

- 12) No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

**13)The development hereby permitted shall be carried out in accordance with the following approved plans:
1412-planning, Design and Access Statement and Planning Supporting Statement, Block Plan, Elevations and Floor Plan drawings, House and Site Surveys all received on the 17th July 2013.**

REASON: For the avoidance of doubt and in the interests of proper planning.

92. 13/01852/CAC - Ham Cross, Ham, Marlborough, SN8 3QR

Public Participation:

Mrs Mo Robinson spoke in support of the application.

Mr Michael Fowler spoke in support of the application.

Mr Robin Buchanan-Dunlop spoke in support of the application.

The Area Development manager introduced the application and the report which recommended that the application be refused planning permission.

The Area Development Manager outlined the relevant considerations for the committee, stating that the barn was a significant unlisted building in a conservation area. The Area Development Manager stated that Section 72 of the Planning (Listed Building and Conservation Areas) Act 1990 requires the Local Planning Authority to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area. The Area Development Manager outlined the relevant consultations that had been undertaken and discussed the relevant planning considerations, which were summarised as being; the significance of the barn, and the impact of its demolition on the conservation area.

Following the officers report the committee were invited to ask technical questions of the application. This included a question on the surveys of the building which gave conflicting status reports to its usage and its condition.

The public were invited to speak on the application and the Area Development Manager was given the opportunity to respond to comments made by the public.

Members then entered a debate on the application and discussed the conservation area and the impact of demolition.

Following debate it was;

Resolved:

To APPROVE the application for demolition of the barn subject to the following conditions:

14)1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2). No works for the demolition of the building shall commence until an appropriate programme of building recording (including photographic and architectural/historical analysis) has been carried out in respect of the building concerned. This record shall be carried out by an archaeologist/building recorder or an organisation with acknowledged experience in the recording of standing buildings which is acceptable to the Local Planning Authority. The recording shall be carried out in accordance with a written specification, and presented in a form and to a timetable, which has first been agreed in writing with the Local Planning Authority. Two copies of the resultant report shall be submitted to the Local Planning Authority for deposit with the county HER.

REASON: To secure the proper recording of the building.

93. Urgent items

There were no urgent items to be considered.

(Duration of meeting: 6.00 - 8.30 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line 01225 718211, e-mail samuel.bath@wiltshire.gov.uk

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EASTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE EASTERN AREA PLANNING COMMITTEE MEETING HELD ON 5 DECEMBER 2013 IN THE WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Mark Connolly (Vice-Chair), Cllr Stewart Dobson, Cllr Peter Evans, Cllr Richard Gamble, Cllr Charles Howard (Chairman), Cllr Jerry Kunkler and Cllr Paul Oatway

Also Present:

Cllr Jemima Milton

94. Apologies for Absence

Apologies for the meeting were received from Cllr Nick Fogg.

95. Minutes of the Previous Meeting

The Minutes of the previous meeting held 24 October 2013 were presented. It was;

Resolved:

To approve and sign the minutes of the meeting held 24 October 2013, as a true and accurate record.

96. Declarations of Interest

There were no declarations of interest.

97. Chairman's Announcements

The Chairman outlined the procedures for the meeting. There were no further announcements.

98. **Public Participation and Councillors' Questions**

The Chairman outlined the procedure for public participation. No questions had been submitted from the public or Councillors.

99. **Planning Applications**

100. **13/04007/FUL - Unit 4 The Old Dairy, Lower Fyfield**

Public Participation

Mr Dennis Seeley spoke in objection to the application.

Mr Wayne Crabbe spoke in support of the application.

Mr D. Woolley, Fyfield and West Overton Parish Council, spoke in objection to the application.

Local member Cllr Jemima Milton spoke in objection to the application.

The Development Control Team Leader outlined the report which recommended the application be granted planning permission. No late items had been submitted. The Development Control Team Leader outlined the details of the site, noting that the site was currently allocated for B1 – Business, and B8 - Storage and Distribution uses.

The key planning policy considerations were noted as being: Kennet Local Plan 2011: PD1 – General development principles and ED12 – Protecting employment and tourism within villages. The Wiltshire Core Strategy Pre-Submission Document contains emerging planning policy and will eventually replace the Kennet Local Plan. It is not expected to be adopted until 2014 and therefore would not carry full weight. Members did, however, consider that some weight should be attached to its policies and in particular Core Policy 35 which would afford no protection to the employment use. The National Planning Policy Framework also has some relevance.

The Committee were then invited to ask technical questions of the application. It was confirmed that the conditions attached to the site under its previous planning permission (K/51093/F), were broadly similar to those included on the current application.

Members of the public (above) were then invited to speak on the application.

Local Member Cllr Jemima Milton spoke in objection to the application stating the impact on local residents' amenity, and stated the highways objection as a consideration for the Committee. Cllr Milton also drew attention to the current operating hours and requested that the Committee consider conditions to restrict the usage of the site.

Members then entered into debate on the application, of which the main concerns were the traffic increase, and usage of the site outside standard operating hours. Members discussed an amendment to condition 3 to further limit the opening hours of the site. The Committee encouraged a robust approach to enforcing the operating hours of the site.

Resolved:

To GRANT planning permission for the application subject to the following conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2. No loudspeakers, public address system, or other amplified sound equipment shall be used on the site which would be audible outside the building.**

REASON: In order to protect the amenities of nearby residential properties.

- 3. The use hereby permitted shall only take place between the hours of 0800 and 1800 from Mondays to Saturdays (inclusive). The use shall not take place at any other time or on Bank Holidays. Deliveries shall not be taken or despatched from the site outside the above hours.**

REASON: To protect the amenities of this primarily residential area.

- 4. No external lighting shall be installed anywhere on the site unless otherwise agreed in writing by the local planning authority. Any approved lighting shall not be used outside normal working hours except as security lights. All lighting within the building shall be turned off within 30 minutes of the end of the working day.**

REASON: To prevent undue light spillage in this remote rural area.

- 5. The development hereby permitted shall be carried out in accordance with the following approved plans and documents:**

Application Form

Design and Access Statement (stamped received on 10 September 2013)

1:1250 Location Plan

1:500 Site Plan (Drawing No. 611) (stamped received: on 1 October 2013)

REASON: For the avoidance of doubt and in the interests of proper planning.

101. **13/03941/FUL - Brow Cottage, Broad Hinton,**

Public Participation

Mr Steve Wright spoke in support of the application.

Local member Cllr Jemima Milton spoke in support of the application.

The Development Control Team Leader outlined the report which recommended the application be refused planning permission. No late items had been submitted. The Development Control Team Leader outlined the details of the application, noting in particular the proposed design and materials.

The key planning policy considerations were noted as being: Kennet Local Plan 2011: PD1 – General development principles and NR7 – Protection of the landscape. The Wiltshire Core Strategy Pre- Submission Document contains emerging planning policy and will eventually replace the Kennet Local Plan. It is not expected to be adopted until 2014 and therefore would not carry full weight, however the committee were minded to consider CP51 -Landscape and CP57 – Ensuring high quality design. The National Planning Policy Framework Section 7 – Requirement for good design, and Section 11 – Conserving and enhancing the natural environment, were also considerations for the Committee.

The key areas for consideration were therefore noted as being the design of the proposed development and the impact on the AONB and local amenity.

The Committee were then invited to ask technical questions of the application, of which there were none.

Members of the public (above) were then invited to speak on the application.

Local Member Cllr Jemima Milton spoke in support of the application, stating that the development could enhance the cottage and make a real difference to the local area.

Members then entered into debate on the application, of which the main areas for discussion were the scale and design of the proposed development, and the impact on the surrounding landscape.

Resolved:

To REFUSE planning permission for the application for the following reason:

- 1. The extension, by reason of its height, scale and design, would appear as an overly dominant and incongruous addition to the host dwelling, to the detriment of its character and appearance. Furthermore, by virtue of this fact, the proposed development would also have a materially harmful impact upon the landscape character and visual qualities of the North Wessex Downs Area of Outstanding Natural Beauty. It would therefore be contrary to saved policies PD1 and NR7 of the Kennet Local Plan 2011 and**

Core Policies 51 and 57 of the Wiltshire Core Strategy Pre-Submission Document, February 2012.

102. Urgent items

There were no urgent items.

(Duration of meeting: 6.00 - 7.00 pm)

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SOUTHERN AREA PLANNING COMMITTEE

MINUTES OF THE SOUTHERN AREA PLANNING COMMITTEE MEETING HELD ON 28 NOVEMBER 2013 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Terry Chivers (Substitute), Cllr Richard Clewer, Cllr Brian Dalton, Cllr Jose Green, Cllr Mike Hewitt, Cllr Ian McLennan, Cllr Leo Randall (Substitute), Cllr Ian Tomes, Cllr Fred Westmoreland (Chairman) and Cllr Ian West

Also Present:

Cllr Dr Helena McKeown and Cllr Bridget Wayman

116 Membership Changes

It was noted that following Council on 12 November 2013, Councillor John Noeken was removed as a member of the Committee, to be replaced by Councillor Mike Hewitt.

117 Apologies for Absence

Apologies were received from Councillor Richard Britton, who was substituted by Councillor Leo Randall and Councillor George Jeans who was substituted by Councillor Terry Chivers.

118 Minutes

The minutes of the meeting held on 17 October 2013 were presented for consideration. It was,

Resolved:

To approve as a correct record and sign the minutes.

119 Declarations of Interest

There were no declarations.

120 Chairman's Announcements

The Chairman explained the meeting procedure to the members of the public.

121 **Public Participation and Councillors' Questions**

The committee noted the rules on public participation.

122 **Planning Appeals**

The committee received details of the appeal decisions as detailed in the agenda.

Following discussion, it was determined that on behalf of the Committee, the Chairman would recommend to the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste that the Council put forward the decision regarding application S/2012/0815 for Judicial Review.

123 **Planning Applications**

Attention was drawn to the late list of observations and representations, and which would be made available on the council's website with the agenda pack.

124 **13/04590/FUL: The Old George Brewery, 3 Rollestone Street, Salisbury, Wiltshire**

Public Participation

Mr Richard Harris spoke in objection to the application.

Mr Scot Masker (agent) spoke in support of the application.

It was agreed that the reports for applications 13/04590/FUL and 13/04597/LBC would be presented together as they concerned the same site and development.

The Planning Officer introduced a report which recommended that permission be granted. The officer stated that the application had been previously rejected due fear of odours from the extraction system. The new application included an upgraded extraction system and the relocation of the roof flue. The officer confirm that the application was applying for A3 permission only rather than A5; therefore would not include a takeaway service.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought regarding the relocation of the flue and clarification of the major differences between this application and the previous application.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Member, Cllr Dr. Helena McKeown, then spoke in objection to the application. Cllr McKeown, as a local GP located in Rollestone Street, stated that this is a residential road and many of the residents are elderly and housebound. Cllr McKeown also highlighted the problem of congestion that the

road already faces, as well as concerns that the restaurant could result in excess noise and disturbances late at night.

A debate followed where the issues of congestion, improving the local economy and the positive or negative impacts to residents of Rolleston Road arising from a new restaurant opening on the site were discussed.

At the end of discussion, it was,

Resolved:

That Planning Permission be Approved subject to conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:**

1410/P07 Submitted on 26/09/13

1410/P08 Rev A Submitted on 26/09/13

1410/P09 Rev B Submitted on 26/09/13

1410/P10 Rev E Submitted on 26/09/13

Details of odour and noise control Submitted on 26/09/13

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification), the site shall be used solely for purposes within Class A3 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment)(England) Order 2005 (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).**

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use,

other than a use within the same class(es), having regard to the circumstances of the case.

- 4 Deliveries to and from the site shall be limited to the hours of 08:00 and 18:00 on Mondays to Fridays, 09:00 and 18:00 on Saturdays, and at no time on Sundays and Bank or Public Holidays.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 5 There shall be no customers/members of the public on the premises outside the hours of 12:00 (midday) and 23:00 on Monday – Saturday and on 12:00 to 18:00 on Sundays and public Holidays.

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 6 No sound-amplifying equipment, loudspeaker, shall be installed/operated within the premises hereby approved or its curtilage.

- 7 **REASON:** To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

The two first floor sash windows (serving the kitchen) within the eastern elevation facing Rollestone Street shall be glazed with obscure glass only and permanently fixed shut prior to the first use of the A3 development hereby permitted and shall be permanently maintained in perpetuity.

REASON: In the interests of residential amenity and privacy.

125 **13/04597/LBC: The Old George Brewery, 3 Rollestone Street, Salisbury, Wiltshire**

The Planning Officer recommended that the proposal be approved subject to conditions, as detailed under Minute 124.

Technical questions and representations from the public and local member were as detailed under Minute 124.

At the conclusion of debate, it was,

Resolved:

That Listed Building Consent be Approved subject to conditions

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans:**

1410/P07	Submitted on 26/09/13
1410/P08 Rev A	Submitted on 26/09/13
1410/P09 Rev B	Submitted on 26/09/13
1410/P10 Rev E	Submitted on 26/09/13
Details of odour and noise control	Submitted on 26/09/13

REASON: For the avoidance of doubt and in the interests of proper planning.

- 3 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking or re-enacting or amending that Order with or without modification), the site shall be used solely for purposes within Class A3 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment)(England) Order 2005 (or in any provisions equivalent to that class in any statutory instrument revoking or re-enacting that Order with or without modification).**

REASON: The proposed use is acceptable but the Local Planning Authority wish to consider any future proposal for a change of use, other than a use within the same class(es), having regard to the circumstances of the case.

- 4 Deliveries to and from the site shall be limited to the hours of 08:00 and 18:00 on Mondays to Fridays, 09:00 and 18:00 on Saturdays, and at no time on Sundays and Bank or Public Holidays.**

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 5 There shall be no customers/members of the public on the premises outside the hours of 12:00 (midday) and 23:00 on Monday – Saturday and on 12:00 to 18:00 on Sundays and public Holidays.**

REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.

- 6 No sound-amplifying equipment, loudspeaker, shall be installed/operated within the premises hereby approved or its curtilage.**

- 7 REASON: To ensure the creation/retention of an environment free from intrusive levels of noise and activity in the interests of the amenity of the area.**

The two first floor sash windows (serving the kitchen) within the eastern elevation facing Rollestone Street shall be glazed with obscure glass only and permanently fixed shut prior to the first use of the A3 development hereby permitted and shall be permanently maintained in perpetuity.

REASON: In the interests of residential amenity and privacy.

126 13/03367/FUL: 88 Ridge, Chilmark, Salisbury, Wiltshire, SP3 5BS

Public Participation

Mr Robert Molteno spoke in objection to the application.

Mr Tim Reeve, agent, spoke in support of the application.

Cllr Patrick Boyles, Chairman of Chilmark Parish Council, spoke in objection to the application.

The Area Development Manager introduced a report which recommended permission be granted. Key issues for consideration included the area's designation as an Area of Outstanding Natural Beauty (AONB) and impact on neighbour amenity.

The Committee then had the opportunity to ask technical questions of the officer. In response to queries, it was confirmed that the proposed development would only be available for personal use and would not be used for commercial purposes. Details were also sought about the permitted development rights on the site.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Member, Cllr Bridget Wayman, then spoke in objection to the application, highlighting the presence of the AONB and intrusion into the countryside.

A debate followed, where concerns were raised over the scale of the development, along with its impact on neighbouring properties and issues of appropriate screening. It was also considered whether the development was larger than required in need to serve the intended purpose, and the possibility of future conversion into a dwelling

At the end of the discussion, it was,

Resolved:

To REFUSE the application for the following reasons:

The proposed development was too large and would be an intrusion in the open countryside. The application failed to adhere to regulations C5(i), D3(i), C4 and H31(iii).

127 **13/03819/FUL: Amesbury Bus Station, Salisbury Street, Amesbury, Salisbury, Wiltshire, SP4 7HD**

Public Participation

Ms Kim Blunt (agent) spoke in support of the application.

The planning officer introduced the report which recommended permission be granted. It was stated that the application was for a change of use from a bus station to a commercial car park.

Members of the Committee then had the opportunity to ask technical questions of the officer. Concerns with highway safety, relating to the entrance and exit plans on the Salisbury Road, were raised. In response to queries it was also stated that decisions on pricing in the car park would be the responsibility of the applicant.

Members of the public then had the opportunity to present their views to the Committee as detailed above.

The Local Member, Cllr Fred Westmoreland, then spoke in support of the application subject to appropriate conditions.

During debate, it was noted that Amesbury had recently had a reduction in the number of parking spaces available and replacements were required, although some members felt that the site had potential for more productive long term use

than as a car park, and the possibility of restricting the time of use as a car park was discussed.

The restriction of access on the Salisbury Road was also raised.

At the end of discussion, it was,

Resolved:

That Planning Permission be GRANTED subject to the following conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) No development shall commence on site until the following details have been submitted to and agreed in writing by the Local Planning Authority:**

- Details of the parking layout;**
- Details of the location, scale and appearance of the pay station and any associated signage;**
- Details of the making good to exposed surfaces where features have been removed (i.e. the lean-to building, railings, footways);**

Development shall be carried out in accordance with the agreed details prior to the first use of the car park.

Reason: In the interests of highways safety and the character and appearance of the area.

- 3) Prior to the first use of the development, a revised car parking management plan reflecting the requirement of Policy PS5 of the adopted Wiltshire Local Transport Plan 2011-2026 Car Parking Strategy, as submitted but to include a regular visit by an attendant, shall have been submitted to and approved in writing by the local planning authority. The parking management plan shall be implemented in full accordance with the approved plan at all times following the opening of the car park unless otherwise agreed in writing with the local planning authority.**

Reason: In the interests of highway safety and to ensure the adequate provision and control of the car parking.

- 4) Prior to the commencement of work, a signage scheme to include directional road signs, entry / exit signs and internal signs/ directional arrows shall have been submitted to and approved in writing by the local planning authority. This shall include the prohibition of vehicles entering the car park via the Salisbury Road (A345) access. The signs shall be erected in accordance with the approved plan prior to first use of the development, and shall be maintained as such for the duration of the permitted use.

Reason: In the interests of highway safety and to prevent confusion for all users of the car park.

INFORMATIVE - Condition 3 (parking layout)

With reference to the internal arrangement, parking space no.28 seems to obstruct the adjacent disabled space and should be removed. Furthermore, the motorcycle parking may be better placed between spaces 18 & 19 if spaces 7-18 were moved along slightly to open the gap.

128 **13/04550/FUL: Land at Livery Road, West Winterslow, Salisbury, SP5 1RF**

Public Participation

Mr Gary Maloney spoke against the application.

Mr Roman Lukaszewski spoke against the application.

Mr Rob Hewlett (applicant) spoke in support of the application.

Mr Steve Allen spoke in support of the application.

Cllr Simon Port, Winterslow Parish Council, spoke in support of the application.

The planning officer presented the report which recommended refusal as the development was outside the current housing policy boundaries. Key issues were stated to include the principle of the application, and impact on the character of the area.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought over past use of the site as private amenity space and access. Clarification was also sought regarding the village design statement (VDS) and the level of support for the site to be developed within the VDS.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Member, Cllr Chris Devine, then spoke in support of the application, highlighting the support of the parish council to sustainable development on the site.

A debate followed, where the amount of consideration to be given to the Village Design Statement versus local Planning policies was raised, in addition to

assessing the impact on the character of the area from the proposed development.

At the conclusion of debate, it was,

Resolved:

That planning permission be Refused for the following reasons:

- 1) The site comprises undeveloped land outside of a Housing Policy Boundary and is in a location that is not identified for housing growth within the development plan. There is a lack of facilities in the vicinity of the site to meet the needs of future residents and consequently few options to travel by means other than the private car, particularly since a lack of footways means that walking would not be a desirable option. The proposal would therefore be contrary to the aims and objectives of the adopted South Wiltshire Core Strategy, having particular regard to Core Policy 1 and saved Salisbury District Local Plan policies H23 and G1(i), and the NPPF.**
- 2) The proposed dwelling would as a result of its isolated location within the open countryside introduce an incongruous feature at odds with the character of the open countryside and would fail to protect or enhance the area contrary to the aims and objectives of saved Salisbury District Local Plan policies C2, C6, G1(iii) and G2(iv&v).**
- 3) The development has not made adequate provision towards affordable housing or public open space, and would therefore be contrary to Core Policy 3 of the adopted South Wiltshire Core Strategy and Saved Salisbury District Local Plan policy R2 (as saved within the adopted South Wiltshire Core Strategy).**

INFORMATIVE:

It should be noted that the reason given above relating to policy R2 and Core Policy 3 could be overcome if all the relevant parties complete a Section 106 legal agreement.

129 13/03515/VAR: Milford House Nursing Home, Salisbury, SP1 1NJ

The Planning Officer presented a single presentation for items 8f and 8g. The application was an extension to the previous application's three year permission and contained no changes. Changes to planning policy since the initial permission were detailed.

Members of the Committee then had the opportunity to ask technical questions of the officer. Questions were raised if the Highways Agency had any objections to this proposal. and it was stated that their recommendation and lack of objection had not changed.

The Local Member, Cllr Ian McLennan, then spoke in objection to the application, stating that the situation had changed from when permission had been granted, and there were concerns about people walking to work, as the area had become increasingly dangerous and extending permission would increase traffic further.

A debate followed, where the level of traffic on the roads in the area and whether it had changed significantly since permission had initially been granted was discussed, along with whether the increased provision of dementia services in the region made the proposed extensions necessary.

At the conclusion of debate, it was,

Resolved:

That Planning Permission be Approved with conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004.

- 2 Details and samples of all external facing and roofing materials to be used shall be submitted to, and approved in writing by, the Local Planning Authority before any on-site works commence. The development shall thereafter be carried out in accordance with the approved details.**

REASON. To ensure that the external appearance of the building is satisfactory.

- 3 This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application. Failure to comply with this advice may lead to enforcement action which may require alterations and/or demolition of any unauthorised buildings or structures and may also lead to prosecution.**

Drawing ref. no. 08/286(D) 001Rev A Location Plan received on 26.05 2010

Drawing ref. no. 08/286(D) 001Rev A Proposed site plan received on 26.05 2010

Drawing ref. no. 08/286(D) 003Rev A Proposed floor plan received on 26.05 2010

Drawing ref. no. 08/286(D) 004Rev B Proposed elevations received on 26.05.10

Drawing ref. no. 08/286(D) 005 Proposed site plan received on 26.05 2010

Archaeological evaluation ref CA Report 10017 dated February 2010

Design and Access statement received on 26 May 2010

Environmental Noise Survey Report 16446/PPG24_Rev A dated 24 May 2010

Heritage Statement received on 26 May 2010

Construction Method Statement received on 3 June 2010

Lighting assessment received on 26 May 2010

Sustainability statement received on 3 June 2010

REASON: For the avoidance of doubt.

- 4 Construction work shall not begin until a scheme for protecting the development against noise from road and rail traffic has been submitted to and approved by the Local Planning Authority; all works which form part of the scheme shall be completed before the development is occupied.**

REASON: In the interest of amenity for the future occupants of the development.

- 5 The development must not commence until an Arboricultural Method Statement, including all relevant details of tree protection, has been submitted to the Local Planning Authority and approved in writing.**

The statement must include any necessary fencing, in accordance with the relevant British Standard (Guide for Trees in Relation to Construction, BS.5837: 2005). It must also include any other means needed to ensure that all of the trees to be retained will not be harmed during creation of the additional parking area to the north of the existing building. In particular, the statement should confirm there will be minimal ground disturbance within the Root Protection Areas of the surrounding trees and an appropriate Cellular Confinement System will be used to prevent compaction.

The trees must be protected in accordance with the agreed statement throughout the period of development, unless the Local Planning Authority has given its prior written consent to any variation.

REASON: To comply with the duties indicated in Section 197 of the Town and Country Planning Act 1990, so as to ensure that the amenity value of the most important trees, shrubs and hedges growing within or adjacent to the site is adequately protected during the period of construction.

- 6 The lighting scheme submitted with the application hereby approved shall be installed and operated in accordance with these approved details.**

REASON To enable the Local Planning Authority to exercise control over the appearance of the lighting installation and the level of illumination in order to conserve the high quality landscape and character of the Special Landscape Area and in the interests of residential amenity.

- 7 Notwithstanding the submitted plans, prior to the commencement of development, details of a secure and covered cycle parking facility shall be submitted to, and approved in writing by, the Local Planning Authority, and shall thereafter be constructed in accordance with the agreed details and made available for use prior to the first occupation of the building hereby approved and shall thereafter be retained.**

REASON In order to secure the provisions of appropriate facilities for cyclists and to promote other modes of transport other than the car in the interests of sustainable development.

- 8 Notwithstanding the provisions of the Town and Country Planning (Use Classes) (Amendment) Order 1987 and the Town and Country Planning (General Permitted Development) Order 1995 or any subsequent re-enactments thereof, the development hereby approved shall be used solely as a dementia care facility in association with the adjacent Milford House Nursing Home and for no other use purposes, whatsoever, including any other purpose in Class C2 of the Town and Country Planning (Use Classes) Order 1987 or any subsequent re-enactment, without formal planning permission first being obtained.**

REASON To enable the Local Planning Authority to retain planning control over the use of the building hereby permitted in the interests of sustainable development.

Informative

Notwithstanding the approval of this application the applicant is asked to consider the provision of a footpath for the use of staff employed at the nursing home to prevent them using the busy main road that the council considers represents a danger to staff and other pedestrians.

130 **13/03516/LBC Milford House Nursing Home, Salisbury, SP1 1NJ**

The Planning Officer presented their report in connection to item 8f, recommending planning permission be approved with conditions.

At the conclusion of debate, it was,

Resolved:

That Planning Permission be Approved with conditions:

- 1 The works for which Listed Building consent is hereby granted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 Details and samples of all external facing and roofing materials to be used shall be submitted to, and approved in writing by, the Local Planning Authority before any on-site works commence. The development shall thereafter be carried out in accordance with the approved details.**

REASON: To ensure that the external appearance of the building is satisfactory.

- 3 This decision relates to documents/plans submitted with the application, listed below. No variation from the approved documents should be made without the prior approval of this Council. Amendments may require the submission of a further application. Failure to comply with this advice may lead to enforcement action which may require alterations and/or demolition of any unauthorised buildings or structures and may also lead to prosecution.**

Drawing ref. no. 08/286(D) 001Rev A Location Plan received on 26.05 2010

Drawing ref. no. 08/286(D) 001Rev A Proposed site plan received on 26.05 2010

Drawing ref. no. 08/286(D) 003Rev A Proposed floor plan received on 26.05 2010

Drawing ref. no. 08/286(D) 004Rev B Proposed elevations received on 26.05.10

Drawing ref. no. 08/286(D) 005 Proposed site plan received on 26.05 2010

**Archaeological evaluation ref CA Report 10017 dated February 2010
Design and Access statement received on 26 May 2010**

**Environmental Noise Survey Report 16446/PPG24_Rev A dated 24
May 2010**
Heritage Statement received on 26 May 2010
Construction Method Statement received on 3 June 2010
Lighting assessment received on 26 May 2010
Sustainability statement received on 3 June 2010 Documents /plans

REASON: For the avoidance of doubt.

131 Urgent Items

It was agreed that a site visit should be arranged if application 13/03521/FUL - 90 Blind Lane, Ansty, Salisbury, Wiltshire, SP3 5QE, was scheduled to come before the Committee.

(Duration of meeting: 6.00 - 9.30 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 6 NOVEMBER 2013 IN THE RIDGEWAY SPACE - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Russell Hawker, Cllr Magnus Macdonald, Cllr Christopher Newbury (Chairman), Cllr Fleur de Rhé-Philipe (Substitute), Cllr Pip Ridout, Cllr Jonathon Seed and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Gordon King

97 **Apologies for Absence**

Apologies for absence were received from Councillors Horace Prickett and John Knight.

Councillor Prickett was substituted by Councillor Fleur de Rhé-Phillipe.

98 **Minutes of the Previous Meeting**

The minutes of the meeting held on 16 October 2013 were presented for consideration. It was,

Resolved:

To APPROVE as a true and correct record and sign the minutes.

99 **Chairman's Announcements**

There were no Chairman's Announcements.

The Chairman gave details of the exits to be used in the event of an emergency.

100 **Declarations of Interest**

Councillor Pip Ridout declared a non-pecuniary interest in application 13/02371/FUL - 57 Damask Way, Warminster, Wiltshire, BA12 9PP - by virtue of representing the local member who was not able to be present, and therefore

being more involved with the application than usual, but following advice would speak and vote on the item as normal and consider on its merits.

Councillor Russell Hawker declared a non-pecuniary interest in application 13/02904/FUL - 17 Chalford, Westbury, Wiltshire, BA13 3RG - by virtue of being Chair of Westbury Town Council's Planning Committee where the item had been previously discussed, and would contribute to the debate and vote.

101 **Public Participation and Councillors' Questions**

No questions had been received from councillors or members of the public.

The Chairman welcomed all present. He then explained the rules of public participation and the procedure to be followed at the meeting.

102 **The Definitive Map and Statement for the Bradford and Melksham Rural District Council Area Dated 1952 as Modified Under the Provisions of the Wildlife and Countryside Act 1981**

Public Participation

Karen Howe, on behalf of the Landowner Mr Harris, spoke in objection to the orders.

Mr Martin Moyes spoke in support of the orders.

Mr Rodney Moody spoke in support of the orders.

Mr Bob Mizen spoke in support of the orders.

The Rights of Way Officer presented a report on The Wiltshire Council Parish of Holt (Holt Path No. 71) Rights of Way Modification Order 2013, and The Wiltshire Council Parish of Holt (Holt Path No. 72) Rights of Way Modification Order 2013, recommending the orders be forwarded to the Secretary of State for Environment, Food and Rural Affairs with the recommendation the orders be confirmed.

The Committee was advised that orders were made where it was reasonably alleged, on the balance of probabilities, that a walking route existed, and that the period of alleged use ran from 1991-2011. As an objection had been received to the order, the matter was required to be determined by the Secretary of State, with the Committee to make a recommendation only, following consideration of all the available evidence.

Members of the Committee then had the opportunity to ask technical questions of the officer. It was confirmed there was no minimum use requirement on the suggested paths, and it was also stated that while aerial photographs were often useful considerations, weather, use, timing of photo, soil composition and other factors meant that it was possible for existing or well utilized routes to not be obvious.

Members of the public then had the opportunity to present their views to the Committee.

The Local Member, Councillor Trevor Carbin, then spoke in support of forwarding the orders for confirmation to the Secretary of State.

The Committee then discussed the process by which a determination would be made by the Secretary of State and the impact of the Committee's resolution on the matter on that determination.

It was,

Resolved:

That the Wiltshire Council Parish of Holt (Holt Path No.71) Rights of Way Modification Order 2013 and the Wiltshire Council Parish of Holt (Holt Path No. 72) Modification Order are forwarded to the Secretary of State for Environment, Food and Rural Affairs for determination with the recommendation that the Orders be confirmed.

103 Planning Applications

The Committee considered the following applications:

104 13/02371/FUL: 57 Damask Way, Warminster, Wiltshire, BA12 9PP
Public Participation

Mr John Brewster spoke in objection to the application.

Mr Christopher Hubert spoke in objection to the application.

Mrs Maddocks spoke in objection to the application.

Cllr Sue Fraser, Warminster Town Council, spoke in objection to the application.

The Area Development Manager presented a report which recommended that planning permission be granted. Key issues were stated to include the impact upon the immediate area and local amenity.

Members of the Committee then had the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

Councillor Pip Ridout on behalf of the Local Member, Councillor Keith Humphries, then spoke in objection to the application.

A discussion followed where the impact of the proposed windows on the proposed extension was discussed, and whether the glazed windows on the first floor were sufficient to prevent overlooking of neighbouring properties, and whether the alignment of the land between the two properties led to a negative impact from the designs.

At the conclusion of debate, it was,

Resolved:

To DEFER the application until the next meeting to allow for a site visit to take place.

105 **13/02945/FUL: Land North West of 69A, Upper South Wraxall, BA15 2SA**

Public Participation

Mr Martin Dennafor, applicant, spoke in support of the application.

The Area Development Manager introduced a report which recommended planning permission be granted. It was clarified that the proposed change of use and six stable barn, with access route, would be for private equestrian use, not commercial use, and lie within the Green Belt.

Members of the Committee then had the opportunity to ask technical questions of the officer, where it was confirmed that private equestrian use came under the policy of recreation use, which permitted development in the Green Belt. Details were also sought on water and electricity provision for the proposed stables.

The Local Member, Councillor Trevor Carbin, then detailed the concerns of the parish council in objecting to the application, and that he felt that as it was not for commercial use as had been initially feared, the suggested conditions addressed most other concerns.

At the conclusion of discussion, it was,

Resolved:

To GRANT planning permission subject to the following conditions:

- 1 **The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2 **The development hereby permitted shall only be used for the private stabling of horses and the storage of associated equipment and feed and shall at no time be used for any commercial purpose whatsoever, including for livery, or in connection with equestrian tuition or leisure rides.**

REASON: In the interests of highway safety and to protect the openness of the Green Belt

- 3 **The development hereby approved shall be carried out in accordance with the materials stated in the application form received by the Local Planning Authority on 12th August 2013.**

REASON: To ensure the proposal is appropriate and to reduce its impact upon the Green Belt

- 4 **The development hereby approved shall be carried out in accordance with the arboricultural method statement received by the Local Planning**

Authority on 12th August 2013.

REASON: To ensure the mature trees located within the Green Belt are not harmed during construction of the development

- 5 The development hereby approved shall be carried out in accordance with the Planning Statement received on 11th October 2013 by the Local Planning Authority and no horse manure or any other materials shall be burnt on site.**

REASON: To ensure manure and waste from the site is stored and disposed of appropriately

- 6 The landscaping shown on the approved details of landscaping shall be carried out in the first planting and seeding season following the first use of the building or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 7 No part of the development hereby permitted shall be first brought into use until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.**

REASON: In the interests of highway safety.

- 8 The development hereby permitted shall be carried out in accordance with the following approved plans annotated as:**

Site Plan, Landscaping Plan, Proposed Access Track and Hardstanding, Stable Elevation and Floor Plans, Cross Section through Menage received on 11th October 2013.

REASON: For the avoidance of doubt and in the interests of proper planning.

Public Participation

Mr John Norris spoke in objection to the application.

Mr Graham Dobson, applicant, spoke in support of the application.

The Area Development Manager presented a report which recommended that planning permission be granted. Key issues were stated to include the principle of the proposed alterations to create a studio workshop from existing garages, with dormer windows, and the impact upon neighbouring amenity from the design. It was clarified that previous residential applications for the site had been refused due to access concerns, but that highways had not objected to the current application.

Members of the Committee then had the opportunity to ask technical questions of the officer.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Member, Councillor Gordon King, then detailed the local concerns as raised by the objector and the Town Council.

A debate followed, where the usefulness of a site visit by the Committee was discussed and by majority felt not to be necessary in this instance given the information provided and principle matters of concern. The requirement that the site not be used for commercial use was raised and whether suggested conditions needed strengthening, along with consideration of the impact of the proposed dormer windows.

At the conclusion of debate, it was,

Resolved:

To GRANT planning permission subject to the following conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending that Order with or without modification), the garage, studio, store and workshop hereby permitted shall not be converted to habitable accommodation.**

REASON: To safeguard the amenities and character of the area and in the interest of highway safety.

3. **The building hereby permitted shall not be used at any time other than for purposes ancillary to the residential use of the dwelling known as 17 Chalford, Westbury and shall not be separately let or sold.**

REASON: The building is sited in a position where the Local Planning Authority, having regard to the reasonable standards of residential amenity, access, and planning policies pertaining to the area, would not permit a non-residential use, in particular in relation to traffic generation at the access point onto Warminster Road.

4. **The development hereby permitted shall be carried out in accordance with the following approved plans:**

**Drawing number 13712 - 1 received on the 17 October 2013;
Drawing number 13712 - 2 received on the 9 August 2013; and
Drawing number 13712 - 3 received on the 9 August 2013.**

REASON: For the avoidance of doubt and in the interests of proper planning.

107 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 6.00 - 7.55 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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WESTERN AREA PLANNING COMMITTEE

MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 27 NOVEMBER 2013 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Russell Hawker, Cllr John Knight, Cllr Magnus Macdonald, Cllr Christopher Newbury (Chairman), Cllr Graham Payne (Substitute), Cllr Horace Prickett, Cllr Pip Ridout and Cllr Roy While (Vice Chairman)

108 **Apologies for Absence**

Apologies for absence were received from Cllr Jonathon Seed, who was substituted by Cllr Graham Payne.

109 **Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 6 November 2013, were presented.

Resolved:

To approve and sign the minutes of the meeting held on Wednesday 6 November 2013 as a true and accurate record.

110 **Chairman's Announcements**

There were no Chairman's Announcements.

Details of the exits to be used in the event of an emergency were explained to the public.

111 **Declarations of Interest**

There were no declarations of interest to note.

112 **Public Participation and Councillors' Questions**

A question had been submitted from Cllr Trevor Carbin in relation to policy surrounding contributions made to the Wiltshire Fire and Rescue Service.

A response to the question from the Area Development Manager was noted at the meeting. Details of the full response are attached to the minutes online.

The Chairman welcomed all present, and explained the rules of public participation, in particular noting the procedure to be followed at the meeting.

113 **Planning Applications**

The Committee considered the following applications:

114 **13/02371/FUL - 57 Damask Way, Warminster, Wiltshire, BA12 9PP**

Public Participation:

Mr Peter Gist spoke in objection to the application.

Cllr Sue Fraser spoke in objection to the application on behalf of Warminster Town Council.

Cllr Ridout spoke on behalf of Cllr Humphries, and in objection to the application.

The Area Development Manager outlined the report which recommended the application be granted planning permission. The main areas for consideration were summarised as being West Wiltshire District Plan 1st alteration- policy C31a (design) and C38 Nuisance. These were summarised as being the impact of the Design on the neighbouring area and any potential nuisance caused as a result of the development. The Area Development Manager confirmed that members had attended a site visit for the application as instructed at the previous Western Area Planning Committee (6 November 2013).

Members of the Committee were then given the opportunity to ask technical questions of the Area Development Manager, to which there were none.

Members of the public were then given the opportunity to present their views to the Committee, as detailed above.

Members of the Committee then entered into a debate, which included a discussion regarding the size and position of the extension. Members then debated the addition of a condition to obscure the east facing windows. Members debated the impact of the development on neighbouring properties.

It was;

Resolved;

To GRANT planning permission to the application subject to the following conditions;

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. **The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

REASON: In the interests of visual amenity and the character and appearance of the area.

3. **The first floor windows in the southern elevation serving a bathroom and the bottom and 1st floor windows situated on the east elevation in the extension shall be obscured glazed, and fixed shut, prior to the first occupation of the extension hereby permitted and shall be so maintained in perpetuity.**

REASON: In the interests of residential amenity and privacy.

4. **The development hereby permitted shall be carried out in accordance with the following approved plans: PL01 E, PL02 E, PL03 E, PL04 E, PL05 E received on 27.08.2013**

REASON: For the avoidance of doubt and in the interests of proper planning.

INFORMATIVE:

1. **The applicant is advised of the following information from Wessex Water:**

Separate systems of drainage will be required to serve the proposed development. No surface water connections will be permitted to the foul sewer system. Sewers can be located within property boundaries at the rear or side of any premises in addition to the existing public sewers shown on our record plans. They will commonly be affected by development proposals and applicants should survey and plot these sewers on plans submitted for Planning or Building Regulations purposes. It will be important to undertake a full survey of the site and surrounding land to determine the local drainage arrangements and to contact our sewer protection team on 01225 526333 at an early stage if you suspect that a section 105a sewer may be affected.

Public Participation:

Angus MacDonald, applicant, spoke in support of the application.
Cllr Francis Morland, Heywood Parish Council, spoke in objection to the application.

The Area Team Leader outlined the report which recommended the application be granted planning permission. Key considerations for the Committee were noted as being; the archaeological and ecological impact, the impact on Heywood House and the White Horse as a heritage asset, the impact on rural surroundings and any potential flood risk posed by the application.

Members of the Committee were then given the opportunity to ask technical questions of the officer. This included a question from Cllr Carbin regarding safeguarding the bypass route in the application, following the planning inspectorate previous refusal of the plans. It was confirmed that this adopted policy had been carried over to the emerging core strategy.

The Committee questioned the diversion for the rights of way through the sites and if they would be kept open. It was confirmed that the plans included mitigating strategies to keep both rights of way access' through the site, open. A question was then asked regarding noise from the transformers that would be installed on the site and questioned what impact this would have on footpath users. It was confirmed that the noise of the transformers would not be audible from the path, and that this had been tested and confirmed at the Marsh Farm site. A question was then asked regarding the load factor of the panels to be used at the site. The Area Team Leader was unable to respond to the question. The Applicant confirmed in his submission to the Committee (below) that the panels had a load factor of around 15%. Cllr Newbury questioned the officer recommended condition 11, and it was confirmed that it was the same condition included on the Marsh Farm application. Members questioned the ability for the site to be used in a dual capacity and questioned the allocated size for the bypass on the site. The Area Development Manager confirmed that the allocated space for the bypass was sufficient and that the plans for the site to used for grazing sheep was legitimately feasible.

Members of the public were then given the opportunity to present their views to the Committee, as detailed above.

Members then entered into debate where a discussion was held regarding the discussions between Westbury Town and Heywood Parish Council, and the developer.

It was;

Resolved:

To GRANT planning permission for the applications subject to the following conditions;

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2. The solar installation hereby granted shall be removed from the site, together with all supporting/associated infrastructure including the inverter stations, CCTV thermal imaging equipment, poles and DNO switch gear, and the land shall be restored to a condition suitable for agricultural use within 6 months of the PV modules ceasing to be used for the generation of renewable energy, or the expiry of 25 years after the date of this planning permission, whichever is the sooner.

REASON: In the interests of amenity and the timely restoration of the land.

3. An aftercare scheme detailing the steps that are necessary to restore the land following cessation of the solar installation use shall be submitted by the applicant/developer to the Local Planning Authority at least 6 months prior to the removal of the PV modules and associated infrastructure.

REASON: To ensure the satisfactory restoration of the site for agriculture.

4. No development hereby granted shall commence until:

- a) A written programme of archaeological mitigation and investigation, which should include on-site work and off-site work including analysis, publishing and archiving of the results, has been submitted to and approved in writing by the Local Planning Authority; and,

- b) The approved programme of archaeological work has been carried out in accordance with the approved details.

REASON: To enable the preservation and recording of any matters of archaeological interest.

5. No development hereby granted shall commence until a detailed surface water run-off limitation scheme together with supporting calculations, in accordance with the strategy set out in the Flood Risk Assessment (H20K, Ref: J-4119.5-FM, dated 12 October 2012), has been submitted to and approved in writing by the Local

Planning Authority. The submitted details shall clarify the intended future ownership and maintenance for all drainage works serving the site. The approved scheme shall be implemented and maintained in accordance with the approved programme and details.

REASON: To prevent any increased risk of surface water flooding by ensuring the satisfactory storage of/disposal of surface water from the site.

- 6. No development hereby granted shall commence until a glint and glare assessment has been submitted to and approved in writing by the Local Planning Authority, in consultation with Network Rail. The assessment shall calculate the visual impact and potential glare from the development on train drivers on the east/west line to the south of the development site. The assessment shall cover the stretch of this rail line 274 metres either side of the signal that lies at the rail line junction to the west of the A350. No development shall take place other than in accordance with the details contained in the approved glint and glare assessment.**

REASON: To ensure that the development does not cause any demonstrable glint/glare nuisance to the adjacent railway users.

- 7. No development hereby granted shall commence until the developer has submitted details of improvements of the existing site access on the A350 Westbury Road for the written approval by the local planning authority, and widen the access in accordance with the approved details. Such details shall include vehicle swept path analysis to demonstrate that two 15.4 metre long articulated delivery lorries, can pass in the access bell mouth area, and nearby access track.**

REASON: In the interests of highway safety.

- 8. No development hereby granted shall commence until the applicant/developer has submitted for the written approval by the local planning authority a construction traffic management plan (CTMP), and shall undertake the construction of the site in accordance with the approved details. The CTMP shall include, amongst other things, details of numbers, types and timing of delivery lorries to the site, the procedures in place to ensure that lorry wheels are free of mud before returning to the highway, local signing to aid movement of lorries arriving at the site entrance, details of the site management co-ordinator who will ensure compliance with the CTMP, how users of public rights of way on and near the site and site access shall be protected during the**

works, and details of how construction workers traffic and lorry traffic shall be accommodated on the site.

REASON: To ensure that construction traffic associated with the site does not give rise to unacceptable conditions on the local highway network.

- 9. No development hereby granted shall commence until a landscape management plan has been submitted for the written approval of the Council which shall cover tree, hedge and root protection measures, the on-site management of the existing hedgerows (which shall be allowed to develop to a minimum 2.5 m winter height), as well as producing exact tree and hedgerow planting details (including location, species and spacing) and a timetabled programme for the infill and all proposed new planting and its on-going management and monitoring which shall cover the lifetime of the development.**

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 10. The landscaping proposals hereby approved and as indicated on plan drawing no. 2421_100 Rev F shall be carried out in the first planting and seeding season following the completion of the development. All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees, hedgerow or plants which, within the period of twenty five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details or in accordance with a programme to be agreed in writing with the Local Planning Authority.**

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 11. The defined public rights of way shall both be kept free from obstruction during and after the construction period.**

REASON: In order to protect and safeguard the public's right to use the public right of ways

- 12. No permission is hereby given for any external lighting/illumination at or on the site.**

REASON: To ensure the creation/retention of an environment free from intrusive levels of lighting and to protect the open countryside.

13. No development hereby granted shall commence until:

- a)** An ecological management plan detailing the construction methods, site management and monitoring has been submitted for the written approval of the Council;
- b)** Confirmation of the seeding mixes that shall be used and the area over which each mix shall be sown;
- c)** Confirmation of access points to allow badgers and other mammals to enter areas enclosed by fencing;
- d)** Confirmation of the annual management of the land, including the grassland, hedgerows and trees; and
- e)** The plan should directly accord with the ecological recommendations contained within the submitted survey statements. Therefore the development shall be implemented in accordance with approved details.

REASON: In the interests of safeguarding ecological and biodiversity interests.

14. A survey of habitat condition measured against the Ecology Management Plan and Site Layout Drawing shall be undertaken by a professional ecologist during the period of June to August and submitted for the Local Planning Authority's written approval in the first, third and fifth years after the site first becomes operational. Where monitoring identifies any non-compliance, remedial measures shall be identified, implemented and reported on through a subsequent agreed monitoring survey.

REASON: In the interests of safeguarding ecological and biodiversity interests.

15. Any removal of hedgerow and/or ground preparation shall be undertaken during the period of 1st September to 28th February. If done outside this period, any such works shall be preceded by a survey produced by a professional ecologist and be only

undertaken in accordance with the ecologist's advice and following the written approval by the local planning authority.

REASON: In the interests of safeguarding ecological and biodiversity interests.

16. The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans:

Site Location Plan - received 19.09.2013

Site Block Plan - received 19.09.2013

Development Master Plan - Drawing No 2421_100_Rev F - received 19.09.2013

Planning Layout and Water Pipe Easement Plan - Drawing No 1021-0201-26 received 21.10.2013

Construction Traffic Route Plan - Drawing no 1021-0201-05 Rev 02 - received 19.09.2013

Typical Panel Elevation Plan - Drawing No 2421-400 - received 19.09.2013

Panel Brochure Detail - received 19.09.2013

Standard Inverter Station Detail Plan - Drawing No 1000-0000-00 Issue 01- received 19.09.2013

Security Fencing Detail Plan - Drawing No 1000-0000-00 Issue 01 - received 19.09.2013

Fence and Hedge Setting Out Detail - Figure 16 - received 19.09.2013

CCTV Dimensions Plan - Drawing no 1000-0000-00 Issue 01 - received 13.11.2012

GRP Sub-Station Enclosure Plan - Drawing LCS-EGC-002 - received 13.11.2012

Site Section Plan - Drawing 2421_300 Rev B - received 13.11.2013

REASON: To ensure that the development is carried out in accordance with the approved plans that has been judged to be acceptable by the local planning authority.

Informative(s):

1. The developer/applicant is advised that Network Rail must be consulted on any alterations to ground levels. No excavations should be carried out near railway embankments, retaining walls or bridges.

No work should be carried out on the development site that may endanger the safe operation of the railway or the stability of Network Rail's structures and adjoining land. In view of the close proximity of these proposed works to the railway boundary the

developer should contact Richard Selwood at Network Rail on AssetProtectionWestern@networkrail.co.uk before works begin.

In addition, the developer should duly note that the following lists identify Permitted Trees and those which are not permitted to be planting/grown adjacent to railway boundaries:

Permitted: Birch (*Betula*), Crab Apple (*Malus Sylvestris*), Field Maple (*Acer Campestre*), Bird Cherry (*Prunus Padus*), Wild Pear (*Pyrus Communis*), Fir Trees - Pines (*Pinus*), Hawthorne (*Cretaegus*), Mountain Ash, Whitebeams (*Sorbus*), False Acacia (*Robinia*), Willow Shrubs (*Shrubby Salix*), Thuja Plicatat "Zebrina"

Not Permitted: Alder (*Alnus Glutinosa*), Aspen - Popular (*Populus*), Beech (*Fagus Sylvatica*), Wild Cherry (*Prunus Avium*), Hornbeam (*Carpinus Betulus*), Small-leaved Lime (*Tilia Cordata*), Oak (*Quercus*), Willows (*Salix Willow*), Sycamore - Norway Maple (*Acer*), Horse Chestnut (*Aesculus Hippocastanum*), Sweet Chestnut (*Castanea Sativa*), London Plane (*Platanus Hispanica*).

Any scaffold which is to be constructed adjacent to the railway must be erected in such a manner that at no time will any poles or cranes over-sailor fall onto the railway. All plant and scaffolding must be positioned, that in the event of failure, it will not fall on to Network Rail land.

2. There must be no interruption to the existing surface water and/or land drainage arrangements of the surrounding land as a result of the operations on the site; and provisions must be made to ensure that all existing drainage systems continue to operate effectively.
3. The applicant/developer is further advised to enter into more discussions with Wessex Water to agree, should it be so required, mitigation measures to accommodate any construction easement across part of the site to allow for infrastructure improvements undertaken by the statutory undertaker.
4. In the interest of positive local relations, the applicant/developer is advised to continue discussions with Westbury Town Council and Heywood Parish Council regarding potential monetary contributions.

116 13/03919/FUL - Made to Measure Ltd, Carsons Yard, Warminster, Wilts, BA12 9NA

Public Participation

Mr John Braddell, applicant, spoke in support of the application.

Cllr Sue Fraser spoke in support of the application on behalf of Warminster Town Council.

The Area Development Manager outlined the report which recommended the application be granted planning permission. Key considerations of the committee were noted as being; West Wiltshire District Plan 1st Alteration (2004) C31a – Design, C38 – Nuisance, E5 – Loss of employment floor space, H1 – Further Housing Development within towns, and T10 Car parking.

Members were then given the opportunity to ask technical questions of the application, to which there were none.

Members of the public were then given the opportunity to present their views to the Committee, as detailed above.

Members of the Committee then entered into a debate which centred around the loss of employment space in the workshop area. Members also discussed access to the neighbouring properties which was located adjacent to the building and would prove restrictive for large delivery vehicles and vans if windows were allowed to open widely. Members also raised concern over the workshop space, and the impact on the residential part of the building should the two contain separate users. Members debated a condition to fix the workshop to the residential occupier.

It was;

Resolved:

To GRANT planning permission for the application subject to the following conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2. No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.**

REASON: In the interests of visual amenity and the character and appearance of the area.

3. The roof-lights to the east facing elevation shall be obscure glazed for the lifetime of the development

REASON: In the interests of residential amenity and privacy.

4. No part of the development hereby permitted shall be first occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interest of highway safety

5. The development hereby permitted shall not be first occupied until the first five metres of the site access, measured from the edge of the access track (Public Footpath 92), has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

REASON: In the interests of highway safety.

6. No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/parking/ turning area), incorporating sustainable drainage details, has been submitted to and approved in writing by the local planning authority. The development shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

7. The development hereby permitted shall be carried out in accordance with the details shown on the submitted plans:

790/1 received on 2 September 2013;

790/2 received on 2 September 2013;

790/3 received on 2 September 2013;

REASON: To ensure that the development is carried out in accordance with the approved plans that have been judged to be acceptable by the local planning authority.

8. The attached workshop to be occupied by residential occupants only.

REASON: To safeguard the residential occupants' amenity.

Informative:

All public rights must be safeguarded in respect of Public Footpath 92 which is directly affected by the vehicular access leading to the site.

117 **13/03824/FUL - Land to the Rear of: 12 and 12a Westbury Road, Warminster, Wiltshire**

Public Participation

Mr Gary Bourne spoke in objection to the application.

Mr Ray Taylor spoke in objection to the application.

Ms J. Chaundy spoke in objection to the application.

Mr Richard Robins spoke in support of the application.

Cllr Sue Fraser spoke in objection to the application on behalf of Warminster Town Council.

The Area Development Manager outlined the report which recommended the application be granted planning permission subject to the satisfactory completion of a variation to a s106 agreement.

The key areas of consideration were said to be West Wiltshire District Plan (WWDP) H1 - Town Policy, H24 – New Housing Design, C31a - Design and C38 – Nuisance. The impact on neighbour amenity was stated as a key consideration for the Committee; however this issue had been previously addressed by the planning inspectorate, following an appeal of a previous application.

Members were given an opportunity to ask technical questions of the application, to which there were none.

Members of the public were then given the opportunity to present their views to the Committee, as detailed above.

Members then entered into debate where a discussion was held regarding the impact on neighbour amenity. The size and scale of the property was said to be in conflict with WWDP, policy C38.

It was;

Resolved:

To REFUSE the application for the following reasons.

The proposed development on plot 1, by reason of its siting and the consequent scale and proximity to the adjacent house on plot 12C of the proposed external wall facing 12C, would have an overbearing and unacceptable impact on the amenity of the occupiers of the dwelling on plot 12C. This would conflict with policy C38 of the West Wiltshire District Plan.

118 Urgent Items

There were no Urgent Items.

(Duration of meeting: 6.00 - 8.40 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line 01225 718211, e-mail samuel.bath@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

**Wiltshire Council
Western Area Planning Committee**

27 November 2013

Item 5 - Public Participation

From Councillor Trevor Carbin, Holt and Staverton Division

Question 1

Wiltshire Fire and Rescue service's Public Safety Plan states, under the heading Planning Gain, "We are one of only a few fire and rescue services in the country to be fully written into local planning strategies. ... We are receiving developer contributions towards new or upgraded fire stations that we may need in the future...."

Western Area Planning agendas often contain requests from the Fire and Rescue service for developer contributions, but these are invariably declined*.

Could officers clarify the position about such requests, and explain the service's claim to be in receipt of developer contributions?

*eg 13/02945/FUL 6/11/13: " The Fire and Rescue Service have requested a sum of money however there is not a policy within the local plan to request such monies and therefore it would be inappropriate of the Local Planning Authority to do so."

Ref. WFRS Public Safety Plan 2013/13 – 2016/17 p22.

Response

The statement by Wiltshire Fire and Rescue Service that they are 'fully written into local planning strategies' is a reference to Core Policy 3 (CP3) of the emerging Wiltshire Core Strategy where the list of essential infrastructure includes 'emergency services'. The Infrastructure Delivery Plan provided for in the Core Strategy also lists certain projects that have been nominated by the Fire and Rescue Service through on-going dialogue.

However, at this time, the Development Plan that the Western Area Planning Committee is required to determine planning applications in accordance with is the older West Wiltshire District Plan. This does not have any requirement for the provision of emergency services infrastructure. Until the Wiltshire Core Strategy is further advanced and the Council has considered the Inspector's findings into the recent public examination of its soundness, no great weight can be given to CP3 and it is therefore difficult to accede to requests from the Fire and Rescue Service for contributions.

The Fire and Rescue Service may be receiving developer contributions from other parts of Wiltshire where the Development Plan is different. In the medium term, a clearer pattern will emerge once the Core Strategy is adopted, and looking further ahead, when the Community Infrastructure Level (CIL) is in place.

**Mike Wilmot
Area Development Manager, Central**

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WESTERN AREA PLANNING COMMITTEE

DRAFT MINUTES OF THE WESTERN AREA PLANNING COMMITTEE MEETING HELD ON 18 DECEMBER 2013 IN THE COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin, Cllr Ernie Clark, Cllr Andrew Davis, Cllr Russell Hawker, Cllr John Knight, Cllr Magnus Macdonald, Cllr Christopher Newbury (Chairman), Cllr Horace Prickett, Cllr Pip Ridout and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Terry Chivers

119 Apologies for Absence

Apologies for absence were received from Cllr Jonathon Seed.

120 Minutes of the Previous Meeting

The minutes of the meeting held on 27 November 2013 were presented.

Resolved:

To approve and sign the minutes of the meeting held on 27 November 2013 as a true and accurate record.

121 Chairman's Announcements

There were no Chairman's Announcements. The Democratic Services Officer gave details of the exits to be used in the event of an emergency.

122 Declarations of Interest

Cllr Davis stated that he had sat on Warminster Town Council for a decision on item 13/04478/FUL: Land East of 73 Ruskin Drive, Warminster. Cllr Davis had not previously voted on this application.

123 Public Participation and Councillors' Questions

No questions had been received from councillors or members of the public.

The Chairman welcomed all present and explained the rules of public participation and the procedure to be followed at the meeting.

124 **Planning Applications**

The Committee considered the following applications:

125 **13/04760/FUL: 188 Woodrow Road, Melksham, Wiltshire, SN12 7RF**

Public Participation

Mr Richard Cosker spoke in support of the Application.

The Development Control Team Leader (Central Area) outlined the Officers report which recommended the application for refusal. The site was outlined and the wider location of the application was identified. The application sought to demolish the existing dwelling on the site and to replace it with two detached four bedroom dwellings with access and parking. Cllr Terry Chivers had called the application to committee following the recommendation to refuse.

The Development Control Team Leader (Central Area) outlined the relevant planning policy for consideration including the West Wiltshire Local Plan, Policies: C1 – Countryside Protection, C31a- Design, C38 – Nuisance, H1 – Further Developments within Towns and H19 Developments in Open Countryside.

The Committee were then invited to ask technical questions of the application. Members questioned the location of the site, and its finite definition as open countryside or as falling outside the village settlement boundary.

Members of the public were then given the opportunity to speak, as listed above.

Cllr Chivers stated that there was no local objection to the development, and that members should be mindful of this when making their decision. Cllr Chivers also cited previous developments in the area which had been approved.

Members debated the wording of open countryside, and the relevance to the application, and also discussed the impact of a decision against policy.

Following the debate, a motion to refuse the application was tabled and defeated. It was then:

Resolved:

To GRANT planning permission for the application subject to the following conditions:

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2) No development shall commence on site until details and samples of the materials to be used for the external walls and roofs have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3) Prior to the occupation of the dwellings hereby approved the windows in the first floor side elevations serving the bathroom shall be glazed with obscure glass.

REASON: In the interests of residential amenity and privacy.

- 4) No development shall commence on site until a scheme of hard and soft landscaping has been submitted to and approved in writing by the Local Planning Authority, the details of which shall include:
 - a) finished levels and contours;
 - b) means of enclosure;
 - c) car park layouts;
 - d) other vehicle and pedestrian access and circulation areas;
 - e) all hard and soft surfacing materials;

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 5) All soft landscaping comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the first occupation of the building(s) or the completion of the development whichever is the sooner; All shrubs, trees and hedge planting shall be maintained free from weeds and shall be protected from damage by vermin and stock. Any trees or plants which, within a period of five years, die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the local planning authority. All hard landscaping shall also be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a programme to be agreed in writing with the Local Planning Authority.

REASON: To ensure a satisfactory landscaped setting for the development and the protection of existing important landscape features.

- 6) The development hereby approved shall be carried out in accordance with the Flood Risk Assessment dated March 2013 received by the Local Planning Authority on 24th September 2013

REASON: To minimise the risk of flooding

- 7) The development hereby approved shall be carried out in accordance with the bat roost inspection dated 12th February 2013 received by the Local Planning Authority on 24th September 2013.

REASON: To ensure that protected species are not harmed

- 8) The development hereby permitted shall not be first brought into use until the first five metres of the access, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The access shall be maintained as such thereafter.

REASON: In the interests of highway safety.

- 9) The dwellings hereby approved shall not be occupied until the access, turning area and parking spaces have been completed in accordance with the details shown on the approved plans. The areas shall be maintained for those purposes at all times thereafter.

REASON: In the interests of highway safety.

- 10) The development hereby permitted shall not be occupied or first brought into use until the area between the nearside carriageway edge and a line drawn 2.0 metres parallel thereto over the entire site frontage has been cleared of any obstruction to visibility at and above a height of 900mm above the nearside carriageway level. That area shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety.

- 11) No development shall commence on site until a scheme for the discharge of surface water from the site (including surface water from the access/driveway), incorporating sustainable drainage details, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be first brought into use until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained.

- 12) Any gates shall be set back 4.5 metres from the edge of the carriageway, such gates to open inwards only.

REASON: In the interests of highway safety.

- 13) No development shall commence on site until the soakaway design for the discharge of surface water from the site, incorporating percolation tests, soakaway details and calculations (in accordance with BRE Digest 365), has been submitted to and approved in writing by the Local Planning Authority. The development hereby approved shall not be first occupied until surface water drainage has been constructed in accordance with the approved scheme.

REASON: To ensure that the development can be adequately drained to soakaways in accordance with BRE Digest 365.

- 14) The development hereby permitted shall be carried out in accordance with the following approved plans:
TK/pk received on 24th September 2013

REASON: For the avoidance of doubt and in the interests of proper planning.

It is important for the applicant to note the following informatives requested by the Environment Agency:

INFORMATIVE: Including flood-proofing methods within the construction of the new homes will further protect the buildings from potential flood damage. The applicant can refer to the publication at the following link for further guidance: <https://www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings>

INFORMATIVE: The surface water soakaways may require the approval of the Local Authority's Building Control Department and should be constructed in accordance with the BRE Digest No 365 or CIRIA Report 156 "Infiltration Drainage, Manual of Good Practice". Only clean, uncontaminated surface water should be discharged to soakaway.

Cllr Ernie Clark and Cllr Christopher Newbury requested that their vote against the application be recorded.

126 **13/04779/FUL: Staverton CofE School, School Lane, Staverton, Trowbridge, BA14 6NZ**

Public Participation

Ms Wendy Grant spoke in objection to the application.

Mr Mark Frati spoke in objection to the application on behalf of Staverton Parish Council.

The Senior Planning Officer outlined the report which recommended the application for approval. The application was for retrospective permission following the erection of a shed on School Grounds close to the perimeter boundary of an adjoining land owner. The application had been called to committee by Cllr Trevor Carbin.

The Senior Planning Officer outlined the application, and noted the site of the application, and the impact on neighbouring properties. This included the objections raised on the impact of light intrusion and shadowing as a result of the shed's location.

The Senior Planning Officer outlined the relevant planning policy for consideration including the West Wiltshire District Plan 1st Alteration 2004 Policies: C1 – Countryside Protection, C31a- Design, C38 - Nuisance and CF1 – General Community Facilities.

Members were then invited to ask technical questions of the application. Members questioned the distance of the shed in relation to the boundary, and the impact on both the schools existing facilities should the barn be relocated, and the impact on residents should permission be granted.

Members of the public were then given the opportunity to speak, as listed above.

The Committee then debated the application and discussed the possibility of relocating the shed to reduce the impact on local residents. At the end of the debate it was;

Resolved:

To DEFER the application in order to allow for discussions between residents and the school to take place, with regard to identifying a suitable alternative location for the shed.

127 **13/04478/FUL: Land East Of 73 Ruskin Drive, Warminster**

Public Participation

Mr Mark Reynolds spoke in support of the application.

The Development Control Team Leader (Central Area) outlined the Officers report which recommended the application for approval. The site was outlined and the relevant planning history noted. A number of objections including local

residents and highways were presented by the Development Control Team Leader (Central Area).

The application proposed to create a new dwelling within the grounds of the applicants existing semi detached property at 73 Ruskin Gardens, to form a line of three terraced houses with near identical proportions.

The Development Control Team Leader (Central Area) outlined the relevant planning policy for consideration including the West Wiltshire District Plan 1st Alteration 2004, Policies: C31a- Design, C38 – Nuisance and H1 – Further Developments within Towns.

The Committee were then invited to ask technical questions of the application, of which there were none.

Members of the public were then given the opportunity to speak, as listed above.

Cllr Pip Ridout stated as the local member that although the application had overcome the previous barriers, the main concerns were those of the three vociferous objectors, who could not be ignored.

The Committee debated the application and agreed that the application met the criteria for development. It was;

Resolved:

To APPROVE the application subject to the following conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of section 91 of the town and country planning act 1990 as amended by the planning and compulsory purchase act 2004.

- 2. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

REASON: In the interests of visual amenity and the character and appearance of the area.

- 3. The development hereby permitted shall not be occupied until the first three metres of the accesses, measured from the edge of the carriageway, has been consolidated and surfaced (not loose stone or gravel). The accesses shall be maintained as such thereafter.**

REASON: In the interests of highway safety.

4. The development hereby permitted shall not be occupied or first brought into use until the area between the nearside carriageway edge and a line drawn 2 metres parallel thereto over the entire site frontage has been cleared of any obstruction to visibility at and above a height of 600mm above the nearside carriageway level. That area shall be maintained free of obstruction at all times thereafter.

REASON: In the interests of highway safety.

5. No development shall commence on site until visibility splays have been provided between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access to the junction to the north and 43 metres to the south from the centre of the access in accordance with the approved plans. Such splays shall thereafter be permanently maintained free from obstruction to vision above a height of 600mm above the level of the adjacent carriageway.

REASON: In the interests of highway safety.

6. The development hereby approved shall not be occupied until sufficient provision for the parking of two vehicles has been provided for, in accordance with details as shown on plan reference 820/2 received on the 01 October 2013. The garage shall remain as a permanent parking facility for the new dwelling and shall not be separately let or sold but retained in perpetuity for the provision of car parking.

REASON: To ensure that adequate provision is made for parking within the site in the interests of highway safety

7. The development hereby permitted shall be carried out in accordance with the following approved plans:
drawing number 820/1 received on the 01 October 2013
drawing number 820/2 received on the 01 October 2013
reason: for the avoidance of doubt and in the interests of proper planning.

INFORMATIVE: the consent hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a license may be required from Wiltshire's highway authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway.

INFORMATIVE: the applicant is advised to contact Wessex water direct on 01225 526 000 with regard to the connection of water and waste supplies for this proposed development.

128 **13/04560/FUL: 164 Bath Road, Atworth, Melksham, SN12 8JR**

Public Participation

Mr Simon Filipowicz spoke in support of the application.

The Senior Planning Officer outlined the report which recommended the application be granted planning permission. The applicant proposed to erect a single storey, flat roofed extension to an existing property, which would house a garage.

The Senior Planning Officer outlined the relevant planning policy which included: West Wiltshire District Plan 1st Alteration 2004, Policies: C31a- Design and C38 – Nuisance.

Atworth Parish Council had been consulted as part of the planning process and had highlighted neighbours concerns over the impact on the existing dry stone wall which separates the applicant's property from the neighbouring property.

Members were invited to ask technical questions of the application, to which there were none.

Members of the public were invited to speak as detailed above.

Members then debated the application and at the close of debate, it was;

Resolved:

To APPROVE the application subject to the following conditions:

- 1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.**

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

- 2. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match in material, colour and texture those used in the existing building.**

REASON: In the interests of visual amenity and the character and appearance of the area.

3. The development hereby permitted shall be carried out in accordance with the following approved plans:

Drwg. 1339-1 received 26.09.2013

Drwg. 1339-2 received 26.09.2013

Site location plan received 26.09.2013

REASON: For the avoidance of doubt and in the interests of proper planning.

129 Urgent Items

There were no Urgent Items.

(Duration of meeting: 6.00 - 7.25 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line 01225 718211, e-mail samuel.bath@wiltshire.gov.uk

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STRATEGIC PLANNING COMMITTEE

MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 11 DECEMBER 2013 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Glenis Ansell, Cllr Terry Chivers, Cllr Andrew Davis (Chairman), Cllr Jose Green (Vice Chairman), Cllr Charles Howard, Cllr Bill Moss, Cllr Christopher Newbury, Cllr Anthony Trotman, Cllr Nick Watts and Cllr Graham Wright

Also Present:

Cllr Chuck Berry, Cllr Alan Hill and Cllr Toby Sturgis

48 **Apologies for Absence**

An apology for absence was received from Councillor Fred Westmoreland.

49 **Minutes of the Previous Meeting**

The minutes of the meeting held on 23 October 2013 were presented for consideration. It was,

Resolved:

That subject to the alteration of 'Councillor Christopher Newbury requested his objection to the approval for scheme A be recorded' to 'Councillor Christopher Newbury requested his vote against the approval for scheme A be recorded' under Minute 46, to APPROVE as a true and correct record and sign the minutes.

50 **Declarations of Interest**

Councillors Tony Trotman and Glenis Ansell declared a non-pecuniary interest in application 13/03187/WCM: Units 3 to 5, 2 Porte Marsh Road, Calne, Wiltshire, SN11 9BN, by virtue of being members of Calne Town Council, but would speak and vote on the item, considering the item on its merits.

51 **Chairman's Announcements**

There were no announcements.

52 **Public Participation and Councillors' Questions**

The rules on public participation were noted.

53 **Planning Applications**

54 **13/03187/WCM: Units 3 To 5, 2 Porte Marsh Road, Calne, Wiltshire, SN11 9BN**

Public Participation

Cllr Heather Canfer, Calne Town Council, spoke in objection to the application.

The Area Development Manager presented the report which recommended that permission for the variance to condition 5 to permit loading outside of the building on the site be granted. The original permission was granted in September 2011, and the key issues were stated to include the impact on residential amenity and the local environment and the reasons for imposing the initial condition.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought on whether additional conditions could be altered or added, and it was confirmed that it could be done only if the additions and alterations were in relation to the changes being requested. In response to queries it was stated that there was no fencing around the site, and that throughput had increased significantly since the original permission was granted, with the applicants stating health and safety concerns necessitated the changing of condition 5 as a result.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

Councillor Alan Hill, a Unitary Member for Calne, then spoke in objection to the application, drawing attention to the presence of nearby schools and homes which would be affected by the movement of activities outside the confines of the building.

The Local Member, Councillor Glenis Ansell, then spoke in objection to the application, noting concerns of activities spilling out on pavements and increased traffic movements in the area.

A debate followed, where members considered whether the reasons for imposing the original condition 5 were still valid in light of the changed circumstances of the facility, and if the proposed new condition was satisfactory in addressing concerns. Whether the Health and Safety concerns from increased throughput were sufficient to justify permitting the loading of vehicles outside was debated, along with the details of how any unloading would take place.

At the end of discussion, it was,

Resolved:

To REFUSE the application for the following reason:

The variation of condition 5 as requested would permit loading of vehicles by forklifts to take place outside of the building. The building is located close to nearby residential properties and this change in operation would create an unacceptable increase in noise pollution and litter, to the detriment of the amenity of nearby residential properties. This would conflict with policy WDC 2 of the Wiltshire & Swindon Waste Development Control Policies Development Plan Document, that seeks to avoid adverse impacts from waste management development.

Councillor Terry Chivers requested that his vote against the refusal be recorded.

55 **13/01593/FUL: Kemble Enterprise Park, Nr Kemble, Gloucestershire, GL7 6BQ**

Public Participation

Mr Paul Fong, agent, spoke in support of the application.

The Planning Officer introduced the report which recommended permission be refused. The application was stated to be a hybrid application, containing aspects which were outline and others with full detail. Key issues were stated to include the principal of the development, the effect on listed buildings, sustainability and design.

Members of the Committee then had the opportunity to ask technical questions of the officer. Details were sought regarding the views of Kemble Parish Council, and whether the site had been identified specifically for employment uses with the emerging Core Strategy or other policies, which it was confirmed was not the case.

Members of the public then had the opportunity to present their views to the Committee, as detailed above.

The Local Member, Councillor Chuck Berry, then spoke to the application, noting the need to balance the concerns of officers and some residents against the benefits the proposal brought.

A discussion followed, where the scale of the proposed developments over existing buildings was assessed, along with the suitability of transport arrangements for the business park, the prominence of the proposed development on a Greenfield site and whether they enhanced the setting or character of the listed buildings on the site.

At the conclusion of debate, it was,

Resolved:

To REFUSE the application for the following reasons:

- 1) The proposal is located within open countryside and on a Greenfield site within a former MoD site. The proposals are not**

considered to be limited expansion or redevelopment of an existing premises; are not well related to any existing settlements and are considered to be remote, involving development of an open area. The proposals are thus considered to conflict with policies BD5 and NE20 of the North Wiltshire Local Plan 2011 and Wiltshire Core Strategy Policy 37.

- 2) The proposals lack sufficient detail to ensure that they preserve or enhance the setting of the Grade II listed hangars on site and are thus contrary to Policy HE4 of the North Wiltshire Local Plan 2011, Wiltshire Core Strategy Policy 58, section 12 of the National Planning Policy Framework 2012 and the guidance given in S.16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 3) The proposals are set within an open landscape and of a scale, massing and design that is considered to have a detrimental impact on the “special” character of the area and its openness, causing the built form to coalesce, contrary to policy NE15 of the North Wiltshire Plan 2011, Wiltshire Core Strategy Policy 51 and Section 11 of the National Planning Policy Framework 2012 on conserving and enhancing the natural environment.
- 4) The proposal is sited within a remote location with poor public transport facilities and the sustainability proposals put forward by the applicants are considered to be insufficient to outweigh the harm caused and thus the development is considered to be contrary to Policies T1 and T2 of the North Wiltshire Local Plan 2011 together with Wiltshire Core Strategy Policies 60 and 61 and advice within the National Planning Policy Framework 2012 about delivering sustainable development.

56 **Date of the next meeting**

The date of the next meeting was confirmed as 22 January 2014

(Duration of meeting: 10.30 am - 12.10 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic & Members' Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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AUDIT

DRAFT MINUTES OF THE AUDIT MEETING HELD ON 18 DECEMBER 2013 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Richard Britton, Cllr Trevor Carbin (Substitute), Cllr Tony Deane (Chairman), Cllr David Jenkins, Cllr Julian Johnson, Cllr John Noeken (Substitute), Cllr Helen Osborn, Cllr Linda Packard, Cllr David Pollitt, Cllr Sheila Parker (Vice-Chairman) and Cllr James Sheppard

Also Present:

Cllr Bill Moss, Cllr Jane Scott OBE and Cllr Dick Tonge

70 **Apologies and Membership Changes**

- 1) Apologies were received from Councillors Stewart Dobson and Stephen Oldrieve.

Councillor Dobson was substituted by Councillor John Noeken.

Councillor Oldrieve was substituted by Councillor Trevor Carbin.

- 2) It was noted that following the Full Council meeting on 12 November 2013, Councillor Howard Greenman had been removed as a member of the Committee.

71 **Chairman's Announcements**

There were no announcements.

72 **Minutes of the Previous Meeting**

The minutes of the meetings held on 4 September and 17 September 2013 were presented for consideration. It was confirmed that Matthew Tiller, Chief Accountant, Technical Accountancy, had been appointed as the lead officer for the Audit Committee as requested under Minute 69, and that the Chairman would receive a written response from the Leader of the Council in relation to Minute 67 and the Committee's concerns over the impact of the council's Voluntary Redundancy Programme.

It was,

Resolved:

To approve as true and correct records and sign the minutes.

73 **Members' Interests**

There were no interests declared.

74 **Public Participation and Committee Members' Questions**

There were no public statements or questions submitted.

75 **Internal Audit December Update Report**

The Associate Director (Finance, S.151 Officer) and David Hill (Group Audit Manager, South West Audit Partnerships), introduced a report on the performance of Internal Audit(IA). Details were provided on the 79 audit assignments progressed during the year 2013/14, and attention was drawn to areas where Internal Audit had added value to services and functions beyond standard expectations, as requested by the Committee. Efforts to strengthen future contract monitoring and improve the efficiency of the payments system were noted.

A discussion followed, where it was raised that feedback from services remained low at around 30%, and the Committee were keen to encourage management at all levels to complete the customer questionnaires sent at the conclusion to each audit. Further details were also sought on additional review activity following requests for Internal Audit support, including Information Services, System Administration and others as detailed in the report.

It was,

Resolved:

To note the findings from the IA audits to date.

76 **KPMG (External Audit) Annual Audit letter 2012/13**

The Associate Director (Finance, S.151 Officer) and Darren Gilbert (Director, KPMG), introduced the Annual Audit Letter for 2012/13 from the council's external auditors, KPMG, summarising work previously reported to the Committee throughout the year. There were no high priority recommendations as a result of KPMG's 2012/13 work.

A discussion followed, where details were sought on how fees for additional work were agreed, and it was confirmed all fees were still subject to determination by the Audit Commission, and had been predicted based on work on additional projects such as a review of the data migration process in relation to the implementation of the QL housing rents system. The Committee also discussed upcoming work and its predicted impact.

It was,

Resolved:

To note KPMG's Annual Audit Letter and receive an update on progress in March 2014.

77 **QL Housing Implementation - Data migration**

Darren Gilbert (Director, KPMG) presented a report on the review of the QL Housing Implementation Data Migration, following the replacement of the Housing IT system application Simdell with the QL Housing application in early 2013. The internal auditors, SWAP, undertook a review of the implementation of QL, with KPMG reviewing the performance and outcome of that implementation.

It was stated KPMG concluded the data migration had been managed and performed in a satisfactory manner, and did not include any formal recommendations for management responses, as detailed feedback and learning issues had already been provided to the council by SWAP.

The Committee discussed the report and noted the suggested areas of improvement for future reviews of projects, in particular the need to take into account the impact of the loss of staff with critical knowledge of the application systems which are to be replaced, as well as debating the success of the new system.

It was,

Resolved:

To note the report from KPMG.

78 **Report of the Audit Committee Task Group Review of Internal Audit Project Procedures and Reporting**

Councillor Richard Britton, Chairman of the Audit Committee Task Group of Internal Audit Project Procedures and Reporting, presented the report of the Task, detailing its work since the membership was agreed on 17 September 2013. The Task Group gave thanks to David Hill, Suella Coman and Denise Drew from South West Audit Partnerships(SWAP) for their assistance in presenting, discussing and providing documentation on the issues the Task Group had investigated.

It was explained that the Task Group had investigated three areas for their report: The conduct of Internal Audit (IA) projects, reporting to the Audit Committee and Value for Money from Internal Audit.

The Task Group ad concluded that IA projects appeared to be professionally conducted and soundly managed, but that the existing reporting arrangements did not allow the Audit Committee to effectively monitor the progress of the IA programme, determine that the IA was delivering value for money, and that the

Audit Committee needed to be better placed to judge the extent to which IA recommendations were implemented as being the best measure whether or not it delivered value for money.

The Committee thanked the Task Group for its work and praised the clarity and thoroughness of the report, and then discussed the recommendations of the Task Group. A new format for IA reports was assessed, as shown in the agenda supplement, which would group projects by their status, and in response to queries it was confirmed that SWAP would not have any problems in implementing the recommendations to produce separate reports on higher level recommendations council management did not accept, and progress reports on those higher level recommendations which were accepted.

It was,

Resolved:

- 1) **The current IA reports to the Audit Committee should be replaced with a new reporting format based on the grouping of projects by their current status.**
- 2) **The Audit Committee should receive a separate report of Levels 3, 4 and 5 recommendations which are not accepted by management.**
- 3) **The management of functional areas where IA have made recommendations of level 3, 4 or 5 in importance should, within three months of IA's Final Report, report to the Audit Committee their progress in implementing those recommendations.**

79 **Forward Work Programme**

The Committee discussed potential options for inclusion on a forward work programme.

80 **Date of next meeting**

The date of the next scheduled meeting of the Committee was confirmed as Tuesday 11 March 2014.

81 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.30 - 10.30 am)

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STAFFING POLICY COMMITTEE

MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 6 NOVEMBER 2013 AT THE PRATCHETT ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr Mike Hewitt, Cllr David Jenkins, Cllr Gordon King, Cllr David Pollitt, Cllr John Smale (Vice Chairman) and Cllr Stuart Wheeler

Also Present:

Cllr Tony Deane

45 Apologies for absence

Apologies for absence were received from Cllr Jon Hubbard and Cllr Jane Scott OBE.

46 Minutes of Previous Meeting

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 4 September 2013.

47 Declarations of Interest

There were no declarations of interest made at the meeting.

48 Chairman's Announcements

There were no Chairman's announcements.

49 Public Participation

There were no members of the public present or councillors' questions.

50 **Annual Health & Safety Performance**

Consideration was given to a report by the Head of Occupational Health and Safety which set out details of the Council's health and safety performance during the period October 2012 to September 2013 and also the planned areas of work for the future reporting period.

It was noted that the report covered the health and safety of the Council's employees and also of the customers and members of the public to whom the Council provided services.

All the information relating to accidents contained within the report was based solely on that which had been properly reported and recorded. There would have been other accidents that had not been recorded or had been misreported. Efforts were continuing to reduce these to the minimum.

It was noted that the Health and Safety Service had experienced a successful year with:

- a reduction in the majority of trend patterns of accidents and, more significantly, incidence rates;
- an absence of any enforcement action from the Health and Safety Executive;
- a positive assessment from the South West Audit Partnership;
- very high customer satisfaction feedback.

Members of the Committee were interested to note that quarterly information reports had been introduced to give Associate Directors and Heads of Service greater detail regarding localised health and safety performance. Health and Safety performance had also been integrated into the corporate appraisal procedure.

The Committee was informed that the key areas of work based on risk assessment included:

- employee well-being
- musculo-skeletal hazards
- lone working
- increasing use of volunteers
- shared workplaces
- commissioned services, including adult care and ground maintenance

The Committee noted that the evidence presented indicated that health and safety was generally well managed at Wiltshire Council and that the Health and Safety team was providing a high-performing service. Performance indicators were positive and the corporate risk register showed that the ongoing direction of travel was towards green RAG rating. However, the issue of violence and aggression towards staff in the course of their duties remained a significant concern and was at the forefront of ongoing work with services and individuals.

After further discussion,

Resolved:

- (1) **To approve the report, thanking the Officers for all their work resulting in the positive outcomes as set out in the report.**
- (2) **To request an update report in due course on progress in securing a reduction of acts of violence and aggression towards staff.**

51 **Wiltshire Council - Commitment to the Local Government Pension Scheme (LGPS)**

The Committee received a report by the Associate Director, Finance, Revenues & Benefits and Pensions which updated Members on Wiltshire Council's legal obligations in relation to the Local Government Pension Scheme. The report also highlighted the areas of which Wiltshire Council had discretion and the key considerations that needed to be taken into account when providing services.

The Committee heard further from Cllr Tony Deane, Chairman of the Wiltshire Pension Fund Committee and the Head of Pensions and noted that:-

1. Wiltshire Council had limited discretion in respect of their ability to offer LGPS membership. The Council had a legal obligation to provide LGPS membership to all Wiltshire Council employees, local authority schools and Academies. The only discretion Wiltshire Council had concerning LGPS admittance was to Foundation Schools. If LGPS access was denied to Foundation Schools, Wiltshire Council would be required to provide an alternative pension scheme of a similar value.
2. The organisation needed to be aware of its long term financial commitments arising from its membership, especially in terms of restructuring its services and any potential indirect pension risks arising from commercial arrangements with new providers.

Resolved:

To note the contents of the report.

52 **Wiltshire Rewards Scheme**

The Committee received a report by the Associate Director, People & Business Services in response to a request made by this Committee at its July 2013 meeting for further information about the ability to extend the Wiltshire Rewards Scheme to volunteers and other groups within Wiltshire.

The report covered:

- A roll out to foster carers

- A roll out to school employees
- An extension of the scheme to other groups

Members were pleased to note that, since the scheme was launched to all non-schools council employees on Monday 30 September 2013, about 25% of eligible staff had signed up and that savings made through the scheme were currently around £9,300.

During the ensuing discussion Members expressed the view that whilst they were supportive of extending the scheme to schools, they considered that a careful marketing of the scheme was important in order to ensure this did not give an impression that it was available to everyone. Cllr Stuart Wheeler did confirm that the scheme would not be made available to Members of the Council.

After further discussion,

Resolved:

- (1) **To note that a roll out of the scheme to foster carers would take place by the end of November 2013.**
- (2) **To initially offer free access to Wiltshire Rewards to all Wiltshire schools, including academies, regardless of status on the understanding that if they didn't buy into the Council's payroll service they would have to provide a monthly data base of eligible employees. After one year an annual charge would be made in respect of those academies and non LA schools who wished to continue to use the scheme.**
- (3) **To note the intention to roll out the scheme to volunteers once the current volunteers project had been concluded.**
- (4) **To note that it was not feasible to extend the current Wiltshire Rewards Scheme to other groups but that the setting up of a framework agreement was being investigated to enable an alternative and more suitable scheme to be extended to other groups.**

53 **Workforce Information - Update on Levels of Employee Engagement**

The Committee considered a report by the Associate Director, People & Business Services which provided an update on current levels of employee engagement based on available information and data.

It was noted that recently some concerns about the current levels of employee engagement had been raised by some members and the branch office of UNISON, against a backdrop of significant change including a recent council

wide voluntary redundancy programme and increases to senior management pay.

At a meeting of the Overview & Scrutiny Management Committee on 8 October 2013, a review of staff engagement and moral levels using an external provider was proposed and discussed. That Committee agreed that instead the data available internally should be used to provide an update on current employee engagement levels to this Committee.

The Committee noted the number of initiatives that had been taking place to maintain employee engagement and also the challenges that the Council had been facing since it became a unitary authority in 2009. Each of these challenges had and would continue to shape initiatives aimed at reducing the impact on staff to ensure employee engagement could be maintained during unsettling periods.

Members were pleased to note that despite the lengthy periods of change that had been taking place, employee engagement had improved with the information suggesting that employees were more engaged with the Council now than when monitoring began in 2011.

After further discussion,

Resolved:

- (1) To note the contents of the report.**
- (2) To note that the analysis of all the available data showed that concerns about staff morale could not be substantiated.**
- (3) To conclude that all of the available data suggested that, despite the changes that had been taking place and the challenges being faced, employees were engaged.**

54 Update on Changes to the Senior Management Structure

On considering a report by the Associate Director, People & Business Services,

Resolved:

To note the contents of the report which provided an update on the implementation of the new senior management structure.

55 Senior Officers Employment Sub-Committee

Resolved:

To receive and note the minutes of the Senior Officers Employment Sub-Committee meeting held on 9 October 2013.

56 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 8 January 2014 at County Hall, Trowbridge, starting at 10.30am.

57 **Urgent Items**

There were no urgent items of business.

(Duration of meeting: 10.30 am - 12.15 pm)

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 8 JANUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Allison Bucknell (Chair), Cllr Peter Evans (Substitute), Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr David Jenkins, Cllr Gordon King, Cllr Bill Moss (Substitute), Cllr David Pollitt and Cllr Stuart Wheeler

Also Present:

Cllr Terry Chivers, Cllr Helen Osborn and Cllr Jeff Osborn

58 **Apologies for absence**

Apologies for absence were received from Cllr John Smale, who was substituted by Cllr Peter Evans and Cllr Jane Scott OBE who was substituted by Cllr Bill Moss.

59 **Minutes of Previous Meeting**

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 6 November 2013.

60 **Declarations of Interest**

There were no declarations of interest made at the meeting.

61 **Chairman's Announcements**

There were no Chairman's announcements.

62 **Public Participation**

There were no members of the public present or councillors' questions.

63 **Pay Policy Statement**

Consideration was given to a report by the Associate Director, People & Business Services which presented the updated Pay Policy Statement for approval prior to agreement by Council and publication on the Council's website.

It was explained that under chapter 8 of the Localism Act 2011, every local authority was required to prepare an annual pay policy statement. Wiltshire Council originally published its pay policy statement in February 2012 and the Council was now required to publish an updated policy on its website by 1 April 2014.

It was noted that the policy had now been updated to include:

- A revised introduction setting the context of the Council.
- Updated figures on the budget, number of employees and pay ratios.

The Pay Policy Statement set out the Council's policies for the financial year relating to:

- The remuneration of chief officers
- The remuneration of the lowest-paid employees
- The relationship between the remuneration of chief officers and employees who are not chief officers

Reference was made to the review of the pay of staff at senior management level undertaken in 2013 which included employees on the upper HAY grades and Members were informed that the salaries of those remaining HAY graded employees would be reviewed shortly.

After further discussion, during which a few minor amendments to the Pay Policy Statement were made,

Resolved:

To approve the draft Pay Policy Statement which would be presented to Council at its February 2014 meeting for agreement after the budget figure had been reviewed and updated, subject to the following amendments:-

Para 27 to read:

“The Council's policy is to apply the nationally negotiated JNC pay award for HAY graded employees, except for corporate and associate directors, and NJC pay award for GLPC graded employees which takes effect from 1 April each year.”

Para 70 to read:

“The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding pensions and allowances. The figures include all staff in non schools and are based on annual full time equivalent salaries.”

64 **Equality and Diversity Monitoring Report**

Consideration was given to the updated annual equality and diversity employment monitoring report as prepared by the Associate Director, People & Business Services. It was noted that the Council was required to produce this information annually as part of the Public Sector Equality Duty in line with the Equality Act 2010.

It was noted that this updated report outlined the work the Council continued to take in relation to positive action and also outlined work which had been identified for consideration or action based on data analysis which included:

- Measures to increase the recruitment and retention of under 25's
- To improve the rate of unknown's for all categories – including consideration of further data cleanse exercises or targeting particular areas where information was low ie paper based checks for those who did not have a pc etc.
- To give consideration to increasing the number of protected characteristics monitored.
- Dignity at work – further analysis of the staff survey indicated that disabled staff were twice as likely to indicate that they had been bullied. Dignity at work training would be included in the programme of Manager briefings for 2014.

After discussion,

Resolved:

- (1) **To endorse the contents of the draft Equality and Diversity Employment Monitoring Report, subject to the following amendment:**

Para 53 to read as follows:

“The council has a single countywide appraisal system. The appraisal process enables staff to discuss issues relating to barriers to access and progress at work with their manager and is primarily used for developmental purposes.”

- (2) To request a report for the next meeting outlining work being undertaken to encourage the recruitment and retention of young people under the age of 25 years.

65 **Delivering the Business Plan July to September 2013**

The Committee received a quarterly workforce report, excluding fire, police and schools staff, for the quarter ended 30 September 2013 concerning:-

Staffing Levels

Sickness Absence

New Health and Safety RIDDOR related injuries

New Disciplinary and Grievance Cases

Voluntary Staff Turnover

Employee Costs

Additional Financial Information

Employee Diversity

During discussion the following points were highlighted:-

- The headcount during this quarter had decreased by 116 to 5043, largely due to 58 employees being TUPE transferred out in Adult Care and Housing Operations and a large reduction in Schools & Learning due to a structure review. This had resulted in a saving of £140,000.
- Sickness rates during the quarter had slightly decreased to 2.0 FTE days per FTE. The sickness rate for the rolling year 1 October 2012 to 30 September 2013 was 8.9 FTE days per FTE, this being 1.0 day lower than the benchmark rate. It was noted that Waste Management Services and Adult Care & Housing Operations had the highest rates of sickness at 5.0 (+0.6 days per FTE) and 3.4 (-0.2 days per FTE) days per WTE respectively. 36.1% of all absences in Waste Management Services were due to stomach complaints. These absences were being investigated in conjunction with Public Health colleagues. A comparison with similar staff in other local authorities had shown that these absences in Wiltshire were not greater.
- The spend on agency staff had increased this quarter by £240,905. This was largely due to an increase in Adult Care & Housing Operations. Without this cost there would have been a reduction of £124,829 during the quarter, the largest reduction (£129,942) being in Children's & Families Social Care.

Resolved:

To note the contents of the report.

66 Implementation of the Living Wage

Consideration was given to a report by the Associate Director, People & Business Services from which it was noted that at the Council meeting held on 12 November 2013, Cllr Jeff Osborn and Cllr Terry Chivers presented a Motion that the Living Wage should be adopted by the Council. Council had agreed to refer the Motion to Staffing Policy Committee for consideration.

It was explained that the Living Wage was an hourly rate set independently by the Centre for Research in Social Care at Loughborough University and had increased on 4 November 2014 from £7.45 to £ 7.65 per hour, an increase of 2.7%; in 2012 the Living Wage had increased by 3.4%. Members were informed that 16 local authorities had adopted the Living Wage approach but seven of these were London Boroughs.

It was noted that Cabinet had agreed to investigate the implementation of a job family modelling approach to replace the current job evaluation system. The job family modelling approach had been piloted successfully when the corporate and senior management reviews were implemented. This approach was now being scoped for the rest of the organisation and as part of this project the current pay and grading structure would also be reviewed.

It was explained that consideration could be given to applying the principles of the Living Wage to the new pay and grading structure when this project was implemented.

After discussion, during which Cllrs Jeff Osborn and Terry Chivers supported this suggested approach,

Resolved:

- (1) **To note that the Staffing Policy Committee was responsible for making key decisions about the implementation of job families.**
- (2) **To agree that, as part of this project, this Committee would review the pay and grading structure, and would consider if it were appropriate, to implement the Living Wage, taking into account the cost pressures.**
- (3) **To invite Cllrs Jeff Osborn and Terry Chivers, the mover and seconder of the Motion at Council, to the appropriate meeting of this Committee when the matter would be considered.**
- (4) **To request that a time-line for this project be presented to the next meeting of this Committee.**

67 **Date of Next Meeting**

Resolved:

To note that the next meeting of this Committee was due to be held on Wednesday 5 March 2014 in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

68 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.55 am)

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WILTSHIRE PENSION FUND COMMITTEE

**DRAFT MINUTES OF THE WILTSHIRE PENSION FUND COMMITTEE MEETING
HELD ON 4 DECEMBER 2013 AT KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

Cllr Tony Deane (Chairman), Cllr Brian Ford, Cllr Charles Howard (Vice-Chair),
Mr Tim Jackson, Cllr Des Moffatt, Cllr Mark Packard, Mr Mike Pankiewicz,
Cllr Sheila Parker and Cllr Roy While

Also Present:

Mr Jim Edney, Joanne Holden and Cllr Dick Tonge

91 **Membership**

Following the meeting of Council on 12 November 2013, the following changes to membership of the Committee were noted.

Councillor Graham Payne was removed as a Member of the Committee.

Councillor Roy While, previously a substitute Member of the Committee, was appointed a full Member of the Committee

92 **Attendance of Non-Members of the Committee**

There were no non-member attendees

93 **Apologies for Absence**

Apologies for absence were received from Mrs Lynda Croft and Mr Tony Gravier.

94 **Minutes**

The minutes of the meeting held on 19 September 2013 were presented for consideration. It was,

Resolved:

To APPROVE as a true and correct record and sign the minutes.

95 **Chairman's Announcements**

It was announced that following the Committee's decision at its meeting on 04 June 2013 to transfer 10% of the Fund's assets to a Emerging Markets Multi Asset Manager, the contract had gone out for tender and three managers were expected to attend a special meeting of the Committee in January 2014 for one to be appointed to that mandate

It was also noted that the Pensions Team would shortly be transferred to their new working space in the renovated County Hall facilities. The Chairman expressed his concerns about the open plan work space planned for the pension team given the sensitivity of their work.

96 **Declarations of Interest**

There were no declarations of interest

97 **Public Participation and Councillors' Questions**

There were no questions or statements submitted.

98 **Pension Fund Risk Register**

The Head of Pensions presented the updated Pensions Fund Risk Register, noting there had been no significant changes since the last meeting.

Attention was drawn to an update to risk PEN018: Failure to implement the LGPS 2014 Reforms and it was noted that work was continuing on the communications strategy through collaboration with South West Funds, with a newsletter to be sent out in the new year and leaflets explaining changes in more detail while Roadshows have been scheduled across the County. Further presentations are available on request from employers.

It was also noted that the new software for the scheme is planned to be released in February 2014 and currently the firm responsible for the software are monitoring the testing process. A discussion followed raising concerns around the implementation stage and it was stated that the testing stage is progressing successfully and that contingency plans were in place if needed.

There was also an update on PEN 011 – Lack of expertise of pension fund officers, it was noted that training was ongoing and that staff were actively gaining relevant qualifications.

Resolved:

The Committee is asked to note Risk Register and the measures being taken to mitigate the current medium risks.

99 **CIPFA Business Services Update**

Robert Summers (Chairman CIPFA Pensions Panel and Network) presented an update on the current activities and the latest developments/issues within the Local Governance Pension Scheme (LGPS) sector, as attached to these minutes, including details of the proposed Pensions Code of Practice, current and future operation of Pensions Boards, the LGPS Governance Consultation the work of the CIPFA Pensions Panel and its responses to statutory changes and changes to investment regulations

Discussion followed noting issues around recruitment for the Pensions Board and the level of detailed knowledge that would be required by all the members, as well as the need for an application guide for Local Government Pensions Scheme operating under the new Pensions Code of Practice

The issue of Collaborative Investment Vehicles (CIVs) as a potential collaborative model for LGPS schemes was discussed, with members concerned about a lack of resources for such a scheme. The Committee also discussed the most appropriate method for engaging with Wiltshire's parliamentary representatives to raise concerns and questions over the forthcoming changes, in particular the emphasis on administrative costs of running pensions schemes over the issue of the liabilities of those schemes.

After discussion,

Resolved:

For the Chair and Vice-Chair arrange a meeting with Claire Perry MP to discuss concerns regarding the implementation of the new system with officers assistance from officers, and report back to Committee members before the next committee meeting.

100 **Date of Next Meeting**

It was confirmed that the next regular meeting of this Committee would be held on Thursday 6 March 2014.

A special meeting of the Committee to appoint a new Fund Manager would take place in January 2014, with a date to be confirmed later

101 **Urgent Items**

There were no urgent items.

102 **Exclusion of the Public**

Resolved

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified

in Minute Numbers 76-80 because it is likely that if members of the public were present there would be disclosure to them of exempt information defined in paragraph 3 of Part 1 of the Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

103 **CIPFA Pension Administration Benchmarking Club Report**

The Head of Pensions presented the Pensions Administration Benchmarking Club Report for 2013, comparing the service of the Wiltshire Pension Fund against 52 other Local Government Pension Scheme Authorities. It was noted that the survey results were based on pension administration only, and due to differences between administration for the different Funds within the benchmarking club, the provided data and comparison is useful as an indicative assessment of the Fund, while not being an exact comparison with other Funds.

The Committee discussed the report, noting that overall costs were in line with peers despite increased costs from IT administration arising from increased membership of the scheme and department restructuring, Staff costs per member were below the average for the Funds in the Club.

Other points included that the Fund's administration staff had a lower than average level of relevant qualifications, but it was noted that several members were in the process of obtaining those and higher qualifications. It was also noted that the Fund had a higher proportion of deferred members than the average

At the conclusion of discussion, it was,

Resolved:

That the committee note the updates to the report.

104 **Investments Quarterly Progress Report**

The Fund Investment and Accounting Manager presented the Investments Quarterly Progress Report to note the performance of the mandates of the Fund, along with a commentary report from the advisers to the Fund, Mercers.

The Committee discussed the reports and noted that most mandates had performed strongly, and continued to note the phased transition of the Edinburgh Partners mandate to the L&G Fundamental Indexation Fund.

After discussion, it was,

Resolved:

That the committee note the progress report.

105 **Berenberg - Review of 2012-13 & Plans for the Future**

Matthew Stemp, Thimo Koch and Maria Heiden from Berenberg gave a presentation and report on their mandate of the Pension Fund, and took questions from the Committee on the progress and future plans for that mandate.

Following which it was,

Resolved

To thanks the representatives from Berenberg for their attendance and presentation.

106 **CBRE- Review of 2012-13 and Plans for the Future**

Max Johnson, Alex Bignell and Mark Adcock from CBRE gave a presentation and report on their mandate of the Pension Fund, and took questions from the Committee on the progress and future plans for that mandate.

Following which it was,

Resolved

To thanks the representatives from CBRE for their attendance and presentation.

(Duration of meeting: 10.30 am - 2.30 pm)

The Officer who has produced these minutes is Jessica Croman of Democratic Services, direct line 01225 718262 e-mail jessica.croman@wiltshire.gov.uk

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CIPFA The Chartered Institute of
Public Finance & Accountancy

Wiltshire Pension Fund
4th December 2013
Pensions Current Issues

Bob Summers
Chair CIPFA Pensions Panel & Network

the people
in public finance

CIPFA The Chartered Institute of
Public Finance & Accountancy

CIPFA Pensions Panel
Role

- Develop / promote / maintain best practise
- Respond to consultations
- Ensure positive relationships

the people
in public finance

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CIPFA Pensions Panel Focus

- Accounting / auditing
- Reporting / disclosure
- Scheme / fund management
- Governance
- Regulatory environment

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CIPFA Pensions Panel Best Practice / Guidance

- Example Accounts / Disclosure (2013)
- Preparation of the Annual Report (2012)
- LGPS Taxation (2011)
- Buying Time (2011)
- Stock Lending (2011)
- Knowledge / Skills Code of Practice (2013)
- Knowledge / Skills Framework (2010)
- Narrative Reporting (2010)
- Delivering Good Governance (2009)

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CIPFA Pensions Panel Best Practice / Guidance (continued)

- CFO Guidance on Valuations (2008)
- Risk and Reward (2007)
- FOI (2006)
- Shareholder Responsibilities (1999)
- Investment Decision Making / Disclosure (2012)
- Funding Strategy Statements (2012)
- Managing Risk (2012)
- Pensions TIS (2013)

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CIPFA Pensions Network Role / Delivery

- Promotion Practitioner Best Practice
- Identifying / Contributing Best Practice
- Pensions Panel link
- Workshops / Conferences / Newsletters / Networking

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Public Sector Pensions Act 2013

- S 3 (5) – Treasury consent
- S 5 - Pensions Board / Conflict of Interest
- S 7 - Scheme Advisory Board
- S 9 - Revaluation – Treasury role
- S 11 - Valuations - Treasury role
- S12 - Cost Cap
- Schedule 4 (para 4) - Appointment Skilled Persons
- (para 14) – Regulator Code of Practice
- (para 19) – Regulator KS for Pensions Boards

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tPR Code of Practice for Public Sector Pension Schemes

- Requirement of Public Services Pensions Act 2013
- Application to funded / unfunded schemes
- Governance / Standards Sub-Committee Role

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tPR Code of Practice tPR Statutory Objectives

- Protect benefits of pension scheme members
- Reduce risk of calls on Pension Protection Fund
- Promote / improve understanding of the good administration of work-based pension schemes
- Maximise compliance with the duties and safeguards of the Pensions Act 2008

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tPR Code of Practice Content

- Pension Board Knowledge / Understanding
- Conflicts of Interest
- Pension Board information
- Internal controls
- Administration
- Resolving issues

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**tPR Code of Practice
Pension Board Knowledge /
Understanding Requirements**

- Conversant with scheme rules and any document recording policy
- Knowledge / Understanding of pension law and any other prescribed matters
- Knowledge / Understanding to enable proper exercise of Pension Board functions

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**Public Sector Pensions Act
2013 - Pension Boards**

Act allows for regulations to provide for same committee to do both jobs (Clause 5(7)). First glance it may seem that same committee option is administratively expedient however:

- The roles are very different and may require different resources, for example, investment skills in one role and audit skills in the other,
- A single committee constitution may not be able to effectively encompass the decision making requirement of the scheme manager role and the 'assistance' role of the pensions board
- The cross scrutiny functions will prove difficult to apply and demonstrate within one committee
- Clause 5(4)(c) requires regulations to provide that the pension board should have equal numbers of employer and member representatives. Combining the two roles would include applying that requirement to the committee responsible for both roles.

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LGPS Governance Consultation
Pensions Panel Response

- Pension Board
 - Avoid over prescription / maximum local flexibility
 - Establish April 2015
 - Not supportive of extending remit
 - S115 officer position
 - Local discretion to determine Board information
 - Funds determine membership levels
 - Separate from statutory committee
 - Annual report
- Scheme Advisory Board
 - compulsory levy needed

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Scheme Advisory Board

Shadow board set up to test the new national arrangements and inform the process of creating the statutory board in regulation. The shadow board was created by a working group representing a wide range of LGPS stakeholders.

The board membership consists of:

Chair – nominated and appointed by the working group

Employers – nominated by funds, appointed by LGA and WLGA

Members – nominated and appointed by TU's (UNISON, GMB, Unite)

Advisors – Actuarial (ACA), Legal (APL) Finance (ALAT), Practitioners (Funds), Professional (CIPFA)

Observers – DCLG, tPR, NAPF

The board leads on the **Call for Evidence** and the **Scheme Annual Report** with other matters handled by sub-committees who report back to the board.

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Scheme Advisory Board Sub - Committees

Shadow board has a range of sub-committees with membership drawn from across all stakeholders in varying proportions. The sub committees are:

- Administration and Communication** – tasked with looking at ill Health retirement and Annual Benefit Statements
- Governance and Standards** – assisting IPR in developing code of practice, collating all existing codes and guidance and assisting funds with new local governance requirements
- Investment and Engagement** – looking at 'fiduciary duty' and revisions to investment regulations
- Value for Money and Collaboration** – Collating all current and planned shared service and joint procurement initiatives
- Cost management and Contributions** – Setting out the scheme level cost management process – ensuring employee contribution yield is 6.5%

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* Only for the purposes of compliance with the regulations, in other funding activity.

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Investment Regulations / The Limits (Before Partnership Limit Increase)

Investments	Maximum permitted under regulations*
Any single sub-underwriting contract	5%
Contributions to any single partnership	5%
All contributions to partnerships	15%
All deposits with any local authority or similar, and all loans to anyone (any combination of such deposits and loans is also subject to the 10% limit, though there is an exception for government loans in paragraph 12, Part 2 of Schedule 1)	10%
All investments in unlisted securities of companies	15%
Any single holding	10%
All deposits with any single bank, institution or person (other than the National Savings and Investments bank)	10%
All sub-underwriting contracts	15%
All investments in units subject to the trusts of unit trust schemes and all investments in open ended investment companies and any combination of unit trust units and open ended investment company investments where the unit trust schemes and the collective investment schemes constituted by those companies are managed by any one body	35%
Any single insurance contract	35%
All securities transferred by the authority under stock lending arrangements	35%

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Investment Regulations Consultation 2013

- Barrier to Infrastructure Investment ?
- New Asset Class (15%) or Partnership Increase (30%)
- Definition
- CIPFA Pension Panel Response

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Investment Regulations & Pensions Panel Responses

- Review in 2008 - Prudential regime needed
- Response to 2011 DCLG Consultation
 - Simplify / clarify
 - Streamline
 - Delete investment definition / add derivative powers
- Further 2011 comment
 - replace with Occupational Pensions Scheme (Investment) Regulations
- Support for partnership limit increase in 2013 but fundamental reform needed
- Impetus from structural reform options?

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Investment Management Expenses

- Reported or netted off in asset values
- Media / political / Shadow Board focus
- Hymans sponsored research / 15 LGPS Funds
- Investment Costs 63 bps but disclosure 32 bps

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Investment Management Expenses Accounting

- IFRS does not require disclosure
- Technical issues on amending Local Authority
Accounting Code of Practise
- Statutory Basis for accounting ?
- Exemplar Accounts / disclosure

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Investment Management expenses Needed

- Consistent reporting data / comparable between reporting periods
- Consistent reporting data / inter-fund comparisons
- Sound underpin to develop performance metrics
- Transparency

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CIPFA CFO Knowledge / Skills Statement

- Status / Statement of Professional Practice
- Application / Administering Body CFO + all other local authority CFOs
- Structure
 - leadership team membership
 - involvement in all material decisions
 - promote / deliver good financial management
 - lead / direct finance function fit for purpose
 - professionally qualified / experienced

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Call For Evidence Responses

- 133 responses including 69 funds
- Around 50% referred to data from existing studies / datasets
 - Around 25% presented analysis / statistics of their own
 - Around 25% appeared to not have supporting evidence

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Cabinet Office / DCLG Consultancy

- Three potential collaborative models
 - CIV at England / Wales level, local asset allocation
 - 5/10 CIV's / local asset allocation
 - 5/10 merged funds / decision making at merged fund level
- To be examined
 - barriers to implementation
 - implementation costs and on-going costs
 - implementation programme
 - NPV assessment over 10 years

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LGPS Structural Reform

- Context
- Shadow Board Role
- Consultation 2014
- Pensions Panel Position

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Pensions Panel / Network

Thank You

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WILTSHIRE POLICE AND CRIME PANEL

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 5 NOVEMBER 2013 AT CIVIC CENTRE, ST STEPHENS PLACE, TROWBRIDGE, BA14 8AH.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Russell Hawker, Cllr Peter Hutton, Amanda Newbery and Cllr Linda Packard

Also Present:

Cllr Trevor Carbin

14 Apologies for Absence

Apologies were received from Cllr Charles Howard and Cllr Teresa Page.

15 Chairman's Announcements

The Chairman announced that the dates of the March 2014 and September 2014 meetings had been moved to align with the OPCC performance data.

The new dates were:

Thursday 6 March 2014, 2.00 pm, venue TBC

Thursday 4 September 2014, 2.00 pm venue TBC

With the agreement of the Panel the Chairman added iQuanta to the agenda.

A discussion around the role and work of the Panel highlighted the need to have a communications strategy, and it was agreed that public relations would be added to the agenda of next formal Panel meeting on 26 November 2013. The Panel decided to issue an Annual report detailing what the Panel had done, was doing and intended to do. This would be circulated to Area Boards, Localities and the press.

The Chairman informed the Panel that an informal regional PCP chair's meeting had taken place, at which they had agreed to write to the minister raising their concern over the regular meetings taking place with commissioners but with no similar meetings taking place with PCPs. It was agreed that this letter would be circulated to Panel members.

The Panel agreed that the Chairman should suggest to the Commissioner that a monthly informal meeting be set up, and a summary of those discussions circulated to members.

16 **Public Participation**

There were no questions asked or statements given.

17 **Approach to the scrutiny of the Police and Crime Commissioner's delivery of his Police and Crime Plan**

The Panel discussed its approach to scrutiny of the Commissioner's Police and Crime plan. It identified that some areas were more complex than others, and decided that the first approach would be to identify an area which the public could relate to and that would be a rapid exercise and relationship builder.

18 **Scrutiny topics**

The following areas for scrutiny were suggested:

- Young People (engagement)
- Victim Support
- Licensing
- Special Constables
- Volunteers (recruitment, use of, fallback if insufficient forthcoming)
- Community engagement
- Crime reduction
- Anti Social Behaviour (ASB)
- Funding decisions from PCC's £1m pot
- Handling of complaints against the PCC
- PCC/CSP relationships
- Vision Wiltshire

When discussing the topics the Panel agreed that, due to their complex nature, ASB and Vision Wiltshire would be added to the work plan but would not be the first topic for scrutiny.

The Panel noted the reliance on the volunteers and specials within the Commissioner's Police and Crime Plan, and decided that this would be the first area of scrutiny.

19 **Scoping**

The Panel agreed that the Chairman would work with officers to produce a scoping document. This would be circulated to panel members and the PCC for comments.

The following members would make up the scrutiny task group:

Cllr Ansell
Cllr Bennett
Cllr Britton
Malcolm Grubb
Cllr Hutton

The first meeting of the task group would determine its timetable.

20 **iQuanta**

Some Panel members requested that they were not given access to iQuanta and it was agreed that access would only be given to Cllr Britton, Cllr Ford, Malcolm Grubb and Amanda Newbery.

The Panel noted the www.police.uk website which was a useful source of information.

(Duration of meeting: 1.05 - 2.45 pm)

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WILTSHIRE POLICE AND CRIME PANEL

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 26 NOVEMBER 2013 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Abdul Amin, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Peter Hutton, Cllr Julian Johnson, Amanda Newbery, Cllr Linda Packard and Cllr Teresa Page

Also Present:

Carlton Brand (Corporate Director), Kieran Kilgallen and Angus Macpherson (Police and Crime Commissioner) and Chris McMullin (OPCC)

21 Apologies for Absence

Apologies were received from Cllrs Ansell, Hawker and Howard.

22 Minutes and matters arising

Decision:

The minutes of the meeting held on 16 September 2013 and 5 November 2013 were agreed as a correct record and signed by the Chairman.

23 Declarations of interest

Amanda Newbery declared an interest in item no. 6 being a city centre licensee

24 Chairman's Announcements

There were no chairman's announcements.

25 Public Participation

There were no questions asked or statements given.

26 **Quarterly Data**

Risk

The Commissioner presented his Risk Register.

He drew attention to the following points:

Volunteers:

The score had dropped from 48 to 36.

Assets:

This relates to mainly force assets, e.g. mobiles, laptops. Currently there were 170 assets unaccounted for, and the risk would remain until the Commissioner was happy with the procedure in place for logging of assets.

Complaints / Integrity

There were issues around reputational risk. The likelihood had increased due to the environmental scanning of national, rather than internal issues. A new whistle-blowing policy was in place and an effort was being made to encourage this culture. As the document was a living document, the Commissioner was not concerned by red risks as long as they did not remain red.

In response to questions the Commissioner explained that the Speedwatch protocol which both councils had signed up to had not been used by Swindon Borough Council officers as agreed. This had now been resolved and training was ongoing.

It was suggested that the Commissioner should have a fixed programme of engagement with schools and colleges with volunteers being a vital part of his plan. He confirmed there was no programme for visiting schools at present, however he was engaging with Heads looking at what they were doing and what he could buy in to ensure that years 9-11 were exposed to appropriate messages.

The Commissioner confirmed the new team in Trowbridge would be able to process information from the speedwatch teams. There would be a report in the New Year providing detail on visits from Neighbourhood Policing Teams.

Performance

The Commissioner presented his performance report.

He noted that the report was for the first six months and performance overall was good. In real terms the reduction of crime was 7.2% compares to the same period in 2012/13.

It was noted that the number of recorded hours by Specials was not accurate, as they were transferring from using one system to another. He had asked for accurate data to be in place by the end of the financial review and for a specific budgetary line in the next financial year. After the next round of recruitment the number of specials would be up to 249.

He recognised the need to review his objective of having a minimum of 300 active specials across Wiltshire and Swindon, each attached to communities and contributing an average of at least 16 hours per month. The strategic needs would be discussed with the Chief Constable, defined and recruited to; which would also lead to a major re-write of the objective. The number of volunteers would also be revisited and it was hoped that the Panel's scrutiny review would assist in this.

Although Neighbourhood Watch was an independent charity not owned or run by the police, a working group had been set up supported by OPCC officers to look at back office functions and Neighbourhood Alert. This would report back to the Commissioner to submit a business case for the re-launch of Neighbourhood Watch across the county. It was hoped that this would form a platform for other watch schemes.

He highlighted a 37.1% reduction in the harm caused by dangerous drug networks. Work was ongoing to develop more accurate measures around the Swindon and Wiltshire Integrated Targets for Change programme. The measure 'Tackle irresponsible licensed premises' would be changed to 'licensed premises check'; he had asked for further work in this area and would update the Panel in his next report. The Panel noted that more preventative work was needed in this area, and heard that Wiltshire Council had set up a task group to focus on licensed premises which would look at trends.

He confirmed that the increase in complaints was not down to one contributory factor, and year to date was significantly below the threshold. The number of days referred to were working days.

When questioned on whether the historical 75% threshold for answering 101 calls within 30 seconds could be perceived as soft, he explained that at the start of the year it was seen as reasonable, however performance had been better than anticipated and it may need to be reviewed.

The second tranche of applications for the Innovation fund had been received and would be looked at with the Leaders. A report would be brought to the next Panel meeting. A reporting mechanism was in place to assess effectiveness and outcomes of successful schemes and this would be reported to the Panel in due course. He drew the Panel's attention to the Policing Minister's £20m innovation fund to enhance regional capability and interoperability, bids for which had to be in by 6 December 2013. Further collaboration with both Wiltshire council and Swindon Borough Council was continuing.

New money was being made available for victim commissioning in 2014/15, including the preparation of a victim's pathway which would mirror the national code. He had also requested a report on individual domestic violence assessors given the potential shortage. There would be future emphasis on Domestic Violence Police Officer's and Clare's Law as these had been rolled out nationally.

A panel of the Criminal Justice Board was being formed to look at all out-of-court solutions to ensure they were suitable and proportionate. Neighbourhood Justice Panels had been successfully trialled over a 12-month period in Swindon, and these would now be rolled out across the county using funding from the innovation fund.

Professor Allan Johns updated the panel on complaints, noting that the rise of allegations of incivility had no known cause. There had been 29 appeals, 19 of which were deemed valid. 14 of these had been settled and 3 had been upheld. In response to a query on whether any type of complaint was disproportionately high he confirmed they mostly involved disallowed appeals against decisions not to investigate or to discontinue investigating.

Finance

The Commissioner presented his budget monitoring statement.

He explained that he would be going to area boards and localities from December with his budget proposals, and he hadn't ruled out an increase to the precept. He noted the need to hold a referendum if the proposal was over 2%. He drew attention to the HMIC report which showed that the Wiltshire Police offer was the best value for money around the country.

27 PCC diary report

The PCC's diary report was noted.

28 Complaints against the Commissioner

The Monitoring Officer's report was noted.

The Panel took a 5 minute recess.

29 Public relations

The Panel discussed public relations, and how to promote the function and work of the Panel. The use of social media and radio was discussed, and Sean Chacksfield, Media Relations Officer at Wiltshire Council agreed to promote upcoming meetings in consultation with officers.

The Panel welcomed the idea of an annual report which could be circulated to members, Area Boards and Locality meetings.

The possibility of having a press release would be considered at the end of each meeting.

30 Forward Work Plan

The Panel noted the forward work plan.

31 Future meeting dates

The next meeting of the Police and Crime Panel will be on 15 January 2014 at Committee Room VI, Civic Office, Euclid Street, Swindon SN1 2JH.

Future meeting dates were:

6 February 2014
6 March 2014
11 June 2014
4 September 2014
19 November 2014

(Duration of meeting: 10.00 am - 12.40 pm)

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WILTSHIRE HEALTH AND WELLBEING BOARD

MINUTES OF THE WILTSHIRE HEALTH AND WELLBEING BOARD MEETING HELD ON 21 NOVEMBER 2013 AT SALISBURY ROOM - COUNTY HALL, TROWBRIDGE.

Present:

Chief Executive or Chairman Bath RUH (James Scott), Gareth Bryant (Wessex Local Medical Committee), Debra Elliott (NHS England), Patrick Geenty (Wiltshire Police Chief Constable), Carolyn Godfrey (Corporate Director Wiltshire Council),
Chief Executive or Chairman Salisbury Hospital (Peter Hill)
Chief Executive or Chairman Great Western Hospital (Nerissa Vaughan),
Cllr Keith Humphries (Cabinet member Public Health, Protection Services, Adult Care and Housing), Angus Macpherson (Police and Crime Commissioner), Cllr Laura Mayes, (Cabinet member for Childrens Services) Cllr Jemima Milton (Portfolio Holder for Adult Care and Public Health), Maggie Rae (Corporate Director Wiltshire Council), Dr Stephen Rowlands (Vice Chairman and CCG Chairman), Cllr Jane Scott OBE (Chairman and Leader of the Council) and Deborah Fielding (Chief Officer CCG)

Also Present:

Ian Biggs (NHS England), David Bowater (Senior Corporate Support Officer Wiltshire Council), Cllr Chris Caswill (Wiltshire Councillor), James Cawley (Associate Director Wiltshire Council), Frances Chinemana (Consultant Public Health Wiltshire Council), Cllr Christine Crisp (Chairman Health Select Committee), Julia Cramp (Associate Director Wiltshire Council), Dr Ian Ellison-Wright (Avon and Wiltshire Mental Health Partnership), Patti Harrison (Wiltshire Parent Carer Council), Denise Jones (South Western Ambulance Service), Maggie McDonald (Senior Scrutiny Officer Wiltshire Council), Cllr John Noeken (Vice Chairman Health Select Committee), Margaret Sheather (Chair WSAB), Geoff Shone (NHS England), Emma Townsend (Specialist Commissioning and Safeguarding Team Wiltshire Council), Robin Townsend (Associate Director Wiltshire Council), Steve Wheeler (Healthwatch Wiltshire)

18 Chairman's Welcome, Introduction and Announcements

The Chairman welcomed all to the meeting and provided the following announcements:

- The RNIB Eye Pod Simulator was outside County Hall. All were encouraged to attend where possible as the Pod provided a good insight into the various eye conditions and what services were available. The Pod was on site until 6pm.

- Christine Graves, Healthwatch Wiltshire representative on the Board, had been taken into hospital and was unable to attend the meeting. The Chairman extended the best wishes of the Board for a speedy recovery.
- The CQC would be re-inspecting Bath RUH in December and would also be undertaking public meetings on Thursday 5 December at the following two locations:

Bath Racecourse – 6:30pm
County Hall, Trowbridge – 6:30pm

- The agenda had been republished to incorporate the following amendments:

Item 10 – Safeguarding Boards Annual Report – a revised report in relation to the Wiltshire Safeguarding Children Board Annual Report was provided.

Item 14 – Adult Autism Self Assessment – this had been moved to the end of the agenda.

19 **Apologies for Absence**

Apologies for absence were received from:

Christine Graves (Healthwatch Wiltshire)
Dr Toby Davies (CCG Chair of SARUM Group)
Iain Tully (Avon and Wiltshire Mental Health Partnership)
Cllr Ian Thorn (Opposition Group)

20 **Minutes**

The minutes of the previous meeting held on 12 September 2013 were signed and approved as a correct record.

21 **Declarations of Interest**

There were no declarations of interest received.

22 **Joint Health and Wellbeing Strategy**

This item was moved forward on the agenda whilst the Board awaited the arrival of Ian Biggs (Area Director, NHS England) for the 'Call to Action' item 5.

The Board at its previous meeting held in September 2013 formally agreed the Joint Health and Wellbeing Strategy and requested a progress report on the work currently underway in relation to its delivery.

In addition the Board had also requested that an easy read version of the document be prepared to ensure the content of the Strategy was communicated

effectively. Thanks were given to the Associate Director for Communications and Communities for the preparation of the branded document in conjunction with colleagues within the authority and CCG.

The Associate Director provided hard copies for consideration by Board members and confirmed that it captured the essence of the strategy and its main priorities in a plain English format.

Deborah Fielding, CCG, confirmed that the item linked well with the presentation that would follow on 'A Call to Action' and congratulated the Communications team at Wiltshire Council for its preparation, noting the easy to read format.

The Chairman confirmed the importance of releasing the document at the earliest opportunity to highlight the work being undertaken and the priorities identified. With this in mind all were requested to provide any feedback to the Wiltshire Council Communications team within the next 7 days.

The Associate Director for Communications and Communities was working with the CCG to develop a communications plan. This would include the circulation of the Strategy which would be disseminated within the county to public locations, such as libraries, GP surgeries, leisure centres, etc.

The Chairman thanked the Associate Director again for the preparation of the document and looked forward to seeing the finalised version shortly.

Resolved:

That the Board:

- 1) Note the progress made on joint activity to deliver Wiltshire's Joint Health and Wellbeing Strategy;**
- 2) Agrees to a full annual report by the end of 2014 to inform any update of Wiltshire's Joint Health and Wellbeing Strategy; and**
- 3) Requests that any comments in relation to the plain English version of the document be provided to the Associate Director, Communications and Communities within the next 7 days from this meeting.**

23 A Call to Action (NHS England)

Noting that in June 2013 NHS England had announced the start of a strategic process led by NHS England in partnership with Clinical Commissioning Group (CCGs), Health and Wellbeing Boards (HBSs) and national partners, a request was made at the last meeting of the Board for a presentation to be made providing further details on the NHS 'Call to Action'.

Ian Biggs (Area Director, NHS England) was in attendance to provide a presentation on 'Call to Action' in conjunction with Deborah Fielding (Chief Officer Wiltshire CCG) and Maggie Rae (Corporate Director, Wiltshire Council).

In making the presentation, Ian Biggs confirmed that 'Call to Action' was a sustained programme of engagement to seek the views of patients, the public, staff and stakeholders to assist with future planning of services to reflect the needs of the population, within the funding available.

In drawing the Board's attention to the projected resources available up to 2020/21 it was noted that a financial gap of approximately £30bn would exist in order to meet the population needs. An ageing society, an increase in long-term conditions and lifestyle risk factors would all provide further financial pressures on the system.

Recommendations for improvement already existed with the release of key documents (such as the Bruce Keogh report and Berwick review); it was acknowledged that further changes would be required.

The way in which healthcare was delivered would need to be organised in such a way that services supported primary care and met the needs of the patient within the community itself. A significant shift in future resource was likely to provide services that allowed patients to remain at home where possible. This would meet the needs of the patient, reduce financial pressures and the associated pressures on hospitals.

Promoting healthier life paths and driving a preventative rather than reactive approach to healthcare would be required. This would be achieved by giving service users a greater control over their health and moving away from a one size fits all model of care.

Deborah Fielding confirmed that Wiltshire was in a strong position in comparison with many other areas, noting the preventative measures already in place. This would be emphasised further with the support of the clinical executive who would continue to focus on local services, policy development and planning.

Noting the financial implications a severe winter could have on resources, information on the preparations of all three hospital trusts in the area, Primary Care, Wiltshire Council the Community and Medvivo WMS was highlighted.

As part of ongoing consultation, NHS England has requested CCGs to lead on the development of a local 5 year plan, noting that financial planning in the past has been arranged in one or two year blocks. Wiltshire CCG were currently in the second year of their 'Clear and Credible' Plan and were currently working up commissioning intentions for 2014/15 which would be announced shortly. The

5 year plan would run from 2014/15 to ensure an overlap with the 2014/15 Delivery Plan.

Key assumptions had been used in relation to the Medium Term Financial Plan which included an expected tariff inflation of 2.9% per annum (now expected to be 2.1%). This was likely to put further pressure on acute services, noting that each were already required to continue with 4% efficiency savings year on year.

The growth in allocation was also likely to reduce to 1.8% in 2015/16 from 1.9% in 2014/15, below inflation. This would need to be taken into account with the 10% running costs of commissioning organisations and would again result in further pressures.

In highlighting the Medium Term Financial Plan it was noted the significant change to the Integrated Transformation Fund (ITF) allocation which, in 2015/16 would have approx £20m ringfenced from the budget for primary care, community care and social care purposes.

To help drive the 5 year plan workshops were currently being planned with the CCG facilitators at Attain, the first of which took place on 29 October with the CCG governing body, NHS England and senior officers of the Council to agree the approach. A programme of workshops would start in earnest in January/February 2014.

Joint challenges in the future included:

- The need to get better at preventing disease
- Giving patients greater control of their own health
- Noting the 4,000 additional military personnel with families rebasing to Wiltshire by 2020
- The need to maintain services close to home
- Managing with reduced resources with increased needs
- The impact of specialist commissioning national service specifications
- The need to support Primary Care in its delivery

Maggie Rae, Corporate Director Wiltshire Council, concluded the presentation by reiterating the need of future service integration to ensure services remained fit for purpose and to ensure the best service was provided for the future. The vision was in line with that of the Council and which was outlined within the authority's Business Plan.

The Chairman and Corporate Directors on the Board had recently attended a conference where the message of Wiltshire being in a stronger position than most was also highlighted.

The Chairman fully supported the need of continued joined up working and for a focus on prevention measures to remain a priority to ensure a sustainable

future. In line with this the support of local communities and the voluntary sector would be required in the future.

A national group undertaking research on national barriers to integration was noted. Wiltshire CCG was one of only four in the country accepted into the pilot scheme.

Resolved:

That the Board note the work being undertaken to engage the public and stakeholders alike in the Call to Action process.

24 **Health and Social Care Integration**

At its previous meeting the Board requested to receive an update on work being undertaken for future integration of commissioning and services delivery between Wiltshire Council Adult Social Care services and Wiltshire CCG.

Deborah Fielding presented the report which included a proposed approach to commissioning and set out key governance steps to ensure effectiveness was enhanced.

A working group has been established reporting initially to the Joint Commissioning Board for Adults' Services, to help develop future integration plans, including to outline plans for the Integration Transformation Fund (ITF). Although this would not come into full effect until 2015/16 there was a clear expectation from central government that CCGs and local authorities should have a two-year plan in place from March 2014.

The report proposed that a report on the two-year integration plans be presented to the Board in March 2014. However it was noted that these were to be submitted to NHS England at that time and therefore the report should be brought back for the Board's consideration in January 2014 to ensure any comments received could be incorporated.

During discussion clarification was also sought on the outcome of conversations taking place between CCG and NHS England with regards to Community Services Transformation, as highlighted at the previous meeting of the Board. It was noted that a paper was to be presented to the CCG on Tuesday the following week. The Board would be provided with details on the outcome of this meeting in due course.

Resolved:

That the Health and Wellbeing Board:

- 1) Note the developments in respect of integration of health and social care services; including:**

- The ongoing development of a shared vision
 - The establishment of an officer working group reporting to the Joint Commissioning Board (JCB) and shared principles for joint commissioning
 - The drafting of a Joint Business Agreement (JBA) to provide a framework for all existing and new joint arrangements
 - The ongoing development of proposals for joint commissioning of learning disabilities services and mental health services, which will be reported back to the Board for decisions in early 2014
 - Community transformation development
 - The work towards planning for the Integration Transformation Fund (ITF)
- 2) Receive a report at its meeting in January 2014 on the plans for use of the Integration Transformation Fund (ITF) ahead of its submission to NHS England in March 2014.
- 3) Endorse the commitment to a shared intent to move towards the further joint commissioning of community services and authorise the Joint Commissioning Board (JCB) to develop next steps in terms of:
- The scope of services to be jointly commissioning or aligned
 - Recommending any organisational/structural changes required to support joint commissioning
 - Setting out performance monitoring and review frameworks
- 4) Note the pending decision of the CCG Governing Body on 26 November 2013 regarding tendering options for community health services and that the Board is updated on the outcome of this meeting in due course.

25 Winterbourne View progress report

The Board at its previous meeting in September considered a joint update from Wiltshire Council and Wiltshire CCG on progress made in relation to the Department of Health (DoH) report 'Transforming Care: a National Response to Winterbourne View Hospital' and resolved to receive a further update at its next meeting.

An update report was duly presented by James Cawley, Associate Director Wiltshire Council who highlighted that the report was as a result of the CQC visit which had asked all involved to respond accordingly on how they were to progress joint commissioning issues in addition to the outcome of individual cases.

The Board noted the report which included a stock take on progress made as well as work still to be undertaken in relation to future integration of service. Reassurance was also given that the care needs of former residents were being met in the most appropriate way.

The Chairman thanked the officer for the report and requested that the Board receive future regular updates.

Resolved:

That the Board would receive a further update report in May 2014.

26 **Public Health Annual Report**

The Public Health Annual report, which highlighted public health activity for 2012/13, was presented by Maggie Rae, Corporate Director Wiltshire Council.

Confirmation was given that the integration of public health was at the heart of all public services and was one of the 12 objectives identified within the Wiltshire Council Business Plan to help deliver the 3 priorities of the authority.

The report had been presented to the Wiltshire Council Cabinet in September and would be presented to the CCG Board at its next meeting in November.

It was hoped that the document would be distributed widely. With this in mind it was proposed that distribution should take place alongside that of the easy read version of the Joint Health and Wellbeing Strategy.

27 **Safeguarding Boards Annual Reports**

Attendees were reminded that the agenda had been republished to incorporate a revised report in relation to the Wiltshire Safeguarding Children's Board Annual Report which would now be brought to the Board for consideration in January 2014.

James Cawley, Associate Director Wiltshire Council, and Margaret Sheather, Independent Chair of the Wiltshire Safeguarding Adults Board, were welcomed to the meeting to present the WSAB Annual Report, copies of which were available at the meeting and electronically.

The Independent WSAB Chairman was pleased to be able to present the 2012/13 report to the Board noting that the previous year's annual report had been considered by the Board in its shadow form. With this in mind it was acknowledged that the HWB was the natural partner to which the Safeguarding Adults Board reports.

The Board were asked to note the progress made in terms of the WSAB's responsibilities which had continued even with the continued change and financial pressures faced by public services.

The WSAB would also soon be on the same statutory footing as the WSCB following changes made in the Care Bill. Further details in relation to the outcome of regulations and resulting guidance were awaited whilst the Bill moved through parliament.

The Board was fully supportive of the work undertaken by the WSAB and thanks were given to the Independent Chairman in attendance for the report.

Resolved:

- 1) That the Board note the report provided; and**
- 2) That the Wiltshire Safeguarding Adults Board (WSAB) accepts the Health and Wellbeing Board (HWB) as the partnership to which it reports.**

28 **End of Life Care**

The Secretary of State for Health had written to Health and Wellbeing Boards alerting them to a review of the End of Life Care Strategy and requesting that each consider the Strategy within their own Joint Strategic Assessment (JSA) and Joint Health and Wellbeing Strategy (JHWS).

Wiltshire's JHWS already includes a range of activity on end of life planning and coordination. In addition a strategy group was drafting a revised Strategy for Wiltshire which was expected to be available for discussion in January 2014.

The Chairman, in noting the positive work being undertaken to ensure an effective Strategy, stressed the importance of also ensuring delivery of the service and the aspirations for Wiltshire to be the best provider of that service.

In considering care provided, the Board expressed concern with the number of people that were still admitted to hospital at the end of life and were supportive of a system that with the right support would allow patients to be at home, noting that patient choice remained at the heart of care provided.

Deborah Fielding confirmed that a CCG working group of experienced individuals had already been established to consider end of life care provided. It was therefore proposed noting that Deborah Fielding was a lead on this group that it should be asked to consider the current approach to end of life care in Wiltshire and report back to the Board by March 2014. All were in favour of this request.

Resolved:

That the CCG working group would review the approach to end of life care in Wiltshire and report its findings to the Board at its meeting in March 2014.

29 **Commissioning Services for Armed Forces**

From April 2013 NHS England was tasked with ensuring the delivery of better outcomes for patients within its available resources, including the commissioning of health services for armed forces members and their families registered with Defence Medical Services Medical Centres.

Debra Elliott, NHS England, had requested that the Board consider a report outlining where joint commissioning responsibility lies and requesting that the Board approve the proposed plans within.

The Chairman, before handing over to Debra Elliott, confirmed the pertinence of the report, noting the rebasing of approximately 4,000 armed forces personnel in Wiltshire by 2020.

Debra Elliott confirmed that NHS England would be responsible for the commissioning of services for armed forces members and their families, with the CCG taking responsibility for non registered and veteran personnel.

Noting the plans for army rebasing in Wiltshire and the services that would be needed, discussions had already commenced between NHS England, Wiltshire Council and the CCG on how these would be delivered.

To ensure adequate consideration of the health and wellbeing services that would be required it was proposed that joint commissioning be discussed at the Military Civilian Integration Partnership (MCIP) hosted by Wiltshire Council, to agree a joint commissioning plan.

During discussion the important work of the Armed Forces Network was raised and it was agreed that this should have been identified within the report.

In order to identify at as early a stage as possible the requirements of personnel moving back to the UK, officers had been in discussion with families based in Germany with further contact planned.

Deborah Fielding, CCG, confirmed that a similar venture had been undertaken with Gloucester Council the previous year and was therefore fully supportive of this approach.

Discussions were also taking place with all 3 acute hospitals and these would be taken into consideration as part of the joint commissioning plans.

Resolved:

That the Board acknowledge that joint commissioning of services will be discussed at the Military Civilian Integration Partnership (MCIP) hosted by Wiltshire Council with the objective of developing and agreeing a joint commissioning plan for armed forces personnel and their families who are currently or will be residing in Wiltshire.

30 **Governance arrangements**

The Health and Wellbeing Board has a number of important relationships with other governance structures, including the Council, safeguarding boards and joint commissioning boards for adult and children services.

To allow the Board to undertake its work effectively, it is important that all partners have a shared understanding of its role and that of the differing boards responsible for varying aspects of health and wellbeing in Wiltshire.

Noting the significant changes in governance arrangements as a result of the Health and Social Care Act 2012 of which were outlined and endorsed within a report to Full Council in May 2013, a report to the Board outlining the current governing arrangements was presented by Robin Townsend, Interim Associate Director Wiltshire Council.

Upon consideration of the report, it was noted that the Terms of Reference for the Joint Commissioning Board required updating in light of the report to full council which outlined the relationship between the Commissioning Board and Health and Wellbeing Board. Further clarity was also sought on how the Board undertook future work planning.

Resolved:

- 1) That details of the work identified by the Health and Wellbeing Board for future consideration would be shared with members of the Board and Health Select Committee for comment; and**
- 2) That a revised report on governance arrangements would be presented to the Board at a later date to reflect any developments since consideration of the report to Full Council in May 2013.**

31 **Adult Autism Strategy Self Assessment**

The Department of Health (DoH) was leading a formal review of progress against the Adult Autism Strategy. As part of this process local authorities had been contacted and asked to take forward a second self assessment exercise to be submitted to the DoH as part of the review.

The findings of the assessment, undertaken by the Wiltshire Autism Partnership, were presented in the report which the Board was asked to support.

Patti Harrison, Wiltshire Parent Carer Council (PPCC) representative on the Wiltshire Autism Partnership, was welcomed to the meeting to present the report. In doing so, Patti confirmed her support for the multi-agency approach to developing the Wiltshire Strategy and the work being undertaken by the authority to spread awareness.

Emphasis was put on the funding and support available, noting that ongoing support for those leaving education was required to ensure next steps toward independence could be achieved.

Adults of all ages were now able to access a diagnostic service. Although this was a positive step forward, the next stages post diagnosis were equally important with suggestions discussed on how this could be improved which included:

- The publication of material providing frequently asked questions and details of available support services;
- Follow up appointments to allow for the digestion of information by those diagnosed, noting that there were likely to be many questions once diagnosis was made.

Noting that within the children's services department a post diagnostic pack was being developed, it was proposed that this could perhaps also be adapted for use by adults.

An attending Avon and Wiltshire Mental Health Partnership (AWP) representative (commissioned by the CCG to provide diagnostic services within Wiltshire) would feed back the comments of the meeting to the respective officers for due consideration.

Resolved:

That the Health and Wellbeing Board was fully supportive of the direction that the Wiltshire Autism Partnership was taking.

32 **Urgent Items**

There were no urgent items considered.

33 **Date of Next Meeting**

The next meeting of the Board would take place at 3pm on Thursday 16 January 2014 and would be held at Great Western Hospital Lecture Hall, Swindon.

(Duration of meeting: 3:00 pm – 5:15 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic & Members' Services, direct line 01225 718378, e-mail SharonL.Smith@wiltshire.gov.uk

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